



CITY of CALABASAS

LIBRARY COMISSION AGENDA REPORT

DATE: NOVEMBER 2, 2023

TO: LIBRARY COMMISSION

FROM: BARBARA LOCKWOOD, CITY LIBRARIAN

SUBJECT: CALABASAS LIBRARY HOURS

MEETING DATE: NOVEMBER 6, 2023

SUMMARY RECOMMENDATION:

The Calabasas Library will open from 11 am to 7 pm on Tuesdays, Wednesdays and Thursdays starting January 2, 2024.

BACKGROUND:

Before the COVID closure, the Calabasas Library was open from 11 am to 8 pm on Tuesdays, Wednesdays and Thursdays, 11 am to 5 pm on Fridays and Saturdays and noon to 5 pm on Sundays. When the Library reopened, we went back to those hours. However, due to an outbreak of COVID among staff we closed the library for a week. The City then mandated that proof of vaccination would be required to enter the building. We hired a temp to sit at the door from 11 am to 6 pm. Opening until 8 pm would have required overtime pay for the employee.

During the COVID closure, several hourly employees resigned. Since then the Library has experienced a high turnover of hourly staff as many left for full time jobs. We are in the process of recruiting new hourly employees but are not yet fully staffed.

We have had several requests to keep the Library open later. The addition of three extra hours per week will not hugely impact staffing and we will revisit adding more hours at a later date.

REQUESTED ACTION:

This is an informational item only and requires no action.