

Service Points Open to the Public at 31 March 2021 (to be used in section 1 of the questionnaire)

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Please include opening hours for service points that are temporarily closed as on 31 March due to COVID-19 lockdown.

Record the Actual Opening Hours per Week (due to COVID-19) as an average across the year if possible, due to the likely variance across different weeks, lockdowns etc., with a service point open when providing a service to the general public, staffed or unstaffed (following the same guidance for scheduled opening hours in the Guidance Notes tab). If any service points were not open at all in 2020-21 due to COVID-19, then the actual opening hours would be zero.

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

Unstaffed opening hours are when technology allows public access to a library without staff members present.

Unstaffed hours will be included in the Number of Static Service Points Open totals at the beginning of Section 1 of the questionnaire.

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

If the Cells below are blank and you provided a return last year, please return to the contacts tab and fill it in.

Use one line for each service point (including mobile libraries). If a mobile, please select "Mobile" under column (iii) and scheduled opening hours per week in columns (iv) and (v). Likewise for a static library, but select "Static" under column (iii).

Service Point	Library Name	Type (Static/ Mobile)	Scheduled Opening Hours per Week (staffed)	Scheduled Opening Hours per Week (unstaffed)	Actual Opening Hours per Week (due to COVID-19)	Type of Library For definitions, click here	Do you consider this to be part of your statutory service?
(i)	(ii)	(iii)	(iv)	(v)	(vi) <u>△</u>	(vii)	(viii)
1	Oakham	Static	44.0	0.0	9.1	Local Authority Run Library	Yes
2	Uppingham	Static	18.0	0.0	1.1	Local Authority Run Library	Yes
	Mobile Library	Mobile	27.2	0.0	0.0	Local Authority Run Library	Yes
4	Ketton	Static	17.0	0.0	1.0	Local Authority Run Library	Yes
5	Ryhall	Static	15.0	0.0	1.0	Local Authority Run Library	Yes
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(i)	(ii)	(iii)	(iv)	(v)	(vi) <u>\(\(\(\) \)</u>	(vii)	(viii)
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(i)	(ii)	(iii)	(iv)	(v)	(vi) <u>\(\(\(\) \)</u>	(vii)	(viii)
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Section 1 - Service Points Open to the Public at 31 March 2021

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Other than for lines 1 to 19, only include figures in this return from service points you have identified as being under your statutory control on the previous page.

*For questions asking for a snapshot figure at 31 March, if the 31 March date is not appropriate due to COVID-19 lockdown, please provide a snapshot figure from the latest date possible that is appropriate and record the date in the 'Other Comments' box at the bottom of the questionnaire.

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

To go to the 'Service Points' tab, click here

<u>Nur</u>	mber of Static Service Points Open (Scheduled Hours):	Statutory	_	Non-Statutory	_	Total	
1	60+ hours	0	1	0	16	0	31
2	55 - 59 hours	0	2	0	17	0	32
3	50 - 54 hours	0	3	0	18	0	33
4	45 - 49 hours	0	4	0	19	0	34
5	40 - 44 hours	1	5	0	20	1	35
6	35 - 39 hours	0	6	0	21	0	36
7	30 - 34 hours	0	7	0	22	0	37
8	25 - 29 hours	0	8	0	23	0	38
9	20 - 24 hours	0	9	0	24	0	39
10	15 - 19 hours	3	10	0	25	3	40
11	10 - 14 hours	0	11	0	26	0	41
12	Mobile Libraries Open Over 10 hours	1	12	0	27	1	42
13	Mobile Libraries Open Under 10 hours	0	13	0	28	0	43
14	Static Libraries Open Under 10 hours	0	14	0	29	0	44
15	Total	5	15	0	30	5	45
	Total number of	libraries in 2019-20	(take	n from last year's re	turn)	5	
	Total number of libraries in 2	2019-20, minus Line	18 pl	us Line 19, minus Lir	ne 15	0	
	Described of the last state of	.14-				100.00/	4.6
16	Percentage of total scheduled opening hours per week staffe			culated from the ice points tab		100.0%	46
17	Percentage of total scheduled opening hours per week unsta	ffed*	301 1	ice points tab		0.0%	47
						Number	
18	Libraries permanently closed during 2020-21					0	48
19	Libraries opened during 2020-21					0	49
	If you have any comments regarding libraries closing and op	ening please specify	, belo	w·			
	(Please note that comments provided here are to be published				final	publication)	
20	If your statutory library provision is being provided by a thir	d party, please give	detail	s below:			
		, p. 3, p. 22.2 3					
	Busiest Service Point in 2020-21 in terms of issues per annu	l	(1.)				F-4
21	(a) Name/Town Oakham	50	(b) N	No. of issues per ann	um	11,428	51
	Busiest Service Point in 2020-21 in terms of visits per annun	n:					
22	(a) Name/Town Oakham	52	(b) N	No. of visits per annu	m	5,122	53

23	Please give details of any planned or recent refurbishment of the library (spend over £50k) below:						
	l ¹						
		Total Number of					
	Number of Electronic Workstations	Terminals for Public or Joint					
	Please refer to guidance notes for the following questions.	Use with Staff					
24	Number of devices with libraries catalogue, internet access and OPACs at 31 March 2021	5	54				
25	Number of hours available for use of and access to the internet from 1 April 2020 to 31 March 2021		55				
26	Number of hours recorded for use of and access to the internet from 1 April 2020 to 31 March 2021		56				
	<u>Memorandum</u>						
27	Number of Service Points that have a public access Wi-Fi network available as at 31 March 2021	1	57				
28	Number of hours of recorded usage of public access Wi-Fi as at 31 March 2021		58				

	Section 2 - Book Stock (e:	xcluding those for Agency Services)	Go to Guidance>
			No week are of Malaura
20	Tatal Basis Stanle at 4 April 2020	*Taken from last year's return, please overwrite if	Number of Volumes 55,029 59
29	Total Book Stock at 1 April 2020	incorrect	55,029
	Book Stock at 31 March 2021		Number of Volumes
30	Reference Books (including Children's)		5,673 60
	Lending Stock (including on loan and availabl	e):	
31		- Adult Fiction	14,323 61
32		- Adult Non-fiction	9,174 62
33		- Children's Fiction	16,161 63
34		- Children's Non-fiction	5,324 64
35	Total Lending Stock	(Sum of Lines 31 to 34)	44,982 65
36	Reserve Stock and Unallocated		5,519 66
37	Total Book Stock at 31 March 2021	(Sum of Lines 30, 35 and 36)	56,174 67
	Book Acquisitions		Number of Volumes
38	Reference Books (including Children's)		7 68
	Stock for Loan:		
39		- Adult Fiction	1,271 69
40		- Adult Non-fiction	587 70
41		- Children's Fiction	614 71
42		- Children's Non-fiction	177 72
43	Total Lending Stock	(Sum of Lines 39 to 42)	2,649 73
44	Total Book Acquisitions During 2020-21	(Sum of Lines 38 and 43)	2,656 74
		Total Book Acquisitions in 2019-20 (taken from last year's return	5,660

	Section 3 - Audio, Visual & Other Items (excluding those for Agency Services)	Go to Guidance>
	Audio, Visual & Other Stock at 31 March 2021	Number of Items
45	For Reference (CD-ROMs, Multi-media, Software, etc.)	39 75
	Lending Stock (including on loan and available):	
46	Sound Recordings - Adult Talking Books	1,254 76
47	Sound Recordings - Children's Talking Books	468 77
48	Music, Videos and DVDs & Multi-media and Open Learning Packs (including language packs), CD-ROMs, Software etc.	1,696 78
49	Total Lending Stock (Sum of Lines 46 to 48)	3,418 79
50	Reserve Stock and Unallocated	543 80
51	Total Audio-Visual Stock at 31 March 2021 (Sum of Lines 45, 49 and 50)	4,000 81
	Total Audio Visual Stock in 2019-20 (taken from last year's return)	3,934
	Audio, Visual & Other Acquisitions During 2020-21	Number of Items
52	For Reference (CD-ROMs, Multi-media, Software, etc.)	0 82
	Stock for Loan:	
53	Sound Recordings - Adult Talking Books	137 83
54	Sound Recordings - Children's Talking Books	27 84
55	Music, Videos and DVDs, Multi-media and Open Learning Packs (including language packs), CD-ROMs, Software etc.	140 85
56	Total Lending Stock (Sum of Lines 53 to 55)	304 86
57	Total Audio, Visual & Other Acquisitions (Sum of Lines 52 and 56)	304 87
	Total Audio, Visual & Other Acquisitions in 2019-20 (taken from last year's return)	469
	Section 4 - Electronic I tems (excluding those for Agency Services)	Go to Guidance>
	Electronic Items at 31 March 2021	
58	Electronic Products - eBooks (lending and reference)	8,561 88
59	Electronic Products - eNewspapers, eMagazines, and eComics	89
60	Electronic Products - eAudio and eAudiovisuals	8,138 90
61	Electronic Products - Music Streaming	91
62	Electronic Products - Film Streaming	92
63	Electronic Products - Hardware	93

	Section 5 - Numbers of Staff	Go to Guidan	ice>
		In Post	
	Number of Staff in post at 31 March 2021 (F	TE to 1 decimal pla	ce)
64	Professional Staff	2.8	94
65	All Other Paid Staff	5.9	95
66	Total Staff (Sum of Lines 64 and 65)	8.7	96
	Total Staff in 2019-20 (taken from last year's return)	9	
	Section 6 - Volunteers	Go to Guidan	ice>
	<u>Volunteers</u>	Number	
67	Number of volunteers in 2020-21	19	97
68	Annual total number of volunteer hours in 2020-21	0.0	98
			,
	Section 7 - Annual Issues	Go to Guidan	ice>
	Book Issues	Units	1
69	Books - Adult Fiction	11,008	
70	Books - Adult Non-fiction	3,008	
71	Books - Children's Fiction	4,219	
72	Books - Children's Non-fiction		102
73	Total Book Issues (Sum of Lines 69 to 72)	18,985	103
	Total Book Issues in 2019-20 (taken from last year's return)	148,134	
	Audio, Visual & Other Issues		
74		011	104
74 75	Sound Recordings - Adult Talking Books		
/5	Sound Recordings - Children's Talking Books Music, Videos and DVDs & Multi-media and Open Learning Packs (including language packs), CD-		105 106
76	ROMs, Software etc.	304	100
77	Total Audio, Visual & Other Issues (Sum of Lines 74 to 76)	1,334	107
	Total Audio, Visual & Other Issues in 2019-20 (taken from last year's return)	9,749	
	Electronic Issues		
78	Electronic Products - eBooks (lending and reference)	10,698	108
79	Electronic Products - eNewspapers, eMagazines, and eComics	48,001	
80	Electronic Products - eAudio and eAudiovisuals	14,782	
81	Electronic Products - Music Streaming		111
82	Electronic Products - Film Streaming		112
83	Electronic Products - Hardware		113
	Soction 2 Dogwood Sorvice	Go to Guidan	000
	Section 8 - Request Service	Go to Guidan	ice>
		Units	
84	Number of requests for specific items (annual total)	13,473	114
85	Number of requests of which are online/other electronic	7,838	115
	Book Request Service	%	

86	Percentage of requested books supplied within 7 days (to nearest whole percent)	31 116
87	Percentage of requested books supplied within 15 days (cumulative i.e. inclusive of percentage at Cell 116)	49 117
88	Percentage of requested books supplied within 30 days (cumulative i.e. inclusive of percentage at Cell 117)	61 118

	Section 9 - Enquiries	Go to Guidance>
		Units
89	Number of enquiries (annual total)	708 119
90	Number of enquiries of which are online/other electronic	120
91	Authorities may if they wish, base their figure for enquiries on a larger statistical sample than the one suggester	, and the second
	select a category from those listed below which describes the method you have used (please select from drop of	lown menu). Full Count 121
		Tuli Count
	Section 10 - Library Users	Go to Guidance>
	Active Borrowers	Number
92	Number of Active Borrowers in 2020-21	3,040 122
	Number of Active Borrowers in 2019-20 (taken from last year's return)	6,161
		5,151
	Housebound Readers	Number
93	Number of Housebound Readers in 2020-21	8 123
	<u>Visits</u>	Number of Visits
94	Number of physical visits to library premises for library purposes (annual total)	6,016 124
	Number of physical visits to library premises for library purposes in 2019-20 (taken from last year's return)	123,741
		Number of Visits
95	Number of physical visits to library premises for non-library purposes (annual total)	0 125
	It will be necessary to estimate visits to library premises for non-library purposes for authorities who have mult	
	would be appreciated if authorities could enter '0' if they have no multi-service outlets and either make an estir visits or enter '' if there are such service points.	mate of non-library
	Visits included in line 94 should not be included in line 95 above.	
96	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 of	
		Full Count 126
		Number
97	Number of service points with electronic counters	4 127
	<u>Virtual Visits</u>	Number
98	Estimated number of visits to the network resource (website) in 2020-21	24,388 128
70	Estimated number of visits to the network resource (website) in 2020-21	24,360 120
Sec	tion 11 - Inter Library Loans for the Year (excluding those for Agency Services)	Go to Guidance>
		Number
99	Inter Library Loans supplied to other libraries	0 129
100	Inter Library Loans received from other libraries	0 130

PLEASE COMPLETE ON A NON IAS 19 ACCOUNTING BASIS

N	OTE: To include New Opportunities Fund	2020-21 Outturn	2021-22 Es	timates
	Revenue Expenditure (excluding Capital Charges - See Line 140)	£	£	
101	Employees	293,724	131 2	95,100 170
102	Premises	58,818	132	61,400 171
	Supplies and Services:			
	Books & Pamphlets (enter here the amount spent in 2020-21 to purchase books	& pamphlets for your	libraries):	
103	- Reference (including Children's)	1,500	133	
104	- Adult Fiction	7,958	134	
105	- Adult Non-fiction	4,262	135	
106	- Children's Fiction	3,668	136	
107	- Children's Non-fiction	1,970	137	
108	Newspapers, Periodicals and Magazines	1,217	138	
109	Sound Recordings - Adult Talking Books	5,545	139	
110	Sound Recordings - Children's Talking Books	787	140	
111	Music, Videos and DVDs & Multi-media and Open Learning Packs (including language packs), CD-ROMs, Software etc.	2,642	141	
112	Electronic Products - eBooks (lending and reference)	7,375	142	
113	Electronic Products - eNewspapers, eMagazines, and eComics	1,529	143	
114	Electronic Products - eAudio and eAudiovisuals	4,997	144	
115	Electronic Products - Music Streaming	0	145	
116	Electronic Products - Film Streaming	0	146	
117	Electronic Products - Hardware	0	147	
118	Online/Electronic (Internet etc.)	7,080	148	
119	Other Library Acquisitions (please specify)	5,315	149	
	Large Print			
120	Bookbinding		150	
121	Total Expenditure on Materials (Sum of Lines 103 to 120)	55,845		50,300 172
122	Computing Costs (Non-Financial)	9,187		
123	Other Supplies and Services	14,419	153	
124	Transport	4,938	154	
125	Third Party Payments	0	155	
126	Support Services Costs (Not applicable in Northern Ireland)	0	156	
127	Other Expenditure (Estimates only - this should include Computing Costs, Other Suppli	ies and Services,		26,700 173
	Transport, Third Party Payments and Support Services Costs)			
128	Total Revenue Expenditure (Sum of Lines 101, 102 and 121 to 127)	436,931	157 4	174
	Revenue Income			
129	Overdue Charges	0	158	
130	Reservation Fees	0	159	
131	Lettings	0	160	
132	Hire of Audio and Visual Materials	486	161	
133	Electronic Revenue	0	162	
134	Specific Grants	1,000	163	
135	Provision of Library Services to other Local Authorities	0	164	
136	Miscellaneous - Receipts from the Public (including photocopying)	94	165	
137	Miscellaneous - Corporate Income (please specify if significant)	10,519	166	
Δ	··			

138	Total Revenue Income	(Sum of Lines 129 to 137)	12,099	167	23,100 175
139	Net Expenditure	(Line 128 minus 138)	424,832	168	410,400 176
		Net Expenditure in 2019-20 (taken from last year's return)	415,187		
140	Capital Charges (not to	be included in Net Expenditure)	62,735	169	46,900 177

	<u>Capital Expenditure</u> (excluding Agency Services)			2020-21 Outturn £				
141	New Buildings			0	178			
142	Refurbishment of Premises	0	179					
143	IT Investment, Networks etc.	0	180					
144	Books and Pamphlets			0	181			
145	Other Library Materials			0	182			
146	Other Capital Expenditure (please specify)	0		0	183			
147	Total Capital Expenditure		(Sum of Lines 141 to 146)	0	184			
	Section 14 - Memo	orandum						
	<u>Memorandum</u>							
148	Electronic Issues - eBooks (lending and reference) - Adult	Fiction	Δ		185			
149	Electronic Issues - eBooks (lending and reference) - Adult	Δ		186				
150	Electronic Issues - eBooks (lending and reference) - Childre	Δ		187				
151	Electronic Issues - eBooks (lending and reference) - Childre	Δ		188				
152	Electronic Issues - eAudio and eAudiovisuals - Adult Fiction	Δ		189				
153	Electronic Issues - eAudio and eAudiovisuals - Adult Non-fi	Δ		190				
154	Electronic Issues - eAudio and eAudiovisuals - Children's Fi	iction	Δ		191			
155	Electronic Issues - eAudio and eAudiovisuals - Children's N	Δ		192				
156	Estimated number of physical events in 2020-21		Δ	0	193			
157	Estimated number of virtual events in 2020-21		Δ	2	194			
158	Estimated number of attendees to physical events in 2020	-21	Δ	0	195			
159	Estimated number of attendees to virtual events in 2020-2	21	Δ	15	196			
Δ	If possible, please outline below your approach to collecting	g data on social r	nedia:					
_	Data not available in these categories; statistics not collated for social media.							
	Section 15 - Con	nments		Go to Guidano	ce			
	Provision of Library Services to Other Local Authorit	<u>ies</u>						
	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.							
	Not applicable							
	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:							
	Not applicable							

Section 13 - Supplementary Financial Information

Go to Guidance -->

Other Comments

If you have any further comments or clarifications (such as on your reporting of loan/issue figures) please use the below space:

Mobile Library off road and Home Delivery Service alternative offered during covid - 1509 visits to homes 2020-21. Ebook and eAudio stock shared with Leicestershire. We did not auto-renew, we extended due dates at various points and this would not have been included in renewal statistics.

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The Chartered Institute of Public Finance and Accountancy (CIPFA)

77 Mansell Street, London, E1 8AN