

# **Annual Report Information**

## **Finham Library Action Group (FLAG)**

### **Reg. Charity No. 1178631**

#### **Introduction**

Welcome to the first annual report of FLAG, a registered charity constituted on 5th June 2018. The charity was formed to take over the running of Finham Community Library (FCL), a function previously performed by Coventry City Council (CCC) as part of its statutory duties. The library had been earmarked for closure, along with two other local libraries as part of a cost-cutting exercise.

Now working outside of the statutory framework relating to libraries, FCL has become the first completely independent library to become a CIO in Coventry and others are expected to follow over the next months and years.

Currently there is a partnership agreement with CCC governed by three documents, an initial one-year Lease, a Service Level Agreement (SLA) and a Gift Aid Agreement (GAA). The latter pertains to a one-off grant that will be paid to FLAG in order to improve the facilities at the library. A longer lease will be negotiated during the next months to take effect at the expiration of the current lease.

It is of note that FCL is the only community building open to all within the parish of Finham in Coventry but it also serves a much wider community as patrons from adjoining areas use the library. Currently there is publicity to encourage wider use from two villages that are close to the library.

#### **Services and Activities Offered**

The main focus of FLAG has been to maintain a book lending service to the local community. As part of this effort, a large number of books have been added to the stock, known as "FLAG books". There are almost 2000 books in this category with approximately 1500 being available for loan or booked out to individuals at any one time. All of the books have been donated by members of the public and are generally more recent publications than would otherwise be available for borrowing. CCC could not supply new books to refresh library stocks so this seemed a suitable solution to that particular issue. FLAG books are issued on a trust basis and the recording system is not linked in any way to the CCC system.

School holiday periods, in particular, sees a number of activities offered for children at a very reasonable cost, usually no more than £2.50 per child with a number of activities free of charge. These activities centre around various crafts and literacy improvement. These are aimed at school-aged children but there is regular provision for pre-school children with two occurrences of "Rhymetime", a weekly musical activity.

Other groups that meet regularly in the library are craft group, play-reading group, book club, knit and natter and a singing group specifically addressing the needs of South Asian people suffering from dementia. All of these meet free of charge. A well-being group used

the library for a time but needed more space to continue its activities, such was its popularity.

Other services available at the library include photocopying, printing and laminating services as well as a drop-in session for those needing assistance with using IT. We have 3 stand alone laptops available where people can practise if needed as well as the 5 static computers provided by and maintained by CCC.

There were seasonal activities, such as creation of seasonal crafts, a visit from Father Christmas and a talk and mini-exhibition regarding Diwali. There was a feature in the library commemorating the end of the First World War with a temporary website available. This had a particular focus regarding the role of Coventry and its people in WW1.

There have also been occasions over the past year where the Library has allowed other charities to fund-raise at no cost to themselves. This included selling calendars on behalf of the Scouts, allowing the premises to be used when the library was closed for an event by the Migraine Trust, holding a coffee morning for MacMillan Cancer Care and selling poppies on behalf of the British Legion.

## **Delivery of Services**

FLAG is overseen by five trustees, including a Chair. who make all major decisions and were responsible for negotiating the lease etc. They are also responsible for outside links to other bodies such as Finham Parish Council (FPC) and CCC.. The day to day running of the library and activities normally falls to the volunteers who are mainly local people often doing one or two shifts per week. There are currently about 40 volunteers who undertake shifts. The volunteers are mainly trained "on the job" with experienced volunteers but they will all complete compulsory GDP training hosted by CCC and receive information on Health and Safety, Safeguarding, Equalities etc. in line with FLAG policies.

## **Website and Publicity**

The Charity has a website where information about activities and opening times is found and there is an email address where anyone can make contact with the charity. The website is to be redesigned in the coming weeks.

One of the trustees will have overall responsibility for publicity for activities, social media and general awareness which was not the case during the first year of operation where a more ad hoc approach was taken. It has been recognised that a more structured approach may prove beneficial.

## **Fundraising**

Over the past twelve months there have been a number of different attempts at fundraising. This has included book sales of surplus stock, a quiz, regular activities and one-off activities at the local Finham Festival, sales of coffee and cakes, crafts and greetings cards as well as donations being made by individuals.

A detailed breakdown is attached.

## Consultation

The future of the library was part of a detailed questionnaire distributed to people in the local area by the parish council in Spring 2019.

The following is information sent by FPC.

“One of the questions on the questionnaire was whether residents wanted an extension to the library. We received 1,813 views that the library should be extended and of those 1,813, 1,212 made it a maximum rating of 5 and therefore considered the issue very desirable.

Out of interest, extending the library came in at number 11 of the most popular responses to questions. (I was very pleased and surprised at the high level of responses)

On the questionnaire we provided a section for comments to capture anything a respondent wanted to state which did not fit in with the way the questionnaire was structured. Suggestions with regard to the library were:-

- Extend the library
- Hold evening events
- Create a drop-in centre
- Make the library into a Community Centre
- Create a café/coffee shop
- Create a children's play area

Of these comments, by far the most popular was make the library into a Community Centre.”

The trustees  
S.Vickery  
J.Oakley  
S. McCarthy  
D.Bird  
S. Patel

Other groups

## Statement of Income & Expenditure 2018-2019.

### INCOME

#### FLAG Fundraising

Book Sales	£	1,112.50		
Cakes & Drinks	£	884.81		
Crafts	£	1,099.34		
Donations & Bequests	£	1,064.58		
Events	£	1,489.58		
Jars of Coins	£	549.13		
Parent & Child Holiday Activities	£	570.50		
Room Hire	£	574.00		
Others	£	84.10	£	7,428.54 95.9%

#### Library Services

Customer Services	£	95.31		
Self-Service M/c	£	20.00	£	115.31 1.5%

#### Grants and Awards

Grants	£	200.00		
Gift Aid	£	0.00	£	200.00 2.6%

<b>TOTAL INCOME</b>	<b>£</b>	<b>7,743.85</b>	<b>100.0%</b>
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### EXPENDITURE

#### FLAG Expenses

Incorporation Costs	£	510.94		
Running Costs	£	501.90		
Fundraising Expenses	£	864.67	£	1,877.51

#### Library Operating Costs

Coventry City Council	£	0.00		
Utilities & Services	£	0.00		
Others	£	0.00	£	0.00
			£	1,877.51 24.2%

<b><u>SURPLUS OF INCOME OVER EXPENDITURE</u></b>	<b>£</b>	<b>5,866.34</b>	<b>75.8%</b>
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		Bank		Cash in Hand	
<b>CLOSING BALANCES</b>	4/Jun/19	£	8,972.80	£	176.01
				£	9,148.81
<b>OPENING BALANCES</b>	5/Jun/18	£	(3,123.10)	£	(159.37)
				£	(3,282.47)
				£	5,866.34