

# Treasurer's Report 2020

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**1. 2019: Finance Report**

**1.1. CENL Foundation 1 account - Cash at bank and reserve for 2019**

<b>CENL account 1</b>	<b>Bank Balance</b>	<b>Notes</b>
<b>Opening bank balance as at 01.01.19</b>	<b>640 438.01 €</b>	As on bank statement
<b>ADD Income</b>	<b>158 465.00 €</b>	See details on next page
<b>LESS Expenses</b>	<b>124 190.41 €</b>	See details on next page
<b>Bank balance as at 31.12.19</b>	<b>674 712.60 €</b>	As on bank statement

## 1.2. CENL Foundation 1 account - Final budget for 2019

CENL budget Details	CENL budget 2019 (agreed at 2018 AGM)	Revised CENL budget 2019 (agreed 2019 AGM)	Income and expenses at 31 <sup>st</sup> Dec 2019	Balance at 31 <sup>st</sup> Dec 2019	Notes	Details
<b>TOTAL INCOME</b>						
<b>CENL membership 2019</b>	<b>116 500 €</b>	<b>116 500 €</b>	<b>115 500 €</b>	<b>1 000 €</b>	1	See notes for details
<b>Transfer from CENL 2 account</b>		<b>42 965 €</b>	<b>42 965 €</b>		2	See notes for details
<b>Expenses</b>						
Financial support for AGM	9 000 €	9 000 €	8999.83 €	0.17 €	3	See notes for details
Travel costs for speakers	2 000 €	1 000 €	- €	1 000 €		
Skills and Knowledge Exchange	25 000 €	20 000 €	3 984.28 €	16 015.72 €	4	See notes for details
Erland Kolding Nielsen Grant	15 000 €	15 000 €	4 820.90 €	10 179.10 €	5	See notes for details
CENL website costs	2 000 €	40 000 €	37 929.68 €	2 070.32 €	6	See notes for details
CENL website content	0 €	10 000 €	7457.77 €	2 542.23 €	7	See notes for details
Banking costs	1 000 €	1 000 €	415.58 €	584.42 €	8	See notes for details
Audit and legal costs	8 000 €	6 000 €	6 853.98€	- 853.98 €	9	See notes for details
CENL Secretariat	52 000 €	52 000 €	52 000 €	- €		
Other office costs	2 500 €	1 500 €	1728.39 €	- 228.39 €	10	See notes for details
<b>TOTAL EXPENSES</b>	<b>116 500 €</b>	<b>155 500 €</b>	<b>124 190.41 €</b>	<b>31 309.59 €</b>		

### Notes on final budget for CENL Foundation 1 account for 2019

1. A. Income from Membership for 2019 total €111 250 and compromise of the fees of 46 members: Albania, Armenia, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy (Florence), Italy (Rome), Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia (BYPL), Russia (Moscow), Russia (St Petersburg), Serbia, Slovakia, Slovenia, Sweden, Switzerland, Turkey, UK, Ukraine and Vatican.  
  
B. Income from Membership for 2018 total €4 250 and compromise of:  
Late membership fees for 2018 were received from 2 members as follows: Spain for an amount of €3 000 paid on 17/01/19, and Montenegro for an amount of €1250 on 05/02/19.
2. An amount of €42 965 was transferred to the CENL 1 account from CENL 2 account. See note under 2.2 below.
3. Financial support AGM: €5 471.83 were spent to cover the travel expenses of the following CENL members attending the 2019 AGM in Mo I Rana: Armenia, Bosnia-Herzegovina, Georgia, Macedonia and Moldova. The treasurer and the chair of the EC agreed to pay an additional contribution to the National Library of Norway for the charter flight for an amount of €3 258.
4. Bursaries payments:
  - B04 – 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. The National Library of Macedonia reimbursed the overpayment of €115.24 on 18/04/19.

- 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.
  
- B18 – Croatia  
 Participants: National Library of Croatia to National Library of Estonia  
 Purpose: To attend the 7th Estonian Digital Humanities Conference titled: Use of Digital Cultural Heritage in Research and Education and present a paper.  
 Status: Visit taking place on 04-06 December 2019.  
 Payment: Upfront payment of €713.60 paid on 24/07/19.
  
- B19 – Romania  
 Participants: National Library of Romania to National Library of Austria  
 Purpose: For three staff members from the National Library of Romania to participate in a knowledge exchange trip to the National Library of Austria for 3-4 days.  
 Status: Visit taking place on 01-05 October 2019.  
 Payment: Upfront payment of €713.60 paid on 24/07/19. Balance payment of €129.24 paid on 17/10/19.  
 Total paid for the bursary: €929.24.
  
- B20 – Bosnia & Herzegovina  
 Participants: National Library of Bosnia & Herzegovina to National Library of Macedonia

Purpose: To visit the National Library of Macedonia to exchange experiences and ideas for future collaborations.

Status: Visit taking place on 28-31 October 2019.

Payment: Upfront payment of €725.60 paid on 11/10/19. Balance payment of €10.60 paid on 17/12/19.

Total paid for the bursary: €736.20.

- B21 – Moldova

Participants: National Library of Moldova to National Library of Norway

Purpose: To visit the National Library of Norway to learn about its good practise on digitization, use of modern technologies in library activity, partnerships, collaboration and other.

Status: Visit taking place on 01-06 June 2020.

Payment: Upfront payment of €720.48 paid on 03/12/19.

## 5. EKN Grant payments:

An EKN grant was awarded to the National Library of Lithuania by the EC meeting on 24/04/19 for an International conference, '21st Century Libraries: Traditions & Innovations', as part of a celebration entitled 'Live Library' which will take place on 15 November 2019 at the National Library of Lithuania. An upfront payment of €1 000 was paid on 12/08/19 and a second upfront payment of €3 000 was paid on 11/09/19. A balance payment of €820.90 was paid on 11/12/19. Total paid for the EKN grant: €4 820.90.

Two of the EKN grants will take place in 2020 and no upfront payment has been made yet, so the Secretariat suggests to carry over the €10,000 unspent into the 2020 budget to cover the costs of these EKN grants attributed in 2019.

6. Website costs: The website costs consisted of a domain hosting invoice for 2019 of an amount of €365 and various plug-ins for the new website for an amount of €491.78. The main invoice for the construction of the new website for an amount of €37, 929.68 was paid on 20/11/19.
7. The website content costs consisted of the cost of the CENL promotional video for an amount of €7 457.77 paid on 12/12/19.
8. Banking costs consist of bank charges (this is what the bank invoices us for) of €391.38 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 €24.20.
9. Legal costs were higher than projected as an invoice for 2018 legal work was paid in early 2019. Legal costs consists of a legal advice invoice of 2018 relating to change in statutes for a cost of €697.50. Costs to prepare financial statement and to carry out the audit were €6,156.48.
10. Office costs consists of Cecile Communal's travel costs to the AGM in Norway in June 2019 to support the Secretariat's work for an amount of €1 175.28, of Cecile Communal and Marcie Hopkins' travel costs to visit the National Library of Belgium to prepare the AGM 2020 for an amount of €271.26 and of Cecile Communal and Marcie Hopkins' travel costs to visit the National Library of Ireland for the EC meeting on 25 November 2019 for an amount of €281.85.

**1.3. CENL Foundation 2 account - Cash at bank and reserve for 2019**

CENL account 2	Bank Balance	Notes
<b>Opening bank balance as at 01.01.19</b>	<b>139 959.28 €</b>	Confirmed by bank
ADD Income	- €	
LESS Expenses	43 035.10 €	See notes for details
<b>Bank balance as at 31.12.19</b>	<b>96 924.18 €</b>	As on bank statement

**1.4. Notes to budget balance at 31st December 2019 for CENL 2 Account**

Transfer of funds to CENL 1 account

- 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 in April 2019.

Bank Charges

- Bank charges total was €70.10.

### **1.5. CENL Audit and Financial Statements for 2019**

The financial statements for 2019 were prepared and audited by RSM Netherlands Accountants N.V, finalised on 24 April 2020 and approved by the EC on 19 August 2020.

**2. 2020: CENL budget to 15 September 2020**

**2.1 CENL Foundation 1 account - Cash at bank and reserve as at mid-September 2020**

<b>CENL account 1</b>	<b>Bank Balance</b>	<b>Notes</b>
<b>Opening bank balance as at 01.01.2020</b>	<b>674 712.60 €</b>	As on bank statement
<b>ADD Income</b>	130 890.00 €	See details on next page
<b>LESS Expenses</b>	69 075.77 €	See details on next page
<b>Bank balance as at 15.09.20</b>	<b>736 526.83 €</b>	As on bank statement

## 2.2 CENL Foundation 1 account – CENL budget to mid-September 2020

CENL budget 2020 (agreed at 2019 AGM)	CENL budget 2020 (agreed at 2019 AGM)	Revised CENL budget 2020 (agreed via Email by EC)	Income and expenses for September 2020	Balance at 15 <sup>th</sup> September 2020	Notes	Details
<b>TOTAL INCOME</b>						
<b>CENL membership</b>	<b>116 500 €</b>	<b>116 500 €</b>	<b>107 500 €</b>	<b>9 000 €</b>	1	See notes for details
<b>Transfer from CENL 2 account</b>	<b>23 390 €</b>	<b>23 390 €</b>	<b>23 390 €</b>	<b>- €</b>		As agreed at CENL AGM 2019
<b>EKN 2019 Funds carried over</b>	<b>10 000 €</b>	<b>10 000 €</b>	<b>10 000 €</b>	<b>- €</b>	2	See notes for details
<b>Expenses</b>						
Financial support for AGM	9 000 €	9 000 €	- €	9 000 €		
Travel costs for speakers	4 000 €	4 000 €	- €	4 000 €		
Skills and Knowledge Exchange						
• Bursary programme	20 000 €	10 000 €	800.91 €	9 199.09 €	3	See notes for details
• Covid-19 Support Fund		10 000 €	- €	10 000 €		See note 3 for details
• CENL Network groups	15 000 €	15 000 €	- €	15 000 €		
Erland Kolding Nielsen Grant	25 000 €	15 000 €	- €	15 000 €	4	See note for details
Hidden Stories Fund		10 000 €	- €	10 000 €		See note 4 for details
CENL website						
• Maintenance costs	5 000 €	5 000 €	3 194.95 €	1 805.05 €		
• Content	9 500 €	9 500 €	3 311.19 €	6 188.81 €		
Banking costs	1 290 €	1 290 €	279.72 €	1 010.28 €	5	See notes for details
Audit and legal costs	6 600 €	6 600 €	9 489 €	- 2 889 €	6	See notes for details
CENL Secretariat	52 000 €	52 000 €	52 000 €	- €		
Other office costs	2 500 €	2 500 €	- €	2 500 €		
<b>TOTAL EXPENSES</b>	<b>149 890 €</b>	<b>149 890 €</b>	<b>69 075.77 €</b>	<b>80 814.23 €</b>		

### Notes on CENL cash balance as at mid-September 2020

- 1 A. Income from Membership for 2020 total €106,250 and compromise of:  
Membership fees for 2020 were received from 42 members as follow: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Hungary, Iceland, Ireland, Italy (Florence), Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia (BYPL), Russia (Moscow), Russia (St P), Serbia, Slovakia, Slovenia, Sweden, Switzerland, UK and Vatican.  
  
B. Income from Membership for 2019 total €1,250 and compromise of:  
A late membership fee for 2019 was received from one member as follow: Azerbaijan for an amount of €1,250 paid on 31/01/20.
- 2 See point 1.2.5, the 2019 unspent budget for 2019 EKN grants taking place in 2020 is being carried over into the 2020 budget to cover the costs of these grants in the 2020 budget.
- 3 Due to Covid-19 and the inability to travel for most CENL members, there has been a very low take up of the bursaries. Therefore, the EC agreed in July 2020 to re-allocate €10,000 of the €20,000 budget to create a new 'Covid-19 Support Fund' to support CENL members badly affected by the virus. A total of €800.91 had been spent on bursary by the end of June, and the CENL Secretariat is expecting to spend another €439.52 for the balances of two current bursaries, so a total of €1,240.43 spent on bursaries. By dedicating €10,000 to the Covid-19 Support Fund, it leaves €8,759.57 in the 2020 budget to spend on potential new bursaries.

#### Bursary payments

- B22 – Russia (BYPL)

Participants: Boris Yeltsin Presidential Library to National Library of Norway

Purpose: For deputy chief technologist from the Boris Yeltsin Presidential Library to learn about born-digital documents, web archiving, digital collections, websites, and the management of multimedia documents.

Status: visit postponed due to covid-19. New date to be confirmed.

Payment: Upfront payment of €800 paid on 03/03/20.

- B18 – Croatia

Participants: Dragana Koljenik of the Croatian Institute for Librarianship, National and University Library in Zagreb.

Purpose: To attend the 7<sup>th</sup> Estonian Digital Humanities Conference: ‘Use of Digital Cultural Heritage in Research and Education’, taking place 4-6 December 2019.

Status: Visit took place 4-6 December 2019.

Payment: Upfront payment of €713.60 paid on 24/07/19 (2019 - TR20). Balance payment of €0.91 paid on 20/04/20. Total paid for B18: €714.51.

- 4 Only one EKN grant was awarded by the EC in 2020 to the British Library. Therefore, there is an underspent of €10,000 on that budget line. The EC agreed in July 2020 to re-allocate these €10,000 to create a new ‘Hidden Stories Fund’ to support projects to collect, preserve, research and celebrate the untold stories from and by underrepresented communities in the CENL libraries’ national collections.
- 5 Banking costs consist of bank charges (this is what the bank invoices us for) of €279.72.
- 6 Audit and legal costs consist of an invoice of €6,284.74 for the 2019 Audit, as well as an invoice for legal advice on the potential membership of the National Library of Scotland for an amount of GBP £2,760.00. This legal advice hadn’t been foreseen, which is why there is an overspent on that budget line.

### 2.3 CENL Foundation account 2 - Cash at bank and reserve as at mid-September 2020

CENL account 2	Bank Balance	Notes
<b>Opening bank balance as at 1.1.2020</b>	<b>96 924.18 €</b>	Confirmed by bank
ADD Income	- €	
LESS Expenses	23 424.92 €	
<b>Bank balance as at 15.09.2020</b>	<b>73 499.26 €</b>	As on bank statement

#### Notes on CENL cash balance as at mid-September 2020

- **Transfer of funds to CENL 1 account**
  - As agreed at the CENL AGM in June, 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 €23 390 was transferred to the CENL 1 account in May 2020.
  - Banking costs consist of bank charges (this is what the bank invoices us for) of €34.92.

### 3. 2021: Proposed budget for voting

CENL proposed budget 2021	Amount	PROPOSED PRIORITIES FOR 2020 IN LINE WITH STRATEGY 2018-2022
<b>Income</b>		<p><b>Priority 1: Support national libraries to increase their impact and to be strong organisations</b></p> <ul style="list-style-type: none"> <li>Identify priority areas for skills development – investment in training opportunities</li> <li>Promote the power of the peer-to-peer network to share information (e.g. funding opportunities, key issues for debate, knowledge exchange)</li> <li>Develop CENL policy on advocacy</li> <li>Identify partnerships with relevant organisations</li> </ul> <p><b>Priority 2: Develop national library services</b></p> <ul style="list-style-type: none"> <li>Provide support in developing innovating services to meet evolving user needs</li> <li>Develop a shared service strategy through a number of surveys</li> <li>Explore innovative use and design of physical spaces for service and audience development</li> <li>Share best practice on cultural programmes, both physical and digital</li> </ul> <p><b>Priority 3: Develop as memory institutions</b></p> <ul style="list-style-type: none"> <li>Share best practice in collection management and stewardship</li> <li>Support collaboration in the area of digital collections and access services</li> <li>Review current legal deposit practices and legislative regulatory changes affecting library services</li> <li>Collaborate with European publishers to explore areas of mutual benefits</li> </ul> <p><b>Priority 4: Strengthen CENL as a community</b></p> <ul style="list-style-type: none"> <li>Continue to review governance models and the role of the Secretariat</li> <li>Review terms of reference of CENL subgroups to align with Strategic Plan</li> <li>Strengthen peer-to-peer network by improving member contacts</li> <li>Develop communications including CENL website further and explore the use of social media in the future</li> </ul>
CENL membership	119 500 €	
Transfer from CENL 2 account	23 390 €	
EKN Funds 2019 carried over	5 000 €	
CENL network groups 2020 budget carried over	15 000 €	
<b>TOTAL INCOME</b>	<b>162 890 €</b>	
<b>Expenses</b>		
Financial support for AGM	9 000 €	
Travel costs for speakers	4 000 €	
Skills and Knowledge Exchange	50 000 €	
<ul style="list-style-type: none"> <li>Bursary programme (€10k)</li> <li>Hidden stories grants (€10k)</li> <li>CENL network groups 2020 carried over budget (€5k x 3 groups - €15,000)</li> <li>CENL network groups 2021 budget (€5k x 3 groups - €15,000)</li> </ul>		
Erland Kolding Nielsen Grant	20 000 €	
<ul style="list-style-type: none"> <li>3 x €5k grants</li> <li>1 x €5k 2019 grant carried over</li> </ul>		
CENL website	15 500 €	
<ul style="list-style-type: none"> <li>Maintenance costs (€6k)</li> <li>Content (€9.5k)</li> </ul>		
Banking costs	1 190 €	
Audit and legal costs	8 000 €	

CENL Secretariat	52 000 €
Other office costs	3 200 €
<b>TOTAL EXPENSES</b>	<b>162 890 €</b>

**Notes on proposed budget:**

- Income

The National Library of Scotland is now a member of CENL, we will therefore receive an additional membership fee of €3,000 increasing the total of membership fees of €119,500.

The National Library of Russia was awarded an EKN grant in 2019 but has had to postpone its project to 2021, so the treasurer is suggesting carrying over their €5,000 grant to the 2021 budget. This is reflected in additional expenses.

Due to Covid-19, the CENL network groups have been unable to spend most of their 2020 budget. The CENL Treasurer has agreed to carry over their 2020 budget to 2021 exceptionally.

- Expenses

As travel restrictions are still likely to be in place in 2021 due to Covid-19, the Treasurer suggests reducing the bursary budget to €10,000 and offer another round of ‘Hidden Stories’ grants for an amount of €10,000.