



Sapcote Community Library

Registered Charity Number: 1167496

Church Street, Sapcote, Leicestershire, LE9 4FG

Tel: 0116 3053674

www.sapcotecommunitylibrary.org.uk

ANNUAL CHAIRWOMAN'S REPORT TO 31 JULY 2018

Ladies & Gentlemen

I am very pleased to welcome you all to our 2nd AGM meeting this evening and to see so many of you here.

Compiling this report has demonstrated to me how far we have progressed this year and how we have built on the foundations of our first year.

We started this 2nd year with a few changes in our Committee, myself stepping up as Chair, Ann Taylor and Dianne Noble joining the committee and of course Vic Howell rejoining us. Of course not forgetting Teresa, Susan, Len and Mike who remained on the committee.

Our first year gave us a good foundation but in our 2nd year, we knew that at the heart of everything we do-we needed to start raising funds to ensure that we are able to sustain the library service and the building. I am delighted that we have been very fortunate this year with grant applications and fundraising. So I thought it would be useful to share with you exactly what funds have been secured this year.

Successful Grant Applications

- October 2017 Blaby Community Grant of £3000
- December 2017 LCC community Climate Change grant for £2462
- LCC Contingency Fund of £10,040
- Lottery Grant of £5212
- We have been lucky enough that the Parish Council that given us a grant of £1000 again this year in addition to providing ground maintenance costs of £1370. I would like to acknowledge and thank the Parish Council for their continued support.

Fund Raising

- **Co-Op Green Token Scheme** – you may all remember that we were one of the three charities at the beginning of the year – in the Co-Op scheme – all our volunteers and supporters took the opportunity to ensure that we grabbed tokens to pop into the SCL box in both the Sapcote & Stoney Stanton Co-Ops and we were lucky enough to get the most tokens and therefore successful in securing a cheque for £4000.

- **Blaby Lottery** This year we joined the Blaby Lottery and we now have a regular 25 tickets sold every month where a % of the money comes directly to the library, we are receiving an average £50 per month as a source of income and already have had 12 winners
- We have continued to be lucky enough that the local Allotment gardeners have kindly donated surplus vegetables and plants for us to sell and we have to date raised £188
- We have also taken on the cleaning ourselves this year and this has saved over £3000.
- We continue to sell donated books and this year have raised £431
- Finally as many of you will know, we have just been awarded a grant from Garfield Weston of £44,000 which will enable us to make significant improvements to the building with the plan to provide a disabled compliant toilet and refurbishment of the whole kitchen area. Watch this space on that one.

All in all I think you will agree we have been very successful in this area and Susan will confirm later what the current financial status is. With the grants and fundraising I would like to especially recognise and thank Vic Howell who as our fundraiser has worked tirelessly putting in a phenomenal amount of hours to secure all of these monies.

The building

As many of you will know before we took over the Community Library, the building had had almost no work or investment since it was built in 1970's and so many of the facilities required upgrading. You have heard about the successful funding applications and this has enabled us to greatly improve the fabric of the building and to bring the building up to date and provide an attractive and modern facility.

These improvements include replacing single glazed windows with new double glazed windows, new window blinds, loft insulation and new LED lighting in the library. We have managed to replace the oil fire heating system and the noisy boiler (which you will all remember) with new gas heating which even included having gas installed in the library.

I hope you will agree the library is now a much more welcoming and warm building because of these changes.

Events this year

We have continued with events started in our first year including Monday Coffee Morning and Children's Story Time.

I am pleased to say that at every school holiday period we have provided activities for the local children, we always aim to have a theme relating to a book and we are really learning what works well and where we need to make changes.

In addition, we are always looking for new activities to offer to bring customers into the library, and this year we have introduced:

- Knitting Group which started in the last couple of months and now has a regular group of ladies attending.
- Quarterly lunchtime talks with a variety of authors and speakers on a number of subjects all of which have been well attended. I think maybe the delicious scones and coffee added to the enjoyment of these raising £505. This is something we are already planning to continue for next year.

Summer Reading Challenge – this year we actually doubled the number of children taking part compared with last year. This was favourable compared with other libraries who saw a fall in the number of children taking part.

Summer Fayre

We held our 2nd Summer Fayre organised with other village groups and I am pleased to say that the event was again a great success and enjoyed by all and the library raised £680.

Garden

Work has continued on the library garden, we now have established perennials that will grow and flourish every year as well as constantly changing the bedding plants to give us colour. We continually receive excellent comments about how lovely our garden is looking.

We also managed to tidy up the side garden by clearing and resurfacing the garden with a stoned area which now gives us a different texture and look. I am personally proud to say this was completed as part of a teambuilding initiative with my own HR Team who thoroughly enjoyed their day away from the office but helping the local community. Although it was a sweltering hot day and hard work we completed it in just one day and had a lot of fun.

I would like to acknowledge and thank Ann Taylor for all she does with the garden, which she does in addition to looking after the book sales and now also running the knitting group.

Marketing & Publicity

We have been lucky enough that Mike Lee has taken on our publicity this year. He ensures that we are regularly promoting what we are doing in all the local publications.

Best Community Library Award

We are extremely proud to have been awarded Runner Up in the Rural Communities Awards and whilst disappointed that we didn't win, all our volunteers can be very proud of what we have achieved.

Policies and Procedures

All policies and procedures have been reviewed and updated accordingly including data protection and safeguarding children and vulnerable adults.

Recognition of some of our volunteers

This year we have seen 6 children volunteering at the library as part of the Duke of Edinburgh scheme, and I have really seen the difference volunteering makes – the DoE youngsters leave us with more confidence.

I know that I didn't know most of the volunteers until I joined this team and I know that that we all take a pride in our library. You all take a great personal-pride and enjoyment in what we are achieving and I am proud to be part of this team.

I especially want to recognise three of our volunteers who I remember recruiting right at the beginning – David Allinson, Keith Smith and Jean Kirkland - all of them volunteer here at the library usually on two shifts every week of the year and have done so for the last two years. They have contributed 100's of hours each over the last two years.

I want to take some time to acknowledge all our volunteers who help in so many ways – I am so appreciative of what you do. The social impact is very evident here in the sense of belonging and purpose that all of you take with the running of the library.

So finally, for all of you whether you are volunteers or Friends of the Library we are very grateful for your support, comments and suggestions that help us to run the library service and encourage us to continually keep reviewing and adding new activities and events.

Lorraine Jackson
Chairwoman
November 2018


CHAIRWOMAN



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Financial Report for 2018 Annual General Meeting

This is the Financial Report for Sapcote Community Library for the period up to 31st July 2018.

INCOME

Leicester County Council Quarterly Contract Grant	3,274.00
Leicester County Council Capital Grant	4,722.80
Leicester County Council Contingency Grant	10,040.00
Leicester County Council Community Climate Grant	2,462.20
Blaby Council Community Grant	3,000.00
Sapcote Parish Council Ground Maintenance	1,370.00
Donation by Sapcote Parish Council	1,000.00
<u>TOTAL GRANTS FROM PUBLIC SECTOR</u>	25,869.00

Lottery Grant for Summer Fayre	5,212.00
Donations on behalf of I Jackson	220.00
Membership Fees from Friends of the Library	115.00
Other Donations Co-Op Green Disks	4,000.00
Donations Friends & Members	180.88
Blaby Lottery	202.00
Summer Fayre	680.59

Photo Copier	62.00
Talks	60.00
Book Sales	42.90
Sales Invoices	165.50
Reservations	136.70
Fines	91.99
Refreshments	305.55
Photo Copier	218.65
Book Sales	388.25
Card Sales	5.60
Toys	141.21
Eggs/Veg	111.32
Misc Sales	161.90
Bookings	57.10
Donations	198.13
Talks	348.00
Audio	30.10
Membership	30.00
Equip Hire	40.00
Wine	8.00
Gross Profit	39,082.37



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Expenditure

Operating Costs

Web Site	490.80
Insurance	587.99
Electricity	627.82
Gas	75.69
Heating oil	298.99
Water	369.78
Cleaning	220.51
Ground Maintenance	1,370.00
Security & Fire	530.80
Rates	582.44
Expenses	5,682.36

Note to Expenses

Fixtures & Fittings	1,350.26
Lottery	2,662.05
Refreshments	326.91
Garden	709.51
Children Activities	125.86
Stationery/Misc items	507.77

Expenses Daily Takings	354.41
Sundry Items including Refreshments	
Grants	22,095.83
Daily Takings to be Banked	165.07
<u>TOTAL Expenditure</u>	33,452.49



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SUMMARY

GROSS PROFIT £39,082.37

EXPENSES £33,452.49


NET PROFIT £ 5,629.88


BANK BALANCE AS AT 31.07.17 £ 9,264.83

BANK BALANCE AS AT 31.07.18 £14,894.71

Dated September 2018 Signed L Jackson

S Jenkins


CHAIRWOMAN


TREASURER

Independent Examination of the accounts for 2017/2018
of the Sapcote Community Library

Requirements

The independent examination of these accounts has been made with regard to the Charity Commissioners guidance, "Independent examination of the Charity Accounts, (CC32)". The Trustees have chosen to have the accounts examined by me and it is under this provision the examination covers all prescribed checks.

Type of Accounts

These accounts are prepared on an income and expenditure basis as this shows the actual activity for the year in monetary terms. As is normal this produces all items at current value. Notes are kept regarding Fixtures & Fittings.

Examination of the accounts for year to 31st July 2018

I have examined the accounting records of the Charity for the year ending 31st July 2018 and compared these of the accounts produced. This does not constitute a full statutory audit. In connection with my examination no matter has come to my attention which gives me reasonable cause to believe that in any material respect the following requirements have not been met -

1. To keep proper accounting records
2. To prepare accounts that accord with the accounting records kept

There are no areas of concern to report

NAME Susan Warren *S. Warren*

TITLE *MES*

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