



# ANNUAL REPORT 2018-2019

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## ANNUAL REPORT 2018-2019

I am pleased to present the 2018-2019 Annual Report. Since our establishment in 2016 as a constituted group our main aim has been to provide a community Library service for the village of Gnosall, Staffordshire. For this to happen we had to find premises to operate. We gained CIO Charity status in November 2017.

Unlike all other community libraries in Staffordshire who have simply adopted their previous public library premises, we had to create something from nothing. The previous Gnosall public library was situated in the old school which has subsequently been demolished for newer premises with no room to provide a library service.

Having found no suitable premises for us to operate out of, since 2016 our main concern has been to create a building for us to use. We decided on a project to buy and install a 'portable' building attached to the already established Youth Club's unit on the Grosvenor Centre site.

With little knowledge of Planning Regulations and Building Regulations it was a daunting task for both the trustees and the Staffordshire County Council staff employed to assist us to provide a library service. This took 2 years and completed only on the 15 February this year (2019)/ The library opened its doors on the 20th February and had the official opening 4<sup>th</sup> April.

The library now opens on the following: -

Monday	05:00pm - 07:30pm
Tuesday	10:00am - 12:30pm
Wednesday	03:00pm - 06:00pm
Saturday	10:00am - 12:30pm

### Vision

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

GLEAN Hub will achieve this by:

- Operating at times which are convenient for potential users.
- 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

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## 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.

## Community Library Service

The service we provide is the same as a public library. All Library stock is provided by the 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 but generally three attend any one time.

We [will] also operate other activities regularly or from time to time. Initially we have scheduled a 'Baby Bounce and Rhyme' sessions to operate twice monthly and a monthly Coffee sessions. Genealogy, IT and Quiz events are proposed. A 'Home Reader' service is already in place but we will be promoting/enhancing this service to obtain wider usage.

## Policy & Standards

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

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

## Record of Achievement

For the most of our history to date our attention has been on obtaining and building the library unit. This we have achieved.

Now we are fully operational, this year we will be concentrating our efforts on the library service and the ancillary services we can offer.

## Future Plans

- Planning application to extend 6-year permission ending in April 2022
- GFest Community and Countryside Event 13<sup>th</sup> July 2019 – to attract more volunteers
- Extend opening hours to 13 hours per week (e.g. Thursday opening)
- To review current hours of opening
- Adding more occasional events to promote the library

We have sufficient funding for at least the next twelve months' operation as a result of two fundraising concerts organised by local musical groups.

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### Financial Record

#### Library Unit Installation – Project costs

I	Description	Cost met by GPC*	Cost met by GLEAN Hub
1.	Unit and Delivery	£31,000	£3,556

\*Funding going directly to GPC for GLEAN Hub Project

	Funder	Amount
1.	SCC	£10,000
2.	Awards for All	£10,000
3.	SCC Community Fund	£4,000

Midland Portable Building Ltd (Stafford) estimated reduction of Unit Cost = £2,760  
Gnosall Parish Council extra funding for Ramp and Fire Exit donated = £7,000

#### Volunteer (Direct Labour - non-monetary) Help to Project

	Helper	Status	Item
1.	Roger Greatrex	Councillor	Ramp/Fire Exit
2.	Chris Emsley	Councillor	Ramp/Fire Exit
3.	Phil Dolloway + man	Builder	Ramp brickwork
4.	Various	Gnosall Fire Station	Ramp Infill
5.	2 x men	Linden Homes	Ramp Paving

### Trustees

(With Effect From 29/03/2017)

Robert Alker (Chairman)

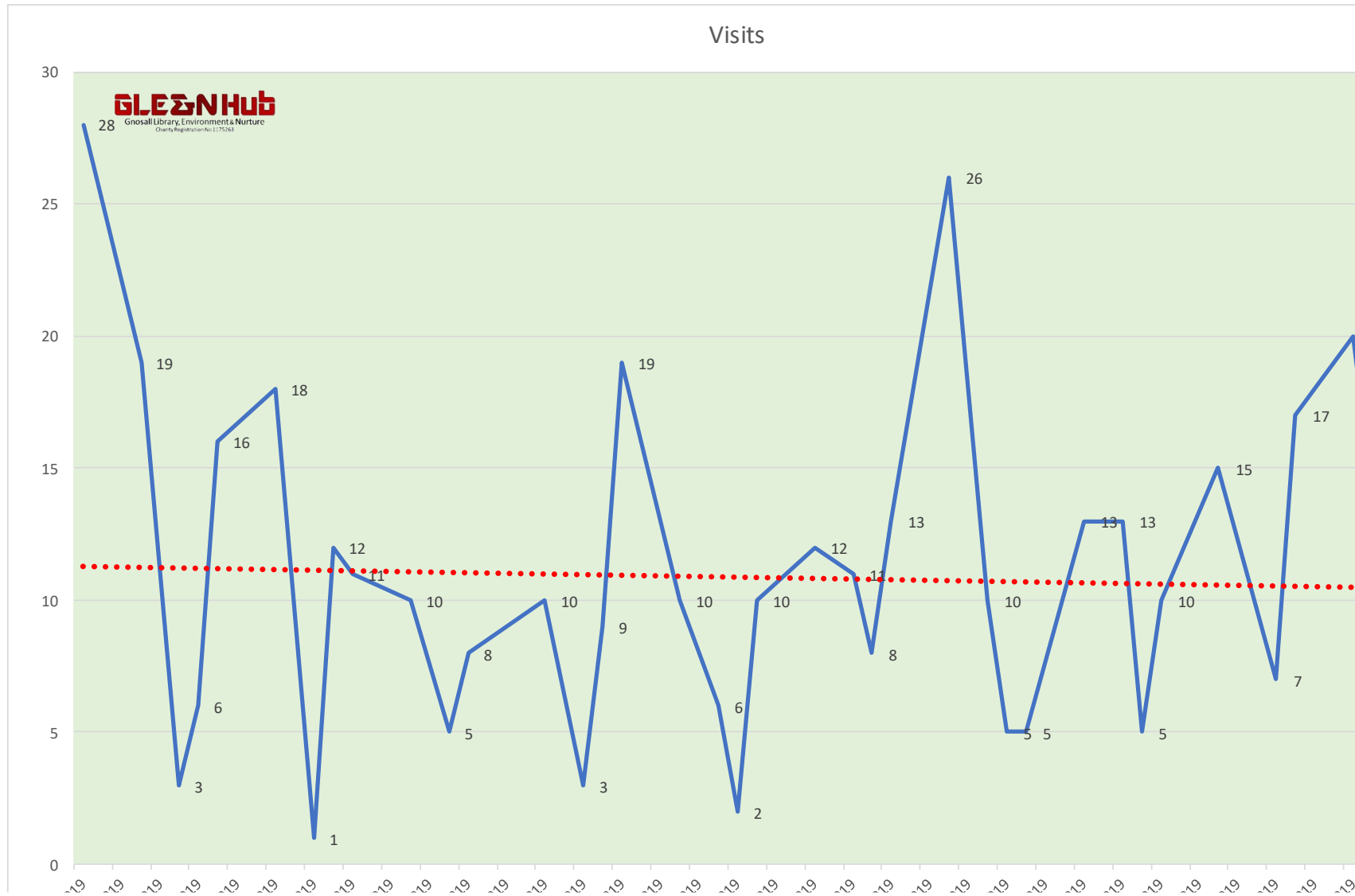
Cllr Mary Booth (Vice Chairman)

Trevor Whincup (Secretary)

Annette Davies (Finance)

Claire Elkerton (Health & Safety)

# Library Usage



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Gnosall Library Environment and Nurture Trust and Community Accounts to year end 2018/19									
Income from	Date received	Cheque No.			Amount	Paid in	In Total	Out total	Total in account
Gnosall Freemasons	21/12/2017	025856			£200.00	21/12/2017			
Collection for Werrington Library	26/01/2018	Cash			£30.00	26/12/2018			
GLEANHub Community Account	26/01/2018	100004			£2,500.00	26/01/2018			
Mayor of Stafford Fund	16/02/2018	000540			£300.00	19/02/2018			
Best Kept Village Committee	29/03/2018	400137			£200.00	29/03/2018			
Pheonix Group T. Whincup talk	18/07/2018				£50.00	18/07/2018			
Stoke City Football Club	17/09/2018				£260.00	17/09/2018			
Donation	08/11/2018	101599			£20.00	08/11/2018			
Gnosall Newport and District Lions Club	09/11/2018	76			£250.00	14/11/2018			
Community fund grant from Cllr Winnington	21/12/2018				£500.00	21/12/2018			
Folk concert in aid of GLEAN	26/02/2019		cash		£925.00	26/02/2019			
Folk concert in aid of GLEAN	27/02/2019		cash		£30.00	27/02/2019			
Library takings 11/03/2019	11/03/2019		cash		£15.00	19/11/2019			
Cheque from High Offley Parish Council	19/03/2019	479			£50.00	20/11/2019			
					£5,330.00		£5,330.00		
Expenditure	Date	Cheque No.	Amount	VAT	Total	Paid out			
Cheque for Werrington Library	26/01/2018	100001	£30.00		£30.00	07/02/2018			
Cheque for Thurstons release of data on Surespace Unit	26/01/2018	100002	£250.00		£250.00	06/02/2018			
Cheque for Paul Prince re work on drain	01/02/2018	100003	£440.00		£440.00	01/02/2018			
Cheque for Travis Perkins re materials for drain work	16/03/2018	100005	£96.01		£96.01	16/03/2018			
Cheque for Gnosall Parish Council	08/11/2018	100006	£1,500.00		£1,500.00	08/11/2018			
Cheque for Staffs. County Council Health & Safety	22/11/2018	100007	£300.00		£300.00	26/11/2018			
Cheque for Gnosall Parish Council re ramp	19/03/2019	100008	£500.00		£500.00	19/03/2019			
Cheque for R. Alker re-imburement for carpet	26/03/2019	10009	£450.00		£470.00	26/03/2019		£3,586.01	£1,743.99
					£3,586.01				
In Community account 04/03/2019								£264.58	
<b>Grand total</b>									<b>£2,008.57</b>

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There is also payments in kind of £4,900 in lieu of rent of the Library Unit.