



**Peterborough  
Public Library**

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 26, 2017

**Subject:** Report PPL17-054  
2017 Holiday Operating Hours

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## **Purpose**

A report to seek approval to adjust the Library hours of operation during the 2017 holiday period.

## **Recommendations**

That the Library Board approve the recommendations outlined in Report PPL17-054 dated September 26, 2017, of the Library CEO as follows:

- a) That the Library hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for the dates of December 27 to December 29, 2017; and,
- b) That the Main branch be closed early, at 1:00 p.m. on Saturday, December 23, 2017 and Saturday, December 30, 2017 in accordance with the CUPE 1833 collective agreement.

## **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.

The Library will observe the statutory holiday for Christmas on Monday, December 25, 2017, and for Boxing Day on Tuesday December 26, 2017.

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 December 31, 2017 fall on Sundays (which are not staffed with full time employees), it has been past practice that the last working day before the paid holiday be observed on Saturday, in this case Saturday, December 23 and Saturday, December 30. On these dates the library would be open to the public from 10:00am -1:00pm.

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.

Submitted by,

Jennifer Jones  
Library CEO

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