TORONTO PUBLIC LIBRARY

**STAFF REPORT
ACTION REQUIRED**

15.

Holiday Closures 2017 and January 2018

Date:	November 21, 2016
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 2017 and January 2018.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1.   approves the schedule of holiday closures for 2017 and January 2018 as provided in Attachment 1.

FINANCIAL IMPACT

There is no financial impact to the 2017 operating budget arising from the recommendation in this report. The recommended closures are included in the proposed 2017 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 26, 2015, the Library Board approved the Library closure for New Year's Day 2017, on Monday, January 2, 2017.

The Library is open for regular service on Remembrance Day, Saturday, November 11, 2017.

The Library will be closed on Monday, December 25, 2017 for Christmas Day and Tuesday, December 26, 2017 for Boxing Day.

In 2018, New Year's Day falls on a Monday and the Library will be closed.

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 the Sundays adjacent to public holidays, with the exception of Family Day.

The schedule of holiday closures for 2017 and January 2018 is provided in Attachment 1.

CONTACT

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SIGNATURE

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Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1:   Toronto Public Library Holiday Closures, 2017 and January 2018