



ANNUAL REPORT 2022-2023

ANNUAL REPORT 2022-2023

Contents

<i>Vision</i>	3
Mission	4
Contracts	4
Community Library Service	4
Places of Welcome	4
Websites	4
Policy & Standards	4
Record of Achievement	5
Future Plans	5
Financial Record	5
Trustees	5

ANNUAL REPORT 2022-2023

I am pleased to present the 2022-2023 Annual Report.

We were established in 2016 as a constituted group, our main aim has been to provide a community Library service for the village of Gnosall, Staffordshire. We started operating as a library on 20th February 2019 and the official opening was 4th April 2019.

During the period 2022-2023, like most organisations, to some extent, still had after-effects of the COVID-19 Pandemic. We were open fully all year.

From May we resumed our normal events and service when Wednesday opening continued to be restricted to 3pm-5.30pm opening times. (Originally -7pm)

New Opening Times from January 2023 as follows: -

Monday	05:00pm - 07:30pm
Tuesday	10:00am - 12:30pm
Wednesday	03:00pm - 05:30pm*
Thursday	02:00pm - 04:00pm
Friday**	02:00pm - 04:00pm
Saturday	10:00am - 12:30pm

**New permanent opening time for Wednesday*

***New opening day and time for Friday*

Vision

GLEAN Hub's goal is still to create a vibrant community library and information service that is valued and well-used by the people of Gnosall.

However, GLEAN Hub achieved this by:

- Operating at times which are convenient for potential users. (We opened when many other library and institutions didn't)
- Being situated at a central and accessible village location (the Grosvenor Centre site).
- Providing an efficient lending or reference service - for books, other printed materials/information.
- Developing a range of activities to engage all age-groups and promote a love of reading, literature, culture and the valuing of information.
- Supporting library users in the use of information technology and reference materials.
- Creating a welcoming environment where people can meet and enjoy the company of friends and local residents.
- Providing an appropriate and suitable environment for silent study or related work.
- Working positively with other groups.
- Encouraging a sense of community and inclusion.
- Promoting innovation and talent in Creative Writing.
- Helping the elderly/physically impaired to enjoy the library by providing home delivery.

ANNUAL REPORT 2022-2023

Mission

GLEAN Hub aims to work within the framework of a wider Gnosall CIO, to include other related community projects as well as the Community Library.

Contracts

We have three-way contracts in place. A contract between Staffordshire County Council (SCC) and Gnosall Parish Council (GPC) for SCC to lease the library building. A contract between SCC and GLEAN Hub where GLEAN Hub sublet the building from SCC. A contract between GPC and GLEAN Hub for the use of other facilities such as the adjoining building for our events, maintenance etc. These contracts will be renewed 21st February 2024, when the current agreements expire.

Community Library Service

The service we provide is the same as a public library. All Library stock is provided by SCC (Staffordshire County Council) public library service and we use its library computer management systems to operate. The community library does not however, have any paid staff, only unpaid volunteers operating on a monthly roster system. Each session is manned by a minimum of two library volunteers. A new web-based Library system was implemented in May 2022 and has been very successful.

Places of Welcome

We again reopened this event during June and July 2022 with one session a week as before (Thursdays) for Places of Welcome in conjunction with 'Places of Welcome' organisation. We ran the event for 2 more months with library volunteers. However, we had no visitors during the period and with another group delivering meals starting up on the same site we decided to end any more attempts at the project.

Websites

We continue with our existing website www.gleanhub.org representing the charity, as before, but we decided to add another website www.gnosall-library.org.uk which better explains the purpose to the public. We have a link back to the www.gleanhub.org site within the homepage.

Policy & Standards

All our policies can be found on our website www.gleanhub.org which include: -

1. SCC's Policies
 - a. Acceptable Use Policy
 - b. Corporate Information Security Policy
 - c. IG and Data Protection Dos and Don'ts
 - d. Information Governance Reference Document
2. GLEAN Hub's policies.
 - a. Vulnerable Adults Policy
 - b. Financial Controls Policy
 - c. Health & Safety Policy
 - d. Data Protection Policy

At all times we endeavour to provide the highest level of service to both our customers and attending volunteers.

ANNUAL REPORT 2022-2023

Record of Achievement

Since COVID our customer base has increased steadily. We have also been successful in attracting a great number of volunteers with a wealth of experience and a willingness to do everything they can to promote this endeavour in the past and we continue to attract volunteers to the library.

We have replaced some of the old shelving giving increased space for books.

Future Plans

Gnosall Parish Council (GPC) organised an extension to the Planning agreement for one year and they continue work on the planning application to remove the end date, which now stands ending in April 2023.

We have sufficient funding for at least 24 months' operation.

Financial Record

No major funding events have been held, although we have had several donations from various bodies.

Full Accounts attached.

Trustees

(As at 31/03/2023)

Robert Alker (Chairman)

Cllr Patricia Alker (Health & Safety)

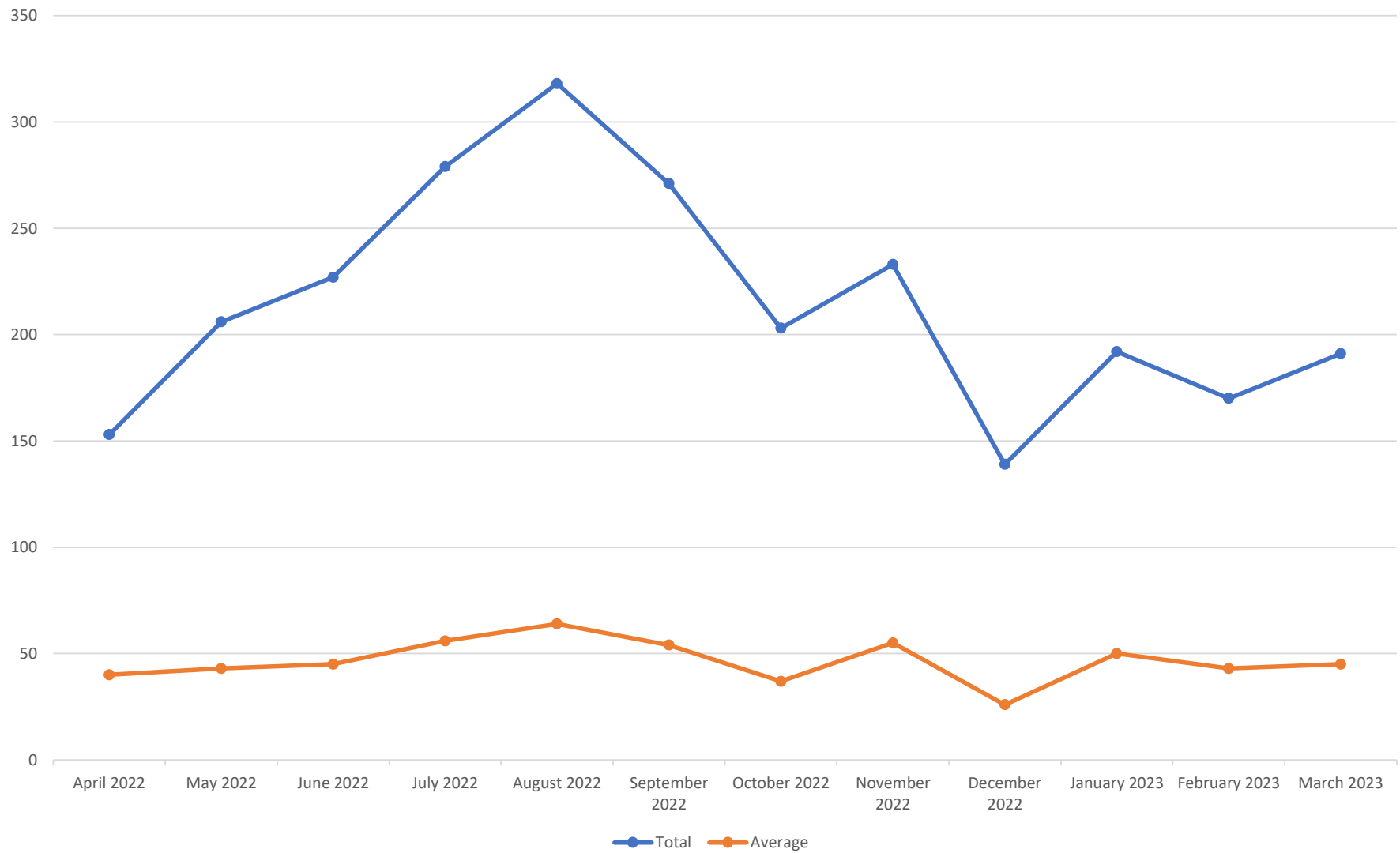
Annette Davies (Finance)

Janet Carr

Robert Hidderley (Secretary/Vice Chair)

Gaye Courtney

Gnosall Library - Visitor Statistics 2022-2023



Gnosall Library accounts 2022/2023								
Trust Account								
<u>Income</u>	Date received	Cheque No./Transfer in	Amount		Amount	Paid in	In Total	Out total
Carried forward	4/1/2022						£4,054.13	
Staffordshire County for Lateral Flow Tests	4/7/2022	£200.00			£200.00	£200.00		
Library takings	4/23/2022		£15.00	cash	£15.00	£15.00		
Library takings	6/18/2022		£10.00	cash		£10.00		
Library takings	7/25/2022		£25.00	cash		£25.00		
Easy Fundraising	8/23/2022		£18.13		£18.13	£18.13		
Library takings	9/22/2022		£10.00	cash		£10.00		
Library takings reading group	10/3/2022		£40.00	cash		£40.00		
Globetrotters award	10/5/2022	£50.00	£50.00			£50.00		
Library takings	11/7/2022		£20.00	cash		£20.00		
Library takings	11/21/2022		£15.00	cash		£15.00		
Library takings	1/4/2023		£20.00	cash		£20.00		
Library takings	1/28/2023		£20.00			£20.00		
ASDA award	2/8/2023	£450.00			£450.00	£450.00		
Easy Fundraising	2/15/2023	£97.62			£97.62	£97.62		
Library takings	3/27/2023		£25.00	cash		£25.00		
In Total							£5,069.88	
<u>Expenditure</u>	Date	Cheque No.	Amount	VAT	Total	Paid out		
Volunteer's DBS check	4/1/2022	100037	£23.00		£23.00	£23.00		
Volunteer's DBS check	4/14/2022	100036	£23.00		£23.00	£23.00		
Volunteer's DBS check	5/23/2022	100038	£23.00		£23.00	£23.00		
Volunteer's DBS check	5/31/2022	100039	£18.00		£18.00	£18.00		
Epenses for Welcome Inn	6/30/2022	100041	£20.69		£20.69	£20.69		
Volunteer's DBS check	7/18/2022	100040	£18.00		£18.00	£18.00		
Volunteer's DBS check	7/19/2022	100042	£18.00		£18.00	£18.00		
Printer cartridges	7/13/2022	100043	£27.99		£27.99	£27.99		
Volunteer's DBS check	7/2/2022	100044	£18.00		£18.00	£18.00		
Gnosall Parish Council for shelving	8/12/2022	100045	£573.00		£573.00	£573.00		
SRC expenses	9/1/2022	100046	£7.76		£7.76	£7.76		
SRC expenses	9/3/2022	100048	£9.00		£9.00	£9.00		
SRC expenses	9/10/2022	100049	£13.84		£13.84	£13.84		
Printer cartridges	9/29/2022	100050	£9.99		£9.99	£9.99		
Henshalls for insurance	11/7/2022	100052	£307.75		£307.75	£307.75		
Volunteer's DBS check	1/4/2023	100051	£18.00		£18.00	£18.00		

Refreshment expenses	1/4/2023	100053	£162.35		£162.35	£162.35		
Volunteer's DBS check	1/28/2023	100054	£18.00		£18.00	£18.00		
Expenses lighting and lanyards	2/1/2023	100055	£59.87		£59.87	£59.87		
Creative Bee for bookmarks	2/15/2023	100056	£25.00	£5.00	£30.00	£30.00		
Volunteer's DBS check	2/17/2023	100057	£18.00		£18.00	£18.00		
Volunteer's DBS check	2/22/2023	100058	£18.00		£18.00	£18.00		
Wall display board	3/6/2023	100059	£31.69		£31.69	£31.69		
Volunteer's DBS check	3/27/2023	100060	£18.00		£18.00	£18.00		
Refreshments expenses	3/31/2023	100062	£16.85		£16.85	£16.85		
Out total								£1,501.78
Total in account as at 31/03/2023								
Community Account								
Carried forward	4/1/2022						£194.58	
Total in account as at 31/03/2023								
Grand total both accounts as at 31/03/2023								

[illegible]

£3,568.10	
£194.58	
	£3,762.68

Annual return GLEAN finances 2022 - 2023

Bank accounts total Feb. 2022 £ 4,248.71

Income

Library Takings	£200.00
Flow test distribution for SCC	£200.00
Awards	£500.00
Easy Fundraising	£115.75
Payment in kind SCC unit rental	£3,900.00
Payment in kind GPC use of facilities	£1,100.00
Total	£6,015.75

Expenses

Insurance	£307.75
DBS checks	£231.00
Library furnishings	£604.69
Printer cartridges	£37.98
Torches and lanyards	£59.87
Bookmarks	£30.00
Refreshment expenses	£179.20
Welcome Inn expenses	£20.69
SRC expenses	£30.60
Unit rental	£3,900.00
Use of facilities	£1,100.00
Total	£6,501.78

Income minus expenditure -£486.03
Total in accounts March 2023 £ 3,762.68