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Registered Charity Number: 1162461

ANNUAL REPORT

A report for the Trustees, Leicestershire County Council and the Charities Commission

April 1st 2019 – March 31st 2020

This report has been prepared and submitted by the Trustees of Kegworth Community Library

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Key Points

An overview of key highlights and issues that arose in the period under review

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it was reopened as a community managed library (CML) run by a band of enthusiastic and capable Trustees and volunteers. By the end of March 2020 the trustees numbered 5 and the volunteers 26.

It has been an eventful year. Finances have continued to be soundly managed and we have a healthy bank balance with resources to cover 3 years of costs. Fundraising and the quarterly grant from Leicestershire County Council (LCC) underpin this success. Volunteer numbers were stable and we continued to use the 'Three Rings' volunteer management application. It has been difficult to cover the 6 shifts every week and our thanks go to those who have stepped in at short notice. Our clubs were going strongly and another added, as was the visits by Kegworth Primary School. The major event of the year should have been the removal of asbestos lining and the installation of a new heating system which was managed and funded by LCC, we were and still are very grateful although there were some teething problems which were resolved.

Sadly, in March 2020 it became increasingly apparent that the library would need to close due to the SARS-COV19 pandemic. Saturday 23 March was our last day after which the library closed with no scheduled reopening.

Library Performance

Annual Library Book Loans

Monthly loan figures provided by LCC.

Month	Book Loans	New Members	Month	Book Loans	New Members
April	143	6	October	201	38
May	104	4	November*	153	10
June	105	6	December	75	2
July	120	15	January	88	5
August	122	8	February	100	8
September	101	8	March**	103	6

Unfortunately this is continuing to show a gradual decline over time however whilst this part of our charity work is shrinking other areas continue to do well. * Closure due to heating installation ** Closure due to COVID19

Monthly Visitors

Month	Total	Best Daily	Month	Total	Best Daily
April	488	56	October	457	42
May	389	32	November	385	29
June	411	40	December	261	37
July	406	35	January	429	38
August	451	36	February	469	43
September	402	42	March	342	43

The total number of visitors during this period were significantly lower than the last financial year.

KCL's Community Activities

This is a list of other things we do to support our community and generate funds.

Activity	Sessions	Activity	Sessions	Activity	Sessions
Book Store*	Library hours	Pop-up* Library	12	Photocopying*	
Embarrassing*	21	Bingo*	21	Advertising	
Annual Review*	1	December Lottery*	1	Art Displays	
Knit & Natter	49	Polling* Station	2		
Craft	8	Jigsaw Loan	On-going		
Computing for Beginners	4	Kegworth Wives	9		
Gardening	4	Card Sales	On-going		

*These activities contributed over £5000 towards our running costs and contingency fund. Thank you Kegworth!

Although library book loans are decreasing our other activities were increasing. The closure for COVID19 stopped all activities EXCEPT for the free Jigsaw loans which was continued by one trustee as an extension of her community support role – thank you.

Summary of Complaints/Compliment

There have been no written complaints in this period. The only verbal complaint was from a villager who was upset that the library carpark was no longer accessible for parking outside of library opening hours.

There was one written compliment from a child thanking us for the library and to keep safe.

Summary of Public/Volunteer Accidents

There have been no recorded accidents or near misses in this period.

Volunteers

We continue to retain a keen and willing band of volunteers. There have been 5 new recruits who have been trained to carry out the duties of a Front Desk Volunteer and during this period two also took on the role of Lead Volunteer with the added responsibility of opening and closing. We were asked and were pleased to assist to offer volunteering experience for the Duke of Edinburgh Scheme. In addition, there were two retirements in the period – our thanks for help and support over the last four years. The ‘3rings’ application enables us to keep in regular contact with volunteers, as do the noticeboard, face-book and the website along with regular witty articles in the local press.

This year we have decided to record the number of our volunteers who regularly help with the running of the library which is 31. Our volunteer pool is skewed towards British, females who are retired.

The Trustees recognise that many groups, are under-represented and would welcome applications from anyone wishing to help run the library.

We have an increasing band who work behind the scenes to ensure we are clean, tidy and conform to Health & Safety regulations and are able to be called upon when problems arise. This year has seen a small, but perfectly formed, group begin enhancing the garden.

Financial Performance

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held as at 31 st March 2020	£27 571.00
Borrowings as at 31 st March 2020	£0.00
Capital Investments Plans	None
Staffing	0 Employees
Financial Position	Excellent
Grants from LCC	£3636.00
Kegworth Parish Council	£0.00
North West Leicestershire District Council	All Council Tax charges waived

We are aware that we maintain a very high cash balance with respect to our out-goings and future plans and have discussed options.

Income Generation

- **The Library will continue to be grant funded by LCC.**
- **NWLDC is continuing to waive Council Tax.**
- **We will continue to collect books from the wider community to sell in our 'Book Shop' or at a 'Pop-Up' event.**
- **The Library will continue to play host to local Art Exhibitions.**
- **The Trustees will continue to pursue external grants where appropriate.**

Risk Management

A review of risk is carried out regularly by a Trustee and plans updated as necessary. There are currently two issues of importance although not of high risk, the decomposing kitchen floor tiles which contain asbestos and the overhanging Ash tree which drops significant sized branches. LCC are aware of both these problems.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and in particular under fire safety legislation (RRO 2005).

Progress Update on 2019/20 Plans

The installation of a new heating system and the replacement for the door opening mechanism were completed although not without significant issues. The interior door 'sticks' when hot if the door curtain heater is in use.

A 5-year budget was completed and we agreed with the 'Plan Group' for them to carry out the necessary PAT testing on our electrical equipment.

One of the Trustees introduced the concept of the pop-up library both at the Sutton Bonington Farmers Market and in our carpark and two further groups used our rented our facilities, Kegworth Wives and Craft Club.

The update of the kitchen area was put on hold until the next financial year.

Both the 'Ancestry' and 'Introduction to IT' groups ran and were well received.

Future Plans

This year's plans have to reflect the effect of the COVID pandemic. The library is unlikely to fully open until the next financial year.

- **Open the library twice a week following all government and LCC guidelines.**
- **Use family or friendship 'bubbles' to run a shift.**
- **Update Risk Assessment to ensure compliance and minimise risk.**
- **Review monthly, or as necessary, the opening of the library with the intention of a return to normal in Spring 2021.**
- **Update kitchen area and replace flooring with a slip proof, cleanable option.**
- **Continue to enhance the garden and make it an area that complements our Charity.**

LCC Support

Premises

LCC are responsible for the external fabric of the building and grounds. The grass and garden area have been regularly maintained although now KCL have a garden group whose intention is to plant and improve both the soil and visual look of the garden. The Ash tree which overhangs the property is looking increasingly fragile and help has been requested. In addition, LCC contractors have also removed asbestos and replaced the heating system. This alone would have used all our financial resources and we thank the council for taking over this project. There were a number of issues which were resolved although the question of whether such a noisy system is appropriate for a library remains.

Our building is old for the type of materials and life expectation of such a construction. A survey of the flat roof, following a leak in the library suggested it was time to replace it.

ICT-LMS

This has continued to work virtually without issue this year. Downtimes were minimal and when planned we were informed.

Our own computer system is regularly updated and this year saw further improvements in hardware as well as the scheduled software updates. Thanks to the two volunteers who continue to maintain the computers and come quickly when a problem is experienced.

Book Stock

We adhere to all LCC guidelines with the book stock. Once again we have a small group who ensure that our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing happens. KCL try to display books enticingly and make regular changes that invite browsing.

Hub Support (Loughborough)

The volunteers have praised the help from the Loughborough Hub – always pleasant and supportive.

CML Support Officer

Throughout we have excellent support from our named officer. She has been there to answer our queries, keep us up to speed with any changes and library related issues. KCL have come to realise that the LCC gets things done although at their own rate and in their own quintessential manner.

Additional Training

We have had regular visits from our trainer and training has been cascaded down to all volunteers.

Property & Compliance

KCL working with LCC have maintained and steadily improved the library both internally and externally. It has included: new heating, update door opening mechanism, planting, thorough spring clean, locking and securing carpark. Issues that have arisen are the overhanging Ash tree dropping significant branches on our footpath, the flat roof needs replacing and finally the door is still not functioning properly.

Managing Risk and Compliance

Fire: Alarm Testing & Extinguisher

- **Carried out monthly by two Trustees and logged. Two fire alarm drills have been successfully carried out and all procedures followed.**
- **System tested quarterly by Chubb.**
- **Extinguishers tested annually by Chubb.**

Electrical

- **Carried out visually as part of the Risk Assessment (see attached).**
- **Plan Group to PAT test in summer 2020.**
- **We are aware that some of our equipment is approaching 5-years old and needs close monitoring.**

Water

- **Water temperature tests are carried out monthly and recorded in the Water Management Log Book.**
- **Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.**
- **Hot water temperature is not consistent and a new hot water system is needed when the kitchen is upgraded.**
- **The system is flushed regularly during lockdown.**

Emergency Lighting

- **Tests carried out quarterly by Chubb and the contract is on-going.**

Automatic Door Servicing

- **Door mechanism has been replaced although not satisfactorily.**

Other

Electrical inspections and Asbestos Surveys are conducted every five years in accordance with LCC advice. A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system leaving only the asbestos in the floor tiles.

The Electrical Fixed Installation Testing was carried out in November 2016 by an approved LCC contractor. The next testing will be due in November 2021.

KCL have negotiated with NWLDC for the removal of waste.

KCL have agreed to buy back the following Soft FM from LCC:

- **Window cleaning inside and out (twice yearly).**
- **Washroom services (monthly).**
- **Security key holding.**

LCC continue to provide basic grounds maintenance FOC under the terms of our lease.

KCL have a volunteer who cleans twice weekly. Other cleaning is carried out regularly.

Finally

There are over 15 volunteers who help run the library in the background, and give it a calm, welcoming ambience. In these difficult times the following all need a huge thank you and a pat on the back (all socially-distanced of course). This excludes all the volunteers who act as librarians!

Thank you so much



Nicola Mullins, November 2020.

Attachments

Business of KCL Risk Assessment

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Kegworth Community Library	No (if any) 1162461
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2019	To	Period end date 31/03/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
LCC Grant	3,636	-	-	3,636	4,632
LCC 5K ETC	-	-	-	-	913
KCL Lottery	585	-	-	585	468
Donations	357	-	-	357	636
CO_OP Community Fund	-	-	-	-	3,134
Library Charges	386	-	-	386	487
Photocopying	432	-	-	432	344
Room Hire & Clubs	2,136	-	-	2,136	1,198
Book Sales & Misc Sales	1,919	-	-	1,919	1,752
Sub total (Gross income for AR)	9,451	-	-	9,451	12,628
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9,451	-	-	9,451	12,628
A3 Payments					
Advertising/Promotion	57	-	-	57	219
Insurance/Maintenance	792	-	-	792	1,881
Cost of Sales	372	-	-	372	379
Stationery/Printing	403	-	-	403	271
Utilities	3,340	-	-	3,340	1,481
Software & Applications	214	340	-	554	661
Contracts	1,087	-	-	1,087	882
Refreshments	153	-	-	153	215
CO_OP Fund	-	-	-	-	93
LCC 3K Grant	-	-	-	-	342
General Misc	480	-	-	480	1,123
Sub total	6,898	340	-	7,238	7,547
A4 Asset and investment purchases, (see table)					
All Assets	-	-	-	-	2,606
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,898	340	-	7,238	10,153
Net of receipts/(payments)	2,553	- 340	-	2,213	2,475
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,169	1,189	-	25,358	22,883
Cash funds this year end	26,722	849	-	27,571	25,358

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

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

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

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

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

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

Signature	Print Name	Date of approval