

10.0 Documentation Review

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed

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10.2 Risk Log

Reviewed

☐

10.3 Policies reviewed:

Safeguarding Children

☐

Safeguarding Adults

☐

Health and Safety

☐

Trustee Conflict of Interest

☐

Data Protection

☐

Volunteer Management

☐

Complaints Procedure

☐

Equality and Diversity

☐

Financial Management and Control

☐

Library User Complaints and
Compliments

☐

7.2 Funding position including summary of grant applications and outcomes

7.3 Capital investment plans where applicable

7.4 5 year financial projection

8.0 Progress Update on Current Plans and Future Plans for Development

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

Plan	Action Required	Progress	Risks
Regular raffles	Purchase a licence to enable us to sell raffle tickets	To review current situation before purchasing the licence	Need to ensure we sell enough raffle tickets

8.1 Future Training Requirements

Our volunteers actively like the training provided by LCC support.

We are lucky that we have some very experienced volunteers and they are happy to spend time with any new volunteers whilst they learn our systems and processes and gain confidence.

9.0 Additional Information

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

We run a Friends of Sapcote Library scheme which renews annually. This year because of us being closed for 5 months the committee took the decision to extend last years membership for a further year so that our customers/members did not have to pay again this year. This has been extremely well received and we have even received a number of donations.

We have recently been given some S106 monies from a local builder to purchase new books so we are hoping to encourage our customers back to the library with a range of new book stock.

4.0 Summer Reading Challenge (SRC)

The theme for this year's challenge was ? and ran in Leicestershire between ?. Nationally ? children took part in the challenge with ? participating in Leicestershire Libraries.

	Starters	Finishers	% Finishers	Trend
<i>Review Year</i>	-	-	-	-
<i>Previous Year</i>	65	53	82%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
34	2	1

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments
A great effort by volunteers to increase footfall across all ages to keep the library as an essential facility for the village of Sapcote. The additional "talk days" where speakers entertain with such a varied range of topics makes this a great place to visit. Tea is pretty good too.
The new shelves look really good – clean, tidy and hold more books.
The archive folder is really interesting.
I like the new shelving much better and books don't fall through the back of the shelf as before.

7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

Coffee mornings	Weekly	18	430
French classes	Fortnightly	10	60
Story time	Fortnightly	10	120
Total Attendance		48	730

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Children's Magic Show	August 2019	47
Race Night	September 2019	70
Lunchtime Speaker	August 2019	15
Quartet singing group	February 2020	17
Lunchtime Speaker	February 2020	12
Total Attendance		151

3.3 Events undertaken in the wider community

Activity	Date	Attendance
None		
Total Attendance		

week. In September we opened for a 3rd shift on Saturday mornings. We then plan to review our reopening plans again in the New Year.

So effectively we lost 5 months of activities / revenue so were extremely grateful to receive the grant from LCC which will really help us to compensate for the loss of revenue we would normally generate from our organised activities and to help with the normal running costs.

We have delayed our AGM due to the current restrictions around meeting in groups, social distancing and to ensure we keep our volunteers and customers safe. We did consider having the meeting virtually but have decided to postpone and review in January and plan to reschedule when we can meet in person.

2.0 Library Performance

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

	<i>Previous Year</i>	<i>Review Year</i>	
Issues	6,389	3,231	No comparison year on year due to COVID-19 closure
New Joiners	146	61	
Active Borrowers	107	55	
Annual Visitors	6880	3869	

2.2 Analysis of performance

Overall, I think considering the impact that the pandemic has had on everyday life, our customers are slowing starting to return to the library and telling us that they are glad that we are open again.

Our biggest concern is keeping our volunteers engaged, having had 5 complete months away from the library, we are keen to ensure that they return to volunteering with us. That said since we have re-opened we have secured 3 new volunteers.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken

3.1 Regularly scheduled events

Activity	Frequency	Average attendance per session	Average attendance per year
Knitting group	Weekly	10	140

Sapcote Community Managed Library

Annual Report

Date of transfer to community management: 25th July 2016

Period being reviewed: August 2019 – September 2020

Date and time of annual review meeting: Wednesday 25th November @ 2.30

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Locality Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

We had a challenging end to 2019 with 2 of our long standing Trustees leaving the committee. Teresa Lee, who had been a significant part of the Library since the beginning moved from the village and stepped down from the Volunteer Co-Ordinator role, although she does continue to volunteer with us on an adhoc basis. Also Mike Guntrip, who was the Clerk of Sapcote Parish Council and who had originally instigated the move from a Council run library to a community managed library retired.

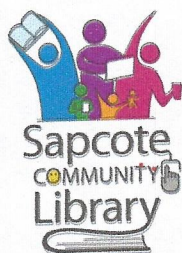
Teresa did recruit and hand over most of her responsibilities to Dot Dutton who we have welcomed as the new Volunteer Co-Ordinator.

We were successful in securing a contingency grant which enabled us to have a new tiled roof and flat roof at the back of the library.

We did try several new fundraising events this year including a Horse Racing Night which we organised in conjunction with the local Cricket Club and a singing quartet at the library. We also continued with our lunchtime speakers and our regular Coffee Mornings, Knitting Group and Storytime sessions. In addition one of the villagers also started a French club held on a Saturday morning for both children and adults which proved popular.

We had plans for an Auctioneers Day at the Library at the end of March and plans were already underway for the Annual Summer Fayre unfortunately both of which were cancelled.

During the second half of the year being reviewed we had to close the library from 20th March through to 20th July because of the pandemic. We then decided to reopen for 2 shifts per



Sapcote Community Library

Registered Charity Number: 1167496
Church Street, Sapcote, Leicestershire, LE9 4FG
Tel: 0116 3053674 (opening hours only)
www.sapcotecommunitylibrary.org.uk

Financial Report for 2020 Annual General Meeting

This is the Financial Report for Sapcote Community Library for the period up to

31st July 2020

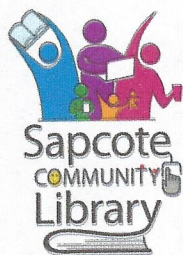
INCOME

Leicester County Council Quarterly Contract Grant	£3,153.00
Blaby Council Summer Fayre Grant	£ 400.00
Sapcote Parish Council Donation	£1,000.00
Sapcote Parish Council Ground Maintenance	£1,500.00
Leicester County Council Covid 19 Grant	£1,536.00
Blaby Council Covid 19 Grant	£10,000.00

TOTAL GRANTS FROM PUBLIC SECTOR £17,589.00

Membership Fees from Friends of the Library	£ 230.00 .
Business Membership	£ 75.00 .
Donation Friends & Members	£ 210.18 .
Blaby Lottery	£ 655.00 .
Charity Bucket	£ 73.46 .
World of Books	£ 62.85 .
Desk Takings	£1,517.45 .
Money In Tin	£ 25.44 .
Race Night	£ 869.00 .
Library Invoices	£ 73.00 .
Photo Copier	£ 56.00
Microwave W.I	£ 50.00
TOTAL	£3,898.28

GROSS PROFIT £21,487.28



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EXPENDITURE

Operating Costs

Web Site	£ 452.00 .
Insurance	£ 538.09 .
Electricity	£ 777.16 .
Gas	£ 401.34 .
Water	£ 287.22 .
Garden Maintenance	£ 1,500.00
Cleaning LCC	£ 167.28 .
Security	£ 180.79 .
Expenses by Committee	£ 512.31
Talks Pre 19 & Current 20	£ 240.00 .
Misc	£ 3,678.94 .

TOTAL EXPENDITURE

£8,735.13



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PAGE 3

SUMMARY

GROSS PROFIT	£ 21,487.28
EXPENDITURE	£ 8,735.13
NET PROFIT	£ 12,752.15
BANK BALANCE AS AT 31.07.19	£ 24,816.27
TOTAL	£ 37,568.42
BANK BALANCE AS AT 31.07 20 (CURRENT)	£ 1,988.34
(SAVINGS)	£ 35,580.08
BANK TOTAL 2020	£ 37,568.42

Signed:-

Date

2020

L Jackson

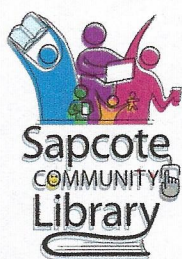
S Jenkins

Chair

Treasurer

Audit:

S Warren

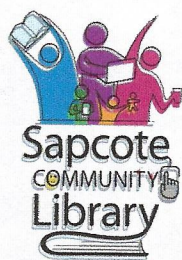


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DETAILS OF MISC EXPENDITURE

18/09/19	Rackline (from Garfield Western Grant)	£ 1,335.00
01/10/19	Sapphire & Steel (from Garfield Western Grant)	£ 69.60
30/10/19	Race Night	£ 484.50
14/11/19	Rackline (from Garfield Western Grant)	£ 1,335.00
27/01/20	AA Pat Testing	£ 64.74
26/05/20	Proudcastle (Service Alarms etc)	£ 180.00
27/07/20	All Nice & Clean (Cleanning Library Covid 19)	£ 210.10
TOTAL		£ 3,678.94



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NOTES TO ACCOUNTS 2019 – 2020

NET PROFIT	£ 12,752.15
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LESS COVID 19 GRANTS	£ 11,536.00
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BALANCE	£ 1,216.15
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OUTSTANDING

LCC WASTE MAY	-£ 14.64
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LCC WASTE JUNE	-£ 19.04
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E-ON

GAS JULY	-£ 7.48
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ELEC JULY	-£ 14.82
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EXPENSES

M THOMAS	-£ 72.76
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D ALLINSON	-£ 15.98
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TOTAL	£ 1,071.54
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