

Libraries Partnership Board

Agenda

Monday 10th May 2021, 1.00pm till 2.30pm

Online meeting using Microsoft Teams

1.	Welcome and apologies	LG	2.00 - 2.05
2.	Meeting etiquette	LG	2.05 – 2.06
3.	Minutes and matters arising from last meeting (Enclosed)	LG	2.06– 2.10
4.	COVID Recovery	EH / CS	2.10 – 2.20
5.	Central Library Roof refurbishment	EB	2.20 -2.25
5.	Building refurbishment updates	EB	2.25 – 2.50
7.	Terms of Reference	EB	3.05 – 3.15
8.	Contributions from the public gallery	All	3.15 – 3.25
9.	A.O.B	All	3.25 - 3.30

Libraries Partnership Board Meeting
Monday 8th February 2021, 2.00pm till 3.00pm
Online meeting using Microsoft Teams

Meeting Minutes

In attendance:

Members

Lynton Green – WBC – Deputy Chief Executive and Director of Corporate Services
Eleanor Blackburn – WBC – Head of Inclusive Growth and Partnerships
Cheryl Siddall – Livewire and Culture Warrington, People, Performance and Resources Director
Cllr. Joan Grime – Friends of Culcheth Library
Peter Lewenz – SWISH

Board Support

Garry D'Arcy (GD) – WBC, Partnership and Commissioning Officer

	Actions
1. <u>Welcome and apologies</u> <u>Apologies received from</u>	
2. <u>Meeting etiquette</u> <ul style="list-style-type: none">• LG talked to the group about meeting etiquette and how Microsoft teams works as well as how to interact in the meeting.	
3. <u>Minutes and Matters Arising</u> <ul style="list-style-type: none">• CS clarified from the previous minutes that LiveWire have a volunteer policy in place with a number of documents that supported this.• After discussion it was agreed that the volunteer policy would be taken to the next meeting of the Friends of groups to explain the voluntary policy and reassure that volunteering does not take away library staff roles. <p>Action WM to take the volunteer policy to the next Friends meeting</p> <ul style="list-style-type: none">• WM also informed the meeting that a Volunteer Co-ordinator would be employed in the future to support volunteers/ volunteering.• Minutes accepted as true record of the last meeting	WM
4. <u>Central Library Update (see addendum 1 for report)</u> <ul style="list-style-type: none">• EH talked through the Central Library update.• PL felt it was positive to be updated regularly on Central Library, Albert Hartley agreed as it was an asset and looked forward to future report updates.• LG agreed and welcomed the next face to face meeting should be at Central library.	
5. <u>Building Refurbishment updates/ Library Business Cases</u> <ul style="list-style-type: none">• EB explained that she had updated the business cases for the 3 libraries that were still awaiting refurbishment works, which were Penketh, Padgate and	

Culcheth.

Culcheth Library

- A second meeting with the Culcheth Friends Group has taken place to agree a number of refurbishment ideas.

Meeting idea highlights

- New community room
- No extension so foot print staying the same
- Dedicated staff and work room
- New corridor to open an accessible public toilet
- Reconfigure main library room to move the ICT stations into main library.
- New externals works to include patio seating areas
- New atrium style room

Padgate Library

- Contract has been awarded to a contractor who has been on site to plan programme of works and to estimate materials needed.
- CS is working with Friends group to plan out internal works and FF & E/ dementia friendly signage alongside contractor programme.

Penketh Library

- EB has received updated estimated costs for repair works to the library after initial costs for refurbishment were substantial.
- Currently awaiting for costs to provide improvements to current toilet facilities to look at making them accessible.
- A budget for FF & E/ dementia friendly signage has been agreed, CS will be working with Friends group to take this forward.
- Susan Morris asked if there was still plans to include a community room dedicated to Jane Forshaw, EB reassured the meeting that this is still in the plans with the room to be a health and wellbeing room.
- EB wanted it noted that they were grateful that local people have been involved and supported in the plans for the library works. LG responded that none of this could have happened without that support

Birchwood Library/ Tennis Centre

- After a recent meeting with the Leader of the Council he has asked that that the project should be a more ambitious scheme to create a community hub.
- EB explained that the original development was too costly in the current financial situation so an affordable hybrid scheme is being looked at which would include internal remodelling and frontage improvements.
- WBC and Livewire are currently working on proposals over the coming weeks so will be able to bring a report to the next meeting.

Burtonwood

- The boiler has been replaced and is now fully operational

<ul style="list-style-type: none"> • Still awaiting for costs for works from Fire Risk assessment, contractors class this piece of work as low priority in current COVID climate. <p><u>Westbrook</u></p> <ul style="list-style-type: none"> • 2 positive meetings have taken place with the Local Parish councils with agreement that EH will work on the development of business case focused on increased community provision. • Livewire are currently working on developing a list of potential partners who could support the library • EB talked about the costs of running the library and its allocation in the library budget. 	
<p>6. Library Business Cases</p> <ul style="list-style-type: none"> • Covered in building refurbishment agenda item 5 	
<p>7. Terms of Reference</p> <p>EB talked about the new TOR for the libraries as the current board will change following the completion of its original outcomes.</p> <p>Key points of new TOR;</p> <ul style="list-style-type: none"> • Keeping high levels of engagement • Continuation of support for LiveWire in delivering the Library strategy, mindful of current financial situation due to Covid • Support for external funding opportunities • User engagement • Reduce board numbers down to 10 board members • Reducing the number of meetings per year to 3 a year. 	
<p>LG wanted to keep local people involved as the process so far has engendered good working relationships.</p> <p>The new TOR and business cases were only sent out to board members but agreed it could be sent to regular public attendees to the meeting as long as kept confidential.</p> <p>Action – any comments on both documents to be sent to GD</p>	All
<ul style="list-style-type: none"> • PL welcomed the new TOR but asked if the current 4 Friends representatives could be maintained as there are 4 Friends groups, he also felt that it was important that original purpose of the board was to support financial sustainability for the libraries • LG agreed that sustainability is important especially in the current Covid crisis. • EB it would be difficult to have all Friends groups represented and create an imbalance as eventually the plan would be to have a friends group for every library. • EH suggested an alternative that there would 3 reps who would bring issues/questions to the board from the regular quarterly Friends group forum meetings. • JG the initial number of reps was due to the four areas across the borough • LG agreed to look to keep flexible over the numbers of Friends Reps. • LG has asked for an outcome report be produced to be presented to WBC 	3

<p>Cabinet</p> <ul style="list-style-type: none"> Janet Evans thought as the meetings are not taking as long that it would be a good idea to have guest speakers for future board meetings. LG it would be a good idea as one of the Terms of reference was to draw on international and national best practice. 	
<p>8. <u>Contributions from the public gallery</u></p> <ul style="list-style-type: none"> WM wanted it noted in the minutes an acknowledgement for Rachel Ralston, Chris Everett and Julia Hoffman, all three senior librarians who have throughout the current crisis continued to do their job in difficult circumstances and have set up social media presence for the closed libraries, as well as maintain content which has led to the Facebook page with currently 1000 members. 	
<p>9. <u>A.O.B.</u></p> <ul style="list-style-type: none"> None 	

Day	Date	Venues	Time
Monday	10.05.21	TBC	2.00 – 3.30
Monday	09.08.21	TBC	2.00 – 3.30
Monday	08.11.21	TBC	2.00 – 3.30

Central Library Update report

1.0 Background

On 20th March 2019 Warrington's Libraries Partnership Board approved the progression of LiveWire and Culture Warrington to move forward with plans to refurbish the current library and museum building located on Museum Street. The intention was to establish a creative hub offer for the town within the building; creating a rich heritage resource for the town that tells its stories well and a place that inspires learning for all ages.

The proposed plans identified a series of changes aimed at introducing a revised collaborated offer. The purpose was to improve the customer service experience for all visitors to Warrington Museum and Central Library; helping to mitigate the year on year decline in visits to both the library and museum services. The three specific areas of focus were:

- Physical changes
- Marketing and branding
- Integration of the services' offers

Throughout July and August 15 stakeholder engagement sessions were conducted across the borough; these were attended by approximately 188 members of the public and other stakeholders. Feedback received throughout the consultation period was reviewed and influenced the final proposals for the site.

2.0 Improvements to be made

Warrington Museum and Central Library closed their doors on 1st September 2019 for a two week closure period; this enabled the following cosmetic works and improvements to take place:

Physical Changes

- Relocation of the main library counter to left of the main entrance
- Introduction of a small merchandise offer on the ground floor of the library and in museum
- Creation of an cultural space on the raised level of the main library
- Creation of an exhibition space on the raised level of the main library
- Review of storage in ancillary spaces
- Review and improved entrance door access for both the library and museum
- Creation of specific areas within the library space - including one for use of customers' own devices, a study area and a health area

Marketing and Branding

- Museum Entrance – improvement of the sight line from Golden Square down Bold Street by the use of wayfinding signage
- Museum Lobby and Stairwell – improved signage and way marking throughout the space
- Library Entrance – improved signage and way marking throughout the space
- Archives and Local Studies – raise awareness of the location of the service through internal signage

- Improved signage and way finding around the whole building including a revised map of the building
- Creation of an annual joint marketing plan promoting the whole building offer through a programme of activities and resources on offer
- Development and delivery of a digital strategy to open up the museum and library to wider audiences and re-engage with audiences who haven't used the services for a while (or who are unable to travel to the building)

Integration of the Service Offers

- Alignment of opening hours across all services - including weekend opening
 - Monday – Tuesday: private groups
 - Wednesday – Saturday: 10am – 4:30pm
 - Sunday: 11am – 3pm
- Improved stock flow from the main library throughout the whole building by introducing specialist collections that complement exhibitions displayed in the museum's gallery and exhibition spaces
- Synergy in the programming of exhibitions, events and learning initiatives across Culture Warrington and LiveWire, i.e. a whole building approach with key themes throughout the year

3.0 Reopening Warrington Museum and Central Library

Warrington Museum and Central Library reopened its doors on the 14th September 2019. In celebration of this, a full programme of weekend activities was created – attracting nearly 900 participants.

Highlights of the opening event included:

- The unveiling of three new murals in the museum and library
- Members of the popular 99th Garrison Star Wars group patrolling the building
- A 'Moon-inspired' dance performance choreographed by Kate Jackson and performed by students from Priestley College; this was linked in with Warrington Contemporary Arts Festival
- Poetry performances
- Star Wars craft activities
- Artist talk by Pip Woolf about her exhibition Matter of Identity
- Choir performance by Wired for Sound
- Dance workshops by Wired: Up Dance Company, a Warrington-based contemporary dance company

3.1 Events and activities at Warrington Library

Since the reopening, the two teams of LiveWire and Culture Warrington continue to collaborate to create a joint and diverse events programme which, where possible, encompasses the whole building. Adopting a holistic approach provides an improved and more effective access to services, greater response to need and an opportunity to attract new visitors.

A summary of the library's events and activities programme between September 2019 and March 2020 is set out below:

Month	Name of event/activity	Description
Ongoing	Conversation and coffee	ESOL: Weekly class teaching English as a second language
	IT Buddy	2 volunteers recruited to assist users with IT basics
	Wonky Writers	Monthly creative writing group which was sustained following a successful writing workshop delivered by Read Now Write Now and funded by ACE
	Wire Writers	Monthly writing group
	Reading Group	Monthly reading group
	An evening of poetry reading	Monthly poetry group
	Primary School Class visits	Programme of class visits to the library Total of 518 pupils attended as part of the visits
	Rhymetime/storytime	Weekly session
	Pre-school class visits	Programme of preschool visits Total of 32 children attended as part of the visits
	Job Club/Budget boosting	Weekly drop in sessions delivered in partnership with Department for Work and Pensions (DWP)
	Tai-chi	Weekly classes commenced Feb. 2020
Sept. 2019	Camera Club	Weekly sessions aimed at participants aged 6 years and over delivered in partnership with Express Arts. Following a successful project at Culcheth Library this short course on building confidence and self-esteem by exploring photography, film making, animation, acting for film, post processing as well as meet new friends and learn new skills.
Libraries Week 5 – 14 Oct 2019		
	Fun Palaces (in collaboration with	A full weekend of activity - bringing members of the community together to showcase and

	Culture Warrington)	<p>share their skills and interests.</p> <p>Over 750 people participated in the weekend</p> <p>Feedback: <i>Brilliant! Great to have so many things to try. We would never have done otherwise. We have visited the museum before but not the library.</i></p> <p>[outcomes = enjoyment, positive attitude in relation to an experience, behaviour]</p> <p>Also demonstrates success of joint working between library and museum</p>
	Food for Fines	<p>'Food for Fines' scheme aimed to help raise much-needed donations to Warrington Food Bank by allowing library members to donate items of food in place of paying a fine on any overdue book.</p> <p>For each item of food donated, library staff reduced the amount of fines owed on overdue books by £1.</p>
	MakeFest Augmented Reality (AR) books (event in support of Libraries Week in collaboration with Culture Warrington)	<p>Libraries Week provided an opportunity to deliver an activity to introduce the new augmented reality books</p> <p>385 adults and 344 children attended</p> <p>Feedback: <i>Lovely staff, with very educational information and free activities for children. My son who is nearly 6 just getting interested into planets, etc. "Loved It"</i></p> <p>[outcomes = enjoyment, learning something new, positive attitude in relation to an experience]</p>
	A Homes for the Muses (event in support of Libraries Week in collaboration with Culture Warrington)	<p>Well-known local author, Janice Hayes, delivered a presentation about the fascinating story of Warrington Museum and Central Library</p> <p>19 attended</p> <p>Feedback: <i>Very interesting talk; I learnt quite a lot of information which I wouldn't have found out about otherwise.</i></p> <p>[outcomes = being surprised, learning facts or information]</p>
October 2019 activities for children		

	Spooky stories and activities	Holiday activities Cross promoted with WMAG holiday activities
	iDEA (Inspiring Digital Enterprise Award) Workshop (in collaboration with Culture Warrington)	Digi workshop for families
	Spooky coding workshop (in collaboration with Culture Warrington)	Digi activity for children
	Halloween mask making	Holiday activities for families Cross promoted with WMAG holiday activities
November 2019 activities		
6 Nov	Great North West Read author event	Phaedra Patrick – author of The library of lost and found talked about her work/book signing 18 attended Feedback: <i>A worthwhile event. Phaedra gave an inspiring talk. I'm glad I came.</i> [outcomes = positive attitude in relation to an experience, being inspired]
9 Nov	Viking Event (in collaboration with Culture Warrington)	Time travel event exploring a different era, remembrances and celebrations Taking centre stage in the library was a group on Viking re-enactors who entertained audiences by inviting them to take part in a number of authentic games and live music, while Thor and Loki from Imagining History delivered two 45-minute performances regaling families with their wit and humour Visitors could then take a historical journey throughout the whole building casting their eyes over intriguing artefacts, trying their hands at making Thor's famous hammer pendant and sampling some Viking foods and drink Over 800 participants attended the event

		<p>Feedback: <i>I liked learning about the Viking influence on Warrington and the surrounding area.</i> [outcomes = knowledge and understanding/making links and relationships between things]</p>
	AR colouring activity	Activity for families
December 2019 activities		
12 Dec	Unplugged Sundays	Unplugged Sundays was introduced on 12 th December to encourage families to spend quality time together by enjoying a range of traditional games
Dec 2019	Christmas crafts x 2	Holiday craft activities for families Cross promoted with WMAG holiday activities
January – March 2020 activities		
Jan 2020	Holocaust exhibition : No child's play (in collaboration with Culture Warrington)	<p>A panel exhibition of toys, games, art, diaries, poems, and stories of children during the Holocaust – on loan from International Christian Embassy Jerusalem (United Kingdom) Ltd</p> <p>The exhibition received lots of visits including from Woolston and Latchford St. James CP. Children indicated on monitoring forms they found the exhibition interesting, thought provoking and informative</p>
2 Feb 2020	Celebration of Top Borrowers	12 library borrowers (age range from 6 – 82) and their friends and family were welcomed at a special event to celebrate a love of reading
	Half term break crafts	Holiday craft activities for families Cross promoted with WMAG holiday activities
	Parachute games	Family activity
5 – 12 March	From Prejudice to Pride (in collaboration with Culture Warrington)	<p>In partnership with Body Positive, a Cheshire based sexual health charity, and Silver Rainbows, a social network for older LGBT people in the area.</p> <p>An exhibition was on display for a week; presenting a potted history telling the story of LGBT history in Cheshire from 1800 to the</p>

		<p>present day.</p> <p>The exhibition was aimed at raising awareness of the prejudice faced by the LGBT community and how the Pride movement came about.</p> <p>The exhibition was supported by two free social events called ‘Tea & Tattle’ on 5th March where people were invited to drop in and enjoy a brew and a chat.</p>
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3.2 Other joint initiatives

Alongside the programme of activities highlighted in section 3.1, the collaborative working model at Warrington Museum and Library has supported the delivery of the following initiatives:

Made.Digital

The Made.Digital project is an externally funded project between LiveWire and Culture Warrington aimed at delivering coding, digital and physical computing workshops to young people and vulnerable adults in schools, central and neighbourhood libraries and businesses within Warrington. Warrington Museum and Library are located at the heart of the project as ultimately the aim is to create a digital makerspace at the site.

Throughout February and March Continual Professional Development (CPD) workshops were delivered at Warrington Library to both library and museum staff based at the site. The workshops focused on upskilling staffs' digital knowledge - equipping them with ability to deliver digi sessions at their home site; 24 staff received the training.

Warrington Contemporary Arts Festival (WCAF)

‘The space between us’ project was part of WCAF 19. This provided an opportunity for 20 children and young people from Wired Young Carers and a local dance group to take part in a mixed arts programme through creative writing, dance, film and art. As part of the project two dance workshops were held in Warrington Library during September 2019. Subsequently, the library hosted the project’s final film on a newly installed projector screen in November 2019.

Museum school/ education bookings

Allocating Mondays and Tuesdays for private group bookings has enabled the Museum Team to support larger class visits as part of their education programme; with schools sending groups of up to 90 pupils in one visit.

Heritage Network Meeting

Warrington Library hosted the town's Heritage Network meeting on 20th January 2020. Culture Warrington are key members of the network and this provided the team with opportunity to show case the site and resources available to the network's members and key partners.

4.0 Performance Data

*Statistical information included in the summary below is for the period 14th September 2019 to 21st March 2020

Since the reopening of Warrington Library on 14th September there has been:

- 43,358 Visits
- 33,610 Book issues
- 163 Activities delivered
- 4,158 Participants at activities
- Seven museum education classes hosted in the library attended by 410 participants *this figure is double the capacity the Museum Team can usually deliver across seven sessions in the Museum Classroom

5.0 Looking ahead

Given the current situation, it is too early to fully evaluate the impact of the changes undertaken at Warrington Museum and Central Library in September 2019. Due to the impact of COVID a number of actions set out at the beginning of the project are still to be implemented. These include:

- Continuing to build on the joint approach to marketing the services
- Reviewing the current education offer across all services and make better use of the combined resources to extend the offer to new users and audiences through the development of a joint workshop. This will enable Warrington Museum and Central Library to better support schools to deliver the national curriculum framework
- Expanding the archive and local studies offer into community libraries
- Working to further engage specific group visits and private use of the building from Education, Community and Special Interest Groups on Mondays and Tuesdays
- Developing a 'Friends of Warrington Museum and Central Library Group' to support the programming and events at the site and to act also as advocates for the service
- Continue to work collaboratively on the activity programme ensuring a whole building approach with key themes throughout the year

However, the teams recognise that such priorities for the site will need to be reviewed in line with the town's Post-COVID Recovery Plan. As a creative hub, Warrington Museum and Central Library have a vital role in supporting the wellbeing and recovery of Warrington's residents. As a result, developing programmes and delivering activities to support this will continue to be explored and implemented.

Libraries Partnership Board Meeting Attendees
8th February, 2.00pm – 3.30pm
Online Teams meeting

Board Members

NAME	ORGANISATION	signature
Lynton Green	WBC	Yes
Eleanor Blackburn	WBC	Yes
Emma Hutchinson	Culture Warrington	Yes
Steve Cullen	Citizens Advice Bureau	No
Cheryl Siddall	Livewire	Yes
Wendy Molyneux	Livewire	Yes
Amanda Juggins	WBC	Yes
Gary Borrows	SWL	Apologies
Joan Grime	Friends of Culcheth	Yes
Peter Lewenz	SWISH	Yes

Board Support

NAME	ORGANISATION	Attended
Garry D'Arcy	WBC	Yes
Damian Richards Clarke	WBC	Apologies

Guests

NAME	ORGANISATION	Attended
Susan Morris	Livewire	Yes
Philip Forshaw	FOPL	Yes
Cllr. Sharon Harris	SWISH	Yes
Andrew Mortimer	FOCL	Apologies
JE Billington	Culcheth Resident	Yes
Janet Rawsthorn	PADFOL	Yes
Janet Evans	Culcheth	Yes
Christine Smith	PADFOL	Yes
Albert Hartley	PADFOL	Yes
Linda Riley	PADFOL	Yes
Mary Ross	FOPL	Yes