

## MANAGEMENT REPORT



North Vancouver District  
Public Library

Date: January 19, 2015  
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Meeting date: Thursday, January 22, 2015  
To: Library Board  
From: Jacqueline van Dyk, Director of Library Services

Subject: **2015 CLOSURE DATES – MOTIONS REQUIRED**

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### **SUMMARY**

The Library Board reviews and grants approval for the 2015 closure dates, including the “grace and favour” early closures. Closure dates are determined by patron demand, budget and the terms of the Collective Agreement. Proposed 2015 closure dates are attached to this memo. This has been a long standing practice and requires annual review and approval by the Board.

### **PURPOSE**

This report is for decision.

### **RECOMMENDATIONS**

**THAT the Library Board approve the 2015 closure dates;**

**THAT the Board approve the Christmas Eve and New Year’s Eve “grace and favour” early closures;**

**And THAT the Board approve a system-wide closure of the library for a half day on Tuesday, December 8, 2015, for an all staff workshop.**

## **POLICY**

A legislated responsibility of the Library Board is to “make rules for managing its business and for regulating the use of its facilities and services by the public”, which includes setting the hours of public service. Current Board policy states:

### 3.5.3 Library Hours

The Library Board sets the hours of public service for each library outlet. The libraries will be closed on all public holidays. Current hours for all outlets will be found in Appendix (ii).

The Library will offer library service at all three branches on Sundays. Lending library materials and reference and information service, including telephone service, similar to service on Saturdays, will be offered. When a more complex problem occurs, a referral may be made to staff working on the next full service day (Monday). *(Approved by Library Board July 14, 2005)*

NOTE: A revised (and simplified) version of this policy is currently under Board consideration.

## **BACKGROUND / DISCUSSION**

Proposed closure dates were decided differently this year. Previous practice was to close on the Sunday preceding a statutory holiday, even if this holiday fell mid-week. (For example, Remembrance Day falls on a Wednesday, so we’d be closed on the Sunday before, open on the Monday and Tuesday, and closed on the Wednesday.) Instead of continuing in this vein, this year we considered the data and how we can best meet patron needs. Our statistics tell us that we are busiest from mid-September to mid-May. In order to be open the most Sundays possible during our busiest months, we propose to extend our Summer Sunday Closure schedule by 3 weeks. This means we’d be closed on Sundays from May 31 – September 13.

With shifting the Sunday closure dates, we are proposing to stay open on Family Day – Monday, February 9 – at our Lynn Valley library, and the Sunday before Family Day, February 8 at all 3 libraries. Our Collective Agreement allows us to staff statutory holidays entirely with auxiliary employees at regular hourly rates. As a result, this decision, along with a change in practice of staffing on closed statutory holidays, will have no anticipated budget impact.

If approved, we will be hosting a variety of interactive activity stations set up throughout the library so families can play and learn together. Some of the stations will include Lego, puzzles, board games, and bookmark crafts. We’ll also hold a scavenger hunt, complete with prizes.

We also propose a system-wide closure from 9 am to 1 pm on Tuesday, December 8, to facilitate the annual all staff workshop, a key component of the strategy to “nurture an engaged, adaptive

organization.” This practice was initiated in 2014 with the first-ever all staff workshop which was enthusiastically received by staff. In 2014, we focused on the results of the Cultural Values Survey and worked with staff to co-create the desired culture to support transformative change. The 2015 staff workshop would build on those efforts. The early December mid-week timing provides an ideal opportunity to limit the service impact of this closure.

The “grace and favour” closures on Christmas Eve and New Year’s Eve have been a long standing practice in the libraries. It has a minimal impact on service delivery, as our visitor numbers on those days are quite low, and a high impact on recognizing and valuing staff.

### **FINAL REMARKS**

NVDPL is committed to decision making that is informed by evidence and driven by community needs. The proposed closure dates reflect this commitment and serve to support our flourishing library community.

## 2015 Closures

DAY	DATE	REASON
Thursday	January 1	New Year's Day/Statutory Holiday
Friday	April 3	Good Friday/ Statutory Holiday
Sunday	April 5	Sunday Closure
Monday	April 6	Easter Monday/ Statutory Holiday
Sunday	May 17	Sunday Closure
Monday	May 18	Victoria Day/ Statutory Holiday
Sunday	May 31	Sunday Closure
Sunday	June 7	Sunday Closure
Sunday	June 14	Sunday Closure
Sunday	June 21	Sunday Closure
Sunday	June 28	Sunday Closure
Wednesday	July 1	Canada Day/ Statutory Holiday
Sunday	July 5	Sunday Closure
Sunday	July 12	Sunday Closure
Sunday	July 19	Sunday Closure
Sunday	July 26	Sunday Closure
Sunday	August 2	Sunday Closure
Monday	August 3	BC Day/ Statutory Holiday
Sunday	August 9	Sunday Closure
Sunday	August 16	Sunday Closure
Sunday	August 23	Sunday Closure
Sunday	August 30	Sunday Closure
Sunday	September 6	Sunday Closure
Monday	September 7	Labour Day/ Statutory Holiday
Sunday	September 13	Sunday Closure
Sunday	October 11	Sunday Closure
Monday	October 12	Thanksgiving/ Statutory Holiday
Wednesday	November 11	Remembrance Day/ Statutory Holiday
Tuesday	December 8	All-Staff Training Closure 9 am – 2 pm
Thursday	December 24	Grace and Favour Early Closure at 12 pm
Friday	December 25	Christmas/ Statutory Holiday
Saturday	December 26	Boxing Day/ Statutory Holiday
Sunday	December 27	Sunday Closure
Wednesday	December 31	Grace and Favour Early Closure at 5 pm
Friday	January 1, 2016	New Year's Day 2016/ Statutory Holiday