



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Acting Library Manager/CEO

Meeting Date: October 25, 2016

Subject: Report PPL16-032A
Holiday Operating Hours - Updated

Purpose

A report to seek approval to adjust the Library hours of operation during the 2016 holiday period.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL16-032A dated October 25, 2016, of the Acting Library Manager/CEO as follows:

- a) That the Library hours of operation be adjusted to 10:00 am to 5:00 pm for the dates of December 27 to December 30, 2016;
- b) That both the Main and DelaFosse Library branches be closed early, at 1:00pm on Saturday, December 24 and Saturday, December 31, 2016, in accordance with the CUPE 1833 collective agreement; and
- c) That both the Main and DelaFosse Library branches be closed on January 2, 2017 in observance of the January 1, 2017 holiday.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendations of this report.

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, 2016 fall on a Saturday, Staff recommends the Library 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.

As New Year's Day also falls on a Sunday, the City recognizes Monday, January 2, 2017 as the statutory Holiday. Staff recommends the Library be closed on the Monday as well, reopening at 10:00am on January 3, 2017.

Submitted by,

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Acting Library Manager/CEO

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