California Library Statistics	2021-22	Verify Submit/Lock
CALABASAS CITY LIBRARY		

Public Library Survey

These instructions are written to assist you in filing this year's California Public Library Report with the California State Library. The report incorporates data elements requested by the Public ...*more*

Section 1 Directory and Administrative information

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

1.1 Library ID	M918
1.2 FSCS ID	CA0201
1.3 Short Name	Calabasas
1.4 Library Name	CALABASAS CITY LIBRARY

Director's Contact Information

Please enter the name and title of the person with direct overall administrative responsibility for the library. If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank.

1.5 Courtesy Title	Ms.
1.6 Director First Name	Barbara
1.7 Director Middle Name	Lawrence
1.8 Director Last Name	Lockwood
1.9 Director Title	City Librarian

Physical Address

1.10 - 1.17 CSL only. Contact CSL with changes

Street address of main library or headquarters, including city, ZIP and ZIP+4. (Prefilled, changeable by CSL only)

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

1.10 Street Address	200 CIVIC CENTER WAY
1.11 City	CALABASAS
1.12 Zip	91302
1.13 Zip +4	4114

Mailing Address

Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. The street address is repeated if it is the same as the mailing address. (Prefilled, changeable by CSL only).

NOTE: ...*more*

1.14 Mailing Address	200 CIVIC CENTER WAY
1.15 Mailing City	CALABASAS
1.18 Mailing Zip	91302
1.17 Mailing Zip +4	4114

Library Contact and Service Info

1.18 Public Phone Number - Administration	(818) 225-7616
1.19 Reference Phone Number	(818) 225-7616
1.20 TDD for Deaf	
1.21 Library Director's Email address	blockwood@calabasaslibrary.org
1.21a Include email in directory distributed to CA library directors?	Yes
1.21b Make email available to professional library orgs?	Yes
1.21c Make email available to public	Yes
1.21d Deputy Director name	
1.21e Deputy Director email	
1.22 Library Public Email address or "contact me" URL	requests@calabasaslibrary.org
1.23 Library's Web Address	http://www.cityofcalabasas.com/library.html
1.24 Name of person completing this survey	Barbara Lockwood
1.25 Phone # of person completing this survey	(818) 224-1751
1.26 Email address of person completing this survey	blockwood@calabasaslibrary.org
1.27 Is this library jurisdiction designated by local government as a supporting department in emergency operations?	Yes

Library Codes

Items 1.27-1.39 are filled by CSL only. If you have questions or changes, please contact Meg DePriest.

1.28 Size Square Mile	13.00
1.29 Interlibrary Relationship code	Member of a Federation or Cooperative
1.30 Legal Basis Code	Municipal Government (city, town or village)
1.31 Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
1.32 FSCS Public Library Definition	Yes
1.33 Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
1.34 Legal Service Area Boundary Change	No
1.35 Library Type	Municipal Library
1.36 County	Los Angeles
1.37 CLSA System Library	Southern California Library Cooperative
1.38 State	*California*
1.39 Fiscal Year	2021-22 *2020-21*

Section 1a. COVID-19 Data

All yes/no questions

1.40 Closed Outlets Due to COVID-19 [1]	Yes
1.41 Public Services During COVID-19	Yes
1.42 Electronic Library Cards During COVID-19	Yes
1.43 Reference Service During COVID-19	Yes
1.44 Outside Service During COVID-19	Yes
1.45 External WiFi Access Added During COVID-19	No
1.46 External WiFi Access Increased During COVID-19	No
1.47 Staff Re-Assigned During COVID-19	No

Section 2 Population and Outlets

2.1 Population of The Legal Service Area	22,926	
2.2 Registered Users as of June 30	43,759	*63,246*
2.3 Children Borrowers	20,033	*21,167*

Outlets

Total number of public service outlets including fixed building outlets and mobile libraries. Only vehicles themselves, not mobile library stops, are counted within total outlets.

2.4 # of Central Libraries	1	
2.5 # of Branch Libraries	0	
2.6 # of Bookmobiles	0	*0*
2.7 Total # of Outlets	1	*1*
2.8 # of other library outreach vehicles or structures	0	*0*
2.9 Number of kiosks	0	
2.10 Total Square Footage (auto calculated in LibPAS from entries in outlets section)	27,000	

Section 3 Library Income

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, ...more

3.1 Local Government (all sources)	$1,825,975	*$1,582,698*
3.2 State Funds (e.g. CLSA, PLF, ELLI, etc.)	$15,105	*$0*
3.3 Federal Funds (e.g. LSTA or other)	$0	*$5,000*
3.4 All Other Operating Income	$5,271	*$7,983*
3.5 Total Operating Income	$1,846,351	*$1,595,681*

Capital Income

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library ...more

3.7 Local Government (taxes and allocations)	$1,028,943	*$1,028,474*
3.8 State Funds	$0	*$0*
3.9 Federal Funds	$0	*$0*
3.10 Other Income	$0	*$0*
3.11 Total Capital Outlay Income	$1,028,943	*$1,028,474*

Section 4 Library Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing ...more

Staff Expenditures

4.1 Salary & Wages Expenditures	$771,213	*$672,008*
4.2 Employee Benefits Expenditures	$279,535	*$279,433*
4.3 Total Staff Expenditures	$1,050,748	*$951,441*

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

4.4 Print Materials Expenditures (except Serials)	$37,631	*$37,720*
4.5 Print Serial Subscription Expenditures	$6,501	*$6,944*
4.6 Total Print Materials Expenditures	$44,132	*$44,664*
4.7 Electronic Materials Expenditures	$183,211	*$138,823*
4.8 Other Materials Expenditures	$2,539	*$4,850*
4.9 Total Collection Expenditures	$229,882	*$188,337*

Other Expenditures

4.10 All Other Operating Expenditures	$282,667	*$189,905*

Operating Expenditures

4.11 Total Operating Expenditures	$1,563,297	*$1,329,683*

Capital Expenditures

Capital expenditures. Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions ...more

4.12 Total Capital Expenditures	$784,293	*$783,977*

Section 5 Library Staff

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

5.1 Total number of full time employees (count heads, use library definition of "full time")	6.00	
5.2 Total number of part time employees (count heads, use library definition of "part time")	13.00	
5.3 Total count of persons employed - full and part time	19.00	
5.4 ALA Librarians (FTE) who have accredited ALA Masters	5.00	*5.00*
5.5 FTE Total Librarians (ALA or other)	5.00	*5.00*
5.6 FTE All other paid staff	5.00	*10.00*
5.7 Total Staff FTE	10.00	*15.00*

Volunteers

5.8 Total number of volunteers (count heads)	146
5.9 Total hours volunteered in the reporting year	578.00

Section 6 Library Collection

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported ...more

6.1 Books Children Held as of June 30	29,514	*28,911*
6.2 Books Young Adult Held as of June 30	6,103	*5,970*
6.3 Total Print Materials Held	74,252	*72,515*
6.4 Languages Represented by Organized Collections in print materials (check all that apply)	13 selected	
6.5 # of Physical Audio Materials	4,391	*4,355*
6.6 # of Physical Video Materials	4,368	*4,318*
6.7a Do you loan internet enabled devices? (Laptops, Chromebooks, etc.)	No	
6.7b How many devices available for check-out and use outside the library?	0	
6.8a Do you lend hot spots?	No	
6.8b How many hot spots available for check-out and use outside the library?	0	
6.9 Other Physical Items	21	*6*
6.10 Total Physical Items	83,032	*81,194*
	44	*48*

6.11 # of Current Serial Subscriptions		

Electronic Items

6.12 # of Electronic Books	13,568	*12,098*
6.13 # of Downloadable Audio Materials	11,602	*10,701*
6.14 # of Downloadable Video Materials	35,000	*30,001*
6.15 Electronic Collections Locally Funded as of June 30	23	*29*
6.16 Electronic Collections State Funded	14	*4*
6.17 # of Electronic Collections	37	*33*

Section 7 Library Services

Report annual totals in this section.

7.1 Hours Open, All Outlets [2]	2,200	*456*
7.2 Library Visits	65,000	*9,200*
7.3 Library visits reporting method	Annual Estimate Based on Typical Week(s)	
7.4 Reference Questions	11,927	*3,118*
7.5 Reference transactions reporting method	Annual Count	

Circulation

Circulation of all materials of all types including renewals.
Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are ...*more*

Late fines

7.6 Do you charge any patrons late fines for physical materials?	No	
7.7 Charge per day for Adults	$0.00	*$0.25*
7.8 For Young Adults	$0.00	*$0.25*
7.9 For Children	$0.00	*$0.25*

Circulation of Physical Materials

7.10 Total Physical Item Circulation	81,885	*38,573*
7.11 Circulation of Children's Materials	51,695	*25,050*
7.12 Circulation of Non English Materials	382	*121*
7.13 ILL loans to others	46	*45*
7.14 ILL loans received	79	*122*
7.15 Circulation of internet-enabled devices (laptops, Chromebooks, etc)	0	
7.16 Circulation of hotspots	0	
7.17 Circulation of Other Physical Items	18	

Electronic Content Use

7.18 Circulation of Electronic Materials	76,257	*71,383*
7.19a Successful Retrieval of State-funded Electronic information (autofilled)	536	
7.19b Successful Retrieval of locally-funded electronic information	39,077	
7.19c Successful Retrieval of Electronic Information	39,613	

Successful Retrieval of State-funded Electronic information (autofilled)

Archives Unbound	0
Brainfuse	44
Coursera *This entry may be adjusted. Awaiting vendor confirmation.	15
EBSCO	0
Escolar	
Gale In Context: Environmental Studies	50
GetSetUp	9
Interactive Science	2
Linkedin Learning	92
National Geographic Kids	0
Northstar	
New York Times	207
Proquest	0
School Edition	6
Skillshare	0
Teaching Books	111

Circulation Totals

7.20 Total Annual Circulation	158,142	
	115,870	*105,754*

7.21 Total Electronic Content Use		
7.22 Total Content Use	197,755	*144,327*

Programming

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may ...more

Live Programming

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may ...more

Early learning: Ages 0-5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions ...more

	7.23a # of Children's Programs (ages 0-5)		**7.24a # of Children's Program Attendees (ages 0-5)**	
Live, in-person	13	*0*	389	*0*
Live, virtual	▸ ³ 0	*92*	0	*2,346*
Total for Children Ages 0-5	13	*92*	389	*2,346*

Children's programs: Ages 6-11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are ...more

	7.25a # of Children's Programs (age 6-11)		**7.26a # of Children's Program Attendees (age 6-11)**	
Live, in-person	5	*2*	444	*160*
Live, virtual	31	*33*	218	*110*
Total for Children Ages 6-11	36	*35*	662	*270*

Young Adult Programs

A Young Adult (YA) program is any planned event for which the primary audience is young adults age 12 to 18 and which introduces the group of young adults attending to any of the broad range of ...more

	7.27a # of Young Adult Programs		**7.28a Young Adult Program Attendance**	
Live, in-person	0	*2*	0	*34*
Live, virtual	39	*23*	149	*62*
Total Young Adult	39	*25*	149	*96*

Adult Programs

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, ...more

	7.29a # of Adult Programs		**7.30a Adult Program Attendance**	
Live, in-person	1	*0*	45	*0*
Live, virtual	52	*60*	382	*636*
Total Adult	53	*60*	427	*636*

General Interest Programs

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. ...more

	7.31a # of General Interest Programs		**7.32a General Audience Program Attendance**	
Live, in-person	2	*2*	360	*270*
Live, virtual	0	*0*	0	*0*
Total General Interest	2	*2*	360	*270*

Offsite programming count

An offsite program is any program sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target ...more

7.33 Of the above programs, how many were offsite?	0	*1*
7.34 Attendance at offsite programs	0	*120*

Total

Total # of Programs	143	*214*
Total Program Attendance	1,987	*3,618*
Total # of Onsite Programs	21	*5*
Total Onsite Program Attendance	1,238	*344*
Total # of Virtual Programs	122	*208*
Total Virtual Program Attendance	749	*3,154*

Recorded Programming

7.35 # recordings of program content	69	*116*
7.36 # views of recorded program content	2,900	*7,552*

Electronic Services

7.37 CIPA Compliant	No *No*	
7.38 Annual Uses of Public Internet Computers	4,000	*1,584*
7.39 Reporting Method for Uses of Computers	Annual Estimate Based on Typical Week(s) *Annual Count*	
7.40 Virtual Visits to the library website	41,241	*40,618*
7.41 Wireless Sessions Per Year	10,000	*10,220*
7.42 Reporting Method for Wifi Sessions	Annual Estimate Based on Typical Week(s) *Annual Estimate Based on Typical Week(s)*	
7.43 # of Internet Terminals	21	*21*
7.44 ILS System (choose from dropdown or enter other)	Polaris (Innovative)	

Self-Directed Activities

Activities provided for patrons without the expectation of staff interaction while the activity is being completed. Craft bags for children to take home, social media challenges, and story-walks are all examples.

7.45 # of self-directed activities	9	*7*
7.46 # of participants	397	*684*
7.47 Brief description of activities	*Craft bags distributed; Science at Home project bags distributed.*	

Section 8 Referenda

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

8.1 Referendum Election Date	
8.2 Referendum Local Agency	
8.3 Referendum Funding Purpose	
8.4 Referendum Type of Tax	
8.5 Referendum Percentage of Yes Votes	
8.6 Referendum Vote Require	
8.7 Referendum Vote Outcome	
8.8 Referendum Notes	

Section 9 Bookmobiles

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; ...more

Physical Address

Street Address. (CSL only) Street address where bookmobile is stationed when not in use, including city, county, ZIP and ZIP+4. NOTE: Please notify us of major changes to the address only such as an obvious error or a completely new address is needed.

Bookmobile Info

Bookmobile Stops / Hours

Staff

Counts

Section 10 Outlets

Include all branches and central libraries.
*If you prefer to submit your outlet data via Excel please email Lindsay Thompson at support@countingopinions.com for an import file template.

Include ...more

Outlet Information

Location	10.1 FSCSKey	10.2 State assigned identification number	10.3 Library Code	10.4 Short Name	10.5 Legal Name
CITY OF CALABASAS LIBRARY	CA0201	M918	M918.001	Calabasas	CALABASAS CITY LIBRARY

Physical Address

Street Address. (Prefilled by CSL) Street address of outlet as of June 30th, including city, ZIP and ZIP+4.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

Location	10.6 Physical Street Address	10.7 City	10.8 Zip Code	10.9 Zip+4 Code
CITY OF CALABASAS LIBRARY	200 CIVIC CENTER WAY	CALABASAS	91302	4114

Mailing Address

Mailing Address. (CSL only). Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is ...more

Location	10.10 Mailing Street Address	10.11 Mailing City	10.12 Mailing Zip Code	10.13 Mailing Zip +4	10.14 County
CITY OF CALABASAS LIBRARY	200 CIVIC CENTER WAY	CALABASAS	91302	4013	Los Angeles

Contact / Information

Location	10.15 Phone	10.16 Outlet Type Code	10.17 Facility Owned By	10.18 Established Scheduled Hours for Public Service?	10.19 Staffing - Clerical or Librarian	10.20 Housed in Separate Quarters
CITY OF CALABASAS LIBRARY	(818) 225-7616	Central	City	Yes *Yes*	Yes *Yes*	Yes

Hours

Location	10.21 Days Per Week Library is Open to the Public (in a typical, Non-COVID week)	10.22 Hours per week outlet is typically open (in a typical, non-COVID week)	10.23 Actual Hours Open, Annually	10.24 Actual Weeks Open, Annually	10.24a Number of Weeks an Outlet Closed Due to COVID-19	10.24b Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
CITY OF CALABASAS LIBRARY	6	44.00 *456.00*	2,200 *456*	50 *12*	2 *40*	8 *9*

Counts

Location	10.25 Total Outlet Staff FTE	10.26 Population Served	10.27 Number of Reader Seats	10.28 Volumes Held	10.29 Circulation	10.30 Total Outlet Operating Expenditures
CITY OF CALABASAS LIBRARY	10.00 *15.00*	43,759 *60,000*	215	83,032 *82,346*	158,142 *109,954*	$1,354,132 *$1,329,683*

Facility

Location	10.31 Year Built	10.32 Year Library Opened	10.33 Year Library Remodeled	10.34 Adequacy of Facility	10.35 Estimated cost of deferred maintenance on this outlet	10.36 Please rate accuracy of this estimate: (choose one)
CITY OF CALABASAS LIBRARY	2008	7/1998	N/A *N/A*	8	$200,000.00 *$250,000.00*	Ballpark figure

Facility

Location	10.37 Facility Update Needs	10.38 Estimated cost for this improvement?	10.39 Please rate accuracy of this estimate: (choose one)	10.40 Area in Square Feet of outlet	10.41 Is this Outlet LEED certified?
CITY OF CALABASAS LIBRARY	Remodel	$200,000 *$250,000*	Ballpark figure *Ballpark figure*	27,000	LEED Gold

Electronic Services

Location	10.42 Number of Internet Terminals - General Public	10.43 At what speed (Mbps) does your branch connect to the Internet? (refer to service provider bill, not a speed test)	10.44 Does this branch need more bandwidth to avoid speed issues when patrons and staff are accessing the Internet?	10.45 Will this branch need an increase in speed in the next five years?
CITY OF CALABASAS LIBRARY	21	1 Gbps (Gigabits per second)	Yes	Yes

Internet

Location	10.46 How old is the cabling at this branch? (in years)	10.47 More than half of cabling older than five years?	10.48 Is more than half of network hardware in this branch older than three years?	10.49 Name of Internet provider (e.g., AT&T)
CITY OF CALABASAS LIBRARY	More than 10	Yes	Yes	AT&T

Internet Service

Location	10.50 Type of internet connection	10.51 When current contract for Internet service expires	10.52 Rate reliability of current Internet service	10.53 Connected to Internet via CENIC/CalREN/State Library Broadband program?
CITY OF CALABASAS LIBRARY	Fiber	August 2023	Very reliable	Yes

Wifi Username / Password

Location	10.54 Is Wifi available to patrons?	10.55 Wifi Network name(s)	10.56 User name(s)	10.57 Password(s)
CITY OF CALABASAS LIBRARY	True	CityofCalabasas-Public	No	No

Wifi network

Location	**10.58** Is wifi network available 24/7?	**10.59a** If not, when is it available? Start time	**10.59b** If not, when is it available? End time	**10.60** Maximum number of users at one time
CITY OF CALABASAS LIBRARY	No	6:00 AM	8:00 PM	no maximu no maximum n/a—no maximum

Emergency Services

Location	**10.61** In emergency situations, does this branch provide any of the following to the community? Choose all that apply.	**10.62** Does this building have a back-up generator?
CITY OF CALABASAS LIBRARY	2 selected	No

[1], 1.40 We opened full April 2021. (*0-2022-09-13*)

[2], 7.1 We opened fully in April 2021 but had to close for 2 weeks in January 22 due to staff COVID outbreak. (*0-2022-09-22*)

[3], 7.23b We started in-person programs instead of virtual. (*0-2022-10-12*)