



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Acting Library Manager/CEO

Meeting Date: June 28, 2016

Subject: Report PPL16-027
Enhanced Library Hours 2017

Purpose

A report to recommend approval of a change to the Public Library's operating hours.

Recommendations

That the Library Board approves the recommendation outlined in Report PPL-16-027 dated 28 June, 2016, as follows:

- a) That the proposed changes to the Peterborough Public Library's standard operating hours as outlined in Option B, specifically that during Regular hours, Monday to Friday hours be extended to 9:00 a.m. to 8:00 p.m.; that Saturday hours remain the same at 10:00 a.m. to 5:00 p.m.; and that Sunday hours be expanded to 1:00 to 5:00 p.m.; and that during Summer Hours Monday to Friday be extended from 9:00 a.m. to 7:00 p.m.; that Saturday hours remain the same at 10:00 a.m. to 5:00 p.m.; and that Sunday hours be expanded to 1:00 to 5:00 p.m., be approved, subject to confirmation of additional approved funding in the 2017 operating budget.
- b) That the proposed hours come into effect when Library activities resume at the Main Branch of the Library following the successful completion of the expansion project.

Budget and Financial Implications

If approved, the proposed additional hours would result in an annual increase of \$110,069 in part time wages and benefits for a full year operation. Since it is anticipated that the library operations will not resume until at least mid-year 2017, the increase will not exceed 50 percent or \$55,035 in 2017.

In keeping with Council direction of no new programs or services without Council approval, this will be treated as a “below the line” submission as part of the 2017 Budget deliberations.

Background

The library is currently open 57 hours per week, with the exception of holidays and closures. There is also a shift for 15 weeks from Victoria Day to Labour Day when the library closes at 7:00 p.m. Monday to Thursday which reduces the weekly total to 53 hours.

In order to better meet the needs of our community in our newly renovated facility, we would like to alter the library hours at the Main Branch to one of the following options:

Regular Hours (37 weeks)

Current

Monday - Thursday 10am-8pm

Friday - Saturday 10am - 5pm

Sunday 2pm-5pm

Total of 57 open hours per week

Summer Hours (15 weeks)

Current

Monday - Thursday 10am-7pm

Friday - Saturday 10am - 5pm

Sunday 2pm-5pm

Total of 53 open hours per week

Option A:

Monday-Friday 9am-9pm

Saturday 10am-6pm

Sunday 12pm-5pm

Total of 73 open hours per week

Option A:

Monday-Friday 9am-7pm

Saturday 10am-6pm

Sunday 12pm-5pm

Total of 63 open hours per week.

Option B:

Monday-Friday 9am-8pm

Saturday 10am-5pm

Sunday 1pm-5pm

Total of 66 open hours per week.

Option B:

Monday-Friday 9am-7pm

Saturday 10am-5pm

Sunday 1pm-5pm

Total of 61 open hours per week.

Option C:

Monday-Friday 10am-8pm

Saturday 10am-5pm

Sunday 1pm-5pm

Total of 61 open hours per week.

Option C:

Monday-Friday 10am-7pm

Saturday 10am-5pm

Sunday 1pm-5pm

Total of 56 open hours per week.

Total desk hours :

	Schedule Type	Current schedule	Option A	Option B	Option C
Info @ 3 staff	Regular	171 (115 FT / 56 PT)	219 (120 FT / 99 PT) +48 = \$1313.28	198 (120 FT / 78 PT) +27 = \$738.72	183 (120 FT / 63 PT) +12 = \$328.32
	Summer	159 (103 FT / 56 PT)	189 (115 FT / 74 PT) +30 = \$820.80	183 (115 FT / 68 PT) + 24 = \$656.64	168 (115 FT / PT) + 9 = \$246.24
Circulation @ 4 staff ¹	Regular	256 (94 FT / 162 PT)	308 (94 FT / 214 PT) +52 = \$1340.04	280 (94 FT / 186 PT) + 24 = \$618.48	260 (94 FT / 166 PT) + 4 = \$103.08
	Summer	240 (94 FT / 146 PT)	268 (94 FT / 168 PT) +28 = \$721.56	260 (94 FT / 166 PT) +20 = \$515.40	240 (94 FT / 146 PT) + 0 = \$0
Pages @ 3 staff	Regular	171	219 +48 = \$668.64	198 +27 = \$376.11	183 +12 = \$167.16
	Summer	159	189 +30 = \$417.90	183 +24 = \$334.32	168 +9 = \$125.37
Custodial ²	Regular	87 (40 FT / 47 PT)	110 (40 FT / 63 PT) +16 = \$341.92	99 (40 FT / 59 PT) + 12 = \$256.44	92 (40 FT / 52 PT) +5 = \$106.85
	Summer				
Totals ³ :			\$170,096.26	\$100,062.75	\$33,277.07
Including PT benefits:			\$187,105.89	\$110,069.03	\$36,604.78

2017 pay rates were used to calculate the increased cost for each department.

Submitted by,

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¹ We currently have 3 staff members working Circulation. Due to the renovations, an additional person would be needed to staff the circulation desk on the lower level in Children's. This would be a new allotment of time needed. The above chart indicates the hours assuming 4 circulation staff at current operating hours.

² Custodial hours are 1.5 times more than operating hours and do not change seasonally as there are room rentals and on going maintenance throughout the year.

³ Summer total multiplied by 15 weeks, regular total multiplied by 37 weeks for each department.