



# ANNUAL REPORT 2024-2025

for

**Gnosall Library, Environment and Nurture Hub**

**Charity Registration 1175263**

# ANNUAL REPORT 2024-2025

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## ANNUAL REPORT 2024-2025

I am pleased to present the 2024-2025 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 20<sup>th</sup> February 2019 and the official opening was 4<sup>th</sup> April 2019.

Opening Times from January 2023 as follows: -

Monday	04:00pm - 06:30pm
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

### **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.

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.

### **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 tri-party 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

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contract between GPC and GLEAN Hub for the use of other facilities such as the adjoining building for our events, maintenance etc. These contracts were 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. There is a web-based Library system, implemented in May 2022 which issues reminders to volunteers on rota and has been very successful.

### Comments from SCC

Gnosall might be one of the smallest CMLs, but they have a committed Trustee Group managing the library and a strong group of volunteers. A new volunteer has taken on the coordination of the rota this year, and 4 volunteers are part of a stock team, who work hard to manage the stock in a small space.

The Trustees and volunteers are always looking at ways of developing the library service. This year they have increased their hugely popular Baby Bounce and Rhyme sessions from fortnightly to weekly and have introduced a new Board Games Cafe. The library also offers Family History Sessions, a Reading Café and a Writers' Circle, providing social and creative activities for local people.

To promote the library to the community, they produce articles for local magazines and take part in community events, such as the local carnival.

This has contributed to an 8% increase in visits to the library and a 7% increase in issues, compared to the previous year.

### Websites

We continue with our existing website [www.gleanhub.org](http://www.gleanhub.org) representing the charity, as before, and still promote the library via another website [www.gnosall-library.org.uk](http://www.gnosall-library.org.uk) which better explains its purpose to the public. We have a link back to the [www.gleanhub.org](http://www.gleanhub.org) site within the homepage.

### Policy & Standards

All policies can be found on our website [www.gleanhub.org](http://www.gleanhub.org) which include: -

1. SCC's Policies
  - a. Acceptable Use Policy
  - b. Information Security Policy
2. GLEAN Hub's policies.
  - a. Financial Controls Policy
  - b. Health & Safety Policy
  - c. Event Groups Policy
  - d. Fire Evacuation Procedure
  - e. Vulnerable Adults Policy
  - f. Invacuation Procedure
  - g. Paper Shredder Safety Policy

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

### **Record of Achievement**

This year our customer base has increased steadily. We have also been successful in retaining our volunteers with a wealth of experience.

### **Financial Record**

We still have sufficient funding for at least 24 months' operation but there is no sign of any major funding opportunities open to us for the foreseeable future although we continue to attract small amounts of funding from local groups.

Full Accounts attached.

### **Trustees**

(As at 01/04/2025)

Robert Alker (Chairman)

Cllr Patricia Alker (Health & Safety)

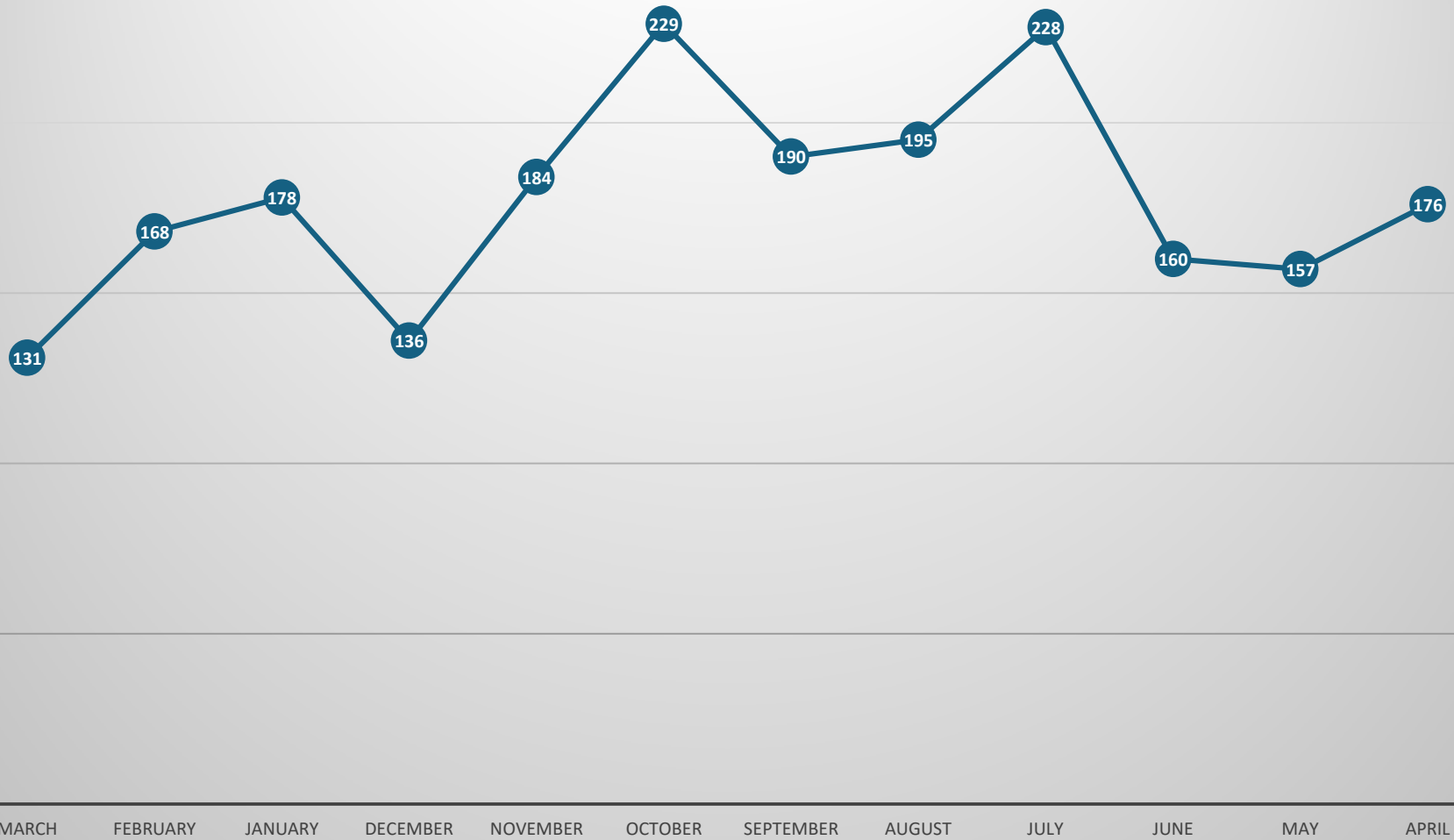
Alec Willis (Finance)

Janet Carr

Robert Hilderley (Secretary/Vice Chair)

Gaye Courtney

## Gnosall Library 20204-2025 Visits



## Annual return GLEAN finances 2024-25

<b>Bank accounts total March 2024</b>	<b>£3,071.34</b>
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### Income

Library takings	£310.00
Awards	£395.00
Takings from catering	£240.00
Payment in kind SCC unit rental	£3,900.00
Payment in kind GPC use of facilities	£1,100.00

<b>Total</b>	<b>£5,945.00</b>
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### Expenses

Domain Renewal	-£22.00
Insurance	-£369.66
DBS checks	-£21.50
Library furnishings	-£203.00
Health and Safety advice	-£350.00
Refreshment expenses	-£398.45
Baby Bounce	-£85.36
SCC expenses	-£3,900.00
Use of facilities	-£1,100.00

<b>Total</b>	<b>-£6,449.97</b>
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<b>Income minus expenditure</b>	<b>-£504.97</b>
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<b>Total in accounts March 31 2025</b>	<b>£2,566.37</b>
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# Gnosall Library Accounts 2024 to 2025

## Trust account

<u>Income</u>	Date received	Cheque No/ Transfer in	Amount	Paid in	In total	Paid Out	Out total	Total in account
Carried forward (current Account)	01/04/2024				£2,876.76			£2,876.76
Library takings (17/05/24-25/07/24)	17/05/2024		£90.00 cash	£90.00				
Cheque for Baby Bounce use from GRID	07/08/2024	100676	£200.00	£200.00				
Library takings (24/8/24-9/10/24)	09/10/2024		£85.00 cash	£85.00				
Donation from Gnosall Runners	30/10/2024		£100.00 cash	£100.00				
Cash from Christmas Meal & raffle	05/12/2024		£240.00 cash	£240.00				
Library takings	24/01/2025		£45.00 cash	£45.00				
Donation	29/01/2025		£50.00	£50.00				
Cash from Burton (Reading Group)	17/02/2025		£45.00	£45.00				
Library takings (17/02/25-19/03/25)	17/02/2025		£90.00	£90.00				

## Income to date

£945.00

## Expenditure

Domain renewal	01/04/2024	100069	-£22.00			£22.00		
Community Library's meeting refreshments	01/04/2024	100070	-£16.60			£16.60		
Parish Council for storage cupboard	02/07/2024	100072	-£203.00			£203.00		
Health and Safety payment to Staffs. C.C.	18/07/2024	100073	-£350.00			£350.00		
Refreshments for volunteer's meeting	22/08/2024	100071	-£9.85			£9.85		
Baby Bounce (from ring-fenced donation)	27/09/2024	100074	-£47.41			£47.41		
Deposit for Xmas Meal	24/10/2024	100075	-£50.00			£50.00		
Public Liability Insurance	06/11/2024	100076	-£369.66			£369.66		
Balance of Xmas Meal	04/12/2024	100077	-£322.00			£322.00		
Baby Bounce (from ring-fenced donation)	19/12/2024	100078	-£37.95			£37.95		
M Smigelska (DBS Check)	25/02/2025	100079	£0.00			£0.00		
Magdalena Woznicka (DBS check)	27/03/2025	100080	-£21.50			£21.50		

## Expenditure to date

-£1,449.97

## Net profit/loss to date

-£504.97

## Balance in Current Account

31/03/2024

£2,371.79

## Community Account

31/03/2024

£194.58

**TOTAL**

**£2,566.37**