



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 15, 2024
Agenda Item No. 10

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
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PREPARED BY: Melissa Hartson, Library Services Director

TITLE: Proposed Library Schedule for Winter Holidays 2024

ABSTRACT:

An adjusted schedule for this holiday period will enable the Library to provide appropriate staffing levels for public service while accommodating staff leave requests. Library usage is typically low during the winter holidays, and the adjusted schedule will have minimal impact on Library patrons.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees adopt the following proposed holiday hours:

- All locations close at 1 p.m. on Tuesday, December 24
- All locations closed on Wednesday, December 25.
- All locations close at 6 p.m. Thursday, December 26 and Monday, December 30.
- All locations close at 1 p.m. on Tuesday, December 31
- All locations closed on Wednesday, January 1.
- Normal schedule resumes on Thursday, January 2.

DISCUSSION:

As an organization that operates seven days a week at multiple locations, the Newport Beach Public Library differs from the majority of City departments, who operate Monday through Friday. For the last 15 years, the City of Newport Beach has closed certain administrative offices and programs during the work week between the Christmas and New Year's holidays with the exception of Library, Police, Fire, Utilities, Harbor, and Public Works.

In compliance with the City's MOU with employee bargaining units, the City observes a half-day holiday closure on Christmas Eve and New Year's Eve and a full-day holiday closure on Christmas Day and New Year's Day. City staff assigned to offices which close between Christmas and New Year's typically use personal leave time for the remaining non-holiday closures.

Library management recommends that all locations close at 1 p.m. on Tuesday, December 24 and Tuesday, December 31 and all day on Wednesday, December 25 and Wednesday, January 1.

Additionally, staff proposes to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Thursday, December 26 and Monday, December 30. Maintaining open hours during the day and providing digital resources via the 24/7 Library eBranch provides the public with continued access to services. Typically, usage is low in the evenings during the holiday week. Normal hours will resume on Thursday, January 2, 2025. Library management expects that this schedule will have minimal impact on patrons while maintaining appropriate staffing levels and satisfying staff requests for leave.

			CENTRAL		MARINERS		BALBOA		CORONA DEL MAR	
			Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
TUE	DEC	24	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
WED	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
THU	DEC	26	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
FRI	DEC	27	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SAT	DEC	28	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SUN	DEC	29	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	30	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	31	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
WED	JAN	1	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Neighboring libraries and libraries considered our peers in terms of service population and budget have the following holiday closure schedule:

Orange County Libraries:

- Anaheim Public Library - closed 12/25 and 1/1/2025
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2025
- Fullerton Public Library – closed 12/24 – 1/1/2025
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2025
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2025
- Orange County Law Library – closure dates TBD
- Orange County Public Library – closed 12/25 and 1/1/2025
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24, 12/25, 12/31, and 1/1/2025
- Yorba Linda Public Library – closed 12/24, 12/25, 12/31, 1/1/2025

Peer Libraries:

- Carlsbad Public Library – closed 12/25 and 1/1/2025
- Cerritos Public Library – closed 12/24, 12/25, and 1/1/2025
- Mountain View Public Library – closed 12/24, 12/25, 12/26, 12/31, and 1/1/2025
- Palo Alto Public Library – closed 12/25 and 1/1/2025
- Santa Monica Public Library – closed 12/24, 12/25, and 1/1/2025

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

ATTACHMENT A: City of Newport Beach 2024 Employee Calendar