

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales · Charity number 1176414

Details

Other names SWRLS

Status Registered

Legal form CIO

Registered 2017-12-21

Register [View on the Charity Commission register](#)

Contact

Address Arts University Plymouth
Tavistock Place
Plymouth
PL4 8AT

Phone 07590218156

Email coordinator@swrls.org.uk

Website www.swrls.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE(1) THE ADVANCEMENT OF EDUCATION FOR THE BENEFIT OF THE PUBLIC BY:(A) PROMOTING CROSS SECTOR CO-OPERATION BETWEEN MEMBERS.(B) PROMOTING ACCESS TO LIBRARY COLLECTIONS AND SPECIALIST KNOWLEDGE.(C) PROVIDING A FRAMEWORK FOR THE INTERLENDING OF MATERIALS.(D) ADVANCING THE SKILLS AND KNOWLEDGE OF THE WORKFORCE AND THEIRSTAKEHOLDERS.(E) FACILITATING A COLLABORATIVE NETWORK TO SHARE BEST PRACTICE ANDEXCELLENCE.(2) THE ADVANCEMENT OF LITERATURE, KNOWLEDGE AND LIFELONG LEARNING FOR THEBENEFIT OF THE PUBLIC BY PROMOTING:(A) ACCESS TO SPECIALIST RESOURCES.(B) CULTURAL ACTIVITIES AND PARTNERSHIPS.(C) ACCESS TO DATA AND INFORMATION.

Activities: We take a strategic & partnership approach to serving our communities by developing staff, services & resources that are inclusive, sustainable & enhance learning. We do this through 5 key areas of activity: networking; providing training & development opportunities & courses; providing grants for projects & training; facilitating the inter lending of resources; developing strategic partnerships

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Guernsey
- Jersey
- Bournemouth
- Bristol City
- Cornwall
- Devon
- Dorset
- Gloucestershire
- Hampshire
- Somerset
- Torbay
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£29,182	£37,580	-	-
2024-03-31	£52,650	£46,454	-	-
2023-03-31	£52,397	£46,187	-	-
2022-03-31	£20,129	£26,791	-	-
2021-03-31	£41,646	£28,382	-	-

Trustees

Name	Role	Appointed
Dave Rowe		2025-11-13
Donna Lynne Gundry		2017-04-05
Emma Kristina Wellard		2019-12-30
Frances Jane Tout		2020-11-13
Helen Chaloner		2018-11-28
Jane Choules		2024-11-13
Jolanta Peters		2018-06-29
Kerry Kellaway		2024-11-13
Michael Garfield Hosking		2019-06-14

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales - Charity number 1176414

Accounts



South Western Regional Library Services CIO

Eighty Eighth Annual Report

1st April 2024 to 31st March 2025

SWRLS CIO

C/O Arts University Plymouth

Tavistock Place

PLYMOUTH

Devon, PL4 8AT

www.swrls.org.uk

Charity Registration Number: 1176414

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• **1. Objectives, Activities and Public Benefit Statement**

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2024 to 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the inter-lending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

• 2. Chair's Comments



I am now in my third year as SWRLS Chair, and continue to be thankful to the board of trustees and to members for all their invaluable experience and expertise and dedication to libraries. SWRLS Coordinator Shelley Trower is now in her second year in this role. We have continued to meet online as a committee and to communicate via the monthly newsletter and website; developed new training opportunities and Basecamp resources; new social media accounts on LinkedIn and Bluesky; organised further events and secured an Arts Council England grant to work in partnership again with SW literature development agency Literature Works to tour diverse authors to 18 South West libraries through 2026.

Looking back to the year of this report, March 2024-April 2025: Our annual Members Day took place on 5th July 2024 at Arts University Plymouth, with guest speakers including Michael Webb (Director of Technology and Analytics at Jisc) and discussions of sustainability, immigration and AI – a report is available [here](#).

The AGM Conference took place at Bristol's Engine Shed on Wednesday 13th November, where we shared our 4-year strategy, heard from the SWRLS-funded Hospital Engagement and Libraries Project, and welcomed guest speaker on neurodiversity, Joanne Fitzpatrick (Research Data Manager at the University of Lancaster, and co-chair of the neurodivergent library & information staff network) - the slides are [here](#).

As we remain in the grip of difficult budgets SWRLS continues to endeavour to ensure value for money, with subscription fees remaining frozen and offering grants to promote best practice, collaboration between and innovation in libraries. Looking ahead, in 2025-2026 we seek to further develop training and networking opportunities and to support new projects.

Donna Gundry, Chair

● 3. Achievements and Performance

2024-2025 saw the first year of SWRLS's new four-year Strategic Plan 2024-2028, finalized in consultation with our membership at the 2024 AGM. Updates on the implementation of the Plan have been provided for Board of Trustees meetings with the Plan being reviewed at least twice a year.

1. Co-operative working and partnerships

Networking opportunities:

Our July 2024 Members Day was held at Arts University Plymouth as outlined in the Chair's report above.

The AGM was at Bristol's Engine Shed in November, where we sought input and shared our 4-year strategy and heard from those who gained SWRLS grants that year.

2. Developing the workforce.

SWRLS Training Offer

SWRLS offered a series of workforce training opportunities to members including:

- **Neurodiversity in libraries** – a half-day online webinar – led by Joanne Foster-Murdock & Caroline Varney-Bowers in July & October 2024.
- **LGBTQ+** online workshop: developing inclusive library provision – led by John Vincent in October 2024.
- **Tips for Handling Difficult Customer Situations** – half-day online workshop – led by Diana Edmonds in January 2025.
- **Leadership Essentials** – short course - led by Diana Edmonds from November 2024 to February 2025.
- **Fundraising/bids training** – short course – led by Matthew Cock from March to April 2025.
- **Empowering librarians to navigate the AI revolution** – led by Phil Bradley in April 2025.

The training offer remains strong, for example including since April:

- Frontline training accessible to all SWRLS members via Basecamp flexibly and without cost, created by Dianne Edmonds in July 2025.

3. Supporting the cultural and community engagement role of libraries

SWRLS Grants

Hospital Engagement & Libraries (HEaL) project – libraries working with NHS to support health & wellbeing: an outline of this initiative is available on our Development pages [here](#).

Individual Training Grant: SWRLS approved a small grant to Jessica Phillips, Library Stock & Resources Manager for Wiltshire Libraries, to attend the CILIP conference on 10-11 July in Birmingham, sharing her report [here](#).

Arts Council England

SWRLS with Literature Works submitted a bid to ACE’s National Lottery Project Grant programme to tour diverse authors to SW libraries in March 2024, following a commitment by SWRLS board of Trustees to award a small grant to match-fund with £4,000. This bid was unsuccessful in its first iteration, but after revising and resubmitting a new version at the end of June we heard late August that £30,000 is awarded to go ahead with the tour. We will shortly be delivering a tour of authors from diverse cultural backgrounds to eighteen libraries across the sector and our region. Talks and workshops will be held around the themes of life stories, nature/environment and wellbeing. Outcomes will also include a mini-film about the tour.

This project will follow on from the previous Word Lives in Libraries, which produced a film along with four inspirational posters to help advocate for libraries: www.swrls.org.uk/post/why-libraries-matter.



Imagery developed for ACE-funded SWRLS Word Live in Libraries Tour

4. **Effective Governance**

Merryn Kent and Sim Taylor (Secretary) are standing down as Trustees. A new Secretary was proposed and seconded: Jolanta Peters. Trustees were proposed and seconded for a further term included Emma Wellard and Mike Hosking. New Trustee (non-sector specific) was proposed and seconded, Dave Rowe.

Board meetings: The Board met four times, in May, October, November, and February.

5. **Marketing and advocacy:**

- **Website:** the SWRLS website at www.swrls.org.uk is continually refreshed with news, events and project information.
- **Social media:** SWRLS is regularly fed with news updates, job opportunities etc on LinkedIn and Bluesky.
- **SWRLS CIO Newsletter:** the newsletter is designed to keep members apprised of current opportunities and progress with SWRLS programme of project and training events and is published monthly.
- **Basecamp:** Now has a new resources area that includes training opportunities.

We continue to seek innovative and informative methods of communication with our SWRLS membership.

• 4. Honorary Treasurer's Report

Management

The trustees have considered the major risks to which the charity is exposed. The Board is confident that review services have been established to mitigate those risks and that we had sufficient cover in the 2023/2024 financial year.

Financial review

The Coordinator and Trustees continue to monitor the charity's income from membership fees and training, and its expenditure. This ensures that SWRLS provides a service that is value for money for all members and all sectors.

At the end of the 2024/2025 financial year, our reserves stood at £78,632. This included £52,371 held in a Charities Deposit Fund. While it is prudent to keep several months of running costs in reserve, it is important that excess funds are used for the benefit of members rather than being kept on deposit. At a board meeting in January 2023, the trustees agreed to set aside £25,000 as designated funds for three years from April 2023/24 specifically to support grant applications that focus on supporting good health and wellbeing, or on reducing financial inequalities. We will be revisiting this issue in the next few months and will look to make a decision about next steps.

SWRLS is keen to do what it can to mitigate the financial restraints everyone is under so, as always, the board welcomes suggestions about any support or training we could offer. We also welcome grant submission from all sectors and from individuals. If you have any feedback on the way funds are spent, whether positive or as a critical friend, please feel free to contact me or any member of the board so that the work of SWRLS continues to reflect the priorities of its members.

Thanks to all those who supported me in taking up the role of Treasurer this year.

Kerry Kellaway
Honorary Treasurer

• 5. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Coordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2023-24 the following organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECC University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Royal Devon and Exeter NHS Foundation Trust; University of Exeter; Exeter Cathedral & Archives

Dorset

Dorset Libraries

Gloucestershire

Cirencester Sixth Form College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University; University of Gloucestershire

Guernsey

Guille-Allès Library

Hampshire

Hampshire Healthcare Library
Portsmouth Hospitals University NHS Trust

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service

Plymouth

Arts University Plymouth; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Downside School, Radstock; Somerset Libraries & Information Service; Strode College; Yeovil College, Somerset NHS Hospitals Trust

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council Libraries

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network

Inspire, Libraries in Cornwall

Read South West Executive

Libraries Connected South West

South West Higher Education Libraries (SWHELS)

Donna Gundry, Mike
Hosking

Merryn Kent

Merryn Kent

Emma Wellard

Jackie Chelin

• 6. Reference and Administrative Information

Registered Charity 1176414

Registered Office Arts University Plymouth
Tavistock Place
Plymouth
Devon, PL4 8AT

Bankers Royal Bank of Scotland
Direct Business Banking
PO Box 5479
1 Springfields Square
Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Donna Gundry, to serve to Jan 2026
 - **Secretary:** Simonetta Taylor, to serve to Nov 2025
 - **Treasurer:** Kerry Kellaway, to serve to Nov 2028
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Jolanta Peters, to serve to 2024
 - Jane Choules, to serve to 2027
 - **Public libraries:**
 - Emma Wellard, to serve to Jan 2025
 - Frances Tout, to serve to 2024
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2024
 - Michael Hosking, to serve to Jan 2026

Coordinator: Shelley Trower is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees



Chair of Trustees

Independent examiners report to the Trustees of South Western Regional Library Services CIO

I report to the trustees on my examination of the accounts for South Western Regional Library Services CIO ("the charity") for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Albert Goodman LLP provides the charity with bookkeeping services. I confirm that the necessary safeguards as required by the Direction of the Charity Commission have been implemented, and that I have applied the provisions of the Revised Ethical Standard 2024 issued by the Financial Reporting Council.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Michelle Ferris BSc (Hons) FCA DChA

Albert Goodman LLP
Chartered Accountants
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 07 November 2025

Receipts and payments accounts

For the period from	01/04/2024	To	31/03/2025
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Interest Received	2,796	-	-	2,796	3,458
Member subscription	25,382	-	-	25,382	17,144
Training Courses	1,004	-	-	1,004	446
Grant income	-	-	-	-	6,786
Contribution	-	-	-	-	213
Other Income	-	-	-	-	25
Sub total (Gross income for AR)	29,182	-	-	29,182	28,072
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,182	-	-	29,182	28,072
A3 Payments					
Coordinator Support Post	13,265	-	-	13,265	14,753
Travelling & Subsistence	333	-	-	333	-
Training & Development	2,500	-	-	2,500	2,675
Conference & Meeting Fees (AGM & Members day)	2,043	-	-	2,043	896
Committee / Meeting Exepnses	-	-	-	-	555
Website / Internet	23	-	-	23	1,939
Advertising and marketing	1,325	-	-	1,325	-
Bank fees	27	-	-	27	-
Subscription Payments	1,059	-	-	1,059	-
Accountancy	5,257	-	-	5,257	1,320
Insurance	226	-	-	226	227
Event costs	480	-	-	480	-
World Live in Libraries Project	-	-	-	-	34,128
Grant / award Payments	11,042	-	-	11,042	199
Office Support Services	-	-	-	-	12,960
Sub total	37,580	-	-	37,580	69,652
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,580	-	-	37,580	69,652
Net of receipts/(payments)	(8,398)	-	-	- 8,398	- 41,580
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	87,030	-	-	87,030	128,610
Cash funds this year end	78,632	-	-	78,632	87,030

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	26,261	-	-
	Deposit Account	52,371	-	-
			-	-
	Total cash funds	78,632	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Accountancy Fees	Unrestricted	3,181	
	Consultancy costs	Unrestricted	575	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DONNA GUNDRY	7/11/25

Notes forming part of the financial statements

1. The accounts have been prepared on the receipts and payments basis and in accordance with guidance issued by the Charity Commission.
2. Neither the trustees, nor any person connected with them, have received any remuneration or expenses during the year (2024: None).
3. The funds of the charity are as noted on the receipts and payments accounts, with £nil restricted funds carried forward as at 31 March 2025 (2024: £nil).

Within unrestricted funds is £25,000 of designated funds (2024: £250,000).

4. The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on the assets of the CIO.

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales - Charity number 1176414

Accounts



South Western Regional Library Services CIO

Eighty Seventh Annual Report

1st April 2023 to 31st March 2024

SWRLS CIO

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Charity Registration Number: 1176414

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• **1. Objectives, Activities and Public Benefit Statement**

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2023 to 31 March 2024.

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the inter-lending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

• 2. Chair's Comments



I am now in my second year as SWRLS Chair, having been a long-standing board member previously. I am thankful to the board of trustees and to members for all their invaluable experience and expertise and dedication to libraries. I remain thankful also to Heather Norman-Soderlind, the SWRLS Coordinator until March 2024, who did a thorough handover to the new coordinator, Shelley Trower. Shelley has experience especially of university libraries with a background as an academic as well as of public libraries as lead for funded projects including '[Living Libraries](#)', and we have already developed a strong working relationship for the benefit of SWRLS and its members. We have continued to meet online as a committee and to communicate via the monthly newsletter and website; developed new training opportunities; awarded funding for a new partnership project and a training grant; and organised a Members' Day and AGM event so far.

Looking back now to the year of this report, March 2023-April 2024:

Our annual Members Day took place on Tuesday 13th June at Exeter Library and online, with guest speaker Bill Thomson, BBC Head of Public Value Research, advising on digital archiving and access in the library environment. It was well attended with 44 participants signing up on Eventbrite, and for those who were not able to attend, the recording exists on the website.

The AGM took place online on Thursday 30th November, where we shared our 4-year strategy SWRLS@90, and heard from those who gained SWRLS grants that year. Again it was well attended with 40 signed up to come along. Though snow fell on the South West that day, resulting in the closure of schools and businesses, those that attended engaged in thought provoking dialogue supporting the wider profession and roles of those in attendance.

Having secured an Arts Council England National Lottery Project Grant in December 2022, SWRLS as a charitable organisation worked in partnership with South West literature development agency Literature Works to deliver Word Live in Libraries: a tour of author talks and creative workshops that ran throughout 2023, incorporating 22-library based venues around the South West. These were designed to engage a variety of communities that might be less familiar with libraries, including young people and new arrivals. Outcomes have included four inspirational posters to help advocate for libraries: <https://www.swrls.org.uk/post/why-libraries-matter> (more below).

Another major project was SWRLS-funded 'Peninsula of Sanctuary: Libraries', which began in February 2023 to collaborate between libraries across the sector to support library services to meet the particular cultural needs of those new to Devon and Cornwall. The project succeeded in recruiting project partners and members of a discussion forum launched on Basecamp, and a valuable bank of resources shared across the project is now available. An impact report was delivered in December 2023:

<https://www.swrls.org.uk/post/peninsula-of-sanctuary-project-report>. SWRLS is looking to support this project now entering a second phase.

As we remain in the grip of a cost-of-living crisis, SWRLS endeavours to ensure value for money. We have continued to freeze subscription fees, and to offer grants to promote best practice and innovation within libraries and the wider sector. We welcome applications to our grants programme from across our membership, particularly projects which support health and wellbeing or reduce financial inequalities. Looking ahead, in 2024-2025 we seek to further develop training and networking opportunities, and to support new projects

Donna Gundry, Chair

• 3. Achievements and Performance

2023-2024 is the final year of our SWRLS Strategic Plan 2021-2024, agreed in consultation with our membership at the 2020 AGM. Updates on the implementation of the Plan have been provided for Board of Trustees meetings with the Plan being reviewed at least twice a year. The new strategic plan is being launched in November 2024.

This year presented SWRLS and the library sector we serve with continuing challenges not least as a result of cuts and cost of living rises. Our Board of Trustees agreed to keep membership fees static for 2023-24.

1. Co-operative working and partnerships

Networking opportunities:

Our July 2023 Members Day was held both online and in-person at Exeter Library, as outlined in the Chair's report above.

The AGM was held online in November, where we shared our 4-year strategy SWRLS@90, and heard from those who gained SWRLS grants that year: Laura Lay (FX Plus Library Lead) talked about the Peninsula of Sanctuary: Libraries project; Melita Armitage (Consultant for Bath Spa University Lead) talked about Re-Imagining Libraries; and Christina Evans (Somerset Library) about the Thermal Imaging Cameras Project.

2. Developing the workforce.

SWRLS Training Offer

SWRLS offered a series of workforce training opportunities to members including:

- Managing Projects in the library and information environment – a half-day online webinar – ran for a second and third time in April 2023 to meet demand.
- Equality, Equity & Diversity in the Libraries & Information Environment was a half-day online training event led by John Vincent that ran in May 2023.
- The AI Revolution: Empowering Librarians to Navigate the Future was a two-hour online webinar led by Phil Bradley in October 2023 and February 2024.

The training offer remains strong, for example including since April:

- Library Provision for Blind & Partially Sighted Customers - SWRLS offered this free half-day online training event led by Laura Marshall, Library Engagement Manager for RNIB, in April 2024.
- Neurodiversity in Libraries – SWRLS offered this half-day online training event twice to SWRLS members with no charge, in July and October 2024.
- LGBTQ+ online workshop: Developing inclusive library provision – SWRLS offered this half-day workshop to SWRLS members with no charge in October 2024.

3. Supporting the cultural and community engagement role of libraries

SWRLS Grants

Peninsula of Sanctuary: Libraries: responding to a need to support increasing numbers of new arrivals and refugees to the South West region, and reflecting the highly dispersed and rural nature of our region, SWRLS member FX Plus Library applied for a SWRLS grant to organize a close collaboration between libraries across the sector in support of great library service to meet the particular needs of new arrivals to Devon and Cornwall. An impact report was delivered in December 2023: <https://www.swrls.org.uk/post/peninsula-of-sanctuary-project-report>.

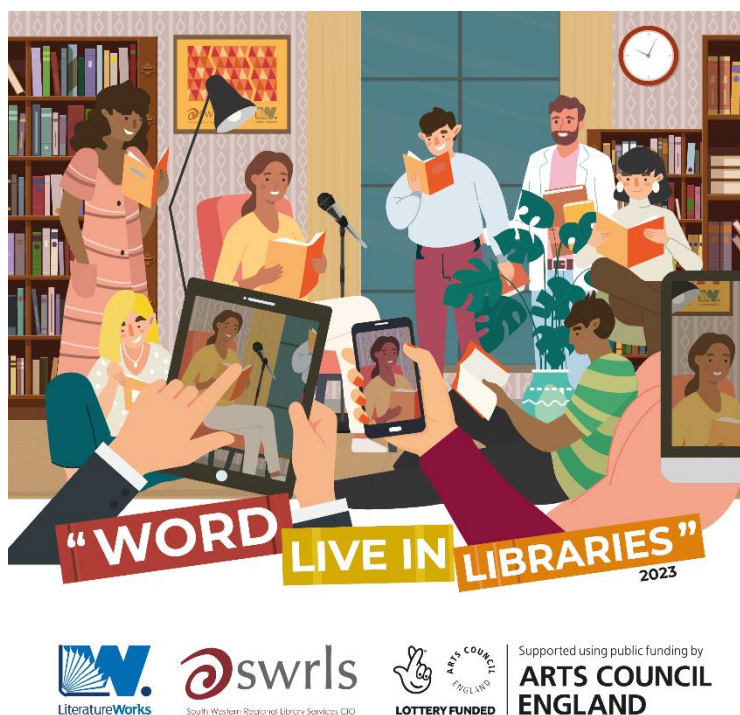
Re-Imagining Libraries: Bath: Bath Spa University, in partnership with University of Bath, Bath & North East Somerset Libraries, Bath College and House of Imagination, received a grant to develop an inclusive consultation methodology to identify how libraries can engage with the changing needs of local communities.

Individual Training Grant: Somerset NHS Foundation Trust: SWRLS approved a small grant to Veronica Price to attend the LILAC conference in Cambridge, sharing her report via a subsequent news blog.

Arts Council England

Word Live in Libraries: a region wide tour of SW libraries: following a commitment by SWRLS board of Trustees to award a small grant to match-fund an application to Arts Council England's

National Lottery Project Grant programme, we raised £29,000 from ACE towards delivering a tour of authors from diverse cultural backgrounds to twenty two libraries across the sector and our region, each designed to engage a particular audience ranging from new arrivals to young people to the Chinese diaspora. Workshops and talks were held in person and as hybrid or online only events. The tour went live in 2023-24, beginning with Luke Palmer’s creative writing workshop at Bath Central Library in February, and finishing with Noreen Masaud’s in conversation event at UWE Library in November. SWRLS is working in partnership with Literature Works, the South West’s regional literature development agency. Outcomes include a mini-film about the tour: www.swrls.org.uk/post/word-live-in-libraries-the-film, and four inspirational posters to help advocate for libraries: www.swrls.org.uk/post/why-libraries-matter.



Imagery developed for ACE-funded SWRLS Word Live in Libraries Tour

4. Effective Governance

There were no Trustee positions up for re-election this year. Trustees were proposed and seconded for a further term, including Donna Gundry as Chair, Simonetta Taylor as Secretary, and Merryn Kent as Treasurer.

Board meetings: The Board met four times, in June, September, November, and February.

5. Marketing and advocacy:

- **Website:** the SWRLS website at www.swrls.org.uk is continually refreshed with news, events and (new this year) project information.
- **Social media:** @SWRLSInfo is regularly fed with news updates, job opportunities.

- **SWRLS CIO Newsletter:** the e-newsletter is designed to keep members apprised of current opportunities and progress with SWRLS programme of project and training events and is published monthly.

We continue to seek innovative and informative methods of communication with our SWRLS membership.

• 4. Honorary Treasurer's Report

Management

The trustees have considered the major risks to which the charity is exposed. The Board is confident that review services have been established to mitigate those risks and that we had sufficient cover in the 2023/2024 financial year.

Financial review

The Coordinator and Trustees continue to monitor the charity's income from membership fees and training, and its expenditure. This ensures that SWRLS provides a service that is value for money for all members and all sectors.

Supporting vulnerable service users remains a priority for many of our members, and SWRLS has been pleased to offer financial support to the Peninsula of Sanctuary: Libraries project.

At the end of the 2023/2024 financial year, our reserves stood at £87,030. This included £74,575 held in a Charities Deposit Fund. While it is prudent to keep several months of running costs in reserve, it is important that excess funds are used for the benefit of members rather than being kept on deposit. At a board meeting in January 2023, the trustees agreed to set aside £25,000 as designated funds for three years from April 2023/24 specifically to support grant applications that focus on supporting good health and wellbeing, or on reducing financial inequalities. We look forward to receiving further grant applications that focus on these issues, whether collaborative partnerships or from individual institutions.

SWRLS is keen to do what it can to mitigate the financial restraints everyone is under so, as always, the board welcomes suggestions about any support or training we could offer. We also welcome grant submission from all sectors and from individuals. If you have any feedback on the way funds are spent, whether positive or as a critical friend, please feel free to contact me or any member of the board so that the work of SWRLS continues to reflect the priorities of its members.

Thanks to all those who supported me in the role of Treasurer over the past year.

Merryn Kent
Honorary Treasurer

• 5. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Coordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2023-24 the following organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECC University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Royal Devon and Exeter NHS Foundation Trust; University of Exeter; Exeter Cathedral & Archives

Dorset

Dorset Libraries

Gloucestershire

Cirencester Sixth Form College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University; University of Gloucestershire

Guernsey

Guille-Allès Library

Hampshire

Hampshire Healthcare Library
Portsmouth Hospitals University NHS Trust

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service

Plymouth

Arts University Plymouth; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Downside School, Radstock; Somerset Libraries & Information Service; Strode College; Yeovil College, Somerset NHS Hospitals Trust

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council Libraries

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network

Inspire, Libraries in Cornwall

Read South West Executive

Libraries Connected South West

South West Higher Education Libraries (SWHELS)

Donna Gundry, Mike Hosking

Merryn Kent

Merryn Kent

Emma Wellard

Jackie Chelin

• 6. Reference and Administrative Information

Registered Charity 1176414

Registered Office Arts University Plymouth
Tavistock Place
Plymouth
Devon, PL4 8AT

Bankers Royal Bank of Scotland
Direct Business Banking
PO Box 5479
1 Springfields Square
Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Donna Gundry, to serve to Jan 2026
 - **Secretary:** Simonetta Taylor, to serve to Nov 2025
 - **Treasurer:** Merryn Kent, to serve to Nov 2024
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Jolanta Peters, to serve to 2024
 - Jackie Chelin, to serve to 2024
 - **Public libraries:**
 - Emma Wellard, to serve to Jan 2025
 - Frances Tout, to serve to 2024
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2024
 - Michael Hosking, to serve to Jan 2026

Coordinator: Shelley Trower is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees

D Gundry

Chair of Trustees
5 November 2024

Independent examiners report to the Trustees of South Western Regional Library Services CIO

I report to the trustees on my examination of the accounts for South Western Regional Library Services CIO ("the charity") for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michelle Ferris BSc (Hons) FCA DChA

Albert Goodman LLP
Chartered Accountants
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 6 November 2024

Receipts and payments accounts

CC16a

For the period from	01/04/2023	To	31/03/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Interest Received	3,458	-	-	3,458	1,214
Member subscription	17,144	-	-	17,144	22,995
Training Courses	446	-	-	446	1,541
Word Live in Libraries project	-	6,786	-	6,786	26,900
Contribution	213	-	-	213	-
Other Income	25	-	-	25	-
Sub total (Gross income for AR)	21,286	6,786	-	28,072	52,650
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,286	6,786	-	28,072	52,650
A3 Payments					
Coordinator Support Post	14,753	-	-	14,753	15,714
Training & Development	2,675	-	-	2,675	5,399
Conference & Meeting Fees (AGM & Members day)	896	-	-	896	659
Committee / Meeting Exepnses	555	-	-	555	-
Website / Internet	1,939	-	-	1,939	1,523
Subscription Payments	-	-	-	-	350
Independent Examiner Report	1,320	-	-	1,320	1,200
Insurance	227	-	-	227	256
Academic Book Return Scheme	-	-	-	-	200
World Live in Libraries Project	2,082	32,046	-	34,128	-
Grant / award Payments	199	-	-	199	14,673
Office Support Services	12,960	-	-	12,960	6,480
Sub total	37,606	32,046	-	69,652	46,454
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,606	32,046	-	69,652	46,454
Net of receipts/(payments)	(16,320)	25,260	-	41,580	6,196
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	103,350	25,260	-	128,610	122,414
Cash funds this year end	87,030	-	-	87,030	128,610

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	12,455	-	-
	Deposit Account	74,575	-	-
			-	-
	Total cash funds	87,030	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Unrestricted	1,236	
Accountancy Fees	Unrestricted	1,875	
Grants owed	Unrestricted	60	
Website costs	Unrestricted	959	
Conference expenses	Unrestricted	1,325	
World Live in Libraries Project costs			

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
D Gundry	DONNA GUNDRY	05/11/2024

Notes forming part of the financial statements

1. The accounts have been prepared on the receipts and payments basis and in accordance with guidance issued by the Charity Commission.

During 2023/24 the decision was taken to prepare accounts on the receipts and payments basis and therefore the accounts for the year ended 31 March 2023, shown as comparatives in this years accounts, have been restated to the receipts and payments basis.

2. Neither the trustees, nor any person connected with them, have received any remuneration or expenses during the year (2023: None).
3. The funds of the charity are as noted on the receipts and payments accounts, with £nil restricted funds carried forward as at 31 March 2024 (2023: £25,260).

Within unrestricted funds is £25,000 of designated funds (2023: £25,000).

4. The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.
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SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales - Charity number 1176414

Accounts



South Western Regional Library Services CIO

Eighty Sixth Annual Report

1st April 2022 to 31st March 2023



SWRLS CIO

C/O Plymouth College of Art
Tavistock Place
PLYMOUTH
Devon, PL4 8AT

www.swrls.org.uk

Charity Registration Number: 1176414

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1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2022 to 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the inter-lending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

2. Chair's Comments



In many respects it only feels like yesterday that I became the Chair of SWRLS, but already over 6 months have gone. As a board member of SWRLS for many years, I have had a long relationship with the organisation. Jackie Chelin has been a hard act to follow. Her dedication and encyclopaedic knowledge of the sector were invaluable. Fortunately, she remains a member of the board.

Looking back over the past few months, it has been an incredible experience, working alongside Heather Norman-Soderlind, the SWRLS Co-ordinator, and the Trustees. During this time, we have continued to meet online as a committee; we have ensured that as a group we return to our objectives to deliver purposeful and impactful events and information. At times though, and usually behind the scenes, each member of the board has given masses of their time and energy to support both myself during this transitional period as well as the SWRLS' membership.

Over the past 12 months we have increased our membership, welcoming Portsmouth Hospitals University NHS Trust library and the library of Downside School, Radstock, Somerset. We are committed to supporting projects that are cross-sectoral and enhance skills for the workforce. We were pleased to award SWRLS initiative grants firstly, in July 2022, to Bath Spa University Library for their project 'Re-Imagining Libraries-Bath', then in October 2022 to FX Plus Library for 'Peninsula of Sanctuary: Libraries'. We will be reporting on the outcomes of both projects in our next Annual Report.

In December 2022 SWRLS successfully secured an Arts Council England National Lottery Project Grant for SWRLS as a charitable organisation, working in partnership with South West literature development agency, Literature Works, to deliver *Word Live in Libraries*: a tour of author talks and creative workshops which is running throughout 2023, incorporating 20-library based venues around the South West. These have been designed to engage a variety of communities that might be less familiar with libraries, including young people and new arrivals.

Our annual Members Day took place in May online and was well attended, with presentations from Arts University Plymouth, Gloucestershire Hospitals NHS Trust, Arts & Health South West and Falmouth/Exeter Plus, followed by opportunities for members to network and collaborate.

2. Chair's Comments (continued)

As we are still in the grip of a cost of living crisis, SWRLS endeavours to ensure value for money. We have looked at subscription fees and made adjustments accordingly, with another meeting planned in August 2023 to ensure the payments are fair and just. To support individuals and library teams, we continue to offer grants to promote best practice and innovation within libraries and the wider sector. We welcome applications to our grants programme from across our membership, particularly projects which support health and wellbeing or reduce financial inequalities.

Looking ahead, in 2023-24 we enter a new four year planning cycle and will be consulting with our members towards a 'SWRLS@90' approach to the next four years, 2024-2027. We intend to prioritise our ability to raise public funds on behalf of our membership to benefit the goals of our sector.



Donna Gundry, Chair

3. Achievements and Performance, April 2022 - March 2023

2022-2023 is the third year of our SWRLS Strategic Plan 2021-2024, agreed in consultation with our membership at the 2020 AGM. Updates on the implementation of the Plan are provided for Board of Trustees meetings and the Plan is reviewed at least twice a year.

This year presented SWRLS and the library sector we serve with continuing challenges as unexpected cost of living rises exacerbated the impact of the Covid aftermath. Nonetheless we were able to stage a well attended in person User Experience (UX) Research and Design training day at Exeter Library, ably led by Andy Priestner, delivered in partnership with our friends CILIP South West – the first opportunity we had to meet in person after staging our Members Day online in May. Our AGM/Conference in November was a further chance for us all to meet, this time at Exeter College Digital & Data Centre.

Our Board of Trustees agreed to further discount public library membership fees for 2023-2024 following the cuts agreed during pandemic years 2020-22 and to keep static fees for the rest of the sector, an action which was favourably received by the membership, notified in March 2023.

We were thrilled to learn that SWRLS had been awarded a National Lottery Arts Council England Project Grant in December 2022 for ‘Word Live in Libraries’ a 20-library tour of writers and creative practitioners across the region, match-funded by a SWRLS grant and supported by our members across the sector.

1. Co-operative working and partnerships

Networking opportunities: Whilst we kept our May 2022 Members Day to an online only format, we were pleased to be able to invite members to join us in November at our AGM/Conference in person at Exeter College Digital & Data Centre – where we were simultaneously able to broadcast the event online to those unable to join us at the Centre.

Members Day 2022 included presentations from Arts University Plymouth ‘Raising equality in the Collection/decolonizing the Curriculum’; Gloucestershire Hospitals NHS Trust on ‘Collecting and Sharing Impact via Impact Case Studies’; ‘Creative Health – managing wellbeing and stress in the workplace’ by one of SWRLS project partners, Arts & Health South West and ‘Towards a Shared Vision for Libraries of Sanctuary in the South West’ from Falmouth/Exeter Plus.

This last presentation led to one of our proudest achievements this year: a SWRLS grant awarded to a project across the sector across Devon and Cornwall called ‘Peninsula of Sanctuary: Libraries’, detailed in section 3 below.

SWRLS 2022 AGM and Conference at Exeter College (and online) took the cost of living as our ‘front-of-mind’ topic and led with Lee Elliot Major, Professor of Social Mobility at the University of Exeter. His presentation to us on the subject highlighted the impact on young people’s educational prospects in the South West. Professor Alison Baverstock, Director of the Kingston University Big Read project engaged us with an inspirational talk on how she had produced a sustainable programme of reading development among freshers at the university, with selected books given away free to students. Jolanta Peters, Bridgwater & Taunton College, shared her college’s award-winning approach to ‘The Embedded Librarian; taking the library to the classroom’.

3. Achievements and Performance, April 2022 - March 2023 (continued)

SWRLS CIO Award Scheme: the 2022 winner of the SWRLS Initiative Award was Somerset Libraries for their imaginative 'Glastonbury Festival Pop-Up', a mobile library installed in the Festival grounds to cultivate new memberships and promote the love of reading.

2. Developing the workforce

SWRLS Training Offer

SWRLS offered a series of seasonal workforce training opportunities to members including:

- Inspiring leadership – SWRLS offered this 6 month online training course, led by Di Edmonds of Bridgford Consultancy, for a second year, completing in October 2022.
- Creative Health: a bespoke training course for libraries commissioned by SWRLS from Arts & Health South West and offered to members at no charge
- User Experience (UX) Research & Design: Andy Priestner – held in person at Exeter Central Library
- Introduction to Equality, Diversity and Inclusion: John Vincent
- Managing Projects in the library and information environment ran three times to meet demand.



UX Research & Design Training Day, Exeter Library, May 2022

3. Achievements and Performance, April 2022 - March 2023 (continued)

3. Supporting the cultural and community engagement role of libraries

SWRLS Grants

Peninsula of Sanctuary: Libraries: responding to a need to support increasing numbers of new arrivals and refugees to the South West region, reflecting the highly dispersed and rural nature of our region, SWRLS member FX Plus Library applied for a SWRLS grant to organize a close collaboration between libraries across the sector in support of great library service to meet the particular cultural needs of those new to Devon and Cornwall. The project has met with success in recruiting both project partners and individual members of a discussion forum and a valuable bank of resources shared across the project is now available. An impact report will be delivered in 2023-24.

Re-Imagining Libraries: Bath: Bath Spa University, in partnership with University of Bath, Bath & North East Somerset Libraries, Bath College and House of Imagination, applied for a grant to develop an inclusive consultation methodology to identify how libraries can engage with and meet the changing needs of local communities. SWRLS approved the grant in July and we will report its progress in 2023-24.

Individual Training Grant: Somerset NHS Foundation Trust: SWRLS approved a small grant to enable a member of the library team at Somerset NHS Foundation Trust to attend this year's LILAC Conference in Cambridge, sharing findings via a subsequent blog with our membership.

Arts Council England

Word Live in Libraries: a nationwide tour of SW libraries: following a commitment by SWRLS board of Trustees to award a small grant to match-fund an application to Arts Council England's National Lottery Project Grant programme, we were successful in raising £29,000 from Arts Council towards delivering a tour of authors from diverse cultural backgrounds to twenty participating libraries across the sector and our region, each designed to engage a particular audience ranging from new arrivals to young people to the Chinese diaspora. Workshops and talks are being held in person and as hybrid or online only events. The tour will go live in 2023-24 and we will report on the outcome in that year. SWRLS is working in partnership with Literature Works, the South West's regional literature development agency.

3. Achievements and Performance, April 2022 - March 2023 (continued)



Bold imagery developed for ACE-funded SWRLS Word Live in Libraries Tour

4. Effective Governance

Appointment of Chair: Jacqueline Chelin, Deputy Director, Library, Careers & Inclusivity at UWE Bristol, stood down as Chair in November 2022. Donna Gundry, Head of Library Services, Arts University Plymouth, was elected Chair with immediate effect. Donna's former position on the board as Secretary was assumed by Simonetta Taylor, Librarian & Learning Resources Coordinator, Schumacher College, Dartington Trust. All other trustees were proposed and seconded for a further term, including Merryn Kent as Honorary Treasurer.

Board meetings: The Board met four times, in June, September, December and March. All meetings took place online.

Marketing and advocacy:

- **Website:** the SWRLS website at www.swrls.org.uk is continually refreshed with news, events and (new this year) project information.
- **Social media:** @SWRLSInfo is regularly fed with news updates, job opportunities. We have now also added a SWRLS Linked In account.
- **SWRLS CIO Newsletter:** the e-newsletter is designed to keep members apprised of current opportunities and progress with SWRLS programme of project and training events and is published monthly.

4. Report of Honorary Treasurer, 2022 - 23

Management

The trustees have considered the major risks to which the charity is exposed. The Board is confident that review services have been established to mitigate those risks and that we had sufficient cover in the 2022/2023 financial year. Insurance cover is being reviewed for the 2023/2024 financial year.

Financial review

The Coordinator and Trustees continue to monitor the charity's income from membership fees and training, and its expenditure. This ensures that SWRLS provides a service that is value for money for all members and all sectors.

Supporting vulnerable service users remains a priority for many of our members, and SWRLS has been pleased to offer financial support to the Peninsular of Sanctuary: Libraries Initiative and to Bath Spa University for a public engagement project. SWRLS also provided £2,000 in matched funding for the Word Live in Libraries initiative, funded by Arts Council England.

At the end of the 2022/2023 financial year, our reserves stood at £119,178. This included £71,117 held in a Charities Deposit Fund. While it is prudent to keep several months of running costs in reserve, it is important that excess funds are used for the benefit of members rather than being kept on deposit. Now that COVID-19 has become endemic from being a pandemic, there has been time to reflect on the needs of members and service users in a time of financial restraint, widespread mental health issues, and a growing interest in non-clinical interventions to support health and well-being. At a board meeting in January 2023, the trustees agreed to set aside £25,000 as designated funds for three years from April 2023/24 specifically to support grant applications that focus on supporting good health and wellbeing, or on reducing financial inequalities. We look forward to receiving grant applications over the next 2-3 years that focus on these social issues, whether collaborative partnerships or from individual institutions.

One outcome of the current financial situation has been the higher rates of interest on funds held on deposit. In March 2022, £14.46 was the highest amount of interest retained for the year. In March 2023, it was £201.81. While this is good news for those of us with funds on deposit, it is also a stark reminder of the rising cost of living facing so many of our members' service users and staff. SWRLS is keen to do what it can to mitigate the financial restraints everyone is under so, as always, the board welcomes suggestions about any support or training we could offer. We also welcome grant submission from all sectors and from individuals. If you have any feedback on the way funds are spent, whether positive or as a critical friend, please feel free to contact me or any member of the board so that the work of SWRLS continues to reflect the priorities of its members.

Thanks to all those who supported me in the role of Treasurer over the past year. I would particularly like to thank Heather Norman-Soderlind, Caroline Morrison and Andrew Crocker.

Merryn Kent
Honorary Treasurer

5. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Coordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2022-23 the following 52 organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECC University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Royal Devon and Exeter NHS Foundation Trust; University of Exeter; Exeter Cathedral & Archives

Dorset

Dorset Libraries

Gloucestershire

Cirencester Sixth Form College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University; University of Gloucestershire

Guernsey

Guille-Allès Library

5. Structure, Governance and Management (continued)

Hampshire

Hampshire Healthcare Library
Portsmouth Hospitals University NHS Trust

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service

Plymouth

Arts University Plymouth; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Downside School; Radstock; Somerset Libraries & Information Service; Strode College; Yeovil College; Somerset NHS Hospitals Trust

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council Libraries

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network

Inspire, Libraries in Cornwall

Read South West Executive

Libraries Connected South West

South West Higher Education Libraries (SWHELs)

South West Fed

Donna Gundy, Mike Hosking

Merryn Kent

Merryn Kent

Emma Wellard

Jackie Chelin

Heather Norman-Soderlind

6. Reference and Administrative Information

Registered Charity	1176414
Registered Office	Arts University Plymouth Tavistock Place Plymouth Devon, PL4 8AT
Independent Examiner	Tim Lannin FCA Francis Clark LLP Centenary House Peninsula Park Rydon Lane Exeter, EX2 7XE
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Donna Gundry, to serve to 2024
 - **Secretary:** Simonetta Taylor, to serve to 2024
 - **Treasurer:** Merryn Kent, to serve to 2024
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Jolanta Peters, to serve to 2024
 - Jackie Chelin, to serve to 2024
 - **Public libraries:**
 - Emma Wellard, to serve to 2024
 - Frances Tout, to serve to 2024
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2024
 - Michael Hosking, to serve to 2024

Coordinator: Heather Norman-Soderlind is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees



Chair of Trustees

7. Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Independent Examiner's Report

Independent examiner's report to the trustees of South Western Regional Library Service CIO

I report to the trustees on my examination of the accounts of South Western Regional Library Services CIO (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

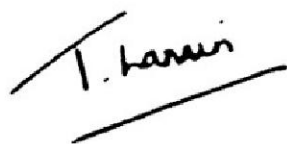
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Tim Lannin FCA
Francis Clark LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

27th November 2023

9. Financial Statements

Statement of Financial Activities (SOFA)

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income				
<i>Income from charitable activities:</i>				
Full member subscriptions	22,291	-	22,291	18,375
Course Fees	1,561	-	1,561	1,550
Grant income	-	26,100	26,100	-
Word live in Libraries project	1,000	-	1,000	-
Bank deposit income	1,445	-	1,445	54
Compensation	-	-	-	150
Total Income	26,297	26,100	52,397	20,129
Expenditure				
<i>Expenditure on charitable activities:</i>				
Co-Ordinator Support Post	14,997	-	14,997	9,240
Training and Development	5,399	-	5,399	6,581
Conference & Meeting Fees (AGM & Members' Day)	659	-	659	16
Website / Internet	1,773	-	1,773	326
Metadatis Portal	-	-	-	1,800
Subscription Payments	350	-	350	(143)
Insurance	256	-	256	257
Academic Book Return Scheme	200	-	200	-
Grant / Award Payment	14,033	840	14,873	2,200
<i>Support and governance costs:</i>				
Office support services	6,480	-	6,480	6,480
Independent Examiner's report	1,200	-	1,200	34
Total Expenditure	45,347	840	46,187	26,791
Net income/ (expenditure) and net movement in funds	(19,050)	25,260	6,210	(6,662)
Reconciliation of Funds				
Total funds brought forward	112,968	-	112,968	119,630
Total funds carried forward	93,918	25,260	119,178	112,968

Balance Sheet

	Note	2023		2022	
		£	£	£	£
Current assets					
Debtors	2	451		704	
Cash at bank and in hand					
Bank Deposit Accounts		71,117		69,878	
Bank Current Account		57,493		52,536	
		<u>129,061</u>		<u>123,118</u>	
Creditors falling due within one year					
Trade creditors		8,333		9,800	
Accruals and deferred income		1,200		-	
Income in advance		350		350	
		<u>9,883</u>		<u>10,150</u>	
Net current assets			119,178		112,968
Net assets			119,178		112,968
The funds of the charity:					
General fund	3		68,918		112,968
Designated fund	3		25,000		-
Total unrestricted funds			<u>93,918</u>		<u>112,968</u>
Restricted funds	3		<u>25,260</u>		<u>-</u>
Total charity funds			119,178		112,968

Approved by the Board of Trustees on 22nd November 2023, and signed on its behalf by

D Gundry

Notes forming part of the financial statements

1.) Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

South Western Regional Library Service CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

South West Regional Library Service CIO was incorporated on 21 December 2017. The assets and liabilities of the previous charity (registered number 284072) were transferred to the CIO on the 1 April 2018.

The Trustees have considered the going concern status and are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern. The financial statements have therefore been prepared on a going concern basis.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

Notes forming part of the financial statements (continued)

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds – trade debtors, trade creditors and cash at bank.

2.) Debtors

	2023	2022
	£	£
Trade debtors	451	704
	<u>451</u>	<u>704</u>
	<u><u>451</u></u>	<u><u>704</u></u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Designated Fund £	Restricted Fund £	Total £
At 1 April 2022	112,968	-	-	112,968
Income	26,297	-	26,100	52,397
Expenditure	(45,347)	-	(840)	(46,187)
Net transfers between funds	(25,000)	25,000	-	-
At 31 March 2023	<u>68,918</u>	<u>25,000</u>	<u>25,260</u>	<u>119,178</u>

2022 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2021	119,630	-	119,630
Income	20,129	-	20,129
Expenditure	(26,791)	-	(26,791)
Net transfers between funds	-	-	-
At 31 March 2022	<u>112,968</u>	<u>-</u>	<u>112,968</u>

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	129,061	25,260	154,321
Current liabilities	(35,143)	-	(35,143)
Total net assets	<u>93,918</u>	<u>25,260</u>	<u>119,178</u>

Notes forming part of the financial statements (continued)

4.) Analysis of net assets between funds (continued)

2022 Comparative

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	123,118	-	123,118
Current liabilities	(10,150)	-	(10,150)
Total net assets	<u>123,968</u>	<u>-</u>	<u>123,968</u>

5.) Trustee expenses

	2023 £	2022 £
Chairman	-	-
Other trustees	-	257
	<u>-</u>	<u>257</u>
	<u><u>-</u></u>	<u><u>257</u></u>

No remuneration was paid to trustees, or persons connected to trustees, in the period.

There were no related party transactions in the period.

6.) Staff costs and remuneration

The charity has no employees.

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales - Charity number 1176414

Accounts



South Western Regional Library Services CIO

Eighty Fifth Annual Report

1st April 2021 to 31st March 2022

SWRLS CIO

C/O Plymouth College of Art
Tavistock Place
PLYMOUTH
Devon, PL4 8AT

www.swrls.org.uk

Charity Registration Number: 1176414

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1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2021 to 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the inter-lending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

2. Chair's Comments



With unnerving speed, we have once again reached the point of writing our annual report, reflecting on the year just gone, and planning for the year(s) ahead.

Following the departure of Katherine Findlay, our SWRLS Coordinator, in summer 2021, we were pleased to welcome Heather Norman-Soderlind to replace her, a few months later. Heather has been working hard with board members to progress the activities highlighted in our strategic plan and has been instrumental in organising some well received training and development events. She has also promoted our initiatives in a lovely new-look newsletter which reaches over 220 recipients.

During the year we also warmly welcomed a new trustee, Sim Taylor, who works at Bicton College in Devon (a Cornwall College partner) and represents academic, health and other libraries. Our board of trustees is particularly healthy, at present, and working well. I greatly appreciate the time, initiative and effort they contribute to steering and supporting the SWRLS endeavour.

Following our practice during the lockdown, we have continued to organise most events and meetings online which has been helpful for SWRLS members, given the breadth and width of the SW region. We will, nonetheless, be reviewing this for the future, as we are aware that networking between members often happens more freely “in 3D”!

The Members’ Day in April 2021 and the Conference/AGM in November 2021 excited a lot of interest with the range and depth of presentations and discussion. At November’s event we also presented prizes to the two winners of the SWRLS awards – one for personal achievement and one (team) initiative. [More detail within.]

Our interlibrary loans colleagues have been informally borrowing and lending (or, more accurately, requesting and delivering) in a helpful straightforward (and largely online) way.

I am extremely aware that as the cost of living gets greater and budgets diminish in inverse proportion, libraries will be facing more challenges even as we are (hopefully) getting to grips with life after/with Covid. Here at SWRLS, we are committed to offering as much value for money as possible for SWRLS

member organisations and their users. As such, we invite you, at every opportunity, to feel free to feed in ideas, comments and requests. We made the decision to maintain the lower subscription rates we introduced after Covid and so will be looking to seek funding from grant-making bodies for future SWRLS initiatives. All our activities are designed to enhance networking and collaboration across the library sectors, and we sincerely hope you can take part and derive benefit from this.

In the meantime, we wish you all the best for this year and look forward to seeing as many of you, and your colleagues, as possible at our upcoming events. Thank you for your continued support for and engagement with SWRLS.

A handwritten signature in black ink, appearing to read 'Jackie Chelin', written in a cursive style.

Jackie Chelin, Chair

3. Achievements and Performance

In consultation with our membership during the 2020 AGM, we agreed and published a new four year strategic plan 2021-2024. Updates on the implementation of the Plan are provided for Board of Trustees meetings and the Plan is reviewed at least twice a year.

2021-22 presented SWRLS and the library sector we serve with continuing challenges as we began to recover from Covid-19 pandemic closures and associated recovery risks. Notable activities during the period include the appointment of a new SWRLS Coordinator in December, a new training programme, the delivery of a major collaborative project, supported by a SWRLS grant, and a developing project pipeline.

Our Board of Trustees agreed to keep membership fees for 2022-2023 at the discounted level for public libraries agreed during the pandemic year 2020-21, an action which was favourably received by the membership, notified in March 2022.

1. Co-operative working and partnerships

Networking opportunities: During this period all meetings, training and networking opportunities, including Members Day and our AGM, were held online in response to continuing Covid-19 risks. This meant significant savings on the time and cost of travel and room hire and enabled more people from member organisations to engage with events.

The 2021 AGM and Conference focused on the theme 'Providing Sanctuary' with impactful presentations from John Vincent from The Network and Jamie Darwen, EDI Projects Lead, UWE, Bristol. As a direct result, Falmouth Exeter Plus (FXPlus) Library is now leading a project called 'Peninsula of Sanctuary: Libraries', bringing together a host of libraries right across the sector to collaborate on learning and acquiring assets to support new arrivals across Devon and Cornwall.

SWRLS CIO Award Scheme: the 2021 winner of the SWRLS Personal Achievement Award was Ian Harris, Libraries Unlimited, for his work with vulnerable communities, including those living with disabilities or addiction as well as working with new arrivals. The 2021 SWRLS Initiative Award was presented to Cornwall College Libraries and Learning Centres for supporting students and users during the pandemic lockdown.

2. Developing the workforce.

SWRLS Training Offer

Announced in Q4, SWRLS offered both a spring and summer season of workforce training opportunities to members including:

- Inspiring leadership – SWRLS offered this 6 month online training course, led by Di Edmonds of Bridgford Consultancy, for a second year, starting in February 2022.
- Creating engaging online content. Trainer: Ned Potter
- Creative Health: a bespoke training course for libraries commissioned by SWRLS from Arts & Health South West and offered to members at no charge
- User Experience (UX) Research & Design: Andy Priestner – held in person at Exeter Central Library
- Introduction to Equality, Diversity and Inclusion: John Vincent

3. Supporting the cultural and community engagement role of libraries

SWRLS Grants

Word Online: SWRLS approved a grant in 2020 to Word Online- a 15-library digital tour of writers/performers across South West England which completed in September 2021, reaching over 800 people, supporting workforce skills and highlighting diversity. The project was led by Bristol Libraries with Literature Works, the literature development agency for SW England, as delivery partner. SWRLS is now in discussion with the project instigators for an enhanced sequel in 2023.

“Libraries and authors need each other. World Online helped me to not only connect with readers and library enthusiasts but to, hopefully, also encourage them to stay involved by sharing some of my own library stories. At a time when libraries are facing cutbacks, authors can lend their support through initiatives such as this – but it needs people behind the scenes such as at Word Online to make this happen. I look forward to getting invited back for more such events!”

Vaseem Khan, Word Online at Libraries Unlimited

Re-Imagining Libraries: Bath: Bath Spa University, in partnership with University of Bath, Bath & North East Somerset Libraries, Bath College and House of Imagination applied for a grant in January 2021 to develop an inclusive consultation methodology to identify how libraries can engage with and meet the changing needs of local communities. SWRLS approved the grant in July and we will report its progress in 2023.

4. **Effective Governance.**

Coordinator appointment: Heather Norman-Soderlind took up the post of SWRLS Coordinator in December 2021.

Board meetings: The Board met four times, in June, September, December and March. All meetings took place online.

Marketing and advocacy:

- **Website:** the SWRLS website at www.swrls.org.uk is a key communications tool, regularly updated with news, opportunities and events.
- **Social media:** the @swrlscoord account was changed to @SWRLSInfo
- **SWRLS CIO Newsletter:** the e-newsletter was redesigned in January to have more visual impact and was issued monthly throughout the period via MailChimp.

4. Honorary Treasurer's Report

Management

The trustees have considered the major risks to which the charity is exposed and have reviewed our current level of insurance. The Board is confident that review services have been established to mitigate those risks and that we have sufficient cover.

Financial review

In the Treasurer's Report for 2020/2021, I said that the Coordinator and Trustees were monitoring the charity's income from membership fees and training, and its expenditure, to ensure that SWRLS continued to provide a service that provides value for money for all sectors. It was also decided to review the fees charged for the 2021/2022 financial year in recognition of the difficulties experienced by libraries across all sectors over the pandemic. Early in 2021 the Board decided to reduce membership fees by 50% for public libraries for the financial year. This decision was taken after the initial invoices had been sent out and the Board would like to thank members for their patience and cooperation at the time. This reduction in fees was possible partly because there have been fewer expenses in terms of travel, and because of the success of our online courses. At the same time, across sectors there were fewer grant submissions and collaborative projects requiring funding. As the world slowly returns to 'the new normal' the Board will continue to monitor spending and income to provide the best value for its members.

While the future remains uncertain, there were some very positive signs for our members and for SWRLS at the end of the 2021/2022 financial year. As you will have seen elsewhere in this report, SWRLS continues to promote and encourage networking across sectors, and to offer training with a broad appeal. The library sectors in the South West continue to support their workforces, to serve their users, and to seek to support the most vulnerable in society. SWRLS is pleased to be in a strong enough financial position to support initiatives that reflect its aims and values, and is proud to share in its members' continued commitment to benefiting library users and the wider public.

At the end of the financial year, our reserves stood at £119,630 despite the reduced fees. This is a healthy position. The intention of the Board in the next financial year is to regard a proportion of this reserve as designated funds, in effect ring-fencing a proportion of our reserve for specific activities. As always, we welcome suggestions and grant submissions from all sectors. We also regularly request feedback on the way funds are spent, whether positive or as a critical friend, so that the work of SWRLS continues to reflect the priorities of its members.

As always, thanks are due to everyone who helped and supported me in the role of Treasurer over the past year with particular thanks to Heather Norman-Soderlind, Caroline Morrison and Andrew Crocker.

Merryn Kent
Honorary Treasurer

5. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Coordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2021-22 the following 52 organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECC University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; North Bristol NHS Trust; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Petroc; Royal Devon and Exeter NHS Foundation Trust; University of Exeter; Exeter Cathedral & Archives

Dorset

Dorset Libraries

Gloucestershire

Cirencester Sixth Form College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University; University of Gloucestershire

Guernsey

Guille-Allès Library

Hampshire

Hampshire Healthcare Library
Portsmouth Hospitals University NHS Trust

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service

Plymouth

Plymouth College of Art; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Somerset Libraries & Information Service; Strode College; Yeovil College, Somerset NHS Hospitals Trust

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council Libraries

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Cranfield University; Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network
Inspire, Libraries in Cornwall
Read South West Executive
Libraries Connected South West
South West Higher Education Libraries (SWHELS)
South West Fed

Mike Hosking
Merryn Kent
Merryn Kent
Emma Wellard
Jackie Chelin
Heather Norman-
Soderlind

6. Reference and Administrative Information

Registered Charity	1176414
Registered Office	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Jacqueline Chelin, to serve to 2023
 - **Secretary:** Donna Gundry, to serve to 2024
 - **Treasurer:** Merryn Kent, to serve to 2022
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Jolanta Peters, to serve to 2024
 - Simonetta Taylor, to serve to 2022
 - **Public libraries:**
 - Emma Wellard, to serve to 2022
 - Frances Tout, to serve to 2023
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2024
 - Michael Hosking, to serve to 2022

Coordinator: Heather Norman-Soderlind is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees



Chair of Trustees

7. Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Financial Statements

Statement of Financial Activities (SOFA)

	Unrestricted Funds		Restricted Funds	Total 2022	Total 2021
	Note	£	£	£	£
Income					
<i>Income from charitable activities:</i>					
Full member subscriptions		18,375	-	18,375	38,608
Course Fees		1,550	-	1,550	2,980
Libraries Change Lives		-	-	-	-
Inspiring Leadership Programme		-	-	-	-
Performing Arts Seminar		-	-	-	-
Bank deposit income		54	-	54	58
Compensation		150	-	150	-
Total Income		<u>20,129</u>	<u>-</u>	<u>20,129</u>	<u>41,646</u>
Expenditure					
<i>Expenditure on charitable activities:</i>					
Director's costs		-	-	-	15,098
Co-Ordinator Support Post		9,240	-	9,240	-
Travelling and subsistence		-	-	-	54
Training and Development		6,581	-	6,581	-
Training and conference fees		-	-	-	2,794
Conference & Meeting Fees (AGM & Members Day)		16	-	16	-
Website / internet		326	-	326	1,078
Metadatis Portal		1,800	-	1,800	-
Printing, postage, and stationery		-	-	-	5
Subscription Payments		(143)	-	(143)	-
Sundry expenses / Interest charges		-	-	-	252
Insurance		257	-	257	257
Academic Book Return Scheme		-	-	-	1,279
Grant / Award Payment		2,200	-	2,200	-
<i>Support and governance costs:</i>					
Office support services		6,480	-	6,480	4,907
Legal and professional fees		-	-	-	1,500
Independent Examiner's report		34	-	34	1,158
Total Expenditure		<u>26,791</u>	<u>-</u>	<u>26,791</u>	<u>28,382</u>
Net income/ (expenditure) and net movement in funds		(6,662)	-	(6,662)	13,264
Reconciliation of Funds					
Total funds brought forward		119,630	-	119,630	106,366
Total funds carried forward		<u>112,968</u>	<u>-</u>	<u>112,968</u>	<u>119,630</u>

	Note	2022 £	2021 £	£
Current assets				
Debtors	2	704	2,040	
Cash at bank and in hand				
Bank Deposit Accounts		69,878	69,849	
Bank Current Account		52,536	58,746	
		<u>123,118</u>	<u>130,635</u>	
Creditors falling due within one year				
Trade creditors		9,800	9,847	
Accruals and deferred income		-	1,158	
Income in advance		350	-	
		<u>10,150</u>	<u>11,005</u>	
Net current assets		112,968	119,630	
Net assets		112,968	119,630	
The funds of the charity:				
General fund	3	112,968	119,630	
Total unrestricted funds		<u>112,968</u>	<u>119,630</u>	
Restricted funds	3	-	-	
Total charity funds		112,968	119,630	

Approved by the Board of Trustees on 25 November 2022, and signed on its behalf by



J Chelin

Notes forming part of the financial statements

1.) Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

South Western Regional Library Service CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

South West Regional Library Service CIO was incorporated on 21 December 2017. The assets and liabilities of the previous charity (registered number 284072) were transferred to the CIO on the 1 April 2018.

The Trustees have considered the impact of COVID-19 and are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern. The financial statements have therefore been prepared on a going concern basis.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

Notes forming part of the financial statements (continued)

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds – trade debtors, trade creditors and cash at bank.

2.) Debtors

	2022	2021
	£	£
Trade debtors	704	2,040
	<u>704</u>	<u>2,040</u>
	<u><u>704</u></u>	<u><u>2,040</u></u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2021	119,630	-	119,630
Income	20,129	-	20,129
Expenditure	(26,791)	-	(26,791)
Net transfers between funds	-	-	-
At 31 March 2022	<u>112,968</u>	<u>-</u>	<u>112,968</u>

2021 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2020	106,366	-	106,366
Income	41,646	-	41,646
Expenditure	(28,382)	-	(28,382)
Net transfers between funds	-	-	-
At 31 March 2021	<u>119,630</u>	<u>-</u>	<u>119,630</u>

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	123,118	-	123,118
Current liabilities	(10,150)	-	(10,150)
Total net assets	<u>112,968</u>	<u>-</u>	<u>112,968</u>

Notes forming part of the financial statements (continued)

4.) Analysis of net assets between funds

2021 Comparative

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	130,635	-	130,635
Current liabilities	(11,005)	-	(11,005)
Total net assets	<u>119,630</u>	<u>-</u>	<u>119,630</u>

5.) Trustee expenses

	2022 £	2021 £
Chairman	-	-
Other trustees	257	256
	<u>257</u>	<u>256</u>

No remuneration was paid to trustees, or persons connected to trustees, in the period.

There were no related party transactions in the period.

6.) Consultancy

7.) Staff costs and remuneration

The charity has no employees.

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

England & Wales - Charity number 1176414

Accounts



South Western Regional Library Services CIO

Eighty Fourth Annual Report

1st April 2020 to 31st March 2021



SWRLS CIO

C/O Plymouth College of Art
Tavistock Place
PLYMOUTH
Devon, PL4 8AT

www.swrls.org.uk

Charity Registration Number: 1176414

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1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2020 to 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the interlending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

2. Chair's Comments

Reflecting on the year from April 2020 is a humbling and strange experience. Many people I speak to call it the “lost year”, and yet many people working in libraries have been as busy as ever – firefighting to provide some semblance of service for their users, imaginatively creating whole new services and, in some cases, undertaking a range of (seemingly, perhaps) “unassociated” tasks for their wider organisation to support changing priorities as the pandemic took hold.

Congratulations to all of you who shouldered the burdens, alongside home schooling, caring, doing voluntary work and generally making the best of what the Covid-19 situation threw at us.



Additionally, congratulations to those of you who managed to turn things around at work and who developed initiatives that are desirable and sustainable to continue in the longer term. The resilience and inspiration of library staff, plus the significance of the services and provision of information they offer, have been properly noticed and acknowledged. Libraries, across all our sectors, have truly been seen to support the wellbeing of their users and to maintain a sense of community and belonging when isolation has cast a dark shadow over many people's lives.

Coinciding with the start of lockdown, in April last year, we welcomed our new SWRLS Coordinator, Katherine Findlay. You will no doubt have seen the impact of the creativity and ideas Katherine has brought to SWRLS – revamping the web site, creating a new style regular newsletter, establishing stronger social media presence, developing more training opportunities, to name but a few. She has also focused upon two larger key projects, namely the pilot of a catalogue portal for SWRLS libraries, to facilitate easier interlending, and debates around a “hidden collections” project. These are still in development, having raised excitement and engendered some fundamental thinking that is feeding into the new SWRLS strategic plan.

We conducted all our SWRLS meetings and training sessions online during the April 2020 to 2021 period. This allowed us to reduce operating costs and to see more of our members. It will be lovely to see SWRLS members in Real Life, as soon as possible and practical, although we will continue with some of the meetings online as they have clearly facilitated access and attendance for many people.

In March 2021 we decided to halve the fee for the 2021/22 subscription year, in recognition of the impact Covid has had on SWRLS and our member libraries and will be engaging with you about how this might play out, next year.

I hope you enjoy reading this annual report which features the activities and achievements of SWRLS and its members throughout the year of the pandemic. Many thanks for your patience and stoicism.

**Jackie Chelin,
Chair**

3. Achievements and Performance, April 2020 - March 2021

Introduction

The review is arranged using the Strategic Plan headings. The Plan, covering 2017 - 20, was agreed in July 2017. It provides a useful template for directing and reporting on the activities of SWRLS. Updates are provided for Board of Trustees meetings and the Plan is reviewed at least twice a year. 2020-21 was an extraordinary year in which all library sectors faced unprecedented challenges and SWRLS had to adapt how we work to support our members. Notable activities during the period include the appointment of a new SWRLS Co-ordinator, the complete design and relaunch of our website, a new training programme and the initiation of a number of projects.

1. Co-operative working and partnerships. (Object 1a and 1e)

- a. **Networking opportunities:** During this period all meetings, training and networking opportunities were held online in response to Covid-19 restrictions. This meant significant savings on the time and cost of travel and room hire and enabled more people from member organisations to engage with events.
- b. **SWRLS CIO Award Scheme:** This period saw the first of our annual awards made to members. The winner of the SWRLS Personal Achievement Award 2020 was Kay Ecclestone, in recognition of her work at Cornwall College work to improve the induction experience for all Partner College students. The winners of the SWRLS Initiative Award 2020 were Gloucestershire Libraries and GFirst LEP, in recognition of the success of the Innovation Lab project. The Awards will be formally conferred at the SWRLS AGM in November.
- c. **Partnership working:**
 - SWRLS set up and managed an academic book return scheme to enable final year students at member institutions who could not return to campus due to pandemic restrictions to return items via their local public libraries in the South West. The scheme was much appreciated by those involved and demonstrated the value and potential of SWRLS unique cross-sector membership.
 - SWRLS trustees and Co-ordinator continued to attend a range of regional meetings online, including SW Fed, Inspire in Cornwall, Read SW, Libraries Connected SW and read SW.

2. Resource sharing. (Objects 1b, 1c and 2a)

- a. **Access to special collections:** the SWRLS Co-ordinator continued to develop proposals for the *Hidden Collections* project, building on work in previous years. This work continued to investigate the possibility of a bid for funding to catalogue and/or digitise their special collections to improve accessibility of the collections to the public. The work is on-going and will report further next year.
- b. **Interlending:**
 - A new Jiscmail list for ILL staff at member services was set up to provide a dedicated means to ask other members for items and to share good practice.

- SWRSL commissioned data specialists Metadatis to run a pilot project to create a single online portal to members' catalogues, so that ILL searches could consult all SWRSL members' catalogues with a single search. The project successfully created a functioning interface using the catalogues of the three member services that took part: Cornwall Libraries, Cornwall College and the University of Bath. The next stage will consider whether to pursue full implementation and this will be reported on in future years.

3. Developing the workforce. (Object 1d)

a. Membership survey 2020

An online survey of members was conducted in June that found workforce development was a priority that members wanted SWRSL to provide. The most requested topics were introductory library practice and digital skills. In response, a training programme was developed to run Jan-Jun 2021. This included six courses, three at introductory level and three advanced.

b. Training

In this period, three of the six courses mentioned above took place or started. These were:

- Inspiring leadership (until autumn 2021). Trainer: Diana Edmonds. 8 participants.
- Marketing your library online. Trainer: Ned Potter. 15 participants.
- Creating engaging online content. Trainer: Ned Potter. 19 participants.

Feedback for the completed two courses was excellent. Comments included:

'One of the best training courses I have ever been on'

'Excellent trainer who really understands the challenges and opportunities faced by libraries'

'I really enjoyed the session and learnt loads!'

'The course was very informative and engaging. I'd fully recommend it!'

4. Supporting the cultural and community engagement role of libraries. (Object 2b and 2c)

- #### a. Word Online:
- through our grants scheme, SWRSL was delighted to approve an application from public libraries (led by Bristol Libraries) and Literature Works to support Word Online. This was an exciting programme of virtual events in celebration of the work of diverse authors including Black, Asian and minority ethnic, disabled, and LGBT+ writers. The grant was awarded in this period, with events taking place in 2021-2022 that will be reported on next year.

5. Effective Governance.

- #### a. Co-ordinator appointment:
- Katherine Findlay took up the post of SWRSL Co-ordinator in May. This replaced the previous role of SWRSL Director with more focus on project work.
- #### b. Marketing and advocacy:
- **Website:** the SWRSL website at www.swrls.org.uk was completely redesigned and relaunched to make it simpler and more user-friendly. The website is now managed

directly by the SWRLS Co-ordinator rather than an external contractor which results in a significant annual cost saving.

- **Social media:** the @swrlsdir account was changed to @swrlscoord and a SWRLS Facebook page was created.
- **SWRLS CIO Newsletter:** the e-newsletter was redesigned to have more visual impact and was issued monthly throughout the period via MailChimp.

c. Other governance issues:

- **Board meetings:** The Board met 4 times, in June, September, December and March. All meetings took place online due the restrictions of travel due to Coronavirus.
- **Amendment to SWRLS constitution:** The membership was consulted over an amendment to enable Annual General Meetings to take place online in extraordinary circumstances. This change was agreed unanimously on the condition (requested by one member) that a further amendment was debated at the 2020 AGM to enable future AGMs to take place online in any circumstances at the trustees' discretion. This further amendment was approved and implemented.
- **Service Level Agreement with Devon County Council:** The draft SLA between SWRLS and DCC for the provision of financial services was agreed. The SLA will be reviewed every two years.

4. Regional Inter lending Statistics 2020-21

SWRLS continues to support and monitor inter library loans (ILL) between members, offering advice when members seek help. The statistics contribute to objects 1b, 2a and 2c.

Since 2008, SWRLS has only collected inter library loans statistics between SWRLS members under four categories: monographs (including fiction); play sets; music sets and alternative formats. The statistics exclude loans between Libraries West members.

Public libraries

Library service	From SWRLS members	To SWRLS members
Bath and North East Somerset Libraries *	1	3
BCP Council Library Service *	1	8
Bristol Libraries *	6	8
Cornwall Library Service	8	19
Devon and Torbay (Libraries Unlimited)	16	8
Dorset Council Libraries *	8	6
Gloucestershire County Council	1	22
Guille-Allès Library	2	0
Jersey Library	0	0
North Somerset Council *	2	4
Plymouth Library Service	0	0
Somerset Libraries *	29	13
South Gloucestershire Libraries *	7	0
Southampton City Libraries	0	0
Swindon Borough Council	0	0
Wiltshire Libraries	13	9
Totals	94	100

* Libraries West members

Academic and special libraries

Library service	From SWRLS members	To SWRLS members
AECC University College Library	0	0
Arts University Bournemouth*	0	0
Bath Spa University	15	0
Bournemouth University	0	0
Bridgwater and Taunton College	2	0
Bristol Grammar School Library	0	0
Cirencester Sixth Form College	0	0
Cornwall College	0	0
Cornwall Health Library	7	0
Cranfield University	0	0
Exeter Falmouth FX Plus	5	0
Gloucestershire Hospitals NHS Trust	3	0
Hartpury University and College	0	0
New College Swindon	0	2
North Bristol NHS Trust	0	0
Petroc Library Services	0	0
Plymouth College of Art	0	0
Royal Devon & Exeter NHS Foundation Trust	0	0
Science Museum at Wroughton	0	0
South Devon College	0	0
South Gloucestershire and Stroud College	6	0
Strode College	0	0
University Hospitals Plymouth NHS Trust	0	0
University of Bath	38	34
University of Bristol	0	0
University of Exeter Library	0	0
University of Gloucestershire	53	8
University of Plymouth	7	11
University of St Mark and St John*	0	0
University of the West of England	12	26
Yeovil College	1	0
Totals	149	81

* These institutions did not submit ILL returns in this period so figures are assumed to be zero.

Comparison of 2020/21 against 2019/20

	2019/20	2020/21	Items	% difference
From SWRLS members				
Public	1327	94	-1233	-93%
Academic	221	149	-72	-33%
Totals	1548	243	-1305	-84%
To SWRLS members				
Public	1308	100	-1208	-92%
Academic	173	81	-92	-53%
Totals	1481	181	-1300	-88%
Total transactions				
Public	2635	194	-2441	-93%
Academic	394	230	-164	-42%
Totals	3029	424	-2605	-86%

The unprecedented drop in figures in 2020-2021 is due to the Covid-19 restrictions placed on all libraries throughout the period. Many services suspended ILL entirely in this period, others were able to undertake ILL only for part of the period or at a significantly reduced level. The extraordinary circumstances mean that no meaningful comparison can be made with figures from previous years. The figures show that academic, health and specialist services were able to continue with a higher level of ILL over the course of the period than public libraries, where ILL was almost completely suspended.

5. Report of Honorary Treasurer, 2020 - 21

Management

The trustees have considered the major risks to which the charity is exposed and have reviewed our current level of insurance. The Board is confident that review services have been established to mitigate those risks and that we have sufficient cover.

Financial review

The Director and Trustees continue to monitor income from membership fees and training, and expenditure, to ensure that SWRLS continues to provide a valuable service to members across all sectors. The pandemic has meant a review of the way the Board conducts meetings leading to extensive use of videoconferencing and a corresponding reduction in travel expenses. It has also meant SWRLS was not able to support in-person training and both our Members Day' and AGM were virtual. In light of this and with the continuing financial restraints experienced by many of our members, particularly in the public sector, it was decided at the end of the 2020/2021 financial year to review fees charged for the 2021/2022 financial year.

As I write this report, the future continues uncertain with many libraries in all sectors looking at ways to move forward during the pandemic and after. In particular, libraries are considering their own route map into safe re-opening. Similarly, the Board of Trustees is considering the most cost effective and useful way of using its financial assets to support all members across all sectors. SWRLS aims to hold reserve funds sufficient to cover one year's operating costs, currently £60,000. Limited opportunities during the pandemic mean that SWRLS continues to hold higher than expected undesignated funds which at the end of the financial year stood at £119,630, of which £69,849 is currently held in reserve. The Board is working on a strategic plan and budget to actively use excess reserves to the benefit of all members over the next 4 years. As always, we welcome suggestions and comments so we can understand the priorities of our members over this period.

Finally, I would like to thank Katherine Findlay, Caroline Morrison and Andrew Crocker for their continued help and support during the year.

Merryn Kent
Honorary Treasurer

6. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Co-ordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

The year saw a number of changes to the Board of Trustees membership. Deborah Jones-Davis resigned as Ordinary Trustee representing academic libraries. Jill Barker and Marie Quinell reached the end of their terms as Ordinary Trustees representing of public libraries and did not seek re-election at the November 2020 AGM. Emma Wellard was elected as Ordinary Trustee representing public libraries following her co-option earlier in the year. Frances Tout was also elected as Ordinary Trustee representing public libraries. Jackie Chelin was re-elected as Chair. The role of Vice Chair remains vacant.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2020-2021 the following 52 organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECC University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; North Bristol NHS Trust; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Petroc; Royal Devon and Exeter NHS Foundation Trust; South Devon College; University of Exeter

Dorset

Dorset Libraries

Gloucestershire

Cirencester College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University and Hartpury College; University of Gloucestershire

Guernsey

Guille-Allès Library

Hampshire

University of Winchester

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service; Weston College

Plymouth

City College Plymouth; Plymouth College of Art; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Somerset Libraries & Information Service; Strode College; Yeovil College

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Cranfield University; Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network
Inspire, Libraries in Cornwall
Read South West Executive
Libraries Connected South West
South West Higher Education Libraries (SWHELs)
South West Fed

Mike Hosking
Merryn Kent
Merryn Kent
Emma Wellard
Jackie Chelin
Katherine Findlay

7. Reference and Administrative Information


Registered Charity	1176414
Registered Office	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
Independent Examiner	Neil Hitchings FCA, Francis Clark LLP, Centenary House, Peninsula Park, Rydon Lane, Exeter, EX2 7XE
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Jacqueline Chelin, re-elected 2020 to serve to 2023
 - **Secretary:** Donna Gundry, to serve to 2021
 - **Treasurer:** Merryn Kent, to serve to 2022
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Deborah Jones-Davis (resigned 2020)
 - Jolanta Peters, to serve to 2021
 - **Public libraries:**
 - Emma Wellard, to serve to 2022
 - Frances Tout, elected 2020 to serve to 2023
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2021
 - Michael Hosking, to serve to 2022

Co-ordinator: Katherine Findlay is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees.....Trustee


JACQUELINE CHELIN

8. Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Independent Examiner's Report

Independent examiner's report to the trustees of South Western Regional Library Service CIO

I report to the trustees on my examination of the accounts of South Western Regional Library Services CIO (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Neil Hitchings FCA
Francis Clark LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

12 October 2021

10. Financial Statements

Statement of Financial Activities (SOFA)

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Note	£	£	£	£
Income				
<i>Income from charitable activities:</i>				
Full member subscriptions	38,608	-	38,608	43,754
Course Fees	2,980	-	2,980	-
Libraries Change Lives	-	-	-	800
Inspiring Leadership Programme	-	-	-	2,400
Performing Arts Seminar	-	-	-	4,950
Bank deposit income	58	-	58	412
Total Income	41,646	-	41,646	52,366
Expenditure				
<i>Expenditure on charitable activities:</i>				
Director's costs	6 15,098	-	15,098	20,170
Travelling and subsistence	54	-	54	3,052
Training and conference fees	2,794	-	2,794	43
Meeting expenses	-	-	-	1,331
Website / internet	1,078	-	1,078	404
Printing, postage and stationery	5	-	5	-
Subscriptions	-	-	-	(391)
Sundry expenses	252	-	252	53
Insurance	257	-	257	256
Libraries Inspiring Leadership	-	-	-	6,387
Change Lives Programme	-	-	-	764
Performing arts Programme	-	-	-	4,950
Academic Book Return Scheme	1,279	-	1,279	-
<i>Support and governance costs:</i>				
Office support services	4,907	-	4,907	5,638
Legal and professional fees	1,500	-	1,500	-
Independent Examiner's report	1,158	-	1,158	1,098
Total Expenditure	28,382	-	28,382	43,755
Net income/ (expenditure) and net movement in funds	13,264	-	13,264	8,611
Reconciliation of Funds				
Total funds brought forward	106,366	-	106,366	97,755
Total funds carried forward	119,630	-	119,630	106,366

	Note	2021 £	£	2020 £	£
Current assets					
Debtors	2	2,040		165	
Cash at bank and in hand					
Bank Deposit Accounts		69,849		69,766	
Bank Current Account		58,746		43,472	
		<u>130,635</u>		<u>113,403</u>	
Creditors falling due within one year					
Trade creditors		9,847		5,937	
Accruals and deferred income		1,158		1,100	
Income in advance		-		-	
		<u>11,005</u>		<u>7,037</u>	
Net current assets			119,630		106,366
Net assets			119,630		106,366
The funds of the charity:					
General fund	3		119,630		106,366
Total unrestricted funds			<u>119,630</u>		<u>106,366</u>
Restricted funds	3		-		-
Total charity funds			119,630		106,366

Approved by the Board of Trustees on 22 OCT 2021, and signed on its behalf by

J Chelin



Notes forming part of the financial statements

1.) Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

South Western Regional Library Service CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

South West Regional Library Service CIO was incorporated on 21 December 2017. The assets and liabilities of the previous charity (registered number 284072) were transferred to the CIO on the 1 April 2018.

The Trustees have considered the impact of COVID-19 and are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern. The financial statements have therefore been prepared on a going concern basis.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

Notes forming part of the financial statements (continued)

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds - trade debtors, trade creditors and cash at bank.

2.) Debtors

	2021	2020
	£	£
Trade debtors	2,040	165
	<u>2,040</u>	<u>165</u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2020	106,366	-	106,366
Income	41,646	-	41,646
Expenditure	(28,382)	-	(28,382)
Net transfers between funds	-	-	-
At 31 March 2021	<u><u>119,630</u></u>	<u><u>-</u></u>	<u><u>119,630</u></u>

2020 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2019	97,755	-	97,755
Income	52,366	-	52,366
Expenditure	(43,755)	-	(43,755)
Net transfers between funds	-	-	-
At 31 March 2020	<u><u>106,366</u></u>	<u><u>-</u></u>	<u><u>106,366</u></u>

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	130,635	-	130,635
Current liabilities	(11,005)	-	(11,005)
Total net assets	<u><u>119,630</u></u>	<u><u>-</u></u>	<u><u>119,630</u></u>

Notes forming part of the financial statements (continued)

4.) Analysis of net assets between funds

2020 Comparative

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	113,403	-	113,403
Current liabilities	(7,037)	-	(7,037)
Total net assets	<u>106,366</u>	<u>-</u>	<u>106,366</u>

5.) Trustee expenses

	2021 £	2020 £
Chairman	-	-
Other trustees	256	701
	<u>256</u>	<u>701</u>

No remuneration was paid to trustees, or persons connected to trustees, in the period.

There were no related party transactions in the period.

6.) Consultancy

Consultancy fees of £1,500 (2020: £20,170) were paid to S Levett, who was a member of the board of management (not a trustee).

7.) Staff costs and remuneration

The charity has no employees.

South Western Regional Library Service

Registered in England and Wales - Charity number: CE012763

Registered Office:

South Western Regional Library
Service
County Hall
Topsham Road
EXETER
EX2 4QJ

FRANCIS CLARK LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Dear Sirs

Financial Statements of South Western Regional Library Service for the year ended 31 March 2021

The following representations are given to you in connection with your review charity for the year ended 31 March 2021.

We confirm that the following representations are made on the basis of enquiries of management and staff of the charity with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

1. Responsibility for the Financial Statements

We acknowledge as trustees our responsibility for the financial statements which you have prepared on our behalf for the charity and in particular confirm that we have selected suitable accounting policies and applied them consistently and made judgements and estimates that are reasonable and prudent.

We also acknowledge our responsibilities for:

- a. Keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable us to ensure that the financial statements comply with UK Generally Accepted Accounting Practice (UK GAAP) and Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)).
- b. Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Assets

We confirm that all assets have been included in the balance sheet and exist.

We confirm that the charity has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the financial statements

We confirm that the cost (or value) of all the assets in the balance sheet is fairly stated.

We confirm that depreciation has been provided on all fixed assets with a limited economic life in accordance with the stated accounting policy. In our opinion, the rates of depreciation are reasonable.

3. Liabilities

All liabilities of the charity of which we have knowledge are included in the appropriate classifications and we have no knowledge of any pending litigation or other claims against the charity, or any contingent liabilities or capital commitments. No liabilities are 'secured' by reason of suppliers restricting the transfer of title to goods supplied.

The charity has no charitable commitments at the balance sheet date, other than as included or disclosed in the financial statements.

4. Income and expenditure

We confirm that all income and expenses have been fully recorded and correctly classified in the correct fund

We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purpose, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.

5. Transactions with trustees

The charity has not at any time during the year had any transactions with trustees or connected or related parties other than as disclosed in the financial statements.

The charity has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantee or provide security for such matters, except as disclosed in note to the financial statements.

6. Related parties

We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous. We confirm that we have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware.

7. Completeness of Information

All the accounting records have been made available to you for the purpose of preparing the financial statements and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and trustees' meetings (held during the year and up to the date of this letter) have been made available to you.

8. Going Concern

We confirm that, in our considered opinion, the charity is able to continue trading for the foreseeable future and for at least one year from the date of this letter. In arriving at this opinion, the trustees have considered the charity's current financial position, its current level of activity and all other relevant information.

9. Post balance sheet events

There has been no event since the balance sheet date which requires disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the financial statements.

10. Laws and Regulations

We confirm that there are no Laws or Regulations that are central to the charity's ability to conduct its business that may have an impact on amounts or disclosures in the financial statements.

11. Reporting to regulator

We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.

Yours faithfully


.....

Signed on behalf of the Board

Date: 22/10/21