



**To:** Members of the Peterborough Public Library Board  
**From:** Jennifer Jones, Library CEO  
**Meeting Date:** September 14, 2021  
**Subject:** Library Winter Holiday Operating Hours, Report PPL21-024

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## **Purpose**

A report to request a temporary change to the library operating hours during the period between December 24, 2021 and January 3, 2022.

## **Recommendations**

That the Library Board approve the recommendations outlined in Report PPL21-024, dated September 14, 2021, of the Library CEO, as follows:

- a) That the hours of operation at the Main branch be adjusted to 10:00am to 5:00pm for the dates of December 29 and December 30, 2021;
- b) That the Main branch close early, at 1:00pm on Friday December 24, 2021 and Friday December 31, 2021, in accordance with the CUPE 1833 collective agreement;
- c) That the Main branch be closed Saturday December 25, 2021 to Tuesday December 28, 2021, as well as Saturday January 1, 2022 to Monday January 3, 2022; and
- d) That the DelaFosse branch remain closed between December 24, 2021 and January 3, 2022.

## **Budget and Financial Implications**

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

## Background

The Library traditionally adjusts its operating hours 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 by closing at 5:00pm.

As the statutory holidays fall on a weekend this year, the Library will be closed on the actual holiday date as well as observe the statutory holiday closure as follows:

- Christmas Day on Monday December 27, 2021
- Boxing Day on Tuesday December 28, 2021
- New Year's Day on Monday January 3, 2022.

The CUPE 1833 Collective agreement, Article 16.01 (see Appendix A) 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. On these dates - December 24, 2021 and December 31, 2021 - the library would be open to the public from 10:00am -1:00pm.

It is also recommended that the DelaFosse remain closed for the entire holiday period given reduced traffic and staffing needs at the Main branch during this time.

Submitted by,

Jennifer Jones  
Library CEO

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Attachments:

Appendix A - CUPE 1833 Collective agreement, Article 16.01