Hathern Community Managed Library

Annual Report

Date of transfer to community management: January 2016

Period being reviewed: April 2023 – March 2024

Date and time of annual review meeting: Monday 13th May 2024 6.30pm

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Principal Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

2023/2024 saw an increase in the number of joiners and active borrowers for the library, which is very encouraging as it shows the library remains viable and an important part of the community.

In terms of the library's accounts, they remain stable and steady, and so fundraising has been secondary to hosting events that raise awareness and promote good will. We hosted the annual HCL Birthday Party, and although not as well attended as the previous year, raised £150 that was donated to The Falcon Centre. We also collected a large quantity of food donations that went to Shepshed Food Bank.

We have not only managed to retain enough volunteers to run the library, but due to a recruitment campaign, have also managed to recruit more volunteers than we have lost through natural attrition and, unfortunately, ill health.

The library is supported by a strong Events Team, that host some wonderful and varied events in the library, and also across the wider community.

We had 31 children participate in the Summer Reading Challenge which ended with a medal ceremony held at the library. The annual sign-up for the Challenge was exactly the same as the previous year, but unlike the previous year, all of the children completed it.

Our regular, scheduled community managed library events and activities, 'Craft and Chat', 'Art Group', 'All Join In' and the 'Reading Group' that operate outside of library hours are as popular as ever and have very good attendance for the small space.

2.0 Library Performance

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	Previous Year	***Review Year***	**Difference**
Issues	6290	5746	-9%
New Joiners	95	119	+25%
Active Borrowers	249	261	+5%
Annual Visitors	2784		

2.2 Analysis of performance

2023/2024 saw an increase in the number of joiners and active borrowers for the library, which could be attributed to the promotion of the library and the number of events that are being run at the library, social media promotion and attendance at all of the community events. However, surprisingly, it shows a decrease in the number of issues.

The figures are encouraging and demonstrate that the library is steadily growing and reassuringly shows a steady trend of regular library use.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

Activity	**Frequency**	**Average attendance per session**	**Average attendance per year**
Craft and Chat	Weekly	10	500
Art Group	Weekly	5	250
All Join In	Fortnightly	20	500
Reading Group	Monthly	10	120
School visit	Monthly	20	200

Activity	Frequency	Average attendance per session	Average attendance per year
Total Attendance		**65**	**1,570**

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Chinese Lunar New Year Event	22.01.23	18
Seed Swap	25.02.23	Not available
Long Whatton Brownie Visit	26.04.23	20
Talk – The joys and sorrows of litter picking in Hathern	22.06.23	17
Mini sports challenge	20.08.23	8
Medal ceremony for Summer Reading Challenge	17.09.23	20
National Doodle Day	11.09.23	11
Talk – A Glimpse into the Past	11.10.23	19
Talk – Health Heart	10.01.24	6
National Darwin Day	11-02.24	14
HCL Birthday Party	03-03-24	25
Total Attendance		**158**

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Coronation Street Party - Photo booth - Crown making activity	07.05.23	Very popular with adults and children (80 crowns were made)
Big Week book sale, craft and tea event	01.06.23	Unknown (part of wider event)
Nature Trail and related craft	02.06.23	20 children took part in trail 20 children crafts
Scarecrow festival	7.10.23	Unknown (part of wider event)
HVA bonfire stall	04.11.23	Unknown (part of wider event)
Christmas tree festival	8.12.23	Unknown (part of wider event)
Total Attendance		Unknown (part of wider event)

4.0 Summer Reading Challenge (SRC)

The theme for the Summer Reading Challenge in 2023 was Ready, Set, Read! Nationally, 685,821 children participated with 7,680 children in Leicestershire taking part in their local library.

	Starters	Finishers	% Finishers	Trend
Review Year	31	31	100%	
Previous Year	31	27	84%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
37	6	3

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments
Excellent talk by Peter Yorkstone this evening
Absolutely brilliant for such a small library. SO easy to order books and such friendly staff. Thank you

6.2

Library User and Volunteer Complaints

7.0 <u>Financial Viability and Sustainability</u>

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

7.2 Funding position including summary of grant applications and outcomes

7.3 Capital investment plans where applicable

7.4 5 year financial projection

8.0 <u>Progress Update on Current Plans and</u> <u>Future Plans for Development</u>

Outline of future development plans including services to be provided and income generation.

Plan	Action Required	Progress	Risks
Library extension	Dependent on the S106 grant	In progress	New application for planning permission Increase in building costs

8.1 **Future Training Requirements**

Trustee training

9.0 Additional Information

Please use this section for any additional information you wish to provide.

10.0 Documentation Review

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed ☐

10.2 Risk Log

Reviewed ☐

10.3 Policies reviewed:

Safeguarding Children ☐

Safeguarding Adults ☐

Health and Safety ☐

Trustee Conflict of Interest ☐

Data Protection ☐

Volunteer Management ☐

Complaints Procedure ☐

Equality and Diversity ☐

Financial Management and Control ☐

Library User Complaints and Compliments ☐