

PUBLIC LIBRARY STATISTICS 2010-11 ACTUALS AND 2011-12 ESTIMATES

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Address 2 :	<input type="text" value="Beckhampton Street"/>	Town :	<input type="text" value="Swindon"/>				
Postcode :	<input type="text" value="SN1 2JG"/>						
Introduction							
<p>Welcome to CIPFA Public Library Statistics 2011</p> <p>The answer to all questions in the main body of the Questionnaire should exclude details of services provided to educational establishments, prisons and hospitals - and any other rechargeable services.</p> <p>NB. Information relating to Archive Services is specifically excluded from the questionnaire.</p> <p>General data e.g. population, area, etc. will be obtained by CIPFA from other sources (Ordnance Survey, ONS)</p> <p>Please express all figures in actual units. If figures are not available, best estimates are acceptable.</p>							
<p>Thank you for your collaboration. If you have any questions or problems do not hesitate to contact:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>CIPFA No 1 Croydon 12-16 Addiscombe Road, Croydon, CR0 0XT</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Telephone: (Switchboard) 020.8667.1144 Fax: 020 8681 6741 E-Mail: libraries@cipfa.org.uk</p> </td> </tr> </table>				<p>CIPFA No 1 Croydon 12-16 Addiscombe Road, Croydon, CR0 0XT</p>	<p>Telephone: (Switchboard) 020.8667.1144 Fax: 020 8681 6741 E-Mail: libraries@cipfa.org.uk</p>		
<p>CIPFA No 1 Croydon 12-16 Addiscombe Road, Croydon, CR0 0XT</p>	<p>Telephone: (Switchboard) 020.8667.1144 Fax: 020 8681 6741 E-Mail: libraries@cipfa.org.uk</p>						
<p>Please complete and email this questionnaire by Friday 15th July 2011 E-Mail address to return questionnaire: libraries@cipfa.org.uk Please refer to the notes of guidance before completing this form.</p>							
<p>In filling out the form please use the following conventions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">0 Denotes nil or not applicable</td> <td style="width: 50%;">Cell X Denotes data included in another cell X</td> </tr> <tr> <td>** Denotes data not available</td> <td>where X should be replaced with the cell number which includes the data</td> </tr> </table> <p>Please do not use either NA or N/A, please see above conventions for valid method.</p> <p>Please do not leave any boxes blank</p> <p>Auto summation cells will not calculate if cells contain ** as this represent an unknown figure.</p>				0 Denotes nil or not applicable	Cell X Denotes data included in another cell X	** Denotes data not available	where X should be replaced with the cell number which includes the data
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<p>Date modified: 9 May 2011</p>							

PUBLIC LIBRARY STATISTICS 2010-11 ACTUALS AND 2011-12 ESTIMATES

Service Points Open to the Public at 31st March 2011 (to be used in section 1 of the questionnaire)

Auto-filled cells below are produced on previous returns and **should be checked and updated**

If the Service point is no longer in operation, simply delete the cell contents (NOT the row).

Use one line for each service point (including mobile libraries). If a mobile, please just select "Mobile" under column (iii).

The data entered below will be used to calculate the number of service points and the average opening hours (cells 1 to 12).

To return to the Main Questionnaire tab, [click here](#).

Service Point (i)	Library Name (ii)	Type (Static / Mobile) (iii)	Scheduled Opening hours per week (iv)
1	Central Library	Static	84.0
2	Covingham Library	Static	24.0
3	Even Swindon Library	Static	10.0
4	Highworth Library	Static	45.0
5	Liden Library	Static	23.0
6	Moredon and Rodbourne Cheney Library	Static	37.0
7	North Swindon Library	Static	42.0
8	Old Town Library	Static	40.0
9	Park Library	Static	37.5
10	Penhill Library	Static	19.0
11	Pinehurst Library	Static	17.0
12	Upper Stratton Library	Static	33.0
13	Walcot Library	Static	14.0
14	West Swindon Library	Static	41.0
15	Wroughton Library	Static	37.0
16	Mobile Library	Mobile	28.0
17			
18			
19			
20			

PUBLIC LIBRARY STATISTICS 2010-11 ACTUALS AND 2011-12 ESTIMATES

Section 1 - Service Points Open to the Public at 31 March 2011

[NB. Information relating to numbers of Service Points and Opening hours will be calculated from the 'Service Points' tab.]

[To go to 'Service Points Tab' Click here](#)

Static Service Points Open:

Over 60

45 - 59

30 - 44

10 - 29

Mobile Libraries Open Over 10

Static and Mobile Libraries Open Under 10

Total

Number

1	1
2	1
3	7
4	6
5	1
6	0
7	16

Average opening hours

8	84
9	45
10	38
11	18
12	28

Busiest Service Point in 2010-11 in terms of issues per annum

(a) Name / Town

13

Central Library, Swindon

(b) No. of issues per annum

14

381,410

Busiest Service Point in 2010-11 in terms of visits per annum

(a) Name / Town

15

Central Library, Swindon

(b) No. of visits per annum

16

431,514

Number of Electronic Workstations

Please refer to guidance notes for the following questions:

Number of terminals with libraries catalogue, Internet access and OPACs at 31 March 2011

17

200

Number of hours available for use of People's Network Terminals from 1 April 2010 to 31 March 2011

18

441,129

Number of hours recorded for use of People's Network Terminals from 1 April 2010 to 31 March 2011

19

212,039

Memorandum

Number of Service Points that have a public access Wi-Fi network available as at 31 March 2011

20

1

**Total Number of
Terminals for
Public or Joint
Use with Staff**

Section 2 - Book Stock Statistics (Excluding those for Agency Services)

Total book stock at 1 April 2010		Number of Volumes
	21	273,890
<u>Book Stock at 31 March 2011</u>		Number of Volumes
Reference Books (including children's)	22	14,295
Lending stock (including on loan and available)		
- Adult Fiction	23	91,242
- Adult Non-fiction	24	56,125
- Children's Fiction	25	61,557
- Children's Non-fiction	26	16,391
Total Lending Stock	(Sum of cells 23 to 26)	225,315
Reserve Stock and Unallocated	28	12,711
Total Book Stock at 31 March 2011	(Sum of cells 22, 27 and 28)	252,321
<u>Book Acquisitions</u>		Number of Volumes
Reference Books (Including Children's)	30	1,245
Stock for Loan		
- Adult Fiction	31	21,441
- Adult Non-fiction	32	6,686
- Children's Fiction	33	15,023
- Children's Non-fiction	34	2,332
Total Lending Stock	(Sum of cells 31 to 34)	45,482
Total Book Acquisitions During 2010-11	(Sum of cells 30 and 35)	46,727

Section 3 - Audio, Visual, Electronic & Other Stock (Excluding those for Agency Services)

<u>Audio, Visual, Electronic & Other Stock at 31 March 2011</u>		Number of Items
For Reference (CD-ROMs, Multi-media, Software, etc.)	37	494
Lending Stock (including on loan and available)		
Sound Recordings - Music	38	1,984
Sound Recordings - Adult Talking Books	39	7,459
Sound Recordings - Children's Talking Books	40	2,713
Video and DVDs	41	8,075
Multi-media and Open Learning Packs (including language packs)	42	427
CD-ROMs, Software etc.	43	0
Total Lending Stock	(Sum of cells 38 to 43)	20,658
Reserve Stock and Unallocated	45	135
Total Audio-Visual Stock at 31 March 2011	(Sum of cells 37, 44 and 45)	21,287
<u>Audio, Visual, Electronic & Other Acquisitions During 2010-11</u>		Number of Items
For Reference (CD-ROMs, Multi-media, Software, etc.)	47	15
For Loan		
Sound Recordings - Music	48	471
Sound Recordings - Adult Talking Books	49	753
Sound Recordings - Children's Talking Books	50	429
Video and DVDs	51	3,000
Multi-media and Open Learning Packs (including language packs)	52	5
CD-ROMs, Software etc.	53	0
Total Lending Stock	(Sum of cells 48 to 53)	4,658
Total Audio, Visual, Electronic & Other Acquisitions	(Sum of cells 47 and 54)	4,673

Section 4 - Numbers of Staff

Number of Staff in post at 31 March 2011

Professional Staff

All Other Staff

Total Staff

In Post
(FTE to 1 decimal place)

56	11.8
57	61.2
58	73.0

(Sum of cells 56 and 57)

Section 5 - Volunteers

Volunteers

Number of volunteers in 2010-11

Annual total number of volunteer hours in 2010-11

59	132
60	5,026.0

Section 6 - Floor Space (NB. Units used are SQUARE METRES)

There is a requirement to collect this information for the Welsh Public Library Standards. Reporting of this information for other authorities is optional.

NET Floor Space of Library Area

61	6,384
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Section 7 - Annual Issues

Book Issues

Books - Adult Fiction

Books - Adult Non-fiction

Books - Children's Fiction

Books - Children's Non-fiction

Total Book Issues

(Sum of cells 62 to 65)

62	530,658
63	215,842
64	359,437
65	55,852
66	1,161,789

Audio, Visual, Electronic & Other Issues

Sound Recordings - Music

Sound Recordings - Adult Talking Books

Sound Recordings - Children's Talking Books

Video (including film) and DVDs

Multi-media and Open Learning Packs (including language packs)

CD-ROMs, Software etc.

Total Audio, Visual, Electronic & Other Issues

(Sum of cells 67 to 72)

67	5,654
68	29,209
69	11,688
70	46,887
71	1,050
72	41
73	94,529

Section 8 - Request Service

Number of requests for specific items (annual total)

Memorandum: Number of requests of which are online / other electronic

Book Request Service

Percentage of requested books supplied within 7 days
(to nearest whole percent)

Percentage of requested books supplied within 15 days
(cumulative i.e. inclusive of percentage at Cell 60)

Percentage of requested books supplied within 30 days
(cumulative i.e. inclusive of percentage at Cell 61)

74	71,589
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75	42,303
----	--------

76	88%
----	-----

77	93%
----	-----

78	97%
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Section 9 - Memorandum: Enquiries

Number of enquiries (annual total)	79	Units 175,084
Memorandum: Number of enquires of which are online / other electronic	80	34,996
<p>Authorities may if they wish, base their figure for enquiries on a larger statistical sample than the one suggested by CIPFA. Please select a category from those listed below which describes the method you have used (please select from drop down menu).</p>		
	81	Several Sample Weeks

Section 10 - Library Users

Active Borrowers		Number
Number of Active Borrowers in 2010-11	82	35,851
Housebound Readers		Number
Number of Housebound Readers in 2010-11	83	253
Visits		Number of Visits
Number of physical visits to library premises for library purposes (annual total)	84	1,147,052
<p>It will be necessary to estimate visits to library premises for non-library purposes for authorities who have multi-service outlets. It would be appreciated if authorities could enter '0' if they have no multi-service outlets and either make an estimate of non-library visits or enter '**' if there are such service points.</p>		
Number of physical visits to library premises for non-library purposes (annual total)	85	0
<p>Authorities may if they wish, base their figure for visits on a larger statistical sample than the one suggested by CIPFA. Please select a category from those listed below which describes the method you have used (please select from drop down menu).</p>		
	86	Full Count
Number of service points with electronic counters	87	13
Virtual Visits		Number
Estimated number of visits to the network resource (website) in 2010-11	88	284,358
Memorandum		Yes / No
Does your authority use social network sites to advertise the library?	89	Yes

Section 11 - Inter Library Loans for The Year (Excluding those for Agency Services)

		Number
Inter Library Loans supplied to other libraries	90	107
Inter Library Loans received from other libraries	91	290

Section 12 - Financial Information (Excluding Costs of Agency Services)

PLEASE COMPLETE ON A NON IAS 19 (PREVIOUSLY FRS 17) ACCOUNTING BASIS

NOTE: To include New Opportunities Fund

Revenue Expenditure (Excluding Capital Charges - See Cell 127 & 136)

		2010-11 Outturn	2011-12 Estimates
		£	£
Employees	92	1,919,883	129 1,861,100
Premises	93	551,770	130 651,400
Supplies and Services			
Books & Pamphlets (Enter here the amount spent in 2010-11 to purchase books & pamphlets for your libraries).			
- Reference (CD-ROMs, Multi-media, Software etc.)	94	12,988	
- Adult Fiction	95	117,974	
- Adult Non-fiction	96	60,179	
- Children's Fiction	97	67,977	
- Children's Non-fiction	98	10,173	
Newspapers, Periodicals and Magazines	99	17,116	
Sound Recordings - Music	100	4,929	
Sound Recordings - Adult Talking Books	101	30,657	
Sound Recordings - Children's Talking Books	102	5,431	
Video recordings and DVDs	103	37,305	
Multi-media and Open Learning Packs (including Language Pack)	104	0	
CD-ROMs, Software etc.	105	0	
On-line / Electronic (Internet etc.)	106	30,394	
Other Library acquisitions (please specify)	107	50,564	
		**	
Bookbinding	108	2,760	
Total Expenditure on Materials	109	448,447	131 488,300
(Sum of Cells 95 to 109)			
Computing Costs (Non-financial)	110	157,889	
Other Supplies and Services	111	139,865	
Transport	112	2,553	
Third Party Payments	113	307,925	
Support Services Costs (Not applicable in Northern Ireland)	114		
Other Expenditure (Estimates only - this should include Computing Costs, Other Supplies and Services, Transport, Third Party Payments and Support Services Costs)			132 630,100
Total Revenue Expenditure	(Sum of Cells 92, 93 and 109 to 114 : Cells 129 to 132)	115 3,528,332	133 3,630,900
Revenue Income			
Overdue Charges	116	58,719	
Reservation Fees	117	1,491	
Lettings	118	41,810	
Hire of Audio and Visual Materials	119	83,519	
Electronic Revenue	120	176	
Specific Grants	121	22,453	
Provision of Library Services to other Local Authorities	122	894	
Miscellaneous - Receipts from the public (including photocopying)	123	71,448	
Miscellaneous - Corporate Income	124	5,000	
Total Revenue Income	(Sum of Cells 116 to 124)	125 285,509	134 280,900
Net Expenditure	(Cell 115 minus Cell 125: Cell 133 minus Cell 134)	126 3,242,823	135 3,350,000
Capital charges (Not to be included in Net Expenditure)	127	**	136 **
Memorandum			
Net Expenditure on an IAS 19 (previously FRS 17) basis	128	**	

Section 13 - Supplementary Financial Information

Capital Expenditure (Excluding Agency Services)

2010-11 Outturn

		£	
New Buildings	137		**
Refurbishment of premises	138	8,676	
IT Investment, Networks etc.	139	15,000	
Books and pamphlets	140		**
Other Library Materials	141		**
Other Capital Expenditure (please specify)	142	**	**
Total Capital Expenditure	(Sum of cells 137 to 142)		**

Please Check all ** entered are unknown values and are not 0 or included in another cell.

Section 14 - Memorandum: Public Libraries User Survey



Public Library User Survey (PLUS) Questions

	Year	Adult	Children
Year Survey was undertaken	144	**	2011
			%
% over 16, who think that Library opening hours are 'Very good' or 'good'.	146		**
% under 16, who answer yes to: "The library is open when I want to come in".	147		**
% over 16, who found it easy to access the library. Q: Did you find the library easy to get to?	148		**
% under 16, who found it easy to access the library. Q: Did you find the library easy to get to?	149		**
% over 16, who think the library is 'very good' or 'good'.	150		**
% under 16 who think the library is 'good'.	151		**
% over 16, who think the choice of books is 'very good' or 'good'.	152		**
% under 16, that think the books are 'good'.	153		**
% under 16, that said that 'Using the library has helped me to...			
- read better	154		**
- do better at school	155		**
- use computers better	156		**
- make friends	157		**
- join in and try new things	158		**
- learn and find things out	159		**

If the above data is not sourced from the CIPFA PLUS surveys, please indicate the methodological approach used in the space provided below (see 'Notes' for further guidance).

PROVISION OF LIBRARY SERVICES TO OTHER LOCAL AUTHORITIES

In exactly the same way that Agency Services are excluded from the main body of the return, the answers to all questions in the survey form should wherever possible exclude details of services provided to other authorities. Please use the space below to identify any special circumstances which apply.

Section 15 - Public Library Service Impact Measures 2010-11 Actuals

Promoting the economic vitality of localities

		Hours
Total ICT based adult learning sessions attendee hours in year	160	2,827
<i>The above will be used to calculate attendee hours per population</i>		

Improving the quality of life for older people

		Number
Total number of older people helped to live at home receiving an at home library service	161	253
Total number of older people helped to live at home	162	1,749
		%
% of users of the service classing the choice of materials received as "very good" or "good"	163	**

Raising standards across schools

Bookstart - packs delivered to children

	Number	Eligible Population
Stage 1 - aged 0 (up to 1st birthday)	164 2,020	167 2,850
Stage 2 -	165 2,213	168 2,739
Stage 3 - aged 3 to 4 (from 3rd birthday up to 5th birthday)	166 2,823	169 2,586

Only include packs physically delivered to children. The delivery of packs to a health authority/PCT is not a proxy for the number delivered to children, see notes for details.

	Number	Eligible Population
Number of people aged 0-3 (up to 4th Birthday) who are library members	170 5,356	171 11,338

Summer reading challenge

	Number	Eligible Population
4 to 12 year olds (from 4th birthday up to but not including 12th birthday) who start the challenge.	172 2,387	173 21,157
Boys participating in the challenge	174 1,191	175 10,888

	Number
Number of starters who complete the challenge	176 1,167
Number of 4-12 year olds who are members of the library	177 15,309

This will be used to calculate the percentage of 4-12 year olds who are members

The below derived data will be shown in the publication.

	Derivation	%
% of Bookstart Packs delivered to Stage 1 age group population	164/167	70.9%
% of Bookstart Packs delivered to Stage 2 age group population	165/168	80.8%
% of Bookstart Packs delivered to Stage 3 age group population	166/169	###
% of 0 to 3 population who are library members	170/171	47.2%
% of 4-12 year olds who started the Summer Reading Challenge	172/173	11.3%
% of boys who started the Summer Reading Challenge	174/175	10.9%
% of girls who started the Reading Challenge	(172-174)/(173-175)	11.6%
% of starters who complete the Summer Reading Challenge	176/172	48.9%
% of 4 to 12 year olds who are library members	177/173	72.4%

Section 16 - Memorandum: E-Products

Number of times subscription-based content is accessed

178 17,868

Electronic Products

E-books

179 0

Downloads

182 0

E-Audio

180 0

183 0

E-Audiovisuals

181 0

184 0

Number of e-readers available for public use

185 0

Memorandum : Financial Information [This section should be completed on a NON-ISA 19 (Previously FRS 17) basis.]

The financial component should also be included under Section 12 - Financial Information

Expenditure on E-books, e-audio, e-audiovisual

186 £ 0

Income on E-books, e-audio, e-audiovisual

187 0

Net Expenditure on E-books, e-audio, e-audiovisual

(Cell 186 minus Cell 187)

188 0

Expenditure on e-readers

189 £ 0

Income on e-readers

190 0

Net Expenditure e-readers

(Cell 189 minus Cell 190)

191 0

In order to improve the quality of our service, please use this space below to provide any comments you may wish to make on this section.

Section 17 - Other Libraries not included under Section 1

This memorandum section is to show any other library that does not fit under the CIPFA definition of a service point. It is meant to show what additional benefits a library authority has to offer other than the traditional service point/services.

Please note that any related statistics (i.e. visitor numbers, book issues etc. are not to be included anywhere else in the CIPFA statistics.

Please list number of local service points, partnerships or/and other libraries in the box provided below:

If you have any further comments or clarifications please use the below space: