



Bilton & Woodfield
Community Library Group



Annual Report 2017/2018

In partnership with



An introduction to our library

Who we are

Bilton and Woodfield Community Library Group is a small charity, entirely run and managed by local volunteers; we have no paid staff.

In partnership with North Yorkshire County Council we provide a full library service in the Bilton and Woodfield area of Harrogate, for the benefit of the local community and everyone in north Harrogate and beyond.

We are open five days a week, and as well as book lending we provide audio book hire, local information, public computers, printing and photocopying. We run activities such as regular story times for pre-school children, and occasional craft and activity mornings for older children, and we host two book groups, and a scrabble group. We hold regular coffee mornings and a drop in IT help desk. We also act as a venue for drop-in surgeries. From time to time, in partnership with My Neighbourhood and in conjunction with North Yorkshire's Adult Learning Service, we run beginners IT courses to help people access the various services available, and use social media to keep in touch.

Our book stock is constantly updated, thanks to the support of North Yorkshire Library Service, and so we always have a wide range of books and the newest releases. We have a particularly good selection of large print and crime books.



Enjoying a coffee at one of our coffee mornings and using our IT helpdesk

What our volunteers do

More than 60 volunteers help to keep Bilton and Woodfield Community Library up and running.

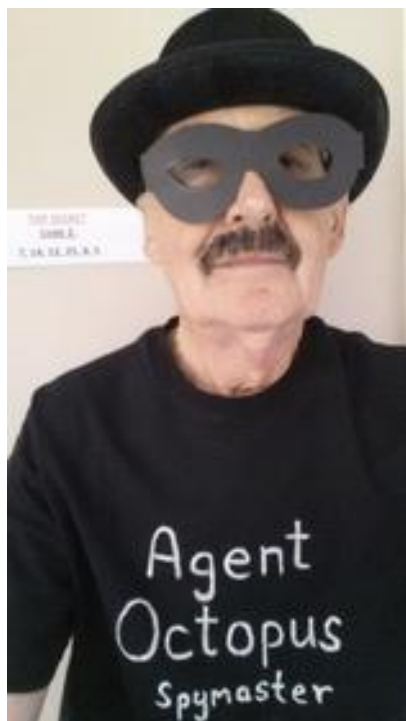
Our helpful volunteers are on duty to make sure the library is open to the public five days a week, taking on all the tasks needed, and are always there to help people using the library. In this reporting year over 400 volunteering hours per month were recorded and on average over 2000 books a month were issued.

Our volunteers are also involved in a programme of online training.

Most library users won't meet our Steering Group volunteers, but they have the task of trying to make sure the library runs smoothly. This includes sorting out legal issues and building maintenance, organising and paying for utilities, phone bills, cleaning etc. They do all the charity's paperwork, such as forms and policies required by law, as well as writing funding applications and organising fundraising activities. They have an overview of all that takes place in the library and liaise with many outside bodies. In addition, we have our Admin group who sort out volunteer rotas and make sure all volunteers are kept informed and can access training....and much more as well! Our Trustees are also volunteers and meet quarterly to discuss policy and strategy. These groups do not keep a record of the hours they work but a rough estimate is well over 1000 hours per year.

Our children's group organises all the additional activities offered to children over the year. In this reporting year, our weekly story time was attended by over 800 children and 700 adults. Unlike the libraries run by North Yorkshire County Council, our story time is held throughout the holiday periods and is justifiably popular.

As well as organising the national Summer Reading Challenge, the Children's Group organise various events throughout the year, including Saturday morning craft sessions. During the summer holiday period they organised two Creative Writing workshops with a local author for children which was funded by the library. The Reading Challenge theme was Animal Agents and the Children's Group also arranged two events to tie in with this.



A set of 'dodgy' characters

One of our volunteers is the Library's School Liaison and contacts and visits all the primary schools (8) in our area to promote and encourage reading and library use. Since we became a Community Library over 1400 children have made class visits with their schools when the library is normally closed. An amazing number by anyone's standards.

All this takes considerable time and again these hours are unrecorded.

Everything in our library is done by volunteers, we have no paid staff.

How is the library paid for?

In 2017-18 our running costs were £8805, most of which were for building upkeep. Our charity is responsible for paying for all the costs associated with running the library, be it utilities, cleaning, insurance, equipment or consumables. All the income we receive from book and DVD charges goes directly back into paying for our library.

We have a dedicated group of volunteers who write funding bids, run book and plant sales, organise fundraising stalls at local events, hold quiz nights and do anything else they can think of to raise money!

This year we were lucky enough to be awarded funding from the Coop Community Fund through our local store on King Edwards Drive, this has made a huge difference to us this year. However we cannot relax our fundraising efforts as our costs need to be covered every year.

This year more libraries across North Yorkshire became Community run. NYCC decided to give all of them grants to help them on their way. They decided that existing Community Libraries should also receive a grant but it was not to be used for running costs. It was ring fenced to be used for equipment, maintenance (such as decoration) publicity and promotional material. The Trustees decided that a good use of a considerable amount of it would be to have a new website designed. Our new website is now up and running. In addition items of furniture and equipment were purchased and money went in to our decorating reserve.

We are incredibly grateful to the individuals, organisations and businesses who have supported us this year, and without whom we would not have been able to stay open. Our grateful thanks go to North Yorkshire County Council, Harrogate Borough Council, Roots and Fruits, Woodfield Convenience Store, Pine Street Allotments Association, St John's Church and the Co-op.

Thank you to everyone who has donated their time or money to help keep Bilton and Woodfield Community Library Open and providing a service to our local community.



One of our Creative Writing workshops

What we did in 2017 to 2018

As well as keeping Bilton and Woodfield Library open 5 days a week, and providing all our regular activities such as weekly story times for pre-school children and book groups for adults, we also:

- Visited all the local primary schools to promote reading and using a library
- Hosted visits to the library by children from local schools
- Helped 226 children take part in the 2017 national Summer Reading Challenge, in which they aim to read six books over the summer holidays. 172 children read all six books
- Welcomed families from the Children's Centre
- Held Saturday craft mornings for school age children
- Provided a venue for surgeries by Harrogate Borough Council
- Hosted consultation sessions for Harrogate Borough Council and North Yorkshire County Council
- Hosted a popular Scrabble Club
- Hosted two book groups
- Offered a regular, volunteer run IT help desk
- Worked with Harrogate Borough Council's My Neighbourhood project to provide a variety of courses
- Held our third Community Day
- Held a Book Mark Competition for pupils of Richard Taylor and St Roberts Schools
- Provided display space for local organisations and charities
- Sponsored a Reading Challenge at Woodfield Primary School
- From January held a monthly Coffee Morning two of which included Meet the Author events
- Were a collection point for the Radio York knitting project to knit scarves for the vulnerable

We were one of only five libraries across North Yorkshire to receive a Highly Commended Certificate for performance targets set against key indicators in 2017-18

We recorded 21809 visits by members of the public and loaned 25811 books!

We have many library users who come in to use the computers, read the papers or take part in groups and events, as well as browsing the books.

In partnership with Harrogate Borough Council My neighbourhood Project we held our third Community Day in August. Although the weather was poor the event, which coincided with the launch of the Summer Reading Challenge, was a great success and enjoyed by all who attended.



Adults joining in the fun at the face painting on our Community Day

Looking Forward

As in previous years our volunteers achieved a great deal this year, and we feel justifiably proud of ourselves. Bilton and Woodfield Community Library is highly regarded by North Yorkshire County Council, and by all the professional organisations that we come into contact with.

In 2018-19, we are aiming once again to exceed our target for numbers of visits by continuing to provide a wide range of activities and events. As well as the activities that our volunteers run, we will investigate new opportunities to provide education and training run by other organisations. We will also continue hosting community resources, such as drop-in surgeries, and provide a warm and welcoming venue for local people.

Our aim is always to improve on the previous year, whether in the numbers of children completing the Summer Reading Challenge, or the number of people making use of the computers that we provide. We can only achieve these aims however if we have public support. We are also planning to run a fourth Community Day which is now considered an annual event.

Our biggest challenge is, and always will be, fund raising. We have set a budget for 2018/19 that requires us to raise £9660 to keep the library operational and because none of the funding that we secured last year can be guaranteed for future years, fundraising continues to be a priority.

Our plans to establish Bilton and Woodfield Community Library as a real community hub are continuing, as the number of visits shows. Our library is a vibrant and popular venue, much appreciated by the community. None of this could happen without the support of our partners, the local community and our volunteers. Long may we continue to flourish.

Annual Report and Presentation of Accounts for Bilton and Woodfield Community Library Group, 1st April 2017 to 31st March 2018

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31 March 2018. The statements appear in the format required by the Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2005). The report and statements also comply with the Companies Act 2006 as Bilton and Woodfield Community Library Group was incorporated by guarantee on 14/04/2012.

Reference and Administration details

Charity's full name	Bilton and Woodfield Community Library Group
Other names the charity is known by	Bilton and Woodfield Community Library
Status	A registered charity established as a Company limited by guarantee.
Registered as a Company on	14/04/2012
Registered as a Charity on	25/07/2012
Registered Company number	8030683
Registered Charity number	1148291
Registered office	Oakbeck House Grounds of Woodfield School Woodfield Road Harrogate HG1 4HZ
Bankers	HSBC 7 Prospect Crescent Harrogate HG1 1RN
Independent Examiner	Peter Barnes

Names of the directors (trustees) who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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Greta Knight	Chairman		Election by Trustees
Emily Diamand			
Wendy Warren			
Kathleen Metcalfe			
Alison Hodgson			
Michael Joyce			

Names of the directors (trustees) for the charity, if any

None

Name of Company Secretary

None

Structure, Governance and Management

Description of the charity's trusts

Governing Document:	Memorandum and Articles of Association
How the charity is constituted	Registered company limited by guarantee. The trustees are company directors
Trustee selection methods	Trustees consider any recommendations made to them for appointment to the board. If appropriate these are ratified by the existing Trustees.

Additional governance issues

The charity is run and led entirely by volunteers, including all trustees. There are no paid staff, although some specialist activities are paid for using outside professionals. Trustees meet quarterly. Day-to-day operations are delegated to the Steering Group (which meets monthly) and a small number of sub groups, such as administration, these in turn delegate to the daily volunteers. Significant decisions may be taken by the steering group or referred to the trustees. Trustees also review finances and performance in relation to the business plan objectives.

Trustees have put in place Terms of Reference for Steering and other groups.

Objectives and Activities

Summary of the objects of the charity set out in its governing document

OBJECT ONE: To advance education of the public of North Yorkshire with a focus on the Harrogate District through the provision of a community library facility and associated services

OBJECT TWO: To further other purposes recognised as charitable under English law or under the Recreational Charities Act 1958 (now replaced by s. 5 of the Charities Act 2011) and any charitable purpose not covered by the other descriptions of purposes set out in s. 3 of the Charities Act 2011 and any new charitable purposes that may be recognised in the future as being similar to or within the spirit of another charitable purpose.

Summary of the main activities undertaken for the public benefit in relation to these objects

Between 1st April 2017 and 31st March 2018 Bilton and Woodfield Community Library group has provided library services five days per week, except for bank holidays, Christmas and Easter. Bilton and Woodfield Community Library provided a full range of fiction, non-fiction and reference materials for children and adults (book stock is provided by North Yorkshire Library Service). Between April 2017 and March 2018 there were on average 1817 visits per month, by members of the public to the library.

Membership of and access to the library and loan of books is free to all, and late return charges are applied in line with North Yorkshire Library Service. There are small fees for loan of DVDs. Reference materials, local information and access to computers are also provided to all users. Computer use is free for the first hour, thereafter a small charge is made.

Volunteers ran a weekly story time session for children under five. Attendances for the year for adults and children was in excess of 1500. One of our volunteers has made regular visits to all local primary schools to promote reading and using the library. 226 children took part in the 2017 National Summer Reading Challenge to read six books over the summer holidays, of these 172 children completed the Challenge.

We provided a venue for our Scrabble club and Book Groups. We held craft mornings for school age children on several Saturday mornings throughout the year. Bilton and Woodfield Community Library was used as a venue for surgeries by the police and local councillors, and for consultations and advice sessions. Local charities and advice organisations made us of our Charity display board.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and Performance

Summary of the main achievements of the charity during the year

Bilton & Woodfield Community Library continued to provide full library services to residents of North Harrogate for five days per week.

Bilton & Woodfield Community Library provided story time sessions for between 15 and 20 children under five every week.

All primary schools in the area have received regular volunteer visits.

A Scrabble Group has continued to flourish.

Volunteers ran two book groups for adults.

Volunteers started to hold regular coffee mornings.

Volunteers gave in excess of 6000 hours of their time to maintain the library service.

Bilton & Woodfield Community Library is starting to be recognised as a Community hub.

Bilton and Woodfield Community Library raised funds sufficient to meet financial needs for the year, and for the following year's anticipated costs.

Financial Review

Reserves Policy

Although the charity derives income from library charges (payments for overdue book returns, DVD loans, etc), to a large extent we depend on fund raising, both in the community and by attracting grants and donations from public bodies and philanthropic trusts. As the flow of such funds is uncertain, we need to establish and maintain some reserves to ensure that we can pay our bills and so continue to provide the library services for which we were formed.

Given the uncertainties in the coming financial year, and the fact that the charity provides a public service, the trustees have opted for a conservative reserves policy, allowing for 12 months of continued operation and allowing time for emergency fundraising should such a situation arise. The budget that has been set for the coming year allows for expenditure of £9660, this sets the reserve at £9660.

Funds materially in deficit

None

Trustee Responsibilities in relation to Financial Statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 9.

Disclosure of information

In accordance with company law, as the company's Directors, each of the Board of Trustees certify that so far as they are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- As Directors of the company, they have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet)

DECLARATION

The trustees declare that they have approved the trustees' report above, and the Accounts attached as Appendix 1.

Signed on behalf of the charity's trustees



Full Name	Greta Bridie Knight
Position	Chairman of Trustees
Date	18 th September 2018