

Crown Street Library Trustees Board Agenda

9.00 am

Wednesday, 19 October 2022

Via Microsoft Teams

AGENDA ANNEX

1. Chair – To appoint a Chair of this Board for the Municipal Year 2022/23.
2. Welcome and Introductions.
3. To approve the Minutes of the meeting of this Board held on 22 October 2021. (Pages 9 - 12)
4. Update Report on Crown Street Library – Report of the Group Director of Services (Pages 13 - 38)
5. Re-opening Celebrations –
Verbal update by Ian Thompson, Assistant Director Community Services, Services Group.
6. Any Other Business.



Luke Swinhoe
Assistant Director Law and Governance

Tuesday 11 October 2022

Town Hall
Darlington.

Membership

Councillors Dulston, Elizabeth Dodds, Yvonne Richardson and Matthew Roche

If you need this information in a different language or format or you have any other queries on this agenda please contact Lynne Wood, Elections Manager, Operations Group, during normal office hours 8.30 a.m. to 4.45 p.m. Mondays to Thursdays and 8.30 a.m. to 4.15 p.m. Fridays (by e-mailing Lynne.Wood@darlington.gov.uk or telephoning 01325 405803)

The Crown Street Library and the Crown Street Trustee Board

Background information

1. Edward Pease died on 13 June 1880. In his will £10,000 was left 'for the education of the poorer classes in the Borough of Darlington either by establishing or founding or assisting in establishing or founding a free library or scholarship from elementary schools for boys and girls or in such other way as my said trustees shall in their uncontrolled discretion think fit'.
2. The executors of Edward Pease's Estate commissioned the construction of a public library in Crown Street. On 23 October 1885 the new library was transferred to the 'Corporation of Darlington'. The building, which was extended in 1900 and 1930, is recognised by the Council to be held on trust by the Council for the purpose of being used as a public library.
3. Until March 2020, the Council was the sole trustee, with the role of the sole trustee sitting with the Council's Executive body - Cabinet. In March 2020 Cabinet agreed to appoint 3 Independent Trustees to the Crown Street Trust Board, with the Council being represented on the Trust Board by the Leader of the Council.
4. The appointment of independent trustees was agreed to enable more formal recognition to the role of wider community, given the original aims of the bequest of Edward Pease. It was also to help to introduce an element of separation of the service responsibility and trust purpose, so that both no longer exclusively sat with Cabinet.

Appointment of additional trustees

5. The positions of Independent Trustees were advertised in the Library, in the November 2019 edition of One Darlington and on the Council's website. Applications were shortlisted and candidates were then interviewed in January 2020 by a Cabinet Sub Committee.
6. The Cabinet Sub Committee made recommendations to Cabinet, who on 3 March 2020 agreed to appoint Elizabeth Dodds, Yvonne Richardson and Matthew Roche to the Crown Street Library Trustee Board. Cabinet also agreed that the Leader of the Council should be the Council appointed Trustee.

The Crown Street Trustee Board

7. The Trustee Board has a 'Terms of Reference' (see **Appendix**).
8. The key points to note:
 - (a) The role is about the Crown Street Library building (and supports its founding purpose as a public library). It is not about the provision of the library service (which is the sole statutory responsibility of the Council - under the Museums and Libraries Act 1964).

- (b) The legal estate of the Crown Street Library building will continue to be registered in the sole name of the Council. The role is a custodian one as the legal interest will be subject to the terms of the trust with the building held 'for the purposes of a public library for the Borough of Darlington'.
- (c) The Trustee Board will comprise a Council trustee and 3 other trustees (independent of the Council). The Council trustee will have a single vote and the other trustees will each have a single vote. Decisions of the Board of Trustees will be made by simple majority voting. The quorum will be the Council trustee and at least 2 other trustees.
- (d) There will be an annual meeting, which should be held on or close to the anniversary of the opening of Crown Street Library (23 October 1885). The annual meeting will enable trustees to receive an update on matters concerning the Library and will also provide an opportunity to mark and remember the anniversary of its opening.
- (e) Outside of the annual meeting it is not anticipated that additional meetings will be required (though Trustees will be able to call for a meeting). The remit of the Board of Trustees is a limited one. As long as the library continues to be adequately maintained (which the Council is responsible for) and used as a public library the trustees will not ordinarily need to meet. Trustees will need to meet if there was concern that the library service might cease to be located in the building, or there was building disrepair that could jeopardise it continuing to remain open.

Crown Street Library Trustee Board

Terms of Reference

Preamble

1. Crown Street Library was transferred to Darlington Corporation on 23 October 1885. The legal estate is held by Darlington Borough Council.
2. The building (including the subsequent extensions) is held 'upon trust for the purposes of a public library for the Borough of Darlington'.
3. Darlington Borough Council as statutory successor to Darlington Corporation became the sole trustee.
4. By decision of the sole trustee (made the Cabinet of Darlington Borough Council on 3 March 2020) it was agreed to appoint three independent Trustees of the Crown Street Library, with the Council being represented by a Council Trustee.
5. Darlington Borough Council will continue to hold the legal estate of the building, subject to the terms of the trust.

The Trust Property

6. The trust property is the Crown Street Library in Darlington. The property comprises the original 1885 building and the extensions to it that were transferred to Darlington Borough Council in August 1900, and in July 1930.

The Trust Purpose

7. The trust purpose is for the Crown Street Library to be held on trust for the purpose of a public library for the Borough of Darlington.

Board of Trustees

8. The Board of Trustees will comprise the Council Trustee (appointed by Darlington Borough Council) and up to three other Trustees (who shall be independent of the Council).

Remit

9. The remit of the Board of Trustees is limited to matters concerning the trust property as set out below. This is distinct from matters concerning the provision of the library service, which are and remain the sole responsibility of Darlington Borough Council.
10. As Darlington Borough Council has agreed that it will be responsible for the maintenance of the Crown Street Library building, matters concerning the

upkeep and maintenance of the building will only become a concern of the Trustees should it be considered that the state of repair is likely harm the viability of the building to remain open as a public library.

11. If at some future time there is a likelihood that the building can no longer be used for its trust purpose (for instance a decision by Darlington Borough Council to cease running library services in the building) the Board will need to meet to consider what is in the best interests of the trust.
12. The Trustee Board shall have all reasonable powers to enable it to discharge its role

Meetings

13. It is intended that there will be an annual meeting of the Board of Trustees to be held as close to the anniversary of the opening of the Crown Street Library on 23 October 1885. This will enable Trustees to receive an update on matters concerning the Crown Street Library and will also provide an opportunity to mark and remember the anniversary of the library opening.
14. At other times a meeting of the Board of Trustees can be convened, as may be required, to consider matters within the Boards remit, by any Trustee requesting the Leader of Darlington Borough Council to hold a meeting.
15. Except in case of urgency, at least 21 days' notice will be given to all trustees of the intended date for any meeting. Attempts to agree a suitable date will be made where Trustees are unable to attend.
16. Meetings of the Board of Trustees will ordinarily take place in the Crown Street Library.

Decision making

17. Decisions of the Board of Trustees will be by simple majority. The Council Trustee having a single vote and each other Trustee having a single vote.
18. The Board of Trustees will only be quorate when it includes the Council Trustee and at least two other Trustees.
19. A record of decisions that are made must be recorded in minutes of the meeting

Interests

20. Trustees must identify and declare any personal or pecuniary interests that give rise to a conflict of interest. If trustees have a conflict of interest, they must leave the meeting while that matter is being discussed or decided.

Remuneration and Expenses

21. Trustees shall not be entitled to any payment, remuneration or expenses

Indemnity

22. Darlington Borough Council will indemnify Trustees from any liability that arises when acting in the reasonable discharge of their role as trustee.

Appointment, retirement and replacement of Trustees

23. The Council Trustee will be nominated and replaced from time to time by Darlington Borough Council, rather than the Board of Trustees. Other trustees will be appointed by the Board of Trustees and can be replaced by the Board of Trustees.

24. Trustees will serve until such time as they indicate by letter to the Board that they are resigning, or the Board agree to replace them.

25. The Board of Trustees will have powers to replace a trustee (other than the Council Trustee) if following reasonable inquiry it appears that they no longer are willing or able to serve as a trustee or their continued membership on the Board is no longer considered to be in the best interests of the Trust.

3 March 2020

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CROWN STREET LIBRARY TRUSTEES BOARD

Friday, 22 October 2021

PRESENT – TRUSTEES - Councillors Mrs H Scott, Elizabeth Dodds, Matthew Roche and Yvonne Richardson.

OFFICERS IN ATTENDANCE – Mike Crawshaw (Head of Leisure and Cultural Services), Suzy Hill (Library Manager), Luke Swinhoe (Assistant Director Law and Governance) and Lynne Wood (Elections Manager)

1 WELCOME AND INTRODUCTIONS.

The Chair welcomed the Trustees and Officers in attendance to the second meeting of the Crown Street Library Trustees Board.

2 MINUTES OF PREVIOUS MEETING OF THIS BOARD HELD ON 23 OCTOBER 2020

IT WAS AGREED – That the Minutes be approved as a correct record.

3 PERFORMANCE AND OVERVIEW OF SERVICE - PRESENTATION

The Library Manager gave an overview of the Library Service to the Board and its performance over the last year, and in doing so, reported that it had been another difficult year, and that as result of Government advice and the re-introduction of restrictions due to Covid-19, the Library had closed its doors again, in March 2020, for three months. The library had re-opened in July on reduced hours initially for the ‘quick pick’ book borrowing service only and, acting on the advice given, furniture had been removed to provide space for people, personal contact had been kept to a minimum and ‘dwell’ time for customers had been reduced. The majority of the services were now accessible, however, the library had not been able to do as much engagement as it had done previously, as a cautious approach was being taken to ensure both staff and customers were safe.

As a result of the closures footfall, as expected, was down, to 28,295, which was only 16 per cent of the previous year’s figures, however, as a result of the initiatives that had been introduced, there had only been a 40 per cent drop in physical issues. The initiatives that had been introduced had had a positive impact with the library reaching people in different ways through the introduction of the home delivery service; provision of curriculum boxes to schools; themed bags; the select and collect service; removal of fines; and by raising the profile of the library through the app, social media channels, leaflet distribution, etc. The pandemic highlighted the digital offer with more people accessing e-books together with online audio books, magazines and newspapers. The digital issues increased by 140 per cent which followed a 97 per cent increase in the previous year.

Once the library fully re-opened and it was possible to have visitors back into the building one of the initiatives that was brought back was the annual summer reading challenge. The challenge was done differently this year, due partly to the pandemic but also due to the expected disruption caused by the refurbishment works. Instead of taking part in the national summer reading challenge, the ‘Reading Rollercoaster’ was introduced, whereby

children were encouraged to borrow a book to have a chance of winning some amazing prizes. 2,300 entries were received with the Cabinet Member with the Children and Young People Portfolio hosting the prize giving event. Although there were less participants this year the children that did participate visited the library more often and were more engaged with the service.

To spread the word of the challenge a number of VIP readers were recruited in order to raise the profile of the library and the summer reading challenge; provide story times for families at home; and provide role models to encourage children to read and share books. Incentives were offered to children to read to camera which were uploaded to the library's Facebook page.

During the school year a further challenge was introduced entitled '100 Books to read before you are 11'. The 100 books were packaged to schools aimed at Year 5 children to read. Four schools took part in this challenge and schools were offered tickets for the Hippodrome as an incentive to encourage children to take part.

In respect of Adult provision, the course areas were reopened; in conjunction with a number of partners, 1:1 IT and Job Support was provided and reminiscence boxes were put together and were available to stir memories for adults in order to promote discussion. A modest refurbishment of Cockerton Library, which would be 50 years old this year, commenced in October and the refurbishment of Crown Street Library was planned to start shortly.

Trustees raised a number of questions including what the key initiatives would be post pandemic; how the library would adapt to get people back into the physical building; what work had been done to promote the services available in the rural areas; and highlighted the importance of encouraging children to read at an early age.

In response the Library Manager stated that the re-introduction of engagement activities were key to bringing visitors back to the building; should users prefer the home delivery service rather than visit the building this service would continue; the building refurbishment works were key to getting people back into the building; when the refurbishment works were happening staff would use that time to go into the community, including rural areas, to promote the library and its services; and outlined the services available to schools and children to keep them engaged and encourage them to read.

IT WAS AGREED – That the presentation by the Library Manager, on the performance of the service, be noted, and the thanks of the Board be conveyed to the Library Manager and her staff for their work over the last year.

4 VERBAL UPDATE ON REFURBISHMENT PROJECT

The Head of Culture gave an update to the Board on the refurbishment project for the Crown Street Library building. In providing the update it was reported that it had been hoped that the work would have been completed by now, however, as a result of a number of issues, one of which related to the scaffold design for the roof, this had not been possible. Following feasibility work with scaffolding and roofing contractors it had become evident that it would not be a straight forward exercise due to the design required for the roof;

complications relating to the glass that was inset in certain parts of the roof; proximity of the Sports Direct building which put limitations on scaffolding; road closures that were required for Crown Street; and the issues around the footpath not being able to take the load of the scaffold.

It was reported that tenders had now been submitted on a design that met the requirements of the structural engineer; it was expected that the work to erect the scaffolding would start in November; the programme of works would take between 12 and 13 months to complete; the road closure order required to enable the scaffolding to be erected would be published in October; and that consultation had taken place with the transport providers on the proposed closures.

Particular reference was made to the successful submission of a Round 1 bid for funding of just over £200,000 from the Arts Council Library Improvement Fund to supplement the budget for the work, which would, if successful, be used for digital infrastructure work and contributions to the reminiscence area.

Board Members in attendance at the meeting welcomed the provision of the reading room; the investment made by Darlington Borough Council in the building and the town's culture; requested that space be made available for the local studies resources and archives; and stated that the building would be more of an 'icon' for the town, particularly leading up to the 2025 bi-centenary celebrations marking the opening of the Stockton and Darlington Railway. Particular references were made to sustainability plans and to information being made available in a report format in advance of future meetings, to enable greater consideration to be given to the issues in advance of the meeting. The Head of Culture responded thereon.

Following a request by one of the Board Members, the Towns Fund Programme Manager gave an update to the Board on other regeneration plans in the Town Centre that would have an impact and complement the work being undertaken on the Crown Street Library. It was reported that £1M of funds had been secured from the Towns Fund and that approximately 50 per cent of those funds had been spent on the Yards with the remaining money being spent on lighting enhancements; WiFi in the Town Centre; and acquisition of a property in Northgate, with plans to purchase a further two properties.

In addition to the Town Funds Programme, £22.3M of funding had been secured from the Town Deal Fund to fund a total of nine projects. Funding had been received for three of those projects, namely the Adult Skills Project in the Northern Echo building, the TLevels Project based at the College and the Skinnergate and the Yards Project, and an update was given on each of those projects at the meeting. Business cases were required for the further six projects, which included the Rail Heritage Quarter, Bank Top and Railway Scheme, North Road, Linear Park/Skerne Valley, Edward Pease House and Victoria Road, to enable the funding for those schemes to be released and for those projects to be progressed, the deadline for submission of those business cases was November 2021. Again an update on each of those projects was given at the meeting.

Particular reference was made to the proposed purchase of the former Northern Echo building on Crown Street, to be used as an Adult Skills facility, which would complement and

link in with the Crown Street Library, and to the stakeholder engagement that would take place as that project progressed.

It was reported that planning permission had been sought to demolish the former Sports Direct building, on the site to the rear of the library, and a number of early architect proposals for the site were shared at the meeting.

The potential opportunities around the Library building were welcomed by the Board and it was requested that the Trustees be updated, at opportune times, to enable them to have their input and that the links between the Adults Skills project and the library be developed, with a view to the Adults Skills project being seen as a possible extension of the services available at the library.

IT WAS AGREED – (a) That the report be noted.

(b) That reports be submitted to future meetings of the Board, and that those reports include information on how the Library would meet its environmental and sustainability targets.

(c) That Trustees be updated on the potential opportunities around the Library building at opportune times.

5 AOB.

No other business was raised at the meeting.

ANNUAL MEETING OF CROWN STREET LIBRARY TRUSTEES 19 OCTOBER 2022

UPDATE REPORT ON CROWN STREET LIBRARY

Construction Update

1. The restoration of Darlington Library is ongoing. External and internal scaffolding has been erected and works to the 1930's side of the building is well underway.
2. The works to the roof include removal and storage of tiles, replacing guttering, and fitting the new damp proof membrane, before systematically reinstating the tiles.
3. Internally in the 1930's section of the building, plasterwork is being restored and mechanical and electrical improvements undertaken. New flooring will be laid and redecoration throughout before the furniture fit-out completes the reinvigorated spaces.

Adult Lending Library and The Study

4. The Adult Lending Library will provide a dedicated space for Darlington's largest collection of borrowable reading materials within the ambience of our unique library. Customers will experience a welcoming entrance, with clear wayfinding, and be able to borrow independently, or speak to knowledgeable staff for queries. There will be dedicated forward-facing displays to entice different audiences.
5. The previous Reference Library will become The Study, offering a purposeful and practical space for studying, set amongst Darlington's non-fiction collection of books. A variety of seating options will fill the grand space, allowing customers to meet others, or work independently at desks or accessing the computers. Printing will be available, alongside a modest offer of purchasable refreshments enabling customers to visit for a prolonged time.

Current Operations

6. The building on Crown Street is temporarily inaccessible to customers to allow the refurbishment works to progress.
7. An alternative town centre location for customers to visit has been selected at the Dolphin Centre. Customers can borrow and return books, select, and order titles for collection at The Dolphin Centre, Cockerton Library, or as part of our Home Delivery Scheme. Alongside this we promote our offers to residents who don't already access library services.

8. We continue to offer our popular Home Delivery Service, which is free to Darlington residents aged 60 or over and is currently utilised by around 270 households.
9. We continue to support schools and nurseries with regular deliveries of books for enjoyment and education.

Cockerton Library

10. Cockerton Library benefited from modest refurbishment and reopened in November 2021 with a new team of dedicated staff.
11. Activity has increased, including regular Rhymetimes, Lego Groups, Story and Craft experiences for children as well as school visits. Experiences for adult audiences include the Rock of Ages Musical Meets Ups, Watercolour Groups, author talks, and publishing workshops.
12. Borrower figures show that we are lending more books than pre-pandemic with book issues in September 2022 at 5411.

Performance

13. Library loans increased by 55% from 108,030 in 2020/21 to 167,170 in 2021/22. However, they are still behind on pre-pandemic borrowing shown at 250,074 in 2019/20.
14. Interestingly our Home Delivery Service maintains its customers with 28,168 items delivered during 2021/22. This is an increase of 4% from 27,178 in 2020/21, and a massive 391% increase on our similar scheme which ran pre-pandemic and loaned 5,734 items in 2019/20. (241 customers).
15. Book borrowing from Darlington Library is consistent with during the pandemic showing a 31% decrease from 198,979 in 2019/20 to 136,403 in 2021/22.

Dave Winstanley
Group Director of Services



Darlington Libraries

Library Trustees Annual Meeting



DARLINGTON
Borough Council

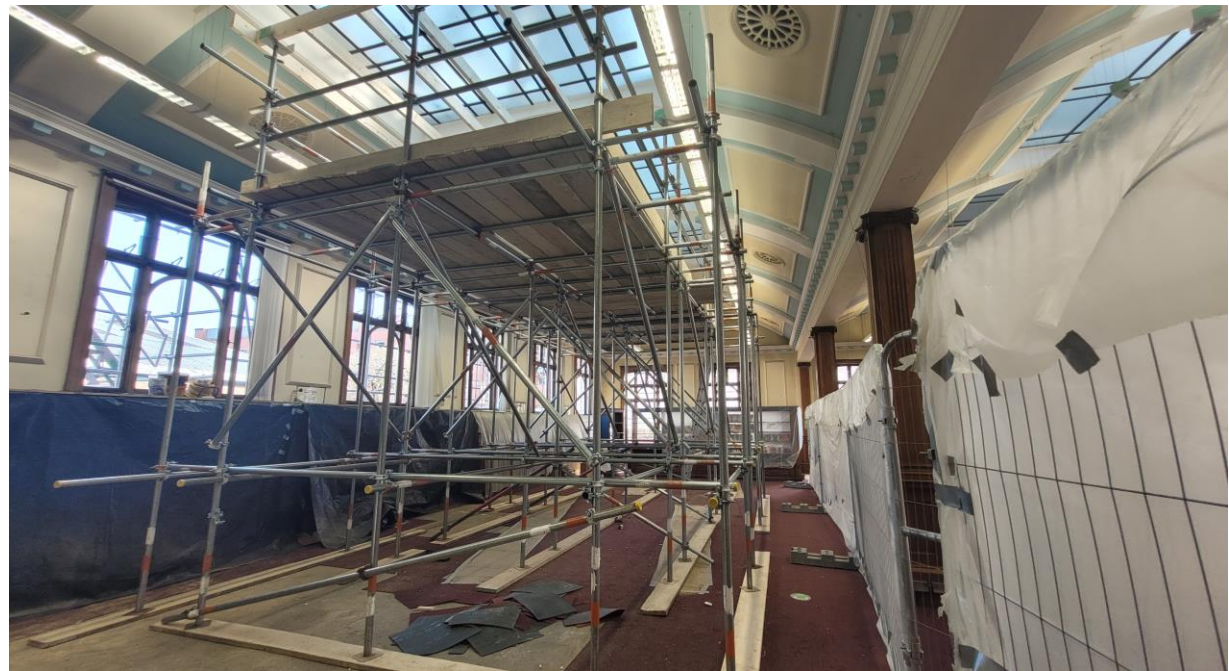








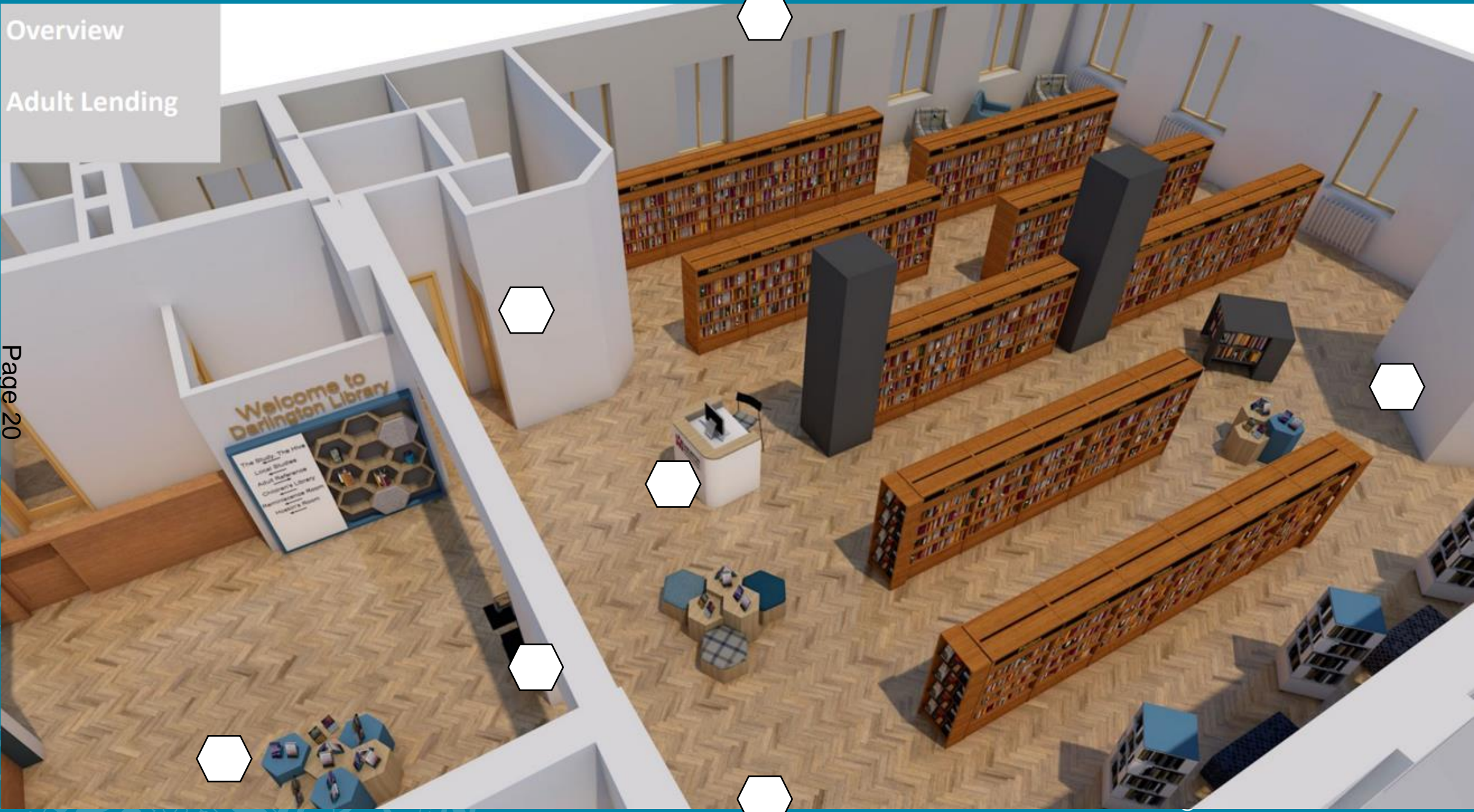
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Overview

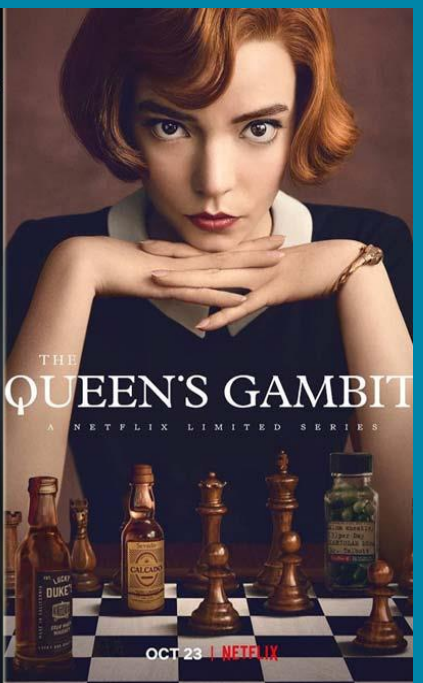
Adult Lending

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A majestic space dedicated to Darlington's largest collection of borrowable reading materials. Visitors will enjoy the experience of browsing the shelves and selecting items to loan in the ambience of the unique lending library.

Customers will easily navigate their way thanks to the clear wayfinding and signage and be able to borrow independently or speak to knowledgeable staff for queries.

Customers passing through for other services, may be tempted by our forward-facing themed displays, prompting customers to try something new, possibly unlocking an undiscovered love for reading and literature.





A purposeful and practical space for study, set amongst Darlington's non-fiction collection of books.

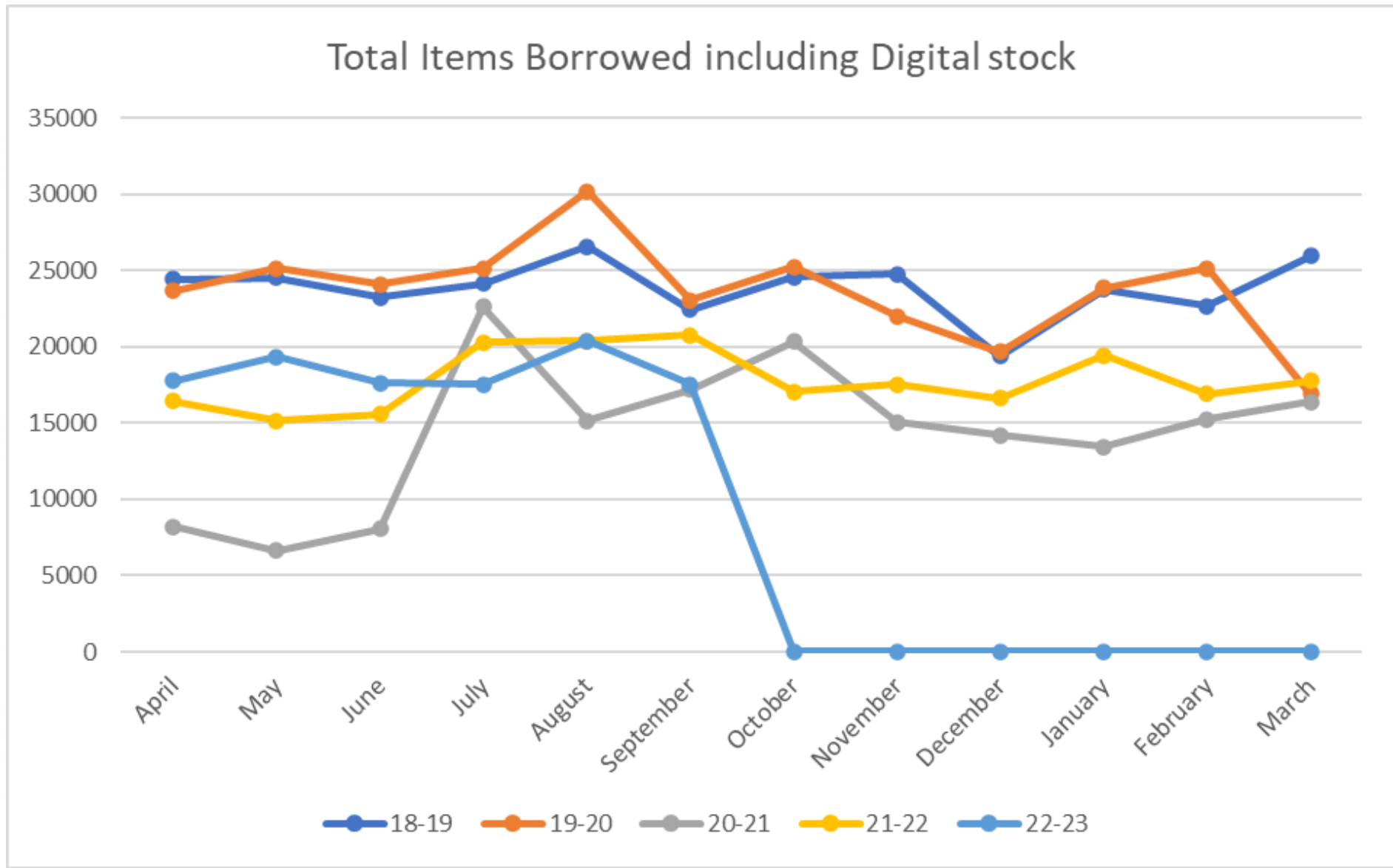
Large tables fill the grand space, allowing customers to meet others, or work independently at desks or using the computers for study or recreation.

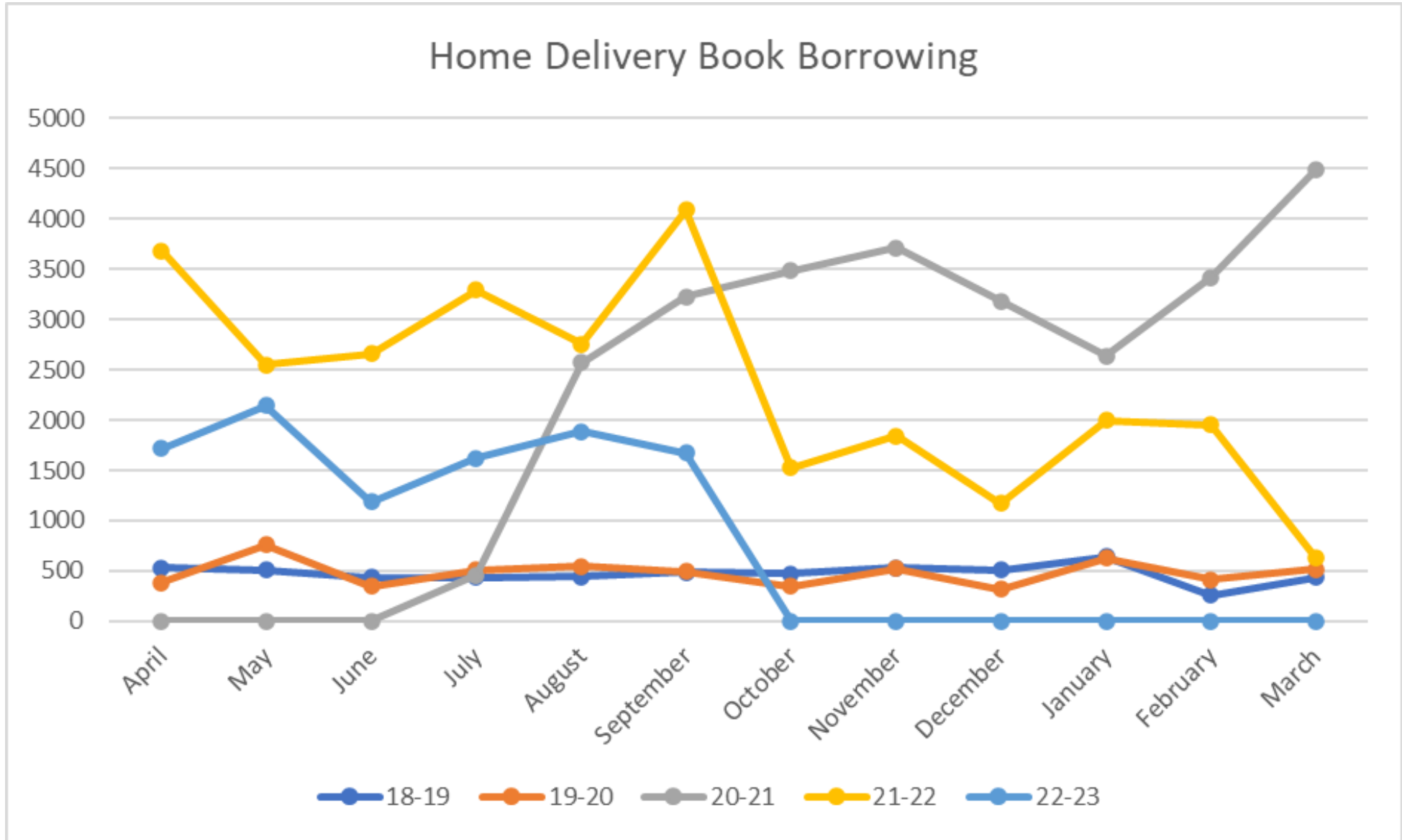
Printing is available, alongside a modest offer of purchasable refreshments enabling customers to visit for a prolonged time.

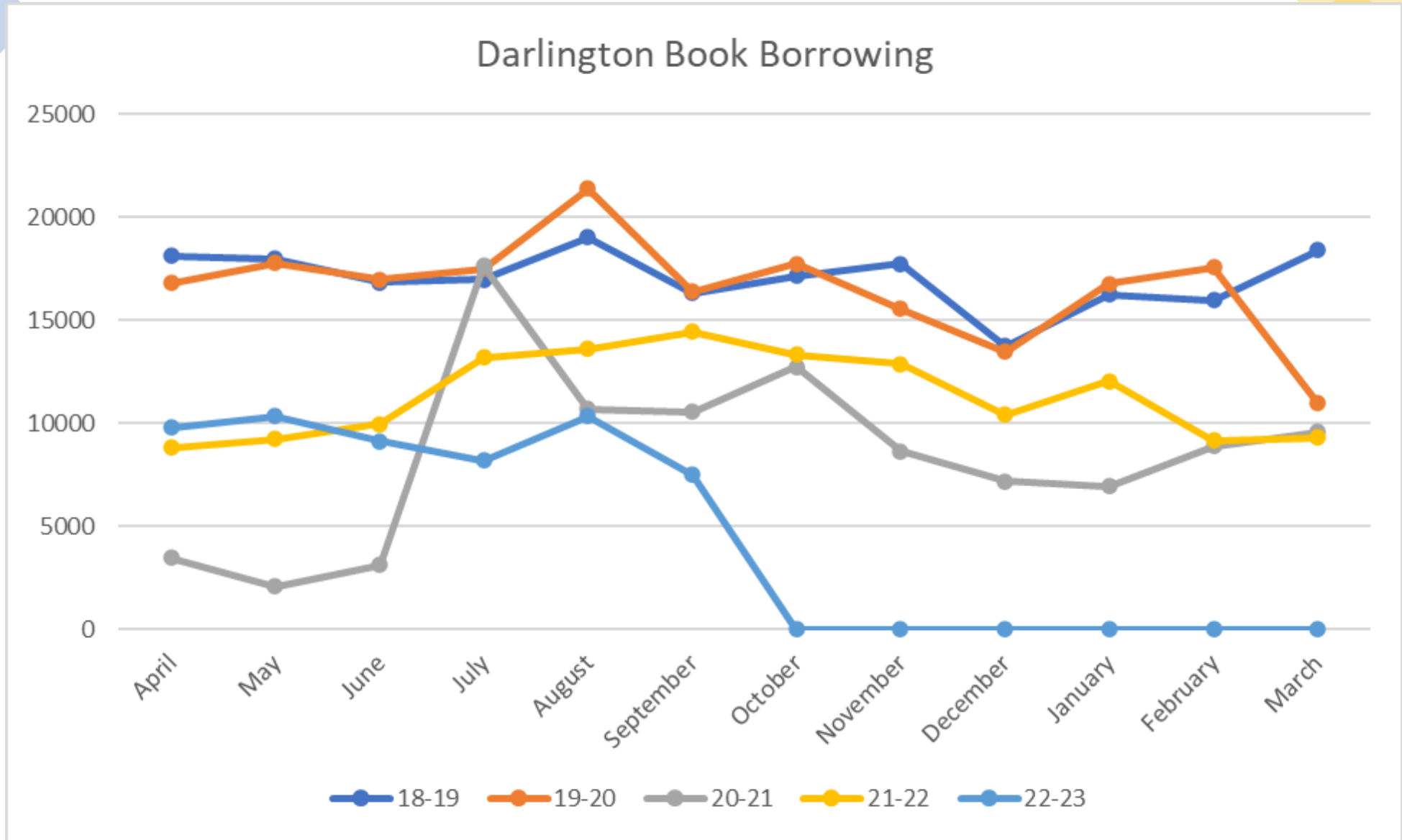


Performance









How are library services operating now?



DARLINGTON
Borough Council



A town centre offer at The Dolphin Centre



DARLINGTON
Borough Council



Beryl, aged 82 receiving her books from library team member, Bob.

**YOUR LIBRARY
YOUR WAY**

**Library Home
Delivery Service**



Residents of Darlington, aged 60 and over, can request a delivery of books to their home.

The books will be selected based on your reading interests and will be delivered to your home every month.

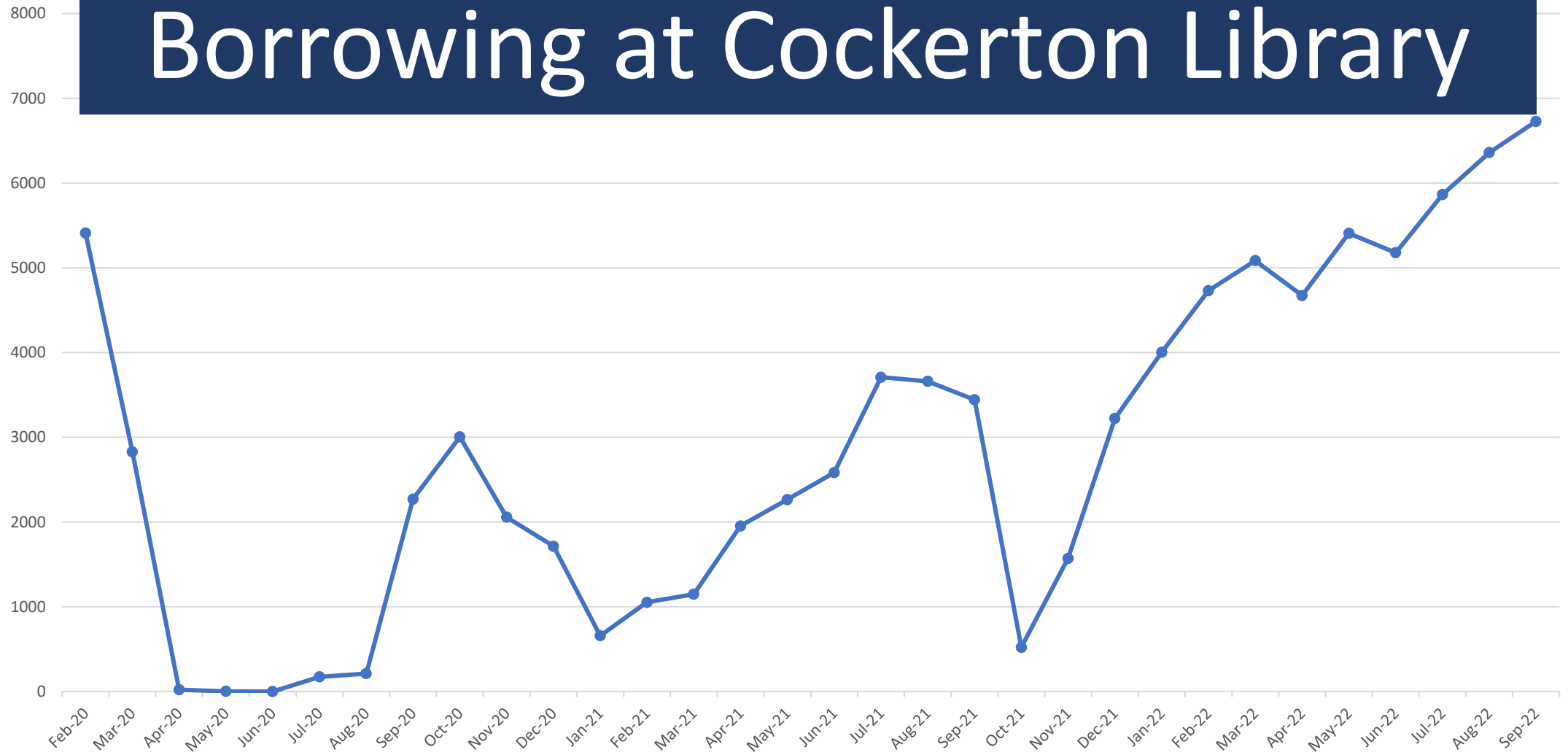
To enquire about this service please ring the Library on **01325 349610**.

Phone lines are open Monday to Friday.





Borrowing at Cockerton Library







Darlington Library, originally the Edward Pease Free Library on Crown Street, was originally built in 1885 with a further extension in 1933. The building is listed grade II and lies within the Darlington Town Centre Conservation Area.

This key heritage asset will be refurbished and restored to preserve its function as a delivery point for Darlington's central library service including the Centre for Local Studies and Art Gallery.

The work will be sympathetic to the history of the building, enhancing and celebrating heritage features, whilst providing spaces to enable a modern library service to deliver on its universal offers.

Thank you

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