

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales · Charity number 1180063

Details

Status Registered

Legal form CIO

Registered 2018-09-24

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

Contact

Address Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Phone 02476977949

Email admin@earlsdonlibrary.org.uk

Website www.earlsdonlibrary.org.uk

Activities

Objects: THE OBJECTS OF EARLSDON CARNEGIE COMMUNITY LIBRARY ARE AS FOLLOWS:1. TO ADVANCE THE EDUCATION OF THE PUBLIC OF EARLSDON, CHAPELFIELDS AND SURROUNDING AREAS IN COVENTRY BY THE PROVISION OF A COMMUNITY LIBRARY TO BE KNOWN AS EARLSDON CARNEGIE COMMUNITY LIBRARY FOR THE BENEFIT OF THE SAID RESIDENTS.2. TO PROMOTE, FOR THE BENEFIT OF RESIDENTS OF EARLSDON, CHAPELFIELDS AND SURROUNDING AREAS IN COVENTRY, THE PROVISION OF THE SAID LIBRARY FOR RECREATION AND OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID RESIDENTS.

Activities: To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community Library, The building also provides computer and printing facilities to those in need and is used by local community groups e.g. Age UK; Mums and Toddlers; language classes, local primary school groups, Rhyme Time, computer coding classes for young people.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Coventry City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£58,614	£28,318	-	-
2024-03-31	£46,102	£52,089	-	-
2023-03-31	£51,381	£41,671	-	-
2022-03-31	£35,927	£11,836	-	-
2021-03-31	£22,449	£17,993	-	-

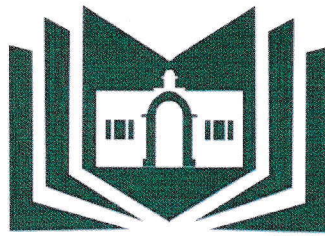
Trustees

Name	Role	Appointed
JULIE ELIZABETH RUBIDGE B ED HONS	Chair	2018-07-30
ANN WHEATLEY		2018-07-30
BRIAN DAVID FAWCUS		2022-09-27
James Daniel Orton		2025-12-12
KIMBERLEY KATE ARMSTRONG BSC MA PG		2018-08-07
RITA ANGELA ADAMS MCIPD		2018-07-30
Sandra Shipton		2024-01-25
Stephen John Lawlor		2026-03-30

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales - Charity number 1180063

Accounts



Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31 March 2025**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2025

Contents

	Page
Reference and Administrative Details	3-4
Trustees' Report	5-15
Statement of Trustees' Responsibilities	16
Appendices:	
1. Independent Examiner's Report	17
2. Statement of Financial Activities	18
3. Statement of Financial Position	19-20
4. Notes to the Financial Statements	21-28

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Rita Adams	Vice Chair	
Kim Armstrong		
Brian Fawcus		
John Lynch		(appointed 7 August 2025)
James Orton		(appointed 12 December 2025)
Zara Turner		
Sandra Shipton		

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76977947

Website and Social Media Sites:

www.earlsdonlibrary.org.uk
Facebook.com/earlsdoncommunitylibrary
x.com/earlsdonL
Instagram.com/earlsdoncommunitylibrary
www.tiktok.com/@earlsdonlibrary

Emails:

admin@earlsdonlibrary.org.uk
events@earlsdonlibrary.org.uk
recruitment@earlsdonlibrary.org.uk

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Bankers:

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Hinckley & Rugby Building Society
Upper Bond Street,
Hinckley,
LE10 1NZ.

Hampshire Trust Bank
PO Box 74003
London
EC2P 2QR

Accountant:

Alex Langlands
Langlands Accountancy Ltd
27 Ridgeway Avenue
Coventry
CV3 5BP

Independent Examiner:

Luke Howson
Finansure Ltd
2 Sheppard Street
Brymbo
Wrexham
LL11 5FF

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Introduction

Earlsdon library is an Edwardian branch library in a suburb of Coventry, built in 1913 with funding from Andrew Carnegie. It sits in a prominent position at the heart of the Earlsdon community, next to the local primary school. In 2018, when the library was threatened with closure, a group of volunteers formed a charity – Earlsdon Carnegie Community Library (ECCL) – and began managing it as a community library. To secure a lease from Coventry City Council, ECCL needed to reimagine the library layout to provide a multi-use community space and become a cultural hub. ECCL needed the building to operate not only as a library but also host events and rent space to provide an income. In 2020, with the vision of a committed volunteer, the library space was reinvented, uncovering the hidden beauty and symmetry of the Edwardian building and creating a flexible events space. Our lovely library now revels in her Edwardian charms. The symmetry has been revealed, original features rediscovered and brought out of hiding.

With a focus on inclusion and reaching out to the wider community, particularly those suffering both physical and digital exclusion, we offer a wide range of activities, free of charge. From Creative Kindness, a monthly Memory Café to mindfulness sessions we try to support people's mental and physical health. Storytime, Rhymetime and Saturday activities such as a therapy dog, children's craft workshops¹ and Lego club, offer carers and children a calm yet stimulating place to come and relax and read. We are proud to be a safe space on the high street and are a registered Place of Welcome – offering hot drinks and biscuits free of charge and enabling visitors to stay all day to use our facilities, including access to toilets, computers and books, or the chance to just simply be.

The trustees present their annual report together with the financial statements of Earlsdon Carnegie Community Library (ECCL) for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 2019).

The trustees wish to record their thanks to all the volunteers for their continued dedication and commitment in helping the community library. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom help to keep the library operating for the benefit of the local community.

¹ a small charge of £2 per family is made to cover the cost of craft materials

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Objectives:

The objectives of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

ECCL's vision is to ensure the long-term, sustainable provision of library services, educational and social activities for the local community. ECCL aims to work positively with Coventry City Council, library volunteers, the local community and all other stakeholders in a manner that is fair, open, accessible and transparent. Whilst providing a range of services for the diverse needs of our community, ECCL aims to reach out in particular to isolated and vulnerable people and seeks to promote links and activities to support community cohesion and to reduce digital exclusion.

ECCL's community library activities include:

- maintaining free access to an appropriate range of books and materials
- maintaining access to public computers and seeking ways to help people in the community who may be digitally excluded.
- training and supporting volunteers to manage library services and events.
- operating a second-hand bookshop, selling donated books that have not been added to the lending stock.
- ensuring the library can be safely opened and operated.
- offering a range of free activities to encourage and support particular user groups to access this library (e.g. Storytime and Rhymetime for preschool children, primary school visits).
- communicating with the local community about what the library offers, what activities and events they would like to see, and seeking to engage with vulnerable groups.

ECCL's recreation and social welfare activities include:

- events organised by ECCL that serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library (e.g. music events, 'Behind the Books' author events, Earlsdon festival day event)
- allowing local groups to use the library in opening hours (e.g. language groups, Knit and Natter)
- renting out the library space outside of opening hours for recreational and educational activities (e.g. Earlsdon Film Club, Coventry German Circle, Community Choir, City Church Coventry).

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Objectives for 2024-25

Our plans for 2024-25 were to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. We planned to:

- Review the charity's strategy, learning from its first five years and considering all areas of the charity's operation including fundraising, communications, volunteer management and succession planning.
- Secure a new lease from Coventry City Council.
- Cut back on non-essential spending whilst reviewing the strategy and awaiting a new lease.
- Continue our regular programme of events - such as Behind the Books author talks, music events, participating in Earlsdon festival and holding a Christmas fair.
- Continue operating our library services and bookshop, expand the book stock.
- Promote the use of the library as a community space.

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

Library Activities

Library Operations

The library, with its stock of around 10,500 books, has traditionally been very well used and library membership continues to grow. As at 31 March 2025, the library had 6023 members demonstrating continued growth from the previous year (2023-24: 5371). While the number of book issues declined slightly, at 20,526 (2023-24: 22,778) it was still higher than the year ending 31 March 2022 (17,945). Computer usage continued to grow with 10,045 user sessions (2023-24: 9810).

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS). However, CLS carries out a quarterly refresh of the current book stock which includes a proportion of book stock published within the previous two years. The charity has a policy of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with charity funds.

In this regard, the trustees wish to record their appreciation of the decision by CLS to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established. A further illustration of this support is their agreement to purchase books on our behalf at commercially discounted rates where we are able to provide funds for this purpose. Trustees had set aside a designated fund of £4,000 for book purchases during the 2024-25 financial year. The combination of book purchases and donations meant that 735 books were added to the total book stock during the year (2023-24: 1,333; 2022-23: 968).

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Of these, 424 were purchased (2023-24: 882) and 311 donated (2023-24: 451). Purchases included children's books identified by Earlsdon Primary School.

Volunteers

The charity is wholly dependent on the unstinting efforts of its volunteers for the operation of the library service and all the other activities which take place in the building. At the end of March 2025, we had 90 active volunteers (2024: 74). Most volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers. The charity provides comprehensive training for shift volunteers on all aspects of Library systems and management. The average number of volunteer hours worked per month is between 600 – 700, depending on the range of activities offered at the library.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance of recruiting and training new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers and an active volunteer recruitment policy is in place. The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

Public Computers

The 14 public computers and the printer/photocopier are still maintained by Coventry City Council and are very well used by members of the public, either through their city council library cards or by being admitted on a 'guest ticket' arrangement. Some people without the use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online. The charges for printing and photocopying continue to provide an important source of income for the library. The library has a Wi-fi service available free to users.

Library Bookshop

Trustees are grateful to local residents who continue to donate for us either to add to our book stock or to sell. Donated books that cannot be sold within a reasonable timeframe are sold on to online booksellers or sent for recycling. In addition to books, a range of greetings cards are sold to raise funds.

Communications

The trustees are conscious of the need to maintain regular communication with library users, volunteers and the local community. Our communications strategy includes our website, social media, email newsletters and the publication of current library news and a 'library reflections' page by well-known local author Chris Arnot in the monthly Earlsdon Echo community newspaper. The library's social media presence has continued to grow; as of 31

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

March 2025, we had 2,623 followers on our Facebook page (2023-24: 2,397) and 860 followers on Instagram (2023-24: 675). We launched our TikTok channel in October 2024 and our first 2,000 plus views on a video was in November; by the end of March we had 200 followers. Our average monthly reach on Facebook declined slightly in 2024-25 compared to the previous year, perhaps reflective of wider social media trends, however our average monthly Instagram reach grew by more than one third to 467, whilst our average monthly reach on TikTok was 1,463.

Education and social welfare

User Groups

The library provides a venue and facilities for meetings of various groups. These include Knit and Natter, Spanish and French language conversation groups and Creative Kindness who meet weekly and two 'book club' reading groups who meet monthly. We also continued to offer weekly digital drop-in sessions during term time, to help combat digital exclusion. The Coventry German Circle meets monthly as does the Earlsdon Film Club with its well-supported film showings. The library also hosts monthly surgeries for our three local councillors. The library's location in the heart of Earlsdon makes it a suitable community focal point and the library continues to act as a collection point for the Coventry Food Bank.

Children's activities

Our popular Storytime/Stay and Play session takes place every Tuesday, and Rhymetime/Stay and Play is held every Thursday, both for pre-school children. For older children, Saturday morning opening enables the library to host a variety of regular monthly events. These include Junior Lego Construction, craft activity workshops and 'Read to Sophie' (our listening dog).

In 2024-25 we offered a variety of other children's activities, including a summer short story writing competition, and reading challenge. Over the summer and early Autumn we offered other free children's sessions including BilinguaSing (French and German songs and activities for preschoolers), Tiny Tots ballet, the story of the Hungry Caterpillar and Drama Tots.

Education

The library has continued close links with local primary schools: Earlsdon Primary School and Hearsall Community Academy. Arrangements are in place for regular visits from the schools for educational purposes both during regular opening hours and when the library is closed to the public on Friday mornings. We continued our established links with local secondary schools, offering year 10 and year 12 work experience and Duke of Edinburgh Award volunteering placements.

Community engagement and events

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In 2020, a major internal refurbishment created a Reading Room and events space with décor that acknowledged the library's Edwardian origins, creating a much-needed venue in the locality for community events and room hire. In 2024-25, we continued to offer a

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

number of free cultural events for the community, alongside other ticketed events (see events and fundraising below). As in previous years, we opened the library on the May day bank holiday as part of Earlsdon Festival, with children's activities, family crafting sessions and live music. Festival day is an important fundraising event for the library, but also an opportunity to outreach to the local community, inform them of our work and recruit volunteers.

We continued to offer wellbeing events for the community, including mindfulness sessions. Our monthly free friendship group for people living with memory loss and their carers, called 'Earlsdon Library Memory Cafe' continues to go from strength to strength. In early 2025, we established a new "Bookwormery" group on the first Monday of the month. Bookwormery is an informal social meeting place for people who love books, like being surrounded by them and talking about them. It most definitely is not a book club, and no particular books are compulsory. The group enables people to share their enjoyment of a particular book or talk about one they would like to try.

Events and fund-raising

Cultural events

In 2024-25 we continued to run music gigs and other cultural events, which fulfil the dual purpose of raising funds for the library whilst providing an important outlet for local singers, writers, poets and bands. Funds are raised through ticket sales and a licensed bar, whilst the events promote the library as a community venue and bring new people through our doors. This year we continued to build on our reputation as a welcoming performance space where artists are valued and their talents shared with an appreciative audience in an intimate setting. Our theatre lights enhance the performance area to suit the mood and add to the experience for artists and audience alike.

We began with an album launch by a local singer and this was followed by four original song nights again featuring local artists. Further developing this we welcomed artists through two Song Writers' Circle events; attracting more culturally diverse music and this will continue to develop further. The folk trio Daisybell performed live for us on three occasions – selling out each time and local band Alchemista gave a comeback performance; choosing the library because of its warm and supportive atmosphere. Wes Finch, a popular local artist performed with the Wldflwrs, The Silver Wye and Garfield Mayor on three occasions – selling out each time and the multi-talented Lauren South returned with her original songs and a variety of instruments. Our ability to sell out events demonstrates our growing reputation as a venue and our ability to attract excellent musicians, poets and speakers.

The wind section from Warwick University performed a classical concert for us – opening the door to future such events. A collaboration between Coventry and Cork Poets led to an unforgettable evening of shared poetry and a storytelling session from the Weeping Bank Library was well attended. To widen the experience for our audience we held an afternoon with celebrated sculptor George Wagstaffe who brought along several of his smaller pieces

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

whilst holding the audience enthralled with the personal history behind some of his much loved works.

Our Behind the Books series, held on Saturday afternoons continued, with one local author and historian Adam Wood, making two visits in quick succession and another four local writers giving insights into the creative process. Best selling author Caz Frear shared her experiences of getting a first book published, sharing contacts and offering advice which was very much appreciated.

Another highlight was our "Remembering the Blitz" event on November 14th (the anniversary of the worst night of bombing during the second World War when Coventry's cathedral was burnt to the ground and hundreds died). The evening consisted of memories, music, images and shared stories with local authors Chris West and Grace Bullingham speaking about their books. We opened our doors to a capacity crowd, enthralled by the sharing of deeply personal experiences but also wanting to tell stories of their own. The intention is to continue to further develop our cultural offer, offering space for local artists to exhibit their work and holding two exhibitions.

Fundraising

ECCL's strategy is to raise funds from a diverse range of sources including grants, individual and corporate donations, trading, and events. We raised over £1,800 from activities, food and drink at book sales on Earlsdon Festival day in May whilst in December, we organised a Christmas Fair. In recognition that for many children the busy environment of the Christmas Fair can be overwhelming, we again opened the fair early specifically for SEND children and their families to come and see Santa in a quieter environment. As our lease was due to expire at the end of March 2025, and whilst a new lease had not yet been secured, we paused applying for grants and focused on other areas of fundraising. Individuals and local companies continued to make generous donations. We introduced a tap to donate card reader near the library entrance encouraging users who were able to donate and set up a CAF donate page to enable direct debit giving. Book sales and room hire also remained important sources of income in 2024-25.

Links with other Community Managed Libraries

ECCL has continued to be an active member of the Community Managed Libraries Peer Network, enabling us to learn from the experience of other community-managed and volunteer led libraries across the country.

Strategic planning and lease renewal

The Board of Trustees and Coventry City Council originally entered into a non-repairing lease on the library building on 25 September 2019 scheduled to expire on 31 March 2021, which was then extended on the existing terms for a further 12 months until 31 March 2022. In March 2022, the Council and ECCL agreed the terms of a new three-year lease to last until 31 March 2025. These arrangements were part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library and community hub. Under the terms of the 2022-2025 lease the Council retained overall responsibility for repair, maintenance and insurance of the library

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

building whilst ECCL took responsibility for a portion of the utilities' costs and, where applicable, Business Rates. Under a Memorandum of Understanding, also originally entered into on 25 September 2019, and later renewed until 31 March 2025, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries.

During the 2024-25 year, ECCL had discussions with the Council about a new longer-term lease that would entail ECCL taking on more financial responsibilities for the building. A new ten-year lease (April 2025 to March 2035) and memorandum of understanding were not signed until 10th November 2025, after the end of the financial year. Alongside lease negotiations, ECCL worked on a strategic plan and succession strategy. The strategic planning process involved discussions with key stakeholders, surveying library visitors and analysing data. Several drafts of a strategic plan were considered by trustees, with strategic objectives including:

- Maintaining the current library and community offer, including annual events.
- Maximising the library footprint and its layout, configuration and fabric for its existing and future library and community functions.
- Extending or updating opening hours, supplementing the book stock and extending support in digital services.
- Planning for Trustee succession, in particular of the founding trustees, and proactively recruiting new trustees with the knowledge and skills required to sustain and develop the charity.
- Further developing the community offer, focussing on inclusion.
- Maintaining and building strong partnerships with existing stakeholders: users, volunteers and the community.

Trustees also considered succession planning, analysing the skills and knowledge brought by each trustee and member of the management team and where there might be gaps in the existing team. However, without a final agreement on the terms of the lease, Trustees were unable to complete the strategic plan during the 2024-25 year.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a quarterly basis, although the frequency and timing of meetings is kept under regular review. Other than those trustees appointed at the formation of the charity, trustees are appointed initially for a period of three years. The membership of the Trustee Board is reviewed annually.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a management team comprising a core group of volunteers who meet monthly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, financial administration, legal monitoring and compliance, communications including social media design and maintenance (website,

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Instagram and Facebook presence), children's library, bookshop and library stock management, volunteer recruitment and management.

The trustees have drafted and adopted a range of appropriate codes and policies including:

- Trustee Code of Conduct
- Volunteer Recruitment, Induction and Training Policy
- Volunteer Code of Conduct
- Equality and Diversity Policy
- Safeguarding Policy
- Data Protection and Privacy Policy
- Health and Safety Policy
- Room Hire Policy
- Complaints Policy

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and operational matters with a particular reference to the critical issues of recruitment and retention of volunteers and, of an effective communications strategy. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 15 below) and the implementation of an annual Financial Controls review. Given the budgetary pressures faced by Coventry City Council, Trustees were mindful of the financial risk of the lease being renewed on less favourable terms from 1st April 2025. With this in mind, Trustees decided to cut back on expenditure on contractors in 2024-25, focusing on social media to promote and build on events and fundraising with volunteer resources. The uncertainty regarding the lease was one of the main risks faced by the charity during 2024-25 and meant that ECCL was unable to either complete its strategic plan, fully review its reserves policy or apply for grant funding.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in accounts protected by the Financial Services Compensation Scheme. The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Finance

Financial Review

The Charity's gross income for the reporting year ending 31 March 2025 was £58,614, with expenditure amounting to £29,746. Trustees had been informed by the Council that any new lease would entail the charity taking on more responsibility for both the repair and maintenance of the building and for utilities costs, which given the age and condition of the building could be considerable, and for these reasons the trustees took a cautious approach to expenditure during the year. The charity's total net assets after deduction of current liabilities currently stand at £74,808. The allocation between restricted, unrestricted and designated funds is shown in the notes to the attached accounts.

The Statement of Financial Position on page 19 shows that at 31 March 2025, the charity was holding £85,678 of which £2,439 was restricted funds and £83,239 unrestricted funds. Of the unrestricted funds, £30,833 had been designated by the Trustees for future expenditure on: book purchases to improve and diversify the library's book stock, contracting a social media contractor in 2025-26, business rates, insurance and utility costs, legal and professional fees, and furniture replacement. Funds are raised through ticket sales and a licensed bar, whilst the events promote the library as a community venue and bring new people through our doors. This year we continued to build on our growing reputation as a welcoming performance space where artists are valued and their talents shared with an appreciative audience in an intimate setting.

The charity's financial position on 31 March 2025 reflects the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building which expired on 31 March 2025. ECCL took on responsibility for any due proportion of Business Rates and a share of the utilities' costs rising to £1,500 in the final year of the lease. Trustees were conscious that the terms of any future lease would be different and would require increased expenditure by ECCL.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Control for charities (CC8), conduct an annual review of financial controls. As mentioned on page 14 of the Report and as an additional financial control, a Risk Register is maintained and fully reviewed half-yearly. The charity does not currently have an investment policy other than, where appropriate, to retain unrestricted funds in a secure interest-bearing account.

Reserves Policy

Trustees had planned to conduct their annual review of ECCL's reserves policy on 23rd March 2025, however this trustee board meeting had to be postponed until 4th April 2025. At the reconvened meeting, Trustees confirmed the interim policy to hold between two and six months' operating costs in reserve to guard against risks faced by the charity, including uncertain income and unforeseen operational costs, to be reviewed once the lease and strategy were in place. Trustees acknowledged that ECCL was currently holding a greater sum pending resolution of the lease negotiations, after which a plan would be developed to

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

bring reserves within range. At 31st March 2025, ECCL was holding £41,536 in free reserves. Without lease in place, it was impossible to accurately forecast 2025-26 operating costs. Previously trustees had estimated that two to six months operating costs under the new lease in 2025-26 could be at least £8,067 to £24,200. Trustees decided not to take immediate action to reduce the reserves level due to uncertainty about future costs. Trustees continue to regularly review reserves levels. However, Trustees agreed to designate funds for book purchases, furniture renewal and professional fees (including legal fees relating to the lease)

Earlsdon Library: Plans for the Future

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future.

In 2025-26, the trustees planned to:

- Secure a ten-year lease for the building.
- Complete strategic and succession planning processes so that the charity has a clear set of plans and priorities for fulfilling its charitable objectives in the medium term.
- Continue the regular programme of events, continue operating the library services and bookshop, and promote the use of the library as a community space.
- Informed by the lease terms and conditions, and the strategic plan, to
 - Review ECCL's reserves policy and recommended range and agree a plan to bring reserves back within this range.
 - Begin planning and fundraising for future development of the building and the charity's services, including exploring the potential for expansion into the derelict toilet block next door to the library.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2025

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice.

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing their report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature: *Rita Adams*

Full name: *RITA ADAMS*

Position: *VICE CHAIR OF TRUSTEES*

Date *15/1/26*

Independent Examiner's Report

I report on the financial statements of the charity for the year ended 31 March 2025 set out on pages 18 to 28.

Respective responsibilities of trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.


Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....

Dated 19th January 2026

L M Howson MAAT

Finansure Limited, 2 Sheppard Street, Brymbo, Wrexham, LL11 5FF

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds £	Restricted funds £	Totals 2025 £	Totals 2024 £
INCOME FROM					
Donations	2	28,242	-	28,242	14,920
Charitable activities	3	24,144	-	24,144	25,733
Investments	4	630	-	630	-
Other trading activities	5	5,598	-	5,598	5,449
TOTAL INCOMING RESOURCES		<u>58,614</u>	<u>-</u>	<u>58,614</u>	<u>46,102</u>
EXPENDITURE ON					
Charitable activities	6	26,416	1,428	27,844	47,710
Raising funds	8	1,902	-	1,902	4,379
TOTAL EXPENDITURE		<u>28,318</u>	<u>1,428</u>	<u>29,746</u>	<u>52,089</u>
NET INCOME / (EXPENDITURE) FOR THE YEAR		30,296	(1,428)	28,868	(5,987)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>52,943</u>	<u>3,867</u>	<u>56,810</u>	<u>62,797</u>
Total funds carried forward	13	<u>83,239</u>	<u>2,439</u>	<u>85,678</u>	<u>56,810</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 22 to 27 form part of these financial statements.

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL POSITION

31 MARCH 2025

	Note	2025 £	2024 £
FIXED ASSETS			
Tangible assets	10	<u>10,870</u>	<u>13,371</u>
CURRENT ASSETS			
Debtors	11	4,761	2,539
Stock		580	134
Cash at bank and in hand		71,212	42,909
		<u>76,553</u>	<u>45,582</u>
CREDITORS			
Amounts falling due within one year	12	(1,745)	(2,143)
NET CURRENT ASSETS		<u>74,808</u>	<u>43,439</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>85,678</u>	<u>56,810</u>
NET ASSETS		<u>85,678</u>	<u>56,810</u>
FUNDS			
Unrestricted funds:			
General fund		52,406	41,064
Designated funds		30,833	11,879
		<u>83,239</u>	<u>52,943</u>
Restricted funds:		2,439	3,867
TOTAL FUNDS	13	<u>85,678</u>	<u>56,810</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

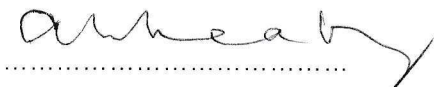
The trustees acknowledge their responsibility for:

- (i) complying with the requirements of the Act with respect to accounting records and the preparation of accounts;
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net incoming or outgoing resources for the financial year in accordance with the requirements of the Act relating to financial statements, so far as applicable to the charity.

Earlsdon Carnegie Community Library

These financial statements have been prepared in accordance with the provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard 102.

These financial statements were approved by the Board of Trustees on 15 January 2026 and are signed on their behalf by:

A handwritten signature in cursive script, appearing to read 'Ann Wheatley', is written over a horizontal dotted line.

Ann Wheatley

The notes on pages 21 to 28 form part of these financial statements.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (effective 1 January 2019)" (FRS 102), the Charities Act, the Companies Act and applicable accounting standards. Under Financial Reporting Standard 102 (FRS 102), the charity is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

The trustees have assessed whether the use of going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

The charity is a public benefit entity. The financial statements are presented in sterling.

The accounts have been prepared using the accruals method of accounting. This method was first adopted in the last financial year, for the year ended 31 March 2023, the charity having previously used the Receipts and Payments method.

Organisation status

The charity is a charitable incorporated organisation (CIO), registered on 24 September 2018.

Fund accounting

Unrestricted funds are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. Investment income and gains are allocated to the appropriate fund.

Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable (more likely than not) that the income will be received and the amount of the income receivable can be measured reliably.

There has been no offsetting of assets and liabilities, or income and expenses.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income is only to be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised where they can be used for more than one year and cost over £1,000. Book stock has also been capitalised.

Depreciation is calculated to write off the cost of fixed assets over their expected useful lives, and is provided on the following bases:

- Fixtures & Fittings (F&F) 20% straight line
- Book Stock 20% straight line

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

2. DONATIONS

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Donations	20,973	-	20,973	14,010
Gift Aid recoverable	5,781	-	5,781	-
Clubs, Activities and Groups	1,488	-	1,488	910
	<u>28,242</u>	<u>-</u>	<u>28,242</u>	<u>14,920</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Grants – Awards for All	-	-	-	6,620
Grants – Other	-	-	-	1,596
Computer hire, photocopying & printing	2,896	-	2,896	3,112
Library tickets, reservations, fines & talking books	1,935	-	1,935	1,447
Events	11,568	-	11,568	6,564
Library bookshop sales	7,745	-	7,745	6,394
	<u>24,144</u>	<u>-</u>	<u>24,144</u>	<u>25,733</u>

4. INCOME FROM INVESTMENTS

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Interest received	<u>630</u>	<u>-</u>	<u>630</u>	<u>-</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

5. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Sale of merchandise & greetings cards	2,137	-	2,137	1,655
Coffee shop sales	529	-	529	107
Room hire	2,444	-	2,444	1,975
Books sold online or for recycling	488	-	488	1,712
	<u>5,598</u>	<u>-</u>	<u>5,598</u>	<u>5,449</u>

6. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S PURPOSES

Activity or project	Activities undertaken directly		Support costs (note 7)	Total 2025	Total 2024
	Unrestricted funds	Restricted funds	Unrestricted funds		
	£		£	£	£
Awards for All grant expenditure	-	-	-	-	6,620
Warm bank stock	-	1,428	-	1,428	2,087
Other expenditure	4,708	-	-	4,708	3,178
Office costs	-	-	11,173	11,173	9,941
ECCL Fundraising & Comms Contractor	-	-	-	-	17,018
ECCL CEC expenditure	-	-	-	-	4,310
Social Media Lead	5,088	-	-	5,088	
Depreciation	-	-	5,447	5,447	4,556
TOTAL	9,796	1,428	16,620	27,844	47,710

7. ANALYSIS OF SUPPORT COSTS

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Depreciation	5,447	-	5,447	4,556
Office costs	6,959	-	6,959	6,333
Rates and Utilities	3,271	-	3,271	2,697
Insurance	693	-	693	661
Independent examiner's fee	250	-	250	250
	<u>16,620</u>	<u>-</u>	<u>16,620</u>	<u>14,497</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

8. ANALYSIS OF COSTS INCURRED IN RAISING FUNDS

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Advertising/Promotional	75	-	75	564
Bar & coffee shop stock and stock shrinkage	937	-	937	2,947
Merchandise costs including greeting cards	890	-	890	868
	<u>1,902</u>	<u>-</u>	<u>1,902</u>	<u>4,379</u>

9. TRANSACTIONS WITH TRUSTEES

The total donations made to the charity by trustees without conditions during the year was £55 (2024: £33).

During the year, none of the trustees received any remuneration or received any other benefits from employment with the charity (2024: £Nil)

No incidental expenses were incurred by trustees in carrying out their trustee duties (2024: £Nil).

Expenses incurred by trustees for services provided to the charity in the year, either by reimbursement of the trustee or by direct payment to a third party, totalled £831.34 (2024: £Nil).

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

10. FIXED ASSETS

	Fixtures & Fittings £	Book Stock £	Total £
Cost			
At 1 April 2024	11,499	15,731	27,230
Additions	-	2,947	2,947
Disposals	-	-	-
At 31 March 2025	11,499	18,678	30,177
Depreciation			
At 1 April 2024	8,648	5,211	13,859
Charge for year	2,254	3,194	5,448
Disposals	-	-	-
At 31 March 2025	10,902	8,405	19,307
Net book value			
At 31 March 2025	597	10,273	10,870
At 31 March 2024	2,851	10,520	13,371

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Prepayments	2,584	-	2,584	2,464
Accrued Income	193	-	193	-
Gift Aid recoverable	1,924	-	1,924	-
Other debtors	60	-	60	75
	4,761	-	4,761	2,539

4

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2025 Total Funds £	2024 £
Trade creditors	-	-	-	398
Accruals and deferred income	1,050	695	1,745	1,745
	1,050	695	1,745	2,143

Deferred income includes income received in the year ended 31 March 2023 of £695 which relates to services to be provided during the financial year ended 31 March 2026.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

13. STATEMENT OF FUNDS

	At 1 April 2024 £	Income £	Expenditure £	Transfers £	At 31 March 2025 £
Unrestricted funds:					
General reserve	41,064	53,838	(17,245)	(25,251)	52,406
Designated funds	11,879	4,776	(11,073)	25,251	30,833
Total Unrestricted funds	52,943	58,614	(28,318)	-	83,239
Restricted funds:					
Coventry City Council Bursary	656	-	-	-	656
Warm Bank Donations	3,211	-	(1,428)	-	1,783
Total Restricted funds	3,867	-	(1,428)	-	2,439
Total funds	56,810	58,614	(29,746)	-	85,678

Comparatives for movement in funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Unrestricted funds:					
General reserve	32,764	37,636	(23,410)	(5,926)	41,064
Designated funds	24,650	-	(18,697)	5,926	11,879
Total Unrestricted funds	57,414	37,636	(42,107)	-	52,943
Restricted funds:					
National Lottery Award (CEC Role)	-	6,620	(6,620)	-	-
Awards for All grant (CEC Role)	-	-	-	-	656
Coventry City Council Bursary	656	1,275	(1,275)	-	-
Warm Bank Earmarked Donations	4,727	571	(2,087)	-	3,211
Total Restricted funds	5,383	8,466	(9,982)	-	3,867
Total funds	62,797	46,102	(52,089)	-	56,810

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

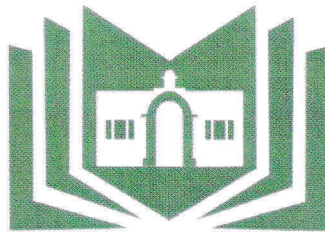
The general reserve represents the free funds of the charity which are not designated for particular purposes. Designated funds comprise unrestricted funds which the trustee board have designated at year end for spend in the following financial year as follows:

	2025	2024
	£	£
Book purchases	5,000	4,000
Social Media Contractor	15,000	4,608
Insurances	812	-
Professional fees	4,750	-
Furnishings	2,000	-
Business Rates Provision	1,771	1,771
Utility costs payable to Coventry City Council	1,500	1,500
	<u>30,833</u>	<u>11,879</u>

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales - Charity number 1180063

Accounts



Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31 March 2024**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2024

Contents

	Page
Reference and Administrative Details	3-4
Trustees' Report	5-16
Statement of Trustees' Responsibilities	17
Appendices:	
1. Independent Examiner's Report	18
2. Statement of Financial Activities	19
3. Statement of Financial Position	20
4. Notes to the Financial Statements	20-28

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Rita Adams	Vice Chair	
Graham Moffat		Retired 25 January 2024
Kim Armstrong		
Perm Ghag		Resigned 30 October 2023
Brian Fawcus		
Zara Turner		
Sandra Shipton		Appointed 25 January 2024

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76977947

Website and Social Media Sites:

www.earlsdonlibrary.org.uk
Facebook.com/earlsdoncommunitylibrary
Twitter.com/earlsdonL
Instagram.com/earlsdoncommunitylibrary
www.tiktok.com/@earlsdonlibrary

Emails:

admin@earlsdonlibrary.org.uk
events@earlsdonlibrary.org.uk
recruitment@earlsdonlibrary.org.uk

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Hinckley & Rugby Building Society
Upper Bond Street,
Hinckley,
LE10 1NZ.

Accountants

Alex Langlands
Langlands Accountancy Ltd
27 Ridgeway Avenue
Coventry
CV3 5BP
[www.alex@langlandsaccountancy.co.uk](mailto:alex@langlandsaccountancy.co.uk)

Independent Examiner

Luke Howson
Finansure Ltd
2 Sheppard Street
Brymbo
Wrexham
LL11 5FF
[www.luke@finansure.co.uk](mailto:luke@finansure.co.uk)

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Introduction

Earlsdon library is an Edwardian branch library in a suburb of Coventry, built in 1913 with funding from Andrew Carnegie. It sits in a prominent position at the heart of the Earlsdon community, next to the local primary school. In 2018, when the library was threatened with closure, a group of volunteers formed a charity – Earlsdon Carnegie Community Library (ECCL) – and began managing it as a community library. To secure a lease from Coventry City Council, ECCL needed to reimagine the library layout to provide a multi-use community space and become a cultural hub. ECCL needed the building to operate not only as a library but also host events and rent space to provide an income. In 2020, with the vision of a committed volunteer, the library space was reinvented, uncovering the hidden beauty and symmetry of the Edwardian building and creating a flexible events space. Our lovely library now revels in her Edwardian charms. The symmetry has been revealed, original features rediscovered and brought out of hiding.

With a focus on inclusion and reaching out to the wider community, particularly those suffering both physical and digital exclusion, we offer a wide range of activities, free of charge. From Creative Kindness on Mondays to the Digital skills drop in on Mondays, we try to support people's mental and physical health. Storytime, Rhymetime and Saturday activities such as a reading dog, children's craft workshops¹ and Lego club, offer carers and children a calm yet stimulating place to come and relax and read. We are proud to be a safe space on the high street and are a registered Place of Welcome – offering hot drinks and biscuits free of charge and enabling visitors to stay all day to use our facilities, including access to toilets, computers and books, or the chance to just simply be.

The trustees present their annual report together with the financial statements of Earlsdon Carnegie Community Library (ECCL) for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 2019).

The trustees wish to record their thanks to all the volunteers for their continued dedication and commitment in helping the community library. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom help to keep the library operating for the benefit of the local community.

¹ a small charge of £2 per family is made to cover the cost of craft materials

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Objectives:

The objectives of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

ECCL's vision is to ensure the long-term, sustainable provision of library services, educational and social activities for the local community. ECCL aims to work positively with Coventry City Council, library volunteers, the local community and all other stakeholders in a manner that is fair, open, accessible and transparent. Whilst providing a range of services for the diverse needs of our community, ECCL aims to reach out in particular to isolated and vulnerable people and seeks to promote links and activities to support community cohesion and to reduce digital exclusion.

ECCL's community library activities include:

- maintaining free access to an appropriate range of books and materials
- maintaining access to public computers and seeking ways to help people in the community who may be digitally excluded.
- training and supporting volunteers to manage library services and events.
- operating a second-hand bookshop, selling donated books that have not been added to the lending stock.
- ensuring the library can be safely opened and operated.
- offering a range of free activities to encourage and support particular user groups to access this library (e.g. Storytime and Rhymetime for preschool children, primary school visits).
- communicating with the local community about what the library offers, what activities and events they would like to see, and seeking to engage with vulnerable groups.

ECCL's recreation and social welfare activities include:

- events organised by ECCL that serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library (e.g. music events, 'Behind the Books' author events, Earlsdon festival day event)
- allowing local groups to use the library in opening hours (e.g. language groups, Knit and Natter)
- renting out the library space outside of opening hours for recreational and educational activities (e.g. Earlsdon Film Club, Coventry German Circle, Community Choir).

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

Library Activities

Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In 2020, a major internal refurbishment created a Reading Room and events space with décor that acknowledged the library's Edwardian origins, creating a much-needed venue in the locality for community events and room hire. Financial support for this project came from the Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme. In April 2023, Coventry City Council's Education and Children's Services Scrutiny Board considered Coventry's community led libraries. The Briefing Note to the board from the Head of Library Services highlighted the success of the reconfiguration:

*"The grant provided to support the transition of Earlsdon library has resulted in an impressive re-configuration of a large section of the space to create a multi-use area facilitating events and other related activities. The library has a large cohort of volunteers which has needed to be constantly refreshed and has good connections into the Earlsdon community."*² Peter Barnett, Head of Service Libraries and Migration.

Library Operations

The library, with its stock of around 10,500 books, has traditionally been very well used and library membership continues to grow. In March 2023 we were able to extend our opening hours, opening until 7pm in the evening on Mondays. As at 31 March 2024, the library had 5371 members (2022-23: 4,860), demonstrating continued growth from the pre-pandemic figure (3,940). While the number of book issues declined, at 22,778 (2022-23: 34,809) it was still higher than the year ending 31 March 2022 (17,945). Computer usage continued to grow rapidly with 9810 user sessions representing a nearly 50% increase on the previous year (2022-23: 6,607).

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS). However, CLS carries out a quarterly refresh of the current book stock which includes a proportion of book stock published within the previous two years. The

² Coventry City Council (2023) Education and Children's Services Scrutiny Board, Public Document Pack, 20th April 2023 (p.12), <https://edemocracy.coventry.gov.uk/documents/g12882/Public%20reports%20pack%2020th-Apr-2023%2015.00%20Education%20and%20Childrens%20Services%20Scrutiny%20Board%202.pdf?T=10>

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

charity has a policy of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with charity funds.

In this regard, the trustees wish to record their appreciation of the decision by CLS to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established. A further illustration of this support is their agreement to purchase books on our behalf at commercially discounted rates where we are able to provide funds for this purpose. Trustees had set aside a designated fund of £6,000 for book purchases during the 2023-24 financial year. The combination of book purchases and donations meant that 1,333 books were added to the total book stock during the year (2022-23: 968). Of these, 882 were purchased (2022-23: 637) and 451 donated (2022-23: 331). Purchases included Ukrainian language children's books and 94 children's graphic novels; meeting needs identified by our community.

Volunteers

The charity is wholly dependent on the unstinting efforts of its volunteers for the operation of the library service and all the other activities which take place in the building. At the end of March 2024, we had 74 active volunteers. The majority of the volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers. The charity provides comprehensive training on all aspects of Library systems and management. The average number of volunteer hours worked per month is between 600 – 700, depending on the range of activities offered at the library.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance of recruiting and training new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers and an active volunteer recruitment policy is in place. In 2023-24, we recruited several volunteers who were new to the UK and were volunteering before they were able to begin work. We have received positive feedback from them on the importance of their time volunteering, including:

"I have truly enjoyed being part of the library team and contributing to our community's learning and literacy efforts. Volunteering at Earlsdon Carnegie Community Library has been an incredibly rewarding experience. I've valued the opportunity to support patrons, assist with events, and work alongside such dedicated and passionate colleagues.... I am grateful for the skills I have developed and the wonderful connections I have made."

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

Public Computers

The 14 public computers and the printer/photocopier are still maintained by Coventry City Council and are very well used by members of the public, either through their city council library cards or by being admitted on a 'guest ticket' arrangement. Some people without the use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online. The charges for printing and photocopying continue to provide an important source of income for the library. The library has a Wi-fi service available free to users.

Library Bookshop

Trustees are grateful to local residents who continue to donate for us either to add to our book stock or to sell. Donated books that cannot be sold within a reasonable timeframe are sold on to online booksellers or sent for recycling, and specialist books have been sold on eBay. Overall book sales and recycling income make up nearly a fifth of the charity's income. In addition to books, a range of greetings cards are sold to raise funds.

Communications

The trustees are conscious of the need to maintain regular communication with library users, volunteers and the local community. Funding from an Awards for All grant and ECCL's own fundraising enabled us to continue to contract a Community Engagement Co-ordinator during 2023-24. She worked alongside trustees and volunteers to organise events, network with other local organisations and develop the charity's social media. The Awards for All funding ended in November and the contract was funded by ECCL until March. The contract was not renewed due to financial uncertainty over the terms of renewal of ECCL's lease of the library building and the concurrent need to review the charity's overall strategy and funding. The trustees wish to thank the Community Engagement Coordinator for her input into ECCL's success.

Our communications strategy includes our website, social media, email newsletters and the publication of current library news and a 'library reflections' page by well-known local author Chris Arnot in the monthly Earlsdon Echo. The library's social media presence has continued to grow: as of 31 March 2024 we had 2,397 followers on our Facebook page (2022-23: 2,164) and 675 on Instagram (2022-23: 643). We continued to use Twitter (until November 2025), although follower figures are not available. LinkedIn and TikTok profiles were established in the 2024-25 financial year.

Education and social welfare

User Groups

The library provides a venue and facilities for meetings of various groups. These include Knit and Natter, Spanish and French language conversation groups who meet weekly and two 'book club' reading groups who meet monthly. The Coventry German Circle meets monthly

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

as does the Earlsdon Film Club with its well-supported film showings. The Creative Kindness Group continues to grow in popularity, and the weekly Digital Skills drop-in session sees a steady stream of people looking for help to unlock the mysteries of their electronic devices. We worked with Cov Connects to promote our digital drop in during 2023-34. Our crochet taster sessions in 2023 proved to be extremely popular so we established a regular Tuesday afternoon "Get Hooked On Crochet" session, welcoming everyone from experienced crafters to complete novices.

The library also hosts monthly surgeries for our three local councillors. The library's location in the heart of Earlsdon makes it a suitable community focal point and the library continues to act as a collection point for the Coventry Food Bank.

Children's activities

Our popular Storytime/Stay and Play session takes place every Tuesday, and Rhymetime/Stay and Play is held every Thursday, both for pre-school children. For older children, Saturday morning opening enables the library to host a variety of regular monthly events. These include Junior Lego Construction, craft activity workshops and 'Read to Sophie' (our listening dog).

In 2023-24 we offered a variety of other children's activities, including a summer short story writing competition, with prizes for three age groups and regular Saturday afternoon 'Gamezone' gaming events. During the spring and summer terms, we offered a weekly chess club with tuition for 7-11 year olds for a small fee. In October we hosted a free pumpkin party for preschool children with singing and dancing, whilst in the autumn half term holidays, we hosted a free science activity session for ages 7-11 making UV bracelets and lava lamps and learning about density, polarity and hydrogels.

Education

The library has continued close links with three local primary schools: All Souls Catholic Primary School, Earlsdon Primary School and Hearsall Community Academy. Arrangements are in place for regular visits from the schools for educational purposes both during regular opening hours and when the library is closed to the public on Friday mornings. We have established links with local secondary schools, offering year 10 and year 12 work experience and Duke of Edinburgh Award volunteering placements.

Community engagement and events

In 2023-24, we continued to offer a number of free cultural events for the community, alongside other ticketed events (see events and fundraising below). As in previous years, we opened the library on the May day bank holiday as part of Earlsdon Festival, with children's activities, family crafting sessions and live music. Festival day is an important fundraising event for the library, but also an opportunity to outreach to the local community, inform them of our work and recruit volunteers. On 6th May 2023, we invited members of the community who might otherwise be alone to come and watch the King's Coronation on our big screen in the reading room, offering tea, cakes donated by a local business and a

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

warm welcome. We also hosted several exhibitions during the year including paintings by artist Jim Redhead, the Rotary Young Photographers competition and Art in Care Homes.

We continued to offer a variety of wellbeing events for the community. ECCL was awarded funding from Think Active! to host free weekly physical activity sessions from April to July 2023 for individuals who were experiencing isolation, vulnerability or loneliness as a result of the pandemic or cost of living crisis. The hour-long sessions involved gentle exercise for any age or ability including elements of yoga, T'ai Chi and gentle breathing exercises. In Spring 2024, we started weekly Mind, Body, Breath classes involving gentle stretches, meditation and breathwork to support both physical and mental wellbeing and monthly relaxation sessions to teach practical techniques for managing mental health. Finally in September 2023, we launched a new monthly free friendship group for people living with memory loss and their carers called 'Earlsdon Library Memory Cafe'

Events and fund-raising

Cultural events

In 2023-24 we continued to run music gigs and other cultural events, which fulfil the dual purpose of raising funds for the library whilst providing an important outlet for local singers, writers, poets and bands. Funds are raised through ticket sales and a licensed bar, whilst the events promote the library as a community venue and bring new people through our doors. We started the year by welcoming back renowned Coventry peace poet Antony Owen along with Zsofia Hacsek for an evening of poetry and discussion to celebrate Autism Awareness Week. The event on Saturday 1st April, featured some of Antony's experiences after his recent diagnosis.

Music events included: a gentle folk, poetry and spoken word Hush! Gig; Paul Cowley's "blues soaked guitar and vocal work" as part of his national tour; The Mechanicals, a five piece folk-classical music ensemble putting poetic verse into song alongside readings from the poet, Bohdan Piasecki; Chrissie Dux's launch of her new album, Justify; and 'Silence! At The Library', a family friendly 'live silent gig' where audience members were provided with special wireless headphones to listen to a band, who played through special 'noiseless' equipment. In September 2023, we started a new type of music event - an original song night featuring local, up and coming artists. The first event was a success and original song nights have become a regular feature of our events programme; further original song nights were held in October, November and March

In 2023-24, we continued to organise 'Behind the Book' events: Saturday afternoon events where authors introduce their work to readers. Bestselling author, Kit de Waal, was the author at our July event. She discussed everything from the care sector and the invaluable role of social workers to Christmas traditions and answered many of the audience's questions. For remembrance day, we held a special Behind The Books event focused on The Remembrance Trees Of Coventry's War Memorial Park, a book which features the personal stories behind the trees planted in the park to commemorate the sacrifices of citizens of the city who lost their lives in conflict. Another event featured Mabel Hewitt, who

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

relived her extraordinary childhood in the shadow of two world wars. Her account of the Second World War, including Coventry's Blitz, mixes with her everyday memories of a child in wartime in her book, *Mabel's War*.

Fundraising

ECCL's strategy is to raise funds from a diverse range of sources including grants, individual and corporate donations, trading, and events. We raised over £1,000 from activities, food and drink at book sales on Earlsdon Festival day in May whilst in December, we organised a Christmas Fair raising over £1400. In recognition that for many children the busy environment of the Christmas Fair can be overwhelming, we opened the fair early specifically for SEND children and their families to come and see Santa in a quieter environment. Grants were received from Awards for All and 'Think Active!', whilst individuals and local companies continued to make generous donations. Book sales and room hire also remained important sources of income in 2023-24.

Links with other Community Managed Libraries

ECCL has continued to be an active member of the Community Managed Libraries Peer Network, enabling enable us to learn from the experience of other community-managed and volunteer led libraries across the country. In December 2023, we hosted a Community Managed Libraries Network Mini Conference - *Health and Wellbeing in the Digital Age - the vital role played by Community Managed Libraries* – which brought together members of the Community Managed Libraries Network, other voluntary sector and statutory sector organisations.³ Discussions focused on digital inclusion and social prescribing.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a quarterly basis, although the frequency and timing of meetings is kept under regular review. Other than those trustees appointed at the formation of the charity, trustees are appointed initially for a period of three years. One of the original trustee board members, Graham Moffat, retired at the AGM, whilst maintaining his important roles in the management and bookshop teams. Perm Ghag also resigned from the board during the year for health reasons. Sandra Shipton was appointed as a Trustee at the AGM, bringing experience of senior management in education and local government, participation and inclusion, and of chairing a local community organisation. The membership of the Trustee Board is reviewed annually.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a management team comprising a core group of volunteers who meet monthly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, financial administration, legal monitoring and compliance, communications including social media design and maintenance (website,

³ <https://www.tickettailor.com/events/communitymanagedlibrariesnationalpeernetwork/1039767>

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Twitter, Instagram and Facebook presence), children's library, bookshop and library stock management, volunteer recruitment and management.

The Board of Trustees and Coventry City Council originally entered into a non-repairing lease on the library building on 25 September 2019 scheduled to expire on 31 March 2021. In part reflecting the impact of Covid 19 on ECCL's plans, the Council readily agreed to extend the lease on the then existing terms for a further 12 months until 31 March 2022. In March 2022, the Council and ECCL agreed the terms of a new lease to last until 31 March 2025. This gave ECCL both a greater degree of certainty over its medium-term future and enabled our focus to turn more towards ensuring the longer-term sustainability of the organisation. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library and community hub. Under the terms of the lease the Council still retains overall responsibility for repair, maintenance and insurance of the library building whilst ECCL takes responsibility for a portion of the utilities' costs and, where applicable, Business Rates.

Under a Memorandum of Understanding, also originally entered into on 25 September 2019, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries. The Memorandum of Understanding was also extended on the same terms until 31 March 2025.

The trustees have drafted and adopted a range of appropriate codes and policies including:

- Trustee Code of Conduct
- Volunteer Recruitment, Induction and Training Policy
- Volunteer Code of Conduct
- Equality and Diversity Policy
- Safeguarding Policy
- Data Protection and Privacy Policy
- Health and Safety Policy
- Room Hire Policy
- Complaints Policy

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and operational matters with a particular reference to the critical issues of recruitment and retention of volunteers and, of an effective communications strategy. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 15 below) and the implementation of an annual Financial Controls review. Given the budgetary

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

pressures faced by Coventry City Council, Trustees are mindful of the financial risk of the lease being renewed on less favourable terms from 1st April 2025. With this in mind, Trustees decided to cut back on expenditure on contractors in 2024-25 and to build on events and fundraising to date with volunteer resources.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in accounts protected by the Financial Services Compensation Scheme. The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Finance

Financial Review

The Charity's gross income for the reporting year ending 31 March 2024 was £46,102, with expenditure amounting to £52,089. Expenditure exceeded income in the 2023-24 financial year due to the expenditure of restricted funds received in 2022-23 and of funds designated by the trustees in 2022-23 on contracting a community engagement coordinator, diversifying the book stock and business rates and utilities. The charity's total net assets after deduction of current liabilities currently stand at £43,439. The allocation between restricted, unrestricted and designated funds is shown in the notes to the attached accounts.

The Statement of Financial Position on page 19 shows that at 31 March 2024, the charity was holding £56,810 of which £3,867 was restricted funds and £52,943 unrestricted funds. Of the unrestricted funds, £11,879 had been designated by the Trustees for future expenditure on: book purchases to improve and diversify the library's book stock, contracting a social media contractor in 2024-25, business rates and utility costs.

The charity's financial position on 31 March 2024 reflects the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building which expires on 31 March 2025. ECCL has taken on responsibility for any due proportion of Business Rates and a share of the utilities' costs rising to £1,500 in the final year of the lease. Trustees are conscious that the terms of any future lease will be different and may require increased expenditure by ECCL.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Control for charities (CC8), conduct an annual review of financial controls. As mentioned on page 14 of the Report and as an additional financial control, a Risk Register is maintained and fully reviewed half-yearly. The charity does not currently have an investment policy other than, where appropriate, to retain unrestricted funds in a secure interest-bearing account.

Reserves Policy

In March 2024, trustees reviewed ECCL's reserves policy, taking into account the risks the charity faces including uncertain income and unforeseen operational costs. Given the uncertainty around the terms of ECCL's lease renewal and therefore what the charity's future operating costs might be, trustees agreed an interim policy to hold between two and six months' operating costs in reserve to guard against risks identified. The policy would be reviewed once the lease and the strategy are in place. At 31st March 2024, ECCL was holding £27,693 in free reserves. With expected 2024-25 operating costs, the recommended reserves range of two to six months would be £5,000 to £15,000. However, Trustees have estimated that the new lease could entail the charity taking on more than £18,400 in annual costs currently paid by the council. Two to six months operating costs under the new lease in 2025-26 would therefore be at least £8,067 to £24,200. Trustees decided not to take immediate action to bring the reserves level back within the current

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

operating costs range because it is likely that range will rise sharply from 1st April 2025 with a new lease. Trustees continue to regularly review reserves levels.

Earlsdon Library: Plans for the Future

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future. The trustees planned to review the charity's strategy in 2024-25; learning from its first five years of operations, fundraising and undertaking negotiations with the council. The review would consider all areas of the charity's operation: fundraising, communications, volunteer management, succession planning, etc. Whilst reviewing the strategy and awaiting a new lease, trustees agreed to cut back on non-essential spending including by not renewing the community engagement coordinator contract. We planned to continue our regular programme of events - such as Behind the Books author talks, music events, participating in Earlsdon festival and holding a Christmas fair – and to continue operating our library services and bookshop, and promoting the use of the library as a community space.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2024

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice.

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing their report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature:

JERubidge

Full name:

JULIE ELIZABETH RUBIDGE

Position:

Chair of Trustees

Date

28/01/25

Earlsdon Carnegie Community Library

EARLSDON CARNEGIE COMMUNITY LIBRARY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

I report on the financial statements of the charity for the year ended 31 March 2024.

Respective responsibilities of trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
L M Howson MAAT
Independent Examiner

Dated 29th January 2025

Finansure Limited, 2 Sheppard Street, Brymbo, Wrexham, LL11 5FF

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 <i>Restated</i> £
INCOME FROM					
Donations	2	14,420	500	14,920	19,736
Charitable activities	3	17,767	7,966	25,733	26,249
Other trading activities	4	5,449	-	5,449	5,396
TOTAL INCOMING RESOURCES		<u>37,636</u>	<u>8,466</u>	<u>46,102</u>	<u>51,381</u>
EXPENDITURE ON					
Charitable activities	5	39,003	8,707	47,710	37,119
Raising funds	7	3,104	1,275	4,379	4,552
TOTAL EXPENDITURE		<u>42,107</u>	<u>9,982</u>	<u>52,089</u>	<u>41,671</u>
NET INCOME / (EXPENDITURE) FOR THE YEAR		(4,471)	(1,516)	(5,987)	9,710
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>57,414</u>	<u>5,383</u>	<u>62,797</u>	<u>53,087</u>
Total funds carried forward	12	<u>52,943</u>	<u>3,867</u>	<u>56,810</u>	<u>62,797</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 22 to 28 form part of these financial statements.

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL POSITION

31 MARCH 2024

		2024	2023
	Note	£	<i>Restated</i> £
FIXED ASSETS			
Tangible assets	9	<u>13,371</u>	<u>12,173</u>
CURRENT ASSETS			
Debtors	10	2,539	1,261
Stock		134	424
Cash at bank and in hand		42,909	59,751
		<u>45,582</u>	<u>61,436</u>
CREDITORS			
Amounts falling due within one year	11	(2,143)	(10,812)
NET CURRENT ASSETS			
		<u>43,439</u>	<u>50,624</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>56,810</u>	<u>62,797</u>
NET ASSETS			
		<u>56,810</u>	<u>62,797</u>
FUNDS			
Unrestricted funds:			
General fund		41,064	32,764
Designated funds		11,879	24,650
		<u>52,943</u>	<u>57,414</u>
Restricted funds:			
		3,867	5,383
TOTAL FUNDS			
	12	<u>56,810</u>	<u>62,797</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

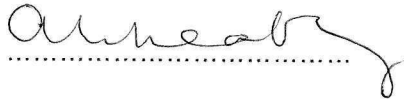
The trustees acknowledge their responsibility for:

- (i) complying with the requirements of the Act with respect to accounting records and the preparation of accounts;
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net incoming or outgoing resources for the financial year in accordance with the requirements of the Act relating to financial statements, so far as applicable to the charity.

Earlsdon Carnegie Community Library

These financial statements have been prepared in accordance with the provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard 102.

These financial statements were approved by the Board of Trustees on 28 January 2025 and are signed on their behalf by:

A handwritten signature in cursive script, appearing to read 'Ann Wheatley', written over a horizontal dotted line.

Ann Wheatley

The notes on pages 22 to 28 form part of these financial statements.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (effective 1 January 2019)" (FRS 102), the Charities Act, the Companies Act and applicable accounting standards. Under Financial Reporting Standard 102 (FRS 102), the charity is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

The trustees have assessed whether the use of going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

The charity is a public benefit entity. The financial statements are presented in sterling.

The accounts have been prepared using the accruals method of accounting. This method was first adopted in the last financial year, for the year ended 31 March 2023, the charity having previously used the Receipts and Payments method.

Organisation status

The charity is a charitable incorporated organisation (CIO), registered on 24 September 2018.

Fund accounting

Unrestricted funds are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. Investment income and gains are allocated to the appropriate fund.

Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable (more likely than not) that the income will be received and the amount of the income receivable can be measured reliably.

There has been no offsetting of assets and liabilities, or income and expenses.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income is only to be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised where they can be used for more than one year and cost over £1,000. Book stock has also been capitalised.

Depreciation is calculated to write off the cost of fixed assets over their expected useful lives, and is provided on the following bases:

- Fixtures & Fittings (F&F) 20% straight line
- Book Stock 20% straight line

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

2. DONATIONS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Donations	13,510	500	14,010	18,006
Clubs, Activities and Groups	910	-	910	1,730
	<u>14,420</u>	<u>500</u>	<u>14,920</u>	<u>19,736</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Grants – Awards for All	-	6,620	6,620	9,102
Grants – Other	250	1,346	1,596	-
Computer hire, photocopying & printing	3,112	-	3,112	2,705
Library tickets, reservations, fines & talking books	1,447	-	1,447	1,271
Events	6,564	-	6,564	7,906
Library bookshop sales	6,394	-	6,394	5,265
	<u>17,767</u>	<u>7,966</u>	<u>25,733</u>	<u>26,249</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Sale of merchandise & greetings cards	1,655	-	1,655	1,633
Coffee shop sales	107	-	107	500
Room hire	1,975	-	1,975	1,790
Books sold online or for recycling	1,712	-	1,712	1,473
	<u>5,449</u>	<u>-</u>	<u>5,449</u>	<u>5,396</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

5. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S PURPOSES

Activity or project	Activities undertaken directly		Support costs (note 6)	Total 2024	Total 2023 Restated
	Unrestricted funds	Restricted funds	Unrestricted funds		
	£		£	£	£
Awards for All grant expenditure	-	6,620	-	6,620	9,101
Transition Fund expenditure	-	-	-	-	1,982
Warm bank stock	-	2,087	-	2,087	677
Other expenditure	3,178	-	-	3,178	1,794
Office costs	-	-	9,941	9,941	8,228
ECCL Fundraising & Comms Contractor	17,018	-	-	17,018	6,001
ECCL CEC expenditure	4,310	-	-	4,310	3,640
Depreciation	-	-	4,556	4,556	3,715
TOTAL	24,506	8,707	14,497	47,710	37,119

In the prior year £1,982 training costs were included within office costs, within General Unrestricted Funds. However, this training was funded by the Coventry City Council Bursary for transition fund expenditure. It has therefore been restated as such within the prior year comparatives in note 5 and note 6 and in the notes disclosing the funds.

6. ANALYSIS OF SUPPORT COSTS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Restated £
Depreciation	4,556	-	4,556	3,715
Office costs	6,333	-	6,333	5,296
Rates and Utilities	2,697	-	2,697	2,113
Insurance	661	-	661	569
Independent examiner's fee	250	-	250	250
	<u>14,497</u>	<u>-</u>	<u>14,497</u>	<u>11,943</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

7. ANALYSIS OF COSTS INCURRED IN RAISING FUNDS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Advertising/Promotional	564	-	564	281
Bar & coffee shop stock and stock shrinkage	1,672	1,275	2,947	956
Merchandise costs including greeting cards	868	-	868	1,315
ECCL Fundraising & Comms Contractor	-	-	-	2,000
	<u>3,104</u>	<u>1,275</u>	<u>4,379</u>	<u>4,552</u>

8. TRANSACTIONS WITH TRUSTEES

The total donations made to the charity by trustees without conditions during the year was £33 (2023: £240).

No incidental expenses were incurred by trustees in carrying out their trustee duties (2023: £Nil). No expenses were incurred by trustees for services provided to the charity in the year, either by reimbursement of the trustee or by direct payment to a third party (2023: £Nil).

9. FIXED ASSETS

	Fixtures & Fittings £	Book Stock £	Total £
Cost			
At 1 April 2023	11,499	9,977	21,476
Additions	-	5,754	5,754
Disposals	-	-	-
At 31 March 2024	<u>11,499</u>	<u>15,731</u>	<u>27,230</u>
Depreciation			
At 1 April 2023	6,348	2,955	9,303
Charge for year	2,300	2,256	4,556
Disposals	-	-	-
At 31 March 2024	<u>8,648</u>	<u>5,211</u>	<u>13,859</u>
Net book value			
At 31 March 2024	<u>2,851</u>	<u>10,520</u>	<u>13,371</u>
At 31 March 2023	<u>5,151</u>	<u>7,022</u>	<u>12,173</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Prepayments	2,464	-	2,464	661
Other debtors	75	-	75	600
	<u>2,539</u>	<u>-</u>	<u>2,539</u>	<u>1,261</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Trade creditors	398	-	398	1,122
Accruals and deferred income	1,050	695	1,745	9,690
	<u>1,448</u>	<u>695</u>	<u>2,143</u>	<u>10,812</u>

Deferred income includes income received in the year ended 31 March 2023 of £695 (2023: £8,590) which relates to services to be provided during the financial year ended 31 March 2025.

12. STATEMENT OF FUNDS

	At 1 April 2023 <i>Restated</i> £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Unrestricted funds:					
General reserve	32,764	37,636	(23,410)	(5,926)	41,064
Designated funds	24,650		(18,697)	5,926	11,879
Total Unrestricted funds	<u>57,414</u>	<u>37,636</u>	<u>(42,107)</u>	<u>-</u>	<u>52,943</u>
Restricted funds:					
Awards for All grant (CEC Role)	-	6,620	(6,620)	-	-
Coventry City Council Bursary	656	-	-	-	656
Think Active	-	1,275	(1,275)	-	-
Warm Bank Donations	4,727	571	(2,087)	-	3,211
Total Restricted funds	<u>5,383</u>	<u>8,466</u>	<u>(9,982)</u>	<u>-</u>	<u>3,867</u>
Total funds	<u>62,797</u>	<u>46,102</u>	<u>(52,089)</u>	<u>-</u>	<u>56,810</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

Comparatives for movement in funds (restated)

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	<i>Restated</i> £	£	<i>Restated</i> £
Unrestricted funds:					
General reserve	33,778	36,875	(19,299)	(18,590)	32,764
Designated funds	16,671		(10,611)	18,590	24,650
Total Unrestricted funds	50,449	36,875	(29,910)	-	57,414
Restricted funds:					
National Lottery Award (CEC Role)	-	5,738	(5,738)	-	-
Awards for All grant (CEC Role)	-	3,364	(3,364)	-	-
Coventry City Council Bursary	2,638	-	(1,982)	-	656
Warm Bank Earmarked Donations	-	5,404	(677)	-	4,727
Total Restricted funds	2,638	14,506	(11,761)	-	5,383
Total funds	53,087	51,381	(41,671)	-	62,797

In the prior year £1,982 training costs were included within office costs, within General Unrestricted Funds. However, this training was funded by the Coventry City Council Bursary for transition fund expenditure. It has therefore been restated as expenditure that came from the Coventry City Council Bursary restricted fund in the opening balances for the year ended 31 March 2024.

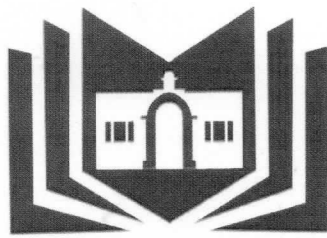
The general reserve represents the free funds of the charity which are not designated for particular purposes. Designated funds comprise unrestricted funds which the trustee board have designated at year end for spend in the following financial year as follows:

	2024 £	2023 £
Book purchases	4,000	6,000
Additional support for the Community Engagement Coordinator	-	16,000
Social Media Contractor	4,608	-
Business Rates Provision	1,771	1,650
Utility costs payable to Coventry City Council	1,500	1,000
	11,879	24,650

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales - Charity number 1180063

Accounts



Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31 March 2023**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2023

Contents

	Page
Reference and Administrative Details	3-4
Trustees' Report	5-14
Statement of Trustees' Responsibilities	15
Appendices:	
1. Independent Examiner's Report	16
2. Statement of Financial Activities	17
3. Statement of Financial Position	18-19
4. Notes to the Financial Statements	20-27

Earlsdon Carnegie Community Library
Trustees' Report for the year ended 31 March 2023

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Helen Spence	Secretary	Retired 17 November 2022
Rita Adams	Vice Chair	
Alan Blundy		Retired 17 November 2022
Graham Moffat		
Kim Armstrong		
Perm Ghag		Appointed 14 July 2022 Resigned 30 October 2023
Brian Fawcus		Appointed 27 September 2022
Zara Turner		Appointed 27 September 2022

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76977947

Website and Social Media Sites:

www.earlsdonlibrary.org.uk
[Facebook.com/earlsdoncommunitylibrary](https://www.facebook.com/earlsdoncommunitylibrary)
[Twitter.com/earlsdonL](https://twitter.com/earlsdonL)
[Instagram.com/earlsdoncommunitylibrary](https://www.instagram.com/earlsdoncommunitylibrary)

Emails:

admin@earlsdonlibrary.org.uk
events@earlsdonlibrary.org.uk
fundraising@earlsdonlibrary.org.uk
recruitment@earlsdonlibrary.org.uk

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Accountants

James Holdsworth CIMA Adv Dip MA
Holdsworth Accounting Services Ltd
30 Abercorn Road
Coventry
CV5 8EF
www.HoldsworthAccountingServices.co.uk

Alex Langlands
Langlands Accountancy Ltd
27 Ridgeway Avenue
Coventry
CV3 5BP
www.alex@langlandsaccountancy.co.uk

Independent Examiner:

Luke Howson
Finansure Ltd
The Stables Offices
Stansty Park
Summerhill Road
Wrexham
LL11 4YW
www.luke@finansure.co.uk

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Introduction

Earlsdon library is an Edwardian branch library in a suburb of Coventry, built in 1913 with funding from Andrew Carnegie. It sits in a prominent position at the heart of the Earlsdon community, next to the local primary school. In 2018, when the library was threatened with closure, a group of volunteers formed a charity – Earlsdon Carnegie Community Library (ECCL) – and began managing it as a community library. To secure a lease from Coventry City Council, ECCL needed to reimagine the library layout to provide a multi-use community space and become a cultural hub. ECCL needed the building to operate not only as a library but also host events and rent space to provide an income. In 2020, with the vision of a committed volunteer, the library space was reinvented, uncovering the hidden beauty and symmetry of the Edwardian building and creating a flexible events space. Our lovely library now revels in her Edwardian charms. The symmetry has been revealed, original features rediscovered and brought out of hiding.

With a focus on inclusion and reaching out to the wider community, particularly those suffering both physical and digital exclusion, we offer a wide range of activities, free of charge. From Creative Kindness on Mondays to the Digital skills drop in on Mondays, we try to support people's mental and physical health. Storytime, Rhymetime and Saturday activities such as Craft workshop, Lego Club and Gamezone, offer carers and children a calm yet stimulating place to come and relax and read. We are proud to be a safe space on the high street and are a registered Place of Welcome – offering hot drinks and biscuits free of charge and enabling visitors to stay all day to use our facilities, including access to toilets, computers and books, or the chance to just simply be.

The trustees present their annual report together with the financial statements of Earlsdon Carnegie Community Library (ECCL) for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 2019).

The trustees wish to record their thanks to all the volunteers for their dedication and commitment in helping the community library to overcome what proved to be a very challenging couple of years. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom help to keep the library operating for the benefit of the local community.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Objectives:

The objectives of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and/or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

ECCL's vision is to ensure the long-term, sustainable provision of library services, educational and social activities for the local community. ECCL aims to work positively with Coventry City Council, library volunteers, the local community and all other stakeholders in a manner that is fair, open, accessible and transparent. Whilst providing a range of services for the diverse needs of our community, ECCL aims to reach out in particular to isolated and vulnerable people and seeks to promote links and activities to support community cohesion and to reduce digital exclusion.

ECCL's community library activities include:

- maintaining free access to an appropriate range of books and materials
- maintaining access to public computers and seeking ways to help people in the community who may be digitally excluded
- training and supporting volunteers to manage library services and events
- operating a second hand bookshop, selling donated books that have not been added to the lending stock
- ensuring the library can be safely opened and operated
- offering a range of free activities to encourage and support particular user groups to access this library (e.g. Storytime and Rhymetime for preschool children, primary school visits)
- communicating with the local community about what the library offers, what activities and events they would like to see, and seeking to engage with vulnerable groups.

ECCL's recreation and social welfare activities include:

- events organised by ECCL that serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library (e.g. music events, creative writing course, chess club)
- allowing local groups to use the library in opening hours (e.g. language groups, Knit and Natter)
- renting out the library space outside of opening hours for recreational and educational activities (e.g. Tai Chi, Earlsdon film club).

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

In June 2022 it was formally announced that the library had been honoured with receiving the Queen's Award for Voluntary Service (QAVS) in recognition, in the words of the citation, of its achievements in 'reaching out to the [community's] diverse population, offering cultural enrichment and addressing isolation.' The trustees will seek to take advantage of the opportunities opened up by the Award to enhance the sustainability of the library and further expand its activities as a community hub to help meet the needs of the local community.

Library Activities

Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. Since 2021 the library building has been reconfigured in a manner consistent with the architectural heritage of the building so as to create a much-needed venue in the locality for community events and room hire. The resulting major internal refurbishment has created a Reading Room, Art Gallery and events space with décor more redolent of the library's Edwardian origins.

The Trustees wish to re-iterate what was mentioned in the 2022 Report that these developments could not have been achieved without both the input of AWD Restoration combined with the essential generous underpinning financial support from a Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme.

Library Operations

The library, with its stock of around 10,500 books, has traditionally been very well used. The trustees are pleased to note that, post-pandemic, library membership and use of the premises has now fully recovered and indeed in certain areas of activity is continuing to grow. As at 31 March 2023, the library had 4,860 members including 2,887 adults, 1,707 children (under 15), 194 senior citizens and 63 disabled or housebound members. Pleasingly this represented an increase in total membership of approximately 24% on the pre-pandemic 3,940 figure. Equally pleasing is that the number of book issues at 34,809 almost doubled the total for the year ending 31 March 2022 (17,945). A similar picture is evident with computer usage where the number of user sessions was 6,607 compared with 3,592 the previous year.

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS) but the loss is mitigated to some degree by an agreement whereby CLS carries out a quarterly refresh of the current book stock. The refresh does, though, include a proportion of recently published – within the previous two years - book stock. This

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

shortfall in new book stock is further mitigated by a policy introduced by the trustees during the previous reporting year of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with Library funds.

In this regard, the trustees wish to record their appreciation of the decision by CLS to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established. A further illustration of this support is their agreement to purchase books on our behalf at commercially discounted rates where we are able to provide funds for this purpose. Fortunately, the current financial position of the library has meant that the trustees were able to expend £6,119 during the year and able to set aside a similarly designated fund of £6,000 for book purchases during the 2023/2024 financial year. The combination of book purchases and donations meant that 968 books (637 purchased and 331 donated) were added to the total book stock during the year. To that number can be added 50 dual language children's books purchased from a £500 donation from the local Co-operative supermarket. This purchase reflected the recognition by trustees of the increasing diversity amongst the children's membership of the library.

Volunteers

The charity is wholly dependent on the unstinting efforts of approximately 70 active volunteers for the operation of the library service and all the other activities which take place in the building. The majority of the volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will normally be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers. The charity provides comprehensive training on all aspects of Library systems and management. The average number of volunteer hours worked per month is between 600 – 700, depending on the range of activities offered at the library.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance of recruiting and training new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers and an active volunteer recruitment policy is in place.

The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

Public Computers

The 14 public computers and the printer/photocopier are still maintained by Coventry City Council and are very well used by members of the public, either through their city council library cards or by being admitted on a 'guest ticket' arrangement. Some people without the

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online.

The charges for use of the printing / photocopier facility continue to provide an important source of income for the library. The library has a Wi-fi service available free to users.

Library Bookshop

A continuing feature of the operation of the library has been the support offered by local residents in the form of many donations of books for us either to add to our book stock or to sell. This provides the charity with an important source of income. In an extension of the Bookshop activity, donated books that cannot be sold within a reasonable timeframe are sold on to one of the companies specialising in this area of economic activity. The sole exception to this is that the trustees have approved an annual donation to the charity Crisis of otherwise surplus book stock. In addition to books, a range of cards, seasonal and otherwise, are sold to raise funds.

Communications

The trustees are conscious of the need to maintain regular communication with library users and the local community more generally. A significant boost to our efforts in this area came with successful funding bids in early 2020 and September 2021 to support the development of the library's role as a community hub, with a focus on social, cultural, learning and digital inclusion activities and initiatives. The award enabled us to contract a Community Engagement Co-ordinator who continues to play a key role in ensuring that the library is a welcoming and inclusive space for all sectors of the local community.

In addition to the library website, Facebook, Instagram and Twitter, the communications strategy has involved occasional local radio interviews and the publication of both current library news and a 'library reflections' page by well-known local author Chris Arnot in the monthly Earlsdon Echo. The library's Social Media presence has continued to grow under the guidance of our Community Engagement Co-ordinator, as at 31 March 2023 we had 2,164 followers of our Facebook page, 675 Twitter followers and 643 on Instagram. We also have 152 people on our mailing list.

Education and social welfare

User Groups and children's activities

The library provides a venue and facilities for meetings of various groups. These include Knit and Natter, Spanish and French language conversation groups who meet weekly and two 'book club' reading groups who meet monthly. The Coventry German Circle meets monthly as does the Earlsdon Film Club with its well-supported film showings. New innovations during the year include a weekly Tai Chi session, a popular Creative Kindness Group and a weekly Digital Skills drop-in session. Another innovation was provided by a widely read local author, Caz Frear, who ran a very popular Creative Writing course.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

The library also hosts monthly surgeries for our three local councillors. The library's location in the heart of Earlsdon makes it a suitable community focal point and the library continues to act as a collection point for the Coventry Food Bank.

A Storytime/Stay and Play session is held every Tuesday, and a Rhymetime/Stay and Play session is held every Thursday, both for pre-school children. For older children, Saturday morning opening enables the library to host a variety of regular monthly events. These include Junior Lego Construction, Craft activity workshops and a Read to Sophie session, our listening dog, and Gamezone offers both electronic and board games to over 8s and is funded by the local Rotary Club. A new and popular activity introduced after school on Thursdays is a Chess Club for ages 8-11 under the tutelage of an experienced local Chess player. The library Children's Team successfully ran a Summer Reading scheme and a Summer Writing Competition.

Education

The library has developed close links with three local primary schools: All Souls Catholic Primary School, Earlsdon Primary School and Hearsall Community Academy.

Arrangements are in place for regular visits from the schools for educational purposes both during regular opening hours and also when the library is closed to the public on Friday mornings.

Community Engagement Developments

As mentioned above, a significant development in supporting the development of the library as a community hub was contracting a Community Engagement Co-ordinator in 2020, funded initially by the National Lottery Awards for All scheme.

A further award in November 2022 of £9,984 from the National Lottery Community Fund has enabled us to continue to support the role of the Community Engagement Co-ordinator and to expand this Social Welfare aspect of our charitable work. As a local library it is vital that we make our space as inclusive as possible to everyone in the community, particularly during times of national crisis. The funding will help us build strong relationships in and across vulnerable communities who are not currently catered for through changing and adapting our services to meet differing needs. For instance, the award has enabled us to register as a Warm Welcome venue, to recruit skilled volunteers to support with IT usage and generally to make the library as accessible as possible to all in the community.

Events and fund-raising

The events space at the library enabled us to successfully run a number of music 'gigs' which fulfilled the dual purpose of raising funds for the library whilst providing an important outlet for local singers, poets and bands. We were able to operate a small, licensed bar at most of these events with the co-operation of Coventry City Council Licensing Department in approving applications for Temporary Event Notices. The input of our Community Engagement Co-ordinator was invaluable both as regards the staging of the events and building the essential links with the local music community. We hope that these initiatives will contribute to our future financial stability as well as enhancing the use of the library premises

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

as a recognised community hub for the area. A popular innovation has been the 'Behind the Book' events where authors introduce their work to readers.

The trustees are grateful that during and after the pandemic individual donors continued their financial commitment via Standing Orders and Give as You Live. Also, as shown in our accounts, we were fortunate to receive a number of very generous single donations both from local people and businesses.

Links with other Community Managed Libraries

The library has drawn on the experience of some of the earliest community managed libraries and has joined the Community Managed Libraries Peer Network as an active participant. These links enable us to learn from the experience of other community-managed and volunteer led libraries across the country.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a quarterly basis, although the frequency and timing of meetings is kept under regular review. Other than those trustees appointed at the formation of the charity, trustees are appointed initially for a period of three years. Two of the original Trustee Board, Helen Spence and Alan Blundy, retired from the Board in 2022 whilst maintaining their important roles in the management team. The opportunity was taken to expand the diversity and knowledge base of the board by recruiting three new trustees with a varied range of community involvement and commercial experience. The membership of the Trustee Board is reviewed annually.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a management team comprising a core group of volunteers who meet monthly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, financial administration, legal monitoring and compliance, communications including social media design and maintenance (website, Twitter, Instagram and Facebook presence), children's library, bookshop and library stock management, volunteer recruitment and management.

The Board of Trustees and Coventry City Council originally entered into a non-repairing lease on the library building on 25 September 2019 scheduled to expire on 31 March 2021. In part reflecting the impact of Covid 19 on ECCL's plans, the Council readily agreed to extend the lease on the then existing terms for a further 12 months until 31 March 2022. In March 2022, the Council and ECCL agreed the terms of a new lease to last until 31 March 2025. This has given ECCL both a greater degree of certainty over its medium-term future and enabled our focus to turn more towards ensuring the longer-term sustainability of the organisation. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library and community hub. Under the terms of the lease the Council still retains overall

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

responsibility for repair, maintenance and insurance of the library building whilst ECCL takes responsibility for a portion of the utilities' costs and, where applicable, Business Rates.

Under a Memorandum of Understanding, also originally entered into on 25 September 2019, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries. The Memorandum of Understanding was also extended on the same terms until 31 March 2025.

The trustees have drafted and adopted a range of appropriate codes and policies including:

- Trustee Code of Conduct
- Volunteer Recruitment, Induction and Training Policy
- Volunteer Code of Conduct
- Equality and Diversity Policy
- Safeguarding Policy
- Data Protection and Privacy Policy
- Health and Safety Policy
- Room Hire Policy
- Complaints Policy

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and operational matters with a particular reference to the critical issues of recruitment and retention of volunteers and, of increasing importance, an effective communications strategy. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 14 below) and the implementation of an annual Financial Controls review.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in an account protected by the Financial Services Compensation Scheme.

The charity is registered with Give as You Live for donation purposes. The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Finance

Financial Review

The Charity's gross income for the reporting year ending 31 March 2023 was £51,381, with expenditure amounting to £41,671. Income exceeded expenditure in the 2022-23 financial year due to earmarked donations received in 2022-23 to be spent in 2023-24 and successful fundraising and income generation. On the advice of our accountant and our independent examiner, the Trustee Board decided to change our accounting reporting for the current year from a Receipts and Payments basis to an Accrual accounting basis. The Trustees believe that this will mitigate in the future against costs appearing in the wrong financial reporting year whilst also enhancing our reporting practices. The charity's total net assets after deduction of current liabilities currently stand at £62,797. The allocation between restricted, unrestricted and designated funds is shown in the notes to the attached accounts.

The Statement of Financial Position on page 18 shows that at 31 March 2023, the charity was holding £62,797 of which £7,366 was restricted funds and £55,431 unrestricted funds. Of the unrestricted funds, £24,650 had been designated by the Trustees for future expenditure on: book purchases to improve and diversify the library's book stock, contracting additional time for the Community Engagement Coordinator role in 2023-24, business rates and utility costs. The remaining £30,781 unrestricted funds are free reserves.

The charity's financial position on 31 March 2023 reflects the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building which expires on 31 March 2025. ECCL has taken on responsibility for any due proportion of Business Rates and a share of the utilities' costs rising to £1,500 in the final year of the lease. Trustees are conscious that the terms of any future lease could be different and may require increased expenditure by ECCL.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Control for charities (CC8), conduct an annual review of financial controls. As mentioned on page 12 of the Report and as an additional financial control, a Risk Register is maintained and fully reviewed half-yearly. The charity has no policy on grant making as this does not form part of its current or planned future activity.

The charity does not hold any funds as a custodian trustee.

The charity does not currently have an investment policy other than, where appropriate, to retain unrestricted funds in a secure interest-bearing account.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Reserves Policy

In keeping with good business practice and to meet the expectations of the Charities Commission (Charity Commission Guidance - CC19) that the charity will act with reasonable care and skill and ensure that it is accountable to its beneficiaries, it is the policy of Earlsdon Carnegie Community Library (ECCL) to maintain a reserves fund.

The trustees have assessed ECCL's financial risks and reviewed the stability of our sources of income and our future expenditure commitments. When considering the financial impact of risks, we have based our assessment on the level of reserves required to provide short term cover until long term solutions could be found.

It is therefore ECCL policy to hold reserves comprising unrestricted cash funds to enable it to cover any unforeseen operational costs and to provide the trustees with time to take action if income should fall below expectations, so that ECCL can continue to provide an effective library service and community hub. The trustees' current policy is to build, over an appropriate operational period, sufficient reserves to support the day-to-day operation of ECCL for a period of 6 months. This policy and the appropriate level of reserves are currently reviewed half-yearly.

Earlsdon Library: Plans for the Future

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future.

As indicated previously (above, page 7), the trustees will seek in particular to take advantage of the opportunities opened up by the award of the QAVS to enhance the sustainability of the library and further expand its activities as a community hub to help meet the needs of the local community.

The trustees are well aware that all these plans hinge critically, of course, on our ability to ensure continuity of income and extensive engagement with and support of our local community. With those objectives in mind the trustees appointed three new trustees during 2022-23 to broaden the knowledge and experience of the Board of Trustees.

Earlsdon Carnegie Community Library

Trustees' Report for the year ended 31 March 2023

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice.

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing their report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature:

Full name: GRAHAM JOHN MOFFAT

Position: TRUSTEE

Date

25/1/2024

EARLSDON CARNEGIE COMMUNITY LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

I report on the financial statements of the charity for the year ended 31 March 2023.

Respective responsibilities of trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

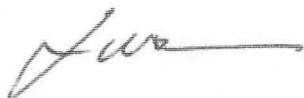
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
L M Howson MAAT
Independent Examiner

Dated 31st January 2024

Finasure Limited, 2 Sheppard Street, Brymbo, Wrexham, LL11 5FF

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2023

	Note	Unrestricted funds £	Restricted funds £	Totals 2023 £	Totals 2022 <i>Restated</i> £
INCOME FROM					
Donations	2	14,332	5,404	19,736	9,919
Charitable activities	3	17,147	9,102	26,249	18,316
Other trading activities	4	5,396	-	5,396	3,366
TOTAL INCOMING RESOURCES		<u>36,875</u>	<u>14,506</u>	<u>51,381</u>	<u>31,601</u>
EXPENDITURE ON					
Charitable activities	5	27,341	9,778	37,119	21,090
Raising funds	7	4,552	-	4,552	580
TOTAL EXPENDITURE		<u>31,893</u>	<u>9,778</u>	<u>41,671</u>	<u>21,670</u>
NET INCOME / (EXPENDITURE) FOR THE YEAR		4,982	4,728	9,710	9,931
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>50,449</u>	<u>2,638</u>	<u>53,087</u>	<u>43,156</u>
Total funds carried forward	12	<u>55,431</u>	<u>7,366</u>	<u>62,797</u>	<u>53,087</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 20 to 27 form part of these financial statements.

Earlsdon Carnegie Community Library

STATEMENT OF FINANCIAL POSITION

31 MARCH 2023

	Note	2023 £	2022 <i>Restated</i> £
FIXED ASSETS			
Tangible assets	9	<u>12,173</u>	<u>10,988</u>
CURRENT ASSETS			
Debtors	10	1,261	589
Stock		424	-
Cash at bank and in hand		59,751	54,975
		<u>61,436</u>	<u>55,564</u>
CREDITORS			
Amounts falling due within one year	11	(10,812)	(13,465)
NET CURRENT ASSETS		<u>50,624</u>	<u>42,099</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		62,797	53,087
NET ASSETS		<u>62,797</u>	<u>53,087</u>
FUNDS			
Unrestricted funds:			
General fund		30,781	33,778
Designated funds		24,650	16,671
		<u>55,431</u>	<u>50,449</u>
Restricted funds:		7,366	2,638
TOTAL FUNDS	12	<u>62,797</u>	<u>53,087</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibility for:

- (i) complying with the requirements of the Act with respect to accounting records and the preparation of accounts;

- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net incoming or outgoing resources for the financial year in accordance with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard 102.

These financial statements were approved by the Board of Trustees on 25 January 2024 and are signed on their behalf by:

A handwritten signature in cursive script, appearing to read 'Ann Wheatley', is written over a horizontal dotted line.

Ann Wheatley

The notes on pages 20 to 27 form part of these financial statements.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (effective 1 January 2019)" (FRS 102), the Charities Act, the Companies Act and applicable accounting standards. Under Financial Reporting Standard 102 (FRS 102), the charity is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

The trustees have assessed whether the use of going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

The charity is a public benefit entity. The financial statements are presented in sterling.

In the year ended 31 March 2023, the charity adopted the accruals method of accounting for the first time, having previously used the Receipts and Payments method. The prior year figures have been restated using the accruals basis.

Organisation status

The charity is a charitable incorporated organisation (CIO), registered on 24 September 2018.

Fund accounting

Unrestricted funds are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. Investment income and gains are allocated to the appropriate fund.

Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable (more likely than not) that the income will be received and the amount of the income receivable can be measured reliably.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

(Continued)

YEAR ENDED 31 MARCH 2023

There has been no offsetting of assets and liabilities, or income and expenses.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income is only to be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised where they can be used for more than one year and cost over £1,000. Book stock has also been capitalised.

Depreciation is calculated to write off the cost of fixed assets over their expected useful lives, and is provided on the following bases:

- Fixtures & Fittings (F&F) 20% straight line
- Book Stock 20% straight line

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

2. DONATIONS

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Donations	12,602	5,404	18,006	8,443
Clubs, Activities and Groups	1,730		1,730	1,476
	<u>14,332</u>	<u>5,404</u>	<u>19,736</u>	<u>9,919</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Grants – Awards	-	9,102	9,102	4,087
Coventry City Council Transition Fund	-	-	-	1,393
Computer hire, photocopying & printing	2,705	-	2,705	1,611
Library tickets, reservations, fines & talking books	1,271	-	1,271	1,093
Events	7,906	-	7,906	5,591
Library bookshop sales	5,265	-	5,265	4,541
	<u>17,147</u>	<u>9,102</u>	<u>26,249</u>	<u>18,316</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Sale of merchandise & greetings cards	1,633	-	1,633	1,414
Coffee shop sales	500	-	500	258
Room hire	1,790	-	1,790	824
Books sold online or for recycling	1,473	-	1,473	870
	<u>5,396</u>	<u>-</u>	<u>5,396</u>	<u>3,366</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

5. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S PURPOSES

Activity or project	Activities undertaken directly		Support costs (note 6)	Total 2023	Total 2022 Restated
	Unrestricted funds	Restricted funds	Unrestricted funds		
	£		£	£	£
Awards for All grant expenditure	-	3,364	-	3,364	9,342
National Lottery grant expenditure		5,738		5,738	
Transition Fund expenditure	-	-	-	-	710
Warm bank stock	-	677	-	677	-
Other expenditure	3,775	-	-	3,775	2,096
Office costs	-	-	10,210	10,210	4,075
ECCL Fundraising & Comms Contractor	6,001	-	-	6,001	-
ECCL CEC expenditure	3,640	-		3,640	1,852
Depreciation			3,715	3,715	3,015
TOTAL	13,416	9,778	13,925	37,119	21,090

6. ANALYSIS OF SUPPORT COSTS

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Depreciation	3,715	-	3,715	3,015
Office costs	5,296	-	5,296	3,478
Contribution to Utilities	2,113	-	2,113	-
Training	1,982	-	1,982	-
Insurance	569	-	569	597
Independent examiner's fee	250	-	250	-
	<u>13,925</u>	<u>-</u>	<u>13,925</u>	<u>7,090</u>

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

7. ANALYSIS OF COSTS INCURRED IN RAISING FUNDS

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Advertising/Promotional	281	-	281	20
Bar & coffee shop stock and stock shrinkage	956	-	956	25
Merchandise costs including greeting cards	1,315	-	1,315	535
ECCL Fundraising & Comms Contractor	2,000	-	2,000	-
	<u>4,552</u>	<u>-</u>	<u>4,552</u>	<u>580</u>

8. TRANSACTIONS WITH TRUSTEES

The total donations made to the charity by trustees without conditions during the year was £240 (2022: £180).

No incidental expenses were incurred by trustees in carrying out their trustee duties (2022: £Nil). No expenses were incurred by trustees for services provided to the charity in the year, either by reimbursement of the trustee or by direct payment to a third party (2022: £Nil).

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

9. FIXED ASSETS

	Fixtures & Fittings £	Book Stock £	Total £
Cost			
At 1 April 2022	11,499	5,077	16,576
Additions	-	4,900	4,900
Disposals	-	-	-
At 31 March 2023	11,499	9,977	21,476
Depreciation			
At 1 April 2022	4,048	1,540	5,588
Charge for year	2,300	1,415	3,715
Disposals	-	-	-
At 31 March 2023	6,348	2,955	9,303
Net book value			
At 31 March 2023	5,151	7,022	12,173
At 31 March 2022	7,451	3,537	10,988

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Prepayments	661	-	661	569
Other debtors	600	-	600	20
	<u>1,261</u>	<u>-</u>	<u>1,261</u>	<u>589</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Restated £
Trade creditors	1,122	-	1,122	-
Accruals and deferred income	1,100	8,590	9,690	13,465
	<u>2,222</u>	<u>8,590</u>	<u>10,812</u>	<u>13,465</u>

Deferred income includes income received in the period of £8,590 (2022: £5,738) which relates to services to be provided during the financial year ended 31 March 2024.

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

12. STATEMENT OF FUNDS

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Unrestricted funds:					
General reserve	33,778	36,875	(21,282)	(18,590)	30,781
Designated funds	16,671		(10,611)	18,590	24,650
Total Unrestricted funds	50,449	36,875	(31,893)	-	55,431
Restricted funds:					
National Lottery Grant (CEC Role)	-	5,738	(5,738)	-	-
Awards for All grant (CEC Role)	-	3,364	(3,364)	-	-
Coventry City Council Bursary	2,638	-	-	-	2,638
Earmarked Donations	-	5,404	(676)	-	4,728
Total Restricted funds	2,638	14,506	(9,778)	-	7,366
Total funds	53,087	51,381	(41,671)	-	62,797

Comparatives for movement in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Unrestricted funds:					
General reserve	34,312	27,515	(12,328)	(15,721)	33,778
Designated funds				16,671	16,671
Total Unrestricted funds	34,312	27,515	(12,328)	950	50,449
Restricted funds:					
National Lottery Award (CEC Role)	5,256	-	(5,256)	-	-
National Lottery Grant (CEC Role)	-	4,086	(4,086)	-	-
National Lottery Fund (Computer Chairs)	950	-	-	(950)	-
Coventry City Council Bursary	2,638	-	-	-	2,638
Total Restricted funds	8,844	4,086	(9,342)	(950)	2,638
Total funds	43,156	31,601	(21,670)	-	53,087

Earlsdon Carnegie Community Library

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

The general reserve represents the free funds of the charity which are not designated for particular purposes. Designated funds comprise unrestricted funds which the trustee board have designated at year end for spend in the following financial year as follows:

	2023 £	2022 £
Book purchases	6,000	10,000
Additional support for the Community Engagement Coordinator	16,000	4,600
Business Rates Provision	1,650	1,571
Utility costs payable to Coventry City Council	1,000	500
	<u>24,650</u>	<u>16,671</u>

13. RECONCILIATION FROM RECEIPTS AND PAYMENTS TO ACCRUALS BASIS

On 1 April 2022, the charity adopted the accruals method of accounting, and the accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (effective 1 January 2019)" (FRS 102). In applying the principles of FRS 102 the prior year figures have been restated.

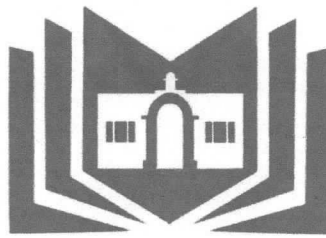
The movement is the restatement of the figures for the year ended 31 March 2022 is as follows:

	2022 Net of Income & Expenditure £	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total Funds £
Opening balances per prior year accounts on Receipts & Payments Basis	24,090	39,774	15,201	54,975
<i>Adjustments to opening balances</i>				
Assets capitalised		14,248	-	14,248
Depreciation		(2,574)	-	(2,574)
Prior year prepayments		597	-	597
<i>Adjustments to 2021/22 balances</i>				
Assets capitalised	2,329	2,329	-	2,329
Depreciation	(3,015)	(3,015)	-	(3,015)
Movement in prepayments	(28)	(28)	-	(28)
Debtors	20	20	-	20
Accruals	(7,727)	(1,852)	(5,875)	(7,727)
Deferred income	(5,738)		(5,738)	(5,738)
Transfer between funds to correct for error in prior year		950	(950)	-
2021/22 figures restated under accruals basis	<u>9,931</u>	<u>50,449</u>	<u>2,638</u>	<u>53,087</u>

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales - Charity number 1180063

Accounts



Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31st March 2022**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2022

CONTENTS	PAGE
Reference and administrative details of the charity and its trustees	3-4
Trustees' report	5-16
Appendices:	
1. Receipts and Payments Accounts	17-19
2. Independent Examiner's Report	20

Earlsdon Carnegie Community Library

Trustees' report for the year ended 31 March 2022

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Helen Spence	Secretary	
Rita Adams	Vice Chair	
Alan Blundy		
Graham Moffat		
Kim Armstrong		
Mary Wood		Resigned 16 th October 2020

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76786970

Websites and Facebook Site:

www.earlsdonlibrary.org.uk

[Facebook.com/earlsdoncommunitylibrary](https://www.facebook.com/earlsdoncommunitylibrary)

[Twitter.com/earlsdonL](https://twitter.com/earlsdonL)

[Instagram.com/earlsdoncommunitylibrary](https://www.instagram.com/earlsdoncommunitylibrary)

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Emails:

admin@earlsdonlibrary.org.uk ,

events@earlsdonlibrary.org.uk ,

fundraising@earlsdonlibrary.org.uk

recruitment@earlsdonlibrary.org.uk

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Accountant

James Holdsworth CIMA Adv Dip MA
Holdsworth Accounting Services Ltd
30 Abercorn Road
Coventry CV5 8EF

www.HoldsworthAccountingServices.co.uk

Independent Examiner:

Ms. Kay Waite ACCA
888 Broad Lane
Eastern Green
Coventry
CV5 7FG

www.siriusbi.co.uk

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Introduction

The trustees present their fourth Annual Report to cover the period from 1st April 2021 to year ended 31 March 2022. During this period the charity continued to work in partnership with Coventry City Council to operate Earlsdon Library so far as was possible in the circumstances still prevailing throughout the first few months of the year.

There was initially a continuing impact of the Covid 19 pandemic and the related operating restrictions that were only finally completely lifted in July 2021. The library was eventually able to return to a fully operational basis with opening hours reverting almost to the pre-pandemic arrangements, Monday evening opening being the sole exception. Almost inevitably there remained some initial hesitation amongst both volunteers and library users in returning. We are, though, pleased to be able to report that quite soon during the year it became possible to offer the full range of library services and recommence, indeed even extend, the use of the library as a community hub.

The trustees wish to record their thanks to all the volunteers for their dedication and commitment in helping the community library to overcome what proved to be a very challenging couple of years. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom helped to keep the library operating for the benefit of the local community.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a quarterly basis although the frequency and timing of meetings is kept under regular review. Other than on initial appointment at the formation of the charity, trustees are appointed for a period of three years.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a management team comprising a core group of volunteers who meet monthly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, financial administration, legal monitoring and compliance, communications including social media design and maintenance (website,

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Twitter and Facebook presence), bookshop and library stock management, and volunteer recruitment and management.

The Board of Trustees and Coventry City Council on 25th September 2019 entered into a non-repairing lease on the library building scheduled to expire on 31st March 2021. In part reflecting the impact of Covid 19 on the Library's plans the Council readily agreed to extend the lease on the then existing terms for a further 12 months until 31st March 2022. In March 2022 the Council and the Library agreed the terms of a new lease to last until 31st March 2025. This has given the Library both a greater degree of certainty over its medium term future and enabled our focus to turn more towards ensuring the longer-term sustainability of the organisation. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library and community hub. Under the terms of the new lease the Council still retains overall responsibility for repair, maintenance and insurance of the library building whilst the Library takes on responsibility for a portion of the utilities' costs and, where applicable, Business Rates.

Under a Memorandum of Understanding, also entered into on 25th September 2019, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries. The Memorandum of Understanding has also been extended on the same terms until 31st March 2025.

The trustees have drafted and adopted a range of appropriate codes and policies including:

Trustee Code of Conduct

Volunteer Recruitment, Induction and Training Policy

Volunteer Code of Conduct

Equality and Diversity Policy

Safeguarding Policy

Data Protection and Privacy Policy

Health and Safety Policy

Room Hire Policy

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and operational matters with a particular reference to the critical issues of recruitment and retention of volunteers and, of increasing importance, an effective communications strategy. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 00 below) and the implementation of an annual Financial Controls review.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in an account protected by the Financial Services Compensation Scheme.

The charity was initially registered with Virgin Money Giving for donation purposes but, following Virgin Money's decision to withdraw the facility with effect from November 2021, a comparable arrangement has been entered into with Donate Give as You Live. . The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Objectives of the charity:

The objects of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community Library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

Library Activities

a. Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In our 2021 Annual Report we referred to our plan to implement major changes to the library space. The intention was to reconfigure part of the library building in a manner consistent with the architectural heritage of the building so as to create a much-needed venue in the locality for community events and room hire. The resulting major internal refurbishment has created a Reading Room, Art Gallery and events space with décor more redolent of the library's Edwardian origins.

The Trustees wish to re-iterate what was mentioned in the 2021 Report that these developments could not have been achieved without both the input of AWD Restoration combined with the essential generous underpinning financial support from a Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme.

b. Library Operations

The library, with its stock of around 10,500 books, has traditionally been very well used. Almost inevitably the direct consequence of intermittent closure during 2020 and, less so, 2021 and the indirect effect of the pandemic on the confidence of library users has meant that it has remained difficult to draw firm conclusions about the scope for future growth in library membership and use of the premises. Nevertheless a positive indicator is that, as at 31st March 2022, the library had 4,760 members including 2,807 adults, 1,556 children (under 15), 249 senior citizens and 67 disabled or housebound members. Remarkably this represented an increase in total membership of 21% on the 3,940 figure for the year ending 31st March 2021.

The increase in membership is the more surprising given the continuing impact of the closure on book borrowing during the year ending 31st March 2022. The number of book

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

issues at 17,945 marked a recovery from the 2,225 in the previous year but borrowing has not yet returned to pre-pandemic levels. A similar picture is evident with computer usage where the number of user sessions has recovered from just 351 to 3,592, although here also still some distance short of the pre-pandemic levels. The figures on computer usage also reflect the fact that social distancing requirements continued initially to limit the number of public computers available at any given time.

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS) but the loss is mitigated to some degree by an agreement whereby CLS carries out a quarterly refresh of the current book stock. The refresh does include a significant proportion of recently published – within the previous two years - book stock.

This shortfall in new book stock is further mitigated by a policy introduced by the trustees during the previous reporting year of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with Library funds. This has enabled us to make a further 258 new additions to the book stock, including purchases of short-listed titles for, for instance, the Booker, Costa and Golden Dagger awards as well as a much-needed expansion of the stock of children's titles.

The trustees wish to record their appreciation of the decision by CLS to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established. A further illustration of this support is their agreement to purchase books on our behalf at commercially discounted rates where we are able to provide funds for this purpose. In this regard, the current financial position of the library has meant that the trustees have been able to set aside a designated fund of £10,000 for book purchases during the 2022/2023 financial year.

c. Volunteers

The charity is wholly dependent on the unstinting efforts of approximately 60 active volunteers for the operation of the library service and all the other activities which take place in the building. The majority of the volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will normally be on duty whenever the building is

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

open to the public, to advise and offer support to less experienced and/or less confident volunteers.

In last year's Report we mentioned that it was still difficult to predict what the impact of Covid19 would be on the willingness of volunteers, especially those more vulnerable, to continue in their work in the library. We are delighted to be able to report this year that we have lost only a very small number of our volunteers and, importantly, new volunteers are coming forward.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance to recruit and train new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers.

The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

d. Public Computers

The 14 public computers and the printer / photocopier are still maintained by Coventry City Council and are very well used by members of the public, using either their city council library cards or being admitted on a 'guest ticket' arrangement. Some people without the use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online.

The charges for use of the printing / photocopier facility continues to provide an important source of income for the library.

The library has a Wi-fi service available free to users.

e. Financial Support

The trustees are grateful that during and after the pandemic individual donors continued their financial commitment via Standing Orders, Virgin Money Giving and, since November 2021, Donate Give as You Live. Also, as shown in our accounts, we were fortunate to receive a number of very generous single donations both from local people and businesses. An additional and valued commitment was provided by the Earlsdon branch of Coventry Building Society (CBS) who carried forward for the 2021-22 year its support for the library as its nominated local charity.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

f. Library Bookshop

A continuing feature of the operation of the library has been the support offered by local residents in the form of many donations of books for us either to add to our book stock or to sell. This provides the charity with an important source of income. In an extension of the Bookshop activity, donated books that cannot be sold within a reasonable time-frame are sold on to one of the companies specialising in this area of economic activity. The sole exception to this is that the trustees have approved an annual donation to the charity Crisis of otherwise surplus book stock.

In addition to books, a range of cards, seasonal and otherwise, are sold to raise funds.

g. Communications

The trustees are conscious of the need to maintain regular communication with library users and the local community more generally. In addition to the library website, Facebook, Instagram and Twitter, the communications strategy has involved occasional local radio interviews and the publication of both current library news and a 'library reflections' page by well-known local author Chris Arnott in the monthly Earlsdon Echo.

A significant boost to our efforts in this area came with our successful bid in early 2020 to the National Lottery Awards for All fund. The library was awarded just under £10,000 to fund a project, the Carnegie Connections Project, with the aim of developing further the library's role as a community hub, with a focus on social, cultural, learning and digital inclusion activities and initiatives. The award had enabled us to appoint in January 2020 a Community Engagement Co-Ordinator, Lucy Winter, to play a key role in ensuring that the library is a welcoming and inclusive space for all sectors of the local community. Unsurprisingly progress was initially hampered significantly by the impact of Covid19. Consequently the award was extended until November 2021 to enable many of the planned initiatives to be implemented. (see (c) below p. 12).

Subsequently a successful application was made in September 2021 to the National Lottery Community Fund for £9,825 to enable Lucy to continue in post as our Community Engagement Co-ordinator for a further 12 months from 1st November 2021.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

As mentioned above, the library has developed an important and expanding Social Media presence: as at 31st March 2022 we had 1,805 followers of our Facebook page, 553 Twitter followers and 460 on Instagram. We also have 151 people on our mailing list

Education and social welfare purposes

a User Groups and children's activities

The library provides a venue and facilities for meetings of various groups. These include Age UK, Knit and Natter, Spanish and French language conversation groups who meet weekly and two 'book club' reading groups who meet monthly.

The library also hosts monthly surgeries for our three local councillors. The library's location in the heart of Earlsdon makes it a suitable community focal point and the library continues to act as a collection point for the Coventry Food Bank.

During school term times a weekly Rhymetime session and Stay and Play session is held every Thursday, both for pre-school children.

For older children, Saturday morning opening enables the library to host a variety of regular monthly events. These include Junior Lego Construction, Craft activity workshops, Children's Story Telling and a Read to Sophie, our listening dog. A new and popular activity introduced after school on Thursdays is a Chess Club for ages 8-11 under the tutelage of an experienced local Chess player,

b. Education

The library has developed close links with two local primary schools: All Souls Catholic Primary School and Earlsdon Primary School. Arrangements are in place for regular visits from the schools for educational purpose when the library is closed to the public on Friday mornings.

c. Community Developments

As mentioned above, a significant development that continued during the current year was the appointment of the Community Engagement Co-Ordinator, Lucy Winter. An important aspect of the work, as envisaged under the terms of the Carnegie Connection Project, is to build links with other charities and individuals in our community. Links have been established, for instance, with The Carer's Trust – to provide private Library space for

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

individual 'drop-in' sessions - and with the charity Grapevine to tackle loneliness and isolation.

In addition to building the ECCL social media presence and using social media for our own purposes, Lucy was instrumental throughout the pandemic period in engaging with other support organisations and local businesses 'to spread the word' digitally about services and facilities offered by other providers. This was often for the benefit of disadvantaged or marginalised groups, and thereby helped develop our role and reputation as a valued community hub.

Another key area of outreach activity under our charitable Advancement of Education heading was the development of strong cultural links with the organisers of the Coventry City of Culture and other potential partners. The library is able to offer a newly refurbished events space, suitable for smaller scale events. The library was consequently one of the host venues for City of Culture events in September 2021 and January 2022. These took place under the rubric of Theatre Next Door with performances designed to showcase live theatre, storytelling, circus skills and more in "unconventional" venues, with the aim of engaging local people who may not normally attend such events in more traditional spaces.

The events space at the library also enabled us to trial successfully a number of music 'gigs' which fulfilled the dual purpose of raising funds for the library whilst providing an important outlet for local singers, poets and bands. We were able to operate a small licensed bar at most of these events with the co-operation of Coventry City Council Licensing Department in approving applications for Temporary Event Notices. The input of our Community Engagement Co-ordinator, Lucy Winter, was invaluable both as regards the staging of the events and building the essential links with the local music community. We hope that these initiatives will contribute to our future financial stability as well as enhancing the use of the library premises as a recognised community hub for the area.

d. Links with other Community Managed Libraries

The trustees maintain regular contact with the two other community managed libraries in Coventry. The library has drawn on the experience of some of the earliest community-managed libraries and has joined the Community Managed Libraries Peer Network as an active participant.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Financial Review

The Charity's gross income for the reporting year ending 31st March 2022 was £35,296.32 with expenditure amounting to £11,811.08. It is important to note that the income includes the National Lottery Community Fund grant of £9,825. The charity's total funds currently stand at £54,975, of which £39,774 are unrestricted and £15,201 are restricted.

A further important feature of the charity's financial position on 31st March 2022 is that to a significant degree it reflected the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building i.e., until 31st March 2022. As mentioned above this commitment will continue for the three year period of the new lease until 31st March 2025, subject to the Library taking on responsibility for any due proportion of Business Rates and a share of the utilities' costs rising to £1,500 in the final year of the lease. The currently favourable level of unrestricted funds has enabled the trustees to approve a designated book purchase fund of £10,000 (see above p 9). In addition, £4,600 has also been designated from unrestricted funds to support the work of the Community Engagement Co-ordinator.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Controls for charities (CC8), conduct an annual review of financial controls. As mentioned on p. 6 of the Report and as an additional financial control, a Risk Register is maintained and fully reviewed half-yearly.

Reserves Policy

In keeping with good business practice and in order to meet the expectations of the Charities Commission (Charity Commission Guidance - CC19) that the charity will act with reasonable care and skill and ensure that it is accountable to its beneficiaries, it is the policy of Earlsdon Carnegie Community Library (ECCL) to maintain a reserves fund.

The trustees have made an assessment of ECCL's financial risks and reviewed the stability of our sources of income and our future expenditure commitments. When considering the financial impact of risks, we have based our assessment on the amount of reserves required to provide short term cover until long term solutions could be found.

It is ECCL policy to hold reserves comprising unrestricted cash funds to enable it to cover any unforeseen operational costs and to provide the trustees with time to take

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

action if income should fall below expectations, so that ECCL can continue to provide an effective library service and community hub. The trustees' current policy is to build, over an appropriate operational period, sufficient reserves to support the day-to-day operation of ECCL for a period of 6 months. This policy and the appropriate level of reserves are currently reviewed half-yearly.

Earlsdon Library: Plans for the Future

During the year the Library was nominated for the Queen's Award for Voluntary Service and, although, not formally announced until June 2022, the Board of Trustees were advised in March 2022 that the Library had been approved for the Award. The full details of the Award and the opportunities it may open up for enhancing the sustainability of the Library will be reviewed thoroughly in our next Annual Report.

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future.

In addition to the events already outlined in this Report, the trustees have approved plans to use the facilities of the reconfigured library building to support new initiatives such as a Creative Writing Workshop with well-known author, Caz Frear, an Artists' workshop and a film club, to be held monthly.

The trustees are well aware that all these plans hinge critically, of course, on our ability to ensure continuity of income and extensive engagement with and support of our local community. With those objectives in mind the trustees will seek to appoint additional trustees during 2022/23 to broaden the knowledge and experience of the Board of Trustees.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2022

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for the preparation of the accounts of the Charitable Incorporated Organisation (CIO). The accounts have been prepared on a receipts and payments basis in accordance with the requirements of the Charities Act 2011, s 133 and the Charity Commission's guidance for preparing receipts and payments accounts.

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing his report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature: 

Full name: JULIE ELIZABETH RUBIDGE

Position: CHAIR EARLSDON COMMUNITY LIBRARY

Date 23RD NOVEMBER 2022

Earlsdon Carnegie Community Library
 Receipts and Payments Account
 For the year ended 31 March 2022



Earlsdon
 Carnegie Community Library

	Notes	2022 Unrestricted Funds	2022 Restricted Funds	2022 Total Funds	2021 Total Funds
RECEIPTS					
	Heart of England donation				2,500
Fundraising	CAF donations	243			223
	Clubs/activities	360			0
	Donations	6,153			1,518
	Groups	1,116			215
	Standing order donations	1,238			924
	VirginMoney Giving	810			1,242
		9,920		9,920	6,622
Events	Events	5,591			150
		5,591		5,591	150
Charitable Activities	Book fines	920			39
	Computer hire	11			0
	Guest tickets	69			0
	Photocopying	321			16
	Printing	1,284			123
	Replacement tickets	47			2
	Reservations	17			0
	Talking books	35			10
		2,704		2,704	190
Grants	Bursary				0
	Awards for All		9,825		0
	Lottery Grant (chairs)				950
	Transition Fund				12,765
			9,825	9,825	13,715
Bookshop Trading	Book sales	4,541			708
	Scrap book collection	287			75
	ZIFFIT book sales	582			518
		5,410		5,410	1,302
Other Trading	Coffee shop income	258			0
	Greeting card sales	1,335			470
	Merchandise	60			0
	Room hire	824			0
		2,477		2,477	470
	TOTAL RECEIPTS	26,102	9,825	35,927	22,449
PAYMENTS	Advertising	(20)			
	Awards for All		(3,468)		(4,083)
	Books purchased from donations	(1,577)			0
	Bursary expenditure		0		0
	Coffee shop	(25)			0
	Computer equipment	(298)			(646)
	Covid19 expenditure	(15)			(523)
	Craft supplies	(163)			0
	Electrical equipment	(1,013)			(374)
	Equipment	(104)			(400)
		c/f (3,215)	c/f (3,468)		c/f (6026)

Earlsdon Carnegie Community Library
 Receipts and Payments Account
 For the year ended 31 March 2022 (cont'd)



	Notes	2022 Unrestricted Funds	2022 Restricted Funds	2022 Total Funds	2021 Total Funds
PAYMENTS (cont'd)		b/f (3,215)	(b/f (3,468)		b/f (6026)
Events		(1,718)			0
Furniture		(63)			0
Greeting cards		(535)			(523)
Health and Safety		(23)			(103)
Hospitality		0			(8)
Housekeeping supplies		(126)			0
Insurances		(569)			(597)
IT costs		0			(30)
Licenses		(403)			(56)
Miscellaneous		(242)			(34)
New book stock		0			(116)
Office/admin		(618)			0
Postage, printing		(5)			0
Professional services		(198)			0
Stationery/consumables		(474)			(122)
Subscriptions		0			(144)
Toys		(111)			0
Transition Fund		(68)			(10,025)
Write offs/discounts		0			(208)
TOTAL PAYMENTS		(8,368)	(3,468)	(11,836)	(17,994)

NET RECEIPTS/PAYMENTS		17,734	6,357	24,091	4,456
TRANSFERS BETWEEN FUNDS		-	-	-	-
CASH FUNDS LAST YEAR END		22,040	8,844	30,884	26,428
CASH FUNDS THIS YEAR END		39,774	15,201	54,975	30,884

Cash Funds

	Unrestricted Funds: to nearest £	Restricted Funds: to nearest £	Endowment Funds
Bank A/c Unrestricted funds	39,774 (Note 1)		NIL
Unspent Restricted in Bank a/c		15,201 (Note 2)	NIL
Total Cash Funds	39,774	15,201	

Other Monetary assets: NIL

Investment assets: NIL

Retained Assets:

Library Shelving Units
 14 computer desks / chairs and other furniture
 Motorised Ceiling Blinds
 ECCL Book stock
 Laptop Computer
 Apple iPad
 Apple MacBook

Note 1: The Trustee Board has approved the following designated funds for Financial Year 2022-23:

£10,000 Book purchase Fund
£4,600 Additional support for the Community Engagement Co-ordinator
£ 1,571 Business Rates provision
£ 500 contribution to Coventry City Council for utilities costs.

TOTAL: £16,671

Note 2:

The Restricted funds comprise:

£9,825 National Lottery Community Awards for All scheme
£3,588 Coventry City Council Bursary (c/fwd from 2020/21)
£ 1,788 Carnegie Connections Award for Community Engagement Co-Ordinator (c/fwd from 2020/21)

TOTAL: £15,201

Approval of the Accounts:

The financial statements were approved by the Board of Trustees on 17th November 2022.

Signature:



Name:

ANN WHEATLEY

Date:

23rd November 2022



**Report to the trustees/
members of**

Earlsdon Carnegie Community Library

**On accounts for the year
ended**

March 2022

**Charity no
(if any)**

1180063

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2022**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

KW

Date:

20/12/2022

Name:

KATHRYN WAITE

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

888 BROAD LANE

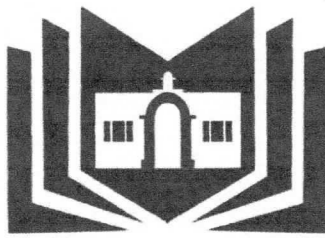
EASTERN GREEN

COVENTRY CV5 7FG

EARLSDON CARNEGIE COMMUNITY LIBRARY

England & Wales - Charity number 1180063

Accounts



Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31st March 2021**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2021

CONTENTS	PAGE
Reference and administrative details of the charity and its trustees	3-4
Trustees' report	5-17
Appendices:	
1, Independent Examiner's Report	18-19
2. Receipts and Payments Accounts	20-21

Earlsdon Carnegie Community Library
Trustees' report for the year ended 31 March 2021

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Helen Spence	Secretary	
Rita Adams	Vice Chair	
Alan Blundy		
Graham Moffat		
Kim Armstrong		
Mary Wood		Resigned 16 th October 2020

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76786970

Website and Facebook Site:

www.earlsdonlibrary.org.uk

www.facebook.com/EarlsdonCarnegieCommunityLibrary

Twitter@EarlsdonL

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Emails:

admin@earlsdonlibrary.org.uk ,

events@earlsdonlibrary.org.uk ,

fundraising@earlsdonlibrary.org.uk

recruitment@earlsdonlibrary.org.uk

Bankers

Lloyds Bank plc

PO Box 1000

Andover

BX1 1LT

Accountant and Independent Examiner of the Financial Statements and Accounts

James Holdsworth CIMA Adv Dip MA

Holdsworth Accounting Services Ltd

30 Abercorn Road

Coventry CV5 8EF

www.HoldsworthAccountingServices.co.uk

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Introduction

The trustees present their third Annual Report to cover the period from 1st April 2020 to year ended 31 March 2021. During this period the charity continued to work in partnership with Coventry City Council to operate Earlsdon Library so far as was possible in the circumstances prevailing throughout most of the year.

2020 was a year like no other for all libraries. Inevitably the outbreak of the Covid 19 pandemic and the related restrictions massively affected both the service and usage of the library from March 2020 onwards for the period covered by this Report. In accordance with national and local restrictions the library was closed for three periods during the year. When the library was able to open this was mostly on a reduced hours basis and with a restricted range of services made available. Thorough Risk Assessments were carried out and preventative measures against Covid 19 adopted to keep both volunteers and library users safe during periods of opening.

Despite the restrictions the library continued to provide a valuable service in ways outlined later in this Report. The Trustees wish to record their thanks to all the volunteers for their dedication and commitment in helping the community library to cope with a most difficult year. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom helped to keep the library operating for the benefit of the local community.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a monthly basis although the frequency of meetings is under review. Other than on initial appointment at the formation of the charity, trustees are appointed for a period of three years.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a core group of volunteers who meet weekly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, health and safety, communications including social media design and maintenance (website, twitter and Facebook presence), bookshop and library stock management, and volunteer recruitment and management.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

The Board of Trustees and Coventry City Council on 25th September 2019 entered into a non-repairing lease on the library building scheduled to expire on 31st March 2021. The impact of Covid 19 on the overall operation and fund-raising capacity of the library was recognised by the Council and it was agreed to extend the lease on the existing terms for a further 12 months until 31st March 2022. Under the terms of the lease the Council retains overall responsibility for repair, maintenance and insurance of the library building and payment of all utilities' costs. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library. It is anticipated that the lease will be renewed on terms to be agreed in due course.

Under a Memorandum of Understanding, also entered into on 25th September 2019, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries. The Memorandum of Understanding was also extended on the same terms until 31st March 2022.

The trustees have drafted and adopted a range of appropriate codes and policies including:

- Trustee Code of Conduct
- Volunteer Recruitment, Induction and Training Policy
- Volunteer Code of Conduct
- Equality and Diversity Policy
- Safeguarding Policy
- Data Protection and Privacy Policy
- Health and Safety Policy
- Room Hire Policy

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

operational matters with a particular reference to the critical issue of recruitment and retention of volunteers. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 15 below) and the implementation of an annual Financial Controls review.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in an account protected by the Financial Services Compensation Scheme.

The charity has been registered with Virgin Money Giving for donation purposes although this is now under review following Virgin Money's decision to withdraw the facility with effect from November 2021. The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Objectives of the charity:

The objects of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community Library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Library Activities

a. Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In our 2020 Annual Report we referred to our plan to implement major changes to the library space. The intention was to reconfigure part of the library building in a manner consistent with the architectural heritage of the building so as to create a much-needed venue in the locality for community events and room hire. The resulting major internal refurbishment has created a Reading Room, Art Gallery and events space with décor more redolent of the library's Edwardian origins. To complete the work the library was closed for a 3-week period in March 2020 with the intention of a public re-opening scheduled for early April 2020. This was, of course, not possible although the enforced closure did enable all the necessary work to be completed during the period of closure.

The Trustees wish to re-iterate what was mentioned in the 2020 Report that these developments could not have been achieved without both the input of AWD Restoration combined with the essential generous underpinning financial support from a Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme.

b. Library Operations

The library, with its stock of around 10,300 books, has traditionally been very well used. Almost inevitably the direct consequence of intermittent closure through Covid19 restrictions and the indirect effect on the confidence of library users has meant that it is not possible to draw any immediate conclusions about the scope for future growth in library membership and use of the premises. Although Covid has had some impact on the capacity of Coventry Library Services to provide updated information on membership levels and library borrowings, we can report that as at 31st March 2021 the library had 3,940 members including 2,301 adults, 1,278 children (under 15), 254 senior citizens and 60 disabled or housebound members. Remarkably this represented an increase in total membership of 14.9% on the 3,428 figure for the year ending 31st March 2020. The increase in membership is the more surprising given the severe impact of the closure on book borrowing during the year ending 31st March 2021. The number of book issues plummeted from in excess of 36,000 to just 2,225 while personal computer use declined from 6,250 sessions to just 351. The figures on computer usage also reflect the fact that even when it was possible

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

to open the library, reduced opening hours and social distancing requirements severely limited access to the public computers.

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS) but the loss is mitigated to some degree by an agreement whereby CLS carries out a quarterly refresh of the current book stock. The refresh does include a significant proportion of recently published – within the previous two years - book stock.

This shortfall in new book stock is further mitigated by a policy introduced by the trustees during the previous reporting year of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with Library funds. This has enabled us to add 365 new titles to the book stock, including all the short-listed titles for both the Booker and Costa awards and much-needed expansion of the stock of children's titles.

The trustees wish to record their appreciation of the decision by CLS, following a successful six-month trial period from 1st October 2019, to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established.

The library's location in the heart of Earlsdon makes it a suitable community focal point and in that regard the library has hosted a number of recycling sources and also acts as a collection point for the Coventry Food Bank.

c. Volunteers

The charity is wholly dependent on the unstinting efforts of approximately 60 active volunteers for the operation of the library service and all the other activities which take place in the building. The majority of the volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will normally be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers.

In previous years turnover of volunteers had been very low although it is still difficult to predict at the time of writing what the impact of Covid19 will be on the willingness of

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

volunteers, especially those more vulnerable, to continue in their work in the library. This is a matter of particular concern and will be closely monitored by the trustees.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance to recruit and train new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers.

The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

d. Public Computers

The 14 public computers and the printer / photocopier are still maintained by Coventry City council and have been very well used by members of the public, using either their city council library cards or being admitted on a 'guest ticket' arrangement. Some people without the use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online. The interruption in the provision of this facility during the year was a significant blow to many users.

The charges for use of the printing / photocopier facility would normally have provided an important source of income for the library.

The library has a Wi-fi service available free to users.

e. Financial Support

The trustees are grateful that during the pandemic individual donors continued their financial commitment via Virgin Money Giving and Standing Orders. We are also particularly grateful for support from the Heart of England Co-operative Society who gave £2,500 to the library under the Society's Helping Hearts Award Scheme. The gift was to unrestricted funds and will help the trustees support, in particular, the enhancement of the children's library. In addition, the Earlsdon branch of Coventry Building Society (CBS) had nominated the library as its local charity for the year commencing 1st January 2020. As with so much else, the proposed events that would have taken place had to be put on hold as a result of Covid19 restrictions. The trustees are delighted that CBS has stated that it intends to carry its support forward for the current year (2021-22).

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

f. Library Bookshop

A continuing feature of the operation of the library has been the support offered by local residents in the form of many donations of books for us either to add to our book stock or to sell. This provides the charity with an important source of income, albeit significantly reduced during the current year, due to the Covid restrictions on opening. In an extension of the Bookshop activity, donated books that could not be sold within a reasonable time-frame were sold on to one of the companies specialising in this area of economic activity.

In addition to books, a range of cards, seasonal and otherwise, are sold to raise funds.

g. Communications

The trustees are conscious of the need to maintain regular communication with library users and the local community more generally. In addition to the library website, Facebook and Twitter, the communications strategy has involved occasional local radio interviews and the publication of both current news and a 'library reflections' page by well-known local author Chris Amott in the monthly Earlsdon Echo.

A significant boost to our efforts in this area came with the implementation of the plans envisaged in our successful bid in early 2020 to the National Lottery Awards for All fund. The library had been awarded just under £10,000 to fund a project, the Carnegie Connections Project, with the aim of developing further the library's role as a community hub, with a focus on social, cultural, learning and digital inclusion activities and initiatives. The award had enabled us to appoint in January 2020 a Community Engagement Co-Ordinator, Lucy Winter, to play a key role in ensuring that the library is a welcoming and inclusive space for all sectors of the local community.

A number of innovative and ambitious plans were prepared but, as with other activities, progress was hampered by the consequences of Covid19. However, the benefits can already be seen both in the significant extension of our social media presence and in the work that was done by Lucy, in the teeth of considerable difficulty, to develop links and plans despite the closure of the library (see (c) below p. 12).

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

As mentioned above, the library has a Facebook presence and since April 2020 our reach has extended to Twitter. At 31st March 2021 we had 1,254 followers of our Facebook page and 409 Twitter followers.

Education and social welfare purposes

a User Groups and children's activities

Many of the activities listed here could not take place during the reporting period or could only do so in a much-reduced manner. The trustees, though, consider it important to provide a rounded picture of the sort of community involvement that it is anticipated will recommence once prevailing restrictions are lifted.

The library provides a venue and facilities for meetings of various groups. These include Age UK, Knit and Natter, Spanish and French language conversation groups who meet weekly and a 'book club reading group' who meet monthly.

The library also hosts monthly surgeries for our three local councillors.

During school term times a weekly Rhymetime session is held on Tuesdays and a Stay and Play session every Thursday morning from 9.00am-11.00am, both for pre-school children.

For older children, the introduction of Saturday morning opening during 2020 enabled the library to host a variety of events. Here again it is hoped to be able to recommence important sessions such as Junior Lego Construction and Craft activity workshops as soon as possible.

b. Education

Prior to the interruption caused by Covid19, we were developing close links with our three local primary schools: Hearsall Community Primary School, All Souls Catholic Primary School and Earlsdon Primary School. Discussions were at an advanced stage to extend the arrangement to include more regular visits from the schools for educational purpose when the library is closed to the public on Friday mornings.

c. Community Developments

As mentioned above, a significant development during the current year was the appointment of the Community Engagement Co-Ordinator, Lucy Winter. An important aspect of the work, as envisaged under the terms of the Carnegie Connection Project, is to build links with other

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

charities and individuals in our community. Links have been established, for instance, with The Carer's Trust – to provide private Library space for individual 'drop-in' sessions - and with the charity Grapevine to tackle loneliness and isolation.

In addition to building the ECCL social media presence and using social media for our own purposes, Lucy was instrumental in engaging with other support organisations and local businesses 'to spread the word' digitally about services and facilities offered by other providers. This was often for the benefit of disadvantaged or marginalised groups, and thereby helped develop our role as a community hub.

Information being provided included: -

- regularly sharing reputable advice and support about COVID-19
- assistance and guidance for anyone in a vulnerable situation (everything from initiatives tackling loneliness to mental health crises and domestic violence support)
- safe activities to keep our followers both informed and entertained

This outreach activity will be valuable in strengthening our client base for the future and help to cement us as a virtual provider of useful, reliable information.

Another key area of outreach activity under our charitable Advancement of Education heading has been the development of strong cultural links with the organisers of the Coventry City of Culture and other potential partners. The library is able to offer a newly refurbished events space, suitable for smaller scale events. Inclusivity is a key focus for both the City of Culture and ECCL and this partnership should provide important benefits for both parties. The library will be one of the host venues for "Theatre Next Door" - a series of events in collaboration with 2021 City of Culture and Black Country Touring to showcase live theatre, storytelling, circus skills and more in "unconventional" venues, with the aim of engaging local people who may not normally attend such events in more traditional spaces. It is also hoped that the library will host 'Contains Strong Language' - a festival of poetry and spoken word which is being showcased by the BBC.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Despite the challenges of engaging with our community during the pandemic (and often whilst the library was closed) it was possible to hold some events during 2020.

- For Libraries Week we had a virtual “teddy bear takeover” where we posted photographs on Twitter every day about what some rogue teddy bears had been getting up to whilst our doors were closed, which generated lots of activity and gained us over 100 followers.
- We held an outdoor book sale to celebrate the, unfortunately, temporary and limited reopening of the library with our “select and collect” scheme,
- We relaunched our “full” (somewhat restricted) reopening with our #StayingSafeWithECCL campaign and joined many others in the community when we decorated the library and raised funds for a local charity, the “Go Gold for Ben” charitable fund.
- ECCL also collaborated with the City of Culture to help to organise and take part in “Window Wanderland” during February and March 2021, an event where local people and businesses created window displays which could then be viewed by walking around the neighbourhood. The event received a huge amount of positive feedback and was picked up by the local press, including a feature which showcased the library on BBC Midlands Today.

d. Links with other Community Managed Libraries

The trustees maintain regular contact with the two other community managed libraries in Coventry. The library has drawn on the experience of some of the earliest community-managed libraries and has joined the Community Managed Libraries Peer Network as an active participant.

Financial Review

The Charity's gross income for the reporting year ending 31st March 2021 was £22,449 with expenditure amounting to £17,993. It is important to note that the income and expenditure figures reflect to a large degree the funding for and costs of the major reconfiguration and

Earlsdon Carnegie Community Library

Trustees report (continued) for the year ended 31 March 2021

refurbishment of the library building (see p 8 above). The charity's total funds currently stand at £30,884, of which £22,040 are unrestricted and £8,844 are restricted.

A further important feature of the charity's financial position on 31st March 2021 is that to a significant degree it reflects the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building i.e., until 31st March 2022.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Controls for charities (CC8), conduct an annual review of financial controls

Reserves Policy

In keeping with good business practice and in order to meet the expectations of the Charities Commission (Charity Commission Guidance - CC19) that the charity will act with reasonable care and skill and ensure that it is accountable to its beneficiaries, it is the policy of Earlsdon Carnegie Community Library (ECCL) to maintain a reserves fund.

The trustees have made an assessment of ECCL's financial risks and reviewed the stability of our sources of income and our future expenditure commitments. When considering the financial impact of risks, we have based our assessment on the amount of reserves required to provide short term cover until long term solutions could be found.

It is ECCL policy to hold reserves comprising unrestricted cash funds to enable it to cover any unforeseen operational costs and to provide the trustees with time to take action if income should fall below expectations, so that ECCL can continue to provide an effective library service and community hub. The trustees' current policy is to build, over an appropriate operational period, sufficient reserves to support the day-to-day operation of ECCL for a period of 6 months. This policy and the appropriate level of reserves are currently reviewed half-yearly.

At the time of the completion of this Report the trustees are confident that the Reserves Policy is adequate to cope with any additional unanticipated financial and operational risks arising from the response to Covid19. The position will, however, be kept under regular review.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Earlsdon Library: Plans for the Future

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future.

Prior to the enforced closure under Covid19 restrictions, the trustees had approved plans to use the facilities of the reconfigured library building to support new initiatives such as a Creative Writing Workshop with local author Caz Frear, an Artists' workshop, a film club, as well as hosting events under the auspices of the Coventry City of Culture 2021.

Unfortunately, all such initiatives have had to be deferred. This has also been the position for most of the important library fund-raising activities. The trustees are taking full account of the implications of these circumstances for the future financial security of the library. In that regard, whilst the financial reserve is currently at an appropriate level, it is evident that the library income streams will be significantly depleted in the financial year 2021-2022.

The trustees are very mindful of the significance of this position for the negotiations with Coventry City Council over the renewal terms for the lease on the library building.

As indicated previously, the Trustees are conscious of the importance of keeping the financial and operating position of the charity and its planning under regular review in light of the uncertainties posed by Covid19.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for the preparation of the accounts of the Charitable Incorporated Organisation (CIO). The accounts have been prepared on a receipts and payments basis in accordance with the requirements of the Charities Act 2011, s 133 and the Charity Commission's guidance for preparing receipts and payments accounts.

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing his report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature: 

Full name: JULIE ELIZABETH RUBIDGE

Position: CHAIR

Date 29/10/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Earlsdon Carnegie Community Library

**On accounts for the year
ended**

March 2021

**Charity no
(if any)**

1180063

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30/09/2021

Name:

Mr James Holdsworth

**Relevant professional
qualification(s) or body
(if any):**

CIMA
Holdsworth Accounting Services Ltd

Address:

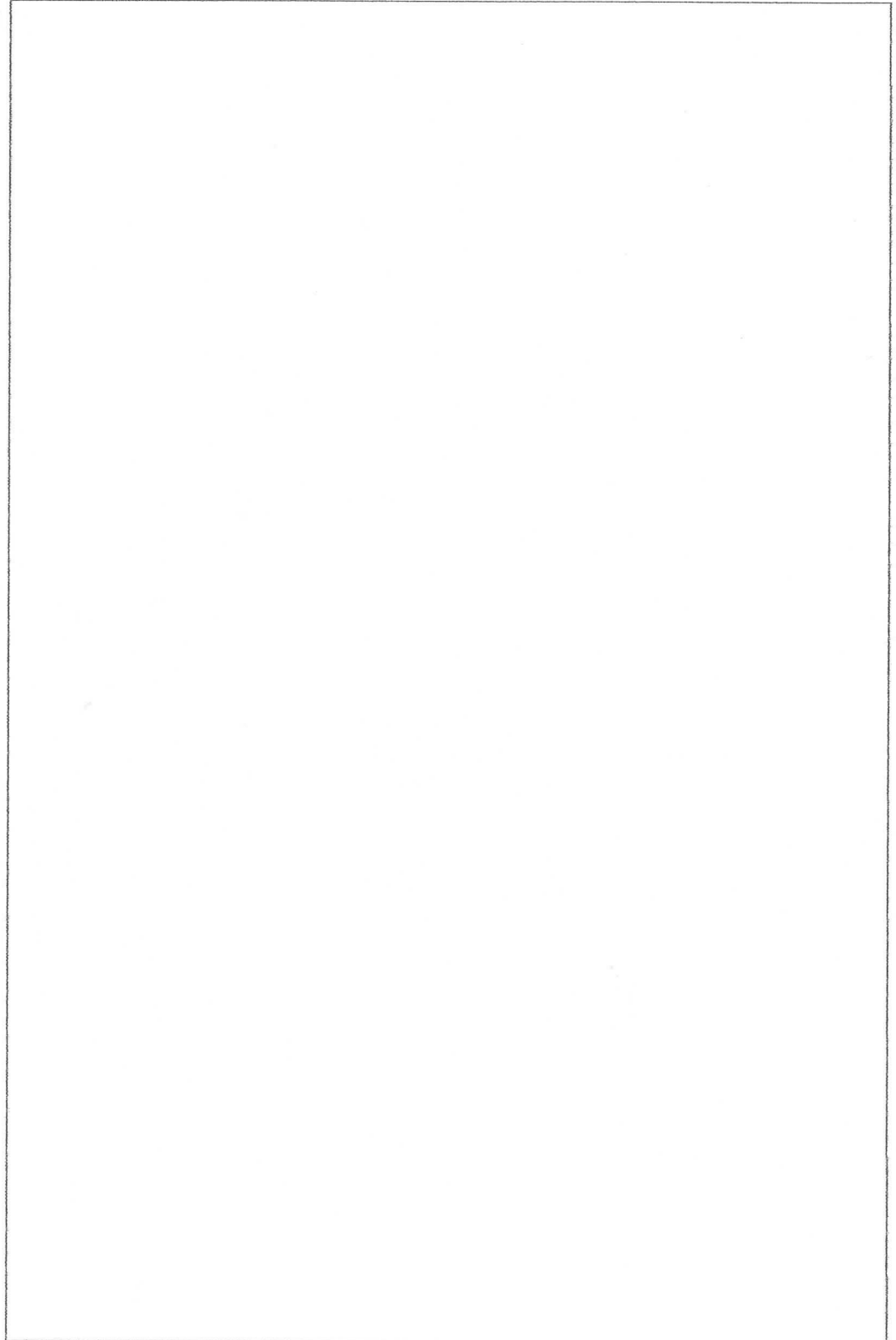
30 Abercorn Road

Coventry

CV5 8EF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.





CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Earlsdon Carnegie Community Library

No (if any)
1180063

CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2020	To	Period end date 31st March 2021
---------------------	-------------------------------------	----	------------------------------------

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					
Donations	4,122	-	-	4,122	10,218
Charitable Activity	190	-	-	190	4,073
Bookshop Trading	1,274	-	-	1,274	6,381
Other Trading	498	-	-	498	3,472
Events	150	-	-	150	2,042
Lottery Grant	-	950	-	950	15,487
Coventry CC Transition Fund	12,765	-	-	12,765	4,019
Heart of England Helping Hearts	2,500	-	-	2,500	224
Sub total (Gross income for AR)	21,499	950		22,449	45,916
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	NIL	NIL	NIL	NIL	NIL
Total receipts	21,499	950	NIL	22,449	45,916
A3 Payments					
Fund Raising	NIL	-	-	NIL	1,019
Charitable Activities	116	-	-	116	3,617
Premises Repair / Refurbishment	10,025	-	-	10,025	7,150
General Administrative Costs	407	-	-	407	1,766
Trading Activities	523	-	-	523	1,532
Legal and employment costs	56	4,083	-	4,139	2,218
Furniture and equipment Purchases	774	-	-	774	2,910
Insurance	597	-	-	597	574
Misc / Covid costs / write off	766	-	-	766	235
Sub total	13,264	4,083	-	17,347	21,021
A4 Asset and investment purchases, (see table)					
Laptop Computer	646	-	-	646	
	-	-	-	-	
Sub total	646	-	-	646	-
Total payments	13,910	4,083	-	17,993	21,021
Net of receipts/(payments)	7,589	- 3,133	NIL	4,456	24,895
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,451	11,977	-	26,428	
Cash funds this year end	22,040	8,844	NIL	30,884	

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	Bank A/c unrestricted funds	22,040	-	-
	Unspent restricted in Bank A/C	-	8,844	-
		-	-	-
	Total cash funds	22,040	8,844	-
	(agree balances with receipts and payments account(s))	OK	OK	#VALUE!

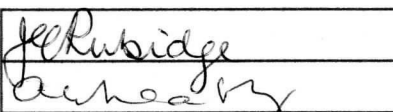

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	NIL	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Shelving Units		-	-
	14 Computer Desks / Chairs		-	-
	Other Furniture		-	-
	Motorised Ceiling Blinds		-	4,200
	ECCL Book Stock		-	3,500
	Laptop Computer		-	650
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JULIE E. RUBIDGE	29/10/21
	ANN WHEATLEY	29.10.21