



STAFF REPORT ACTION REQUIRED

12.

Holiday Closures 2016 and January 2017

Date:	October 26, 2015
To:	Toronto Public Library Board
From:	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 2016 and January 2017.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the schedule of holiday closures for 2016 and January 2017, 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 2016 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 October 20, 2014, the Library Board approved the Library closure for New Year's Day 2016, on Friday, January 1, 2016.

The Library is open for regular service on Remembrance Day, Friday, November 11, 2016.

In 2016, Christmas Day falls on a Sunday. Since this is not a regular service day, it is recommended that the Library be closed on Monday, December 26, 2016 for Christmas Day. The Library will be open on Tuesday, December 27, 2016, Boxing Day. All full time employees will receive a day in lieu for Boxing Day.

In 2017, New Year's Day falls on a Sunday. Since this is not a regular service day, it is recommended that the Library be closed Monday, January 2, 2017, in lieu of New Year's Day.

In accordance with the collective agreement, those Library locations that are scheduled to be open on Saturday, December 24 and Saturday, December 31, 2016, 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 2016 and January 2017 is provided in Attachment 1.

CONTACT

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

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENT

Attachment 1: Toronto Public Library Holiday Closures 2016 and January 2017