



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

July 21, 2025
Agenda Item No. 9

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 2025

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 22 and Tuesday, December 23
- All locations close at 1 p.m. on Wednesday, December 24
- All locations closed on Thursday, December 25
- All locations close at 6 p.m. on Monday, December 29 and Tuesday, December 30
- All locations close at 1 p.m. on Wednesday, December 31
- All locations closed on Thursday, January 1
- Normal schedule resumes on Friday, 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 16 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 Wednesday, December 24 and Wednesday, December 31 and all day on Thursday, December 25 and Thursday, January 1. Additionally, staff proposes to offer a 9 a.m. to 6 p.m. public services schedule at all locations on Monday, December 22 and 29 and Tuesday, December 23 and 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 Friday, January 2, 2026. 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	22	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	23	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
WED	DEC	24	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
THU	DEC	25	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
FRI	DEC	26	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SAT	DEC	27	9-6	9-6	9-6	9-6	9-6	9-6	9-6	9-6
SUN	DEC	28	12-5	12-5	12-5	12-5	Closed	Closed	Closed	Closed
MON	DEC	29	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
TUE	DEC	30	9-9	9-6	9-9	9-6	9-6	9-6	9-6	9-6
WED	DEC	31	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1
THU	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 1/1/2026
- Buena Park Library District - closed 12/24, 12/25, 12/31, 1/1/2026
- Fullerton Public Library – closed 12/24 – 1/1/2026
- Huntington Beach Public Library – closed 12/24, 12/25, 12/31, 1/1/2026
- Irvine Public Library – closure dates TBD
- Mission Viejo Public Library - closed 12/24, 12/25, and 1/1/2026

- Orange County Law Library – closed 12/24, 12/25, 12/31, 1/1/2026
- Orange County Public Library – closed 12/25 and 1/1/2026
- Orange Public Library – closure dates TBD
- Placentia Library District - closed 12/24 – 1/1/2026
- Yorba Linda Public Library – closed 12/24 – 1/1/2026

Peer Libraries:

- Carlsbad Public Library – closed 12/25 and 1/1/2026
- Cerritos Public Library – closed 12/24, 12/25, and 1/1/2026
- Mountain View Public Library – closed 12/24, 12/25, 12/26, 12/31, and 1/1/2026
- Palo Alto Public Library – closed 12/25 and 1/1/2026
- Santa Monica Public Library – closure dates TBD

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 2025 Employee Calendar