



**CITY of CALABASAS**  
**LIBRARY COMMISSION AGENDA REPORT**

---

**DATE:           OCTOBER 7, 2021**

**TO:             MEMBERS OF THE LIBRARY COMMISSION**

**FROM:          BARBARA LOCKWOOD, CITY LIBRARIAN**

**SUBJECT:       LIBRARY ANNUAL REPORT**

**MEETING**  
**DATE:          OCTOBER 11, 2021**

---

**BACKGROUND/DISCUSSION**

The California State Library requires that all public libraries submit an annual statistical report for the previous fiscal year by November 5, 2021. Staff is in the process of completing the report with a narrative report to be completed soon after.

**FINDINGS**

The Calabasas Library was closed to the public for most of FY 20-21. We reopened the doors on April 13, 2021 with limited hours and limited occupancy. We increased the hours on June 15 with no limit on occupancy. However, computer stations and chairs are still limited and the study rooms are closed.

Below are some highlights from the report.

**Fiscal Year 20-21**

Revenues	\$2,624,155
Expenditures	\$2,385,308
Surplus	\$ 238,847

Some of the surplus can be attributed to higher than usual property revenues and lower operating costs due to the COVID closure.

**Staff:**

There are 18 staff members which include:

Full-time

2 Librarians

1 Library Technician

1 Circulation Supervisor

1 Technical Services Supervisor

1 Executive Assistant

Part-time

5 Librarians

1 Archivist

2 Library Assistants

1 Clerk II

3 Clerk I

**Collection**

The Library has more than 81,000 physical items which include books, DVDs, audio CDS and magazines. Patrons have access to 33 databases, 23,000 Cloud Library e-books and e-audio books, 30,000 streaming videos through Kanopy and RB Digital. At the end of the fiscal year we switched the streaming video service to Hoopla which also provides music downloads.

## **Circulation**

Although the Library was closed for most of the fiscal year, the Circulation Department provided appointment checkouts to an average of 25 patrons daily for a total of 38,573 circulated physical items. In addition, patrons checked out 71,383 e-books and e-audio books. The databases were searched 34,371 times.

## **Programs**

The Library staff provided a full array of programs through Zoom or recordings which were shown online. Children's and Young Adult programs included:

85 Story times

4 Origami videos

10 Writer's Club

19 Study Buddies

12 Teen Library Council meetings

6 Summer Reading Performances

Teens also recorded 2 story times for elementary school age children.

We also had several "Grab n Go" events to distribute arts, craft, STEM and Summer Reading materials to patrons in drive up or walk up outside events. These included the Fun Fair, and celebrations of Halloween, African American and Asian Heritage months. A total of 662 bags were distributed.

Art demonstration

For adults we had

1 Election event

24 Book Clubs

12 Film Fanatics

2 Historical Society presentations

## "Spring into Creativity"

We received a \$5,000 grant from the Institute of Museum and Library Services through the California State Library for arts, crafts and wellness programs for adults called "Spring into Creativity". We had a series of 20 programs throughout the spring and summer with local instructors providing instruction in art, cooking, yoga, knitting among other things. Kits with materials were provided to patrons beforehand. An average of 15 people attended each event live with more watching the recorded programs later on Facebook and YouTube.

Attendance at live Zoom events and views of recorded programs numbered 12,106.

### **RECOMMENDED ACTION:**

This report is informational only. No action is required.