

AFRICAN HOSPITAL LIBRARIES

England & Wales · Charity number 1170968

Details

Status Registered

Legal form CIO

Registered 2017-01-04

Register [View on the Charity Commission register](#)

Contact

Address 56 Elms Drive
Marston
Oxford
OX3 0NL

Phone 07863204768

Email contactus@africanhospitallibraries.org

Website www.africanhospitallibraries.org

Activities

Objects: TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

Activities: African Hospital Libraries sets up and supports health information library services in Sierra Leone. We select and ship high quality and context-relevant books and educational resources. We implement a standard system of library membership and borrowing. The libraries are free to join. We employ local library staff to manage the services. We work in partnership with local stakeholders.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives

Geography

- Sierra Leone

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-04-05 | £12,516 | £16,800 | - | - |
| 2024-04-05 | £20,881 | £19,945 | - | - |
| 2023-04-05 | £19,850 | £22,947 | - | - |
| 2022-04-05 | £21,726 | £19,819 | - | - |
| 2021-04-05 | £32,354 | £35,439 | - | - |

Trustees

| Name | Role | Appointed |
|----------------------------|-------|------------|
| Dr CLAIRE LOUISE BLACKLOCK | Chair | 2016-12-30 |
| Fatmata Kanjia Jalloh | | 2022-03-05 |
| Rhys Michael Whelan | | 2022-04-25 |
| TRACEY LUMSDEN | | 2016-12-30 |

AFRICAN HOSPITAL LIBRARIES

England & Wales - Charity number 1170968

Accounts



Trustees' Annual Report for the period



| | | | | | | | |
|-------------|-----|-------------------|------|-----------|-----------------|-------|------|
| | | Period start date | | | Period end date | | |
| From | Day | Month | Year | To | Day | Month | Year |
| | 06 | 04 | 2024 | | 05 | 04 | 2025 |

Section A Reference and administration details

Charity name

AFRICAN HOSPITAL LIBRARIES

Other names charity is known by

AHL

Registered charity number (if any)

1170968

Charity's principal address

56, ELMS DRIVE,
OXFORD

Postcode OX3 0NL

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------------|-----------------|-----------------------------------|---|
| 1 | Claire Blacklock | | | |
| 2 | Tracey Lumsden | | | |
| 3 | Rhys Whelan | | | |
| 4 | Fatmata Kanjia Jalloh | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |

Name of chief executive or names of senior staff members (Optional information)

| |
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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by existing Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Governance procedures

During this reporting year, the trustees have been in communication with Barclays Bank to change the signatories on the account (former trustee still a signatory) and to update the type of account. However, due to administrative delays at the bank this is ongoing. Trustees have completed all required tasks in this process.

The Sierra Leone-based trustee visited the Ministry of Health to seek advice on updating the Service Level Agreement we have with the Ministry of Health. We are in the process of applying for renewal.

Changes to staffing

During this reporting year, the Library Coordinator in Bo retired from his post.

Note on assets (as per last reporting period)

African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to five link-up libraries.

AHL has Memoranda of Understanding with all partners (e.g. Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This is reflected on our CC16a form, to show that no assets belong to AHL. However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

- Communication and travel
- Skills development within team
- Shipments of books
- Makeni Hospital Library and Resource Centre
- Bo Hospital Library
- Kenema Hospital Library
- Link-up libraries
- Fundraising and support
- Volunteers

1) Communication and travel

During the reporting period, communication between members of the team was facilitated in the following ways:

- Peer support to library staff in Sierra Leone, in the form of face-to-face visits
- Monthly Team Meetings on Zoom (attended by all staff and at least one trustee)
- Continuation of regular WhatsApp and email communications between the UK and Sierra Leone
- Trustee WhatsApp group
- Whole AHL Team WhatsApp group
- Trustee meetings (zoom)
- Staff Annual General Meeting in Makeni, Sierra Leone, also attended by one trustee.
- Teamwork to collect and process shipments of books (1 shipment donated from Book Aid International, and 1 shipment comprised of used books from University of Oxford, and new books from Oxford University Press)
- Travel to Makeni for the retirement celebration for the Library Coordinator.

2) Skills development within team

During this reporting year, the Kenema Library Administrator continued to undertake HND in Information Communication and Technology.

3) Shipments

One shipment of books was collected from the Sierra Leone Libraries Board by AHL staff (donated to African Hospital Libraries by Book Aid International). Another shipment of books was sent by trustees, containing selected used books from Oxford University Hospital Libraries and new editions of core Oxford Handbooks, donated by Oxford University Press. Both shipments were collected by library staff in Sierra Leone and taken to Makeni Hospital Library for processing. From there, the books were distributed according to need, to Makeni, Bo and Kenema.

4) Makeni Hospital Library

- From start of April 24 until end of March 25, there were 511+ books borrowed and 595+ visitors who used the resource centre for study.
- Library staff continue to undertake outreach activities in the hospital.
- The resource centre building is also used for student teaching and staff meetings and continuing professional development.
- AHL continues to support the salaries of the three staff, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc.

5) Bo Hospital Library

- The Library Coordinator (based in Bo) retired from his position, during this reporting period. The occasion was marked with a celebration of all staff and a small number of additional invited guests. It was held in the Makeni Resource Centre, at the request of the Library Coordinator.
- Electricals that were fused during a further electricity surge at the hospital were replaced during this reporting period.
- From start of April 24 until end of March 25, there were 963 books borrowed and 1013 visitors who used the library for study.
- AHL continues to support the salary costs of the Bo Library Administrator. The costs associated with shipping and

transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.

- We continue to recognise the need for a resource centre to be constructed at Bo Government Hospital

6) Kenema Hospital Library

- Renovations to the chairs and flooring at Kenema Hospital Library were undertaken in this reporting year.
- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.
- From start of April 24 until end of March 25, there were 503 books borrowed and 265 visitors who used the library for study.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.

7) Link-up libraries

- In the next reporting period, two additional link-up libraries have been established. The Kenema Library Administrator had started discussions with the two institutions during this reporting period, and sent link-up requests to trustees.
- During this reporting period, five link-up libraries continued to be supported: 1) Mattru Jong School of Nursing, 2) School of Midwifery, Bo (SOMBO), 3) Makeni School of Clinical Sciences, 4) Department of Community Health, Fourah Bay Campus, and 5) Princess Christiana Maternity Hospital/ Ola During Children's Hospital (PCMH/ODCH) joint library service.

8) Fundraising and support

- This reporting period was unusually challenging for fundraising activities, due to the Chair of Trustees needing to write and submit her DPhil thesis and undertake her viva defence. This trustee also had to pull out of a sponsored run due to unanticipated health reasons.
- We continued to benefit from donations of books from the Oxford University Healthcare Libraries, Book Aid International, and in this reporting period we also received donated books from Oxford University Press.
- We continue to be supported by the generosity of several committed individuals, who give to AHL regularly through standing order.

9) Volunteers

- No additional volunteers during this reporting period.

Declaration

Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;

- policy programme related investment;
- contribution made by volunteers.

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Section D Achievements and performance

Summary of the main achievements of the charity during the year

- Main achievements:
- Continued partnership with healthcare and educational institutions in Sierra Leone
 - Support given to three core libraries and five link-up libraries.
 - There were 1977+ borrowing episodes across the core libraries in Bo, Makeni and Kenema Government Hospitals, with an additional 1873+ readers in the libraries.
 - Shipment of books from the UK to Sierra Leone, and additional receipt of books donated by Book Aid International
 - Improvements to chairs and flooring at Kenema Hospital Library
 - Staff AGM, attended by trustee
 - Monthly staff meetings enhancing the continuity and quality of remote communication between the UK and Sierra Leone via zoom

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

Due to problems with the UK Barclays Bank account, the Chair of Trustees paid all funds due to Sierra Leone in November 2024 from her personal bank account. She did not reclaim these funds from the charity (i.e. she donated them). Following independent financial advice, we have not included these transactions on the CC16a form, as they did not pass through our charity's bank account, but have instead reported them here:

27.11.24: £556.75 Western Union Transfer to Makeni Hospital Library, £284.68 Western Union Transfer to Bo Hospital Library, £190.69 Western Union Transfer to Kenema Hospital Library.

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Please see note in section B regarding assets.

Breakdown of money spent in Sierra Leone

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Staff salaries = 80%
- Internal travel costs = 8%
- Cleaner costs = 4%
- Renovation costs = 4%
- Consumables and equipment = 3%
- Other = 1%

Each library has its own registered bank account in Sierra Leone.

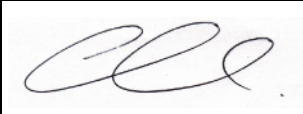
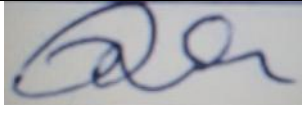
Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|--|
| Signature(s) |  |  |
| | Full name(s) Claire Blacklock | Rhys Whelan |
| Position (eg Secretary, Chair, etc) | Co-Founder and Trustee | Trustee |
| Date | 05.02.2026 | 05.02.2026 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES

1170968

Receipts and payments accounts

CC16a

| | | | |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 06/04/2024 | To | Period end date 05/04/2025 |
|---------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 12,516 | - | - | 12,516 | 20,881 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 12,516 | - | - | 12,516 | 20,881 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 12,516 | - | - | 12,516 | 20,881 |
| A3 Payments | | | | | |
| Fund Raising | 604 | - | - | 604 | 72 |
| Charitable Activities | 16,196 | - | - | 16,196 | 19,873 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 16,800 | - | - | 16,800 | 19,945 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 16,800 | - | - | 16,800 | 19,945 |
| Net of receipts/(payments) | - 4,284 | - | - | - 4,284 | 936 |
| A5 Transfers between funds | | | | | |
| A6 Cash funds last year end | 3,680 | 1,000 | - | 4,680 | 3,744 |
| Cash funds this year end | 10 | 387 | - | 397 | 4,680 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank account | 10 | 387 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 10 | 387 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | | Date of approval |
| | Claire Blacklock | CLAIRE BLACKLOCK | | 05.02.26 |
| | Rhys Whelan | RHYS WHELAN | | 05.02.26 |

AFRICAN HOSPITAL LIBRARIES

England & Wales - Charity number 1170968

Accounts



Trustees' Annual Report for the period



| | | | | | | | |
|-------------|-----------|-------------------|--------------|-----------|-----------------|-------------|--------------|
| | | Period start date | | | Period end date | | |
| From | Day 06 | Month 04 | Year 2023 | To | Day 05 | Month 04 | Year 2024 |

Section A Reference and administration details

Charity name

AFRICAN HOSPITAL LIBRARIES

Other names charity is known by

AHL

Registered charity number (if any)

1170968

Charity's principal address

56, ELMS DRIVE,

OXFORD

Postcode

OX3 0NL

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------------|-----------------|-----------------------------------|---|
| 1 | Claire Blacklock | | | |
| 2 | Alexander Blacklock | | Resigned from post 30.10.23 | |
| 3 | Tracey Lumsden | | | |
| 4 | Rhys Whelan | | | |
| 5 | Fatmata Kanjia Jalloh | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by existing Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Governance procedures

We had intended to set up a shared OneDrive folder for trustees and staff to be able to access and edit shared documents, and had signed up to a Microsoft Charity account in the last reporting period. However, there were many difficulties setting all members of the team up with their own accounts to be able to access a shared drive. For this reason, we instead converted the closed (i.e. password-protected) pages of our website to a Team Page. On this Team Page we uploaded core organisational documents that would be useful for members of the team to be able to access and download. Staff now have access to this shared page, in addition to trustees who already had access to the password-protected pages.

During this reporting year, we appointed a new Safeguarding Lead within the board of trustees. Training was identified, and the trustee completed this training in the following reporting year. The training was funded by African Hospital Libraries.

Trustees have been working to update the charity bank account with Barclays Bank in the reporting period. This process is ongoing. In Sierra Leone, the core libraries supported by AHL updated their registration with the National Revenue Authority (NRA).

Resignation and appointment of new trustees

A co-founder of AHL and long-standing trustee resigned from their position during this reporting period. The number of trustees is now four.

Note on assets (as per last reporting period)

African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to three link-up libraries in Makeni School of Clinical Sciences, the Department of Community Health Sciences (University of Sierra Leone) and Princess Christian Maternity Hospital/ Ola During Children's Hospital in Freetown.

AHL has Memoranda of Understanding with all partners (for example Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This is reflected on our CC16a form, to show that no assets belong to AHL. However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

- Communication and travel
- Skills development within team
- Shipments of books
- Makeni Hospital Library and Resource Centre
- Bo Hospital Library
- Kenema Hospital Library
- Link-up libraries
- Fundraising and support
- Volunteers

1) Communication and travel

During the reporting period, communication between members of the team was facilitated in the following ways:

- Support and supervision visits by Librarian (based in Makeni) to Bo and Kenema.
- Peer support visit by Library Administrator in Bo to Kenema colleague.
- Monthly Team Meetings on Zoom (attended by all staff and at least one trustee)
- Continuation of regular WhatsApp and email communications between the UK and Sierra Leone
- Trustee WhatsApp group
- Whole AHL Team WhatsApp group
- Remote appraisals of staff by chair of board of trustees (zoom)
- Trustee meetings (zoom)
- Staff Annual General Meeting in Bo, Sierra Leone, also attended by one trustee.
- Library user survey undertaken at Makeni, Bo and Kenema, with data entry completed by Library Assistant (Makeni), who travelled to all three sites.
- Radio interview by SLLB with Librarian at Makeni Government Hospital Library.

2) Skills development within team

During the reporting period we have continued to invest in the professional development of staff and trustees:

- Support to Kenema Library Administrator to undertake HND in Information Communication and Technology - ongoing.
- Safeguarding training identified for trustee Safeguarding Lead (completed in next reporting period)
- Library Assistant gained skills in data entry, when supporting data collection and entry during library user survey across three core library sites (Makeni, Bo, Kenema)
- Library Administrator in Kenema has expanded his role to also undertake administrative duties, such as setting and circulating agenda for staff meetings, taking notes, and circulating minutes (including for AGM).
- Library Administrator in Bo has expanded his role to now also include Procurement and Logistics support (for which he holds a BSc).

3) Shipments

One shipment of educational books and a laptop was made by UK trustees to Sierra Leone during this reporting period. This included high quality used books, as well as donations from the British Medical Association Information Fund, of core books for two new link-up libraries.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

A further shipment of books was collected from the Sierra Leone Libraries Board by AHL staff (sent to African Hospital Libraries by Book Aid International).

4) Makeni Hospital Library

- The purpose-built resource centre has been well-used by staff and students.
- The building required structural renovations during this reporting period, which were planned and successfully completed in partnership with the hospital management team, and were financed by AHL.
- From start of April 23 until end of March 24, there were 628 books borrowed and 610 visitors who used the resource centre for study.
- Library staff continue to undertake outreach activities in the hospital.
- The resource centre building is also used for student teaching and staff meetings and continuing professional development.
- AHL continues to support the Makeni Library Administrator's salary and the Makeni Library Assistant's salary, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc. AHL supports the salary costs of the Librarian, which are partly sponsored by AnatomyStuff.

5) Bo Hospital Library

- Bo Hospital Library continues to be very well-used by hospital staff and healthcare students from surrounding training facilities.
- From start of April 23 until end of March 24, there were 812 books borrowed and 581 visitors who used the library for study.
- AHL continues to support the Bo Library Administrator and Library Coordinator (based in Bo) salaries and professional development activities. (Note: The Library Coordinator retired in the next reporting period) The costs associated with shipping and transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.
- We continue to recognise the need for a resource centre to be constructed at Bo Government Hospital

6) Kenema Hospital Library

- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.
- From start of April 23 until end of March 24, there were 469 books borrowed and 217+ visitors who used the library for study.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.
- The Kenema Hospital Library Administrator has received peer support from the Library Administrator in Bo and the Librarian in Makeni.

7) Link-up libraries

- During this reporting period, two new link-up libraries have been established: 1) Mattru John School of Nursing, and 2) School of Midwifery, Bo (SOMBO). AHL worked in partnership with these two institutions to apply for BMA Information Fund book grants, which were both successful. These books were shipped and delivered to the new library sites within this reporting period.

- During this reporting period, AHL has continued to support the link-up libraries at Makeni School of Clinical Sciences, Department of Community Health, Fourah Bay Campus, and Princess Christiana Maternity Hospital/ Ola During Children's Hospital (PCMH/ODCH) joint library service.

8) Fundraising and support

- In the reporting period, a trustee undertook a sponsored run.
- We gratefully continued to receive co-sponsorship for the new Professional Librarian role from AnatomyStuff
- We continued to benefit from donations of books from the Oxford University Healthcare Libraries, Book Aid International, and the BMA Information Fund.
- We were the grateful recipients of a donation from the Northwick Trust.
- We were the grateful recipients of a donation from the Souter Foundation.
- We continue to be supported by the generosity of several committed individuals, who give to AHL regularly through standing order.

9) Volunteers

- Within this reporting period, one volunteer temporarily started some scoping work to help with fundraising, but unfortunately could not continue to volunteer due to their competing commitments.

Declaration

Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- Continued partnership with healthcare and educational institutions in Sierra Leone
- Two new link-up library sites established in Mattru John School of Nursing and the School of Midwifery, Bo.
- 1909 borrowing episodes across the three libraries in Bo, Makeni and Kenema Government Hospitals, with an additional 1408+ readers in the libraries.
- Shipment of books from the UK to Sierra Leone, and additional receipt of books donated by Book Aid International and British Medical Association Information Fund
- Development of skills within the team, reflected by expanded roles:
 - Safeguarding Lead (trustee)
 - Administrative support (Kenema Library Administrator)
 - Procurement and Logistics support (Bo Library Administrator)
- Completion of structural renovations to Resource Centre in Makeni
- Staff AGM, attended by trustee
- Monthly staff meetings enhancing the continuity and quality of remote communication between the UK and Sierra Leone via zoom

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Please see note in section B regarding assets.

Breakdown of money spent in Sierra Leone

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Staff salaries = 75%
- Internal travel costs = 9%
- Consumables and equipment = 6%
- Cleaner costs = 4%
- Renovation costs = 3%
- Training = 1%
- Other = 2%

Each library has its own registered bank account in Sierra Leone.

Section F

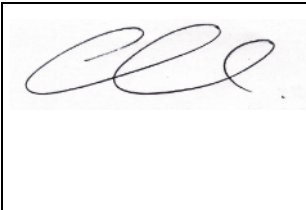
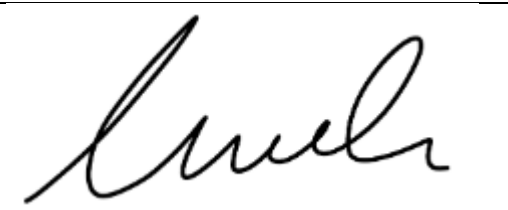
Other optional information

| |
|--|
| |
|--|

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|--|
| Signature(s) |  |  |
| Full name(s) | Claire Blacklock | Tracey Lumsden |
| Position (eg Secretary, Chair, etc) | Co-Founder and Trustee | Trustee |
| Date | 04.02.2025 | 04.02.2025 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES

1170968

Receipts and payments accounts

CC16a

| | | | |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 06/04/2023 | To | Period end date 05/04/2024 |
|---------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 18,431 | 2,450 | - | 20,881 | 19,850 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 18,431 | 2,450 | - | 20,881 | 19,850 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 18,431 | 2,450 | - | 20,881 | 19,850 |
| A3 Payments | | | | | |
| Fund Raising | 72 | - | - | 72 | 490 |
| Charitable Activities | 17,423 | 2,450 | - | 19,873 | 22,457 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 17,495 | 2,450 | - | 19,945 | 22,947 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 17,495 | 2,450 | - | 19,945 | 22,947 |
| Net of receipts/(payments) | 936 | - | - | 936 | - 3,097 |
| A5 Transfers between funds | | | - | - | - |
| A6 Cash funds last year end | 2,744 | 1,000 | - | 3,744 | 6,841 |
| Cash funds this year end | 3,680 | 1,000 | - | 4,680 | 3,744 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank account | 3,680 | 1,000 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 3,680 | 1,000 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Claire Blacklock | CLAIRE BLACKLOCK | 03.02.25 | |
| | Tracey Lumsden | TRACEY LUMSDEN | 03.02.25 | |

AFRICAN HOSPITAL LIBRARIES

England & Wales - Charity number 1170968

Accounts



Trustees' Annual Report for the period



| | | | | | | | |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 06 | Month 04 | Year 2022 | | Day 05 | Month 04 | Year 2023 |

Section A Reference and administration details

Charity name

AFRICAN HOSPITAL LIBRARIES

Other names charity is known by

AHL

Registered charity number (if any)

1170968

Charity's principal address

56, ELMS DRIVE,
OXFORD

Postcode OX3 0NL

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|----------------------------|-----------------|-----------------------------------|---|
| 1 | Claire Blacklock | | | |
| 2 | Alexander Blacklock | | Resigned from post 30.10.23 | |
| 3 | Edward Carberry | | Resigned from post 11.7.22 | |
| 4 | Tracey Lumsden | | | |
| 5 | Stephanie (Stevie) Russell | | Resigned from post 31.1.23 | |
| 6 | Rhys Whelan | | Started post 25.4.22 | |
| 7 | Fatmata Kanjia Jalloh | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

Constitution

| | |
|---|--------------------------------------|
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by existing Trustees |

Additional governance issues (Optional information)

| | |
|--|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. | <p><u>Ongoing development of improved organisational and governance processes</u> During this reporting period, African Hospital Libraries continued to participate in the THET Health Partnerships Capacity Development Programme, which commenced in April 2021 (18-month duration). This programme gave us with a rich learning experience with opportunities for individual and group reflection, from online interactions with experienced teachers and peers from other health partnerships. We have revised existing policies and drafted new policies and risk registers during this programme. We continue to develop our organisational policies and are working towards greater knowledge management in the organisation. Five members of our team (2 trustees in the UK, and 3 members of staff in Sierra Leone) participated in the capacity building programme. In this reporting year, our efforts to improve organisational governance processes included reviewing and revising policies, and a password-protected webpage for trustees, where key documents were uploaded. We also registered for a free charity Microsoft account, which has given us OneDrive capabilities. In the next reporting year, we will describe how we have used OneDrive for improved organisational knowledge management.</p> <p><u>Resignation and appointment of new trustees</u> During this reporting period, two long-serving trustees resigned due to insufficient time to commit to the organisation relating to changing personal and work commitments. Our newly appointed trustee in Sierra Leone became a highly active member of the team during this reporting period, and we were also delighted to welcome a second new trustee – an experienced and passionate health librarian – to the team. Both trustees received an induction to the organisation by the chair of trustees and are fully integrated into the team.</p> <p><u>Note on assets (as per last reporting period)</u> African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to three link-up libraries in Makeni School of Clinical Sciences, the Department of Community Health Sciences (University of Sierra Leone) and Princess Christian Maternity Hospital/ Ola During Children’s Hospital in Freetown. AHL has Memoranda of Understanding with all partners (for example Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This is reflected on our CC16a form, to show that no assets belong to AHL. However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.</p> |
|--|--|

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

- Communication and travel
- Skills development within team
- Shipments of books
- Makeni Hospital Library and Resource Centre
- Bo Hospital Library
- Kenema Hospital Library
- Link-up libraries
- Fundraising and support
- Volunteers

1) Communication and travel

During the reporting period, communication between members of the team was facilitated in the following ways:

- Continuation of regular WhatsApp and email communications between the UK and Sierra Leone
- Trustee WhatsApp group
- Staff WhatsApp group (with 3 trustee members)
- Participation in regular online interactive learning workshops together (two UK trustees and 3 staff in Sierra Leone), as part of the THET Health Partnerships Capacity Development Programme (zoom)
- Monthly staff meetings, attended by 1-2 trustees (zoom)
- Remote appraisals of staff by chair of board of trustees (zoom)
- Trustee meetings (zoom)
- Visits of AHL staff to support one another at different library sites.
- There were no in-person visits to Sierra Leone by UK trustees during this reporting period.
- Trustee based in Sierra Leone participated in the staff Annual General Meeting and accompanied staff on a visit to the Ministry of Health and Sanitation, as well as visiting staff at their working sites and meeting with the management teams of the hospitals.

2) Skills development within team

During the reporting period we have continued to invest in the professional development of staff and trustees:

- Participation in the THET Health Partnerships Capacity Development Programme, funded by UKAID. [Health Partnership Capacity Development Programme - THET](#) (see above section)
- Successful graduation of Bo Library Administrator in May 2022 with Bachelor of Science in Business Administration (Procurement and Logistics).
- Support to Kenema Library Administrator to undertake HND in Information Communication and Technology - ongoing.
- Successful completion of Research4Life MOOC by five members of AHL staff in Sierra Leone
- Induction of new trustees

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- Attendance by two UK trustees at the Health Libraries Group 75th Anniversary event in London on 14th October 2022, where they heard presentations from healthcare librarians and rekindled connections with the Health Libraries Group, following the pandemic. This led to continued discussions around a Core Collection for health libraries in sub-Saharan Africa, and the subsequent formation of a working group - ongoing.

3) Shipments

One shipment of educational books, computer equipment and shelf dividers, was made by UK trustees to Sierra Leone during this reporting period. A further shipment of books was collected from the Sierra Leone Libraries Board by AHL staff (sent to African Hospital Libraries by Book Aid International).

4) Makeni Hospital Library

- The purpose-built resource centre has been well-used by staff and students.
- From start of April 22 until end of March 23, there were 600 books borrowed and 729 visitors who used the resource centre for study.
- Library staff continue to undertake outreach activities in the hospital.
- The resource centre building is also used for student teaching and staff meetings and continuing professional development.
- AHL continues to support the Makeni Library Administrator's salary and the Makeni Library Assistant's salary, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc. AHL pays for a Library Coordinator to support all AHL-run and AHL link-up libraries in Sierra Leone. AHL supports the salary costs of the Librarian, which are partly sponsored by AnatomyStuff.
- Some renovations were made to the resource centre structure in the next reporting period, in consultation with the hospital management team.

5) Bo Hospital Library

- Bo Hospital Library continues to be very well-used by hospital staff and healthcare students from surrounding training facilities.
- From start of April 22 until end of March 23, there were 867 books borrowed and 776 visitors who used the library for study.
- During this reporting period renovations were made to the library building following water leaking onto the floor during the rainy season. The renovations resolved the issue, and the exterior of the library was also painted.
- AHL continues to support the Bo Library Administrator and Library Coordinator (based in Bo) salaries and professional development activities. During this reporting period the salary costs of the Bo Library Administrator were sponsored by Oxford Pharamagenesis. The costs associated with shipping and transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.
- We continue to recognise the need for a resource centre to be constructed at Bo Government Hospital

6) Kenema Hospital Library

- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.

- From start of April 22 until end of March 23, there were 383 books borrowed and 198 visitors who used the library for study.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.
- The Kenema Hospital Library Administrator has received peer support from the Library Administrator in Bo and the Librarian in Makeni.

7) Link-up libraries

- During this reporting period, AHL has continued to support the link-up libraries at Makeni School of Clinical Sciences, Department of Community Health, Fourah Bay Campus, and Princess Christiana Maternity Hospital/ Ola During Children's Hospital (PCMH/ODCH) joint library service, through occasional visits by AHL staff, phone contact with staff, and monitoring activities. In addition, AHL staff met with the management team at Connaught Hospital in Freetown to discuss a possible future partnership. The AHL team based in Bo were contacted by two healthcare training facilities in the region for assistance with their library services. As a result, an assessment visit was made by AHL staff to each facility, and joint applications for books were made to the BMA Information Fund, which were successful. These books were shipped in the following reporting year. This will take the total of link-up libraries supported by AHL from 3 to 5.

8) Fundraising and support

- In the reporting period, a trustee undertook a sponsored run.
- We gratefully continued to receive co-sponsorship for the new Professional Librarian role from AnatomyStuff, and sponsorship for the Bo Library Administrator's salary from Oxford Pharmagenesis.
- We continued to benefit from donations of books from the Oxford University Healthcare Libraries, Book Aid International, and the BMA Information Fund.
- We were the grateful recipients of a donation from the Northwick Trust.
- We continue to be supported by the generosity of several committed individuals, who give to AHL regularly through standing order.

9) Volunteers

- We continue to benefit from IT support from a long-standing volunteer.
- We have also received support with fresh thinking regarding IT and possible options for future internet and solar innovations from a volunteer.

Declaration

Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- Continued partnership with healthcare and educational institutions in Sierra Leone
- Increasingly responsive services, initiated and led by AHL library staff, with two new link-up libraries identified for future support.,
- 1850 borrowing episodes across the three libraries in Bo, Makeni and Kenema Government Hospitals, with an additional 1703 readers in the libraries.
- Completion of the THET Health Partnership Capacity Training Programme by five members of the AHL team
- Completion of MOOC in Research 4 Life by 5 members of staff
- Shipment of books from the UK to Sierra Leone, and additional receipt of books donated by Book Aid International
- Remote communication between the UK and Sierra Leone via zoom
- Visits to library sites, participation in staff AGM, and visit to the Ministry of Health and Sanitation by new trustee based in Sierra Leone

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;

Please see note in section B regarding assets.

Breakdown of money spent in Sierra Leone

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Salaries = 76.4%
- Internal travel costs = 8.3%
- Consumables and equipment = 10.9%
- Additional data costs specific to online training = 2.9%
- Other = 1.5%

- investment policy and objectives including any ethical investment policy adopted.

Each library has its own registered bank account in Sierra Leone.

Section F

Other optional information



| |
|--|
| |
|--|

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Claire Blacklock | Tracey Lumsden |
| Position (eg Secretary, Chair, etc) | Co-Founder and Trustee | Trustee |
| Date | 24.01.24 | 24.01.24 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES

1170968

Receipts and payments accounts

CC16a

| | | | |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 06/04/2022 | To | Period end date 05/04/2023 |
|---------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 19,850 | - | - | 19,850 | 21,726 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 19,850 | - | - | 19,850 | 21,726 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 19,850 | - | - | 19,850 | 21,726 |
| A3 Payments | | | | | |
| Fund Raising | 490 | - | - | 490 | 285 |
| Charitable Activities | 22,457 | - | - | 22,457 | 19,534 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 22,947 | - | - | 22,947 | 19,819 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 22,947 | - | - | 22,947 | 19,819 |
| Net of receipts/(payments) | - 3,097 | - | - | - 3,097 | 1,907 |
| A5 Transfers between funds | | | - | - | - |
| A6 Cash funds last year end | 5,841 | 1,000 | - | 6,841 | 4,934 |
| Cash funds this year end | 2,744 | 1,000 | - | 3,744 | 6,841 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank account | 2,744 | 1,000 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 2,744 | 1,000 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Claire Blacklock | CLAIRE BLACKLOCK | 11.01.24 | |
| | Tracey Lumsden | TRACEY LUMSDEN | 11.01.24 | |

AFRICAN HOSPITAL LIBRARIES

England & Wales - Charity number 1170968

Accounts



Trustees' Annual Report for the period



| | | | | | | | |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 06 | Month 04 | Year 2021 | | Day 05 | Month 04 | Year 2022 |

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

| | |
|-----------------|----------------|
| 56, ELMS DRIVE, | |
| OXFORD | |
| | |
| Postcode | OX3 0NL |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|----------------------------|-----------------|-----------------------------------|---|
| 1 | Claire Blacklock | | | |
| 2 | Alexander Blacklock | | | |
| 3 | Edward Carberry | | Resigned from post 11.7.22 | |
| 4 | Tracey Lumsden | | | |
| 5 | Stephanie (Stevie) Russell | | Resigned from post 31.1.23 | |
| 6 | Rhys Whelan | | Started post 25.4.22 | |
| 7 | Fatmata Kanjia Jalloh | | Started post 5.3.22 | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

| | |
|---|--------------------------------------|
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by existing Trustees |

Additional governance issues (Optional information)

| | |
|--|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. | <p><u>Ongoing development of improved organisational and governance processes</u> During this reporting period, African Hospital Libraries participated in the THET Health Partnerships Capacity Development Programme, which commenced in April 2021 (18-month duration). This programme has provided us with a rich team learning experience, from online interactions with experienced teachers and peers from other health partnerships. Most importantly the programme has provided us with a structured platform to work through some of our organisational governance processes as a team, with two participants from the AHL board of trustees in the UK, and three members of staff in Sierra Leone. This has given us opportunity for important reflection and discussions, and we have begun the process of making improvements and reforms as a result. We drafted an organisational risk register, and we are continuing to develop this and related organisational policies. In addition, we conducted a SWOT analysis and a whole-team vision scoping exercise. We were delighted to appoint our first Sierra Leone trustee during this reporting period and have been reflecting on how we can improve our internal governance structures.</p> <p><u>Assets</u> African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to three link-up libraries in Makeni School of Clinical Sciences, the Department of Community Health Sciences (University of Sierra Leone) and Princess Christian Maternity Hospital/ Ola During Children’s Hospital in Freetown. AHL has Memoranda of Understanding with all partners (for example Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This is reflected on our CC16a form, to show that no assets belong to AHL. However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.</p> |
|--|--|

Section C Objectives and activities

| | |
|---|--|
| <p>Summary of the objects of the charity set out in its governing document</p> | <p>TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.</p> |
|---|--|

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

1. Communication and travel
2. Skills development within team
3. Shipments of books
4. Makeni Hospital Library and Resource Centre
5. Bo Hospital Library
6. Kenema Hospital Library
7. Link-up libraries
8. Fundraising and support
9. Volunteers

1) Communication and travel

There were no in-person visits to Sierra Leone by UK trustees during this reporting period. This was in part due to remaining travel restrictions associated with the covid-19 pandemic. However, communication between the UK and Sierra Leone has strengthened over the reporting period in the following ways:

- Continuation of regular WhatsApp and email communications
- Participation in regular online interactive learning workshops together, as part of the THET Health Partnerships Capacity Development Programme (zoom)
- Monthly staff meetings, attended by chair of board of trustees (zoom)
- Initiation of monthly Chair of board of trustees – Country Coordinator meetings (zoom)
- Remote appraisal for new member of staff by chair of board of trustees (zoom)
- Annual General Meeting for all staff in Sierra Leone (with zoom attendance by UK chair of board of trustees during second day session).
- Appointment of new trustee based in Sierra Leone (March 2022) – active in next reporting period

2) Skills development within team

- During the reporting period we have continued to invest in the professional development of staff and trustees, for example in the following ways:
 - Appointment of professionally qualified librarian in Sierra Leone. This has enhanced the skills of the team in Sierra Leone and has led to innovations. This new member of staff has conducted support visits to all AHL-supported library sites, to support and guide staff.
 - Participation in the THET Health Partnerships Capacity Development Programme, funded by UKAID. [Health Partnership Capacity Development Programme - THET](#) (see above section)
 - Continuation of AHL support for BSc degree of Bo Library Administrator, with successful graduation in May 2022 with Bachelor of Science in Business Administration (Procurement and Logistics).
 - Successful registration to participate in Research4Life MOOC by five members of AHL staff in Sierra Leone (participation in next reporting period).
 - Renewal of AHILA membership.
 - Member of AHL staff from Bo Hospital Library gave online PowerPoint presentation alongside trustee at a company event of a UK donor. This was a great learning opportunity to prepare and deliver a presentation to an international

audience.

- Increasingly skilled staff in Sierra Leone have been supported to undertake outreach visits to training facilities outside of the immediate catchment of their libraries, to build relationships and to promote the resources in the libraries. They have been supported to take initiative when building new local partnerships.
- Staff in Sierra Leone formed a collaborative relationship with WHO office in Sierra Leone and received a donation of high-quality new books for the libraries.
- Induction of new trustees (in next reporting period)

3) Shipments

- One shipment of educational books and computer equipment was made by UK trustees to Sierra Leone during this reporting period. The majority of these were books donated by the BMA Information Fund.

4) Makeni Hospital Library

- During this reporting period, the purpose-built Resource Centre at the Makeni Government Hospital site was opened to members of staff and students at the hospital to use, following its official opening in March 2021. The new Resource Centre replaced the tiny previous library space, and now offers two study halls, office space, and toilet facilities. AHL paid for the construction costs of the Resource Centre, with water, electricity and land provided by the hospital management team.
- With the increased space, use of the library by staff and students increased during this reporting period, and the new Librarian also conducted computer training classes in the group study hall.
- A new professional librarian started working for AHL (based at Makeni Resource Centre) during this reporting period. This was a newly developed role, and the new Librarian has brought innovations to the team.
- AHL continues to support the Makeni Library Administrator's salary and the Makeni Library Assistant's salary, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc. AHL pays for a Library Coordinator to support all AHL-run and AHL link-up libraries in Sierra Leone. AHL supports the salary costs of the new Librarian, which are partly sponsored by AnatomyStuff.
- The new Resource Centre was the site for the 2021 AHL staff Annual General Meeting.

5) Bo Hospital Library

- During this reporting period renovations to the entrance walkway to the library were made due to disrepair.
- The disrepair of the library led to vulnerability to break-ins (see last annual report) and damp problems in the rainy season. Since we have not yet successfully gained funding for building a Resource Centre at the hospital, significant renovations were made to the current library space in the next reporting period.
- Bo Hospital Library continues to be very well-used by hospital staff and healthcare students from surrounding training facilities.
- Staff at Bo Hospital Library have continued to conduct regular outreach to the large training institutions in Bo and the surrounding area.
- Bo staff excelled in academic achievement and self-motivated working during this reporting period, including completing the final year of his BSc, forming a relationship with WHO SL Office, giving an

online presentation to an international audience, participating in the THET programme and actively looking for funding opportunities for construction of a Resource Centre.

- AHL continues to support the Bo Library Administrator and Library Coordinator (based in Bo) salaries and professional development activities. During this reporting period the salary costs of the Bo Library Administrator became sponsored by Oxford Pharamagenesis. The costs associated with shipping and transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.
- Bo Hospital Library hosted a short-term student intern on placement from a local business training school.

6) Kenema Hospital Library

- AHL has supported the following renovations at Kenema Hospital Library during this reporting period:
 - Air conditioning
 - New signage to the exterior of the library building
- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.
- A list of requested books from library users and faculty of the Eastern Polytechnic were proactively collated by the Kenema Library Administrator. This was used to form the basis of an application to the British Medical Association Information Fund, for books, particularly relating to nutrition. These books were successfully shipped to the library during this reporting period.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.
- The Kenema Hospital Library Administrator has received peer support from the Library Administrator in Bo and the Librarian in Makeni.

7) Link-up libraries

- During this reporting period, AHL has continued to support the link-up libraries at Makeni School of Clinical Sciences, Department of Community Health, Fourah Bay Campus, and Princess Christiana Maternity Hospital/ Ola During Children's Hospital (PCMH/ODCH) joint library service, through contact with staff, and monitoring activities. In addition, books donated by the BMA Information Fund were shipped to the library service at PCMH/ODCH.

8) Fundraising and support

- In the reporting period, a trustee organised a fundraising cycle ride, and a volunteer (who is now a new trustee, appointed end of April 2022) undertook a sponsored run.
- We gratefully received co-sponsorship for the new Professional Librarian role from AnatomyStuff, and sponsorship for the Bo Library Administrator's salary from Oxford Pharamagenesis.
- We continue to benefit from donations of books from the Oxford Book Transplant scheme, Book Aid International, and the BMA Information Fund.
- We were the grateful recipients of a donation from the Souter Foundation.
- We continue to be supported by the generosity of several committed individuals, who give to AHL regularly through standing order.
- We applied for funding to enable construction of a Resource Centre in Bo, which was unfortunately unsuccessful.

9) Volunteers

- We continue to benefit from IT support from a long-standing volunteer.
- We have also received support with fresh thinking regarding IT from a volunteer.

Declaration

Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- Continued partnership with healthcare and educational institutions in Sierra Leone
- Increasingly responsive services, initiated and led by AHL library staff.
- 1626 borrowing episodes across the three libraries in Bo, Makeni and Kenema Government Hospitals, with an additional 1044 readers in the libraries.
- Opening of the new purpose-built resource centre at Makeni Government Hospital for library users
- Commencement of the new AHL post of professionally qualified librarian
- Commencement of the THET Health Partnership Capacity Training Programme by five members of the AHL team
- Shipment of books from the UK to Sierra Leone
- Enhanced remote communication between the UK and Sierra Leone via zoom
- Appointment of the first AHL trustee in Sierra Leone

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Please see note in section B regarding assets.

Breakdown of money spent in Sierra Leone

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Salaries = 76.5%
- Internal travel costs = 8.2%
- Consumables and equipment = 10.8%
- Other = 4.5%

Each library has its own registered bank account in Sierra Leone.


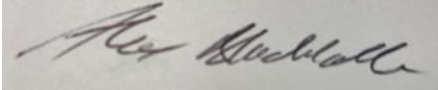
Section F Other optional information

[Empty box for optional information]

Section G Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Claire Blacklock | Alexander Blacklock |
| Position (eg Secretary, Chair, etc) | Co-Founder and Trustee | Co-Founder and Trustee |
| Date | 23.01.23 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES

1170968

Receipts and payments accounts

CC16a

| | | | |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
| | 06/04/2021 | | 05/04/2022 |

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 19,735 | 1,991 | - | 21,726 | 32,354 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 19,735 | 1,991 | - | 21,726 | 32,354 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 19,735 | 1,991 | - | 21,726 | 32,354 |
| A3 Payments | | | | | |
| Fund Raising | 285 | - | - | 285 | 445 |
| Charitable Activities | 17,779 | 1,755 | - | 19,534 | 34,994 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 18,064 | 1,755 | - | 19,819 | 35,439 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 18,064 | 1,755 | - | 19,819 | 35,439 |
| Net of receipts/(payments) | 1,671 | 236 | - | 1,907 | - 3,085 |
| A5 Transfers between funds | | | - | - | - |
| A6 Cash funds last year end | 3,934 | 1,000 | - | 4,934 | 8,019 |
| Cash funds this year end | 5,605 | 1,236 | - | 6,841 | 4,934 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank account | 5,605 | 1,236 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 5,605 | 1,236 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Claire Blacklock | CLAIRE BLACKLOCK | 23.01.23 | |
| | Alexander Blacklock | ALEXANDER BLACKLOCK | 23.01.23 | |

AFRICAN HOSPITAL LIBRARIES

England & Wales - Charity number 1170968

Accounts



Trustees' Annual Report for the period



| | | | | | | | |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 06 | Month 04 | Year 2020 | | Day 05 | Month 04 | Year 2021 |

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

| | |
|-----------------|----------------|
| 56, ELMS DRIVE, | |
| OXFORD | |
| | |
| Postcode | OX3 0NL |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|----------------------------|-----------------|-----------------------------------|---|
| 1 | Claire Blacklock | | | |
| 2 | Alexander Blacklock | | | |
| 3 | Edward Carberry | | | |
| 4 | Tracey Lumsden | | | |
| 5 | Stephanie (Stevie) Russell | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a | | |

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by existing Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Ongoing development of improved organisational and governance processes

During this reporting period, African Hospital Libraries was accepted onto the THET Health Partnerships Capacity Development Programme. Engagement with this programme commenced in the next reporting year (April 2021). This programme, in addition to extremely helpful and practical advice received during this first external financial review process for the current reporting year, have readied us to continue to strengthen our organisational processes in the next reporting year (April 2021-April 2022). We are very grateful for the support and expert advice we have received regarding improved governance and organisational structure, as our organisational activities have continued to grow. We look forward to communicating our progress in these areas in the next reporting year, for example in the forming of an organisational risk register, and development of other organisational and governance processes.

Assets

African Hospital Libraries supports the set-up and running of hospital libraries in Makeni, Bo and Kenema Government Hospitals, in addition to three link-up libraries in Makeni School of Clinical Sciences, the Department of Community Health Sciences (University of Sierra Leone) and Princess Christiana Maternity Hospital/ Ola During Children's Hospital in Freetown.

AHL has Memoranda of Understanding with all partners (for example Hospital Management Teams) representing the institutions where the libraries are situated. The MoUs set out the parties involved and their roles and contributions. The libraries are entities within themselves, and as such assets within a specific library are the property of that library. The assets are therefore not owned by the hospital, but by the library. Likewise, AHL does not therefore own these assets, but instead they are the property of the library. This has therefore been amended on this year's CC16a form, to show that no assets belong to AHL (compared to last reporting year, when assets such as books and IT equipment were shown as belonging to AHL). However, AHL does maintain an oversight role in the ongoing stewardship and replenishment of library assets, particularly in the libraries at Bo, Makeni and Kenema Government Hospitals.

Learning from incident of theft

A theft of books occurred from Makeni Hospital Library during this reporting year, which was reported to the Charity Commission as a Serious Incident by Trustees. This incident was thoroughly investigated, and mitigating measures were taken to reduce the risk of future occurrences. Further detail is given in section C below.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ADVANCE EDUCATION FOR CLINICIANS AND HEALTHCARE STUDENTS BY FACILITATING ACCESS TO CLEAR, RELEVANT, UP-TO-DATE, LIFESAVING HEALTH INFORMATION IN SUCH WAYS AS SHALL BE THOUGHT FIT, REGARDLESS OF GEOGRAPHICAL LOCATION, RELIABLE ELECTRICITY SUPPLY, OR TECHNOLOGY AND DISSEMINATING ACCURATE HEALTH INFORMATION CONTRIBUTING TO QUALITY PATIENT CARE, CONTINUING PROFESSIONAL DEVELOPMENT, AND STRENGTHENING HEALTH SYSTEMS.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Activities of African Hospital Libraries overlap in their fulfilment of the objects of the charity. Activities within the reporting period are summarised below, under the following headings:

1. Implications of coronavirus pandemic on AHL
2. Team capacity building activities
3. Shipments
4. Makeni Hospital Library and Resource Centre
5. Bo Hospital Library
6. Kenema Hospital Library
7. Link-up libraries
8. Fundraising and support
9. Volunteers

1) Implications of coronavirus pandemic on activities during the reporting period

- Like many other organisations, AHL activities have been impacted by the coronavirus pandemic during this reporting period. Specifically, the pandemic has been associated with the following:
 - Restrictions on travel within Sierra Leone, leading to reduced frequency of visits by staff to other library sites.
 - Temporary closure of training institutions, leading to fewer students using the libraries.
 - Social distancing measures, mask wearing and IPC in library premises.
 - Restrictions on international travel leading to no visits by UK trustees to Sierra Leone in this reporting period
 - Restrictions on face-to-face meetings in the UK leading to limited face-to-face interactions between trustees. The majority of trustee interactions took place online.
 - The novel use of zoom as a form of communication between staff in Sierra Leone and UK trustee, which has been further developed in the next reporting period. This was a positive development in communication between UK and Sierra Leone.

2) Team capacity-building activities

- During this reporting period we have been trying to enhance and develop capacity, in both Sierra Leone and the UK. By doing so, we hope to improve the quality and impact of AHL activities, and also strengthen governance processes in the organisation. Capacity-building activities have included:
 - Creation of new Professional Librarian role in Sierra Leone (advertised and successful candidate recruited during this reporting period)
 - Successful application to participate in the THET Health Partnerships Capacity Development Programme, funded by UKAID. [Health Partnership Capacity Development Programme - THET](#) Our participation in this programme started in the next reporting period.
 - Continuation of AHL support for BSc degree of Bo Library Administrator.
 - Provision by Bo Library Administrator of training, support and supervision to staff at Makeni and Kenema Hospital Libraries.
 - Development of the new practice of zoom meetings between UK trustees and Sierra Leone staff.

3) Shipments

- Two shipments were sent from the UK to Sierra Leone during this reporting period, totalling 38 boxes of books and other resources, including two desktop computers for the new Makeni Hospital

Resource Centre (preloaded with quality educational e-resources), and a large collection of high-quality anatomical posters for five libraries supported by AHL, donated by AnatomyStuff.

4) Makeni Hospital Library

- During this reporting period, the construction of a purpose-built Resource Centre was completed at the Makeni Government Hospital site. The official opening of the Resource Centre took place in March 2021, and hospital staff and stakeholders were invited to the opening event. A keynote speech was delivered by Prof Conteh-Morgan, from the University of Sierra Leone. The new Resource Centre replaced the tiny previous library space, and now offers two study halls, office space, and toilet facilities. AHL paid for the construction costs of the Resource Centre, with water, electricity and land provided by the hospital management team.
- Two shipments of books and two desktop computers for the new Resource Centre, were sent during this reporting period.
- Makeni Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- During this reporting period, a new Library Assistant was recruited to replace the departing Library Assistant. The new Library Assistant was trained by the Makeni Library Administrator and was supported by the Bo Library Administrator in carrying out duties, which included basic administration of the library service, during the Library Administrator's maternity leave.
- During this reporting period, a new Professional Librarian was recruited and appointed to the AHL sponsored team, to be based at the Makeni Hospital Resource Centre and to support the other AHL-supported libraries in Sierra Leone. Preparations for recruitment and selection were made in consultation with diverse expert stakeholders, in Sierra Leone and the UK. The appointment was made following advertisement, short-listing, practical assessment, and interviewing. The interview panel included members of the hospital management team, the AHL sponsored Coordinator, and senior librarians from the University of Sierra Leone. In addition, two UK trustees and a health librarian from a UK University, joined the panel via zoom. The Professional Librarian started working in the next reporting period (April 2021).
- An alleged theft of missing books was investigated during this reporting period. This matter was reported to the Sierra Leone police, relevant book donors, and to the Charities Commission. Actions taken following the incident included strengthened monitoring and stock checking systems. Learning from this incident was reflected on and shared with all members of the AHL sponsored team.
- AHL continues to support the Makeni Library Administrator's salary and the Makeni Library Assistant's salary, the costs associated with shipping and transporting books, and the day-to-day library consumables, etc. AHL pays for a Library Coordinator to support all AHL-run and AHL link-up libraries in Sierra Leone. During this reporting period, the Bo Hospital Library Administrator provided training and supportive supervision to the Library Assistant, during the period of maternity leave of the Library Administrator.
- The Makeni Library Administrator continues to have a UK Health Librarian mentor, facilitated by AHL, who is also a mentor for the newly appointed Professional Librarian.

5) Bo Hospital Library

- Bo Hospital Library continues to be very well-used by hospital staff and healthcare students from surrounding training facilities. The two

desktop computers continued to be very popular with library users during this reporting period.

- The Bo Library Administrator continued to study for his BSc in Procurement and Logistics during this reporting period, which was supported by AHL.
- AHL continues to support the Bo Library Administrator and Library Coordinator (based in Bo) salaries and professional development activities. The costs associated with shipping and transporting books, and the day-to-day library consumables, etc. have continued to be met by AHL.
- Bo Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- The Bo Library Administrator has a UK Health Librarian mentor, facilitated by AHL.
- The Bo Library Administrator continues in his mentoring and support role to the Kenema Library Administrator, and also provided significant outreach to the Makeni Library Assistant during this reporting period, during a period of maternity leave of the Makeni Library Administrator.
- During this reporting period there was a break-in and theft (two monitor screens) at Bo Hospital Library. This incident was investigated by Sierra Leone police and reported to the Charities Commission. Following the incident, the hospital management team employed a security company in the hospital. AHL supported the costs of repair and making the library secure once more.
- We have still been unable to secure funds to go ahead with the construction of a Resource Centre in Bo Government Hospital during this reporting period, however the design we have agreed in Makeni will form the basis of the design in Bo once fundraising has been completed. The necessary land at the hospital site has been provided by the Bo Hospital Management Team, who are keen for us to start as soon as possible.

6) Kenema Hospital Library

- Kenema Hospital Library has been continuing its provision of library services to hospital staff and students from the adjacent Eastern Polytechnic.
- A list of requested books from library users and faculty of the Eastern Polytechnic were collated by the Kenema Library Administrator. This was used to form the basis of an application to the British Medical Association Information Fund, for books, particularly relating to nutrition. These books were successfully shipped to the library in the following reporting period.
- Kenema Hospital Library received a collection of high-quality anatomical posters donated by AnatomyStuff during this reporting period.
- AHL employs a Library Administrator to run the operations of the library, and pays for library consumables, furniture, shipping of books etc.
- The Kenema Library Administrator has a UK Health Librarian mentor, facilitated by AHL.

7) Link-up libraries

- During this reporting period, AHL has continued to support the link-up libraries at Makeni School of Clinical Sciences, Department of Community Health, Fourah Bay Campus, and Princess Christiana Maternity Hospital/ Old During Children's Hospital joint library service, through contact with staff, and provision of additional educational resources, such as a collection of high-quality anatomical posters, and in the case of PCMH/ODCH, books.

- Further engagement with the link-up libraries occurred in the following reporting period.

8) Fundraising and support

- In the reporting period, a trustee undertook a sponsored cycle ride, and a volunteer undertook a sponsored run.
- We gratefully received co-sponsorship for the new Professional Librarian role from AnatomyStuff, in addition to the generous donation of a large collection of high-quality anatomical posters.
- We continued to benefit from donations of books from the Oxford Book Transplant scheme, Book Aid International, and the BMA Information Fund.
- We were the grateful recipients of a donation from the Souter Foundation, and a donation from the RAF Churches Collection Fund.
- We continue to be supported by the generosity of several committed individuals.

9) Volunteers

- An expert UK volunteer helped to set up the two desktop computers during this reporting period, and provided IT advice
- Two UK health librarian experts provided feedback and advice on recruitment and selection materials, and on shortlisting applicants for the Professional Librarian post.
- A UK educationalist provided feedback and advice on the recruitment and selection materials for the Professional Librarian post.
- A UK health librarian, three members of the hospital management team, and two senior librarian stakeholders in Sierra Leone, participated in the interview panel for the recruitment of the new AHL Professional Librarian.

Declaration

Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- Continued partnership with healthcare and educational institutions
- 1635 borrowing episodes across the three libraries in Bo, Makeni and Kenema Government Hospitals.
- Construction of a purpose-built resource centre at Makeni Government Hospital
- Recruitment and appointment of professionally qualified librarian
- Successful application to THET Health Partnership Capacity Training Programme (course commenced in next reporting year)
- Continuation of library service activities during the pandemic
- 38 boxes of books and educational materials shipped from the UK to Sierra Leone

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves Policy: AHL aims to hold the equivalent of two months' salary costs in reserves in respect of library staff.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Please see note in section B regarding assets.

Breakdown of money spent in Sierra Leone

In addition to the CC16a form, here is a breakdown to show how the money transferred by AHL to Sierra Leone was spent:

- Salaries = 46%
- Building costs (for construction of Resource Centre at Makeni Government Hospital) = 36%
- Internal travel = 8%
- Consumables and equipment = 5%
- Other = 5%

Each library has its own registered bank account.


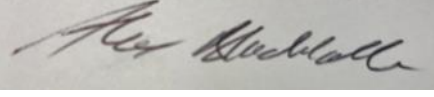
Section F

Other optional information

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Claire Blacklock | Alexander Blacklock |
| Position (eg Secretary, Chair, etc) | Co-Founder and Trustee | Co-Founder and Trustee |
| Date | 04.02.22 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

AFRICAN HOSPITAL LIBRARIES 1170968

Receipts and payments accounts

CC16a

| | | | |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 06/04/2020 | To | Period end date 05/04/2021 |
|---------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 31,354 | 1,000 | - | 32,354 | 22,194 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 31,354 | 1,000 | - | 32,354 | 22,194 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 31,354 | 1,000 | - | 32,354 | 22,194 |
| A3 Payments | | | | | |
| Fund Raising | 445 | - | - | 445 | 1,520 |
| Charitable Activities | 34,994 | - | - | 34,994 | 22,478 |
| Travel | - | - | - | - | 1,652 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 35,439 | - | - | 35,439 | 25,650 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 35,439 | - | - | 35,439 | 25,650 |
| Net of receipts/(payments) | - 4,085 | 1,000 | - | - 3,085 | - 3,456 |
| A5 Transfers between funds | 5,000 | - 5,000 | - | - | - |
| A6 Cash funds last year end | 3,019 | 5,000 | - | 8,019 | 11,475 |
| Cash funds this year end | 3,934 | 1,000 | - | 4,934 | 8,019 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank account | 3,934 | 1,000 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 3,934 | 1,000 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Claire Blacklock | CLAIRE BLACKLOCK | 04.02.22 | |
| | Alexander Blacklock | ALEXANDER BLACKLOCK | 04.02.22 | |

Independent Examiner's Report to the Trustees of African Hospital Libraries

I report to the Trustees on my examination of financial statements of African Hospital Libraries for the year to 5 April 2021.

Respective responsibilities of trustees and examiner

As The Trustees of African Hospital Libraries you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of African Hospital Libraries financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by The Charity Commission given by the Charity Commission under section 145 of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with examination giving me cause to believe that in any material aspect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Name: Richard Bray

Relevant professional qualifications: ACA DChA

Address: 17, Thornhill Road, PLYMOUTH PL3 5NF

Date: 3 February 2022