



## STAFF REPORT ACTION REQUIRED

10.

### Holiday Closures 2015 and January 2016

<b>Date:</b>	October 20, 2014
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	Acting City Librarian

### **SUMMARY**

---

The purpose of this report is to recommend and receive Toronto Public Library Board approval for the schedule of holiday closures for 2015 and January 2016.

### **RECOMMENDATIONS**

---

**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the schedule of holiday closures for 2015 and January 2016 as provided in Attachment 1.

### **FINANCIAL IMPACT**

---

There is no financial impact to the 2015 operating budget arising from the recommendation in this report. The recommended closures are included in the proposed 2015 operating budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

### **DECISION HISTORY**

Where Library Board approval is required to establish holiday closures, the matter comes before the Board in the preceding year to ensure adequate notice to the public and staff.

### **COMMENTS**

At its meeting on November 18, 2013, the Library Board approved the Library closure for New Year's Day 2015, on Thursday, January 1, 2015.

The Library is open for regular service on Remembrance Day, Wednesday, November 11, 2015.

The Library will be closed on Friday, December 25, 2015 for Christmas Day and Saturday, December 26, 2015 for Boxing Day.

In 2016, New Year's Day falls on a Friday and the Library will be closed.

In accordance with the collective agreement, those Library locations that are scheduled to be open on Thursday, December 24 and Thursday, December 31, 2015, will be open from 9:00 a.m. to 1:00 p.m.

All full-time employees whose scheduled day off falls on a holiday closure are compensated with a day in lieu to be taken at another agreed upon time.

It is the practice of the Library to close on many of the Sundays adjacent to public holidays.

The schedule of holiday closures for 2015 and January 2016 is provided in Attachment 1.

## **CONTACT**

Dan Keon, Director, Human Resources; Tel: 416-395-5850;  
E-mail: [dkeon@torontopubliclibrary.ca](mailto:dkeon@torontopubliclibrary.ca)

## **SIGNATURE**

---

Anne Bailey  
Acting City Librarian

## **ATTACHMENTS**

Attachment 1: Toronto Public Library Holiday Closures, 2015 and January 2016