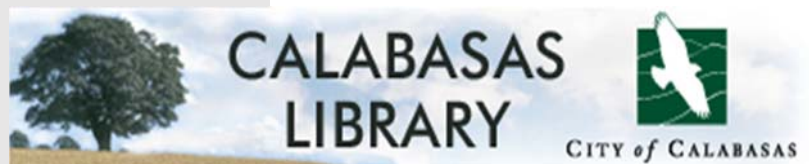


---

# City of Calabasas Library Annual Report FY 2019-20



---

# FY 2019-20 Year in Review

*May you live in interesting times*

Fiscal year 2019-20 started out in a positive manner. The Library hosted a successful Summer Reading Program, a Calabasas Reads event and a series of new story times.

When the Covid-19 pandemic forced us to close the library building on March 13, the library staff wasted no time in continuing services to the public. We quickly put our programs online, either taped and shown on social media, or live through Zoom. By April 1, we had established appointment based material checkout. Working with the school district, we increased our purchases of digital materials so students could continue school through online learning. We added all LVUSD staff and teachers to the Polaris database so they could connect resources to students. We published the newsletter twice a month to keep our patrons up-to-date on changes and events.



In June, the killing of George Floyd raised the ever present specter of social injustice, and citizens responded by holding a series of Black Lives Matter protests in front of the Library and City Hall. The Library responded by purchasing and highlighting materials on these issues.

Since March there are always at least two circulation staff members a day working at the Library wearing masks and socially distancing. Hourly librarians answer the reference desk phones. When not in the Library full time staff works remotely. Zoom Library staff meetings are held weekly.



## Registered Borrowers

In Fiscal Year 2019-20 the library had 62,068 registered users. The 13,500 digital cards are issued to every Las Virgenes Unified School District (LVUSD) student, staff and teachers. The students can use these e-cards to access the digital materials and book study rooms. To check out physical materials from the library they must have a regular library card and many of them do.

From July 2019 to March 2020, the library recorded 126,000 visitors. From April to the end of the fiscal year in June, 595 people came for appointment pickups.



Adults	41,500
Children	6,699
Restricted use	369
<u>Digital cards</u>	<u>13,500</u>
<b>Total</b>	<b>62,068</b>

\*Restricted use patrons have not provided proof of a current California address. They can use the Internet computers.

## Collection

Physical books still account for the largest number of items in the collection. However, because of the Memorandum of Understanding with Hidden Hills and LVUSD, we continued to expand our digital collections and databases. The pandemic school closures required an increased need for online learning materials which we provided. We also added many new free online resources to our website. The California State Library offered additional new databases to us.

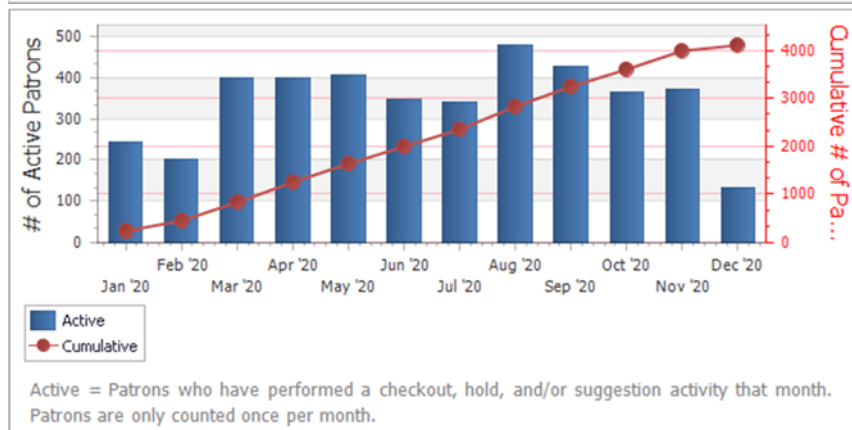
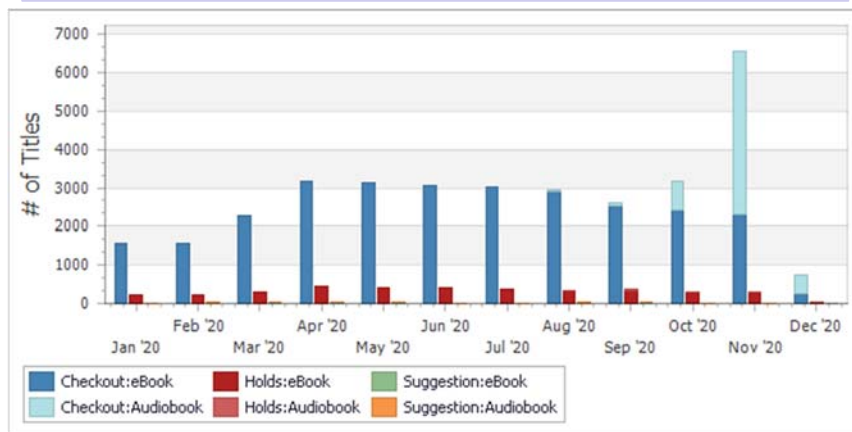
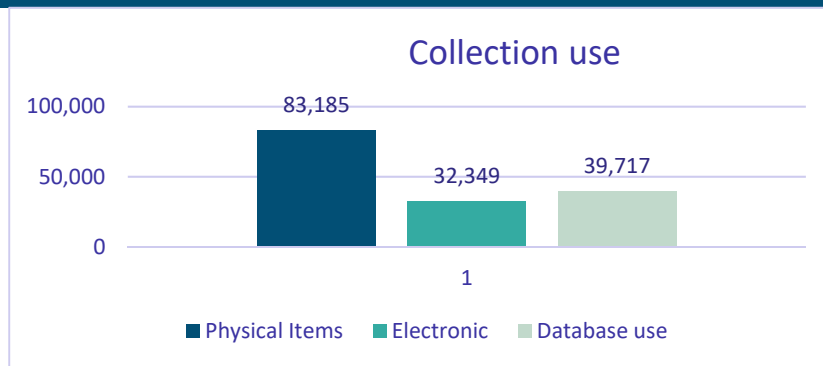
Print materials	71,584
Physical Audio	4,296
Digital Audio	9,000
DVD	4,317
Streaming Video	28,327
E-books	7,091
Digital comics/graphic books	4,000
Digital magazines (titles)	118
Digital language learning	1
Physical Magazines (titles)	50
Physical Newspapers (titles)	9
Databases	31
<b>Total available collection</b>	<b>128,824</b>



## Circulation

When the Library building closed the circulation of electronic content dramatically increased. Cloud Library use increased from 1,568 checkouts in January to 3,155 in April. Physical items still accounted for most of the circulation before that. The most checked out items were DVDs, adult fiction and children's books. The total yearly circulation including physical items, e-books, downloadable audio and database searches out is 155,251. In addition, in-house use of books totaled almost 79,000.

**Digital content use increased by 100% when the Library building closed.**



## Cloud Library Use



*Jill Nevins at the SRP Drive-By*

## **Programs**

The Library continued to provide many free educational, artistic and entertainment programs for people of all ages. Children's programs include Summer Reading (SRP) entertainment events, story times, game days, craft projects, MakerBox programs, Pet Partners Reading Program, and Writers' Club. Free tutoring was available through the Study Buddies and Love to Learn programs.

Young Adults earned community service by volunteering for Summer Reading events, Study Buddies, National Honor Society tutoring, the Teen Library Council and the Fun Fair. The Library also hosted movies and parties for teens.

Adults participated in book clubs, yoga, and cooking classes. They attended movie screenings, author events and lectures sponsored by the Calabasas-Las Virgenes Historical Society. This year we had two very successful author programs. The Calabasas Reads program featured Susan Orlean, author of *The Library Book*. The Library also hosted Lee Goldberg, author of *Lost Hills*. Hundreds of people attended both presentations and book signings. A special art exhibit was held for photos from the Woolsey fire with the artists and first responders attending.

At the end of March, all our programs went online. Story times were filmed and posted on social media. Our hourly librarian, Sky You, created a special blog called *Quarantimes, A Survival Guide for Parents with Toddlers*. Summer Reading events were either interactive on Zoom or filmed by the performers and shown on social media. The Library staff had a special drive-by event to distribute SRP bags and goodies to children in the community. Staff also created Science project bags to distribute to cars of families who sign up. Book clubs continued on Zoom with participation of 8-15 adults per session. The Historical Society Zoom presentation on the History of Documentary Film was well attended with an audience of 65.

## LIBRARY PROGRAMS

	Number	Attendance
Children's programs	233	8,387
Young Adult programs	111	888
Adult Programs	<u>74</u>	<u>977</u>
Total	438	10,252

Some highlights of the year include:



July 2019 Children's Summer Reading Festival

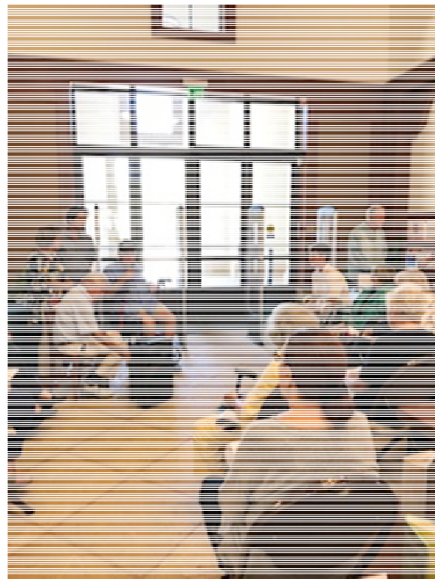


Historical Society Anniversary Party



Author Talks

Art Show Reception



---

## The Library Commission

The City of Calabasas Library Commission hold meetings on a quarterly basis to discuss library policy, programs, services and the budget. The public is invited to attend and make comments or they may watch the meetings on CTV. In June the Commission meeting was conducted on Zoom.

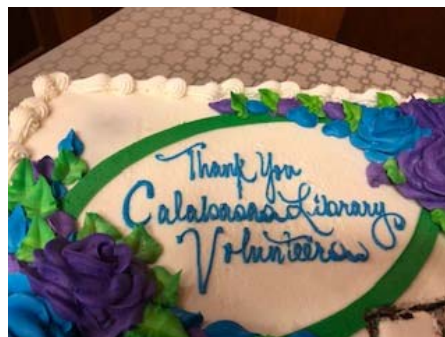
The members of the Library Commission for 2019-20 were Mark Shear, President, Vice President, Michelle Faulkner, Bob Hill, Ellen Pangarliotas, Denise Lee, Hidden Hills representative Britt Aaronson, and Nura Esmailzadeh, Student Member.



*LIBRARY COMMISSION WITH STUDENT VOLUNTEERS*

## The Friends of the Calabasas Library

The Friends of the Calabasas Library raise funds through the sale of donated books and distribute the money to the Library for special programs and rental books and movies. Volunteers participated in the Friends of the Library meetings and arranging the book store. The President of the Friends is Elizabeth Parang, Treasurer, Francee Dawson, VP Membership, Bradley Bobbs, Samantha Evans, Secretary and Jody Schneider, Board Member.





## Library Staff

The Library has six fulltime staff members: Barbara Lockwood, City Librarian; Karilyn Steward, Senior Librarian; Anita Torres, Library Circulation Supervisor; Suchandra Ghosh, Technical Services Coordinator; Jill Nevins, Library Technician, Children's Services; and Sarah Abdali, Executive Assistant. Andy Hong was the Library Information Systems Assistant. In February 2020, Anita Torres left the City and was replaced by Suchandra Ghosh as Circulation Supervisor. Shanta Williams was promoted to the Technical Services Coordinator position. Andy Hong also left the City and was replaced by Jasen Robinson.



Hourly Librarians include Marlene Bubrick, Melaina Maraldi, Kerrie Mierop, Mohsen Rahnamaie, Leeann Torres, Kathy Thomas and Hanuel (Sky) You.

Other hourly staff are Shanta Williams, Library Assistant, Megan Richardson, Library Assistant, Alyssa Ford, Library Clerk II, Alexandra DeAnda, Library Clerk I, Mark Hamilton, Library Clerk I, Danny Howard, Library Clerk I, Reese Morgenstern, Library Clerk I and Brian Rooney, Archivist. Salaries of the Facility staff, Armando Rodriquez and Jorge Rodriquez are also funded partly by the Library.



---

## Library Budget Fiscal Year 2019-2020

### Revenue

Secured Property Tax	\$ 2,146,056
Fines & Recovery	13,286
Hidden Hills Library Funds	437,332
State Library Grant	7,187
Interest Income	35,275
<u>General Fund Transfer</u>	<u>6,178</u>
Total Revenue	\$2,645,314

### Expenditures

Transfer to 2015 COP	\$ 777,908
Civic Center O&M	\$ 153,064
Staff Expenditures	\$ 991,243
Physical Collection	58,411
Digital Collection	142,155
<u>Other Operating</u>	<u>50,345</u>
Total Expenditures	\$2,173,126
Change in Fund Balance	\$ 472,188