



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 20, 2026
Agenda Item No. 6

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 2026

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 6 p.m. on Monday, December 21 through Wednesday, December 23
- All locations closed on Thursday, December 24 and Friday, December 25
- All locations close at 6 p.m. on Monday, December 28 through Wednesday, December 30
- All locations closed on Thursday, December 31 and Friday, January 1
- Regular operating hours resume on Saturday, January 2

DISCUSSION:

As an organization that operates seven days a week at multiple locations, the Library Services Department differs from most City departments located at City Hall that operate Monday through Friday. For the past 17 years, the City of Newport Beach has closed City Hall operations during the work week between the Christmas and New Year's holidays. In accordance with the City's MOU with employee bargaining units, the City observes a full-day holiday closure on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Library management recommends that all locations close on Thursday, December 24, Friday, December 25, Thursday, December 31, and Friday, January 1. Additionally, staff propose to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Monday, December 21 through Wednesday, December 23 and Monday, December 28 through Wednesday, December 30. Maintaining open hours during the day and 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 weeks. Normal hours will resume on Saturday, January 2, 2027. 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
MON	DEC	21	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
TUE	DEC	22	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
WED	DEC	23	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
THU	DEC	24	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
SAT	DEC	26	9-6	9-6	9-6	9-6	Closed	Closed	9-6	9-6
SUN	DEC	27	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	28	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
TUE	DEC	29	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
WED	DEC	30	9-9	9-6	9-9	9-6	Closed	Closed	9-6	9-6
THU	DEC	31	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	JAN	1	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed

Neighboring libraries have the following holiday closure schedule:

- Anaheim Public Library - closed 12/25 and 1/1/2027
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2027
- Fullerton Public Library – closed 12/24 – 1/1/2027
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2027
- Irvine Public Library – closed 12/24, 12/25, 1/1/2027
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2027
- Orange County Public Law Library – closure dates TBD
- Orange County Public Library – closed 12/25 and 1/1/2027
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24 – 1/1/2027
- Yorba Linda Public Library – closed 12/24 – 1/1/2027

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 2026 Employee Calendar