



MANAGEMENT REPORT

Date: July 19, 2018
Author: Balwinder Rai, Director, Human Resources
Phone No.: 604-331-4051
Docs #: DOC/2018/302824
Meeting Date: July 25, 2018

TO: Library Board
FROM: Balwinder Rai, Director, Human Resources
SUBJECT: 2018 Holiday Hours

SUMMARY

This report provides a recommendation regarding public service hours on December 24 and 31, 2018.

PURPOSE

This report is for decision.

RECOMMENDATIONS

- A. That the nine library locations normally open on Mondays close at 5:00 p.m. on Monday, December 24, and Monday December 31, 2018, with the exception of Carnegie Reading Room.
- B. That Carnegie Reading Room remain open during the public holidays according to Carnegie Centre practice, subject to the availability of staff.

COMMITTEE DISCUSSION

The Committee reviewed the report and recommended approval by the Board.

CHIEF LIBRARIAN'S COMMENTS

The Chief Librarian concurs with the recommendation.

POLICY

There is no applicable Board Policy.

BACKGROUND

Each year a recommendation is brought to Board regarding early closing on Christmas Eve (December 24) and New Year's Eve (December 31). This early closing is intended to both ensure the public has good access to the library on these days and allow staff working Christmas Eve or New Year's Eve a chance to get home to their families. The impact on staff will vary depending on which day Christmas/New Year's Eve falls and the work site's regular hours.

In 2017, the Library Board approved closing early at 5 pm on December 24th and at 5 pm on December 31st. Staff working on these days and leaving early due to the early closing will be considered to have worked their full shift on these days. Staff taking time off on Christmas Eve day or New Year's Eve day used a full day of vacation or other leave.

The library will be closed December 25, 26, and January 1 for the public holidays. The library will be open for public service on Thursday, December 27, 2018 and Wednesday, January 2, 2019.

DISCUSSION

The library is the only fee-free, commercial-free public space during a very commercial and often isolating holiday season. It is important to keep the library open as much as possible. In prior years, the public has visited the library right up to closing time. At the same time, management recognizes the importance of staff being able to get to gatherings with family in time to celebrate what is an important holiday for many.

This year, both Christmas Eve and New Year's Eve fall on Monday. Regular closing times on Monday are as follows: one branch closes at 6:00 pm, eight branches close at 9:00 pm, and Carnegie closes at 10:00 pm, while eleven branches are closed on Mondays.

The Library Directors Group recommends closing all branches except Carnegie at 5:00 pm on December 24 and December 31, 2018.

While not strictly following the City's practice of adhering to regular business hours on Christmas Eve day for all locations, the recommended 5:00 pm early closure on Christmas Eve for VPL is consistent with previous years. City Hall is closed between Christmas and New Year's, while the library will be open.

FINANCIAL IMPLICATIONS

There are no financial implications.

FINAL REMARKS

The recommended early closure on December 24 and 31 will have limited effect on the public and balances the needs of the public and the needs of staff.