Edinburgh Future Libraries

Options for Change

September 2024

Contents

Introduction

In this section, options are provided that explore potential changes to library opening hours. The options reflect a redistribution of available hours to allow increased opening hours in some locations, supported by reductions to hours in other locations.

Each option is provided with supporting information.

All identified options:

- Result in an overall increase to the net number of hours open across the city

- Were designed in response to existing data on service use and engagement feedback

- Provide a more standardised set of opening hours

- Provide increased morning availability

- Deliver a financial saving

Opening Hours

Option 1

Move from three sets of opening hours to two sets of opening hours - Full time (45 hours)/ Part time (38 hours)

The following charts provide information about the current opening hours, the proposed opening hours and the final column indicates any difference.

Option 1 - Full-time Libraries

Blackhall, Central, Craigmillar, Drumbrae, Leith, McDonald Road, Morningside, Muirhouse, Newington, Oxgangs, Portobello, Wester Hailes

Day	Current Hours (51 hours)	Proposed Hours (45 hours)	Difference
Monday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Tuesday	10am - 8pm	10am - 5pm	Close at 5pm rather than 8pm
Wednesday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm

Option 1 - Part-time A Libraries

Corstorphine, Currie, Fountainbridge, Moredun, Piershill, Ratho, South Queensferry, Stockbridge

Day	Current Hours (42 hours)	Proposed Hours (45 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm

Option 1 - Part-time B Libraries

Balerno, Balgreen, Colinton, Gilmerton, Granton, Kirkliston, Sighthill

Day	Current Hours (32 hours)	Proposed Hours (38 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	Closed	Closed	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 2pm	10am - 4pm	Close at 4pm rather than 2pm

Option 1 - Part-time C libraries

Captains Road (South Office) – No change to current opening hours = Mon – Thu 10am – 4pm / Fri 10am – 3pm / Sat Closed

Option 1 - Overview

2 Sets of Opening Hours- Full time (45 hours) / Part time (38 hours)

- All libraries open 2 evenings (Monday and Wednesday) per week until 7pm.

- Increased morning opening on Monday and Wednesday for 15 libraries.

- 7 Libraries currently closing at 2pm on Saturday open until 4pm.

- Earlier close at 7pm instead of 8pm for 12 libraries on Mondays and Wednesdays.

- Earlier close at 5pm instead of 8pm for 12 libraries on a Tuesday evening.

- Earlier close at 4pm for all libraries on a Saturday when they are currently open until 5pm.

- Current FT 51 hr libraries, reduce by 6 hrs

- Current PT A 42 hr libraries, increase by 3 hrs

- Current PT B 32 hr libraries, increase by 6 hrs

Delivers an efficiency saving of approximately **£226K**.

Across the city's libraries this would equate to an overall net reduction in opening hours of -6hrs (-0.5%) which would be mitigated with introduction of self-service kiosks at Craigmillar Library would provide access to loan/ return services from 8.30am Monday-Friday resulting on an overall **1.5hrs net increase in opening hours across the city**.

Option 2

Move from three sets of opening hours to two sets of opening hours - Full time (46 hours)/ Part time (39 hours)

The following charts provide information about the current opening hours, the proposed opening hours and the final column indicates any difference.

Option 2 - Full-time Libraries

Blackhall, Central, Craigmillar, Drumbrae, Leith, McDonald Road, Morningside, Muirhouse, Newington, Oxgangs, Portobello, Wester Hailes

Day	Current Hours (51 hours)	Proposed Hours (46 hours)	Difference
Monday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Tuesday	10am - 8pm	10am - 5pm	Close at 5pm rather than 8pm
Wednesday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 5pm	No change

Option 2 - Part-time A Libraries

Corstorphine, Currie, Fountainbridge, Moredun, Piershill, Ratho, South Queensferry, Stockbridge

Day	Current Hours (42 hours)	Proposed Hours (46 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 5pm	No change

Option 2 - Part-time B Libraries

Balerno, Balgreen, Colinton, Gilmerton, Granton, Kirkliston, Sighthill

Day	Current Hours (32 hours)	Proposed Hours (39 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	Closed	Closed	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 2pm	10am - 5pm	Close at 5pm rather than 2pm

Option 2 - Part-time C libraries

Captains Road (South Office) – No change to current opening hours = Mon – Thu 10am – 4pm / Fri 10am – 3pm / Sat Closed

Option 2 - Overview

2 Sets of Opening Hours- Full time (46 hours)/ Part time (39 hours)

- All libraries open 2 evenings (Monday and Wednesday) per week until 7pm.

- Increased morning opening on Monday and Wednesday for 15 libraries.

- 7 Libraries currently closing at 2pm on Saturday open until 5pm.

- Earlier close at 7pm instead of 8pm for 12 libraries on Mondays and Wednesdays.

- Earlier close at 5pm instead of 8pm for 12 libraries on a Tuesday evening.

- As Option 1, but all libraries remain open until 5pm on a Saturday.

- Current FT 51 hr libraries, reduce by 5 hrs

- Current PT A 42 hr libraries, increase by 4 hrs

- Current PT B 32 hr libraries, increase by 7 hrs

Delivers an efficiency saving of approximately **£115K.**

Across the city's libraries this would equate to an overall net increase in opening hours of +21hrs. In addition, an introduction of self-service kiosks at Craigmillar Library would provide access to loan/ return services from 8.30am Monday- Friday (**Overall 28.5hrs net increase in opening hours across the city**).

Option 3

Retain 3 sets of opening hours but make some changes - Full time (48 hours)/ Part time A (44 hours) and Part time B (37 hours)

The following chart provides information about the current opening hours, the proposed opening hours and the final column indicates any difference.

Option 3 - Full-time Libraries

Blackhall, Central, Craigmillar, Drumbrae, Leith, McDonald Road, Morningside, Muirhouse, Newington, Oxgangs, Portobello, Wester Hailes

Day	Current Hours (51 hours)	Proposed Hours (48 hours)	Difference
Monday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Tuesday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Wednesday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 5pm	No change

Option 3 - Part-time A Libraries

Corstorphine, Currie, Fountainbridge, Moredun, Piershill, Ratho, South Queensferry, Stockbridge

Day	Current Hours (42 hours)	Proposed Hours (44 hours)	Difference
Monday	1pm - 8pm	12 Noon - 7pm	Open at 12 Noon rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 5pm	10am - 5pm	No change

Option 3 - Part-time B Libraries

Balerno, Balgreen, Colinton, Gilmerton, Granton, Kirkliston, Sighthill

Day	Current Hours (32 hours)	Proposed Hours (37 hours)	Difference
Monday	1pm - 8pm	12 Noon - 7pm	Open at 12 Noon rather than 1pm - Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	Closed	Closed	No change
Friday	10am - 5pm	10am - 5pm	No change
Saturday	10am - 2pm	10am - 5pm	Close at 5pm rather than 2pm

Option 3 - Part-time C libraries

Captains Road (South Office) – No change to current opening hours = Mon – Thu 10am – 4pm / Fri 10am – 3pm / Sat Closed

Option 3 – In summary

3 Sets of Opening Hours- Full time (48 hours)/ Part time A (44 hours)/ Part time B (37 hours)

- All libraries open the same number of evenings per week as currently but closing at 7pm.

- Increased morning opening on Wednesday for 15 libraries.

- 7 Part Time B Libraries currently closing at 2pm on Saturday would be open until 5pm, creating standardised Saturday opening across the city.

- Earlier opening on Mondays for 15 libraries (12noon)

- More standardised opening across Part time A and Part Time B libraries.

- Current FT 51 hr libraries, reduce by 3 hrs

- Current PT A 42 hr libraries, increase by 2 hrs

- Current PT B 32 hr libraries increase by 5 hrs

Delivers an efficiency saving of approximately **£73K.**

Across the city's libraries this would equate to an overall net increase in opening hours of +15hrs. In addition, an introduction of self-service kiosks at Craigmillar Library would provide access to loan/ return services from 8.30am Monday- Friday (**Overall 22.5hrs net increase in opening hours across the city**).

Option 4

Single Set of Opening Hours- Full time (44 hours)

The following chart provides information about the current opening hours, the proposed opening hours and the final column indicates any difference. Further information is provided in the Related Information section below.

Option 4 - Full-time Libraries

Blackhall, Central, Craigmillar, Drumbrae, Leith, McDonald Road, Morningside, Muirhouse, Newington, Oxgangs, Portobello, Wester Hailes

Day	Current Hours (51 hours)	Proposed Hours (44 hours)	Difference
Monday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Tuesday	10am - 8pm	10am - 5pm	Close at 5pm rather than 8pm
Wednesday	10am - 8pm	10am - 7pm	Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm
Saturday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm

Option 4 - Part-time A Libraries

Corstorphine, Currie, Fountainbridge, Moredun, Piershill, Ratho, South Queensferry, Stockbridge

Day	Current Hours (42 hours)	Proposed Hours (44 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	10am - 5pm	10am - 5pm	No change
Friday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm
Saturday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm

Option 4 - Part-time B Libraries

Balerno, Balgreen, Colinton, Gilmerton, Granton, Kirkliston, Sighthill

Day	Current Hours (32 hours)	Proposed Hours (44 hours)	Difference
Monday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Tuesday	10am - 5pm	10am - 5pm	No change
Wednesday	1pm - 8pm	10am - 7pm	Open at 10am rather than 1pm Close at 7pm rather than 8pm
Thursday	Closed	10am - 5pm	Open 10am - 5pm
Friday	10am - 5pm	10am - 4pm	Close at 4pm rather than 5pm
Saturday	10am - 2pm	10am - 4pm	Close at 4pm rather than 2pm

Option 4 - Part-time C libraries

Captains Road (South Office) – No change to current opening hours = Mon – Thu 10am – 4pm / Fri 10am – 3pm / Sat Closed

Option Four -

Single Set of Opening Hours- Full time (44 hours)

- All libraries open 2 evenings (Monday and Wednesday) per week until 7pm.

- Increased morning opening on Monday and Wednesday for 15 libraries.

- 7 Libraries currently closing at 2pm on Saturday open until 4pm.

- 7 libraries currently closed on Thursdays now open.

- Earlier close at 7pm instead of 8pm for all libraries when they are open in the evening.

- Earlier close at 5pm instead of 8pm for 12 libraries on a Tuesday evening.

- Earlier close at 4pm for all libraries on a Friday when they are currently open until 5pm (in line with some other council services Friday closing time).

- Earlier close at 4pm for all libraries on a Saturday when they are currently open until 5pm.

- Current FT 51 hr libraries, reduce by 7 hrs

- Current PT A 42 hr libraries, increase by 2 hrs

- Current PT B 32 hr libraries, increase by 12 hrs

Delivers an efficiency saving of approximately **£213K.**

Across the city's libraries this would equate to an overall net increase in opening hours of +16hrs. In addition, an introduction of self-service kiosks at Craigmillar Library would provide access to loan/ return services from 8.30am Monday- Friday (**Overall 23.5hrs net increase in opening hours across the city**).

Consistency in opening with a single set of opening hours significantly increases opportunities for resiliency and reduced reliance on agency staffing.

Proposed Change to the Timings of Events and Activities

Introduction

Engagement feedback showed that people value the provision of library events and activities and are interested in accessing other services in the library space with some indicating this is a preference as long as this has no negative impact on the current library service. Analysis of data indicated that libraries deliver on average five activities every week which are spread across different days and times.

Officers have identified potential for the service to adopt a more strategic and planned approach to the programming of events and activities which would support the delivery of a better spread of activities across the city, reduce the number of programme clashes, make best use of resources, and would provide clarity for external partners and other services looking for library space to deliver activity or service.

The approach would involve 10 libraries identifying days each week they would support the delivery of activities based on their current resource levels and, for the remaining days in the week the service would be limited to transactional only business, or activities delivered by partners. The selected libraries would not include those located in areas of highest deprivation or in more rural locations and would be identified using recent activity levels so as to reduce impact on service users. It is intended that the overall number of activities would not be reduced by this change in approach and that future development would still be supported.

All libraries would continue to be resourced by a local team on both transactional and activity days.

Based on an indicative assessment of the potential changes to the programming of events and activities, it is anticipated that this change could realise a total financial saving of approximately £0.09m per transaction only day.

This could create:

- More efficient ways of managing limited staff resource

- Free days for other partners and Council services to access the library space with dedicated use - free of other activity

- Opportunities for quieter environments on identified days to support study and access for people with neuro diverse conditions

The 10 locations are:

Blackhall, Fountainbridge, Leith, McDonald Road, Morningside, Newington, Oxgangs, Piershill, Portobello and Stockbridge.