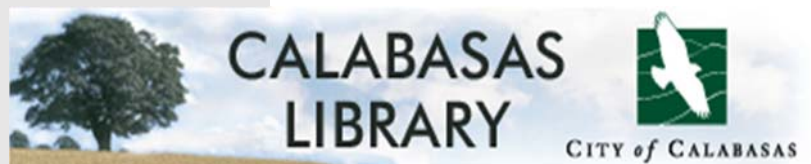

City of Calabasas Library Annual Report



FY 2020-2021



FY 2020-2021 Year in Review

The Library in the time of COVID

When the COVID-19 pandemic forced us to close the library building on March 13, 2020 the library staff continued to provide services to the public. Most of our programs were produced for online viewing, although we created several Grab and Go kits for people to pick up and use at home. Appointment based material checkout was popular with about 25 people per day picking up items. Circulation of digital materials increased. As in the previous year we worked with the school district to purchase digital materials so students could continue online learning.

From the beginning of the closure there were always at least two circulation staff members working in the Library each day along with a Reference Librarian answering the phones. All staff wore masks and socially distanced. When not in the Library full-time staff worked remotely.

In April 2021 the Library opened for limited hours and on June 15, 2021 the hours were extended. Chairs were spaced to allow for social distancing and patrons and staff were required to wear masks. All staff were vaccinated and avoided getting COVID. The safety of the staff and patrons continued to be our primary concern.



Registered Borrowers

In Fiscal Year 2020-21 the library had 63,246 registered users. This total includes the 13,500 digital cards issued to Las Virgenes Unified School District (LVUSD) students, staff and teachers. The students can use these e-cards to access the digital materials and databases. Students may have both digital and full use cards.



Adults	41,500
Children	6,699
Restricted use	369
Digital cards	13,500
Total	62,068

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

Collection

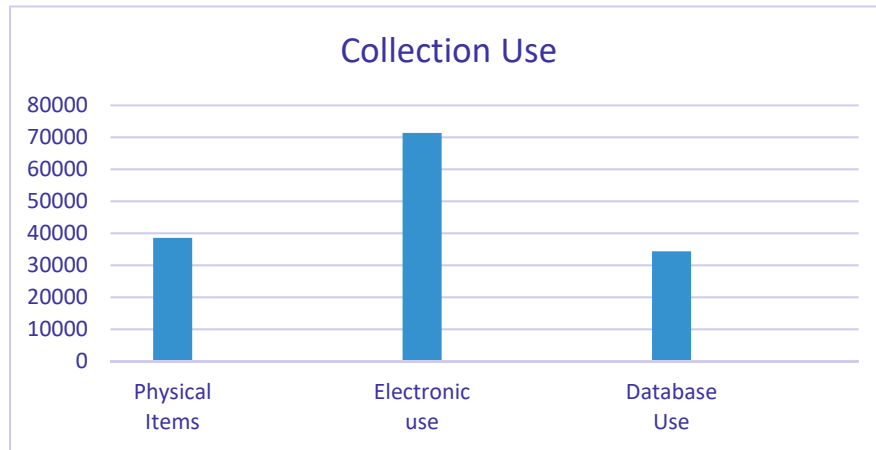
Physical books still account for the largest number of items in the collection. The pandemic school closures and COVID restrictions required an increased need for online learning materials and general e-resources. The Memorandum of Understanding with Hidden Hills and LVUSD allowed us to expand our digital collections and databases. We also added many new free online resources to our website. The California State Library provided us with additional new databases at no cost.

Print materials	72,515
Physical Audio	4,355
DVD	4,318
E-books	12,098
E Audiobooks	10,701
Streaming Video	30,000
Digital comics/graphic books	4,000
Digital magazines (titles)	7,000
Digital language learning	1
Physical Magazines (titles)	50
Physical Newspapers (titles)	9
Databases	33
Total available collection	145,080



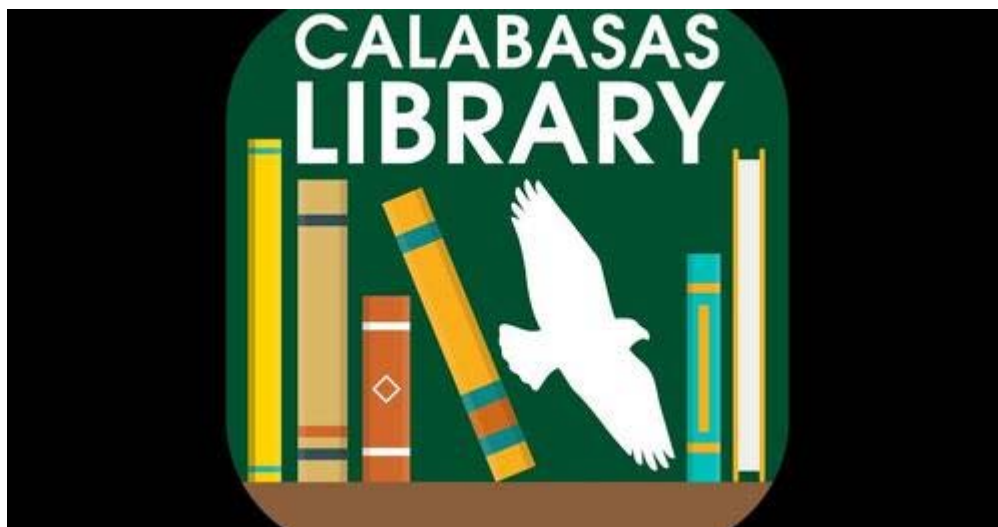
Circulation

When the Library building closed the use of electronic content dramatically increased and continued to account for much of the circulation. Electronic materials (e-books, e-audiobooks, streaming video, etc.) circulation was 71,383. Database information was viewed 34,371 times and 38,573 physical items were checked out. **The total yearly circulation was 144,327.**



New Mobile App

A new technological feature introduced this year was a mobile app that allows patrons to search the Calabasas Library catalog, access their accounts, put holds on items and check out materials in the library by scanning the RFID label.



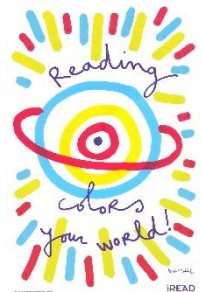


Outside Summer Reading Program craft and Grab and Go event

Programs

Because of the pandemic most Library programs were online, either live through Zoom or pre-recorded and shown later. We did have several Grab and Go events where patrons could pick up materials from the Library for STEAM and craft programs or Summer Reading bags. Special kits and displays were created for African American History month, Asian American month and the 100th anniversary of women’s right to vote.

Young Adults earned community service for participating in the online Study Buddies tutoring, the Writers’ Club, the Teen Library Council and the live Fun Fair event. They distributed supplies for our Grab and Go programs. The teens also recorded stories for elementary school children.



The Library staff applied for and won a grant from LSTA and the California State Library to host a series of Zoom programs for adults called Spring into Creativity. Each week featured a different instructor leading art, crafts, or health and wellness programs. Patrons picked up supplies from the Library and participated on Zoom. Recordings of the programs were shown at a later date also on Facebook and YouTube. We continued all book clubs, Film Fanatics and history lectures on a regular basis on Zoom.



Story times were filmed and posted on social media. Summer Reading events were either interactive on Zoom or filmed by the performers and shown on social media.

LIBRARY PROGRAMS

	Number	Attendance
Children's programs	127	2,616
Young Adult programs	25	96
Adult Programs	60	636
<u>All Ages</u>	<u>2</u>	<u>270</u>
Total	214	3,618



Miss Sky



Miss Jill



Author William Kent Krueger joined the Calabasas Library's Tuesday Evening Book Club by Zoom on December 15th. He discussed his latest book, *This Tender Land*, and talked about his background and previous works.



Spring into Creativity Knitting class led by Ellen Pangarliotas.



Teen volunteers socially distancing at the Fun Fair.

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. This year the Commission meetings were conducted on Zoom.

The members of the Library Commission for 2020-21 were Michelle Faulkner, President, Ellen Pangarliotas, Vice President, Isabella Gonzales, Denise Lee, Mark Shear, Britt Aaronson, Hidden Hills representative and Olivia Haber, Student Member.



Library Commission Meeting on Zoom

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 full-time staff members: Barbara Lockwood, City Librarian; Karilyn Steward, Senior Librarian; Suchandra Ghosh Library Circulation Supervisor; Shanta Williams, Technical Services Coordinator; Jill Nevins, Library Technician, Children's Services; and Sarah Abdali, Executive Assistant.

Hourly Librarians include Marlene Bubrick, Bill Holden, Kerrie Mierop, Mohsen Rahnamaie, Kathy Thomas and Haniel (Sky) You.

Other hourly staff are Megan Richardson, Library Assistant, Alyssa Ford, Library

Assistant, Alexandra DeAnda, Library Clerk II, Andrew Steres, Library Clerk I, Danny Howard, Library Clerk I, Nick Valero, Library Clerk I and Brian Rooney, Archivist.

Salaries of the Facility staff, Armando Rodriquez and Jorge Rodriquez, and the Information Systems Assistant, Jasen Robinson, are funded partly by the Library. A portion of the budget also is allotted to the salary of the City Administrative Services Department Manager.



Library Budget Fiscal Year 2020-21

Revenue

Property Tax	\$2,169,602
Fines & Recovery	1,508
Hidden Hills Library Funds	441,579
State Library Grant	5,000
Interest Income	6,466
General Fund Transfer	<u>0</u>
Total Revenue	\$2,624,155

Expenditures

Transfer to 2015 COP	\$ 778,474
Transfer to Capital Fund	\$ 250,000
Capital Outlay	5,503

Civic Center O&M \$ 154,347

Staff Expenditures	\$ 951,441
Physical Collection	49,514
Digital Collection	138,823
Other Operating	<u>57,205</u>
Total Expenditures	\$ 2,385,307

Change in Fund Balance \$ 238,848