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Registered Charity Number 1162461

ANNUAL REPORT

**A report for the Trustees, Leicestershire County Council, Charities Commission and
Supporters of KCL**

1st April 2018 - 31st March 2019

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

Section 1: Overview & Key Figures

Our third full year saw further developments to the library with the continued upgrading of the IT system, including new iPads and the start to the replacement of the heating system. The library maintains its calm and inviting feel and is an amazing community space with a range of events that villagers can enjoy. Financially we are very secure with savings that will cover running costs for well over two years. We have a healthy number of volunteers who are always very supportive and we have recruited another Trustee passionate about keeping the library and the services it provides. The library also has a beautiful blue bench in the garden at the front which was purchased with a donation from the Priestley family.

Section 2: Highlights

This has been a busy third full year under the leadership of the Trustees of Kegworth Community Library with help, support and guidance from Leicestershire County Council (LCC). The library is managed by the Trustees of KCL, fully supported by a willing band of Volunteers. We continue to meet and exceed the demands of the Charities Commission including ensuring KCL is carrying out its purpose for the public benefit and act in our charity's best interests (for example, decisions are made by the Trustees and only by the Trustees at regular twice monthly meetings).

There have been continuing changes to keep our members interested in attending the library and participating in the many activities and events. The highlight of the year was the installation of the new iPads in June and although usage has been low we continue to review and encourage library users to have a go. Excellent support is provided by two volunteers who update and monitor our increasingly complex IT system. KCL would also like to thank the Parish Council and two villagers who assisted in the purchase and covered the costs of installation of the garden bench.

Following the retirement of the Volunteer Coordinator in the summer, her duties were split between two Trustees they use Three Rings volunteer management system to ensure that all library shifts are fully staffed and increasingly to communicate with volunteers. When the library is open it is two volunteers working together with one designated as the 'lead' with additional responsibility. There has also been the opportunity for volunteers to be promoted, feedback to the Trustees on issues and engage in further training provided by LCC on a regular basis.

The hours have been maintained at 14 hours per week since a change in May 2016 following a members consultation and open four afternoons a week, with a late opening on Friday and a Saturday morning session. The Trustees continue to work successfully in partnership with Kegworth Primary School (next door) led by a Trustee and a volunteer, and have regular 'Class Visits' to the library, this despite the school now having its own purpose built library. These visits have taken place at least once a term, six classes in total and are a real highlight to the working day. Knit 'n' Natter overseen by another Trustee happens each Tuesday afternoon. EmbarrasSing, the library singing group, has also continued on a Wednesday evening. In addition, on alternate Wednesday afternoons, Bingo takes place in the library also run by volunteers. Our healthy financial situation is largely due to the beautiful book shop (where we sell second-hand donated books), EmbarrasSing and Bingo. Information about all that is going on in the library is promoted through local media, on posters and our own display board by our Secretary and a volunteer. Internal displays are regularly altered and look immaculate. The website and Facebook page have undergone an upgrade and this has improved the number of hits and likes. The general feel of the library and accessibility to books is in large part due to our team of volunteers who audits on a regular basis.

Section 3a: Library Performance, LCC Data

Comparative figures for Annual Library Book Loans for this financial year and previous years are given below. The number of new members is given in brackets. These figures have been supplied by LCC.

Financial Year End	March 2019	March 2018	March 2017
April	388 (10)	507 (3)	699 (7)
May	484 (7)	559 (13)	554 (16)
June	503 (10)	636 (13)	506 (7)
July	559 (10)	658 (8)	687 (18)
August	744 (8)	732 (13)	756 (21)
September	523 (13)	672 (14)	713 (28)
October	529 (16)	621 (21)	672 (24)
November	586 (24)	680 (19)	671 (12)
December	294 (1)	336 (5)	335 (5)
January	576 (12)	562 (13)	611 (16)
February	469 (7)	408 (9)	603 (13)
March	542 (8)	550 (12)	694 (22)

3/12 months this year exceeded last for issues. This was the same for new members although different months. The numbers show a continued downward trend with August being the best performing month for issues, possibly due to the Summer Reading Challenge. November saw a spike in new members which can be accounted for by Kegworth Primary School visits.

Section 3b: Library Performance, KCL Data

The following gives the number of monthly visitors. These are KCL's own figures and from this year include out of hours use (except for local and national polling days). We use a 'clicker' to find the total number of visitors during normal opening hours. The figures are steady from month-to-month but show a decline from year-to-year. November showed a large increase due to class visits and the focus on LCC's digital Platform Training.

Financial Year End	March 2019	March 2018	March 2017
April	470	503	514
May	467	339	367
June	428	418	355
July	463	455	398
August	518	487	532
September	522	492	666
October	551	545	567
November	717	559	548
December	299	355	279
January	459	444	461
February	430	456	672
March	477	513	666

Section 4: Other Activities

These are becoming an increasingly important part of our value to the community.

NM* = Not measurable

Event	Approximate Attendance	Lead Volunteer
Annual Review & Lottery Draws	2 X 25	Trustees
Art Exhibitions	NM*	Sue
Bingo	25 X 20	Chris
Book Shop	NM*	Elain
EmbarrasSing	25 X 18	Chris
External Book and Knitting Stall	NM*	Sheila/Hilary
Knit & Natter	5 X 50	Sheila
MacMillan Coffee Morning	120	Chris
School Visits	26 X 25	Hilary
Other (Eg Police Clinic, Valuations)	NM*	Sheila

Section 5: Compliments & Complaints

Compliments have been passed on through Facebook and the website, such as “a lovely, locally run community library”. One written complaint was received and discussed by the Trustees, no further action was possible.

Section 6: Financial Performance

See attached the Charities Commission CC17a document.

Section 6a: Plans for 2019/20

We wish to maintain our current level of service and in addition carry out the following:

1. Recruit a sixth Trustee.
2. Work with LCC to install a new heating system.
3. Upgrade the kitchen/toilet area, including new flooring.
4. Repaint the interior of the library.
5. Offer more opportunities for villagers to participate in events including Ancestry and Coding.
6. Review the Budget Plans.
7. Begin updating the 'Blue Folder of Daily Operating Procedures'.
8. Put at least fortnightly updates on 3rings.

Section 6b: Income Generation

1. The library will continue to be hired out to local groups and offer facilities under our umbrella.
2. The library will continue to be a collection point for villagers to donate their read and loved books and sell them.
3. We will continue to hold new events in the library.
4. The library will continue to play host to Art Exhibitions by local artists.
5. The 'Friends of KCL' will continue to have a presence at external events, to generate income and promote the library.
6. The library will continue with sales of sticker books, cards, stamps and envelopes.
7. The Trustees will pursue external grants where appropriate and make plans to ensure S106 money is suitably used.

Section 6c: Review of 2018/19 Plans

1. Change our constitution so the library can be run with 4 Trustees (July 2018).
This was not needed as we were able to recruit a new and experienced Trustee.
2. Installation of the new iPads and run IT help and support.
This was completed in June with LCC running support sessions in Autumn 2018.
3. Feasibility of upgrading facilities.
LCC have agreed to replace the heating system in Summer 2019. Other upgrades will follow.
4. Installation of new signage.
This was completed in the summer.
5. Review of Policies, Business Plan, and Budget.
Policies have been completed but the BP and Budget have not been updated.

Section 7: Building, Book Stock & Hardware

KCL's and LCC's efforts in the two previous years have ensured that the building is looking smart and functions well as a library. It has already been mentioned about the installation of a beautiful no-upkeep bench and this has given a focus for the small garden at the front. There have been problems with the new LED lighting tubes and approximately 10 have now been replaced free of charge and changed by two volunteers. The major issue is the heating system not operating effectively and sometimes not at all in the winter months but this is scheduled for replacement by LCC who will also deal with securing/removing the asbestos in the heating room. We have a regular review of the bookstock which is carried out very efficiently by a volunteer and her team. LCC guidelines are followed meticulously and improved upon wherever possible. All books on our shelves are easy to peruse and they are displayed invitingly.

KCL's own hardware is upgraded in a planned programme and the iPads were purchased, installed and presented to volunteers at the annual review. Donated books and knitwear has also given us an income stream at village events. These are always great fun and a chance to catch-up with other groups.

Section 8: Risk Management

A review of risk is carried out monthly by a designated Trustee. There are currently no issues that need immediate attention but we are aware that we must maintain our vigilance.

As occupiers / managers of the library, we are aware of our responsibilities for the safety of people in the library under fire safety legislation. (RRO 2005). Regular checks are carried out by qualified personnel.

We have reviewed our Data Protection Policy with respect to the new GPDR Legislation and have updated our processes and procedures.

Section 9: Support

ICT

Our two front desk computers have worked throughout the year. One issue with cabling was resolved quickly by LCC Engineers.

Training

We are visited regularly by LCC Trainers who get involved with the day-to-day running of the library when here. This is greatly appreciated by all volunteers, including Trustees.

Communication

When we are able we attend meetings of the Community Library group however the most effective communication is via email with Anne King and her team. In addition any issues that arise during a shift are always dealt with professionally and promptly by the Loughborough hub.

Financial Support

KCL has received two small donations from the Parish Council, one to install the blue bench and the other as a 'thank you' for helping with the Kegworth Air Crash Commemoration Event in January. We applied for and were successful in obtaining funding from the Co-op's Community Fund and this has ensured we have an excellent IT system which is fast and functional. Finally LCC's continue to fund the day-to-day working of the library through a quarterly grant.

Section 10: Volunteers

During this financial year 33 volunteers had roles at the library, all equally important. 27 of these accessed the 3rings website to sign on for shifts or check on notices. In March a meeting was held to gather feedback on how we could improve and from this the Trustees came up with four improvements that we thought we could implement:

- Fortnightly note from Trustees to volunteers on 3rings.
- Set up email round robin.
- Begin folder of Daily Operating Procedures.
- Note on 3rings asking volunteers to email HT with any training needs and contact details in case of emergency/illness.

Volunteers like the new noticeboard and the information that was being disseminated.

Section 11: Property Maintenance/Compliance

New signage was added to the exterior of the building and this has completed the 'branding' of the building. The signage was paid for from S106 money held by LCC for KCL.

Fire Alarm Testing

A monthly test of all 4 alarm points is carried out by a Trustee and recorded in a log. Practice fire alarm drills have been carried out successfully and with all procedures followed.

The whole system is tested quarterly by an approved LCC contractor. KCL have negotiated again with Chubb for the period 1st April 2019 – 31st March 2020.

Water Quality Test /Legionella Survey

Water temperature tests are done monthly and results are recorded in the Water Management Log book.

Training in how to carry out these tests has been given by Houseman (LCC Contractor) in July 2016. KCL carried out an internal risk review in October 2017 and the risk was judged as negligible.

Fire Extinguisher testing

These are currently serviced annually by Chubb and appliances dated accordingly.

The last check was carried out in July 2018 so is due shortly, and Chubb are under contract for the period 2019/20.

Electrical Equipment Testing

This is carried out visually monthly as part of the Risk Assessment.

All electrical equipment on site (apart from that supplied by LCC) is less than four years old.

It was the intention of the Trustees that all electrical equipment will be PAT tested and labelled during the summer of 2018.

However current understanding is that providing we do visual checks regularly this is not necessary.

Emergency Lighting

These tests are carried out quarterly by Chubb.

Automatic Door Servicing

Equipment is serviced annually by KDF, and was last carried out in December 2018. KCL are aware that the motor to the external door mechanism is worn and have arranged with LCC for a replacement.

Section 11: Property Maintenance/Compliance

Additional Tests

Electrical Inspections and Asbestos Surveys are conducted every five years in accordance with LCC advice. The Asbestos Survey and Annual Inspection was carried out in July 2018. KCL is grateful and wish to mention CAC Monitoring, who carried out the survey free of charge to support the Community Library. A resurvey is scheduled to take place in July 2019. The Electrical Fixed Installation Testing was last carried out in November 2016 by an approved LCC contractor. The next testing will be due in November 2021.

KCL have a schedule of when all work needs to be undertaken and for us to be compliant with all Health and Safety law. KCL have not continued with the cleaning contract and have a volunteer who vacuums the library twice a week. KCL have a 'Clean the Library' checklist and schedule.

LCC will continue to provide Grounds Maintenance FOC under the terms of our lease.

KCL have negotiated with NWLDC for the removal of waste.

KCL have bought back from LCC the following Soft FM: window cleaning (inside and out) twice yearly, supply and maintain sanitary disposal bins.

Section 12: Trustees

Have you considered what it takes to run an organisation like ours?

Without the dedication, resilience, perseverance and hard work of the Trustees the library could not open. Recently I have asked that anybody that comes into the library on library business signs up in the log - this has revealed that in addition to doing shifts in the library key holders are coming in to do the unseen jobs (sorting the books, sorting the posters, updating IT, maintenance, etc, etc). My wholehearted thanks go to them and all volunteers.

Section 13: Declaration

Attachments: C117a

Signed: The Trustees of KCL

N Mullins, S Daghly, H Tansley, S Grant, E Holness

June 2019



Receipts and payments accounts

For the period from	Period start date	To	Period end date
	4/1/18		3/31/19

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts				
Kegworth Parish Council	- 0	-	-	-
LCC Grant	4,632	-	-	4,632
LCC 5K/3K/S106	- 0	913	-	913
KCL Lottery (incl HMRC)	468	-	-	468
Donations	301	335	-	636
Co-op Community Fund	528	2,606	-	3,134
Library Charges	487	-	-	487
Photocopying/Printing	344	-	-	344
Room Hire	270			270
Sale of Books	979			979
Embarrassing/Bingo	928			928
Misc Sales	773			773
Sub total (Gross income for AR)	8,774	3,854	-	12,628
A2 Asset and investment sales, (see table).				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
Sub total	- 0	- 0	- 0	-
Total receipts	8,774	3,854	- 0	12,628
A3 Payments				
Advertising/Promotion	219	-	-	219
Maintenance, Repairs, Cleaning	1,276			1,276
Insurance	605	-	-	605
Cost of Sales	379	-	-	379
Stationery/Printing	271	-	-	271
Utilities (Gas, Electricity, Water, Telephone)	1,481	-	-	1,481
Subscriptions (Xero, 3R)	389	-	-	389
Contracts (Fire, Alarm)	882	-	-	882
Staff/Volunteers Event Refreshments	215	-	-	215
IT Software	272			272
General Misc	491	632		1,123
LCC 3K Grant/S106		342		342
Coop Fund	93			93
Sub total	6,573	974	-	7,547
A4 Asset and investment purchases, (see table)				
Computers (4 X HP)	- 0	2,606	- 0	2,606
	- 0		- 0	-
Sub total	- 0	2,606	- 0	2,606
Total payments	6,573	3,580	- 0	10,153
Net of receipts/(payments)	2,201	274	-	2,475
A5 Transfers between funds	- 0	-	-	-

A6 Cash funds last year end	21,968	915	-	22,883
Cash funds this year end	24,169	1,189	-	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 £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-
	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-

			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	
	N J Mullins	N J Mullins	

CC16a



Last year

to the nearest £

2,000
5,624
6,553
1,279
425
3,480
447
265
914
1,050
-
3,395
25,432

- 0
- 0

25,432

211
541
595
617
518
2,222
393
652
269
548
3,103
9,669

5,083
-
-
5,083

14,752

10,680
-

12,203
22,883
Endowment funds
to nearest £
-
-
-
-
OK
Endowment funds
to nearest £
-
-
-
-
-
-
Current value (optional)
-
-
-
-
-
Current value (optional)
-
-
-
-
-
-
-
-
-
When due (optional)

Date of approval
26 Jun 2018