



Pittenweem Community Library and Information Centre

Trustees' Annual Report

December 1 2024 to November 30 2025



Charity contact information



Pittenweem Community Library and Information Centre

Scottish Charity Number: SC047013

Old Town Hall

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Bluesky: [@pittenweemlibrary.bsky.social](https://bsky.app/profile/@pittenweemlibrary.bsky.social)

Charity Trustees

1. Helen Mathers: Chair
2. Jane Forbes: Secretary
3. Hazel Mills: Library Manager
4. Caroline Blackler: Treasurer
5. David Morland: Buildings Manager
6. Judith Marston: Safeguarding Manager
7. Rob Allen: IT Manager
8. Geoff Morris: Trustee

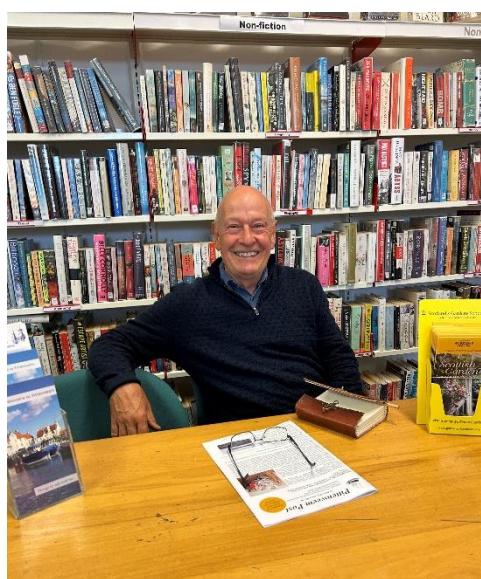


Our library Trustees: Jane Forbes, Judith Marston, Caroline Blackler, David Morland, Hazel Mills, and Helen Mathers. (Not present, Geoff Morris and Rob Allen)

Objectives and activities

Pittenweem Community Library and Information Centre was set up as a SCIO in 2016 to provide a library service to the community after Fife Council closed the existing library.

- We aim to promote literacy, provide educational opportunities, foster community spirit, and provide a home for local information/knowledge and heritage.
- We provide a regularly updated collection of books and DVDs for people to borrow free of charge, we collect books and pamphlets of local historical significance for public access, we act as a local tourist information hub, we hold talks on topics of local and contemporary interest, we host school visits from the local primary school to enthuse the next generation with a love of books, we put on informational displays of historical and local interest artifacts, and provide free internet and computer access (and baby changing/toilet facilities) for the public.
- Our beneficiaries are the people who borrow books and DVDs from us; the volunteers who gain community, support, and life skills; tourists who pop in for information or to use the toilets; and the local primary school which we support by arranging interactive visits for the kids to enjoy.



Two happy volunteers and our trustee Geoff Morris

This year, the library grew from strength to strength. Highlights of the year included:

- The dedication and enthusiasm of our volunteers
- A continuing rise in membership (108 new members) and in borrowing
- New stock and constantly changing displays of books
- Book review newsletters: the 100th issue was sent out in July 2025
- The rise in the number of Friends of the Library
- The outstanding success of the two series of evening talks (in terms of both the excellence of the talks and the funds raised for the Library)
- The publication of a new edition of *Pittenweem: A History and Guided Walk*
- The production of the successful visitor leaflet and map, *Welcome to Pittenweem*
- New equipment including desk computer, printer, and additional bookcase.



Volunteers helping fit the new bookcase and copies of the *Pittenweem Post*

- The production of the monthly community newsletter, *Pittenweem Post*

- The installation of full fibre broadband
- Continuing success of the Scrabble Club and Reminiscence Café
- Our excellent Facebook page now joined by our presence on Bluesky
- A memorable eighth birthday party in the Priory garden attended by our MP, Wendy Chamberlain



Scenes from the library's 8th birthday party and the carved pumpkin prize from the Halloween raffle

- Successful raffles at the summer party, Halloween and Christmas
- The establishment of two new writing groups, East Poetics and Pittenweem Pens, who meet in the library

Structure, governance and management

Our Constitution

Pittenweem Community Library and Information Centre is run in accordance with its constitution, drawn up in 2016 and last updated in 2023 to add the official use of online meetings/votes when face to face meetings cannot take place.

Trustee recruitment and appointment

This was a very stable year for the library trustees: no one joined the team or stood down. As per the constitution, the two longest serving trustees stood down before the AGM and were duly re-elected.

Achievements and performance



Volunteers and visitors at the Tales from the Cave during the Pittenweem Arts Festival

It's always heartwarming to read the lovely messages we receive from our members and great to know that the library is seen as 'a welcoming and inspiring place – people and books!' and represents 'the heart of the community'. We all say a huge thank you once again for the ongoing hard work, dedication and cheerfulness offered by our amazing volunteers who are the reason we ended this financial year with such optimism.

A library is all about books: the stock team works tirelessly on our behalf and we've added over 450 new items over the year. Volunteers cover the books so skilfully and others sort donations and decide which books to buy. Stock is always being reviewed; redundant stock is uplifted by Better World Books.

We really enjoy getting suggestions from members about new stock. Our refurbished history section on the smart new shelving is appreciated. Stock is constantly refreshed and enormous care and attention are paid to our displays. Stock flies off our New Stock table.



Libraries are also about information. We are an Information Centre – even more vital since VisitScotland St Andrews Information Centre closed. Our leaflet display presents tourist and public service information for residents and visitors. Each year we produce an updated edition of Welcome to Pittenweem, complete with new map. 6,000 copies were delivered to St Andrews and local outlets throughout the year and we are most grateful for the support of the 13 local businesses who sponsor it.

Our new public access computer is well used. We've also got a new eco-friendly Epson printer; our print costs are competitive. And along with our new desk computer we now have new cabling and full fibre broadband which makes us more efficient. Lots of 'new' things to celebrate!

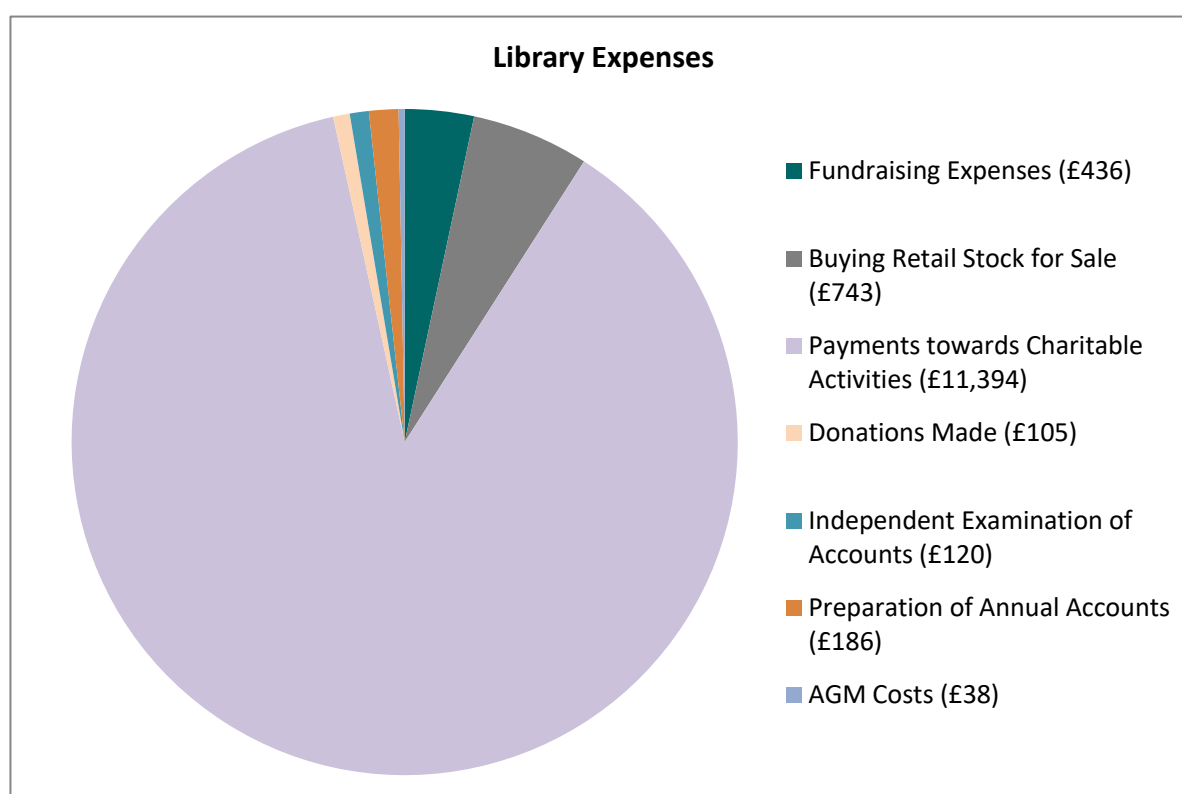
This has been an enormously successful year of children's activities thanks to our growing team of enthusiastic and talented volunteers. The weekly Bookbug sessions ran throughout the year, the school and nursery visits with storytelling and related activities were much enjoyed and ran throughout term time, and a healthy relationship continues between the library and the local school. There were also some highly enjoyable spring and Halloween craft sessions run by the children's team and held in the art rooms of the Festival office. The Hidden Books scheme that runs throughout the summer, which hides books throughout the village for kids to find, was as popular as ever, and the famous Tales from the Cave was at full capacity and received a lot of positive feedback.

Financial review

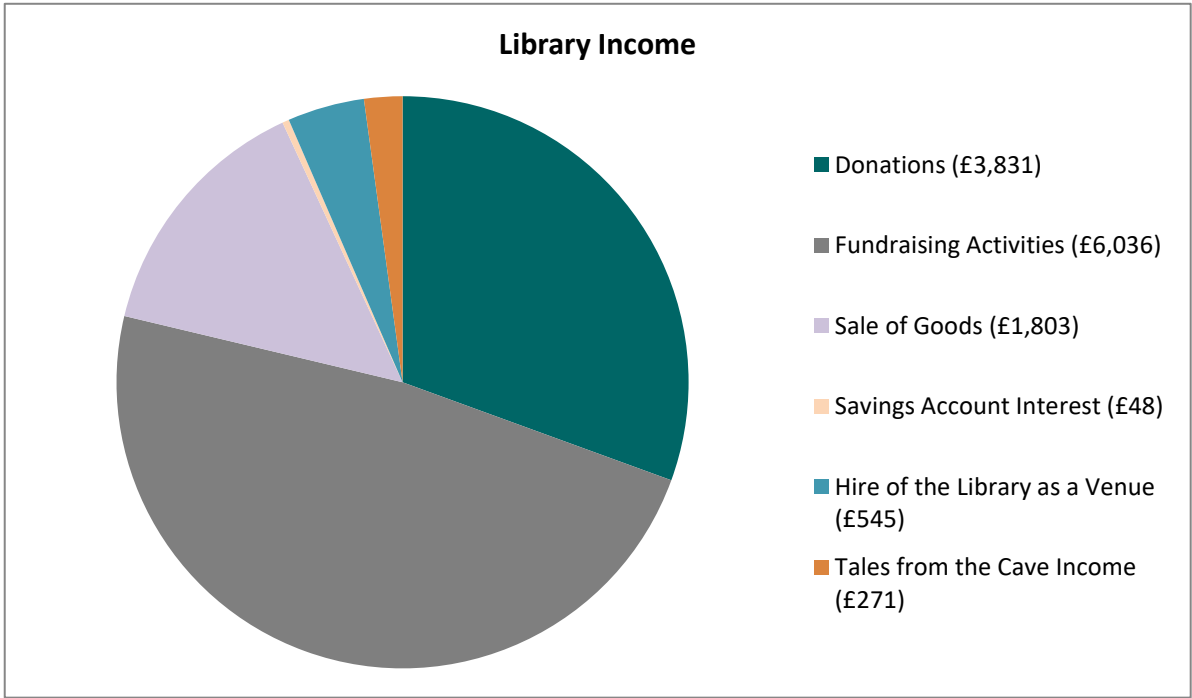
Library Finances

For a couple of years, our accounts have not been normal. In the 2023–2024 financial year, we spent over £60,000 on improvements to the kitchen and toilets. This was covered by grants of £72,000 received in the 2022–2023 financial year. The library was also closed for a couple of months whilst this work took place. This has skewed what ‘normal’ looks like in our accounts.

In the last financial year, we finished this project with the final payments for the work and returned unspent grant money to the National Lottery because we came in under budget. Except for payments being £7,630 higher than our usual activity, our finances are returning to normal. When our closing balance for the financial year says we have nearly £23,000, that no longer includes any restricted funds for major building work.



We received £3,830 in donations. Generous sponsorship and donations for the *Pittenweem Post* account for a large part of this, showing how much support this publication receives from the community. We also received £770 from the Friends of Pittenweem Community Library and Information Centre.



These charts do not include paying £4,634 of unspent grant money back to the National Lottery.

Fundraising income, which includes the talks and raffles, was £6,036. The sale of used books brought in £640, and the sale of greetings cards made a £260 profit.

Utilities payments remained similar to the previous year, but we changed phone and broadband to save money. This will come into effect in the next financial year.

We spent £1,780 on new books to keep our collection up to date and relevant.

The insurance is zero because last year’s payment fell in the last financial year, and this year’s payment fell in the next financial year, so it isn’t recorded in the accounts.

We started the year with a balance of £28,120 and finished the year with £23,000. During this year, we returned £4,634 of unspent grant money

and spent the last £2,742 of restricted funds on our major building project.

Not including the return of the £4,634 grant money, total income was £12,534 and the total costs were £13,022.

Statement of the charity's policy on reserves

We keep £6,000 earmarked as a safety net fund, so should another crisis hit, like lockdown during COVID, we have the funds to pay our bills, and £7,000 is in a 95 day notice savings account. This leaves us with around £9,000 so we can pay bills, organise events, buy books, and continue to build our library collection and social infrastructure to better serve the community, and we are protected should any large unexpected costs occur.

Future plans

Now that our major building work is out of the way, over the next financial year we intend to increase our spending on charitable activities moderately in alignment with our constitution.

We also intend to support a local endeavour to honour John Smith, the clock maker from Pittenweem, through the installation of a commemorative plaque on the house and workshop where he lived, 19–21 High Street. The library will help handle the finances for this and supplement it with educational materials and activities.

We will also review the library's constitution to ensure it accurately reflects how the library is being used in 2026 and bring it up to date if required.

Declaration

Signed on behalf of the charity trustees:

Caroline Blackler (Treasurer)

Print name

Caroline Blackler

Designation

Treasurer

Date

23/04/2026