

South Western Regional Library Service

**Seventy Fourth
Annual Report**

Year ended 31st March 2011

www.swrls.org.uk

Charity Registration Number: 284072

2011

ISBN 978 0903888 43 1

SWRLS

Library, Arts & Information
South Gloucestershire Council
P.O Box 2078
Council Offices
Castle Street, Thornbury
South Gloucestershire
BS35 9BJ

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SOUTH WESTERN REGIONAL LIBRARY SERVICE

74th Annual Report

Introduction and Chairman's Comments

At last year's AGM there was concern about future public funding. The budget challenges have been as big as thought and there have been major government policy and funding changes. However, co-operation has been an important and encouraging part of the responses of many organisations as they grapple with maintaining service while reducing spending. SWRLS has continued to play its part in promoting cooperation and a particular highlight of the last year was the decision (made post - 31 March 2011) to the allocation of grants totalling £19,500 to support work by four bidders in 2011/12. A condition of grant is that a report is provided to enable others to learn from the work undertaken. We look forward to the results and learning from this first round of grant funding and to new expressions of interest for funding when expressions of interest on the second round are invited in January 2012.

It is clear that colleagues are finding it increasingly difficult to organise activities and events. The Board therefore believes that SWRLS has an increasingly important contribution to make to enable this cooperative activity to happen as well as contributing to budgets to make things happen where appropriate. SWRLS continues to be involved in national work in relation to inter-lending, providing a voice for libraries in the South West and a communication channel to keep colleagues informed the national picture.

Looking through the strategic plan and at the achievements for the last year I am struck by how much has been achieved. On behalf of the board I would like to again record our appreciation of the work and thinking that Lynn Osborne gives. Thanks are also due to Alasdair MacNaughtan who has served as a Trustee on the Board since 2001 and as Treasurer for the last 2 years. We wish him a long and happy retirement (with effect from 24 December 2011).

Arts Council England has now taken over the Museum Library and Archives Council role in relation to libraries. Contact has been made with colleagues in the Arts Council and we look forward to developing relationships further with them as well as continuing work with other local bodies such as Cyprus Well.

Looking forward the outlook for the public finances remains challenging which means the role and contribution of SWRLS to promoting collaboration is vital.

Paul Leivers
Chair

MEMBERS OF REGIONAL COUNCIL 2010/11

Emma Ainsworth / Helen Smith (Gloucestershire College)
Anne Allan (Clifton College)
Steve Alston (University of Bath)
David Ball / Jill Beard (Bournemouth University)
Judy Offord – Merged with Gloucester College Feb 11 (Royal Forest of Dean College)
Alexandra Barton (South Devon College)
Alison Baud (Bath Spa University)
Medi Bernard (Bournemouth)
Richard Birley (City College Plymouth)
Leslie Boyce / Virginia Havergal (Petroc)
Andy Brisley (N Somerset)
Jenny Brooks (University of Exeter)
Paul Brough (Cornwall)
Jane Brown from August 09 (Plymouth College of Art)
Ann Bryan (Swindon College)
Julia Burton (Bath and North East Somerset)
Martin Burton (South Gloucestershire)
Katie Carter (Weymouth College)
Lesley Castens (DCMT Cranfield University)
Jacqueline Chelin (University of the West of England)
Joan Davis (Wiltshire)
Pat Davis (Jersey)
Ciara Eastell (Devon)
Kay Ecclestone Joined Feb 11 (Cornwall College)
Maggie Falla (Guernsey)
David Farley (University of Winchester)
Jane Gosling (University of Plymouth)
Aileen Hamer (St. Luke's Science & Sports College)
Lee Hancock (New College, Swindon)
Liz Kent / Vivien Hurley (Torbay)
John Lane (Poole)
Madeleine Holmes (Filton College)
Sue Laurence (Gloucestershire)
Antonia Leak / Charlotte Wilmot (Arts University College, Bournemouth)
Paul Leivers/ Tracy Long (Dorset)
Sue Lynn / Frances Major (Bridgwater College)
Alasdair MacNaughtan (Plymouth)
Melanie Maloney (Basingstoke College of Technology)
Jenny Monds (Sarum College)
Kate Murray (Bristol)
Phil Nichols (Somerset)
Catherine Northeast - Joined Dec 10 (Cirencester College)
Sarah Pankiewicz (National Meteorological Library and Archive)
Doreen Pinfold (University College of Falmouth)
Jolanta Peters (Somerset College of Art and Technology)
Patricia Rogers (University of Bristol)
Shirley Shire – Joined Dec 10 (Bristol Baptist College)
Marion Stevens (Swindon)
Jane Tomlinson (Exeter College)
Georgina Tomson / Margaret Hammel (Weston College)
Rupert Williams/ Cecilia Cassingham (Science Museum, Wroughton)
Carole Wrightson (University of Gloucestershire)

Paula Younger – Joined May 10 (North Somerset Healthcare Library)

Associate members- Non Voting

David Baldwin (Southampton)

John English (IOW)

Stephen Edwards (Hampshire)

Andy Forbes (Southampton Solent University)

Pat Knight (Farnborough College of Technology)

Mark Zumpe (Portsmouth)

Honorary Officers 2010-2011

In October 2010 at the Annual General Meeting, the following members of Regional Council were elected as Honorary Officers.

Chairman of Regional Council and Management Board

Paul Leivers (Dorset)

Vice-Chairman of Regional Council and Management Board

Jackie Chelin (University of West of England)

Hon. Secretary of Regional Council and Management Board

M E Burton (South Gloucestershire)

Hon. Treasurer of Regional Council and Management Board

A. MacNaughtan (Plymouth)

Members of Management Board/Trustees 2010/11

Andy Brisley (North Somerset) From 2008 to 2011

Martin E Burton (South Gloucestershire) From 2010 to 2013

Medi Bernard (Bournemouth) From 2010 to 2013

Jacqueline Chelin (University of West of England) From 2009 to 2012

Paul Leivers (Dorset) From 2010 to 2013

Kate Murray (Bristol) Co-opted 2010

Alasdair P MacNaughtan (Plymouth) From 2010 to 2013

Jane Tomlinson (Exeter College) Co-opted 2010

Director

Lynn Osborne ex officio member of Board and Regional Council

Representatives on Other Bodies

BBC Libraries Partnership	Lynn Osborne
- South West Steering Group	Martin Burton

Cilip SW	<i>Lynn Osborne</i>
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Conarls Working Group, Chair	<i>Lynn Osborne</i>
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Cyprus Well	<i>Lynn Osborne</i>
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Inspire National Steering Group	<i>Lynn Osborne</i>
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SWACL and working groups	<i>Lynn Osborne</i>
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SWHELs	<i>Lynn Osborne</i>
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The Combined Regions	<i>Lynn Osborne</i>
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Operation of the Board and Regional Council

The Board, all of whom are Trustees, is composed of Officers and general Board members. The Director is an ex-officio member of the Board and the Regional Council.

The Officers nominated and elected at the Annual General Meeting on 14th October 2010 to serve for 2010-2011 were Paul Leivers, Chair; Jackie Chelin, Vice Chair; Martin Burton, Honorary Secretary and Alasdair MacNaughtan, Honorary Treasurer.

In addition the Management Board consists of: Medi Bernard, Andy Brisley, Kate Murray, Jane Tomlinson and ex-officio member Lynn Osborne, Director.

The Regional Council meets twice yearly and delegates responsibility for carrying out its policies to the Management Board, which meets a minimum of four times per year.

Member Organisations

SWRLS is proud of its cross sectoral membership. In 2010/11 the following organisations were members:

Public Libraries: (21) Bath and NE Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire, including Associate members, Hampshire, IOW, Portsmouth and Southampton

Higher Education: (13) Universities of Bath, Bath Spa, Bournemouth, Bristol, Exeter, Falmouth, Gloucester, Plymouth, Southampton Solent, West of England, Winchester, Arts University College at Bournemouth and Cranfield University, Defence Academy - College of Management & Technology

Further Education and Special: (20) Basingstoke College of Technology, Bristol Baptist College, Bridgwater College, Cirencester College, City College Plymouth, Cornwall College, Farnborough College of Technology, Filton College, Gloucestershire College, New College, Swindon, North Somerset Healthcare, Petroc (formerly East Devon College), Plymouth College of Art, Royal Forest of Dean (Until merger with Gloucestershire College, February 2011), Sarum College, Somerset College of Arts & Technology, Swindon College, Weston College and Weymouth College

Schools: (2) Clifton College, St. Luke's Science & Sports College

National: (2) National Meteorological Library and Archive (Met Office), Science Museum Library and Archive, Wroughton

Finance – Report of the Honorary Treasurer 2010/11

For the financial year 2010/11, expenditure decreased by £3,384 and income increased by £277, with a net result of an increase in funds of £3,149 (£512 decrease from previous year).

At the end of the financial year, the balance on the general fund had increased to £111,328, and the ICT fund remained at £62,558. Total balances at 31 March 2011 were £173,886.

Unrestricted reserves at the end of the year equated to around 22 months trading of the budgeted trading expenditure, a decrease from the previous year's 26 months.

It was agreed at the 2010 AGM that SWRLS would set up a grant system from April 2011 to encourage collaborative projects between its members. The figures from these grants will appear in next year's report, but it should be noted that the reserves will reduce considerably as a result of this action. It is also anticipated that SWRLS will start to make payments to OCLC for the installation of World Cat Local within the next twelve months.

This is my last report as Treasurer and I am confident that I leave SWRLS in a strong financial position which will enable it to develop and grow over the next few years.

Alasdair MacNaughtan
Honorary Treasurer

SWRLS / PLYMOUTH MUSIC SCHEME 2010/11

ANNUAL REPORT 2010-11

Loans to members have increased by 2%. Total loans have decreased by 1%.

Some aspects of the way that we run the scheme have changed, due to the implementation of self-service and the amalgamation of many functions in Plymouth Central Library. Consequently there may be occasions during the day when calls are answered by staff other than our specialist music staff. In some cases we will take a message and call back later in the day. Nevertheless, we aim to process all requests, deliveries and consignments within 24 hours of receipt.

The demand for the most popular music titles is stronger than ever. Many choirs have increased in size.

Below is a list of the top twenty vocal titles in our stock. We strongly recommend that these works are booked well in advance (we allow up to one year advance booking).

PLYMOUTH TOP 20 MOST POPULAR VOCAL SETS

1. **JENKINS: The armed man**
2. **LAURIDSEN: O magnum mysterium**
3. **VIVALDI: Gloria**
4. **HANDEL: Messiah**
5. **MOZART: Requiem**
6. **100 carols for choirs**
7. **FAURÉ: Requiem**
8. **VAUGHAN WILLIAMS: Fantasia on Christmas carols**
9. **ROSSINI: Messe solennelle**
10. **VERDI: Requiem**
11. **HAYDN: Creation**
12. **ORFF: Carmina burana**
13. **BRITTEN: Ceremony of carols**
14. **HANDEL: Zadok the Priest**
15. **STAINER: Crucifixion**
16. **BRITTEN: Saint Nicolas**
17. **SULLIVAN: Trial by jury**
18. **PARRY: Blest pair of sirens**
19. **HAYDN: Little organ mass**
20. **MOZART: Vespers**

We have calculated that the minimum amount required to run the scheme for members from 1st April 2011 will be £18,326. This represents an increase of 2.5% on last year's figure.

SWRLS Music Scheme members	2010-11		2009-10	
	SETS	COPIES	SETS	COPIES
Bath & North East Somerset	22	716	46	1,474
Bournemouth	87	2,689	71	2,217
Bristol	59	2,074	67	1,997
Cornwall	204	5,359	156	3,935
Dorset	192	4,645	237	5,837
Guernsey	18	647	21	888
North Somerset	25	747	56	1,184
Oxfordshire	171	5,373	159	4,798
Somerset	248	6,754	239	6,319
South Gloucester	46	935	53	1,388
Swindon	28	733	20	462
Wiltshire	110	3,348	102	2,937
SWRLS TOTAL	1,211	34,019	1,227	33,436
U.K. loans	597	17,894	707	19,345
I.L.L. TOTAL	1,808	51,913	1,934	52,781
PLYMOUTH/DEVON	972	29,548	986	29,407
GRAND TOTAL	2,780	81,461	2,920	82,188

Comparative use 1997-2011		
YEAR	LOANS	FUNDING
1997	31,383	£16,369
1998	31,315	£16,611
1999	33,335	£17,109
2000	34,710	£17,965
2001	35,338	£18,865
2002	33,324	£21,540
2003	29,577	£16,412
2004	31,143	£16,839
2005	32,143	£16,839
2006-7	33,946	£17,731
2007-8	29,113	£16,001
2008-9	31,492	£16,609
2009-10	33,436	£16,609
2010-11	34,019	£17,879

SWRLS Review of 2010/11

This has been an exciting year for SWRLS, having embarked on a number of new initiatives, enrolled five new members and revised its Strategic Plan. It has also been a sad time as a number of colleagues from member organisations left their jobs, mainly due the difficult economic climate and often resulting in lost expertise for the region. This situation highlights the need to maintain good networks and the sharing of good practice and SWRLS has continued to support its members and encouraged shared working at every opportunity.

Strategic Action Plan 2011-13

The Strategic Plan 2008-10 was reviewed during the year, starting in August with a special Board meeting, which used a SWOT analysis to identify possible future objectives. An extensive online survey of member organisations and their staff followed which achieved 67 responses and highlighted that the main objectives in the future should be:

- Raising the profile of SWRLS and continuing its advocacy role
- Demonstrating value for money
- Encouraging cooperation and partnership working
- Promoting resource discovery and sharing
- Exploring collaborative collection development

The outcomes were tabled at the AGM in October and the revised Plan, which can be seen on the website at http://www.swrls.org.uk/Regional_Council/Strategic_Plan was formally adopted at the Regional Council meeting in March 2011.

Grant Scheme

It was agreed at the AGM in October 2010, that SWRLS would set up a grant system from April 2011 to encourage collaborative projects between its members. Details were announced in January resulting in 13 Expressions of Interest from a wide ranging selection of cross sectoral projects. Of these, 7 were invited to submit a full bid, of whom 5 did, and 4 were awarded grants to the total value of £19,500 in May 2011.

Resource Discovery and Sharing

• WorldCat Local

The SWRLS/OCLC WCL Project continued to make progress over the year despite a number of technical issues relating to catalogue compatibility. Thanks to the hard work of staff from OCLC and the pilot libraries in Bournemouth, Dorset and Libraries West the aim is now to soft launch the service in the autumn of 2011.

A joint paper by SWRLS and OCLC was tabled at the annual Forum for Interlending Conference in July 2010 to promote the project. Entitled "Go Global, stay Local" it generated much interest from other regions.

• Unity UK

The annual regional Unity UK User Group meeting was again hosted in Exeter in April, Unfortunately I missed it, being caught in Trinidad due to the Icelandic Volcano, so thanks to the Devon team who helped out on the day.

- **BL Subscription**

SWRLS negotiated an annual subscription for its public and FE College members which fixed the borrowing, photocopy and electronic access rates to 2008 levels from January 2011. The subscription cost was based on the collated usage levels of all the members and resulted in big savings, being equivalent to the charge for just one of our members if paid independently.

- **Inspire**

A national E Newsletter was launched and sent out monthly to all those on the Inspire contacts list.

Links to the newsletter were added to the SWRLS website, the regional list of contacts was updated and articles contributed to it during the year, including SWRLS news and events.

Production of the regional promotional leaflet was delayed as work on the new Inspire website was ongoing but this remains an aim for the future.

- **Newsplan**

Two regional meetings were held, one at the Bristol Central Library in May and the other at the Wiltshire and Swindon History Centre in November. Ed King, Head of Newspaper Collections at the British Library, attended both meetings and confirmed that the work on collating a union catalogue of holdings in the region was much appreciated.

Subsequently a list of unique titles held in the SW was submitted to the BL by SWRLS on behalf of the regional Newsplan group so that titles could be considered for future digitisation.

- **The Combined Regions (TCR) and Circle of Officers of National and Regional Library Systems (Conarls)**

SWRLS is represented on both the TCR Board and the Conarls Working Group and the latter is now chaired by the SWRLS Director.

TCR and OCLC announced plans to launch the first web based Public Library National Union Catalogue in January discussions continue to see this through to fruition.

Advocacy

- **Membership**

Five new members joined SWRLS this year, Bristol Baptist College, Cirencester College, Cornwall College, North Somerset Healthcare library and the Science Museum, Library and Archive, Wroughton.

Meetings have been held during the year with members of the School Library Association and contact made with members of ASCEL (Association of Senior Children's and Educational Librarians) to promote SWRLS.

- **Website**

The website usage continued to grow with 72,000 page views from over 35,000 unique visits. RSS feeds were added to the Events and News pages which may have contributed to the views of these pages doubling since last year.

I'm sorry for the intrusion, but great job on the page http://www.swrsls.org.uk/ILL_Gateway/Music, I really liked it! I found it while looking for music & musician resources for my class! Thanks!!

- **Cilip SW**

Acting as the events coordinator, agreement has been reached to acknowledge SWRLS in publicity for any events which I arrange in future on behalf of Cilip SW.

This year events covered Team Building and Change Management, Reminiscence Work, Man Booker Prize promotion and Community Engagement and attracted both Cilip and SWRLS members to the benefit of both organisations.

Workforce Skills and Development

- **Learn to Share to Learn: Open Educational Resources**

This third annual conference in collaboration with JISC RSC SW was held in March at a new venue, the Taunton Rugby Club. It aimed to explain what OER are and how they can be used, to discover what OER are available, to plan how to adapt them for in-house use, to consider how to produce in house OER and to assess what works well with different groups and settings.

There were fewer attendees than at the previous joint events and it did not appear to attract as wide a cross sectoral group of people. However, the evaluation feedback from those who did attend was mostly favourable and the day also resulted in an online forum being established on the JISC RSC SW Ning <http://jisc-rscsw.ning.com/> so that discussions about OER can continue.

- **ILL Training**

At the request of the SWRLS Music Scheme librarians, SWRLS commissioned IAML UK to run one of their "Music for the Terrified" courses in Exeter Central Library in June. It was aimed especially at front line staff with little music knowledge and attracted 18 delegates from public and university libraries. A report from one of the delegates was published in the August issue of the Cilip SW Newsletter and can be seen here: <http://tiny.cc/4cegf>

- **Forum for Interlending (FIL)**

SWRLS offered a sponsored place to the FIL annual conference again and the delegate report can be seen on the SWRLS website here: <http://tiny.cc/6cmfd>

Two places were also sponsored at the Fil@BL day in November and the delegates, from a public library and an FE College, both had their reports published in the FIL and the Cilip SW Newsletters and can be seen here: <http://tiny.cc/bjyod>

Partnership Working

- **Cyprus Well – SW Literature Agency**

Cyprus Well succeeded in its bid to the Arts Council to become a regularly funded organisation and is keen to extend its partnership working with libraries.

SWRLS assisted Cyprus Well at a Reading Partners Roadshow in February which provided an opportunity for public library staff to meet with publishers to discuss future author events.

I was appointed as a Trustee to represent the interests of libraries and in particular of SWRLS members. following the retirement of Carolyn Date.

- **SW Society of Archivists**

An archivist will attend the Newsplan Group meetings in future and links with their training officers have been established.

Future activity

Following the interest generated in the newly launched grant scheme a new round will be run in Spring 2012.

Aiming to demonstrate value for money for our members, a subscription to “Go to Meeting” software will be taken out with a view to using it to run some future meetings and online training.

Lynn Osborne

Director

Regional inter-lending statistics

SWRLS continues to support interlibrary loans between members and monitors the various email lists, offering advice and help when members seek help in identifying locations for material unavailable through the usual channels.

Since 2008/9 SWRLS has only collected statistics for interlibrary loans traffic between SWRLS members under four categories of material, identified as; monographs (which includes fiction), Play Sets, Music Sets* and Alternative formats. These are all materials for which, if a member lends more items than they borrow, they will receive a net lending credit allowance, which will show on their next annual subscription invoice.

*NB Excludes items borrowed from Plymouth Music Library, which continue to be counted and reported separately through the SWRLS Music Scheme.

Inter-Library Loans 2010-2011: Public Libraries

Library Name	From SWRLS members	To SWRLS members	Net Credit
Bath and N E Somerset	38	153	115
Bournemouth Libraries	563	481	0
Bristol City Libraries	419	686	267
Cornwall	723	785	62

Devon	1047	1156	109
Dorset	459	401	0
Gloucestershire	689	789	100
Guernsey	16	62	46
Jersey	33	83	50
North Somerset	200	93	0
Plymouth	957	383	0
Poole	366	156	0
Somerset	1642	1638	0
South Gloucestershire	280	114	0
Swindon	135	66	0
Torbay Libraries	279	327	48
Wiltshire	780	1901	1121
Totals	8626	9274	1918

Inter-Library Loans 2010-2011: Academic Libraries

Library Name	From SWRLS members	To SWRLS members	Net Credit
Arts University College at Bournemouth	90	27	0
Basingstoke College	0	4	4
Bath Spa University	0	0	0
Bournemouth and Poole College	0	0	0
Bridgwater College	40	56	16
Bristol Baptist College	0	0	0
Cirencester college	0	0	0
City College, Plymouth	0	0	0
Clifton College	0	0	0
Cornwall College	0	0	0
Cranfield University, Defence Academy - College of Management	0	0	0

& Technology

Exeter College	0	0	0
Filton College	0	1	1
Gloucestershire College	0	0	0
National Meteorological Office	0	0	0
New College, Swindon	6	29	23
Petroc (Formerly East Devon College)	0	1	1
Plymouth College of Art	0	3	3
St. Luke's Science and Sports College	0	0	0
Sarum College	13	58	45
Somerset College	11	11	0
South Devon College	0	0	0
Swindon College	0	15	15
University College Falmouth	7	0	0
University of Bath	24	39	15
University of Bournemouth	9	0	0
University of Bristol	7	1086	1079
University of Exeter	67	186	119
University of Gloucestershire	4	82	78
University of Plymouth	27	0	0
University of West of England	11	130	119
University of Winchester	76	535	459
Weston College	1	7	6
Weymouth College	1	0	0

Totals 394 2270 1983

Inter-Library Loans 2008-2009: Associate members

Library Name	From SWRLS members	To SWRLS members
Farnborough College of Technology	4	0
Hampshire	3348	2707
IOW	137	136
Portsmouth	Not available	
Southampton Southampton Solent University	0	0

Summary Comparison of Statistics 2009/10 and 2010/11 (Excluding Associate members)

	From SWRLS	To SWRLS	SWRLS transactions
2009/10			
Public	10,054	10,108	20,162
HE/FE	365	2,477	2,842
Totals	10,419	12,585	23,004
2010/11			
Public	8626	9274	17,900
HE/FE	394	2270	2,664
Totals	9,020	11,544	20,564

Objectives and Public Benefit Statement

The charity's objects are:

- to promote co-operation between libraries in the area of Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Jersey, Guernsey and Wiltshire,
- to arrange loans between constituent libraries
- maintain access to a unified catalogue of resources as required

which, in general terms, promote the principle of community education.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in 2010/11 are highlighted in the Annual Review in this report.

Signed on behalf of the trustees

.....*Trustee*

South Western Regional Library Service

Financial Statements

Year Ended 31 March 2011

Registered Charity: 284072

Independent Examiner

C. G. Cooke FCA
Francis Clark LLP
Woodwater Park
Pynes Hill
Exeter
Devon
EX2 5FD

Bankers

Royal Bank of Scotland
Winchester Branch
67-68, High Street
Winchester
Hampshire
SO23 9DA

**South Western Regional Library Service
Year ended 31 March 2011**

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South Western Regional Library Service

Year ended 31 March 2011

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate Statement of Recommended Practice (SORP) on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s44 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk Management

The trustees have considered the major risks to which the charity is exposed, have identified areas that need ongoing work, and are confident that review services have been established to mitigate those risks.

South Western Regional Library Service

Independent Examiner's Report to the Trustees

Year ended 31 March 2011

I report on the accounts of South West Regional Library Service for the year ended 31 March 2011 which are set out on pages 23 to 28.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with s41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.G.Cooke FCA
Francis Clark LLP
Vantage Point
Woodwater Park
Pynes Hill
Exeter
EX2 5FD

2011

South Western Regional Library Service

Statement of Financial Activities (SOFA)

For the year ended 31 March 2011

	Note	Unrestricted Funds £	Designated Funds £	Total 2011 £	Total 2010 £
Incoming Resources					
<i>Incoming Resources from Charitable Activities</i>					
Full Member					
Subscriptions		44,448	-	44,448	44,448
Share The Vision		3,180	-	3,180	3,180
User Payments		1,887	-	1,887	2,127
British Library		1,250		1,250	
Training		-	-	-	600
Other income		136		136	25
<i>Incoming Resources from Generated Funds</i>					
Bank Deposit Interest		618	-	618	862
Total Incoming Resources		51,519	-	51,519	51,242
Resources Expended					
<i>Charitable Activities</i>					
Consultancy fees	6	24,062	-	24,062	22,721
Training and conferences		365	-	365	1,839
Travelling and Subsistence		2,815	-	2,815	3,928
Internet		379	-	379	2,183
Postage and stationery		1,192	-	1,192	2,355
Subscriptions		1,921	-	1,921	518
User Lending Charges					
- Non LAs		3,836	-	3,836	4,121
- LAs		3,458	-	3,458	4,139
Sundry Expenses		818	-	818	621
Insurance		463	-	463	441
Share The Vision donation		3,187	-	3,187	3,188
Financial Services		4,899	-	4,899	4,751
<i>Governance Costs</i>					
Independent Examiner's report		975	-	975	949
Total Resources Expended		48,370	-	48,370	51,754

South Western Regional Library Service

Statement of Financial Activities (SOFA) *continued*

For the year ended 31 March 2011

	Note	Unrestricted Funds £	Designated Funds £	Total 2011 £	Total 2010 £
Net Incoming Resources before transfers		3,149	-	3,149	(512)
Gross transfers between funds		-	-	-	-
Net Movement in Funds		3,149	-	3,149	(512)
Total Funds brought forward		108,179	62,558	170,737	171,249
Total Funds carried forward		111,328	62,558	173,886	170,737

South Western Regional Library Service

Balance Sheet

At 31 March 2011

	Note	£	2011 £	£	2010 £
Fixed assets					
Tangible assets			-		-
Current assets					
Debtors	2	4,556		91	
Cash at bank and in hand					
Bank Deposit Accounts		175,544		173,529	
Bank Current Account		1,000		1,000	
		<u>181,100</u>		<u>174,620</u>	
Creditors: amounts falling due within one year					
Trade creditors		2,489		2,913	
Accruals and deferred income		4,725		970	
		<u>7,214</u>		<u>3,883</u>	
Net current assets			173,886		170,737
Net assets			173,886		171,249
The funds of the charity:					
General fund	3		111,328		108,179
Designated fund	3		62,558		62,558
Total unrestricted funds			<u>173,886</u>		<u>170,737</u>
Total charity funds			173,886		170,737

Approved by the Board of Trustees on2011 and signed on its behalf by

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South Western Regional Library Service

Notes forming part of the financial statements

Year ended 31 March 2011

1. Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

b) Grants receivable

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

c) Income: Deposit Interest and Investment Income

Deposit interest is recognised in the accounts when receivable.

d) Other Income

Income represents the amount invoiced by the charity for the services provided.

e) Resources expended and allocation of costs

Expenditure is recognised on an accruals basis when a liability is incurred and is inclusive of VAT.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

South Western Regional Library Service

Notes forming part of the financial statements (continued)

Year ended 31 March 2011

2. Debtors

	2011 £	2010 £
Trade debtors	106	41
Prepayments	4,450	50
	<u>4,556</u>	<u>91</u>
	<u><u>4,556</u></u>	<u><u>91</u></u>

3. Fund Balances

	General Fund £	Designated Fund £	Total 2010 £	Total 2009 £
At 1 April 2010	108,179	62,558	170,737	171,249
Income	51,519	-	51,519	51,242
Expenditure	(48,370)	-	(48,370)	(51,754)
Net transfers between funds	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2011	<u>111,328</u>	<u>62,558</u>	<u>173,886</u>	<u>170,737</u>
	<u><u>111,328</u></u>	<u><u>62,558</u></u>	<u><u>173,886</u></u>	<u><u>170,737</u></u>

A designated fund titled 'Libraries ICT Strategic Development Fund' has been established by the trustees to set aside funds to support the establishment of WorldCat Local.

4. Analysis of net assets between funds

	General Funds £	Designated Funds £	Total £
Current assets	118,542	62,558	181,100
Current liabilities	(7,214)	-	(7,214)
	<u>111,328</u>	<u>62,558</u>	<u>173,886</u>
Total net assets	<u>111,328</u>	<u>62,558</u>	<u>173,886</u>
	<u><u>111,328</u></u>	<u><u>62,558</u></u>	<u><u>173,886</u></u>

South Western Regional Library Service

Notes forming part of the financial statements (continued)

Year ended 31 March 2011

5. Transactions with Trustees

The following trustees had travel and subsistence expenses reimbursed during the year as follows:

	2011	2010
	£	£
Treasurer	178	134
Chairman	35	482
Secretary	80	-
Other trustees	186	39
	<hr/> 479 <hr/> <hr/>	<hr/> 655 <hr/> <hr/>

No remuneration was paid to trustees, or persons connected to trustees, in the year.

6. Consultancy

Consultancy fees of £24,062 (2010: £22,721 were paid to L Osborne, who is a member of the board of management (not a trustee)).