

South Western Regional Library Service

**Seventy Fifth
Annual Report**

Year ended 31st March 2012

www.swrls.org.uk

Charity Registration Number: 284072

2012

ISBN 978 0903888 44 8

SWRLS

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SOUTH WESTERN REGIONAL LIBRARY SERVICE

75th Annual Report

Introduction and Chairman's Comments

Writing the words for the annual report provides the opportunity to reflect on the work of that year and think about the future.

The success of the grant scheme has been notable with four projects completed and two more in progress. Hearing about the four completed projects in March 2012 at the Regional Council meeting was also notable for me in terms of the numbers of people who attended and the obvious interest and questions which the presentations on the projects stimulated. In addition the project reports and information on the SWRLS website are a very helpful way of sharing learning. I look forward to hearing the findings of the 2012/13 projects currently in progress on foreign language material and health information.

It has been pleasing that a number of colleges have joined SWRLS over the last year.

Firm links with Arts Council England have been established in view of its library remit handed on from the Museums Libraries and Archives Council and we look forward to working with them and continuing to work with CILIPSW and Cyprus Well on areas where collaboration and joint working is beneficial and most effective.

The Management Board in its meetings has been paying particular attention to ensuring that the charity both meets its objects and has a clear focus on delivering value for money. The Board believes that the combination of training, inter-library loans, consortia agreements, online developments and having a Director with time to be able to dedicate to collaborative working in the South West and also linking with other parts of the library and information world clearly delivers that value for money.

Although this is the annual report for 2011/12 it is presented in November 2012. The Board has recently been notified by Lynn Osborne that she intends to retire and so this will be the last annual report with her as the Director. I am sure that I speak for everyone connected with SWRLS that we owe Lynn a huge amount for all that she has done for SWRLS and we wish her a long and happy retirement. Martin Burton has also resigned as Secretary of SWRLS and we thank him for his contributions to the Board.

Looking forward there are no signs on the horizon of budget austerity blowing over. This means that SWRLS needs to continue all its good work to encourage working across libraries, organisations and sectors and to continue to provide opportunities for library staff to meet, network and develop. The Board look forward to working with colleagues to continue our shared work.

Paul Leivers

Chair

MEMBERS OF REGIONAL COUNCIL 2011/12 as of 31/3/12

Emma Ainsworth / Helen Smith (Gloucestershire College)
Steve Alston (University of Bath)
Alexandra Barton (South Devon College)
Alison Baud (Bath Spa University)
Jill Beard (Bournemouth University)
Sue Benjamin-Fast (Cornwall)
Medi Bernard (Bournemouth)
Richard Birley (City College Plymouth)
Andy Brisley (N Somerset)
Jenny Brooks (University of Exeter)
Julia Burton (Bath and North East Somerset)
Martin Burton (South Gloucestershire)
Sheron Burton (Richard Huish 6th Form College)
Katie Carter (Weymouth College)
Jacqueline Chelin (University of the West of England)
Joan Davis (Wiltshire)
Michael Davis (DCMT Cranfield University)
Pat Davis (Jersey)
Ciara Eastell (Devon)
Kay Ecclestone (Cornwall College)
Maggie Falla (Guernsey)
David Farley (University of Winchester)
Chris Goddard (Plymouth)
Jane Gosling (University of Plymouth)
Donna Gundry (Plymouth College of Art)
Aileen Hamer (St. Luke's Science & Sports College)
Lee Hancock (New College, Swindon)
Scott Jordan (University of Gloucestershire)
Liz Kent / Vivien Hurley (Torbay)
John Lane (Poole)
Sue Laurence (Gloucestershire)
Antonia Leak / Charlotte Wilmot (Arts University College, Bournemouth)
Paul Leivers/ Tracy Long (Dorset)
Melanie Maloney (Basingstoke College of Technology)
Jenny Monds (Sarum College)
Claire Moore (Weston College)
Kate Murray (Bristol)
Phil Nichols (Somerset)
Nicola Nye / Simon Bowler (Exeter College)
Catherine Northeast (Cirencester College)
Sarah Pankiewicz (National Meteorological Library and Archive)
Doreen Pinfold (University College of Falmouth)
Jolanta Peters (Somerset College of Art and Technology)
Virginia Power (Bridgwater College)
Patricia Rogers (University of Bristol)
Shirley Shire (Bristol Baptist College)
Marion Stevens (Swindon)
Jane Tomlinson / Leslie Boyce (Petroc)
Janet Waters (Wiltshire College)
Suzanne White (Swindon College)
Rupert Williams/ Cecilia Cassingham (Science Museum, Wroughton)
Tom Woodman / Sarah Clark (South Gloucestershire & Stroud College, Formerly Filton College)
Paula Younger (North Somerset Healthcare Library)

Associate members- Non Voting

David Baldwin (Southampton)

John English (IOW)

Stephen Edwards (Hampshire)

Pat Knight (Farnborough College of Technology)

Mark Zumpe (Portsmouth)

Honorary Officers 2011/12

In October 2011 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 (Somerset)

Vice-Chairman of Regional Council and Management Board

Jackie Chelin (University of West of England)

Hon. Secretary of Regional Council and Management Board

Martin Burton (South Gloucestershire)

Hon. Treasurer of Regional Council and Management Board

Andy Brisley (North Somerset)

Members of Management Board/Trustees 2011/12

Andy Brisley (North Somerset) From 2011 to 2014

Martin E Burton (South Gloucestershire) From 2010 to 2013

Medi Bernard (Bournemouth) From 2010 to 2013

Jacqueline Chelin (University of West of England) From 2012-2015

Virginia Power (ne Havergal) 2011 to 2014

Paul Leivers (Dorset) From 2010 to 2013

Kate Murray (Bristol) 2011 to 2014

Jane Tomlinson (Petroc) 2011 to 2014

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,	<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	<i>Lynn Osborne</i>
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SWHELs	<i>Lynn Osborne</i>
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The Combined Regions (TCR)	<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 20th October 2011 to serve for 2011/12 were Paul Leivers, Chair; Jackie Chelin, Vice Chair; Martin Burton, Honorary Secretary and Andy Brisley, Honorary Treasurer.

In addition the Management Board consists of: Medi Bernard, Kate Murray, Virginia Power, 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 2011/12 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: (12) Universities of Bath, Bath Spa, Bournemouth, Bristol, Exeter, Falmouth, Gloucester, Plymouth, West of England, Winchester, Arts University College at Bournemouth and Cranfield University, Defence Academy - College of Management & Technology.

Further Education and Special: (19) Basingstoke College of Technology, Bristol Baptist College, Bridgwater College, Cirencester College, City College Plymouth, Cornwall College, Farnborough College of Technology, Gloucestershire College, (Merger of Gloucester College and Royal Forest of Dean College), New College, Swindon, North Somerset Healthcare, Petroc, Plymouth College of Art, Sarum College, Somerset College of Arts & Technology, South Gloucestershire and Stroud College (formerly Filton College), Swindon College, Weston College, Weymouth College and Wiltshire College.

Schools: (2) Richard Huish 6th Form 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 2011/12

For the financial year 2011/12, expenditure increased by £11,264 and income increased by £5,501, with a net result of a decrease in funds of £2,614 (£3,149 increase in previous year)

At the end of the financial year, the balance on the general fund had decreased to £108,715, and the ICT fund remained at £62,558. Total balances at 31 March 2012 were £171,273.

Unrestricted reserves at the end of the year equated to around 22 months trading of the budgeted trading expenditure, stable from the previous year.

Following the decision to establish a grants programme to encourage collaborative projects between members, 2011/12 saw the first grant claims with a total liability of £19,000 received and paid in part from the 2011/12 budget, with the remainder due in 2012/13.

Payments to SWRLS members / OCLC associated with the introduction of OCLC Worldcat have finally commenced, and will be reflected within the 2012/13 accounts.

The board has successfully trialled and agreed to continue using 'Go to meeting' on line collaborative meeting software, alongside a reduced number of physical meetings in order to reduce the travel costs of Board meetings.

SWRLS remains in a strong financial position, allowing it to continue to support a wide range of development activity across all sectors of the profession.

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

Andy Brisley,
Honorary Treasurer.

Plymouth / SWRLS Music Service 2011-12 (Plymouth City Council)

Loans to members have decreased by five per cent. Total loans of all music sets from Plymouth have decreased by one per cent.

In November 2011 Plymouth's Central Library was reorganised and the former Music Library and staff integrated with the rest of the building. An in-house review revealed that Plymouth had been subsidising the Plymouth/SWRLS Music Scheme by over £10,000 a year.

To reduce this subsidy we reduced the amount of staff time spent on operating the Scheme. This new way of working has proved successful - we are achieving our target of answering 99% of phone and email enquiries within 24 hours.

The basis for calculating subscriptions has remained unchanged since 1997. A review was well overdue to review the reduced number of participants and increasing costs, particularly those of DX which have increased by 91% in two years.

From 1997 subscriptions used a percentage figure based on population and a fixed sum with no element based on actual use. The fixed sum was £700 with a rebate of £200 for those authorities which had their own collections. Bringing the 1997 figures in line with inflation would have driven the fixed sum to £1,050, likely to have been unaffordable to smaller authorities without their own collections and relatively low levels of loans from the service.

With effect from 1st April 2013 we intend to move to a new, more equitable, method of calculation which balances population against usage and dispenses with the fixed sum.

We will calculate subscriptions based on 50% of operating costs broken down by mid-year estimate (or 2011 Census for 2013-14) population, and 50% of operating costs broken down by copies borrowed during the previous year. In this way, individual subscriptions more accurately apportion the actual use of the service and the costs of the staff delivering it.

We have calculated that the minimum amount required to provide the service to members from 1st April 2012 until 31st March 2013 will be £19,178.

That represents an increase of £2,678 over 2012-13, but is still below the peak year of 2002.

While the overall increase is 16%, some authorities – notably Bath and NE Somerset - will see significant reductions due to lower levels of use while others – notably Oxfordshire - will see increases due to very high levels of use.

Finally, after many years of being known as a “scheme” we have renamed it, more appropriately as the Plymouth/SWRLS Music Service.

Subscriptions 2013/14

Subscription	Sub 2012-13	Popu- lation 2011	%	Pop cost	Copy loans 2011-12	%	Loans cost	Sub 2013-14	+/-
Bath & NES	£1,136	176,000	4.5	£430	339	1.1	£101	£532	-£604
Bournemouth	£909	183,500	4.7	£449	2,003	6.2	£599	£1,047	+£138
Bristol	£1,574	428,200	10.9	£1,047	1,394	4.3	£417	£1,464	-£110
Cornwall	£1,802	534,500	13.6	£1,307	3,623	11.3	£1,083	£2,390	+£588
Dorset	£1,685	412,900	10.5	£1,010	5,922	18.5	£1,770	£2,780	+£1,095
Guernsey	£858	66,000	1.7	£161	1,161	3.6	£347	£508	-£350
N Somerset	£1,216	202,600	5.2	£495	944	2.9	£282	£778	-£439
Oxfordshire	£2,078	653,800	16.7	£1,599	5,569	17.4	£1,665	£3,263	+£1,185
Somerset	£1,778	530,000	13.5	£1,296	4,986	15.5	£1,490	£2,786	+£1,009
South Glos	£1,344	262,800	6.7	£643	1,378	4.3	£412	£1,055	-£290
Wiltshire	£1,619	471,000	12.0	£1,152	4,761	14.8	£1,423	£2,575	+£956
TOTAL	£16,500	3,921,300		£9,589	32,080		£9,589	£19,178	+£2,678

Loans

	2010-11		2011-12	
	SETS	COPIES	SETS	COPIES
Bath & North East Somerset	22	716	13	339
Bournemouth	87	2,689	63	2,003
Bristol	59	2,074	54	1,394
Cornwall	204	5,359	140	3,623
Dorset	192	4,645	248	5,922
Guernsey	18	647	26	1,161
North Somerset	25	747	42	944
Oxfordshire	171	5,373	179	5,569
Somerset	248	6,754	189	4,986
South Gloucestershire	46	935	58	1,378
Swindon	28	733	5	159
Wiltshire	110	3,348	159	4,761

TOTAL	1,211	34,020	1,176	32,239
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Trends

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	34,020	£17,879
2011-12	32,239	£17,429
2012-13		£19,178

SWRLS Review 2011/12

This year the review is arranged using the Strategic Plan headings, but notable activities over the year have included; a successful grant first round outcome, the extension of the agreement with British Library for a reduced ILL rate for public and FE College members, and establishment of a new relationship with the Arts Council.

Strategic Action Plan 2011-13

The Strategic Plan, first introduced in 2008 and revised in 2011, continues to provide a useful template for directing and reporting on the activity of the organisation.

Updates are provided for the Board members and Regional Council on a regular basis and can be seen on the website here: http://www.swrls.org.uk/Regional_Council/Strategic_Plan

Raising the Profile

This year has brought new opportunities to raise the profile of SWRLS with both members and non members and indeed with different sectors.

A new format for Regional Council meetings has been adopted by having a relevant theme with invited speakers. This has proved popular and encouraged members to send different staff to attend and join in the networking that is sparked off.

- **Membership**

Two new organisations enrolled as members with SWRLS during the year, Richard Huish Sixth Form College and Wiltshire College.

- **Marketing and publicity**

Reports on the launch and the progress of the first round grant projects, including the “Walk In Access” project led by UWE and Girls and the Boys Exhibition on children’s literature, led by Devon Libraries and Exeter University, have been published in regional and national newsletters.

Joint events, have been held with Cilip SW, including a very popular visit to the Science Museum Library and Archive near Swindon and articles from attendees have been published in regional and national newsletters.

- **Twitter**

A Twitter account <http://twitter.com/swrlsdir> has been set up which, as well as offering a new communication route, has been linked to the website to send out automatic tweets when new events or news items are added.

Value for Money

- **Grant Scheme**

The first year of the scheme was a great success and culminated in presentations from the four projects being given at the Regional Council meeting in March 2012. The full reports and presentations can all be seen on the website here:

http://www.swrls.org.uk/SWRLS_Activities/SWRLS_Grant_Scheme .

A second round of the SWRLS grant scheme was launched in January 2012. This resulted in two successful bids being invited to submit full applications which were duly received in May 2012 and will result in a further £13,000 being provided by SWRLS for regional projects on foreign language material and health information in 2012/13.

- **On line meetings**

An annual subscription was taken out to the online “[Go to Meeting](#)” service and used for Board meetings, grant panel meetings and online training, saving both time and travel costs for all. The software is available for use by any SWRLS member by contacting the [Director](#) who can set up the necessary meeting invitations and hand over the controls.

- **Consortia agreements**

The consortia agreement with the British Library, which fixed the BL ILL rate at 2008 prices for Public and FE College libraries and was due to end in December 2011 was extended to 31st July 2012 at no extra charge following negotiation by SWRLS.

Discussions with OUP, facilitated by SWRLS, resulted in extra discounts for the subscribers of their Online Reference offer.

Cooperation and Partnership

- **Cyprus Well – SW Literature Agency**

The Director continues represent SWRLS on the Cyprus Well Board of and supported the successful bid for CW to become a fully funded ACE National Portfolio Organisation (NPO) from April 2012.

In turn, CW supported and advised SWRLS in bids to ACE for funding from the Digital Resources Fund and Grants for the Arts for the SW Reading Passport scheme. Whilst the bids

were not successful, much useful experience was gained from the process which will hopefully reap benefits in the future.

- **SWACL**

SWRLS continues to be represented at the quarterly meetings and supports a number of operational working groups which report to SWACL, including Read SW and Newsplan. SWRLS maintains the regional contact list for the partnership agreement between the BBC and SWACL and attends the regular meetings, sharing any relevant information with other SWRLS members.

- **The Network**

SWRLS was on a small working group which tabled a proposal at the December 2011 SWACL meeting to set up a SW Social Justice Advocacy Group for public librarians. The group will act as the regional network to share ideas and tackle social exclusion in libraries. This was accepted and SWRLS negotiated and undertook to collect the discounted regional subscription which provides expert advice to members.

Resource Sharing

- **WorldCat Local**

The expected soft launch in autumn 2011 was delayed until spring 2012, but Libraries West authorities (Bath and NE Somerset, Bristol, North Somerset, Somerset and South Gloucestershire) and Plymouth all went live then. Monthly teleconference meetings of the project group continued and more libraries will be added during 2012/13 when a publicity campaign to encourage use by the public will also be run. To search the catalogues, go to <http://fablibraries.worldcat.org/> and use the drop down box to choose South West England where only those on WCL will show live availability of items in stock.

- **UnityUK**

The annual Unity UK User Group meeting was held in May and the discussions included news of a forthcoming national union catalogue based on Unity UK records.

- **The Combined Regions (TCR)**

In February, SWRLS represented TCR at the OCLC EMEA conference in Birmingham which, together with other librarians from across the world heard about new developments that OCLC have planned including the Worldshare Platform which, as well as providing WorldCat will also assist with efficient collections management and support collaboration.

Work on the national union catalogue "Fab Libraries" and discussions with OCLC on a new website, provisionally entitled "Bookmark your Library", to promote services offered by public libraries, continued during the year.

- **Inspire**

Articles about the SWRLS grant scheme appeared in the e newsletters which resulted in queries from other regions.

Visits to local special collections, including the Science Museum Library and Archive near Swindon and the BBC Natural History Unit, Bristol were arranged and promoted by SWRLS.

- **Newsplan**

SWRLS facilitated the two regional meetings and subsequently the Director liaised with Ed King from the British Library and a colleague from the East Midlands to identify possible future funding to carry out further Newsplan microfilming.

As a result, an approach was made to TCR to assist with the work to identify a potential future national microfilming programme. TCR are mindful to provide funding once agreement with BL on project management has been reached.

Advocacy

- **Arts Council**

The Arts Council England (ACE) took over the role of supporting and developing public libraries from the Museums, Libraries and Archive Council in October 2011. SWRLS has met Katie Lusty the new SW Library Relationship manager to identify joint working opportunities and invited her to attend future Regional Council meetings as an observer. Katie also joined the SWRLS Grant Panel to help assess bids to the scheme.

Swrls has also been represented at various ACE meetings on funding streams available to libraries and workshops organised by ACE as part of the national consultation exercise "Envisioning the Library of the Future".

<http://www.artscouncil.org.uk/what-we-do/supporting-libraries/libraries-consultation/>

- **CilipSW**

As part of the ongoing restructuring of Cilip, Cilip SW merged with the Careers and Development Groups (CDG Devon and Cornwall and CDG West) to become the Cilip SW Division. SWRLS continues to assist with events coordination and attendees are encouraged to write reports which are published in the regional newsletter. This provides another opportunity to promote SWRLS to a wider range of people.

- **Website**

The website continues to be well used and now the events and news items are linked to Twitter it is getting promoted more widely.

The relaunch in June of the OPAC tool which links searches direct to member catalogues was well received especially by FE College members.

Workforce Development

- **Online courses**

Budget restraints experienced by many member organisations meant that demand for training courses was limited this year so it was decided to experiment with online courses.

SWRLS commissioned member, Paula Younger, North Somerset Healthcare Library, to develop and run a new online Health Information awareness course for frontline staff using the SWRLS subscription to "Go to Meeting".

A trial was successfully run in November with a small number of delegates and plans for future online courses will now be considered.

- **Maximising the use of e resources**

Two courses, arranged by SWRLS in conjunction with Credo and COFHE, were held in Exeter and Truro in June and attracted over 30 delegates between them. Reports from delegates were included in the Cilip SW newsletter and can be seen on the SWRLS website*.

- **Forum for Interlending (FIL)**

Demand for the SWRLS sponsored places to the FIL annual conference in Durham were so great this year that three delegates were sent. Their reports were included in the FIL newsletter and can also be seen on the SWRLS website here:

[http://www.swrls.org.uk/Training/FIL Interlend Conference Reports](http://www.swrls.org.uk/Training/FIL%20Interlend%20Conference%20Reports)

- **Library Visits and Tours**

Visits to special and new libraries are still popular, as evidenced by the 20 people who visited the BBC Library Bristol in April and 14 people who visited the Science Museum library and Archive in November. SWRLS information was available to all delegates and reports from both visits appeared in the Cilip SW newsletters and can also be seen on the SWRLS website*

The 2011 Annual General Meeting held in October at the new Somerset Heritage Centre, Taunton and the Regional Newsplan meeting in May provided an opportunity for members to be shown behind the scenes at this impressive new facility. With thanks to Janet Tall, Head of Archives and Local Studies and her staff.

A tour of Cullompton library based in the new Hayridge Centre was also included as part of the Regional Council meeting held in March. With thanks to Tim Duxbury, Centre Manager.

*Delegate reports of training events and visits can be seen here:
http://www.swrls.org.uk/Training/SWRLS_Training_and_Visit_Reports

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 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 2011/12: Public Libraries

Library Name	From SWRLS members	To SWRLS members	Net Credit
Bath and N E Somerset	23	78	55
Bournemouth Libraries	365	451	86
Bristol City Libraries	239	407	168
Cornwall	486	531	45
Devon	775	841	66
Dorset	343	378	35
Gloucestershire	835	519	0
Guernsey	8	39	31
Jersey	25	27	2
North Somerset	148	65	0
Plymouth	861	335	0
Poole	331	130	0
Somerset	714	1415	701
South Gloucestershire	218	86	0

Swindon	74	33	0
Torbay Libraries	240	207	0
Wiltshire	780	1901	1121
Total	6465	7443	2310

Inter-Library Loans 2011/12: Academic Libraries

Library Name	From SWRLS members	To SWRLS members	Net Credit
Arts University College at Bournemouth	17	22	5
Basingstoke College	0	5	5
Bath Spa University	0	4	4
Bridgwater College	39	19	0
Bristol Baptist College	0	0	0
Cirencester College	5	0	0
City College, Plymouth	0	0	0
Cornwall College	1	1	0
Barrington Library - Cranfield University, DA-CMT	0	1	1
Exeter College	0	0	0
Filton College	1	1	0
Gloucestershire College	0	0	0
National Meteorological Office	0	0	0
New College, Swindon	1	28	27
Petroc	16	1	0
Plymouth College of Art	0	0	0
Richard Huish 6th Form College	0	0	0
St. Luke's Science and Sports College	0	0	0
Sarum College	13	46	33
Somerset College	3	10	7
South Devon College	0	0	0
Swindon College	1	0	0

University College Falmouth	12	2	0
University of Bath	33	28	0
University of Bournemouth	12	12	0
University of Bristol	7	956	949
University of Exeter	185	226	41
University of Gloucestershire	16	34	18
University of Plymouth	0	0	0
University of West of England	11	72	61
University of Winchester	113	422	309
Weston College	0	2	2
Weymouth College	0	0	0
Wiltshire College	0	0	0
Total	486	1892	1462

Inter-Library Loans 2011-2012: Associate members

Library Name	From SWRLS members	To SWRLS members
Farnborough College of Technology	6	0
Hampshire	2355	1920
IOW	96	71
Portsmouth	796	383
Southampton	Not available	

Summary Comparison of Statistics 2010/11- 2011/12 (Excluding Associate members)

	From SWRLS	To SWRLS	SWRLS transactions
2010/11			

Public	8626	9274	17,900
HE/FE	394	2,270	2,664
Totals	9,020	11,544	20,564
2011/12			
Public	6465	7443	13,908
HE/FE	486	1892	2,378
Totals	6,951	9,335	16,286

Comments: SWRLS transactions decreased by 20.1% overall between 2010/11 and 2011/12 though academic libraries borrowed 18.9% more items

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 2011/12 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 2012

Registered Charity: 284072

Independent Examiner

C. G. Cooke FCA
Francis Clark LLP
Woodwater Park
Pynes Hill
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Bankers

Royal Bank of Scotland
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**South Western Regional Library Service
Year ended 31 March 2012**

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South Western Regional Library Service

Year ended 31 March 2012

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 2012

I report on the accounts of South West Regional Library Service for the year ended 31 March 2012 which are set out on pages 23-28.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 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 Commissioner. 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, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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
Exeter

October 2012

South Western Regional Library Service

Statement of Financial Activities (SOFA)

For the year ended 31 March 2012

	Note	Unrestricted Funds £	Designated Funds £	Total 2012 £	Total 2011 £
Incoming Resources					
<i>Incoming Resources from Charitable Activities</i>					
Full Member					
Subscriptions		47,365	-	47,365	44,448
Share The Vision		3,180	-	3,180	3,180
User Payments		1,703	-	1,703	1,887
British Library					
Training		-	-	-	-
Other income		3,945		3,945	136
<i>Incoming Resources from Generated Funds</i>					
Bank Deposit Interest		826	-	826	618
Total Incoming Resources		<u>57,019</u>	<u>-</u>	<u>57,019</u>	<u>51,519</u>
Resources Expended					
<i>Charitable Activities</i>					
Grants payable		6,201	-	6,201	-
Consultancy fees	6	23,551	-	23,551	24,062
Training and conferences		720	-	720	365
Travelling and subsistence		2,873	-	2,873	2,815
Internet		190	-	190	379
Postage and stationery		1,106	-	1,106	1,192
Subscriptions		4,834	-	4,834	1,921
User Lending Charges					
- Non LAs		3,300	-	3,300	3,836
- LAs		3,488	-	3,488	3,458
Sundry expenses		602	-	602	818
Insurance		465	-	465	463
Share The Vision donation		3,188	-	3,188	3,187
Financial services		4,900	-	4,900	4,899
Legal and professional		3,225	-	3,225	-
<i>Governance Costs</i>					
Independent Examiner's report		990	-	990	975
Total Resources Expended		<u>59,633</u>	<u>-</u>	<u>59,633</u>	<u>48,370</u>

South Western Regional Library Service

Statement of Financial Activities (SOFA) *continued*

For the year ended 31 March 2012

	Note	Unrestricted Funds £	Designated Funds £	Total 2012 £	Total 2011 £
Net (Outgoing) / Incoming Resources before transfers		(2,614)	-	(2,614)	3,149
Gross transfers between funds		-	-	-	-
Net Movement in Funds		(2,614)	-	(2,614)	3,149
Total Funds brought forward		111,328	62,558	173,886	170,737
Total Funds carried forward		108,714	62,558	171,272	176,886

South Western Regional Library Service

Balance Sheet

At 31 March 2012

	Note	£	2012 £	£	2011 £
Fixed assets					
Tangible assets			-		-
Current assets					
Debtors	2	14,062		4,556	
Cash at bank and in hand					
Bank Deposit Accounts		159,304		175,544	
Bank Current Account		1,000		1,000	
			<u>174,366</u>	<u>181,100</u>	
Creditors: amounts falling due within one year					
Trade creditors		3,094		2,489	
Accruals and deferred income		-		4,725	
			<u>3,094</u>	<u>7,214</u>	
Net current assets			<u>171,272</u>		173,886
Net assets			<u><u>171,272</u></u>		<u><u>173,886</u></u>
The funds of the charity:					
General fund	3		108,714		111,328
Designated fund	3		62,558		62,558
Total unrestricted funds			<u>171,272</u>		<u>173,886</u>
Total charity funds			<u><u>171,272</u></u>		<u><u>173,886</u></u>

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 2012

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.

Notes forming part of the financial statements (continued)

Year ended 31 March 2012

2. Debtors

	2012	2011
	£	£
Trade debtors	106	106
Prepayments	4,450	4,450
	<u>4,556</u>	<u>4,556</u>
	<u><u>4,556</u></u>	<u><u>4,556</u></u>

3. Fund Balances

	General Fund £	Designated Fund £	Total 2012 £	Total 2011 £
At 1 April 2011	111,328	62,558	173,886	170,737
Income		-		51,519
Expenditure		-		(48,370)
Net transfers between funds	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 March 2012	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>	<u><u>173,886</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			
Current liabilities			
	<u> </u>	<u> </u>	<u> </u>
Total net assets	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>

Notes forming part of the financial statements (continued)

Year ended 31 March 2012

5. Transactions with Trustees

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

	2012	2011
	£	£
Treasurer	178	178
Chairman	35	35
Secretary	80	80
Other trustees	186	186
	<hr/> 479 <hr/> <hr/>	<hr/> 479 <hr/> <hr/>

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

6. Consultancy

Consultancy fees of £TBC 2011: £24,062) were paid to L Osborne, who is a member of the board of management (not a trustee).