



# Peterborough Public Library

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**To:** Members of the Peterborough Public Library Board

**From:** Jennifer Jones, Library CEO

**Meeting Date:** February 4, 2025

**Report:** Winter Holiday Hours, Report PPL25-008

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## Subject

A report to request a temporary change to the library operating hours during the period of the winter holidays between December 24, 2025, and January 1, 2026.

## Recommendations

That the Library Board approve the recommendations outlined in Report PPL25-008, dated February 4, 2025, of the Library CEO, as follows:

- a) That the hours of operation at all library branches be adjusted to 10:00am to 5:00pm for the dates of December 29-30, 2025;
- b) That the library branches be closed in accordance with the terms of Article 16 of the CUPE 1833 Collective agreement:

December 24 close at 1pm  
December 25 closed  
December 26 closed  
December 31 close at 1pm  
January 1 closed

## Background

Library staff have requested that this report be brought forward to the Board for approval earlier in the year to align with the vacation selection process outlined in the CUPE 1833 collective bargaining agreement. Staff select their vacation time for the

July-December period in early March annually.

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.

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.

The proposed winter holiday hours schedule is:

December 24, 2025 – 10am-1pm

December 25, 2025 – closed

December 26, 2025 – closed

December 27, 2025 – 10am-5pm

December 28, 2025 – 10am-5pm

December 29, 2025 – 10am-5pm

December 30, 2025 – 10am-5pm

December 31, 2025 – 10am-1pm

January 1, 2025 – closed

January 2, 2025 – 10am-8pm (regular hours resume)

## **Strategic Plan**

Strategic Pillar: Community & Well-being

Strategic Initiative: Library services and programs enhance the recreational aspects of our community.

## **Budget and Financial Implications**

There are no budget or financial implications resulting from the approval of the recommendation of this report.

These temporary hours changes reflect a standard operating practice of the Library, which has been accounted for in the annual budgeting process.

## **Attachments**

Appendix A: CUPE 1833 Collective agreement, Article 16.01

Submitted by,

Jennifer Jones  
Library CEO

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**Appendix A – CUPE 1833 Collective agreement, Article 16.01**

## Article 16 – Holidays

## 16.01

- (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 ( $\frac{1}{2}$ ) day, (3.5 hours, 4 hours for Custodian) paid holiday to be taken the last working day prior to Christmas, and one-half day (3.5 hours, 4 hours for Custodian), 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.