

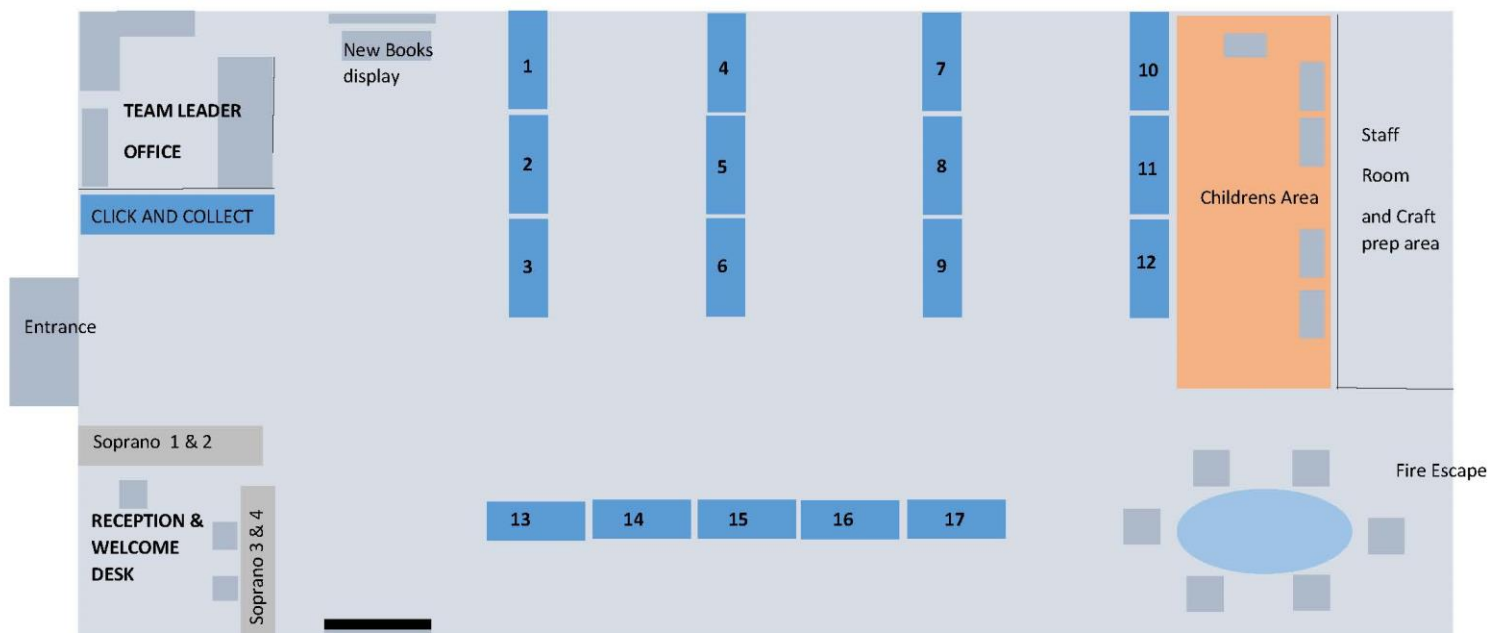
To receive a report on the Library move and reduced Service and consider any actions and associated expenditure

Report based from the instigation of planning permission from CC listed planning, tender approval and agreement of achievable goals against available budget by STC.

1. Approved moving schedule in place to implement from the moment of agreed dates.
2. Wifi in the Guildhall has been successfully tested by CHTL and C.C. Sarah Marsh for laptop computer/software use through Google Chrome. The Wifi signal does not need a boost for the interim Library period.
3. The Guildhall Library layout.

SALTASH GUILDHALL TEMPORARY LIBRARY LAYOUT

(SOPRANO IS THE INTERIM LIBRARY SOFTWARE ON TABLETS VIA WI-FI - GOOGLE)



Gondola average amount of books – 26 per shelf x 8 = 208 books

17 Gondolas x 208 = 3,536 books approx.

Library has 26 Gondolas so we leave 9 behind under wraps.

The new interim layout will contain between 3,200 and 3,536 (max) books with breathing space to absorb additions on our Tuesdays and Thursdays deliveries from Cornwall Council. These will be delivered to the front of the Guildhall and brought up in crates to the Long Room Library via the lift where staff will process them via new software.

There will be a reduced sized children's area for Music man and craft activities alongside the table and chairs for our regular activity groups such as 'Knit & Natter', 'Writers Group' and 'Colouring Group'.

We have already been in discussion with CEPL12 about the bus bringing customers down to the Guildhall and back again from a stop near the Library Hub.

4. Staff Utilisation.

Staff will still be expected to run the Library service exactly the same way it currently runs although the new proprietary software is substantially slower in its operational processing. This software is currently being used by Cornwall Council Mobile Libraries. It will eventually replace the 'Talis' software we currently use which will be phased out over the next 18 months by CC. This gives our staff the chance to train on the new software while functionally being used in the interim Library space.

The Library will also have to serve all Cornwall Council Library click and collect requests for the Tuesday and Thursday deliveries as well as customers 'through the door'.

Staff will also manage a reduced scheduled set of activities which will bring more people through the Guildhall doors. Staff will continue to maintain and programme the important Facebook presence.

The timings of the interim library move will also be an opportunity for staff to utilize annual leave for holidays. These have already begun to be scheduled on Bright HR.

The CHTL will be planning the return to the refurbished Library Hub as well as scheduling new-year/2024 events and activities. The CHTL will also document the Library Hub refurbishment for STC records and marketing purposes.

The CHTL will also be ordering the new furniture requirement (list below) to be taken from budget line 6972 with an available budget of £12,172 for the new refurbished Library Hub layout.

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1. 8 x multi-purpose mobile computer tables for both downstairs and mezzanine public computers
2. 2 x Tubz Cannes sofas and 2 x white side tables for back of Library chill zone
3. 4 x Bistro chairs and table for bistro/vending area
4. 2 x mobile activity tables for ground floor (ability to easily move aside for events).
5. 4 x reception desk cupboards for new reception area
6. 1 x entrance notice board for reverse of vending machines.
7. 1 x new cash register for reception
8. 2 x front facing children's book shelves to replace old broken furniture
9. 3 x children's bean bags
10. 1 x magnetic notice board for children's area
11. 8 x stackable children's activity chairs
12. 1 x children's table for craft activities
13. 2 x display merchandise cabinets
14. Budget for Services to upgrade old building columns
15. Graffiti Wall budget for mezzanine landing 'teen' area
16. 8 x modern chairs for 'teen' area on mezzanine landing
17. 2 x small round tables for 'teen' area

Approximate spend for above £7,925 ex VAT

End of report