



CITY *of* CALABASAS

LIBRARY COMMISSION AGENDA REPORT

DATE: MARCH 28, 2021
TO: MEMBERS OF THE LIBRARY COMMISSION
FROM: BARBARA LOCKWOOD, CITY LIBRARIAN *BL*
SUBJECT: LIBRARY REOPENING PLANS

MEETING
DATE: APRIL 5, 2021

SUMMARY RECOMMENDATION:

Reopen the Calabasas Library on a limited basis on April 13, 2021.

BACKGROUND:

The Calabasas Library was closed to the public in March 2020 due to the COVID 19 pandemic. Staff continued to work remotely or in the library providing services to the community. More than one year after the initial closure, the Calabasas Library is preparing for a limited reopening.

DISCUSSION/ANALYSIS:

At the June 5, 2020 Library Commission meeting, staff presented a report on reopening the library which included a draft plan proposal. The original plan is included as an attachment in addition to the Los Angeles County Department of Health guidelines. We are considering modifications as we begin a phased-in reopening on April 13. The date was chosen as the first day after LVUSD students return from Spring Break and Los Angeles Unified School students return to in-person classes.

During the first phase up to 25 patrons will be allowed to enter the library for an hour at a time, four afternoons per week (Tuesday, Wednesday, Thursday and Sunday) from 1 p.m. to 5 p.m. for Grab and Go service. On the two days the library is not open for Grab and Go, (Friday and Saturday) library staff will continue to offer appointment pickup service from 11 a.m. - 5 p.m. Until further notice, the Library will continue all programs virtually.

To promote COVID safety, we will require masks to be worn in the library at all times. Cleaning will be increased and hand sanitizer stations will be available in several locations. Most furniture will be removed to discourage lingering and only the single family bathroom will be open. Floor decals will indicate 6 foot social distancing. We will encourage use of the self-checkout machine or the new self-checkout mobile app.

The drop boxes will continue to be open 24 hours, 7 days a week and will remain the method of returning borrowed materials. We will have a separate cart for materials touched by patrons during browsing. All materials will continue to be quarantined approximately three days before being returned to the shelf.

FISCAL IMPACT:

Most of the cost for PPE and safety measures will be covered by Cares Act Funding.

RECOMMENDED ACTION:

Approve phased reopening plan.

ATTACHMENTS:

1. City of Calabasas Library Reopening Plan Proposal
2. County of Los Angeles Reopening Protocol for In-Person Services in Libraries