



## CITY *of* CALABASAS

### LIBRARY COMMISSION AGENDA REPORT

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**DATE:** NOVEMBER 8, 2016

**TO:** LIBRARY COMMISSION

**FROM:** BARBARA LOCKWOOD, CITY LIBRARIAN

**SUBJECT:** BOOK DROP

**MEETING DATE:** NOVEMBER 14, 2016

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#### **BACKGROUND/DISCUSSION:**

When the Senior Center was being built, the drive-thru book drop behind the Civic Center was moved to the front of the Library and bolted into the cement. Since the Senior Center opened, staff has had frequent requests from patrons to replace the drive-thru book drop. The extra book drop in front of the library is used frequently and dividing up circulation materials by type has proven helpful to staff and patrons.

Staff is planning on keeping the book drop in front of the library due to high usage and issues involved in unbolting it from the cement. Library staff is working with City Engineering and Planning to finalize the safest and most practical location and will keep the commission apprised as plans are finalized.

#### **FISCAL IMPACT:**

The cost of the new book drop is \$4,400.