

California Public Library Survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

Directory Update #1-45

1	Library ID	M918
2	FSCS ID	CA0201
3	Short Name	Calabasas
4	Library Name	CALABASAS CITY LIBRARY

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5	Courtesy Title	Ms.
6	Director First Name	Barbara
7	Director Middle Name	Lawrence
8	Director Last Name	Lockwood
9	Director Title	City Librarian
10	Street Address	200 CIVIC CENTER WAY
11	City	CALABASAS
12	Zip	91302
13	Zip +4	4114
14	Mailing Address	200 CIVIC CENTER WAY
15	Mailing City	CALABASAS
16	Mailing Zip	91302
17	Mailing Zip +4	4013
18	Public Phone Number - Administration	(818) 225-7616
19	Reference Phone Number	(818) 225-7616
20	Fax	(818) 225-7728

21	TDD for Deaf	N/A
22	Library Director's Email address	blockwood@cityofcalabasas.com
23	Library's Public Email address	requests@cityofcalabasas.com
24	Library's Web Address	http://www.cityofcalabasas.com/library.html
25	ILL Period # of weeks	3
26	ILL Photocopy free up to 10 pages?	No
27	Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	.25
28	Name of person completing this survey	Barbara Lockwood
29	Phone # of person completing this survey	(818) 224-1751
30	Email address of person completing this survey	blockwood@cityofcalabasas.com

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31	Size Square Mile	13.00
32	Interlibrary Relationship code	Member of a Federation or Cooperative
33	Legal Basis Code	Municipal Government (city, town or village)
34	Administrative Structure Code	Administrative Entity with a Single Direct Service
35	FSCS Public Library Definition	Yes
36	Geographic Code	Municipal Government (city, town or village) (ex
37	Legal Service Area Boundary Change	No
38	Library Type	Municipal Library
39	Metropolitan Service Area Name	
40	County	Los Angeles
41	CLSA System Library	Southern California Library Cooperative
42	Population Group Number	7

255	FTE Library Technical Assistants	1.00	1.00
256	FTE Other	3.00	3.00
257	All Support Staff FTE	7.00	7.00
258	Staff FTE	11.00	11.00
259	FTE Volunteers (Average FTE per week - not hours)	0.25	1.00

Income - for Operational Expenses #301-307

301	Local Government (all sources)	\$1,761,951	\$1,482,001
302	State Funds (e.g. CLSA)	\$0	\$0
303	Federal Funds (e.g. LSTA or other)	\$18,000	\$0
304	All Other Operating Income	\$34,252	\$27,138
305	Total Operating Income	\$1,814,203	\$1,509,139

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307 CA Literacy Services

Income - for Capital Outlay #309-313

309	Local Government (taxes and allocations)	\$404,866	\$606,118
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$0
313	Total Capital Outlay Income	\$404,866	\$606,118

Standard Operating Expenditures #401-411

43	State	California
44	Fiscal Year	2015-16
45	Institute Code	Public

Population and Outlets #201-212

201	Population of The Legal Service Area	24,212	24,212
202	Population of Children Ages Under 5	1,192	1,131
203	Population of Children Ages 5-14	4,134	3,456
204	Registered Users as of June 30	44,000	41,829
205	Children Borrowers	6,529	4,193
206	# of Central Libraries	1	1
207	# of Branch Libraries	0	0
208	# of Stations	0	0
209	# of Branches and Stations	0	0
210	# of Bookmobiles	0	0
211	Total # of Outlets	1	1
212	Total Square Footage	27,000	27,000

Library Staff #251-259

251	Total count of persons employed - full and part time	23.00	21.00
252	ALA Librarians (FTE) who have accredited ALA Masters	4.00	4.00
253	FTE Total Librarians (ALA or other)	4.00	4.00
254	FTE Special Professionals	3.00	3.00

603	Books Young Adult Held as of June 30	4,974	4,744
604	# of Cataloged Books Added	3,777	3,036
605	# of Book Titles Added Cataloged in Collection	3,191	2,974
606	Total Books Held as of June 30	66,921	65,367
607	# of Government Documents in Separate Collections	0	0
608	Total Print Materials Held	66,921	65,367
609	# of Electronic Books in Collection	3,552	2,909
610	# of Physical Audio Materials in Collection	3,850	3,671
611	# of Downloadable Audio Materials in Collection	6,960	5,486
612	# of Physical Video Materials in Collection	4,104	3,947
613	# of Downloadable Video Materials in Collection	7,000	3,000
614.a.	# of Electronic Collections through Local and Other Funding in Collection	13	10
614.b.	# of Electronic Collections through State Funding in Collection	0	0
614.c.	# of Electronic Collections	13	10
615	# of Current Print Serial Subscriptions	72	90
616	Number of records in library catalog as of June 30	91,015	82,235
617	# of Childrens Audio Materials in Collection	523	510
618	# of Childrens Video Materials in Collection	801	759
619	Equipment collection	2	2

Library Services, Annual #801-827

800	Hours Open, All Outlets	2,182	2,152
801	Library Visits	167,150	178,039

11sa. date @ 1.1.2019

401	Salary & Wages Expenditures	\$769,216	\$654,243
402	Employee Benefits Expenditures	\$159,157	\$235,406
403	Total Staff Expenditures	\$928,373	\$889,649
404	Print Materials Expenditures (except Serials)	\$38,678	\$46,835
405	Print Serial Subscription Expenditures	\$7,000	\$7,000
406	Total Print Materials Expenditures	\$45,678	\$53,835
407	Electronic Materials Expenditures	\$78,979	\$76,927
408	Other Materials Expenditures	\$12,500	\$12,335
409	Total Collection Expenditures	\$137,157	\$143,097
410	All Other Operating Expenditures	\$245,287	\$245,205
411	Total Operating Expenditures	\$1,306,638	\$1,277,951

Capital Expenditures #500

500	Total Capital Expenditures	\$404,866	\$606,118
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Specific Expenditures #501-503

501	Preservation	\$1,300	\$1,350
502	Expenditures on Childrens Materials	\$42,651	\$34,500
503	Adult Literacy Program	\$0	\$0

Collections #601-619

601	Childrens Books Added	1,527	1,518
602	Books Children Held as of June 30	26,662	26,058

823	Offsite Programs - Attendance	2,700	2,140
824	# of Children's Programs	201	221
825	Childrens Program Attendance	7,620	9,183
826	Total # of Programs	380	399
827	Total Program Attendance	10,110	11,748

Salary Survey #901-918

901	Beginning Salary for Director	\$6,972.00	\$6,972.00
902	Final Salary for Director	\$8,707.00	\$8,707.00
903	Beginning Salary for Assistant Director		\$0.00
904	Final Salary for Assistant Director		\$0.00
905	Beginning Salary for Chief Library Division		\$0.00
906	Final Salary for Chief Library Division		\$0.00
907	Beginning Salary for Branch Librarian		\$0.00
908	Final Salary for Branch Librarian		\$0.00
909	Beginning Salary for Entry Level Librarian	\$4,873.00	\$4,873.00
910	Final Salary for Entry Level Librarian	\$6,086.00	\$6,086.00
911	Beginning Salary for Journeyman Librarian		\$0.00
912	Final Salary for Journeyman Librarian		\$0.00
913	Beginning Salary for Library Tech Assistant	\$3,114.00	\$3,114.00
914	Final Salary for Library Tech Assistant	\$3,889.00	\$3,889.00
915	Beginning Salary for Clerk		\$0.00
916	Final Salary for Clerk		\$0.00

802	Reference Questions	31,518	31,536
802a.	Technology assistance	840	
803	Physical Item Circulation	131,531	
804	Circulation of Childrens Materials	73,587	82,842
805	Circulation of Non English Materials	488	792
806	Circulation of Non Book Materials	20,916	25,040
806a.	Equipment Circulation	27	30
807	Circulation of Electronic Materials	7,183	7,240
808	Successful Retrieval of Electronic Information	6,198	
809	Electronic Content Use	13,381	
810	Total Circulation	144,912	161,095
811	Total Collection Use	144,912	
812	ILL loans to others	46	51
813	ILL loans received	116	154
814	# of Pre School Programs	93	110
815	Pre-School Program Attendance	4,560	6,550
816	# of School Aged Programs	108	111
817	School Aged Program Attendance	3,060	2,633
818	# of Young Adult Programs	109	95
819	Young Adult Program Attendance	1,090	1,140
820	# of Adult Programs	70	83
821	Adult Program Attendance	1,400	1,425
822	Offsite Programs - Number	6	10

917	Beginning Salary for Manager of Special Library Service (non-MLS)	\$4,591.00	\$4,591.00
918	Final Salary for Manager of Special Library Service (non-MLS)	\$5,733.00	\$5,733.00

Electronic Services #856-863

856	Library Utilizes CA Teleconnect Fund	No	No
857	Library Utilizes the E-Rate Program	No	No
858	CIPA Compliant	No	No

Electronic Resources Usage

859	Annual Uses (sessions) of Public Internet Computers	14,013	32,106
860	Virtual Visits to the library website	180,795	-1
861	Wireless Sessions Per Year	-1	72,000
862	Does your library use RFID	Yes	Yes
863	# of Internet Terminals	22	22

Referenda #870-877

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870	Referenda Election Date	_____
871	Referenda Local Agency	_____
872	Referenda Funding Purpose	_____
873	Referenda Type of Tax	_____
874	Referenda Percentage of Yes Votes	_____
875	Referenda Vote Require	_____
876	Referenda Vote Outcome	_____

Print Materials Expenditures (except Serials)

We decided to put more resources into e-materials.--2016-10-07

DRAFT

Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCSKey	CA0201.001	
2	State assigned identification number	M918	
3	Library Code	M918.001	
4	Short Name	Calabasas	
5	Legal Name	CALABASAS CITY LIBRARY	
6	Physical Street Address	200 CIVIC CENTER WAY	
7	City	CALABASAS	
8	Zip Code	91302	
9	Zip+4 Code	4114	
10	Mailing Street Address	200 Civic center Way	
11	Mailing City	Calabasas	
12	Mailing Zip Code	91302	
13	Mailing Zip +4	4013	
14	County	Los Angeles	
15	Fax	(818) 225-7728	
16	Phone	(818) 225-7616	
17	Outlet Type Code	Central	
18	Facility Owned By	City	
19	Facility Update Needs	Not Applicable	
20	Population Served	24,212	24,212
21	Total Outlet Staff FTE	11.00	11.00
22	Hours Open, Weekly	44.00	44.00

23	Hours Open, Annually	2,182	2,152
24	Weeks Open, Annually	51	51
25	Volumes Held	66,921	65,367
26	Circulation	144,912	161,095
27	Total Outlet Operating Expenditures	\$1,306,638	\$1,265,616
28	Year Built	2008	2008
29	Date Library Opened (mm/yyyy)	7/1998	7/1998
30	Year Library Remodeled	N/A	N/A
31	Is this Outlet LEED certified?	LEED Gold	LEED Gold
32	Size in Square Feet of outlet	27,000	27,000
33	Number of Reader Seats	215	215
34	Days Per Week Library is Open to the Public	6	6
35	Staffed when open to public by at least 1 paid librarian & 1 paid	Yes	Yes
36	Housed in Separate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	8	
39	Number of Internet Terminals - General Public	22	22
40	What is your library's highest connection speed to the Internet?	10.1 Mbps - 40 Mbps	10.1 Mbps - 40 Mbps
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Metropolitan Area, but Not Within Central City I	Metropolitan Area, but No
43	FSCS Submission Year	2015-16	2014-15
44	Outlet Type Sort Code		