



Saxilby with Ingleby Parish Council

Non-confidential

Review of Extension of Library Opening Hours (Friday Late-Afternoon)

Report to: Full Council

Report by: Clerk

Power/duty which decision falls under: Local Government Act 1972, section 133 – provision and maintenance of buildings for public meetings and community use, including library and associated community services.

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act)

The extension ensures accessibility is broadened without reducing existing provision. It supports improved access to services for:

- Working residents
- Families with school-age children
- Individuals unable to attend daytime openings due to disability, caring responsibilities, or employment patterns

Duty to conserve and enhance biodiversity

This is operational in nature and takes place within an existing building footprint. There is no direct impact on habitats or land use and no anticipated adverse biodiversity effects. The proposal is therefore considered neutral in biodiversity terms.

Consideration on carbon reduction:

The extension utilises an already heated and lit building during caretaker hours.

Does not introduce additional site opening periods requiring separate staffing or travel.

May improve local access on foot.

Overall, the carbon impact is expected to be minimal.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)

No.

Consideration of risk management in relation to the proposal¹

Risks and Mitigation

- Volunteer capacity – mitigated through rota planning and trial-based delivery
- Low attendance – mitigated by defined review period and measurable usage monitoring
- Operational conflict with bookings – mitigated through scheduling coordination
- Sustainability concerns – addressed through formal review at end of trial period

REPORT

Purpose

To update Council on the trial extension of library opening hours on Friday late-afternoons (4.00pm–5.30pm) to 25 September 2026 and to seek agreement on the proposed next steps.

Background

Saxilby Library operates from St Andrew's Community Centre with current volunteer-led opening hours of:

- Tuesday: 10.30am – 4.00pm
- Wednesday: 10.30am – 1.00pm
- Thursday: 10.30am – 1.00pm
- Friday: 10.30am – 1.00pm

The library has been trialling later opening on Friday afternoons. The extended opening has been discussed with volunteers, including at the Fun Day, and there remains support for continuing the arrangement in order to assess demand after the school holiday period for the late-afternoon opening session on Fridays (4.00–5.30pm), when the Sports Hub is open.

Current position

The extended Friday opening has been progressing successfully and appears to be attracting a different pattern of use, including customers requiring printing, photocopying, and access to the customer computers.

Existing library members have also used the additional time to collect books. The Friday late-afternoon session has enabled reservations to be processed for collection, helping to make the process more prompt and efficient.

The library volunteers have requested that the trial should continue until the end of October so that footfall can continue to be assessed including outside the holiday period.

Usage figures:

Month	Sessions in the month	Visitors	visitors per session average (rounded)	Visitors Requiring Assistance
May	4	28	7	3
June	4	23	6	4
July	5	38	8	5
August	4	24	7	9
September	4	35	9	11
Total		109		

*Requiring assistance for joining, using printer, etc

The library group also noted they have had an influx of new members over the summer, largely due to volunteer efforts including IT help sessions, fraud talks, Storytime, Foss Focus reports, railway timetables, and the Family Fun Day last weekend.

Challenges

The principal concern is volunteer cover for the Friday late-afternoon shift. There is also a potential seasonal issue, as darker evenings may make it harder to secure volunteer availability.

RECOMMENDATION(S):

That Full Council:

- I. Agree to extend the Friday late-afternoon opening trial from 25 September to 30 October 2026, and permit the Library Volunteer Group to determine whether the late-afternoon opening should continue through the winter or recommence in 2027 following the extended trial period.