

Larkfield Community Library

Annual report, April 2025 to March 2026

A fictional library, written for testing OCR. No real place or person is described.

1. The year in brief

The library was open on 302 days this year, six more than last year, after Saturday afternoons were restored in September. Visits rose to 41,280, an average of 137 a day. The busiest month was December, when the winter reading club ran four evenings a week.

Loans of printed books fell slightly, to 58,914, while loans of audiobooks and e-books grew to 12,406. The home delivery service for readers who cannot travel reached 64 households, up from 41.

Two new study rooms were opened on the first floor in January. They can be booked for two hours at a time and were in use for 81 per cent of opening hours in February and March.

2. Visits by quarter

Quarter	Days open	Visits	Per day
Apr - Jun 2025	74	9,620	130
Jul - Sep 2025	75	9,975	133
Oct - Dec 2025	77	11,165	145
Jan - Mar 2026	76	10,520	138
Year	302	41,280	137

3. Collections

The library bought 3,210 new items and withdrew 2,874 worn or out-of-date ones, so the collection grew by 336 items to 48,902. Children's picture books and large-print fiction were the most requested categories, and both received a larger share of the budget than in the year before.

A local history shelf was started with donated photographs, maps and parish newsletters. Every item on it has been scanned at 300 dots per inch so that the originals can stay in the archive room.

4. Events

Volunteers ran 186 events: 52 story times, 40 homework clubs, 38 digital skills sessions, 31 reading groups and 25 talks. The digital skills sessions, which cover email, online forms and video calls, were fully booked from October onwards, so a second weekly session will be added next year.

The summer reading challenge was completed by 412 children, the highest number since it began. Each received a certificate at a ceremony in the town hall in September.

The talks programme covered gardening on a balcony, writing a family history, first aid for parents and how to spot a scam message. Recordings of four talks are available on request.

5. Money

The figures below are in pounds and are invented for this specimen report. Income and spending balance to the pound, so a converted table can be checked by adding it up.

Line	Income	Spending
Council grant	62,000	-
Friends of the library	8,450	-
Room hire and fines	3,120	-
Staff	-	48,300
Books and media	-	16,900
Building and utilities	-	7,870
Events	-	500
Total	73,570	73,570

6. Next year

The priorities for 2026-27 are a second digital skills session each week, longer opening on Thursday evenings and a quiet reading area for adults on the ground floor.

The library thanks its 73 volunteers, who gave an estimated 9,400 hours this year.

Alex Example, Library Manager (fictional)