

Treasurer's Report 2019

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1. 2018: Finance Report

1.1. CENL Foundation 1 account - Cash at bank and reserve for 2018

CENL account 1	Bank Balance	Notes
Opening bank balance as at 1.1.2018	598 125.23 €	As on bank statement
ADD Income	139 520.80 €	Transfer from CENL 2 account of €30 020.80 and CENL fees totalling €109 500 (see details on next page)
LESS Expenses	97 208.02 €	See details in next table
Bank balance as at 31.12.18	640 438.01 €	As on bank statement

1.2. CENL Foundation 1 account - Final budget for 2018

CENL budget 2018 (agreed at 2017 AGM)	Amount	Income and expenses as at 31 st December 2018	Balance at 31 st December 2018	Notes	Details
TOTAL INCOME					
CENL membership	116 500 €	109 500 €	7 000 €	1	See notes for details
Transfer from CENL 2 account		30 021€		2	As agreed at CENL AGM 2018
Expenses					
Financial support for AGM	9 000 €	3 857.55€	5 142.45 €		
Travel costs for speakers	2 000 €	3 016.01€	-1016.01 €	3	See notes for details
Skills and Knowledge Exchange	30 000 €	8 731.68 €	21 268.32 €	4	See notes for details
Erland Kolding Nielsen Grant	10 000 €	15 000.00 €	-5 000.00 €	5	See notes for details
CENL website costs	2 000 €	235.52 €	1 764.48 €		
Banking costs	1 000 €	1 004.36 €	-4.36 €	6	Bank charges and transfer fees
Audit and legal costs	8 000 €	13 209.42 €	-5 209.42 €	7	See notes for details
CENL Secretariat	52 000 €	52 000 €	0 €		
Other office costs	2 500 €	153.48€	2 346.52 €	8	See notes for details
TOTAL EXPENSES	116 500 €	97 208.02 €	19 291.98 €		

Notes on final budget for CENL Foundation 1 account for 2018

1. a. Membership fees for 2018 were received from 44 members as follows: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy (Florence), Italy (Rome), Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Netherlands, Norway, Poland, Portugal, Romania, Russia (BYPL), Russia (Moscow), Russia (St Petersburg), Serbia, Slovakia, Slovenia, Sweden, Switzerland, Turkey, UK and Vatican.
- b. In error, the wrong fee letters were sent out;
 - Croatia made an over-payment of €2 000 for their 2018 fee instead of their €1 250 new fee amount. CENL reimbursed the difference of €750 on 01/10/18.
 - Denmark made an over-payment of €5 000 for their 2018 fee instead of their €4 000 new fee amount. CENL reimbursed the difference of €1 000 on 01/10/18.
 - Portugal made an over-payment of €3 000 for their 2018 fee instead of their €2 000 new fee amount. CENL reimbursed the difference of €1 000 on 01/10/18.
 - Russia (BYPL) made an over-payment of €3 000 for their 2018 fee instead of their €2 000 new fee amount. CENL reimbursed the difference of €1 000 on 21/11/18.
 - Russia (St Petersburg) made an over-payment of €3 000 for their 2018 fee instead of their €2 000 new fee amount. It has been agreed that their 2018 overpayment of €1 000 will be deducted from their 2019 CENL membership fee.
 - Hungary made an under-payment of €1 250 for their 2018 fee instead of their €2 000 new fee amount. There is a deficit of €750 for this membership fee.
 - The Vatican made an under-payment of €1 250 for their 2018 fee instead of their €2 000 new fee amount. There is a deficit of €750 for this membership fee.
- c. It should be noted that with the introduction of the new structure, the national library of San Marino, decided to leave CENL and so the total fees due for 2018 was €116 500.

d. The following national libraries have not paid their membership fees for 2018 and were chased for payment:

- The National Library of Georgia has not paid their membership fees of €750 for 2018 and they were chased for payment on 14/10/18.
- The National Library of Ukraine has not paid their membership fees of €750 for 2018 and they were chased for payment on 14/10/18.

e. The National Library of Spain had not paid their membership fees of €3000 for 2018 and they were chased for payment on 10/10/18. The fee of €3000 was paid on 17/01/19.

The National Library of Montenegro has not paid their membership fees of €1250 for 2018 and they were chased for payment on 14/10/18. The fee of €1250 was paid on 05/02/19.

2. An amount of €30 020.80 was transferred to the CENL 1 account from CENL 2 account. See note under 1.4 below.

3. The travel costs were higher than projected. They relate to the flights and accommodation in Reykjavik for Dr Guy Berthiaume's keynote at the CENL AGM 2018.

4. Bursaries payments:

- B3 – Macedonia

Participants: National and University Library of Macedonia to National Library of Bulgaria

Purpose: To exchange digitised objects between libraries, discuss joint calls for projects to apply for funds from the EU or Europeana, and review digitisation software

Status: Visit completed: 20-24 November 2017

Payments: Full amount of €931.05 paid on 01/03/2018

- B4 – Macedonia

Participants: National and University Library of Macedonia to National Library of Slovenia

Purpose: Mentoring at the Conservation and Restoration Centre

Status: Visit completed: 26-30 March 2018

Payments: Upfront payment of €800 paid on 01/03/2018. Final claimed totalled to €684.76, so the National and University Library of Macedonia was due to reimburse €115.24 of overpayment. This reimbursement was paid on 18/04/19.

- B6 – Croatia

Participants: National and University Library in Zagreb, Croatia to National and University Library in Ljubljana, Slovenia

Purpose: Organisation of the exhibition Book Art in Croatia at the National and University Library of Slovenia. The bursary covered the costs of translation, transport of exhibition panels and insurance.

Status: Visit completed: 5-23 March 2018

Payments: Upfront payment of €800 paid on 14/12/2017. Final balance of €200 paid on 29/06/2018.

- B7 – Hungary

Participants: Dr Laszlo Boka and Ms Eszter Deri, National Library of Hungary

Purpose: National Library of Latvia's International seminar entitled 'Book Exhibitions and Their Audiences', related to its permanent exhibition 'Book in Latvia'.

Status: Visit completed: 10-11 May 2018

Payments: Upfront payment of €728 paid on 04/05/2018. Final balance of €103.74 paid on 10/10/18.

- B8 – Montenegro

Participants: Bogić Rakočević, Dragica Lompar and Pero Kaluđerović, National Library of Montenegro and Ismet Ovčina, Benida Islamović and Husein Ćosović, National Library of Bosnia

Purpose: 2 days visit for 3 employees of the National Library of Montenegro to Bosnia to learn about the Virtual Library and International Cooperation Dept in Bosnia's National Library and 2 days visit for 3 staff from the National Library of Bosnia to visit the National Library of Montenegro to learn about digitisation of valuable materials and condition of Oriental manuscripts.

Status: Visits completed – 11-12/09/18 & 01-02/11/18

Payments: Full amount of €842.87 paid on 21/11/2018

- B9 – Armenia

Participants: The Director of the National Library of Armenia

Purpose: Visit to the National Czech Library (NKP) to learn how the digitisation processes are organised, including their collaboration with 'Google Books'.

Status: Visit completed: 9-14 September 2018

Payment: Upfront payment of €737.60 paid on 28/06/2018. Final claimed totalled to €460.34, so the National Library of Armenia was due to reimburse €277.26 of overpayment. This reimbursement of €277.26 was made on 04/10/18.

- B10 – Moldova

Participants: Director and colleague, National Library Moldova

Purpose: travel to Latvia 17-21 September 2018.

Status: Visit completed: 17-21 September 2018

Payments: Payment of Air tickets directly to travel agency of €588.88 on 05/09/2018. Payment of Hotel directly to Hotel of €410 on 14/09/2018.

- B11 – Bosnia and Herzegovina

Participants: Dr Ismet Ovčina, National Library of Bosnia and Herzegovina

Purpose: 4 days visit to the National Library of Estonia and attending the National Library of Estonia Centennial Conference.

Status: Visit completed: 24-27/10/18

Payments: Upfront payment of €800 paid on 03/10/2018. Final balance of €151.15 paid on 09/11/18.

- B12 – Bulgaria

Participants: Director National Library of Bulgaria

Purpose: Visit to the National and University Library in Zagreb, Croatia for the opening of the Bulgarian exhibition 'Books, Directions, Audiences'.

Status: Visit completed: 3 July 2018

Payments: Full payment of €779.23 paid on 16/08/2018.

- B13 – Macedonia

Participants: Marko Cuculovski, National Library of Macedonia

Purpose: Attending the international conference at National Library of Estonia 'Imagine a National Library'

Status: Visit cancelled due to ill health of Marko Cuculovski.

Payment: no payment made

- B14 – Bulgaria

Participants: Dzintra Mukane, National Library of Latvia and Peter Antalffy, National Library of Hungary

Purpose: Travel costs for speakers to participate to a conference organized by the National Library of Bulgaria entitled "Donation and the Culture of Giving".

Status: Visit completed: 10-11/12/18

Payments: Upfront payment of €800 paid on 19/11/2018. Final balance of €136.42 paid on 14/12/18.

- B15 – Bosnia and Herzegovina

Participants: Dr Ismet Ovčina, National Library of Bosnia and Herzegovina

Purpose: For Dr Ovcina to travel to speak and participate in a conference organized by the National Library of Bulgaria entitled "Donation and the Culture of Giving"

Status: Visit completed: 10-11/12/18

Payments: Upfront payment of €800 paid on 13/12/2018. Final balance of €200 paid on 17/12/18.

5. A. An additional EKN grant was awarded in 2017 for a seminar, 'Book Museums and Their Audience', to be held in 2018 by national library of Latvia. An upfront payment of €4 000 was paid 24/04/18 and the remaining balance of €1 000 was paid on 16/08/18. Total paid for this EKN grant to Latvia was €5 000.

B. An EKN grant was awarded to Estonia by the EC meeting on 30/04/18 for an international conference 'Imagine a National Library' to be held at the National Library of Estonia on 25-26 October 2018. An upfront payment of €4 000 was paid on 10/08/18 and the remaining balance of €1 000 was paid on 19/11/18. Total paid for this EKN grant to Estonia was €5 000.

An EKN grant was awarded to Serbia by the EC meeting on 30/04/18 for an International workshop on digitisation, digital collection management and digital preservation as part of the South-East European National Librarians Conference (SEENL) to be held at the National Library of Serbia in Belgrade in October 2018. An upfront payment of €4 000 was paid on 05/10/18 and the remaining balance of €1 000 was paid on 14/12/18. Total paid for this EKN grant to Serbia was €5 000.

6. Banking costs consist of bank charges (this is what the bank invoices us for) of €864.46 and bank transfer fees (where a fee payment and currency transfer mean the received amount is not exactly the same as the budget and fee letter) of €139.90.
7. Legal costs were higher than projected. Costs to prepare financial statement and to carry out the audit were € 9 437.94. Costs for legal advice relating to change in statutes were €3 771.48. There was an additional outstanding invoice for legal costs of €697.50, which was paid on 16/01/19.
8. Other office costs relate to one night accommodation in London for Hans Petschar's visit to the British Library to discuss the development of his survey of CENL libraries.

1.3. CENL Foundation 2 account - Cash at bank and reserve for 2018

CENL account 2	Bank Balance	Notes
Opening bank balance as at 1.1.2018	170 055.92 €	As on bank statement
LESS Expenses	30 096.64 €	See notes for details
Bank balance as at 31.12.2018	139 959.28 €	As on bank statement

1.4. Notes to budget balance at 31st December 2018 for CENL 2 Account

Transfer of funds to CENL 1 account

- As agreed at the CENL AGM in May, the CENL account for TEL (CENL Foundation 2 account) will hold reserve funds to cover the maximum risk of payments to a previous member of staff plus any anticipated legal fees totalling € 140 000. As the risk reduces over time (up until October 2022) the amount held will be reviewed annually.
- An amount of €30 020.80 was transferred to the CENL 1 account in April 2018.

Bank Charges

- Bank charges total was €75.84.

1.5. CENL Audit and Financial Statements for 2018

The financial statements for 2018 were prepared and audited by RSM Netherlands Accountants N.V. and finalised on 13 May 2019.

2. 2018: CENL budget to end of April 2019

2.1 CENL Foundation 1 account - Cash at bank and reserve as at end of April 2019

CENL account 1	Bank Balance	Notes
Opening bank balance as at 01.01.2019	640 438.01 €	As on bank statement
ADD Income	139 965.00 €	Transfer from CENL 2 account of €42 965 and CENL fees totalling €97 000 (see details on next page)
LESS Expenses	1 701.35 €	See details on next page
Bank balance as at 30.04.19	778 701.66 €	As on bank statement

2.2 CENL Foundation 1 account – Revised CENL budget to end of April 2019

CENL budget Details	CENL budget 2019 (agreed at 2018 AGM)	Revised CENL budget 2019 (agreed at Jan 2019 EC)	Income and expenses for April 2019	Balance at 30 th April 2019	Notes	Details
Income						
CENL membership 2019	116 500 €	116 500 €	97 000 €	19 500 €	1	See notes for details
Transfer from CENL 2 account		42 965 €	42 965 €	- €	2	See notes for details
TOTAL INCOME	116 500 €	159 465 €	139 965 €	19 500 €		
Expenses						
Financial support for AGM	9 000 €	9 000 €	- €	9 000 €		
Travel costs for speakers	2 000 €	1 000 €	- €	1 000 €		
Skills and Knowledge Exchange	25 000 €	21 965 €	884.76 €	21 080.24 €	3	See notes for details
Erland Kolding Nielsen Grant	15 000 €	15 000 €	- €	15 000 €		
CENL website costs	2 000 €	40 000 €	- €	40 000 €	4	See notes for details
CENL website content	0 €	10 000 €	- €	10 000 €	5	See notes for details
Banking costs	1 000 €	1 000 €	119.09 €	880.91 €	6	See notes for details
Audit and legal costs	8 000 €	7 000 €	697.50 €	6302.50 €	7	See notes for details
CENL Secretariat	52 000 €	52 000 €	- €	52 000 €		
Other office costs	2 500 €	2 500 €	- €	2 500 €		
TOTAL EXPENSES	116 500 €	159 465 €	1 701.35 €	157 763.65 €		

Notes on CENL cash balance as at end of April 2019

1. A. Income from Membership for 2019 total €92 750 and compromise of:
Membership fees for 2019 were received from 38 members as follows: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Finland, France, Georgia, Germany, Iceland, Ireland, Italy (Florence), Italy (Rome), Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Moldova, Montenegro, Netherlands, Poland, Portugal, Russia (BYPL), Russia (Moscow), Russia (St Petersburg), Serbia, Slovakia, Slovenia, Switzerland, Turkey, UK, Vatican.

B. Income from Membership for 2018 total €4 250 and compromise of:
Late membership fees for 2018 were received from two members as follows: Spain for an amount of €3 000 paid on 17/01/19, and Montenegro for an amount of €1 250 on 05/02/19.
2. As agreed at the CENL AGM 2018, the CENL 2 account will hold reserve funds to cover the maximum risk of payments to a previous member of staff plus any anticipated legal fees totalling € 140 000. As the risk reduces over time (up until October 2022) the amount held was reviewed and €42 965 were transferred to the CENL 1 account. This extra income brings the CENL revised Budget 2019 to €159 465.
3. Bursary payments
 - B17 – Latvia
Participants: National Library of Latvia to the National Library of Austria
Purpose: For three staff members to participate in an exchange visit to the National Library of Austria to gain insight into their workflows in the field of creation of bibliographic and authoritative data and the process RDF implementation.
Status: Visit completed 11-13 March 2019

Payment: Full amount of €1 000 paid on 29/03/2019.

○ B4 – Macedonia

Participants: National and University Library of Macedonia to National Library of Slovenia

Purpose: Mentoring at the Conservation and Restoration Centre

Status: Visit completed: 26-30 March 2018

Payments: Upfront payment of €800 paid on 01/03/2018. Final claimed totalled to €684.76, so the National and University Library of Macedonia was due to reimburse €115.24 of overpayment. This reimbursement was paid on 18/04/19.

4. As agreed at the January 2019 EC meeting, the Secretariat commissioned a new CENL website via a UK tender. The successful applicant has quoted a total cost of £27,900+VAT for the complete work. €40,000 has been allocated in the revised 2019 budget for the new website.
5. As agreed at the January 2019 EC meeting, the Secretariat has allocated €10 000 in the 2019 revised budget to create content for the new website, in the form of a video, a new social media presence and plug-ins.
6. Banking costs consist of bank charges (this is what the bank invoices us for) of €102.84 and bank transfer fees (where a fee payment and currency transfer mean the received amount is not exactly the same as the budget and fee letter) of €16.25.
7. Legal costs consists of a legal advice invoice of 2018 relating to change in statutes for a cost of €697.50.

2.3 CENL Foundation account 2 - Cash at bank and reserve as at end of April 2019

CENL account 2	Bank Balance	Notes
Opening bank balance as at 01.01.2019	139 959.28 €	Confirmed by bank
ADD Income	- €	
LESS Expenses	43 000.51 €	See notes for details
Bank balance as at 30.04.2019	96 958.77 €	As on bank statement

Notes on CENL cash balance as at end of April 2019

Transfer of funds to CENL 1 account

- As agreed at the CENL AGM, the CENL 2 account will hold reserve funds to cover the maximum risk of payments to a previous member of staff plus any anticipated legal fees totalling € 140 000. As the risk reduces over time (up until October 2022) the amount held will be reviewed annually.
- An amount of €42 965 was transferred to the CENL 1 account on 09 April 2019.

Bank Charges

- Bank charges total was €35.51.

3. 2020: Proposed budget for voting

CENL proposed budget 2020	Amount	PROPOSED PRIORITIES FOR 2020 IN LINE WITH STRATEGY 2018-2022
Income		
CENL membership	116 500 €	<p>Priority 1: Support national libraries to increase their impact and to be strong organisations</p> <ul style="list-style-type: none"> Identify priority areas for skills development – investment in training opportunities Promote the power of the peer-to-peer network to share information (e.g. funding opportunities, key issues for debate, knowledge exchange) Develop CENL policy on advocacy Identify partnerships with relevant organisations <p>Priority 2: Develop national library services</p> <ul style="list-style-type: none"> Provide support in developing innovating services to meet evolving user needs Develop a shared service strategy through a number of surveys Explore innovative use and design of physical spaces for service and audience development Share best practice on cultural programmes, both physical and digital <p>Priority 3: Develop as memory institutions</p> <ul style="list-style-type: none"> Share best practice in collection management and stewardship Support collaboration in the area of digital collections and access services Review current legal deposit practices and legislative regulatory changes affecting library services Collaborate with European publishers to explore areas of mutual benefits <p>Priority 4: Strengthen CENL as a community</p> <ul style="list-style-type: none"> Continue to review governance models and the role of the Secretariat Review terms of reference of CENL subgroups to align with Strategic Plan Strengthen peer-to-peer network by improving member contacts Develop communications including CENL website further and explore the use of social media in the future
Transfer from CENL 2 account	23 390 €	
TOTAL INCOME	139 890 €	
Expenses		
Financial support for AGM	9 000 €	
Travel costs for speakers	4 000 €	
Skills and Knowledge Exchange <ul style="list-style-type: none"> Bursary programme (€20k) CENL working groups (€5k x 3 groups) 	35 000 €	
Erland Kolding Nielsen Grant	15 000 €	
CENL website <ul style="list-style-type: none"> Maintenance costs (€5k) Content (€9.5k) 	14 500 €	
Banking costs	1 290 €	
Audit and legal costs	6 600 €	
CENL Secretariat	52 000 €	
Other office costs	2 500 €	
TOTAL EXPENSES	139 890 €	