THE WILLIAM SALT LIBRARY TRUST

England & Wales · Charity number 1173509

Details

Other names	WILLIAM SALT LIBRARY
Status	Registered
Legal form	CIO
Registered	2017-06-21
Register	View on the Charity Commission register

Contact

Address	19 Eastgate Street Stafford ST16 2LZ
Phone	01785278372
Email	william.salt.library@staffordshire.gov.uk

Activities

Objects: 1)TO ADVANCE THE EDUCATION OF THE PUBLIC THROUGH THE PROVISION AND MAINTENANCE FOR THE PURPOSES OF STUDY,RESEARCH OR INSPECTION, OF A COLLECTION OF BOOKS,MANUSCRIPTS,ENGRAVINGS,ANCIENT DEEDS,AUTOGRAPHS AND WORKS OF ART RELATING IN PARTICULAR TO THE COUNTY OF STAFFORDSHIRE (AS CONSTITUTED ON THE 31 MARCH 1974) (HEREINAFTER REFERRED TO AS THE LIBRARY).2) THE LIBRARY SHALL,SUBJECT AS PROVIDED IN CLAUSE 25 HEREOF, BE ACCOMODATED IN THE BUILDINGS SPECIFIED IN, THE SAID SCHEDULE PROVIDED THAT ANY ITEM FORMING PART OF THE LIBRARY MAY BE STORED ELSEWHERE IF THIS IS NECESSARY IN ORDER TO SECURE ITS PROPER PRESERVATION.

Activities: Conservation and promotion for educational and other purposes of an historic library relating to Staffordshire, with ongoing accessions and collection management

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Staffordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£12,216	£15,846	-	-
2024-03-31	£9,801	£7,824	-	-
2023-03-31	£12,889	£36,709	-	-
2022-03-31	£77,914	£13,930	-	-
2021-03-31	£32,555	£6,718	-	-

Trustees

Name	Role	Appointed
MRS MITHRA TONKING	Chair	2015-05-11
CHARLES HAWLEY		2017-07-21
Craig Roger Humphreyson		2026-05-21
David Jacques		2019-02-04
Dr NIGEL TRINGHAM		2017-06-10
FRANCES BEATTY		2017-07-21
JANENE COX		2022-09-05
JOHN WILLIAM GIFFARD CBE QPM DL		2017-07-21
MR DAVE MARRIOTT		2015-11-30
Sir Thomas Michael John Salt Bt.		2017-06-21
VALERIE JEAN GANNON		2020-02-03

THE WILLIAM SALT LIBRARY TRUST

England & Wales - Charity number 1173509

Accounts

The William Salt Library

2024-2025

William Salt Library Annual Report

WILLIAM SALT LIBRARY

ANNUAL REPORT
APRIL 2024- MARCH 2025

AN OVERVIEW

This year the Library building remained closed until November 2024 with access to its collection delivered through the Archive and Heritage Service in the temporary base at Eastgate House.

Construction work continued on the Staffordshire History Centre and William Salt Library building. In addition the activity programme has continued to engage people with the project and The Trust continues to play a very active role on the Project Team and Project Board represented by the Chair, Mithra Tonking, and Vice Chair, David Marriott.

The Staffordshire History Centre opened on 6 November 2024 providing onsite access to a quick reference library collection, the library townhouse ground floor, and restricted access to the library collection which is still in storage.

Cataloguing of the collection is ongoing and has been supported by a Project Cataloguer. I would like to record my thanks to all of the Archive and Heritage staff, volunteers, and trustees.

THE TRUST

Trustee meetings were held in person at Eastgate House. The Trust's Annual General Meeting was held on 20 May 2024. Staffordshire County Council appointed Carolyn Trowbridge as its representative on the Trust. Two further meetings took place during the year for the Trust on 16 September 2024 and 20 January 2025.

STAFFING AND VOLUNTEERS

Establishment

The key staff working with the Library collections were Chris Copp (Collections Manager to 31 January 2025), Dominic Farr (Collection Officer) and Lisa Williams (Conservator) who have worked on planning the display, interpretation, shelving and conservation of the collections. Louise Crompton started her post as Project Cataloguer in October 2022 and resigned in April 2024. Geraldine Barnes took up the post as Project Cataloguer on 29 July 2024.

Access to the collection was delivered by the History Centre Assistants (Claire Jackson, Henrietta Martinez, Amanda Spearman, and Bev Sutherland) led by Julie O'Neill (History Centre Manager) and supported by Collection Officers (Liz Street, Dominic Farr and Rebecca Jackson).

Copying, photography, scanning, social media, website amendments and coordination of volunteers were delivered by the Engagement and Access team led

by Sarah English (Engagement and Access Manager) and Helen Johnson (Community Engagement and Partnership Officer), Ben Cunliffe (Digital Officer), and Melanie Williamson (Volunteer Coordinator).

Cataloguing of the Library's collection is led by Dominic Farr (Collection Officer) supported by the Geraldine Barnes (Project Cataloguer) and our volunteers.

Volunteers

Catherine Nichols has been working on WSL accession material that was not used during the Access to Archives (A2A) project. She has been adding them from the typed lists onto CALM and editing them. Currently she is up to the accession collections received in 1945. During the year Randle Knight was working on the Transcript collection and has added to the catalogue up to Trans 88. Randle Knight and Catherine Nichols worked until mid-August when volunteering paused to enable the Archive and Heritage Service to move into the History Centre and prepare for opening. Volunteering will be resuming in 2025/2026.

As part of the NLHF funded project, Geraldine Barnes was working on the uncatalogued B9 volumes that were previously located in the Wrottesley Room. She added 908 volumes to the online catalogue during the year.

Dominic Farr spent some time identifying material from the Library collection to be added to the Research Room shelves.

THE LIBRARY BUILDING

Construction work continued to progress during 2024 with partial handover of the site completed in August 2024 with full handover by December. Work is ongoing through the defects list of minor issues with regular meetings between the Staffordshire County Council's (SCC) Strategic Property Project Manager, History Centre Manager and the Chair of the William Salt Library Trust.

The rent for the lease between Staffordshire County Council and the William Salt Library Trust for the ground floor of the town house is being managed and paid by Property Services.

Lowe & Elliott Chartered Surveyors manage the lettings for the cottage and office space on behalf of the William Salt Library Trust. The cottage tenancy started 1 April 2025 and the tenant has moved in. The upstairs cupboard has been let to the Staffordshire Record Society.

The History Centre Manager is still a point of contact for the site but is no longer managing the Library building except for the part leased by Staffordshire County Council. The fire risk assessment has been completed for both the William Salt Library and Staffordshire History Centre by the History Centre Manager. The County Council site supervisors open/lock and alarm the History Centre and townhouse at the start and end of each day. The gates to the site are also secured by the site supervisors.

STAFFORDSHIRE HISTORY CENTRE PROJECT

On 6 November the History Centre opened receiving 1,469 visitors in the first 3 weeks which was a 287% increase compared to the combined visitor figures for the Library and Record office in November 2019. The SCC comms team social media countdown and media day helped to engage local and regional media to promote the opening of the new facility. We are continuing our outreach activities including talks and community engagement projects. We have introduced an onsite engagement programme for the History Centre including lunchtime spotlight talks.

The official opening on 2 December with historian Ruth Goodman, generated further media interest. Media coverage Nov-Dec 2024 was 57,542,247 and 100% positive in sentiment. Footfall remains high and we have received 8,436 visitors to the History Centre up to 30 April 2025.

The feedback has been overwhelmingly positive including: 'Illuminating, inspiring, informative', 'an amazing centre', 'good for children with learning difficulties' 'just what the town needs' and numerous compliments for the staff and volunteers welcoming visitors. New partners are getting in touch with the service to work with us for spring/summer activities.

The schools programme was tested in the autumn/winter and formally launched in April with three school visits in the first month. Again the feedback has been very positive.

The collections have not moved to the History Centre yet as the strongrooms are drying out. The temperature and humidity are being monitored by the archive service conservator to ensure they reach optimum conditions before moving items in. This work will be completed during 2025-2026.

Delivery of the funded activity programme continues and we will be requesting an extension to the NLHF grant to take account of delays to procure the construction company and delays to the construction programme. Early indications are that the NLHF are very likely to agree to this.

COLLECTIONS MANAGEMENT

Conservation of Printed Book Collections

Work has continued on the printed book programme and is being completed by Conservator Lisa Williams in a private capacity. The following books have been conserved:

Ref No	Title
bs 11/2	The Poetical Works of the Right Honourable Joseph Addison
bs 11/3	The Freeholder or, Political Essays 1744
bs9 Wal	The Complete angler 1810
bs 15/6	Railway and Commercial Information c.1850 by Samuel Salt
bs 15/6	Railway and Commercial Information c.1850 by Samuel Salt copy 2
bs 18	The Will of King Alfred Reprinted from the Oxford Edition of 1788
bs 19	The Royal Kalendar or Complete and Correct Annual Register For England, Scotland, Ireland and America For the Year 1771

bs 16/2	The Homilies of the Anglo Saxon Church- The First Part Containing the Sermones Catholici or Homilies of Aelfric
bs 29/4	Voyage a la Mer du Sud, Fait par Quelques Officiers Commandants le Vaisseau le Wager Pour servir de Suite au Voyage de Georges Anson
bs 1400/1	Remarks on Church Architecture
bs 1400/2	Remarks on Church Architecture

COLLECTIONS DEVELOPMENT

Accessions

A total of 122 accessions were received during the year. Please see annual accession list appended to the report.

A total of 50 printed books were added to the library's collections and 11 were donated.

Cataloguing

Not all new accessions received during the year have been catalogued as the priority has been work relating to the Staffordshire History Centre project. The cataloguing backlog from has improved from 78.60 to 70.43 linear metres. A total of 1,039 (compared to 3,951 for 2023-24) individual catalogue descriptions for new items were added to the online catalogue during the course of the year. By the end of March 2025 through the History Centre project a total of 10,043 items has been catalogued out of a target of 12,000 (83%)

Progress was made on the expansion of the online catalogue by the addition of legacy data on our holdings. In total 2,027 (compared to 2,027 for 2023-24) retrospective catalogue descriptions were added to the online database during the year.

A key component of online cataloguing for Library items is the preparation of biographical information about authors and personal subjects associated with a particular work. These are called name authority records and, during the year, an additional 783 (compared to 997 in 2023-24) of these have been created.

PUBLIC SERVICES

The Library collection remains in storage with limited access for visitors except where it is not possible to produce items. There is a quick reference collection available in the new Research Room and access to items that can be produced. It is not possible to separately record use of the collection in person so figures are given for all visits to the Research Room. The Library collection will move to the History Centre in 2025 once the new strongrooms have reached the correct temperature and humidity. Photocopying, photography and scanning orders were supplied through the Staffordshire History Centre and are recorded separately.

Visitor sessions to the Staffordshire Views pages on the Past Track website have reduced over the year. Past Track will be promoted on the new History Centre website.

Public Service Statistics

	2024/25	2023/24
Use via Staffordshire History Centre		
All Research Room visits Nov 2024-Mar 2025	402	55
Enquiries	99	Not recorded
Reprographics Services		
Number of photocopy orders	17	27
Number of Staffordshire Views orders	2	4
Number other orders	5	5
Total number of orders	24	38
Online Use		
Number of visitor sessions on Staffs Views web site	1,640	2,143

Permissions to Publish

Nine permissions to publish or exhibit items from the Library's collections were granted for:

- Staffordshire Views (SV.I.75, 82b, 77) of Armitage and photograph of crop marks (138/14/2005) for use in by Richard Ewing on his Armitage website www.armitageops.com
- Portaits UNETT/ANN/1 for use by Joanne Butler, postgraduate researcher Keele University, in presentation at Midlands History Conference on Women in the Provincial Print trade 1700-1830.
- Staffordshire Views, J Buckler (BV.VIII.20, 21, 22) of Waltham Abbey, Essex for use by Lawrence Greenall in 'From Norman to Victoria Gothic: Waltham Abbey Church, Essex in the 19th century' published by Waltham Abbey Historical Society.
- SV-VIII.169b Shelton Old Hall, 'The Birth Place of Elijah Fenton the Poet', 1843. Drawn by S. Bourne; Etched by J. F. Mullock, SV-X.16 'The Railway Station at Stoke, Staffordshire.' 1848 Artist: George Buckler for use by Neil Brownsword for a heritage trail app and website co-ordinated by Stoke-on-Trent City Council.

Talks and Visits

Talks and visits are now delivered across the three collections and so figures are not available just for the Library collection. However one of the most popular spotlight talks since opening the Centre has been the talk on William Palmer which includes items from the Library collection.

Social Media

There are combined Twitter, Facebook and Instagram accounts for the Archive, Museum and William Salt Library from which a number of staff post items about the collections and work of all three services.
Twitter: @ArchandHeritage
Facebook: http://www.facebook.com/StaffordshireArchivesandHeritage

Instagram: https://www.instagram.com/archandheritage/

Friends of the William Salt Library

The Friends of the William Salt Library held their AGM in person on 20 June 2024 at St Bertelin's Church, Stafford which was attended by the Librarian and Chair of Trustees.

Joanna Terry
William Salt Librarian,
May 2025

Charity registration number: 1173509

THE WILLIAM SALT LIBRARY TRUST

ACCOUNTS

for the year ended 31 March 2025

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2025

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The William Salt Library Trust
General Purpose Account
Year ended 31 March 2025

Accountant's report to the trustees of The William Salt Library Trust

We have examined, without carrying out an audit, the Balance Sheets dated 31 March 2025, together with the Income and Expenditure Accounts for the year ended on that date, and confirm that they are in accordance with accounting records and information supplied.

Deans

Deans
Chartered Accountants
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 17 November 2025

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2025

	2025		2024	
Income				
Staffordshire County Council Grant	-		3,000	
Building income	7,515		-	
Interest - COIF	1,545		1,167	
- M & G Fixed interest	2,435		1,851	
- Bank and Building Society	120		162	
Reproduction fees	-		761	
Bridgeman royalties	153		105	
Staffordshire Views	-		55	
General income	449		2,700	
		12,216		9,801
Less Expenditure				
Librarians salary	350		350	
Clerk	739		465	
Insurance	2,241		477	
Accountancy	864		762	
Subscriptions to societies	149		256	
Books and manuscripts	967		1,000	
IT	2,100		2,100	
Bank charges	55		65	
Building costs	8,347		-	
Administration	35		-	
Relocation project	-		2,349	
		15,846		7,824
Net (deficit)/surplus for the year		(3,630)		1,977

The William Salt Library Trust
General Purpose Account Balance sheet
Year ended 31 March 2025

			2025	2024
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	7,005	8,500		
28/08/2007	2,655	3,302		
03/04/2008	1,836	2,309		
03/07/2008	2,076	2,500		
31/03/2019	3,541	4,808		
31/03/2020	1,972	2,687		
31/03/2021	(346)	(465)		
11/11/2021	24,643	33,250		
31/03/2022	(301)	(377)		
31/03/2023	(640)	(754)		
31/03/2024	1,445	1,777		
	43,886	57,537		
Market value at 31 March 2025		£55,366		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	2,215	2,589		
19/07/2007	2,801	3,302		
21/04/2008	1,951	2,309		
02/07/2008	2,189	2,500		
10/05/2010	5,733	7,000		
21/03/2011	4,085	5,000		
11/11/2021	27,301	33,250		
31/03/2024	545	602		
31/03/2025	2,512	2,774		
	49,331	59,325	116,863	114,089
Market value at 31 March 2025		£54,482		
Total market value at 31 March 2025		£109,848		
Bank accounts				
CAF - Gold account			(2,270)	4,061
- Cash account			1	1
Creditor			(834)	(762)
			113,760	117,389
Reserve account				
Balance brought forward			117,389	115,412
(Deficit)/Surplus from income account			(3,630)	1,977
			113,760	117,389

Approved on behalf of the board of trustees C Hawley

The William Salt Library Trust
Conservation Account
Year ended 31 March 2025

	2025		2024	
Income				
M & G interest	766		611	
COIF interest	-		40	
		766		651
Less Expenditure				
Binding/restoration	3,540		3,030	
		3,540		3,030
Net deficit for the year		(2,774)		(2,379)

The William Salt Library Trust
Conservation Account Balance sheet
Year ended 31 March 2025

			2025	2024
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
1 June 2009	5,672	7,089		
Transferred				
31 March 2019	(3,541)	(4,427)		
31 March 2020	(1,972)	(2,464)		
31 March 2021	346	433		
31 March 2022	301	376		
31 March 2024	640	800		
31 March 2023	(1,446)	(1,806)		
	-	-	-	-
Market value at 31 March 2025		-		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
2 June 2009	15,280	17,878		
Mar-24	(545)	(637)		
Mar-25	(2,512)	(2,939)		
	12,224	14,302	14,302	17,241
Market value at 31 March 2025		11,192		
Market value at 31 March 2024		16,274		
Creditor			-	-
			14,302	17,241
Reserve account			17,241	19,685
Surplus for year			(2,774)	(2,379)
Capital gain on units transferred			(165)	(65)
			14,302	17,241

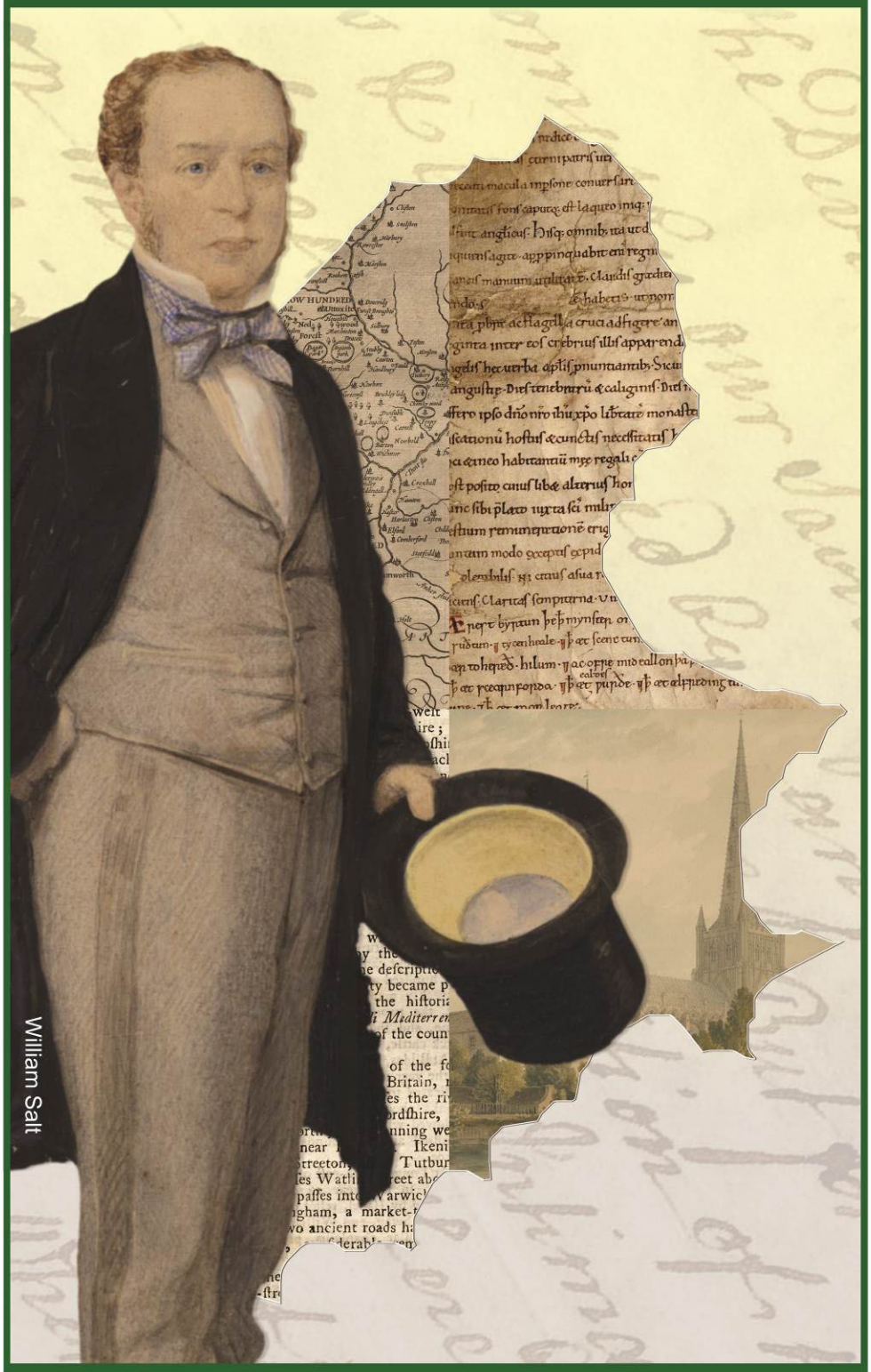
Approved on behalf of the board of trustees C Hawley

THE WILLIAM SALT LIBRARY TRUST

England & Wales - Charity number 1173509

Accounts

William Salt Library
Stafford



Annual Report
2023-2024

Agenda Item No

WILLIAM SALT LIBRARY

ANNUAL REPORT
APRIL 2023- MARCH 2024

AN OVERVIEW

This year the Library building remained closed with access to its collection delivered through the Archive and Heritage Service in the temporary base at Eastgate House.

Construction work has continued on the Staffordshire History Centre and William Salt Library building. In addition the activity programme has continued to engage people with the project and The Trust continues to play a very active role on the Project Team and Project Board represented by the Chair, Mithra Tonking, and Vice Chair, David Marriott.

Access to the Library collection is restricted but there continues to be an enquiry service, copying and in some circumstances onsite access. Cataloguing of the collection is ongoing and has been supported by a Project Cataloguer. I would like to record my thanks to all of the Archive and Heritage staff, volunteers, and trustees.

THE TRUST

Trustee meetings were held in person at Eastgate House. At the Trust's Annual General Meeting on 5th June 2023 the following people were re-elected as trustees: Dave Marriott, John Giffard, Val Gannon, and Nigel Tringham. Mithra Tonking was re-elected as Chair and David Marriott re-elected as Vice Chair. Charles Hawley was appointed Honorary Treasurer and John Thorneycroft was re- appointed Honorary Advisor. Trustees elected Mithra Tonking, David Marriott and Charles Hawley to the Management Committee. Staffordshire County Council appointed Carolyn Trowbridge as its representative on the Trust. Dean's Accountants were appointed as Honorary Auditors of the Trust. Two further meeting took place during the year for the Trust on 2 October 2023 and 15 January 2024.

STAFFING AND VOLUNTEERS

Establishment

The key staff working with the Library collections were Chris Copp (Collections Manager), Dominic Farr (Collection Officer) and Lisa Williams (Conservator) who have worked on planning the display, interpretation, shelving and conservation of the collections. Louise Crompton started her post as Project Cataloguer in October 2022 and resigned in April 2024. Recruitment is in progress to re-fill this post increasing the hours from 18.5 to 22.2 and which is still within the budget.

Access to the collection was delivered by the History Centre Assistants (Claire Jackson, Henrietta Martinez, Amanda Spearman, Joanne Peck and Bev Sutherland) led by Julie O'Neill (History Centre Manager) and supported by Collection Officers (Liz Street, Dominic Farr and Rebecca Jackson).

Copying, photography, scanning, social media, website amendments and coordination of volunteers were delivered by the Engagement and Access team led by Sarah English (Engagement and Access Manager) and Helen Johnson (Community Engagement and Partnership Officer), Ben Cunliffe (Digital Officer), and Melanie Williamson (Volunteer Coordinator).

Cataloguing of the Library's collection is led by Dominic Farr (Collection Officer) and supported by the Louise Crompton (Project Cataloguer) and our volunteers.

Volunteers

Catherine Nichols has been working on WSL accession material that was not used during the Access to Archives (A2A) project. She has been adding them from the typed lists onto CALM and editing them. Currently she is up to the accession collections received in 1944. During the year Randle Knight finished the Library's 'Miscellaneous' collection that contains for the most part unpublished research material. During the year he completed 368 items from this collection. As part of the NLHF funded project, Louise Crompton was working on the uncatalogued volumes from both the old Reading Room and the Horne Room. She added 1503 volumes to the online catalogue during the year.

THE LIBRARY BUILDING

Since the 1 February 2023 the site has been handed over to the construction company Pave Aways Limited. Julie O'Neill is the key contact between the service and Pave Aways liaising with the site manager and ensuring the site is secured. Fire and intruder alarm maintenance is continuing for both sites.

A number of structural issues have been identified within building and items have been repaired and restored. These include:

- Replacing the floor and staircase of the cottage.
- The Townhouse and Cottage have been separated into two buildings.
- Windows in the building have been restored and repainted.
- Structural timbers in the basement replaced.
- Roof repairs are in progress.
- Floorboards repaired to trustees' room.
- Panes of broken glass replaced
- Redundant pipework removed.
- Dado and picture rails restored.
- Period fireplace purchased for trustees' room.
- Redecoration of the building.
- Ceiling and wall cracks and issues repaired.
- New gas supply installed.

The first rent payment is due after practical completion of the construction work in Summer 2024.

STAFFORDSHIRE HISTORY CENTRE PROJECT

Imagemakers have worked with the Archive and Heritage team and the Chair of the Trust to develop the plans for the exhibition space and the William Salt Library. The collections team have produced a long list of items for display in the new exhibition

space selecting from the archive, museum and library collections. These are on the themes of costume and textiles, people, star objects, art works, home life, working life, and childhood. These include items from the Library's collection such as items relating to William Palmer and the window glass from Hall Hill with Mary Queen of Scot's signature and illustration of Wulfric Spot and others.

Work has also progressed on the digital welcome screen, digital labels for the exhibitions and interactives. One on the digital interactives features the William Salt Library building placing objects in the correct rooms. There will be audio tours of the History Centre, William Salt Library and a children's tour.

The historic library shelving has been restored and is waiting to be installed in the Trustees' Room. The sections of the historic wallpaper will be cleaned and displayed in the town house. Some of the furniture will be returned to the Library with additional period items to supplement them.

The Audience Agency have produced the first evaluation report focusing on the construction of the new centre and restoration of the Library. The next report will focus on the activity programme.

Procurement of the new website continued to be complex requiring bespoke terms and conditions and a detailed tender specification. The tender process was completed at the end of April and the contract award is being progressed. The microsite for the project continues to attract healthy visitor numbers: https://staffordshirehistorycentre.blog/

Over the summer of 2023 the Engagement and Access team delivered Archive Animals activities at libraries using this to gather feedback on favourite collection items and what families would like to see at the History Centre. The virtual access forum and critical friends have fed back on the interpretation designs and accessibility of the site. During spring half term and Easter holidays a new puppet craft activity has been delivered in libraries. The school sessions continue to be tested through school assemblies. The two-term adult learning course was delivered from October 2023-March 2024 led by Dr Andrew Sargent from the University of Keele supported by Archive and Heritage staff. The course was taught at Stafford Rugby Club with documents from the collections used to ensure it was an interactive and informative course. A total of 14 learners attended 20 sessions across the two terms.

The archaeology report has been completed by Pre Construction Archaeology and revealed some early Anglo-Saxon finds on the site. These are the earliest finds for this period in Stafford and were considered to be very significant. A future exhibition will feature the finds on the site in addition to those discovered during excavations for Staffordshire Place 1 and 2. The finds will be deposited with the Potteries Museum and Art Gallery.

Construction in 2023/24 has been impacted by very wet weather in the autumn/winter and more significant repairs to the Library building. The exhibition space is now fully glazed and the link has been made between this space and the Library building.
There is an estimated 10 week delay and to mitigate this the site will be handed over in portions. Handover is planned to start at the end of June with construction now due

to complete at the end of the summer. No opening date has been fixed but the new Centre will be open before the end of the calendar year.

A total of seven progress reports and claims have been submitted to the NLHF and received favourably. Two site visits have been made in October 2023 and April 2024. The mentors for the project are extremely complimentary about the delivery of the project, the co-production to develop the schools and family activities, and the collaborative and strong partnership leading the project.

FINANCE

The Annual Accounts have been prepared by Mr Hawley and the Library Administrator in preparation for audit by Dean's Accountants. The Library's general expenditure was £10,853.19 which was £3,193 over the allocated budget. This was due to additional costs on the History Centre project.

Income was £10,629.83 and exceeded the estimated targets mainly due to an increase in investment income. The Library received its annual grant of £3,000 from Staffordshire County Council.

Key sources of income continued to be reproduction fees and digital images plus increasing royalties from Bridgeman Images. £480 was spent on conservation of printed books this year.

COLLECTIONS MANAGEMENT

Conservation of Printed Book Collections

Work has commenced on the printed book programme and is being completed by Conservator Lisa Williams in a private capacity. The following books have been conserved:

bs 7	The Royal Charge: A Sermon Proving the Knowledge of God- A Guide to Princes and other pamphlets
bs 8	The Public General Acts of the 1 Geo IV passed in 1820, 1 & 2 Geo IV passed in 1821 and 3 Geo IV passed in 1822
bs 10/8	Lectures on the Work of Creation and the Doctrines of Revelation
bs 15/1	England Delineated; or a Geographical Description of Every County in England and Wales

COLLECTIONS DEVELOPMENT

Accessions

A total of 176 accessions were received during the year. The range of subjects covered by the year's accessions has been very wide and details have been reported to the Trust meetings in the regular lists of accessions.

A total of 64 printed books were added to the library's collections and 6 were donated.

Cataloguing

Not all new accessions received during the year have been catalogued as the priority has been work relating to the Staffordshire History Centre project. The cataloguing backlog from has improved from 87.53 to 78.60 linear metres. A total of 3,951 (compared to 1,628 for 2022-23) individual catalogue descriptions for new items were added to the online catalogue during the course of the year. By the end of March 2024 through the History Centre project a total of 8,226 items has been catalogued out of target of 12,000 (68.55%)

Progress was made on the expansion of the online catalogue by the addition of legacy data on our holdings. In total 2,027 (compared to 1,425 for 2022-23) retrospective catalogue descriptions were added to the online database during the year.

A key component of online cataloguing for Library items is the preparation of biographical information about authors and personal subjects associated with a particular work. These are called name authority records and, during the year, an additional 997 (compared to 1,800 in 2022-23) of these have been created.

PUBLIC SERVICES

The Library collection is in storage with limited access and no items have been produced for in person visits. An in-person service is only being offered to readers whose request cannot be met through the copying/research service and meet the access criteria. The number of enquiries received has increased compared to the previous year. Photography and scanning orders were supplied through Staffordshire Record Office.

Visitor sessions to the Staffordshire Views pages on the Past Track website have remained consistent.

Public Service Statistics

	2023/23	**2022/23**
Personal Use via Staffordshire Record Office		
Number of documents/restricted access items produced	55	0
Talks and visits	22	156
Reprographics Services		
Number of photocopy orders	27	Not recorded
Number of Staffordshire Views orders	4	Not recorded
Number other orders	5	Not recorded
Number of photography orders	2	Not recorded
Total number of orders	38	45
Online Use		
Number of visitor sessions on Staffs Views web site	2,143	1,633

Permissions to Publish

Nine permissions to publish or exhibit items from the Library's collections were granted for:

- Staffordshire View (SV.VII.101) Newcastle showing the Guildhall and market in High Street, for use by Newcastle Museum and Art Gallery in a book 'Market Stories, Newcastle under Lyme'.
- SV-IX.88c Castle Church - Stafford Castle: engraving 1830 ; SV-IX.28a Stafford - Approach to Railway Station: sepia drawing 1841 Buckler; SV-III.26 Castle Church - Stafford Castle: sepia drawing c.1800 – 1899 E. Petit. For use by EDP for interpretation boards at a housing development near Stafford Castle.
- Staffordshire Views (SV.II.133a, 135 & 137) of Brewood Grammar School for use in a publication 'Brewood Grammar School: Headmasters making history, 1547-1875'.
- Staffordshire View (SV.IV.351a) St Michael's Church, Horton for parish open days.
- Staffordshire View (SV.V.68) Kinver Edge in an essay 'Rustic Dwellings in Rugged Protuberances: Two Case Studies in Using Buildings Archaeology to Understand Rock-Cut Buildings', to be published in 'Antiquary of many parts. Essays in Architecture, Topography and Archaeological History'.
- Norton Bridge sale catalogue from 1919 (SC/H/1/13) in 'Places in Chebsey Parish' by Chebsey Local History Society.
- Staffordshire View (SV.IV195) Fisherwick Hall in an article in 'Caughley Polychrome Patterns' by the Caughley Society.
- Bristol Views (BV.XXII.4&5) house and bath at Arnos Vale near Bristol on a non-commercial blog.
- Staffordshire Views (SV.I.186b, 187b, 188a, 188b, 190b) of Biana Hall for use in 'A History of Byanna Hall' unpublished research.

Talks and Visits

The tour of the William Salt Library has now been converted into a talk. One talk was delivered to Sandon WI in 2023/2024.

Social Media

There are combined Twitter, Facebook and Instagram accounts for the Archive, Museum and William Salt Library from which a number of staff post items about the collections and work of all three services.
Twitter: @ArchandHeritage
Facebook: http://www.facebook.com/StaffordshireArchivesandHeritage
Instagram: https://www.instagram.com/archandheritage/

Friends of the William Salt Library

The Friends of the William Salt Library held their AGM in person on 14 June 2023 in Stafford Borough Council's Civic Centre which was attended by the Librarian and Chair of Trustees. The Friends provided £15,764 plus VAT to cover the restoration of the historic library shelving. The shelving will be installed in the Trustees' Room. An afternoon tea event was held at Bishton Hall on 16 September 2023. There was a

further informal meeting between the Friends and Chair of the Trust in November 2023.

Joanna Terry
William Salt Librarian,
May 2024

Charity registration number: 1173509

THE WILLIAM SALT LIBRARY TRUST

ACCOUNTS

for the year ended 31 March 2024

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2024

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The William Salt Library Trust
General Purpose Account
Year ended 31 March 2024

Accountants's report to the trustees of The William Salt Library Trust

We have examined, without carrying out an audit, the Balanace Sheets dated 31 March 2024, together with the Income and Expenditure Accounts for the year ended on that date, and confirm that they are in accordance with accounting records and information supplied.

Deans,

Deans
Chartered Accountants
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 27/9/24

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2024

	2024		2023	
Income				
Staffordshire County Council Grant	3,000		-	
Other grants	-		8,709	
Interest - COIF	1,167		1,387	
- M & G Fixed interest	1,851		904	
- Bank and Building Society	162		169	
Reproduction fees	761		105	
Bridgeman royalties	105		396	
Photographic permits	-		785	
Staffordshire Views	55		-	
General income	2,700		435	
		9,801		12,889
Less Expenditure				
Librarians salary	350		350	
Clerk	465			
Conservation work	-		568	
Insurance	477		453	
Accountancy	762		798	
Subscriptions to societies	256		184	
Books and manuscripts	1,000		1,003	
IT	2,100		2,100	
Bank charges	65		72	
Relocation project	2,349		31,182	
		7,824		36,709
Net (deficit)/surplus for the year		1,977		(23,820)

The William Salt Library Trust
General Purpose Account Balance sheet
Year ended 31 March 2024

			2024	2023
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	7,004.53	8,500		
28/08/2007	2,654.52	3,302		
03/04/2008	1,836.46	2,309		
03/07/2008	2,076.07	2,500		
31/03/2019	3,540.86	4,808		
31/03/2020	1,971.73	2,687		
31/03/2021	(346.36)	(465)		
11/11/2021	24,643.30	33,250		
31/03/2022	(300.63)	(377)		
31/03/2023	(639.94)	(754)		
31/03/2024	1,445.34	1,777		
	43,885.88	57,537		
Market value at 31 March 2024		£53,966		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	2,214.846	2,589		
19/07/2007	2,800.566	3,302		
21/04/2008	1,951.488	2,309		
02/07/2008	2,189.142	2,500		
10/05/2010	5,733.006	7,000		
21/03/2011	4,084.968	5,000		
11/11/2021	27,301.090	33,250		
31/03/2024	544.830	602		
	46,819.94	56,552	114,089	111,710
Market value at 31 March 2024		£51,708		
Total market value at 31 March 2024		£105,674		
Bank accounts				
CAF - Gold account			4,061	4,285
- Cash account			1	1
Debtor			-	178
Creditor			(762)	(762)
			117,389	115,412
Reserve account				
Balance brought forward			115,412	139,232
(Deficit)/Surplus from income account			1,977	(23,820)
			117,389	115,412

Approved on behalf of the board of trustees C Hawley

The William Salt Library Trust
Conservation Account
Year ended 31 March 2024

	2024		2023	
Income				
M & G interest	611		26	
COIF interest	40		728	
		651		754
Less Expenditure				
Binding/restoration	3,030		-	
		3,030		-
Net surplus for the year		(2,379)		754

The William Salt Library Trust
Conservation Account Balance sheet
Year ended 31 March 2024

			2024	2023
Investments				
COIF - Charities Fixed Interest				
Date purchased	Units	Cost		
1 June 2009	5,672	7,089		
Transferred				
31 March 2019	(3,541)	(4,427)		
31 March 2020	(1,972)	(2,464)		
31 March 2021	346	433		
31 March 2022	301	376		
31 March 2024	640	800		
31 March 2023	(1,446)	(1,806)		
	-	-	-	1,807
Market value at 31 March 2024		-		
M&G - Charities Fixed Interst				
Date purchased	Units	Cost		
2 June 2009	15,280	17,878		
Mar-24	(545)	(637)		
	14,735.17	17,241	17,241	17,878
Market value at 31 March 2024		16,274		
Creditor			-	-
			17,241	19,685
Reserve account			19,685	18,885
Surplus for year			(2,379)	754
Capital gain on units transferred			(65)	46
			17,241	19,685

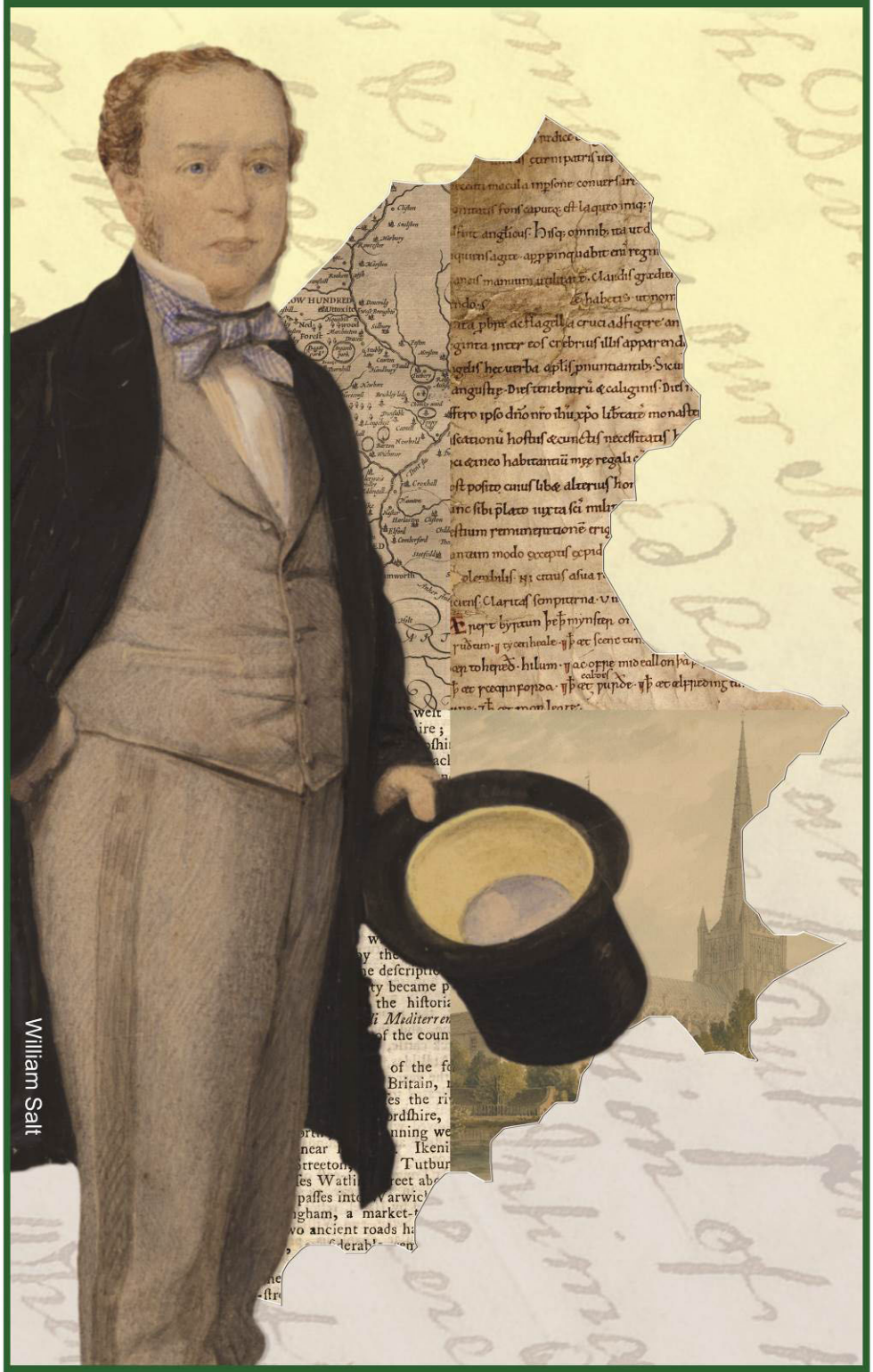
Approved on behalf of the board of trustees C Hawley

THE WILLIAM SALT LIBRARY TRUST

England & Wales - Charity number 1173509

Accounts

William Salt Library
Stafford



Annual Report
2022-2023

Agenda Item No

WILLIAM SALT LIBRARY

ANNUAL REPORT
APRIL 2022- MARCH 2023

AN OVERVIEW

This year the Library building remained closed with access to its collection delivered through the Archive and Heritage Service in the temporary base at Eastgate House.

The significant achievement of the year was the raising additional funds from several funders to cover the £1.7m inflationary pressures and enable construction to start on site on 1 February 2023. The Trust continues to play a very active role on the Project Team and Project Board represented by the Chair, Mithra Tonking, and Vice Chair, David Marriott.

Access to the Library collection is restricted but there continues to be an enquiry service, copying and in some circumstances onsite access. Cataloguing of the collection is ongoing now supported by a Project Cataloguer. I would like to record my thanks to all of the Archive and Heritage staff, volunteers, and trustees.

THE TRUST

Trustee meetings were held in person for the first time since March 2020 at Chillington Hall and at Eastgate House. At the Trust's Annual General Meeting on 23 May 2022 the following people were re-elected as trustees: Mithra Tonking, Randle Knight, Frances Beatty and David Jacques. Mithra Tonking was re-elected as Chair and David Marriott re-elected as Vice Chair. Mr Charles Hawley was appointed Honorary Treasurer and Mr John Thorneycroft was re- appointed Honorary Advisor. Staffordshire County Council appointed Carolyn Trowbridge as its representative on the Trust. Dean's Accountants were appointed as Honorary Auditors of the Trust. Two further meeting took place during the year for the Trust on 5 September 2022 and 23 January 2023.

STAFFING AND VOLUNTEERS

Establishment

The key staff working with the Library collections were Chris Copp (Collections Manager), Dominic Farr and Liz Street (Collection Officers) and Lisa Williams (Conservator) who planned and delivered the relocation of the collection from December 2021 – May 2022. Louise Crompton started her post as Project Cataloguer in October 2022 and is working closely with Dominic Farr.

Access to the collection was delivered by the History Centre Assistants (Claire Jackson, Henrietta Martinez, Amanda Spearman, Joanne Peck and Bev Sutherland) led by Julie O'Neill (History Centre Manager) and supported by Collection Officers (Liz Street, Dominic Farr and Rebecca Jackson).

Copying, photography, scanning, social media, website amendments and coordination of volunteers were delivered by the Engagement and Access team led by Sarah English (Engagement and Access Manager) and Helen Johnson (Community Engagement and Partnership Officer), Ben Cunliffe (Digital Officer), and Melanie Williamson (Volunteer Coordinator).

Cataloguing of the Library's collection is led by Dominic Farr (Collection Officer) and supported by the Louise Crompton (Project Cataloguer) with support from their manager Chris Copp and our volunteers.

Volunteers

Our volunteers Catherine Nichols and Randle Knight continue to work on the Library collection at the temporary storage location. Catherine has been working on the WSL accession material that was not used during the A2A project. She has been adding them to CALM and editing the records. Currently she is up to the accession collections received in 1940. Randle has been listing the Library's 'Miscellaneous' collection that contains for the most part unpublished research material. He has completed 78 items from this collection to date. As part of the NLHF funded project, Louise has been cataloguing the volumes from the old Reading Room that were not already on the online catalogue. So far she has added 823 volumes to the online catalogue.

THE LIBRARY BUILDING

Prior to the start of construction the Library building continued to be maintained along with servicing of alarm systems in the Library. Staffordshire County Council covers the costs of the maintenance and monitoring.

Since the 1 February 2023 the site has been handed over to the construction company Pave Aways Limited. Julie O'Neill is the key contact between the service and Pave Aways liaising with the site manager and ensuring the site is secured. Fire and intruder alarm maintenance is continuing for both sites.

The garden has been largely removed to accommodate pre-construction archaeology, demolition of the strongroom and foundation work for the new glazed link.

The Joint Venture Development Agreement and associated legal documents were completed on 1 February 2023 between the Trust and Staffordshire County Council. The first rent payment is due after practical completion of the construction work in Summer 2024.

STAFFORDSHIRE HISTORY CENTRE PROJECT

The procurement process for construction of the History Centre completed in September 2022 with only one compliant bid and with an inflationary increase of £1.7m. The project team and Project Board value engineered some construction elements and then raised the additional funds by submission of a grant uplift request to the National Lottery Heritage Fund of £894,599, additional funding from Staffordshire County Council of £310,000, a grant of £100,000 from the Wolfson Foundation, grant of £250,000 from Stafford Borough Council from the UK Shared

Prosperity Fund, additional funding of £20,000 from the William Salt Library Trust, and £32,000 from the Hildegarde Simon Trust. There is also a commitment to raise £25,000 through a public appeal.

The revised project costs are:

- NLHF grant: £4.858m
- Partnership matched funding: £3.921m
- This includes funding from SCC : £2.148m
- UK Shared Prosperity via SBC: £0.250m
- WSL Trust: £0.040m
- Grants and donations from trusts, Lichfield Diocese and Friends groups and a public appeal: £0.633m
- Volunteer time in-kind £0.721m
- Other in-kind for land and building maintenance £0.129m
- Total project costs: £8.780m

Imagemakers were appointed as interpretation consultants and commenced work in November 2022. The Archive and Heritage team are drawing up lists of items for display and inviting feedback through Twitter polls and events. Two focus groups will be established to seek more detailed feedback on all aspects of the project.The Audience Agency have been appointed as Evaluation consultants for the project.

Procurement of the new website has been more complex requiring additional advice from legal services and assessment of the G-cloud Framework which has been rejected as it did not include a relevant package from the supplier. Progress is now being made through an open procurement process and engagement with a suitable supplier. In the interim a microsite for the project has been launched: https://staffordshirehistorycentre.blog/

As mentioned in the section on talks and visits (below) a very popular tour of the empty Library building was offered showing the recently revealed features. Three different types of wallpaper have been discovered from the Victorian and Edwardian periods and panels of each one will be preserved.

The construction contract commenced in January 2023 with the whole site handed over to Pave Aways Limited on 1 February 2023. Work is well underway with piling at the rear of the site for the new strongrooms. Demolition of the WSL strongroom has been completed. During groundworks additional asbestos was removed which was found at both the rear of the site and in the courtyard.

Archaeology work to meet the requirement for a watching brief was completed with some additional costs. The County Archaeologist assisted the project team in ensuring work was concluded to his satisfaction. Additional costs were absorbed by County Council property budgets and underspends in service budgets.

During the preparation work more significant issues have been revealed in the Library building. In the cottage the wooden beams underneath the floor are rotten, they have been laid directly on to the soil, which is very unusual. The stairs leading to the first floor have sagged and need structural work. There are issues with the floor levels in the Trustees Room and water damage on the first floor. These items are all

variations to the contract and a request to use the contingency budget has been made to the NLHF.

Based on the construction start date the anticipated completion is summer 2024 and opening date in the autumn of 2024. At the moment the programme is on schedule across the construction and the activities.

Three progress reports and claims have been submitted to the NLHF and received favourably.

FINANCE

The Annual Accounts have been prepared by Mr Hawley and the Librarian in preparation for audit by Dean's Accountants. The Library's general expenditure was £36,673 which was £6,013 over the allocated budget. This was due to additional costs on the History Centre project. The Trust has paid the first instalment of £20,000 as its contribution to the project.

Income was £19,450 and exceeded the estimated targets mainly due to receiving the NLHF grant to cover History Centre Costs. The Library received its annual grant of £3,000 from Staffordshire County Council and late payment of the 2021/22 grant. Funding of £8,709 was received from the National Lottery Heritage Fund for work in connection with the Staffordshire History Centre project.

Key sources of income continued to be reproduction fees and digital images plus increasing royalties from Bridgeman Images. There was no spend on the conservation of printed books or the main conservation programme. There was spend on purchasing boxes for the collection.

COLLECTIONS MANAGEMENT

Conservation of Printed Book Collections

No work has taken place on the conservation of printed book collections. Conservation cleaning and packaging, supervised by conservator Lisa Williams, will commence once space becomes available at the storage location from July 2023. This will be supported by volunteers.

COLLECTIONS DEVELOPMENT

Accessions

A total of 164 accessions were received during the year. The range of subjects covered by the year's accessions has been very wide and details have been reported to the Trust meetings in the regular lists of accessions.

A total of 72 printed books were added to the Library's collections of which 8 were donated.

Cataloguing

Not all new accessions received during the year have been catalogued as the priority has been work relating to the Staffordshire History Centre project. The cataloguing backlog from has improved from 97.28 to 87.53 linear metres. A total of 1,628 (compared to 1,427 for 2021-22) individual catalogue descriptions for new items were added to the online catalogue during the course of the year.

Progress was made on the expansion of the online catalogue by the addition of legacy data on our holdings. In total 1,425 (compared to 1,065 for 2021-22) retrospective catalogue descriptions were added to the online database during the year.

A key component of online cataloguing for Library items is the preparation of biographical information about authors and personal subjects associated with a particular work. These are called name authority records and, during the year, an additional 1,800 (compared to 348 in 2021-22) of these have been created.

PUBLIC SERVICES

The Library collection is in storage with limited access and no items have been produced for in person visits. An in-person service is only being offered to readers whose request cannot be met through the copying/research service and meet the access criteria. The number of enquiries received has increased compared to the previous year.

Photography and scanning orders were supplied through Staffordshire Record Office. The categorisation of orders is more limited and just identifies Library orders from the Record Office orders.

Visitor sessions to the Staffordshire Views pages on the Past Track website have remained consistent.

Public Service Statistics

	2022/23	**2021/22**
Personal Use via Staffordshire Record Office		
Number of individual visits	0	118
Number of documents/restricted access items produced for readers	0	802
Distance Use		
Number of postal and email enquiries	118	88
Number of telephone enquiries	Not recorded	0
Total		88
Talks and visits	156	0
Reprographics Services		
Number of photocopies supplied	Not recorded	0
Number of photocopy orders	Not recorded	0
Number of Staffordshire Views prints sold	Not recorded	28
Number of digital images other than Staffs Views supplied	Not recorded	37

Number of photography orders	Not recorded	3
Total number of orders	45	
Online Use		
Number of visitor sessions on Staffs Views web site	1,633	1,651

Permissions to Publish

Eleven permissions to publish or exhibit items from the Library's collections were granted to:

- Staffordshire View (SV.IV.195) of Fisherwick Hall by Roger Thornhill in an article in the Caughley Society Newsletter.
- Staffordshire View (SV.V.157a) by J Buckler of Old House in the Close for use by Dr M Kingman in his book 'Brickmaking and Brick Building in Midland England, 1437-1780' published by Brewin Books.
- Three Staffordshire Views (SV.IX.7b, 8a, 8b) of Shenstone Church for use by Friends of Shenstone Tower on information boards outside the tower.
- Portrait of John Petit (Portraits Petit/John 1) for use by Peter Cousins for the Lichfield Civic Society website.
- Norton Bridge Estate sale catalogue 1919 (SC/H/1/13) for use by Chebsey Local History Society in their book 'Places in Chebsey Parish'.
- Portrait of Henry Flitcroft (Portraits Flitcroft/Henry 1) for use by Gill Hedley om 'The Ingenious Mr Flitcroft' published by Lund Humphries.
- Plan of Birmingham Canal (M740) and Staffordshire View (SV.II.31) of Bradley Iron Works for use by Dr N Tringham in an article by Peter King to be published in 'Transactions of the Staffordshire Archaeological and Historical Society Vol LIV'
- Pre-printed card signed by Stafford allowing Mr Willis to view pictures at Cleveland House 18 May 1825 (S.MS. 892/8) for use by Dr A Nellis Richter in 'Opening the Townhouse: Access in the Urban Environment in the Early Nineteenth Century' in A Matter of Access eds. Adriana Turpin, Susan Bracken, and Andrea Galdy (Cambridge: Cambridge Scholars Press, forthcoming 2023) and also in 'The Gallery at Cleveland House: Art and Society in Regency London' (London: Bloomsbury, forthcoming 2023-24)
- Medical reports of the Effects of Arsenic 1786 by Thomas Fowler (B9 FOW) for use in the exhibition 'Kill or Cure' at the Ancient High House 9 February to 6 May 2023.
- Staffordshire View (SV.IV.49c) of Drayton Manor for use by Drayton Bassett Parish Council on a heritage noticeboard about the historical area of Drayton Manor.
- Staffordshire View (SV.X.58) of Stretton Hall in late 18th century for use by Dr R Thorpe in 'Portrait of a family: the Conollys of Castletown' published by Office of Public Works Ireland.

Talks and Visits

A tour was developed to offer a unique opportunity to see the William Salt Library without the collection in situ and with the historic features revealed. Tours were offered from September 2022 - February 2023 with additional dates added due to the popularity of the tour. They included interpretation based on the research of Ben Cunliffe and the Conservation Plan. In total there were 13 tours and 97 visitors. The

tour has now been converted to a talk to be offered for groups. The talk was given in January to Gnosall Phoenix group to 59 attendees.

Social Media

There are combined Twitter, Facebook and Instagram accounts for the Archive, Museum and William Salt Library from which a number of staff post items about the collections and work of all three services.
Twitter: @ArchandHeritage
Facebook: http://www.facebook.com/StaffordshireArchivesandHeritage
Instagram: https://www.instagram.com/archandheritage/

The posts about the Library have focused on revealing the period features which have been rediscovered since the collection was moved and tours of the William Salt Library.

Friends of the William Salt Library

The Friends of the William Salt Library held their AGM and Committee Meeting via Zoom on 24 May 2022 which was attended by the Librarian and Chair of Trustees. The Friends also held an event at Bishton Hall on Saturday 25 June 2022.

Joanna Terry
William Salt Librarian,
May 2023

Charity registration number: 1173509

THE WILLIAM SALT LIBRARY TRUST

ACCOUNTS

for the year ended 31 March 2023

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2023

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The William Salt Library Trust
General Purpose Account
Year ended 31 March 2023

Accountants's report to the trustees of The William Salt Library Trust

We have examined, without carrying out an audit, the Balanace Sheets dated 31 March 2023, together with the Income and Expenditure Accounts for the year ended on that date, and confirm that they are in accordance with accounting records and information supplied.

Deans

Deans
Chartered Accountants
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 29 February 2024

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2023

	2023		2022	
Income				
Staffordshire County Council Grant	-		3,000	
Other grants	8,709		260	
Interest - COIF	1,387		896	
- M & G Fixed interest	904		596	
- Bank and Building Society	169		7	
Donations and grants	-		71,937	
Reproduction fees	105		225	
Bridgeman royalties	396		122	
Photographic permits	785		-	
Staffordshire views	-		236	
General income	435		635	
		12,889		77,914
Less Expenditure				
Librarians salary	350		-	
Printing, postage and stationery	-		469	
Conservation work	568		-	
Insurance	453		372	
Accountancy	798		690	
Subscriptions to societies	184		455	
Books and manuscripts	1,003		1,076	
IT	2,100		2,100	
Bank charges	72		97	
Relocation project	31,182		8,671	
		36,709		13,930
Net (deficit)/surplus for the year		(23,820)		63,984

The William Salt Library Trust
General Purpose Account Balance sheet
Year ended 31 March 2023

			2023	2022
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	7,004.53	8,500		
28/08/2007	2,654.52	3,302		
03/04/2008	1,836.46	2,309		
03/07/2008	2,076.07	2,500		
31/03/2019	3,540.86	4,808		
31/03/2020	1,971.73	2,687		
31/03/2021	(347.00)	(465)		
11/11/2021	24,643.00	33,250		
31/03/2022	(300.63)	(377)		
31/03/2023	(639.94)	(754)		
	42,439.60	55,760		
Market value at 31 March 2023		£53,923		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	2,214.846	2,589		
19/07/2007	2,800.566	3,302		
21/04/2008	1,951.488	2,309		
02/07/2008	2,189.142	2,500		
10/05/2010	5,733.006	7,000		
21/03/2011	4,084.968	5,000		
11/11/2021	27,301.090	33,250		
	46,275.11	55,950	111,710	111,710
Market value at 31 March 2023		£54,618		
Total market value at 31 March 2023		£108,541		
Bank accounts				
CAF - Gold account			4,285	28,803
- Cash account			1	1
Debtor			178	6,000
Creditor			(762)	(8,036)
			115,412	138,478
Reserve account				
Balance brought forward			139,232	75,248
(Deficit)/Surplus from income account			(23,820)	63,984
			115,412	139,232

Approved on behalf of the board of trustees _____ C Hawley

The William Salt Library Trust
Conservation Account
Year ended 31 March 2023

	2023		2022	
Income				
M & G interest	26		18	
COIF interest	728		359	
		754		377
Less Expenditure				
Binding/restoration	-		-	
		-		-
Net surplus for the year		754		377

The William Salt Library Trust
Conservation Account Balance sheet
Year ended 31 March 2023

			2023	2022
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
1 June 2009	5,672	7,089		
Transferred				
31 March 2019	(3,541)	(4,427)		
31 March 2020	(1,972)	(2,464)		
31 March 2021	346	433		
31 March 2022	301	376		
31 March 2023	640	800		
	1,446	1,807	1,807	1,007
Market value at 31 March 2023		1,702		
M&G - Charities Fixed Interst				
Date purchased	**Units**	**Cost**		
Jun-09	15,280	17,878	17,878	17,878
Market value at 31 March 2023		18,036		
Total market value at 31 March 2023		19,738		
Creditor			-	-
			19,685	18,885
Reserve account			18,885	18,509
Surplus for year			754	377
Capital gain on units transferred			46	(1)
			19,685	18,885

Approved on behalf of the board of trustees _____ C Hawley

THE WILLIAM SALT LIBRARY TRUST

England & Wales - Charity number 1173509

Accounts

Charity registration number: 1173509

THE WILLIAM SALT LIBRARY TRUST

ACCOUNTS

for the year ended 31 March 2022

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2022

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The William Salt Library Trust
General Purpose Account
Year ended 31 March 2022

Independent examiner's report to the trustees of The William Salt Library Trust

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of your charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

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

1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2 the accounts do not accord with those records; or
3 the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be reached.

J E Hodgkiss.

Jeremy Hodgkiss
Deans
Chartered Accountants
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 17 January 2023

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2022

	2022		2021	
Income				
Staffordshire County Council Grant	3,000		3,000	
Other grants	260		26,032	
Interest - COIF	896		847	
- M & G Fixed interest	596		569	
- Bank and Building Society	7		10	
Donations and grants	71,937		500	
Publication sales	-		5	
Reproduction fees	225		1,000	
Bridgeman royalties	122		112	
Photographic permits	-		32	
Staffordshire views	236		187	
General income	635		261	
		77,914		32,555
Less Expenditure				
Librarians salary	-		350	
Printing, postage and stationery	469		49	
Insurance	372		341	
Accountancy	690		679	
Subscriptions to societies	455		464	
Books and manuscripts	1,076		1,017	
IT	2,100		2,100	
Bank charges	97		69	
Relocation project	8,671		2,040	
		13,930		7,109
Net surplus for the year		63,984		25,446

The William Salt Library Trust
General Purpose Account Balance sheet
Year ended 31 March 2022

			2022	2021
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	7,004.53	8,500		
28/08/2007	2,654.52	3,302		
03/04/2008	1,836.46	2,309		
03/07/2008	2,076.07	2,500		
31/03/2019	3,540.86	4,808		
31/03/2020	1,971.73	2,687		
31/03/2021	(347.00)	(465)		
11/11/2021	24,643.00	33,250		
31/03/2022	(300.63)	(377)		
	43,079.54	56,514		
Market value at 31 March 2022		£53,923		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	2,214.846	2,589		
19/07/2007	2,800.566	3,302		
21/04/2008	1,951.488	2,309		
02/07/2008	2,189.142	2,500		
10/05/2010	5,733.006	7,000		
21/03/2011	4,084.968	5,000		
11/11/2021	27,301.090	33,250		
	46,275.11	55,950	112,464	46,341
Market value at 31 March 2022		£54,618		
Total market value at 31 March 2022		£108,541		
Bank accounts				
CAF	- Gold account		28,803	26,500
	- Cash account		1	1
Lloyds	- Manuscript		-	-
Debtor			6,000	4,404
Creditor			(8,036)	(1,998)
			139,232	75,248
Reserve account				
Balance brought forward			75,248	49,802
Surplus from income account			63,984	25,446
			139,232	75,248

Approved on behalf of the board of trustees _____ C Hawley

The William Salt Library Trust
Conservation Account
Year ended 31 March 2022

	2022		2021	
Income				
M & G interest	18		458	
COIF interest	359		7	
		377		465
Less Expenditure				
Binding/restoration	-		-	
		-		-
Net surplus for the year		377		465

The William Salt Library Trust
Conservation Account Balance sheet
Year ended 31 March 2022

			2022	2021
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
1 June 2009	5,672	7,089		
Transferred				
31 March 2019	(3,541)	(4,427)		
31 March 2020	(1,972)	(2,464)		
31 March 2021	346	433		
31 March 2022	301	376		
	806	1,007	1,007	631
Market value at 31 March 2022		1,009		
M&G - Charities Fixed Interst				
Date purchased	**Units**	**Cost**		
Jun-09	15,280	17,878	17,878	17,878
Market value at 31 March 2022		18,036		
Total market value at 31 March 2022		19,045		
Creditor			-	-
			18,885	18,509
Reserve account			18,509	18,076
Surplus for year			377	465
Capital gain on units transferred			(1)	(32)
			18,885	18,509

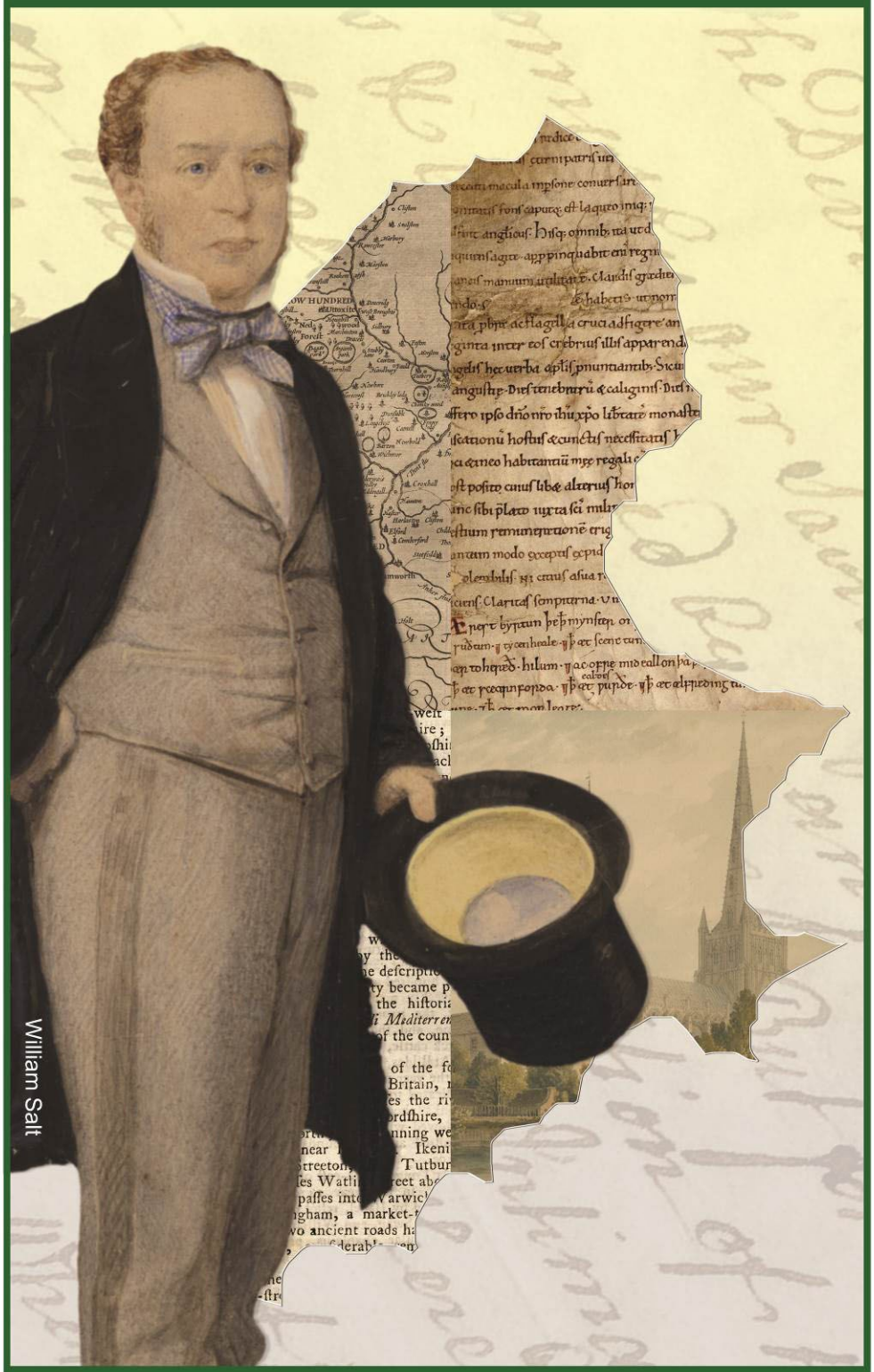
Approved on behalf of the board of trustees _____ C Hawley

THE WILLIAM SALT LIBRARY TRUST

England & Wales - Charity number 1173509

Accounts

William Salt Library
Stafford



Annual Report
2020-2021

Agenda Item No 15 (a)

WILLIAM SALT LIBRARY

ANNUAL REPORT
APRIL 2020- MARCH 2021

AN OVERVIEW

This year has been dominated by the closure of the Library, in line with other public services, from 23 March 2020. It has impacted on all areas of work, staff and volunteers, and changed the way we have worked. Despite this the Library has made progress on a number of projects.

During this year the Library has continued to work on developing proposals to relocate the Library collection in partnership with the County Council. The Trust has continued to be represented on the Project Board and Project Team and has worked with Staffordshire County Council to develop a round two application for £3.9m to support the Staffordshire History Centre with total project costs of £7.1m (including volunteer time) with £3.1m partnership funding. The application will be considered in June.

Despite restrictions to accessing the building and collection Library staff worked to extend information about our holdings through online cataloguing. Some work was completed at home inputting information from existing paper catalogues. Work has been prioritised to support the relocation of the collection. Progress has been helped significantly by the support Mr Knight as the remaining volunteer. Statistics for use of the Staffordshire Views online has increased compared to last year's results. Social media has continued to grow. The Library collection continues to generate a number of enquiries about its use for publication and there have been 13 requests to publish for use in print and online documents. Public use of the collection was continued through access from Staffordshire Record Office, enquiries and remote copies. New accessions to the collection were still received though at a lower rate compared to last year and the Library continued to benefit from the generosity of many donors.

I would like to record my thanks to the Library staff, Dominic Farr, Assistant Librarian. Much support has been provided regularly and willingly by members of the Archive Service staff, in particular Catherine Nichols, Julie O'Neill and Tim Groom. Other Archive Service staff have supported the Librarian in the development of the relocation proposals including Matthew Blake, Chris Copp Tim Groom, Richard Nichols, and Liz Street.

The ongoing interest and support of the Trustees has been very welcome and as valued as ever.

THE TRUST

Trustee meetings were held electronically on Zoom due to COVID-19 restrictions. At the Trust's Annual General Meeting on 18 May 2020, Mrs Mithra Tonking was elected as Chair and Mr David Marriott elected as Vice Chair. Mr Charles Hawley was appointed Honorary Treasurer and Mr John Thorneycroft was re- appointed Honorary Advisor. David Marriott, John Giffard and Nigel Tringham were re-

appointed as trustees for a further three years. Staffordshire County Council appointed Carolyn Trowbridge as its representative on the Trust. Dean's Accountants were appointed as Honorary Auditors of the Trust. One further meeting took place during the year for the Trust.

STAFFING AND VOLUNTEERS

Establishment

There was significant change to staffing for the Library due to a long-delayed review of the Archive and Heritage Service structure from October 2020 to March 2021. Prior to the review Archivist, Catherine Nichols and Senior Conservator, Richard Nichols retired in July 2020. These posts were held vacant pending the review. During the review Senior Archivist, Tim Groom resigned to retire at the end of April 2021.

As a result of the review the post of Assistant Librarian has been removed from the structure. The new structure brings together staffing from across Staffordshire Record Office, County Museum and the William Salt Library. There are three new teams led as follows:

- Collections team led by Chris Copp, Collections Manager
- Engagement and access team led by Matthew Blake, Engagement and Access Manager
- History Centre onsite services team led by Julie O'Neill, History Centre Supervisor

The new role of Collection Officer has been created reporting to the Collections Manager. 1.8fte roles have been shared between three staff: Dominic Farr, Liz Street and Rebecca Jackson. This team will work across all of the collections however their specialist knowledge will continue to be used which means Dominic Farr will still be the main contact for advice on the William Salt Library collections. There has been a significant reduction in the number of roles across the service to deliver agreed savings for Staffordshire County Council.

The Archive and Heritage Service is recruiting to a new role of Conservator to be confirmed during May subject to successful interviews.

Volunteers

During COVID-19 the onsite volunteer programme was suspended. The Archive and Heritage Service launched a Learning Room blog to engage volunteers remotely to learn new skills: Staffordshire Archives and Heritage – Learning Room (wordpress.com)

Randle Knight worked remotely on sixty-six volumes of the Transactions of the North Staffordshire Field Club to add details to the catalogue. As a result 1257 CALM records were added to the collection which is a fantastic achievement.

COVID-19

On 23 March 2020 the public service from the Library was suspended in line with national lockdown restrictions. All staff were asked to work from home with everyone

supplied with a laptop to do so. Essential building and collection checks continued throughout the year supported by Julie O'Neill and Dominic Farr. Enquiries were responded to where they did not require access to the collection.

From 15 June staff were able to return to buildings including the William Salt Library which has a COVID-19 secure certificate. This means appropriate risk assessments, and processes are in place for safe working. From 14 July 2020 Staffordshire Record Office reopened to visitors on an advance bookings basis only, with visitors limited to four per day, and social distancing measures in place.

It was not possible to implement social distancing measures at the Library to enable visitors to return safely. Instead provision was made to access the Library collections at the Record Office. Items from the collection were ordered in advance and consulted in the Reading Room. Collections are quarantined in the Trustees Room before being returned to their usual location. The enquiry and copying services were also resumed managed by the Assistant Librarian liaising with the Record Office team and Digitisation Officer. Access was suspended and reopened during subsequent lockdowns with 13th April 2021 the most recent reopening for Staffordshire Record Office. The statistics at the end of the report show the collection was still used and there were no complaints or comments about the Library not reopening.

The completion of the staffing structure review impacts on the ability to reopen the Library building to the public. There are insufficient resources to run two separate public service points. Support will still be given to access the collections at the Record Office, acquire new items and catalogue them and preservation and conservation advice once a new conservator is appointed.

THE LIBRARY BUILDING

The garden continued to be maintained along with servicing of alarm systems in the Library. Staffordshire County Council covers the costs of the maintenance and monitoring. Thanks, are expressed to Julie O'Neill who liaises with Property Services to ensure work is completed. Julie also completes health and safety risk assessments for the Library.

STAFFORDSHIRE HISTORY CENTRE PROJECT

During 2020 significant progress was made on the second development phase for the Staffordshire History Centre project. This included work to prepare the Library's collection for relocation. A volunteer group led by Senior Conservator (Richard Nichols) worked on repackaging printed books up until March 2020. The Assistant Librarian, Archivist (Catherine Nichols) Collections Assistant (Mel Williamson) all worked on the collections to improve catalogues and preservation by re-boxing new accessions. A more detailed report has also been completed for the annual meeting.

The previous development phase work was reviewed and audience research was completed by the Audience Agency. This included analysis of data about visitors, websites and social media. It was supplemented by an online survey and focus groups on the plans for the project. A learning consultant was able to do some initial work prior to lockdown but the remaining work was completed online. This included a

survey of teachers, pilot learning sessions on PowerPoints drawing material from across the collection, and discussions with other heritage learning providers.

The business case for storage was reviewed by Staffordshire County Council with additional funding committed to support the project. The William Salt Library Trust has also increased its funding for the project up to £20,0000. Discussions with Stafford Borough Council strengthened the Business Plan demonstrating the importance of the project for both authorities in terms of economic recovery after COVID-19.

The project passed its mid-stage review in December and the final application was submitted on 1 March 2021. A virtual site visit meeting will be held with the Heritage Fund on 28 May with the project being considered by the Midlands and East Committee on 16 June. The outcome will be known shortly after this date.

The Trust has been represented by Mithra Tonking on the Core Project Team and David Marriott on the Project Board. The William Salt Library Trust and Joint Archives Committee have approved key decisions at their meetings throughout the year.

FINANCE

The Annual Accounts have been prepared by Mr Hawley and the Librarian in preparation for audit by Dean's Accountants. The Library's general expenditure was £5,710.88 well within the allocated working budget for 2020-2021. Income was £32,555.30 and significantly exceeded the estimated targets mainly due to receiving a COVID-19 grant for £25,000 to support the Library during national restrictions. The accounts include income from January – March 2020 which could not banked at the end of the previous financial year due to Covid-19. The Library also received a donation of £500 from the Draper's Company. The Library received its annual grant of £3,000 from Staffordshire County Council. Funding of £1,032 was received from the National Lottery Heritage Fund for legal work in connection with the Staffordshire History Centre project.

Key sources of income continued to be reproduction fees and Staffordshire Views images, and digital images. There was no spend on the conservation of printed books or the main conservation programme.

COLLECTIONS MANAGEMENT

Conservation of Printed Book Collections

Due to COVID-19 and the retirement of the Senior Conservator no conservation or printed book programmes of work have taken place. Some preservation work was completed through the Staffordshire History Centre project (see above).

COLLECTIONS DEVELOPMENT

Accessions

A total of 142 accessions were received during the year. The range of subjects covered by the year's accessions has been very wide and details have been reported to the Trust meetings in the regular lists of accessions.

A total of 60 printed books were added to the Library's collections of which 5 were donated and 55 purchased. The generosity of local authors, societies and other donors has continued to help us to expand and maintain the currency of the printed book, pamphlet and sale catalogue collections.

Cataloguing

Not all new accessions received during the year have been catalogued as the priority has been preparation for the relocation of the collection. The cataloguing backlog from has slightly improved from 108.36 to 106.04 linear metres. A total of 4,981 (compared to 1,437 for 2019-20) individual catalogue descriptions for new items were added to the online catalogue during the course of the year.

Considerable progress was made on the expansion of the online catalogue by the addition of legacy data on our holdings. In total 844 (compared to 3,868 for 2019-20) retrospective catalogue descriptions were added to the online database during the year.

A key component of online cataloguing for Library items is the preparation of biographical information about authors and personal subjects associated with a particular work. These are called name authority records and, during the year, an additional 1,667 of these have been created.

PUBLIC SERVICES

Personal Use

The Library building was closed to visitors as a result of the COVID-19 pandemic. The collection was made available through Staffordshire Record Office to 49 people.

Reprographic Services

Photocopying orders were supplied through Staffordshire Record Office. The number of Staffordshire Views images increased this year but the number of digital images supplied decreased.

Online Use of the Library

The County Council reorganised the layout of its website bringing the William Salt Library content under the Archives and Heritage channel. A breakdown of individual pages is no longer available so the data for the Library pages is unavailable. Visits to the Staffordshire Views pages on the Past Track website have increased by 30%. Resource views increased by 19%

The reach of Facebook posts increased by 4% over the year. In both cases the Assistant Librarian contributes to a combined Archives and Heritage accounts, which pull together the Archive Service, William Salt Library and County Museum for maximum impact.

Public Service Statistics

	2020/21	2019/20
Personal Use via Staffordshire Record Office		
Number of individual visits	49	850
Number of documents/restricted access items produced for readers	169	824
Distance Use		
Number of postal enquiries	1	7
Number of email enquiries	440	443
Number of telephone enquiries	0	250
Total	441	700
Reprographics Services		
Number of photocopies supplied	26	309
Number of photocopy orders	6	24
Number of Staffordshire Views prints sold	36	27
Number of digital images other than Staffs Views supplied	19	126
Online Use		
Number of page views on Library web site	**	7,020
Number of visitor sessions on Library web site	**	1,718
Number of resources viewed Staffs Views web site	8,225	6,878
Number of visitor sessions on Staffs Views web site	1,803	1,382
Facebook reach (Archives and Heritage)	335,641	321,371

** Separate website figures for the Library webpages on the Archive and Heritage site are no longer available.

Permissions to Publish

Permissions to publish or exhibit items from the Library's collections were granted to:
Dr N J Tringham, 11 Staffordshire Views of Tamworth area, for The Victoria County History of Staffordshire volume XII.
Mr P Modiano, Portrait of Rev'd John Lewis Petit, for an information panel at St Michael's Church Lichfield.
Dr J Oram, 'A sight of the Banging Bout at Litchfield' etchinh 1747, for Shugbrough newsletter.
A. Wright, Portrait of Robert James, in a PhD thesis 'Robert James's Medicinal Dictionary for University of Birmingham.
M. Lloyd Morris, 4 Staffordshire Views of Stafford Castle, for a heritage impact statement of development to the west of Stallbrook Hall, Derrington.
N. Miller, Letter from George Flowers, Lichfield to Robert Baxter 1823, for short print run of publication on the Flowers Family.
C Lorigan, 2 Staffordshire Views of Fisherwick Hall, for an article 'Queen Elizabeth's Virginals' published in Harpsichord and Fortepiano, vol 5 no 2, Spring 2021.
S. Basu, Portrait of Captain George Augustus Anson, for 'The Mystery of the Parsee Lawyer', Bloomsbury, 2021.
C. Hodgman, Portrait of Captain George Augustus Anson, for use by S Ho in an article 'Arthur Conan Doyle and the case of George Edalji' in BBC History Revealed.

D.P Wynne, multiple extracts from William Jones Scrapbook, Sidney Horne Scrapbook, photograph of Greengate Street Stafford, Stafford Borough Poll Book 1820, Staffordshire Advertiser Feb 1872, for use in 'The Wynne Family History', self-published.
A. Lelliott (English Heritage), 3 Staffordshire Views of Boscobel House, for use in exhibition panels and a guide to a walk from Boscobel House to White Ladies.
S.A. Wardle (Chebsey Parish Local History Society), Norton Bridge Estate sale catalogue photograph, for 'World War One and Beyond Local History Project part one: WW1'.
M. Groll, 3 Staffordshire Views of Lichfield Cathedral, for an article 'The Stained Glass of Herkenrode Abbey' published by The British Academy.

Talks and Visits

Due to COVID-19 there were no talks or visits.

Events, Exhibitions and Social Media

The Assistant Librarian is the social media champion for the Library as part of a group across Archives and Heritage. There are combined twitter and facebook accounts for the Archive, Museum and William Salt Library which a number of staff post items about the collections and work of all three services.
Twitter: @ArchandHeritage
Facebook: http://www.facebook.com/StaffordshireArchivesandHeritage

In addition to the usual content Mel Williamson shared information and images from the collections she repackaged for the History Centre project on Instagram.

The social media work has been well received and is monitored overall for all the component services.

Friends of the William Salt Library

Due to COVID-19 no meetings were held at the Library.

Joanna Terry
William Salt Librarian,
May 2021

Charity registration number: 1173509

THE WILLIAM SALT LIBRARY TRUST

ACCOUNTS

for the year ended 31 March 2021

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2021

Contents

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2021

Independent examiner's report to the trustees of The William Salt Library Trust

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of your charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be reached.

Jeremy Hodgkiss
Deans
Chartered Accountants
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 23 December 2021

The William Salt Library Trust
General Purpose Account
Year ended 31 March 2021

	2021		2020	
Income				
Staffordshire County Council Grant	3,000		3,000	
Other grants	26,032		-	
Interest - COIF	847		760	
- M & G Fixed interest	569		531	
- Bank and Building Society	10		-	
Donations and grants	500		53	
Publication sales	5		-	
Reproduction fees	1,000		641	
Bridgeman royalties	112		-	
Photographic permits	32		193	
Staffordshire views	187		207	
General income	261		383	
		32,555		5,768
Less Expenditure				
Librarians salary	350		-	
Printing, postage and stationery	49		530	
Conservation work	-		1,231	
Insurance	341		391	
Accountancy	289		11	
Subscriptions to societies	464		412	
Books and manuscripts	1,017		1,123	
IT	2,100		2,100	
Bank charges	68		55	
Relocation project	2,040		1,041	
		6,718		6,894
Net deficit for the year		25,837		(1,126)

The William Salt Library Trust
General Purpose Account Balance sheet
Year ended 31 March 2021

			2021	2020
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	7,004.53	8,500		
28/08/2007	2,654.52	3,302		
03/04/2008	1,836.46	2,309		
03/07/2008	2,076.07	2,500		
31/03/2019	3,540.86	4,808		
31/03/2020	1,971.73	2,687		
31/03/2021	- 347.00	- 465		
	18,737.17	23,641		
Market value at 31 March 2021		£25,180		
M&G - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
06/07/2007	2,214.846	2,589		
19/07/2007	2,800.566	3,302		
21/04/2008	1,951.488	2,309		
02/07/2008	2,189.142	2,500		
10/05/2010	5,733.006	7,000		
21/03/2011	4,084.968	5,000		
	18,974.016	22,700	46,341	46,806
Market value at 31 March 2021		£23,437		
Total market value at 31 March 2021		£48,617		
Bank accounts				
CAF - Gold account			26,500	265
- Cash account			1	1
Lloyds - Manuscript			-	-
Debtor			4,404	3,341
Creditor			(1,607)	(611)
			75,639	49,802
Reserve account				
Balance brought forward			49,802	50,928
Deficit from income account			25,837	(1,126)
			75,639	49,802

Approved on behalf of the board of trustees C Hawley

The William Salt Library Trust
Conservation Account
Year ended 31 March 2021

	2021		2020	
Income				
M & G interest	458		428	
COIF interest	7		95	
		465		523
Less Expenditure				
Binding/restoration	-		3,210	
		-		3,210
Net deficit for the year		465		(2,687)

The William Salt Library Trust
Conservation Account Balance sheet
Year ended 31 March 2021

			2021	2020
Investments				
COIF - Charities Fixed Interest				
Date purchased	**Units**	**Cost**		
1 June 2009	5,671	7,089		
Transferred				
31 March 2019	(3,541)	(4,427)		
31 March 2020	(1,972)	(2,464)		
31 March 2021	346	433		
	504	631		
Market value at 31 March 2021		678		
M&G - Charities Fixed Interst				
Date purchased	**Units**	**Cost**		
Jun-09	15,280	17,878	18,509	18,076
Market value at 31 March 2021		18,874		
Total market value at 31 March 2021		19,552		
Creditor			-	-
			18,509	18,076
Reserve account			18,076	20,540
Deficit for year			465	(2,687)
Capital gain on units transferred			(32)	223
			18,509	18,076

Approved on behalf of the board of trustees C Hawley