

Joyce Holman

From: Joyce Holman
Sent: 22 November 2017 16:08
To: 'Nicholas Burns-Howell'; 'Neil Hopkins'; 'Jane Milner-Barry';
'dawnpajak@gmail.com'; 'Stan Pajak'; 'triciaphilpot@hotmail.co.uk';
'jfshort@hotmail.co.uk'; 'Chris Watts'
Subject: FW: Park staffing & hours
Attachments: Current Staffed Opening Hours.docx

Dear Cllrs

Please see email below from Allyson Jordan.

SBC are changing the way that the libraries operate and the hours that they are available for the public to use. The public are now able to be given a card which enables them to have access to the library, even if there are no staff on duty.

This means the public can use the library early in the morning and later in the evenings.

This scheme is operating in North & West Swindon libraries and SBC are going to introduce at Park Library.

When the Parish Council originally looked at opening hours, they asked for the library to be kept open later some days to help people that worked.

This has led to complications, because SBC provide security for people working late and this had not been included in any costings.

With this new system it will not be necessary for staff to work late as the public will have access on their own.

Allyson is suggesting how the hours that the Parish Council are contributing to can be changed.

I am not sure that we have time to fit in a meeting before SBC want a decision, as like everything they need to have an answer by yesterday.

I have looked at the current opening hours and SBC are paying for 15 and the Parish Council for 20hours. The attachment suggests the opening hours which SBC would like to implement from next week.

Can you let me know if you are happy to approve this for now, with the understanding that a review takes place in 2 months time. If there are times when the public are not using the library, then it may be time to rethink whether you need to be contributing to as many hours.

I will wait to hear from you before going back to Allyson.

Regards

Joyce

Joyce Holman
Parish Clerk
South Swindon Parish Council (Central Swindon South Parish Council)

From: Allyson Jordan
Sent: 20 November 2017 17:58
To: Joyce Holman <JHolman@swindon.gov.uk>; Chris Watts <chriswatts1967@live.co.uk>
Cc: Glenda O'Connor <GO'Connor2@swindon.gov.uk>; Leon Bolton <LBolton@swindon.gov.uk>
Subject: FW: Park staffing & hours

Joyce and Chris

We are due to go live with extended access next week.

We have reviewed the suggested changes in staffed hours that I discussed with you at our last meeting but due to staff timetables(staff working at other libraries) we would be unable to change the hours exactly as you wanted to.

Please find an attachment with a suggested alternative.

Would you be able to review the suggestion and let us know asap if you wish us to go ahead with the suggestion?

Glenda, Leon or I would be happy to discuss the proposed hours.

Allyson

Allyson Jordan(ajordan@swindon.gov.uk)

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From: Glenda O'Connor
Sent: 20 November 2017 17:27
To: Leon Bolton <LBolton@swindon.gov.uk>
Cc: Allyson Jordan <AJordan@swindon.gov.uk>
Subject: RE: Park staffing & hours

Hi

If Park is due to start EA next Tuesday – would it be worth starting the new hours at the same time?

Not sure if the PC have had an opportunity to look at the hours below or whether they are still keen on the hours they suggested. As we are not changing any days open and generally very quiet in the time we will now be closed, I think we can do this without huge amounts of prior notice to customers.

Please see attached sheet for hours and suggestions.

Thanks

Glenda O'Connor

Supervisor West Swindon and Park Libraries

Swindon Borough Council

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	Current Staffed Opening Hours	Suggested Staffed Opening Hours (PC)	Suggested Staffed Opening Hours (SBC)
Monday	10.00am - 7.00pm	10.00am - 5.30pm	10.00am - 5.30pm
Tuesday	11:00am-3:00pm	10:00am - 4:00pm	10.00am - 2.30pm
Wednesday	1:00pm-6:00pm	1:00pm - 6:00pm	1:00pm - 6:00pm
Thursday	12:00pm-7:00pm	11:00am - 5:30pm	10.00am - 5.30pm
Friday	11:00am-6:00pm	11:00am - 6:00pm	10.00am - 5.30pm
Saturday	10:00am-13:00pm	10:00am -13:00pm	10:00am -13:00pm
Sunday	closed	closed	closed

	Extended Access Opening hours	Suggested Staffed Opening Hours (SBC)	Extended Access Opening hours
Monday	8.00am - 10.00am (2 hours)	10.00am - 5.30pm (7.5 hours)	5.45pm - 8.00pm (2.25 hours)
Tuesday	8.00am - 10.00am (2 hours)	10.00am - 2.30pm (4.5 hours)	2.45pm - 8.00pm (5.25 hours)
Wednesday	8.00am - 1.00pm (5 hours)	1:00pm - 6:00pm (5 hours)	
Thursday	8.00am - 10.00am (2 hours)	10.00am - 5.30pm (7.5 hours)	5.45pm - 8.00pm (2.25 hours)
Friday	8.00am - 10.00am (2 hours)	10.00am - 5.30pm (7.5 hours)	5.45pm - 8.00pm (2.25 hours)
Saturday	8.00am - 10.00am (2 hours)	10:00am -13:00pm (3 hours)	1.15pm - 8.00pm (6.25 hours)
Sunday	8.00am - 8.00pm (12 hours)		
	42.25 hours	35 hours	