



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: June 26, 2018

Subject: Report PPL18-037
2018 Holiday Operating Hours

Purpose

A report to seek approval to adjust the Library hours of operation during the 2018 holiday period.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-037 dated June 26, 2018, 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 and December 28, 2018;
- b) That the Main branch be closed early, at 1:00 pm on Monday December 24, 2018 and Monday, December 31, 2018, in accordance with the CUPE 1833 collective agreement; and,
- c) That the library CEO be given the authority to adjust library hours during the holiday closure period in line with operational needs and the appropriate articles in the CUPE 1833 contract on an annual basis without Board approval.

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 5:00 p.m.

The Library will observe the statutory holiday for Christmas on Tuesday December 25, 2018, for Boxing Day on Wednesday December 26, 2018, and for New Year's Day on Tuesday January 1, 2019.

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. On these dates the library would be open to the public from 10:00 a.m. -1:00 p.m.

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 ($\frac{1}{2}$) 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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