



OFFICER REPORT TO LOCAL COMMITTEE (MOLE VALLEY)

LIBRARY STAFFING REVIEW PROPOSALS TO INCREASE LIBRARY OPENING HOURS

26TH SEPTEMBER 2007

KEY ISSUE

The Library Service is currently undertaking a fundamental staffing and structural review. .

SUMMARY

The Review has demonstrated that genuine efficiency gains result from enhanced automation and the introduction of self-service technology for library users. The benefit for library users is a measurable improvement in hours of access in Surrey County Council libraries. These proposals will have a positive effect on Library opening hours in each Borough/District. This report itemises in Section 9 the changes for Mole Valley.

OFFICER RECOMMENDATIONS

The Mole Valley Local Committee is asked to agree that:

- (i) It supports the approach of seeking improvements to opening hours and services through efficiency gains from Self-service new technology.
- (ii) It supports the proposed new Group structure – three Groups of libraries, A ('Town' centre), B ('District' Centre) and C ('Local' Centre), with a geographic / strategic approach.
- (iii) It supports the resulting improvements in opening hours in Libraries in Mole Valley

1 INTRODUCTION

1.1 The Library Service is currently undertaking a fundamental staffing and structural review. There have been many factors that have converged to provide this timely opportunity:

- Trends in use – decline of visitor numbers and changes in patterns of visits
- Introduction of self-service technology
- Increased automation for users – more information available on-line
- Successful transfer of calls to Contact Centre
- User and non-user feedback regarding opening hours

Due to the scope of the review we are taking a phased approach

1.2 **Phase 1** has focused on the frontline service, and provides options for

- Structuring the library network – grouping libraries of similar size and scope,
- Standardising and improving opening hours and deployment of frontline staff,
- Developing a consistent service offer across and within the Groups.

1.3 The brief of the project team was to work within existing staff resources to achieve the most effective outcome. Standardised opening hours could be achieved, with some libraries gaining from increased hours to match the libraries in their Group, but also a reduction in late night opening, reflecting the progressive fall-off in visitor numbers in libraries between 5pm and 8pm.

1.4 However, with effectively planning for the use of the £250,000 additional revenue allocated by the Leader of the Council in the 2007/08 budget, it will be possible to **enhance** opening hours.

1.5 This will include:

- Additional hours at the new Walton library development.
- Designation of the Surrey History Centre as an additional library - providing improved customer service and a welcome boost to our Corporate Performance Assessment Indicator scores for opening hours and visitor numbers. Surrey History Centre will have a lending collection pertaining to its subject areas.
- A pilot of Sunday opening for Walton new Library.

- 1.6 If agreed these proposals will achieve the following benefits:
- a) Subject to validation and costing, 12% increase in opening hours across the network of 52 libraries,
 - b) Improved access to the service,
 - c) Exploit the benefits of self-service technology to achieve more effective use of staff by releasing staff from routine duties to help readers more and give better customer care,
 - d) Create the potential for reaching a new and wider membership including younger people,
 - e) Fulfil the public's expectations of larger service points in towns,
 - f) Provide a clearer definition of the core Service offer which will help marketing,
 - g) Focus service delivery on performance measures,
 - h) Improve geographic spread of Service Offer activities,
 - i) Provide for improved staff deployment via development of model timetables.
- 1.7 The Review has demonstrated that genuine efficiency gains result from enhanced automation and the introduction of self-service technology for library users. The benefit for library users is a measurable improvement in hours of access in Surrey County Council libraries. This research exercise has enabled the service to plan opening hours that are consistent and easy to understand, and that meet the preference of current and potential users.
- 1.8 These proposals will have a positive effect on Library opening hours in each Borough/District. Annex E shows the changes for Mole Valley, which are summarised below;
- Dorking Library: designated as a Group A 'Town' library, will gain 12 hours 30 minutes per week. The library will open 6 days per week instead of 5, and will open at 9am every day, closing at 6pm on Monday, Wednesday and Friday, 7pm on Tuesday and Thursday, and 5pm on Saturday
 - Leatherhead Library: designated as a Group B 'District' library, will gain 8 hours per week. The library will open 5 whole days per week, from 9am to 7pm on Tuesdays, and 9am to 5pm from Wednesday to Saturday
 - Ashted Library: will gain 3 hour every week. The library will close at 7pm on Tuesday and it will open at lunchtime on Tuesday, Thursday, Friday and Saturday.
 - Bookham Library: will gain 1 hour every week. The library will close at 7pm on Thursday, and it will open at lunchtime on Monday, Tuesday, Friday and Saturday.

1.9 Overall, libraries in Mole Valley gain 21 hours 30 minutes per week.

2 Background to the Libraries Staffing Review project

2.1 A project team of library practitioners has been seconded for one day per week since December 2006 to work on Phase 1 of a comprehensive review of Libraries. The project has started with a review of frontline service delivery, and has worked on proposals for:

- Structuring the Library Network (grouping libraries together by size and scope),
- Improving opening hours,
- Defining a core Service Offer to be delivered in all libraries.

2.2 Factors driving this review are:

- Falling book issues / visitor numbers over the past 10 years,
- Introduction of self service technology / added value from IT contract extension (14 libraries in current phase),
- Transfer of library phone calls to the Contact Centre,
- Introduction of other automation for users: online catalogue checking and reserving books; online booking of public terminals,
- Feedback on users' needs and expectations: longer (in some cases), more convenient and more easily understood/consistent opening hour patterns,
- Surveys in 2005 recorded opening hours as the aspect of the service with which users were least satisfied,
- The Lapsed User survey recorded Opening Hours as a major factor in ceasing use of libraries.

2.3 The Project team collected a considerable body of evidence of use levels and staff activity. Its recommendations are firmly rooted in the data collected from all Library Managers and from the Library Service Development Teams.

2.4 The team presented a report to the Libraries Management Group on 17th April 2007, with options and recommendations on the Phase 1 priorities of Library Network, Opening Hours, Staffing Levels, and the core Service Offer. Their recommendations were presented to and supported by the Safer and Stronger Communities select committee on 23rd May 2007.

3 Impact of Self-Service

- 3.1 Whilst self-service technology had been tested in Ash and Godalming Libraries, Redhill Library was the first to offer full circulation. Lessons learned from these pilots informed later planning for Ashford Library's self service implementation in March 2006.

The current planned programme includes:

2007		2007/08	
Horley	March	Weybridge	To be arranged
Knaphill	March	Woking	To be arranged
Staines	March	Epsom	To be arranged
Godalming	April	Camberley	To be arranged
Ewell	May		
Oxted	June		
Dorking	July		
Guildford	September		
Banstead	October		
Farnham	November		

- 3.2 It is too soon to see the benefits from Horley, Knaphill and Staines as it takes a while for the usage to settle down, especially following a closure. Surrey Libraries are unique in that although a lot of other authorities are turning to self-service, they are offering self-service issue or return only. Surrey is offering both, which makes it unique and a forerunner.
- 3.3 A summary of the dividends of self-service by the Manager of Ashford Library highlights the benefits both for the user and the staff (see Annex A). Currently 95% of Ashford's circulation is by self-service.
- 3.4 Extra hours were achieved at Redhill and Ashford. Redhill Library opened an extra six hours per week. Similarly, Ashford, in anticipation of self-service, increased their opening times by four hours per week.

4 OPTIONS

- 4.1 The Safer and Stronger Communities select committee has considered a range of options, and the recommendations have been agreed in consultation with them.

5 Grouping Libraries

- 5.1.1 Overall, the proposal is to simplify the current structure of 5 Library Bands into 3 Library Groups.

- 5.1.2 **Officer recommendation:** a Strategic approach to Grouping Libraries: Strategic / geographic grouping by 'Town Centre', 'District Centre' and 'Local Centre' designation, in line with the sustainable development plan framework for Surrey.

Grouping: 'Town'

Group A - 10 libraries				
Location	Area	Borough	Current Band	Total Issues
Woking	NW	Woking	1	486,993
Guildford	SW	Guildford	1	331,293
Camberley	NW	Surrey Heath	1	287,286
Epsom	MID	Epsom & Ewell	1	276,609
Redhill	E	Reigate & Banstead	1	258,995
Farnham	SW	Waverley	2	223,330
Godalming	SW	Waverley	2	206,418
Dorking	MID	Mole Valley	2	197,464
Staines	NW	Spelthorne	2	169,183
Walton	MID	Elmbridge	3	85,956

Grouping: 'District'

Group B - 14 libraries				
Location	Area	Borough	Current Band	Total Issues
Ewell	MID	Epsom & Ewell	2	213,589
Banstead	E	Reigate & Banstead	2	173,445
Horley	E	Reigate & Banstead	2	163,057
Ashford	NW	Spelthorne	2	153,655
Dittons	MID	Elmbridge	3	145,932
Weybridge	MID	Elmbridge	2	139,554
Oxted	E	Tandridge	2	136,473
Cranleigh	SW	Waverley	3	111,155
Egham	NW	Runnymede	3	107,886
Haslemere	SW	Waverley	3	106,830
Leatherhead	MID	Mole Valley	3	106,610
Caterham Valley	E	Tandridge	3	99,208
Esher	MID	Elmbridge	3	91,744
Molesey	MID	Elmbridge	3	91,230

Grouping: 'Local'

Group C - 28 libraries				
Location	Area	Borough	Current Band	Total Issues
Ashtead	MID	Mole Valley	3	120,274
Bookham	MID	Mole Valley	3	114,409
Ash	SW	Guildford	4	82,223
Frimley Green	NW	Surrey Heath	4	81,067
Reigate	E	Reigate & Banstead	3	80,389
Hersham	MID	Elmbridge	4	79,932
Sunbury	NW	Spelthorne	3	79,042
Cobham	MID	Elmbridge	4	77,877
Horsley	SW	Guildford	5	70,188
West Byfleet	NW	Woking	4	64,705
Chertsey	NW	Runnymede	4	61,183
Shepperton	NW	Spelthorne	4	56,897
Tattenhams	E	Reigate & Banstead	4	54,297
Caterham Hill	E	Tandridge	5	47,630
Ewell Court	MID	Epsom & Ewell	5	42,130
Addlestone	NW	Runnymede	5	40,724
New Haw	NW	Runnymede	5	40,514
Stoneleigh	MID	Epsom & Ewell	5	40,086
Byfleet	NW	Woking	5	36,288
Knaphill	NW	Woking	5	34,538
Bramley	SW	Waverley	5	32,711
Lightwater	NW	Surrey Heath	5	32,183
Warlingham	E	Tandridge	5	29,747
Merstham	E	Reigate & Banstead	5	24,757
Virginia Water	NW	Runnymede	5	20,669
Bagshot	NW	Surrey Heath	5	17,065
Lingfield	E	Tandridge	5	16,337
Stanwell	NW	Spelthorne	5	13,442

5.2 Opening hours

- 5.2.1 The Review project concentrated on optimising opening hours in Group A and Group B libraries. This creates a larger group of almost half the libraries in Surrey offering consistent, standard opening hours. These opening hours are designed to be easier to understand, and to offer improved access. Some, but not all libraries will see their opening hours extended. Subject to validation, **the gain in opening hours could be at least 128 additional opening hours per week across Surrey County Council.**

5.2.2 The principles behind the opening hours options are

- Standardisation of opening hours in Groups A (town) and B (district) to meet users' expectations of consistency, long days, and some synergy with retail and commercial opening hours.
- Recommendations are based on the premise that hours will change in Groups A and B to achieve standardisation.
- Locally determined opening hours in Group C (local centres), to maximise use of & respond to the unique local mix of services and activities.
- The current mix of locally determined hours in Group C has not been reviewed in detail at this stage.
- On the recommendation of the Safer and Stronger Communities Select Committee on 23rd May 2007, 7pm will become the standard for late night closure in all libraries, which will have an impact on some libraries in Group C. The Project Review Team proposes balancing improvements to daytime opening, including opening libraries at lunchtime where they currently close. Each library that loses an hour by closing at 7pm instead of 8pm will gain at least the same, and in some cases more, daytime opening at popular times

5.2.3 **Officer recommendation (1):** standardised hours in Groups A and B with late night opening to 7pm.

5.2.4 Improvements:

- 9am opening in all 24 libraries
- Saturdays open until 5pm in all 24 libraries
- Wednesday afternoon opening in all 24 libraries
- 10 libraries open 6 days per week instead of the current 5
- Consistent pattern of hours that can be easily promoted by the service and understood by the public

	Group A 'Town centre' (10)		Group B 'District centre' (14)	
Monday	9.00am	6.00pm	Closed	
Tuesday	9.00am	7.00pm	9.00am	7.00pm
Wednesday	9.00am	6.00pm	9.00am	5.00pm
Thursday	9.00am	7.00pm	9.00am	5.00pm
Friday	9.00am	6.00pm	9.00am	5.00pm
Saturday	9.00am	5.00pm	9.00am	5.00pm

5.2.5 Officer recommendation (2): Interim alterations to Group C Library opening hours:

- Alter 8pm to 7pm as the standard for late night opening, where relevant
- Seek to open libraries at lunchtime where they currently close.

5.3 Standardised service offer in Libraries

5.3.1 Development Activities in Libraries & the Service Offer

5.3.2 The project report recommends a core service offer, scaled to each library Group. Currently there are variations in emphasis in the service offer with a focus on some but not always all activities. It will cover:

- Resources; library stocks - physical and on-line;
- Activities for children and young people;
- Learning;
- Reading development;
- Information provision.

5.3.3 It will be designed to deliver the priorities of the County Council / Service Plan. It will standardise / define the core functions you can expect from a Surrey Library but it will not inhibit innovation and will still encourage added value activities. (This work links with a project also underway within the Library & Culture Service looking at the 'use of volunteers').

5.4 The Basic Service Offer in all Libraries

5.4.1 Current provision is listed here, and this will remain in place:

- Access to stock for loan and reference:
 - Books and audio-visual material in all media for all ages
 - Books in 40+ languages
 - Special collections e.g. reminiscence, official publications, local and family history
 - Newspapers
 - Reading Group sets
 - Quick Choice/Express areas (all refurbished)
 - Request Service
 - Self Service (2007/08)
- Access to information:
 - County and District/Borough information

- Leaflets and posters
- Prospectuses
- Enquiries Direct via email, phone, library

- Access to online resources of information:
 - 500+ Public Network Terminals
 - 11 subscription websites at library
 - 9 subscription websites remotely
 - Libraries webpage including Information, Kidstuff, Learning, Support for Reading

- Access to internet computer terminals with MS Office software and print/scan facilities:
 - Bookable
 - Quick Use (some libraries)

- Access for special needs users:
 - Assistive computer technology (15 libraries)
 - 'Books on Wheels' housebound service
 - Hearing Loops
 - Widgit 'Writing with Symbols 2000' software (5 libraries)

- Access to services:
 - Fax service
 - Self service photocopying

5.4.2 Proposed Service Offer Activities Aligned to New Groups

	Group A 10 Libraries	Group B 15 Libraries*	Group C 27 Libraries
For Children & Young People	Minimum Frequency		
Rhymetime sessions facilitating distribution of Baby Bookstart (Babies 8 months), Bookstart Plus (2 year olds) and My Bookstart Treasure Chest packs (3 year olds)	Each week	Each week	Each week
Storytime sessions (facilitating distribution of Bookstart packs as above)	Each week	Each week	3 per annum
Combined Storytime and Rhymetime sessions (facilitating distribution of Bookstart packs as above)	N/A	N/A	Each week
Class visits to/from library	9 / annum	6 / annum	3 / annum
Local group visits to/from library e.g. playgroup, cubs	On demand	On demand	On demand
Annual summer reading scheme	July-Aug each year	July-Aug each year	July-Aug each year
For Adults	Minimum Frequency		
Support and advice on setting up new Reading Groups	On demand	On demand	On demand
Reading Group hosted in library	tba	tba	tba
Reading and Author events hosted in library	1 event / annum	N/A	N/A
Reading and stock (national and internal) promotions	3 / annum	3 / annum	3 / annum
IT taster learning events hosted (Computer Tutor, First Time Online, Family History for Beginners**)	1 / month	1 / quarter	N/A
Skills for Life Workshops	1 / annum	N/A	N/A
Family Learning events in conjunction with partner providers	As required	As required	As required
Promotion of National Learning Campaigns e.g. Breathing Places, Adult Learners' Week	As required	As required	As required

*Including Addlestone

**Charged IT events only at libraries with bank of 8-10 workstations to recoup tutor fees

5.5 Elements of the service offer currently being researched:

a) A revised stock offer based on our new 3 banding groups; this is an essential component.

b) Infrequent/limited activities hosted by libraries:

Examples of these activities include:

- BBC RaW (Read more write better) storytelling workshops
- Bookstart events
- Family/Local History talks and events

c) Activities in development and their potential for integration into the offer

- Books on Prescription offered in partnership with Surrey PCT (Primary Health Care Trust)
- Beating the Blues CBT (Cognitive Behavioural Therapy) program offered in partnership with Surrey PCT
- Looked after children initiatives

d) Provision of local history centres in libraries run by volunteers and supported by staff in libraries. Currently there is not an even geographic spread. Located as follows:

Group A
Redhill

Group B
Banstead
Caterham Valley
Cranleigh
Ewell
Horley

Group C
Lingfield

e) Ad hoc activities facilitated by Friends Groups where they exist

5.6 Proposed Offer of Activities:

- 5.6.1 The benefits of the proposed offer of activities aligned to the three Groups of libraries are outlined below:
- a) Explicitly states the service that a user can expect - who does what, where. This in turn is more easily branded and marketed.
 - b) Ensures limited resources are being used more effectively and not spread too thin.
 - c) Facilitate easier planning, target setting and focus delivery against Best Value Performance Indicators, Corporate Performance Assessment Indicators and National Standards and Impact Measures.
 - d) Performance monitoring is improved where a standard menu of activities provides for a degree of consistency and comparability across libraries operating at a similar level.
 - e) The Self service dividend is extended hours and release of staff time to support and deliver the service offer.
 - f) Improved geographic spread of service activities providing ease of access for users and cross-marketing opportunities where staff confidently refer to other libraries – ‘we don’t offer, but this library nearby does’

6 CONSULTATIONS

- 6.1 Customer feedback is obtained from a variety of sources.
- Feedback on users’ needs and expectations: longer (in some cases), more convenient and more easily understood/ consistent opening hour patterns.
 - Public Library User Surveys in 2005 and 2006 recorded opening hours as the aspect of the service with which users were least satisfied.
 - The Lapsed User survey in 2002 recorded Opening Hours as a major factor in ceasing use of libraries.

7 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 7.1 The Project Group and the Service Accountant have costed the recommendations and officers are confident that they are affordable within the current service budget and the £250,000 additional revenue allocated by the Leader of the Council in the 2007/08 budget. They exploit the benefits of self-service technology to achieve more effective use of staff by releasing staff from routine duties to help readers more and give better customer care.

8 EQUALITIES AND DIVERSITY IMPLICATIONS

8.1 Members are asked to take note of the contribution of Libraries in Mole Valley to equalities and diversity:

- Libraries are open to all, free at point of use and neutral.
- Provision for minority ethnic communities is available through all libraries.
- Children are entitled to library membership from birth, and the recent introduction of an under-5s library card, featuring the much loved children's story character Maisy, enables them to borrow books free of library fines.
- Services are available in different formats for those who require them, and mobile library and Books on Wheels services meet the needs of isolated communities and the housebound.

8.2 The recommendations will enable Libraries in Mole Valley to sustain and develop services that contribute to equalities and diversity.

9 CRIME AND DISORDER IMPLICATIONS

9.1 There are no crime and disorder implications to consider.

10 OFFICER RECOMMENDATIONS

The Local Committee (Mole Valley) is asked to:

- (i) It supports the approach of seeking improvements to opening hours and services through efficiency gains from Self-service new technology.
- (ii) It supports the proposed new Group structure – three Groups of libraries, A ('Town' centre), B ('District' Centre) and C ('Local' Centre), with a geographic / strategic approach.
- (iii) It supports the resulting improvements in opening hours in Libraries in Mole Valley

11 REASONS FOR RECOMMENDATIONS

- 11.1 The Review has demonstrated that genuine efficiency gains result from enhanced automation and the introduction of self-service technology for library users. The benefit for library users is a measurable improvement in hours of access in Surrey County Council libraries. This research exercise has enabled the service to plan opening hours that are consistent and easy to understand, and that meet the preference of current and potential users and encourage more people to visit a library.

12 WHAT HAPPENS NEXT

12.1 Phase 1:

- Member agreement of options and detail of Phase 1 model of library network, opening hours and service offer
- Begin internal processes to implement recommendations – detailed discussions with HR.
- Work with Communications staff of Surrey County Council to promote the service improvements to customers

12.2 Phase 2 of the Review consists of:

- Review the deployment of qualified and specialist library staff to support the delivery of the service offer
- Develop the management structure required for the re-designed Libraries service. A comprehensive research exercise for Phase 2 has already started.

LEAD OFFICER:	Ms Yvonne Rees, Head of Libraries and Culture
TELEPHONE NUMBER:	020 8541 7771
E-MAIL:	Yvonne.rees@surreycc.gov.uk
CONTACT OFFICER:	Mrs Hilary Ely, Area Manager (Libraries) East Surrey
TELEPHONE NUMBER:	020 8541 7060
E-MAIL:	h.ely@surreycc.gov.uk
BACKGROUND PAPERS:	Safer and Stronger Communities Select Committee Report "Libraries Staffing Review 2007 Phase 1" 23 May 2007 and Powerpoint presentation at that committee

The Benefits of Self Service

For readers

Faster service - readers seldom have to queue to borrow or return their books – self-service is very user-friendly and quick. Readers in a hurry who just want to return and/or borrow, never have to wait behind a reader wanting to reserve a book/ talk about the book they have just borrowed/ query their fines/ book on a computer/ change their address (and that of their four children).....etc.

Enquirers and new borrowers are seen much more quickly, as all issue/return takes place through self-service.

Better experience for new members - staff have more time to spend with a new user, and can explain all the many services we offer, and make the new member feel more valued.

More privacy for borrowers- borrowers may be embarrassed to be taking books on sensitive topics e.g. divorce, bankruptcy, mental or physical ailments or even light romances – no staff to notice or judge.

Old-style counters act as a barrier. With self-service, staff members are more evident in the body of the library, this promotes a more relaxed feel to the library, and staff appear more approachable. Readers feel more comfortable approaching a member of staff on the floor with minor enquiries – where are the books on?/ where will I find Joanna Trollope?/can you show me how to...minor enquiries that would not have warranted queuing-up for.

Staff have more time to help with enquirers, and can give more time without the competing demands of issuing and returning books. Enquiries can be handled with more privacy, as most readers use self service terminals rather than the counter.

Readers can at any time check the books they have on loan, and/or renew their loans without the need to queue at the counter. They are given a printed list of all their loans with the due dates to take home.

Readers are given a receipt for all returns and a printed list of everything they borrow, making it easy to keep track of their families loans.

Children love to borrow and return their own books. Self-service lets them feel involved in the whole library experience. Parents are proud to see their children using self-service.

For staff

Much more engagement with library users. As they spend less time behind counters scanning and stamping books, they are free to help readers with all levels of enquiries.

Staff can be more proactive in approaching readers.

Greater opportunities for reader development.

Staff have more opportunities to work on projects or undertake stock work.

Staff find their new roles more satisfying, as they are better able to help their readers/enquirers.

With a more flexible way of working, there becomes more variety in their working day, and they are able to react to changing service demands throughout the day.

Counter staff feel less pressured. As much of the routine issue/discharge is taken off the counter, the queues become much shorter and more manageable.

Benefits for the service

Libraries are seen to be moving with the times, more modern, less formal, barriers removed. Libraries appeal to wider audience than previously.

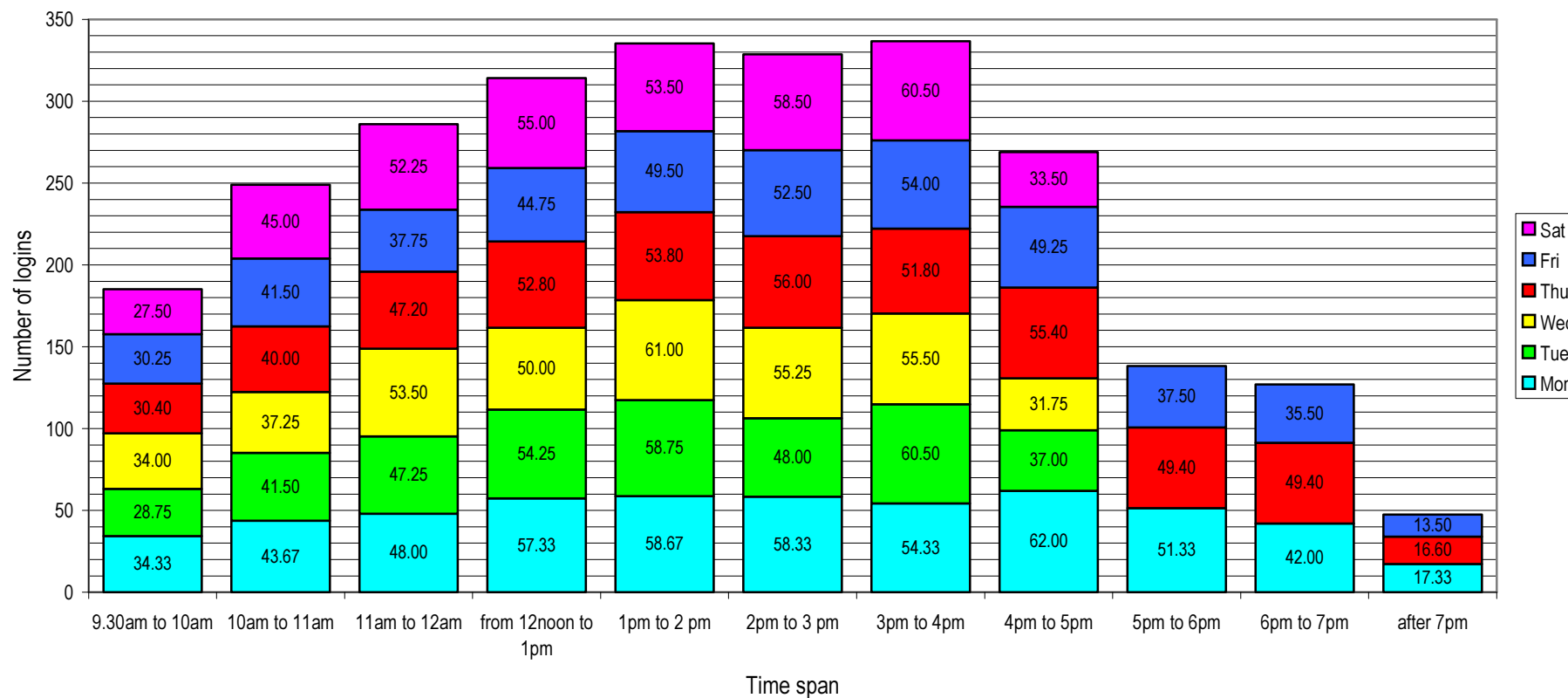
Consumer satisfaction (evidenced in PLUS surveys) decreased waiting times, increased perception of staff helpfulness & knowledge.

Service can remain open in emergency with lower levels of staffing than required on conventional counter service.

Possibility of increasing opening hours.

Christine Ganderton
Library Manager / Ashford
March 2007

Computer Usage at Woking Library
Average number of logins - during November 2006
(40 PCs available)



Summary of Visitor Counts in 15 sample libraries between 5pm and 8pm.

An hourly record of visitor numbers was conducted in 16 libraries during January 2007, as part of the data gathering exercise for the Libraries Staffing Review. 15 of these libraries opened until 8pm on at least one evening per week.

A full report is available to members.

Only one library of the 15 included in the sample visitor count recorded its busiest evening hour between 7 and 8pm.

Busiest Hour	Number of Evening Openings	Percent
Pre 7.00 PM	14	93.3
7.00 PM-8.00 PM	1	6.7
Total	15	100.0

Busiest Hour	Number of Evening Openings	Percent
5.00 PM - 6.00 PM	13	86.7
6.00 PM - 7.00 PM	1	6.7
7.00 PM - 8.00 PM	1	6.7
Total	15	100.0

**LIBRARIES STAFFING REVIEW 2007
(Phase 1)**

Libraries in Mole Valley

Sponsor

Hilary Ely Area Manager (Libraries) East Surrey

Project Manager/Delivery Manager

Gillian Youngman

Project Working Group

Marion Saberi - Senior Library Manager, Redhill
 Christine Ganderton - Library Manager, Ashford
 Lesley Wyatt - Library Manager, Dorking
 Liz Wells - Development Teams representative
 Jennifer Burke - Management Information Officer

Jason Lane - Database Consultant

GLOSSARY

ALM	Assistant Library Manager
FTE	Full time equivalent
LM	Library Manager
LSDT	Library Service Development Team
PCT	Primary Care Trust
PID	Project Initiation Document
RAG	Red, amber, green
RAW	Read and Write Better
SLM	Senior Library Manager

Library codes (with current bandings) Where band 1 are the largest libraries

Addlestone library (5)	AD		Haslemere library (3)	HA
Ash library (4)	AS		Hersham library (4)	HE
Ashford Library (2)	AF		Horley library (2)	HR
Ashtead library (3)	AT		Horsley library (5)	HY
Bagshot library (5)	BG		Knaphill library (5)	KN
Banstead library (2)	BA		Leatherhead library (3)	LE
Bookham library(3)	BO		Lightwater library (5)	LW
Bramley library (5)	BR		Lingfield library (5)	LI
Byfleet library (5)	BY		Merstham library (5)	ME
Camberley library (1)	CA		Molesey library (3)	MO
Caterham Hill library (3)	CT		New Haw library (5)	NH
Caterham Valley library(3)	CV		Oxted library (2)	OX
Chertsey library (4)	CH		Redhill library (1)	RD
Cobham library (4)	CO		Reigate library (3)	RG
Cranleigh library (3)	CR		Shepperton library (4)	SH
Dittons library (3)	DI		Staines library (2)	SN
Dorking library (2)	DO		Stanwell library (5)	SW
Egham library (3)	EG		Stoneleigh library (5)	ST
Epsom library (1)	EP		Sunbury library (3)	SU
Esher library (3)	ES		Tattenhams library (4)	TA
Ewell Court library (5)	EC		Virginia Water library (5)	VW
Ewell library (2)	E W		Walton library (3)	WA
Farnham library (2)	FA		Warlingham library (5)	WR
Frimley Green library (4)	FG		West Byfleet library (4)	WB
Godalming library (2)	GO		Weybridge library (2)	WE
Guildford library (1)	GU		Woking library (1)	W O

MOLE VALLEY DISTRICT

LIBRARY	DAY	CURRENT HOURS OF OPENING	NEW HOURS OF OPENING
GROUP A			
DORKING <u>Increase of 12 hrs 30 mins. per week</u>	Monday	09.30 AM - 05.00 PM	09.00 AM - 06.00 PM
	Tuesday	09.30 AM - 08.00 PM	09.00 AM - 07.00 PM
	Wednesday	Closed	09.00 AM - 06.00 PM
	Thursday	09.30 AM - 05.00 PM	09.00 AM - 07.00 PM
	Friday	09.30 AM - 08.00 PM	09.00 AM - 06.00 PM
	Saturday	09.30 AM - 04.00 PM	09.00 AM - 05.00 PM
	Total	42 hrs. 30 mins.	55 hrs. 00 mins.
GROUP B			
LEATHERHEAD <u>Increase of 8 hrs. per week</u>	Monday	Closed	Closed
	Tuesday	09.30 AM - 08.00 PM	09.00 AM - 07.00 PM
	Wednesday	Closed	09.00 AM - 05.00 PM
	Thursday	09.30 AM - 05.00 PM	09.00 AM - 05.00 PM
	Friday	09.30 AM - 08.00 PM	09.00 AM - 05.00 PM
	Saturday	09.30 AM - 01.00 PM 02.00 PM - 04.00 PM	09.00 AM - 05.00 PM
	Total	32 hrs. 30 mins.	35 hrs. 30 mins.
GROUP C			
ASHTEAD <u>Increase of 3 hrs. per week</u>	Monday	Closed	Closed
	Tuesday	09.30 AM - 01.00 PM 02.00 PM - 08.00 PM	09.30 AM - 07.00 PM
	Wednesday	09.30 AM - 01.00 PM	09.30 AM - 01.00 PM
	Thursday	09.30 AM - 01.00 PM 02.00 PM - 06.00 PM	09.30 AM - 06.00 PM
	Friday	09.30 AM - 01.00 PM 02.00 PM - 05.00 PM	09.30 AM - 05.00 PM
	Saturday	09.30 AM - 01.00 PM	09.30 AM - 04.00 PM
	Total	32 hrs. 30 mins.	35 hrs. 30 mins.
BOOKHAM <u>Increase of 1 hr. per week</u>	Monday	09.30 AM - 01.00 PM	09.30 AM - 05.00 PM
	Tuesday	02.00 PM - 05.00 PM 09.30 AM - 01.00 PM 02.00 PM - 08.00 PM	09.30 AM - 05.00 PM
	Wednesday	Closed	Closed
	Thursday	01.00 PM - 07.00 PM	01.00 PM - 07.00 PM
	Friday	09.30 AM - 01.00 PM 02.00 PM - 05.00 PM	09.30 AM - 05.00 PM
	Saturday	09.30 AM - 01.00 PM 02.00 PM - 04.00 PM	09.30 AM - 04.00 PM
	Total	34 hrs. 00 mins.	35 hrs. 00 mins.
<u>21 hrs. 30 mins. Increase in Opening Hours per Week Across the District</u>			