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To: Toronto Public Library Board – January 19, 2004

From: City Librarian

Subject: **Holiday Closures**

Purpose:

To recommend the date the Library will be closed for Boxing Day 2004 and to advise the Board of the schedule of holiday closures for 2004 and January 2005.

Funding Implications and Impact Statement:

There are no financial implications attendant on the recommendation.

Recommendation:

It is recommended that the Library be closed on Monday, December 27, 2004, for the Boxing Day holiday.

Background:

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

Comments:

In 2004, Boxing Day falls on a Sunday. Since this is not a regular service day, it is recommended that the Library be closed on Monday, December 27, 2004. The City of Toronto will be closed on December 27, 2004 as well.

A full-time employee whose scheduled day off falls on a holiday closure is compensated with a day to be taken at another agreed upon time.

Schedule of Holiday Closures, 2004 and January 2005

Friday, April 9, 2004	Good Friday	Closed
Monday, April 12, 2004	Easter Monday	Closed
Monday, May 24, 2004	Victoria Day	Closed
Thursday, July 1, 2004	Canada Day	Closed
Monday, August 2, 2004	Civic Holiday	Closed
Monday, September 6, 2004	Labour Day	Closed

Monday, October 11, 2004	Thanksgiving Day	Closed
Friday, December 24, 2004	Christmas Eve	Closed at 1:00 p.m.
Saturday, December 25, 2004	Christmas Day	Closed
Sunday, December 26, 2004	Normal Sunday Closure	Closed
Monday, December 27, 2004	Boxing Day	Closed
Friday, December 31, 2004	New Year's Eve	Closed at 1:00 p.m.
Saturday, January 1, 2005	New Year's Day	Closed

Conclusion:

The public and staff will be notified of the holiday closure schedule for 2004 and January 2005.

Contact:

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City Librarian

List of Attachments:

Not applicable.