



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Acting Library Manager/CEO

Meeting Date: September 27, 2016

Subject: Report PPL16-032
Holiday Operating Hours

Purpose

A report to seek approval to adjust the Library hours of operation for the period of December 27, 2016 to December 30, 2016.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL16-032 dated September 27, 2016, as follows:

- a) That the Library hours of operation from December 27 to December 30, 2016 be changed to 10:00 am – 5:00 pm be approved; and
- b) That the Library be closed at 1:00 pm on Saturday, December 24th and Saturday, December 31st for both the Main and DelaFosse branches, in accordance with the CUPE 1833 collective agreement.

Budget and Financial Implications

If the recommendation is adopted there would be no affect to the Library's overall budget.

Background

The Library typically adjusts its operating hours during the last week of December, between the Christmas and New Year's holidays to accommodate the reduced amount of traffic seen in the library in the evening hours during this time period by closing at 5:00pm.

As Christmas day falls on a Sunday, and Boxing Day on a Monday in 2016, the City recognizes Monday, December 26 and Tuesday, December 27 as the closed days. The library would prefer to be open on Tuesday, December 27 to serve the public. As a result, all full time staff will receive time in lieu for December 25th to be used at a mutually agreeable time.

The CUPE 1833 Collective agreement, Article 16.01 (captured below) lists the recognized paid holidays and states that there shall be an additional half day on the last working day prior to Christmas and New Years as a paid holiday. As both December 24 and 31 fall on a Saturday in 2016, we would like to be open to the public from 10:00am - 1:00pm those days.

January 1, 2016 - December 31, 2019

Article 16 - Holidays

16.01 Holidays - Full-Time Employees

(a) The Employer recognizes the following as paid holidays:

New Year's Day	Peter Robinson Day (Civic Holiday)
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Boxing Day
Canada Day	Christmas Day

In addition to the above any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government. There shall be an additional one-half (½) day, (3.5 hours, 4 hours for Custodian and Caretaker) paid holiday to be taken the last working day prior to Christmas, and one-half day (3.5 hours, 4 hours for Custodian and Caretaker), paid holiday to be taken the last working day prior to New Years.

The library shall be closed on the Saturday and Sunday between Good Friday and Easter Monday. Full-time library staff will be expected to use either their lieu time or vacation time for these days.

Submitted by,

Jennifer Jones
Acting Library Manager/CEO

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