



Financial Report for 2017 Annual General Meeting.

This is the inaugural Financial Report for Sapcote Community Library for the period up to 31 July 2017.

Incomes		
Donations by Sapcote Parish Council for 2015- 2016	£1000	
Donations by Sapcote Parish Council for 2016- 2017	£1000	
Donations by Sapcote Parish Council for 2017- 2018	£1000	
Pre-start up grant from Leicestershire County Council	£1000	
Implementation Grant from Leicestershire County Council	£2000	
Quarterly Contractual payment from Leicestershire County Council	£3,945	
Total Donations from Public Sector		£9,945
Lottery Grant for Summer Fayre	£3000	
Donations on behalf Joyce Simpson	£ 555	
Membership Fees from Friends of the Library	£ 280	
Other Donations	£1565	
Summer Fayre	£ 394	
Car Wash	£ 62	
Stamp Fayre	£ 35	
Total Other Donations		£5,891
Fees from Library Services	£ 556	
Marketing activities	£ 1054	
		£1,610
Gross Profit		£17,446



Less Expenditure		
Professional Fees	£1,270	
Expenses	£ 899	
Website	£ 384	
Pre-Start up Costs		£2,553
Consolidated Insurance	£ 646	
Utilities		
Electricity	£ 589	
Heating Oil	£ 794	
Water	£ 376	
Stationery	£ 179	
Expenses	£ 621	
Operating Costs		£3,205
Marketing material	£ 54	
Summer Fayre	£ 710	
Event Costs		£ 764
Furniture		£1,660
Total Expenditure		£8,182
Nett Profit:		£9,264



Balance Sheet		
Current Assets:		
Bank Account	£9,264	
Petty Cash	£ 58	
Furniture	£427	
Furniture	£1,660	
Less Accumulated depreciation	£ 417	
Total Assets:		£10,992



Sapcote Community Library

Registered Charity Number: 1167496

Church Street, Sapcote, Leicestershire, LE9 4FG

Tel: 0116 3053674

www.sapcotecommunitylibrary.org.uk

24 September 2017

Chair Report

Ladies and gentlemen,

It is a privilege to deliver this first Chair report to the Membership since the decision was taken in November 2015 to take on the running of the library, which we launched formally as a Community Library in July 2016.

Our journey started in April 2014, when the County Council announced that the Library service had to save up to £800,000 a year. The fate of our branch became part of a County consultation programme that ran until November 2014, which concluded that the County would retain funding and responsibility for only sixteen libraries located in major market town and shopping centres.

The remaining branches were offered to communities under a new model. If sufficient volunteers agreed to run the library and maintain the existing services, the County would hand the building over on a ten year lease, and provide a tapering grant toward the costs for the first five years. If the Community did not want that commitment, the branch would be closed and replaced by a periodic Mobile service, which could not offer the same range of services as provided currently.

Sapcote Parish Council believed that enough volunteers would come forward to take over our operation and keep the building open, so they submitted an interim Plan which was accepted, allowing discussions to enter the second stage.

A series of Public Meetings was organised, culminating in the final meeting in November 2015 where a group of volunteers agreed to form a Charitable Incorporated Organisations to be known as Sapcote Community Library, and serve as the initial Trustees under my Chairmanship.

We gave ourselves two Objectives. Firstly, the Charity would advance the education of the public in Sapcote and the surrounding area, by operating and managing a lending library for thirteen hours each week across five days. Secondly, the Charity would promote the use of the library for recreation and other leisure time occupation for the benefit of individual residents of Sapcote and the surrounding area.

The subsequent six month negotiating process with the County was hard but fair, and the Trustees wish to pay tribute to the past and present Management and Officers of the Library service who worked with us, facilitating a smooth implementation process and transition. We would also like to acknowledge the support provided at that initial stage by Voluntary Action Leicestershire, funded by the County, and the support and advice from the other Community Managed libraries across the County who were further down the path than ourselves.

Final agreement was dependent on obtaining Charitable Status, for which the volunteer team created and submitted a full Business Plan supported by a detailed five year financial projection to the Charity Commission. Having reviewed our proposals, we were awarded Charitable Incorporated Organisation (CIO) status on 6 June 2016 as Sapcote Community Library.

That pre-implementation process was made considerably smoother thanks in large part to the generosity of the Parish Council, who voted lump sum payments for both financial years. Coupled with the pre-launch and implementation grants made by the County, the Trustees were able to fund all the necessary professional services, and launch a rebranding

programme.

New signage was installed outside the building, a Website was created, a Facebook page started, and the children at All Saints and Sharnford Primary Schools held a competition to design a new logo for the Library, whose winning design now heads every page of our website.

Negotiations with the County officers were completed in June 2016, and on 26 July 2016 the library opened with what I am sure we all remember was an excellent Launch event under bright sunshine.

Having taken over the operation, the Trustees formed themselves into a Management Committee that has met every month to review and plan activities, with the first success being the recruitment, training and co-ordination of some twenty volunteers under Volunteer Co-Ordinator Lorraine Jackson.

Committed to operate for thirteen hours a week, we can take great pride that the unstinting support of the volunteers manning the desk has ensured Sapcote Community Library met its first target by remaining open for every contracted shift throughout the year.

The publicity initiatives organised by the Committee have also born fruit. The number of people joining the library since we took over is more than double the number who joined in the previous year under the County, and is the highest level of increase across all thirty plus libraries now under Community ownership.

The highlight of the Library service year is the annual Summer Reading Challenge, but the 2016 programme based around Roald Dahl had been launched before we took over. We are therefore extremely grateful that Mrs. Allsopp and the staff at All Saints Church of England Primary School brought every class to the library at the end of the event in September, where local author Pam Newton handed out the certificates and medals to those who either took part in or actually completed the programme.

Building on that link, we devised and ran a variety of "themed" workshops in every school holiday over the year, with activities based on literary subjects as diverse as Charlie and the Chocolate Factory to Going on a Lion Hunt, all of which have proved highly successful and enjoyable. It has also been a delight to see both Stepping Stones and Smiles pre-school playgroups bringing their charges regularly to the library once again.

As well as revenue from core streams including reservations, late return fines, and photocopying, we have introduced a spectrum of new activities and income streams, because there is constant pressure to assure the long-term financial viability of the building by bridging the shortfall left by the tapering grant, such as the Friends scheme, to which everyone here tonight has contributed.

The branch now sells books donated by villagers, greetings cards, crochet items, branded mugs, bookmarks, clothing, eggs, vegetables and plants. Many of you have seen that Sapcote Community Library was chosen in May to be one of the three charities in the "Carrier Bag proceeds Token Boxes" in the Heart of England Co-operative stores in Barwell, Sapcote and Stoney Stanton. The more tokens the Library gets, the bigger the share of the money we receive, so I would urge everyone to follow the Co-Op slogan and ask for the discs "Little and often" when you shop there!

In support of our second Objective we introduced coffee and friendship sessions each Monday morning, providing visitors with a warm, dry, bright and free environment to meet, gossip and browse at a time the building had been closed previously.

We also convinced local MP Alberto Costa and County Councillor Ernie White to hold their first surgeries in the village in the library, initiatives that we believe will continue under the next Trustees.

The major success of our wider community role was, of course, the Summer Fayre in June. Having secured a three thousand pound grant from the Lottery Fund on condition that we organised something including other local bodies, nineteen organisations came together to create an amazing day that attracted hundreds of visitors, raising both awareness and revenue for the sterling work carried out by the different groups. Blessed again with perfect weather, many of us remember vividly the Star Wars photo-opportunities provided by the local police officers and the Brass Band on the green. An experience we are determined to

build on in the next year.

Unfortunately, however, the year was also tinged with sadness. Many people here will remember Joy Simpson. A stalwart lover of literature and an enthusiastic believer in the role of libraries, we are proud to have placed a plaque in the children's' area honouring her memory, and to thank her family and friends for the significant contribution donated in her name.

We also mourn the untimely loss of Tony Jenkins, who joined the Management Committee as our first Safeguarding Officer before being taken shortly afterwards by cancer.

Various improvements to the facilities were identified, but have not been achieved in this first year. We wanted to install gas and wall mounted radiators, replacing the extremely noisy oil-fired hot air fan system that has proved an obstacle when trying to persuade several potential groups to use the building. The County has now agreed to meet fifty percent of the costs, leaving the new Trustees to focus on securing the balance through grants and other funding programmes.

The existing toilet in the workroom needs to be rebuilt as Disability-compliant and including a baby changing facility. It will be a significant benefit to the community, but that will be a second improvement for the new Trustees to pursue.

An energy assessment undertaken by the Council before we took over highlighted the benefits and savings that could be achieved by replacing the windows with double-glazed units, having the loft about the main room insulated, and replacing the existing florescent lighting with new TD systems. We have submitted grant applications for these, and await the outcomes.

Finally, I would ask you will join me in paying tribute to the time and energy each of the initial Trustees donated to the project since its inception. As this is our first Annual General Meeting, our Constitution requires that every Trustee stands down, seeking re-election if they wish to continue.

On behalf of those Trustees, including myself, who are not seeking that second term, may I say it has been an honour and a memorable experience to bring the library to where it is today, and we wish everyone associated with the next stage of the journey every success in their endeavours over the coming year.

R. D. Allen-Turl
Chair
Sapcote Community Library