

William Salt Library Stafford



William Salt

Annual Report 2022-2023

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 Hildegard 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 on '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 Balance 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
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

	<u>2023</u>	<u>2022</u>
<u>Income</u>		
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	<u>435</u>	<u>635</u>
	12,889	77,914
<u>Less Expenditure</u>		
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	<u>31,182</u>	<u>8,671</u>
	<u>36,709</u>	<u>13,930</u>
Net (deficit)/surplus for the year	<u><u>(23,820)</u></u>	<u><u>63,984</u></u>

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

			<u>2023</u>	<u>2022</u>
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

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

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

			<u>2023</u>	<u>2022</u>
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 Interest				
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

