



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	06	04	2023		05	04	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)

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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

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.

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:

- 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.

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

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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

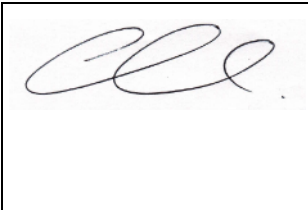
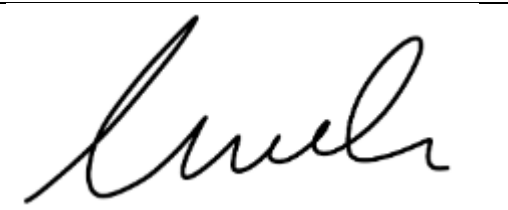
Other optional information

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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	-
			-	-
			-	-
			-	-
			-	-
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	