



CITY of CALABASAS

LIBRARY COMMISSION AGENDA REPORT

DATE: JUNE 1, 2020

TO: LIBRARY COMMISSION

FROM: BARBARA LOCKWOOD, CITY LIBRARIAN,

SUBJECT: UPDATE ON LIBRARY CLOSURE

MEETING DATE: JUNE 15, 2020

BACKGROUND/ DISCUSSION:

The Calabasas Library closed to the public on March 13, 2020 due to the COVID-19 pandemic. The library staff primarily worked remotely with one staff person each day going into the library to empty book drops, process mail and answer the phone. The Librarians continued to order both digital and physical materials. We maintained email and telephone contact with patrons.

At the end of April, the City Manager requested that we set up a procedure to provide physical materials to patrons. Patrons can put items on hold online or by telephone and staff calls to set up the appointments when the items become available. So far, 210 patrons have picked up materials by appointment.

During the closure, the facility staff built new shelving. We created a new collection called Romance to alleviate the overcrowding in the adult fiction section. Hourly librarians have been weeding some of the non-fiction books to remove outdated materials and make room for more current items. The Alzheimer's material packets were also completed and catalogued.

The City Librarian participated in Zoom discussions with other library directors and the California State Library staff to develop policies for reopening libraries. Staff created a reopening plan based on these current policy and standards. The draft policy is attached. More information about the library reopening will be available closer to the meeting date. The City Librarian will provide an additional update then.

Information for the online Summer Reading Program is now on the Library website. The Library continues to hold regular meetings on Zoom; Film Fanatics, Book Club, Writers' Club, weekly staff updates and the Friends of the Library. The storytimes continue with fresh new episodes and the blog, *Quarantimes: Survival Guide for Parents with Toddlers* by Librarian Sky You is updated each week. We are issuing an e-newsletter bimonthly to keep patrons current.

ATTACHMENT: Draft Reopening Plan

REQUESTED ACTION:

This is an informational item only and requires no action.