



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

November 17, 2025
Agenda Item No. 7

TO: BOARD OF LIBRARY TRUSTEES

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

TITLE: Review Holidays and Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Library Trustees review the Library's holiday and meeting schedule for 2026 and approve as presented.

BLT MEETING SCHEDULE			
HOLIDAY CLOSURES		BLT MEETING DATES	
New Year's Day	THU, JAN 1		
Martin Luther King Day	MON, JAN 19	JANUARY	20
Presidents' Day	MON, FEB 16	FEBRUARY	17
		MARCH	16
Easter	SUN, APR 5	APRIL	20
Memorial Day	MON, MAY 25	MAY	18
		JUNE	15
Independence Day	SAT, JUL 4	JULY	20
		AUGUST	17
Labor Day	MON, SEP 7	SEPTEMBER	21
		OCTOBER	19
Veterans' Day	WED, NOV 11	NOVEMBER	16
Thanksgiving Day	THU, NOV 26		
Day-After Thanksgiving	FRI, NOV 27		
Christmas Eve	THU, DEC 24 – 1/2 Day	DECEMBER	21
Christmas Day	FRI, DEC 25		
New Year's Eve	THU, DEC 31 – 1/2 Day		

DISCUSSION:

Per the Board of Library Trustees By-Laws (Article IV – Meetings) Section 1:

"The regular meetings shall be held on the third Monday of each month commencing at 5:00 p.m. at the Central Library or at a specified branch library, unless noticed otherwise. In the event the third Monday of the month is a holiday observed by the City, such regular meeting shall be held on the next business day

commencing at 5:00 p.m. at the Central Library unless noticed otherwise. Special meetings may also be held subject to compliance with the provisions of the Ralph M. Brown Act."

Both the Martin Luther King Jr. Day and President's Day holidays fall on the third Monday of January and February respectively. Therefore, the Board of Library Trustees will hold its January and February meetings on the following Tuesday.

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: 2026 Meeting Schedule