

South Western Regional Library Service

**Seventy Second
Annual Report**

Year ended 31st March 2009

www.swrls.org.uk

Charity Registration Number: 284072

2009

ISBN 978 0903888417

SWRLS
Library Administration Centre
Mount Street,
Bridgwater
Somerset
TA6 3ES

Outline of Contents

	Page
Introduction and Chairman's comments	
SWRLS Regional Council 2008/9	
Honorary Officers and Management Board / Trustees 2008/9	
Operation of the Board and Regional Council	
SWRLS Member Organisations	
Finance- Report of the Honorary Treasurer	
SWRLS / Plymouth Music Scheme	
SWRLS Review of 2008-2009	
Regional Inter-lending Statistics	
Summary Financial Statements	

SOUTH WESTERN REGIONAL LIBRARY SERVICE

72nd Annual Report

Introduction and Chairman's Comments

It's a great pleasure once again to introduce a report which demonstrates that library collaboration across all sectors is thriving in the South West and not least because it is supported so well by a strong regional body, SWRLS.

It is encouraging, in these difficult times, to see that the membership is growing and that services continue to be developed. The web site is a great step forward for SWRLS and soon, another leap forward will be the introduction of a new platform for ILL in the region: WorldCat Local. This will benefit the end user, of course, which is why we all do what we do.

Many thanks go from me to the Officers, to Council and to everyone involved in SWRLS activities throughout the year for doing what they did, and helping to secure this regional library organization as the active, healthy and thriving body that it is today.

Rob Froud OBE
Chair
September 2009

MEMBERS OF REGIONAL COUNCIL 2008/9

Emma Ainsworth / Helen Smith (Gloucestershire College)
Anne Allan (Clifton College)
Steve Alston (University of Bath)
David Ball (Bournemouth University)
Hazel Ballard (Royal Forest of Dean College)
Alison Baud (Bath Spa University)
Peter Bottrill - until November 2008 (Torbay)
Leslie Boyce (East Devon College)
Jean I. Bradford (University of Bristol)
Janet Bremner / Julie Bowie (Bristol)
Andy Brisley (N Somerset)
Jenny Brooks (University of Exeter)
Ann Bryan (Swindon College)
Julia Burton (Bath and North East Somerset)
Martin Burton (South Gloucestershire)
Katie Carter (Weymouth College)
Jacqueline Chelin (University of the West of England, Bristol)
Carolyn Date (Bournemouth)
Pat Davis (Jersey)
Ciara Eastell (Devon)
Maggie Falla (Guernsey)
David Farley (University of Winchester)
Rob Froud (Somerset)
Ann Gandon (City College Plymouth)
Jane Gosling (University of Plymouth)
Linda Harding (Plymouth College of Art and Design)
Jean Hillier (New College, Swindon)
Liz Kent - from December 2008 (Torbay)
John Lane (Poole)
Geoff Langridge (Wiltshire)
Sue Laurence (Gloucestershire)
Antonia Leak (Arts Institute, Bournemouth)
Paul Leivers (Dorset)
Tracy Long (Dorset)
Sue Lynn (Bridgwater College)
Alasdair MacNaughtan (Plymouth)
Melanie Maloney (Basingstoke College of Technology)
Anne Mathie (University of Gloucestershire)
Jenny Monds (Sarum College)
Rosemary Peden (Bournemouth and Poole College)
Doreen Pinfold (University College of Falmouth)
Chris Ramsey (Cornwall)
Jolanta Peters / Margaret Hammel (Somerset College of Art and Technology)
Dr. Darien Rossiter (DCMT Cranfield University)
Marion Stevens (Swindon)
Georgina Tomson (Weston College)
Clare Wood-Fisher (Filton College)
Vacancy (Stroud College)

Associate members- Non Voting

Andy Forbes (Southampton Solent University)
David Baldwin (Southampton)
John English (IOW)

Stephen Edwards (Hampshire)
Judy Bevis (Portsmouth)

Honorary Officers 2008-2009

In October 2008 at the Annual General Meeting, the following members of Regional Council were elected as Honorary Officers.

Chairman of Regional Council and Management Board

Rob Froud (Somerset)

Vice-Chairman of Regional Council and Management Board

Jean Bradford (Bristol University)

Hon. Secretary of Regional Council and Management Board

Martin Burton (South Gloucestershire)

Hon. Treasurer of Regional Council and Management Board

Alasdair MacNaughtan (Plymouth)

Members of Management Board/Trustees 2008/9

David Ball (Bournemouth University) From 2008

Peter Bottrill (Torbay) resigned December 2008

Jean I Bradford (University of Bristol) From 2007

Andy Brisley (North Somerset) From 2008

Martin E Burton (South Gloucestershire) From 2007

Carolyn Date (Bournemouth) From 2007

Rob N Froud (Somerset) From 2007

Paul Leivers (Dorset) From 2007

Alasdair P MacNaughtan (Plymouth) From 2007

Director

Lynn Osborne ex officio member of Board and Regional Council

Representatives on Other Bodies

Conarls *Lynn Osborne*

Inspire National Steering Group *Martin Burton*
Lynn Osborne

MLA South West *Rob Froud*
Paul Leivers

SWACL *Lynn Osborne*

SWHELS *Lynn Osborne*

The Combined Regions *Rob Froud*
Lynn Osborne

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 16th October 2008 to serve for 2008-2009 were Rob Froud, Chairman; Jean Bradford, Vice-Chairman; Martin Burton, Honorary Secretary and Alasdair MacNaughtan, Honorary Treasurer.

In addition the Management Board consists of: David Ball, Andy Brisley, Carolyn Date, Paul Leivers 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 2008/9 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, The Arts Institute at Bournemouth and DCMT (Defence College of Management and Technology) Cranfield University

Further Education: (16) Basingstoke College of Technology, Bournemouth and Poole College, Bridgwater College, City College Plymouth, East Devon College, Filton College, Gloucestershire College, New College, Swindon, Plymouth College of Art & Design, Royal Forest of Dean, Sarum College, Somerset College of Arts & Technology, Stroud College, Swindon College, Weston College and Weymouth College

Schools: (1) Clifton College

Finance – Report of the Honorary Treasurer 2008/9

This was the first year full year with the Director of SWRLS in post. The Council agreed to spend £10,000 to support Bristol Cultural Development Partnership for books and free downloadable audio version, purchase for the *Lost World 2009* 'Great Reading Adventure'. This had not been included in the budget, but was in line with the Regional Council's wish to commit non-recurring expenditure from the reserves to support activities and initiatives that are judged to be of benefit to the region as a whole.

Thus expenditure increased by £23,779. Income however increased by £3,880, largely due to the successful e-resources conference, with a net result of a reduction in funds of £11,403 (as opposed to £8,496 increase from previous year).

At the end of the financial year, the balance on the general fund had decreased to £108,691, and the ICT fund remained at £62,558. Total balances at 31 March 2009 were £171,249. It is anticipated that the agreed implementation of the WorldCat local project will further reduce the reserves.

Unrestricted reserves at the end of the year equated to around 28 months of the budgeted trading expenditure a decrease from the previous year's 31 months.

I confirm that the accounts comply with the current statutory requirements, and with the constitution.

Alasdair MacNaughtan
Honorary Treasurer

SWRLS / PLYMOUTH MUSIC SCHEME

Loans to members have increased by 8%. Total loans have increased by 6%.
We have calculated that the minimum amount required to run the scheme for members from 1st April 2009 will be £16,608.59. There is therefore no proposed increase in funding over last year.

	2008-9			2007-8	
	SETS	COPIES		SETS	COPIES
Bath & North East Somerset	56	1,685	+55%	36	1,087
Bournemouth	60	2,022	-2%	61	2,059
Bristol	114	3,312	+63%	67	2,034
Cornwall	134	3,037	-3%	124	3,124
Dorset	185	4,519	+46%	120	3,095
Guernsey	17	648	-8%	21	701
North Somerset	57	1,115	-8%	54	1,214
Oxfordshire	181	5,726	-13%	212	6,552
Somerset	217	5,545	-5%	223	5,840
South Gloucester	19	370	-35%	27	572
Swindon	16	360	+44%	11	250
Wiltshire	117	3,153	+22%	90	2,585
SWRLS TOTAL	1,173	31,492	+8%	1,046	29,113
U.K. loans	513	15,327	+12%	485	13,661
I.L.L. TOTAL	1,686	46,819	+9%	1,531	42,774
PLYMOUTH/DEVON	1,014	30,115	+2%	997	29,522
GRAND TOTAL	2,700	76,934	+6%	2,528	72,296

SWRLS Review of 2008- 2009

I would to kick off the review by offering congratulations to a number of our members. Firstly, to our Chairman, Rob Froud, who was made an OBE in the New Year Honours List. Secondly, to Bournemouth University, who won the "Outstanding Library Team" in the Times Higher Supplement Leadership & Management Awards 2009. It is great to see local colleagues being recognised for their work in the library profession.

My first full year in the role of Swrls' director has continued to be both busy and interesting and I hope that you have noticed an increase in activity and that the organisation has had a higher profile as a result.

The new style Annual Report, introduced last year, received positive comments from members. As well as being sent to all members it was also used as an advocacy tool, being sent to prospective members, as well as regional and national library and related sector organisations. This year the format is the same, though the printed copy will be shorter to reduce costs, with the full financial statement being replaced by a summary.

The work carried out during the year aimed to identify and meet the needs and demands of members and included for the first time, the development of a draft Strategic Action Plan, (further details below) which was approved at the Regional Council meeting in March 2009 and will give direction for work in the future.

I represented the SW library sector at various meetings including, with the Museum Libraries and Archives Council in discussions on apprenticeships, with the Department of Innovation, Universities and Skills (DIUS) at a round table on informal learning and the South West Lifelong Learning Network (SWLLN) on development of Foundation Degrees for those working in cultural services.

The other main areas of work this year have again centred on Membership Services, Website, Resource discovery and sharing, including Inspire and promotion of electronic resources, Newsplan, UnityUK, Conarls and TCR and partnership development.

Strategic Action Plan 2008-10

A small working group, consisting of Board and ordinary members, worked with me to identify the main themes and produce a draft plan for approval by the Regional Council. The agreed themes are Resource Sharing, Advocacy, Skill Development, Lifelong Learning, Cultural Impact and Partnership. The plan can be seen on the website at: <http://www.swrls.org.uk/index.asp?ID=279> and will be updated regularly, with progress reports made to the Board and Council.

Membership Services

We welcomed two new HE members who joined during the year, The Arts Institute at Bournemouth and University College Falmouth. The City of Bath College withdrew. There are now 51 members, consisting of 21 public library services, (including 4 associate members) 13 universities, (including 1 associate member) 16 FE colleges and 1 independent school.

Promotion of SWRLS continued with an article in the November 2008 CILIP SW News and attendance at a variety of meetings, including the CILIP SW AGM.

Website

The new website was launched in December at "Access all Areas", the E Resources seminar. It supports a new generic email address, director@swrls.org.uk which makes communications from SWRLS more recognisable.

Development work on the website has continued during the year, with the addition of an interactive map on the member page, events and news items on the home page and a flickr account being introduced to provide a photo gallery of events and member activities. Agendas, minutes and reports are now added to the website for easier access and to reduce the size of files being emailed to members.

Usage has steadily risen since the statistics were first recorded in July 2008 when there were 256 unique visits and 2,171 pages viewed. They peaked at 4,032 visits in December 2008 with 7,613 pages viewed and the total visits and pages viewed

for the year were 50,777 and 20,215 respectively which averages 5,641 and 2,246 respectively per month. Even allowing for the fact that my visits are included when updating the site, this does seem to demonstrate an increasing use by members.

Resource Discovery & Sharing

• Inspire

Nationally, the main funded project has now ended, but a small team, with support from Sally Curry, the coordinator, continues as a voluntary Management Board, on which both I and Martin Burton sit. It met twice and it was decided to postpone a national conference originally planned for April as funds were limited. It will instead concentrate on preparing a business case to raise further funds and updating and promoting the Find It! database.

Regionally, a useful meeting of interested public and HE members was held in September at Exeter University, at which it was agreed to form a new regional steering group to raise awareness of Inspire. It was also agreed to investigate updating the Find It! database entries and identify a named Inspire contact from every member to improve communication. As a result I have now attended a short training course and am able to offer help to members to update their entries.

During the year I have also met with sub regional groups in Avon, Cornwall, Exeter and Plymouth, as well as attending SWHELDS meetings, to promote both SWRLS and Inspire.

An article was also included in the February 2009 CILIP SW News, which resulted in 2 new libraries signing up to Inspire.

• “Access all Areas”- E Resources seminar

A joint seminar with JISC RSC SW was held in December at the conference centre at the Somerset College of Art and Technology. Its aims included identifying current and future developments, raising awareness of the current arrangements for collaborative use of electronic resources, identifying areas of good practice in cross-sectoral collaboration between public libraries, FE and HE provider resources, raising awareness of public library resources, encouraging better use of existing resources through knowledge sharing and acknowledging the challenges of electronic resource collaboration as well as considering potential solutions.

Delegates attended from all sectors, public, HE and FE, and through the online evaluation survey commented that it was a useful networking opportunity. Overall, it was judged successful with 85% of the 36 delegates declaring it to be good or excellent and over 90% finding it wholly, or in part, relevant to their work. For a full report and copies of the presentations, see the Inspire page on the SWRLS website at: <http://www.swrls.org.uk/index.asp?ID=290>

• Newsplan

Two regional meetings were held in July and November, hosted by SWRLS and attended by representatives from 10 authorities and Ed King from the British Library.

As a result work has been undertaken to create a template to be used in collecting information for the production of a web based union list of what hard and microfilm copies of regional and local papers are available regionally.

It was also agreed to identify unique titles held only in the region, with a view to the British library digitising them as part of their own ongoing project.

- **Inter-library loans**

A new simplified statistical form was introduced in September 2008 and most members have been using it successfully and sending it in electronically rather than as a paper based form.

Loans within the region have decreased slightly, (see the full details on P.16) but with the forthcoming introduction of WorldCat Local, it is anticipated that they may rise again in the future.

- **Southern Interlending Group (SILL)**

At a meeting of SILL held at Warminster Library in April, it was proposed that it should become a formal SWRLS working group, covering just the SW, but with an agreed brief. The SWRLS Management Board subsequently approved the draft brief, (which can be seen on the SWRLS website) and recommended that ILL staff from any SWRLS' member should be invited to future meetings.

- **Forum for Interlending (FIL)**

Sponsored places were made available for 2 members to attend the FIL annual conference in Scotland in July. Their reports of the event were later published in the FIL newsletter and both delegates commented that it was a useful event and well worth attending.

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

SWRLS is represented on the TCR Board and Council, with Rob Froud, (Somerset) Chair of the Board and Council and Lynn Osborne a director of the Board and Council member.

Discussions began with Conarls, with a view to merging the two organisations, which have similar aims and objectives. The formal proposal, which was widely consulted on and subsequently approved by Conarls, was tabled and approved at the TCR AGM in November, with the result that they will merge and Conarls will become a working group of TCR from April 2009.

- **UnityUK and WorldCat**

During the year SWRLS held a series of meetings with OCLC, the parent organisation of both UnityUK and WorldCat, to explore a solution for a replacement service for Wisdom, the regional "real time" union catalogue and ILL request system.

A business case for a proposal to provide free public access to the library catalogues of assenting SW public library authorities on the web based WorldCat Local platform was approved at the Regional Council meeting in March.

Funding for just such a project has been held in the SWRLS financial reserves for a number of years and, it will use them to pay the implementation charge for every participating SW public library authority. As a result, those public library members will then be able to take advantage of a negotiated discounted annual fee for a five year contract. Work on this project will commence in 2009/10.

- **Partnership working**

The E Resources seminar was the result of partnership working with JISC RSC SW, with joint planning and organisation, SWRLS underwriting the cost and JISC RSC SW providing admin support.

Work was carried out on behalf of SWACL to negotiate a regional rate for the subscription to Share the Vision (STV). This will result in a reduced fee being paid by SWRLS and forwarded pro rata to all public library authorities via the SWRLS annual invoice.

Working in partnership with the Bristol Cultural Development Partnership, an audio version of the book, Lost World, was made available as a free download, together with a promotional postcard, as part of the Lost World Read 2009 project to commemorate the bicentenary of the birth of Charles Darwin and the 150th anniversary of birth of Sir Arthur Conan Doyle. For a full report on the project see http://www.lostworldread.com/downloads/lost_world_read_survey_summary.doc

Following numerous meetings, SWRLS has become one of the supporters of Cyprus Well, a new independent charity which aims to enable and nurture literature development activity in the SW. It looks forward to working with their Board of Trustees once they are appointed in 2009/10 and for further details see <http://www.cypruswell.org/>

Lynn Osborne
Director

9. Regional inter-lending statistics

Following consultation with members, a simplified statistics collection form was introduced in 2008/9. The new electronic form has two sheets, one each for received and supplied items, but only collects interlibrary loans traffic between SWRLS members. There are only four categories of material, identified; monographs (which includes fiction), Play Sets, Music Sets* and Alternative formats. These are the 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 separately through the SWRLS Music Scheme.

Inter-Library Loans 2008-2009: Public Libraries

SWRLS Code	Library Name	From SWRLS members	To SWRLS members	Net Credit
2	Bath and N E Somerset	159	165	6
5	Bournemouth Libraries	575	647	72
7	Bristol City Libraries	638	810	172
13	Cornwall	*	579	0
14	Devon	1508	2358	850
15	Dorset	850	590	0
18	South Gloucestershire	391	110	0
20	Gloucestershire	1577	891	0
24	Guernsey	28	100	72
33	Poole	416	191	0
38	Somerset	2527	1599	0
43	Torbay Libraries	305	357	52
45	North Somerset	367	165	0
46	Wiltshire	780	1901	1121
54	Plymouth	877	562	0
55	Swindon	159	88	0
123	Jersey	59	79	20
Totals		11216	11192	2365

Inter-Library Loans 2008-2009: Academic Libraries

SWRLS Code	Library Name	From SWRLS members	To SWRLS members	Net Credit
9	Bristol University	36	895	859
17	University of Exeter	23	211	188

27	Plymouth College of Art and Design	0	7	7
28	East Devon College	0	5	5
62	Bath University	19	24	5
64	Bridgwater College	46	67	21
75	Swindon College	0	13	13
79	Weymouth College	0	0	0
85	Basingstoke College	1	8	7
89	Royal Forest of Dean	11	7	0
90	Weston College	0	6	6
91	DCMT	2	0	0
94	Bath Spa University	0	0	0
102	Filton College	2	7	5
103	University of Gloucestershire	6	76	70
105	Sarum College	37	66	29
109	University of Winchester	159	778	619
110	Somerset College	1	8	7
111	Plymouth University	37	365	328
112	UWE	3	151	148
114	New College	10	30	20
118	City College, Plymouth	3	6	3
120	Gloucestershire College	0	0	0
122	Southampton Solent University	0	0	0
132	University of Bournemouth	3	1	0
134	Clifton College	0	0	0
135	Bournemouth and Poole College	11	0	0

136	Arts Institute at Bournemouth	10	26	16
137	University College Falmouth	0	2	2
Totals		363	2685	2355

Inter-Library Loans 2008-2009: Associate members

SWRLS Code	Library Name	From SWRLS members	To SWRLS members
22	Hampshire	3617	3344
23	IOW	184	224
34	Portsmouth	348	494
39	Southampton	1210	986
122	Southampton Solent University	0	0
Totals		5359	5048

Summary Comparison of Statistics 2007/8 and 2008/9 (Excluding Associate members)

	From SWRLS	To SWRLS	SWRLS transactions	From all other	To all other	All transactions
2007/8						
Public	11,387	11,258	22,645	9,369	7,343	39,357
HE/FE	448	3,065	3,513	8,343	1,844	13,700
Totals	11,835	14,323	26,158	17,712	9,187	53,057
2008/9						
Public	11,216	11,192	22,408	No longer collected		
HE/FE	363	2,685	3,047			
Totals	11,579	13,877	25,458			

Comments: 1. SWRLS transactions decreased by 2.7% between 2007/8 and 2008/9 (26,158 – 25,458) / 26,158 X 100

Note: * Cornwall Council stats are available for supplied only.

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 2008 / 2009 are highlighted in the Annual Review in this report.

Summary financial statements Year ended 31 March 2009

	Unrestricted Funds £	Designated Funds £	Total 2009 £	Total 2008 £
Incoming Resources				
Incoming Resources from Charitable Activities				
Full Member				
Subscriptions	39,157	-	39,157	35,327
Associate Member				
Payments	-	-	-	-
User Payment	2,285	-	2,285	2,678
Music Requests	-	-	-	-
Incoming Resources from Generated Funds				
Bank Deposit Interest	5,689	-	5,689	5,246
Total Incoming Resources	47,131	-	47,131	43,251

	Unrestricted Funds £	Designated Funds £	Total 2009 £	Total 2008 £
Resources Expended				
Charitable Activities				
Unity	-	-		4,802
Grants payable	10,000	-	10,000	-
Inter-library lending contract				-
Consultancy fees	22,268	-	22,268	10,867
Training and conferences	1,193	-	1,193	345
Travelling and Subsistence	3,823	-	3,823	2,541
Internet	2,761	-	2,761	-
Postage and stationery	2,335	-	2,335	359
Subscriptions	567	-	567	567
User Lending Charges				
- Non LAs	4,026	-	4,026	2,740
- LAs	4,887	-	4,887	3,591
Sundry Expenses	729	-	729	2,203
Insurance	420	-	420	541
IT upgrade				-
Financial Services	4,635	-	4,635	5,288
Bad Debt Expense				-
Governance Costs				
Independent Examiner's report	890	-	890	911
Total Resources Expended	<u>58,534</u>	<u>-</u>	<u>58,534</u>	<u>34,755</u>

Balance Sheet

At 31 March 2009

	Note	£	2009 £	£	2008 £
Fixed assets					
Tangible assets	2		1		1
Current assets					
Debtors	3	3,734		6,371	
Cash at bank and in hand					
Bank Deposit Account		175,164		176,388	
Bank Current Account		1,000		1,000	
			<u>179,898</u>		<u>183,759</u>
Creditors: amounts falling due within one year					
Trade creditors		8,650		1,108	
Accruals and deferred income				-	
			<u>8,650</u>		<u>1,108</u>
Net current assets			171,248		182,651
Net assets			171,249		182,652
			=====		=====
The funds of the charity:					
General fund	4		108,691		120,094
Designated fund	4		62,558		62,558
Total unrestricted funds			<u>171,249</u>		<u>182,652</u>
Total charity funds			171,249		182,652
			=====		=====

A copy of the full financial statements can be seen at www.swrls.org.uk