

# **South Western Regional Library Service**

**Seventy Third  
Annual Report**

**Year ended 31<sup>st</sup> March 2010**

[www.swrls.org.uk](http://www.swrls.org.uk)

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**2010**

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**SWRLS**

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## **SOUTH WESTERN REGIONAL LIBRARY SERVICE 73rd Annual Report**

### **Introduction and Chairman's Comments**

An annual report provides the opportunity to take stock of the year which has passed and to look forward to the future.

The year ending for this annual report brought international economic challenges. Our Annual General Meeting in October 2010 will be a week before the Government's Comprehensive Spending Review announcement. It is clear that this will bring challenges and that library leaders in the South West must respond.

For SWRLS, as an organisation, the year saw Rob Froud's resignation from the office of Chairman after twelve years. An extract from Rob's letter of thanks to SWRLS follows:

"Thank you very much for your kind words at the Council meeting this week. SWRLS seems to have been a big part of my professional life for a long time, and I am delighted that it's growing and in very good hands. I would like to take this opportunity to thank everyone for the support you have given SWRLS in the twelve years since I have been Chair, and indeed before. I wish you all well in continuing to develop SWRLS as a strong cross sectoral, strategic regional library organisation.  
Good luck and best wishes"

As well as thanking Rob for his contribution to SWRLS over this twelve years it also seems pertinent to reflect on the changes which all libraries faced during those twelve years.

The period brought significant changes in computing, social networking, miniaturisation of technology, in collaborative working and the proliferation of e-book readers. These developments have supported giving library users more information about library collections and their locations. SWRLS has supported this through its work with Inspire, which has also increased access. Work on Worldcat holds out the prospect of further increasing access to library collections and more convenient and more seamless request services for library users.

Training and development for staff to help deal with this change has been a valued and growing part of SWRLS work, bringing recognition with the CILIP seal of approval for training for our training.

Partnership working and joint working has a long pedigree in the library world and the need for this has been emphasised over this period. Budget pressures and restructurings of host organisations have been widespread and the time available for partnership working paradoxically squeezed. SWRLS has provided attendance and communication about many of these partnership developments and ensures that libraries in the South West are represented. In relation to this, I would particularly like to record appreciation of the Board for the work and support that Lynn Osborne gives.

The budget pressures facing all libraries provide the challenge looking forward.

SWRLS has a long and strong history of co-operation which has benefited library users and saved resources for local authorities and educational institutions. The essential role and value of reading and effective use of information for research, learning and personal development and leisure remains. Libraries are fundamental to the essential basic skill of reading. The co-operation of all members of SWRLS will mean we will continue to contribute to savings and improving access to resources for our readers.

Paul Leivers  
Chair

## **MEMBERS OF REGIONAL COUNCIL 2009/10**

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)  
Alexandra Barton - Joined July 09 (South Devon College)  
Alison Baud (Bath Spa University)  
Leslie Boyce (East Devon College)  
Janet Bremner / Julie Bowie (Bristol)  
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)  
Carolyn Date (Bournemouth)  
Pat Davis (Jersey)  
Ciara Eastell (Devon)  
Maggie Falla (Guernsey)  
David Farley (University of Winchester)  
Lesha Farrar (née Fossey) – Joined July 09 (National Meteorological Library and Archive)  
Rob Froud (Somerset)  
Ann Gandon (City College Plymouth)  
Jane Gosling (University of Plymouth)  
Aileen Hamer - Joined July 09 (St. Luke's Science & Sports College)  
Linda Harding - until August 09 (Plymouth College of Art)  
Jean Hillier (New College, Swindon)  
Liz Kent (Torbay)  
John Lane (Poole)  
Carol Langham - from August 09 (Filton College)  
Geoff Langridge (Wiltshire)  
Sue Laurence (Gloucestershire)  
Antonia Leak (Arts Institute, Bournemouth)  
Paul Leivers/ 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)  
Jolanta Peters (Somerset College of Art and Technology)  
Jennifer Scherr (University of Bristol)  
Marion Stevens (Swindon)  
Jane Tomlinson from Jul 09 (Exeter College)  
Georgina Tomson (Weston College)  
Clare Wood-Fisher - until August 09 (Filton College)  
Vacancy (Stroud College)

## **Associate members- Non Voting**

Judy Bevis – Until October 09 (Portsmouth)

David Baldwin (Southampton)  
John English (IOW)  
Stephen Edwards (Hampshire)  
Andy Forbes (Southampton Solent University)  
Pat Knight - Joined May 09 (Farnborough College of Technology)

## **Honorary Officers 2009-2010**

In October 2009 at the Annual General Meeting, the following members of Regional Council were elected as Honorary Officers.

### **Chairman of Regional Council and Management Board - until 16/3/10**

R N Froud OBE (Somerset)

### **Acting Chairman of Regional Council and Management Board - from 16/3/10**

P. Leivers (Dorset)

### **Vice-Chairman of Regional Council and Management Board**

Vacant

### **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 2009/10**

David Ball (Bournemouth University) From 2008 to 2011

Andy Brisley (North Somerset) From 2008 to 2011

Martin E Burton (South Gloucestershire) From 2007 to 2010

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

Carolyn Date (Bournemouth) From 2007 to 2010

Rob N Froud OBE (Somerset) From 2007 to 2010

Paul Leivers (Dorset) From 2007 to 2010

Alasdair P MacNaughtan (Plymouth) From 2007 to 2010

## **Director**

Lynn Osborne ex officio member of Board and Regional Council

## **Representatives on Other Bodies**

BBC Libraries Partnership - South West Steering Group	Lynn Osborne Martin Burton
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Cilip SW	<i>Lynn Osborne</i>
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Conarls Working Group	<i>Lynn Osborne</i>
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Cyprus Well	<i>Carolyn Date</i>
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Inspire National Steering Group	<i>Lynn Osborne</i>
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SWACL	<i>Lynn Osborne</i>
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SWHELs	<i>Lynn Osborne</i>
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The Combined Regions	<i>Rob Froud 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 15<sup>th</sup> October 2009 to serve for 2009-2010 were Rob Froud, Chairman; Martin Burton, Honorary Secretary and Alasdair MacNaughtan, Honorary Treasurer. During the course of the year Rob Froud retired and Paul Leivers volunteered to be Acting Chairman until the next AGM in October 2010.

In addition the Management Board consists of: David Ball, Andy Brisley, Jacqueline Chelin, 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 2009/10 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:** (19) 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, Royal Forest of Dean, Sarum College, Somerset College of Arts & Technology, Stroud College, Swindon College, Weston College and Weymouth College

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

**National:** (1) National Meteorological Library and Archive (Met Office)

## **Finance – Report of the Honorary Treasurer 2009/10**

For the financial year 2009/10 Expenditure decreased by £6,780 and Income increased by £4,111 with a net result of a reduction in funds of £512 (£11,403 decrease in the previous year).

At the end of the financial year, the balance on the General fund had decreased to £108,179, and the Designated fund remained at £62,558. Total balances at 31 March 2010 were £170,737.

Unrestricted reserves at the end of the year equated to around 26 months of the budgeted trading expenditure, a decrease from the previous year's 28 months.

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

Alasdair MacNaughtan  
Honorary Treasurer



## SWRLS / PLYMOUTH MUSIC SCHEME 2009/10

Loans to members have increased by 6%. Total loans have increased by 7%.

We have calculated that the minimum amount required to run the scheme for members from 1<sup>st</sup> April 2010 will be £17,023.80. This is an increase of 2.5% in funding over last year.

	2009-10			2008-9	
	SETS	COPIES		SETS	COPIES
Bath & North East Somerset	46	1,474	-13%	56	1,685
Bournemouth	71	2,217	+10%	60	2,022
Bristol	67	1,997	-40%	114	3,312
Cornwall	156	3,935	+30%	134	3,037
Dorset	237	5,837	+29%	185	4,519
Guernsey	21	888	+37%	17	648
North Somerset	56	1,184	+6%	57	1,115
Oxfordshire	159	4,798	-16%	181	5,726
Somerset	239	6,319	+14%	217	5,545
South Gloucester	53	1,388	+275%	19	370
Swindon	20	462	+28%	16	360
Wiltshire	102	2,937	-7%	117	3,153
<b>SWRLS TOTAL</b>	<b>1,227</b>	<b>33,436</b>	<b>+6%</b>	<b>1,173</b>	<b>31,492</b>
U.K. loans	707	19,345	+26%	513	15,327
I.L.L. TOTAL	1,934	52,781	+13%	1,686	46,819
PLYMOUTH/DEVON	986	29,407	-2%	1,014	30,115
<b>GRAND TOTAL</b>	<b>2,920</b>	<b>82,188</b>	<b>+7%</b>	<b>2,700</b>	<b>76,934</b>

### SWRLS Review of 2009/10

In March, Rob Froud, announced that he was taking early retirement from Somerset County Council and would therefore be stepping down as Chair of SWRLS, a role he has held for over 12 years.

I am sure that I speak for all SWRLS members when I say that Rob will be much missed as an enthusiastic promoter of cooperative working and committed library professional, and we wish him well for the future.

Paul Leivers, Head of Cultural Services, Dorset County Council, agreed to stand in as Chair, until at least the next AGM and I look forward to working with him and the other members of the Board for the continued benefit of our existing and indeed, growing number of members.

### Strategic Action Plan 2008-10

The Strategic Plan 2008-10, which can be seen on the website at:

[http://www.swrls.org.uk/Regional\\_Council/Strategic\\_Plan](http://www.swrls.org.uk/Regional_Council/Strategic_Plan) has continued to give

me a useful focus for activity and regular update reports have been made to the Board and Regional Council during the year, resulting in ongoing adjustments and updates being incorporated. As well as supporting the Board in achieving the outcomes of the Strategic Plan, I also strive to seek out opportunities which our members can take advantage of to assist them in delivering their service to their own users.

## **Resource Discovery and Sharing**

- **WorldCat Local**

SWRLS and OCLC announced their collaboration project to use WorldCat Local as their shared end user discovery service at a reception at the Public Library Authorities conference in Bristol in October 2009. The project will enable users to search and place reservations on materials held across the South West and will also raise the profile of member libraries on the Web by becoming visible in WorldCat.org.

A project implementation team, consisting of OCLC, SWRLS and representatives from the 13 authorities who have indicated their intention to use WorldCat Local, has met regularly during the year. Pilot sites at Libraries West and Bournemouth have been working with OCLC and reports of progress have been shared using Basecamp, a web-based project management and collaboration tool.

- **Unity UK**

The annual regional Unity UK User Group meeting was hosted in Exeter in April, with support from SWRLS. This is the opportunity for members to meet OCLC staff, share information and discuss future service improvements and upgrades.

- **Inspire**

Nationally the small Management Board has continued to meet and is working closely with The Collections Trust who have taken over the running of the Culture Grid database from the MLA on which Find It! sits. Whilst work to update the platform and migrate the records takes place updating and training was temporarily suspended.

Regionally, I have kept in touch with a number of the sub regional groups and added links on the SWRLS website to those with promotional information. SWRLS Management Board has approved the cost of producing a regional promotional leaflet, sharing the design costs with LIEM, the East Midlands Regional Library Service. This will be available to all members to highlight the scheme and ensure that members of the public and staff understand the procedures and protocols for using resources other than in their own library.

- **Newsplan**

Two regional meetings were held in May and November, the latter held at the BL Colindale Newspaper Library included a very interesting tour led by Newspaper Services Manager, Stewart Gillies. Attendance was good having been boosted by the incentive of a contribution from SWRLS towards the travel costs.

Work on collating the holdings data from members continues and the SWRLS Board agreed to seek practical IT support to produce a union catalogue once the data collection is complete.

- **Electronic Resources**

The cyberLibrary database, hosted by Plymouth City Libraries, provides easy access to the online resources subscribed to in every SW public library. 20,000 copies of a promotional leaflet, which combines as a library membership application form, were funded, at a modest cost, by SWRLS and distributed to members for use at Freshers events and for inclusion in student induction packs.

Following the decision to pursue means of improving access to e resources in academic libraries a cross sectoral working group was convened. The first meeting was held at UWE and a brief paper on the options was drafted by Jackie Chelin for consideration at the March Regional Council meeting. As a result, an expression of interest was made to RIN to become involved with the "Access to Scholarly Content: Gaps and Barriers" research project commissioned in March.

In February, SWRLS facilitated the SW regional workshop run by JISC Collections on Digital Library Licensing Services, and promoted the event to the public library network.

- **SWRLS Music Scheme**

Whilst the scheme is now managed directly by Plymouth City Libraries, SWRLS still supports the music librarians and this year a meeting was convened of scheme members to discuss issues, including marketing and training needs. As a result information was added to the website of useful music related links and a training session, in partnership with IAML was planned.

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

SWRLS continues to be represented on the TCR Board and Council and the newly merged CONARLS Working Group, which was officially launched in April 2009. The TCR website is now independent from OCLC who originally hosted it and it can be seen at <http://combinedregions.com/Home>

Work during the year to improve and promote the Conarls led Non-English Language Fiction collections database resulted in a number of updates being received and usage increased. For further information on the database see:

[http://combinedregions.com/Inter-Library\\_Loans/Locating\\_Non\\_English\\_Language\\_Fiction](http://combinedregions.com/Inter-Library_Loans/Locating_Non_English_Language_Fiction)

## **Advocacy**

- **Membership**

This year has seen the Met Office (National Meteorological Library and Archive), Exeter College, Farnborough College of Technology, South Devon College and St Luke's Science and Sports College all sign up as new members of SWRLS. At the end of the year there were 56 members consisting of 21 public library services, (including 4 associate members) 13 universities (including 1 associate member) 19 FE colleges, 1 independent school, 1 state secondary school and a national library.

The new format of inviting a guest speaker to our Regional Council meetings has proved popular. This year they included at the AGM, Graeme Miller, OCLC on WorldCat Local and at the March meeting, Steve Lee, OSS Watch, on Open Source

- **Website**

Use of the website grew by over 20% with over 62,000 page views from 22,000 unique visits. The events and news pages were promoted in the November 2009 Cilip SW newsletter with the offer to include any item of interest to the region for free and this resulted in a number of emails with course details being received.

- **Cilip SW**

In order to maintain closer links with individual librarians in the region and also to promote SWRLS, I have provided a number of articles to the Cilip SW Newsletter and now sit on their committee, with the specific role of assisting with events. All local Cilip events are also now included on our website events pages.

## **Skill Development**

- **Cilip Seal of Recognition**

In October SWRLS successfully applied for the Cilip Seal of Recognition for Continuing Professional Development Activities. This accredits SWRLS and allows it to display the Seal on any training activities that it arranges over the next three years.

- **Getting on with It! Benefiting from and coping with changing technology in library services**

A second joint annual conference, in collaboration with JISC RSC SW, was held in December at the conference centre at Somerset College of Art and Technology. The aims included: exploring the benefits for customers, staff and the service of introducing new technology, considering barriers and solutions to effective service changes, sharing good practice in the introduction and use of emerging technologies and assessing what works well in different settings. 35 delegates attended this conference, including speakers, and its success was evident from 100% voting it excellent or good and the comments received such as "I think this was one of the best events I have been to", "good to have dual perspectives i.e. public and education" and "Spot on, everything was pitched at right level for me". A full report of the conference was published in Cilip SW newsletter 87 February 2010 and presentations are on the website at: [http://www.rsc-south-west.ac.uk/index.php?p=5\\_2](http://www.rsc-south-west.ac.uk/index.php?p=5_2)

- **ILL Training**

Following an online survey of SWRLS ILL units, 28 delegates, new to, or wanting a refresher session, attended a very successful training day in Exeter in June. The day was arranged in conjunction with two FIL committee members from the region, Graham Titley and Sara Washford. For further details on the topics covered see [http://www.swrls.org.uk/Interlending\\_Searching/Interlending\\_Training\\_Day\\_2009](http://www.swrls.org.uk/Interlending_Searching/Interlending_Training_Day_2009)

- **Forum for Interlending (FIL)**

SWRLS offered sponsored places to the FIL annual conference again, though only one place was taken up for the event, held in Lancaster. The report can be seen on the website at: <http://www.swrls.org.uk/assets/Fil%20Interlend%20Report%202009.doc>

- **NVQ's and Progression Awards in Library and Information Services**

SWRLS assessed the demand for and negotiated the provision of NVQ's, to be made available through Bridgwater College. The first awards were launched in January 2010.

- **Brokering training**

As well as directly providing training, SWRLS has been able to help a number of members with their training needs by recommending or brokering courses on their behalf from suitable providers.

## **Partnership Working**

- **Cyprus Well**

Carolyn Date, member of SWRLS Management Board, was appointed as a trustee of the Cyprus Well Board to represent the interests of libraries and in particular of SWRLS members.

As partners, SWRLS contributed £2k towards the development of the new website of the SW literature agency, Cyprus Well. <http://www.cypruswell.com/> and promoted the new venture to members.

- **SW Society of Archivists**

A new reciprocal arrangement with the SW Society of Archivists resulted in their representative attending our Regional Council meeting in March as an observer and me, likewise, attending their AGM. This arrangement will look at the benefits of working together on future shared projects and ideas will be sought from members in due course.

- **SW Strategic Health Authority**

Meetings were held with the Head of Knowledge Management and E-Learning to identify opportunities for joint working. It was agreed to explore further the interest in promoting health and well being through bibliotherapy.

## **Future activity**

The Management Board are committed to consulting on and revising the Strategic Plan in 2010, to reflect the challenges faced by all sectors in the current difficult economic times, as well as promoting and encouraging continued cooperative working.

**Lynn Osborne**

Director

## **9. Regional inter-lending statistics**

SWRLS continues to support interlibrary loans between members in the region, providing outstanding value for money with access to an estimated 10 million volumes, free at point of use to public libraries and at a lower rate than either Conarls or BL for non public libraries.

Since 2008/9 SWRLS has only collected 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 2009-2010: Public Libraries**

<b>Public Libraries</b>			
<b>Library Name</b>	<b>From SWRLS members</b>	<b>To SWRLS members</b>	<b>Net Credit</b>
Bath and N E Somerset	111	72	0
Bournemouth Libraries	545	612	67
Bristol City Libraries	365	846	481
Cornwall	1099	1143	44
Devon	1292	1405	113
Dorset	762	475	0
Gloucestershire	1044	732	0
Guernsey	21	103	82
Jersey	38	53	15
North Somerset	390	112	0
Plymouth	880	532	0
Poole	374	110	0
Somerset	1634	1349	0
South Gloucestershire	243	190	0
Swindon	173	117	0
Torbay Libraries	303	356	53
Wiltshire	780	1901	1121
<b>Totals</b>	<b>10054</b>	<b>10108</b>	<b>1976</b>

## Inter-Library Loans 2009-2010: Academic Libraries

### **Academic and Special Libraries**

<b>Library Name</b>	<b>From SWRLS members</b>	<b>To SWRLS members</b>	<b>Net Credit</b>
Arts Institute at Bournemouth	79	27	0
Basingstoke College	2	9	7
Bath Spa University	0	0	0
Bournemouth and Poole College	6	0	0
Bridgwater College	47	67	20
City College, Plymouth	2	0	0
Clifton College	0	0	0
Cranfield University, Defence Academy - College of Management & Technology	2	2	0
Exeter College	0	0	0
Filton College	4	2	0
Gloucestershire College	0	0	0
New College, Swindon	8	48	40
Petroc (Formerly East Devon College)	2	5	3
Plymouth College of Art	0	5	5
Royal Forest of Dean College*	2	5	5
Sarum College	23	57	34
Somerset College	2	4	2
South Devon College	0	0	0
Swindon College	0	28	28

University College Falmouth*	3	1	0
University of Bath	11	30	19
University of Bournemouth	3	4	1
University of Bristol	16	755	739
University of Exeter	0	249	249
University of Gloucestershire	12	66	54
University of Plymouth	21	233	212
University of West of England	3	144	141
University of Winchester	108	741	633
Weston College	9	0	0
Weymouth College	2	0	0
<b>Totals</b>	<b>365</b>	<b>2477</b>	<b>2187</b>

**Inter-Library Loans 2008-2009: Associate members**

<b>Associate Libraries</b>		
<b>Library Name</b>	<b>From SWRLS members</b>	<b>To SWRLS members</b>
Farnborough College of Technology	15	0
Hampshire	3663	3839
Isle of Wight	236	205
Portsmouth*	35	79
Southampton	Not available	
Southampton Solent University	0	0

\* Incomplete



**Summary Comparison of Statistics 2008/9 and 2009/10 (Excluding Associate members)**

	From SWRLS	To SWRLS	SWRLS transactions
2008/9			
Public	11,216	10,613	21,829
HE/FE	360	2,679	3,039
<b>Totals</b>	<b>11,576</b>	<b>13,292</b>	<b>24,868</b>
2009/10			
Public	10054	10108	20,162
HE/FE	365	2477	2,842
<b>Totals</b>	<b>10,419</b>	<b>12,585</b>	<b>23,004</b>

Comments: 1.SWRLS transactions decreased by 7.5% between 2008/9 and 2009/10 (23,004 – 24,868) /24,868 X 100)

**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 2009 / 2010 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 2010**

Registered Charity: 284072

**Independent Examiner**

C. G. Cooke FCA  
Francis Clark  
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 2010**

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## **South Western Regional Library Service**

**Year ended 31 March 2010**

### **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 2010**

I report on the accounts of South West Regional Library Service for the year ended 31 March 2010 which are set out on pages 20 to 27.

#### **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  
Vantage Point  
Woodwater Park  
Pynes Hill  
Exeter  
EX2 5FD

2010

**South Western Regional Library Service**

## South Western Regional Library Service

### Statement of Financial Activities (SOFA)

For the year ended 31 March 2010

	Note	Unrestricted Funds £	Designated Funds £	Total 2010 £	Total 2009 £
<b>Incoming Resources</b>					
<i>Incoming Resources from Charitable Activities</i>					
Full Member					
Subscriptions		44,448	-	<b>44,448</b>	39,157
Share The Vision		3,180	-	<b>3,180</b>	-
User Payments		2,127	-	<b>2,127</b>	2,285
Training		600	-	<b>600</b>	-
Other income		25	-	<b>25</b>	-
<i>Incoming Resources from Generated Funds</i>					
Bank Deposit Interest		862	-	<b>862</b>	5,689
<b>Total Incoming Resources</b>		<b>51,242</b>	<b>-</b>	<b>51,242</b>	<b>47,131</b>
<b>Resources Expended</b>					
<i>Charitable Activities</i>					
Grants payable	7	-	-	-	10,000
Consultancy fees	6	22,721	-	<b>22,721</b>	22,268
Training and conferences		1,839	-	<b>1,839</b>	1,193
Travelling and Subsistence		3,928	-	<b>3,928</b>	3,823
Internet		2,183	-	<b>2,183</b>	2,761
Postage and stationery		2,355	-	<b>2,355</b>	2,335
Subscriptions		518	-	<b>518</b>	567
User Lending Charges					
- Non LAs		4,121	-	<b>4,121</b>	4,026
- LAs		4,139	-	<b>4,139</b>	4,887
Sundry Expenses		621	-	<b>621</b>	729
Insurance		441	-	<b>441</b>	420
Share The Vision donation		3,188	-	<b>3,188</b>	-
Financial Services		4,751	-	<b>4,751</b>	4,635
<i>Governance Costs</i>					
Independent Examiner's report		949	-	<b>949</b>	890
<b>Total Resources Expended</b>		<b>51,754</b>	<b>-</b>	<b>51,754</b>	<b>58,534</b>

**South Western Regional Library Service**

**Statement of Financial Activities (SOFA) *continued***

**For the year ended 31 March 2010**

	Note	Unrestricted Funds £	Designated Funds £	Total 2010 £	Total 2009 £
<b>Net Outgoing Resources before transfers</b>		(512)	-	<b>(512)</b>	(11,403)
Gross transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		(512)	-	<b>(512)</b>	(11,403)
Total Funds brought forward		108,691	62,558	<b>171,249</b>	182,652
<b>Total Funds carried forward</b>		<b>108,179</b>	<b>62,558</b>	<b>170,737</b>	171,249

## South Western Regional Library Service

### Balance Sheet

At 31 March 2010

	Note	£	2010 £	£	2009 £
<b>Fixed assets</b>					
Tangible assets			-		1
<b>Current assets</b>					
Debtors	2	91		3,734	
Cash at bank and in hand					
Bank Deposit Account		173,529		175,164	
Bank Current Account		1,000		1,000	
			<u>174,620</u>	<u>179,898</u>	
<b>Creditors: amounts falling due within one year</b>					
Trade creditors		3,883		8,650	
Accruals and deferred income		-		-	
			<u>3,883</u>	<u>8,650</u>	
<b>Net current assets</b>			<b>170,737</b>		171,248
<b>Net assets</b>			<b>170,737</b>		171,249
<b>The funds of the charity:</b>					
General fund	3		108,179		108,691
Designated fund	3		62,558		62,558
Total unrestricted funds			<u>170,737</u>		<u>171,249</u>
<b>Total charity funds</b>			<b>170,737</b>		171,249

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

.....



## **South Western Regional Library Service**

### **Notes forming part of the financial statements**

**Year ended 31 March 2010**

#### **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 2010**

**2. Debtors**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>41</b>	3,684
Prepayments	<b>50</b>	50
	<u><b>91</b></u>	<u>3,734</u>
	<u><u><b>91</b></u></u>	<u><u>3,734</u></u>

**3. Fund Balances**

	<b>General Fund</b>	<b>Designated Fund</b>	<b>Total 2010</b>	<b>Total 2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2009	108,691	62,558	171,249	182,652
Income	51,242	-	51,242	47,131
Expenditure	(51,754)	-	(51,754)	(58,534)
Net transfers between funds	-	-	-	-
<b>At 31 March 2010</b>	<u><b>108,179</b></u>	<u><b>62,558</b></u>	<u><b>170,737</b></u>	<u>171,249</u>
	<u><u><b>108,179</b></u></u>	<u><u><b>62,558</b></u></u>	<u><u><b>170,737</b></u></u>	<u><u>171,249</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**

	<b>General Funds</b>	<b>Designated Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	112,062	62,558	<b>174,620</b>
Current liabilities	(3,883)	-	<b>(3,883)</b>
<b>Total net assets</b>	<u><b>108,179</b></u>	<u><b>62,558</b></u>	<u><b>170,737</b></u>
	<u><u><b>108,179</b></u></u>	<u><u><b>62,558</b></u></u>	<u><u><b>170,737</b></u></u>

**South Western Regional Library Service**

**Notes forming part of the financial statements (continued)**

## Year ended 31 March 2010

### 5. Transactions with Trustees

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

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Treasurer	<b>134</b>	194
Chairman	<b>482</b>	652
Secretary	-	47
Other trustees	<b>39</b>	260
	<u><b>655</b></u>	<u>1,153</u>

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

### 6. Consultancy

Consultancy fees of £22,721 (2009: £22,268) were paid to L Osborne, who is a member of the board of management (not a trustee).

### 7. Grant

In the year ended 31 March 2009, the charity paid £10,000 to Bristol Cultural Development Partnership (BCDP)

- o £9,000 support for books purchase for the 2009 Great Reading Adventure
- o £1,000 for participation in marketing campaign