

# City of Calabasas Library Annual Report



**FY 2021-2022**



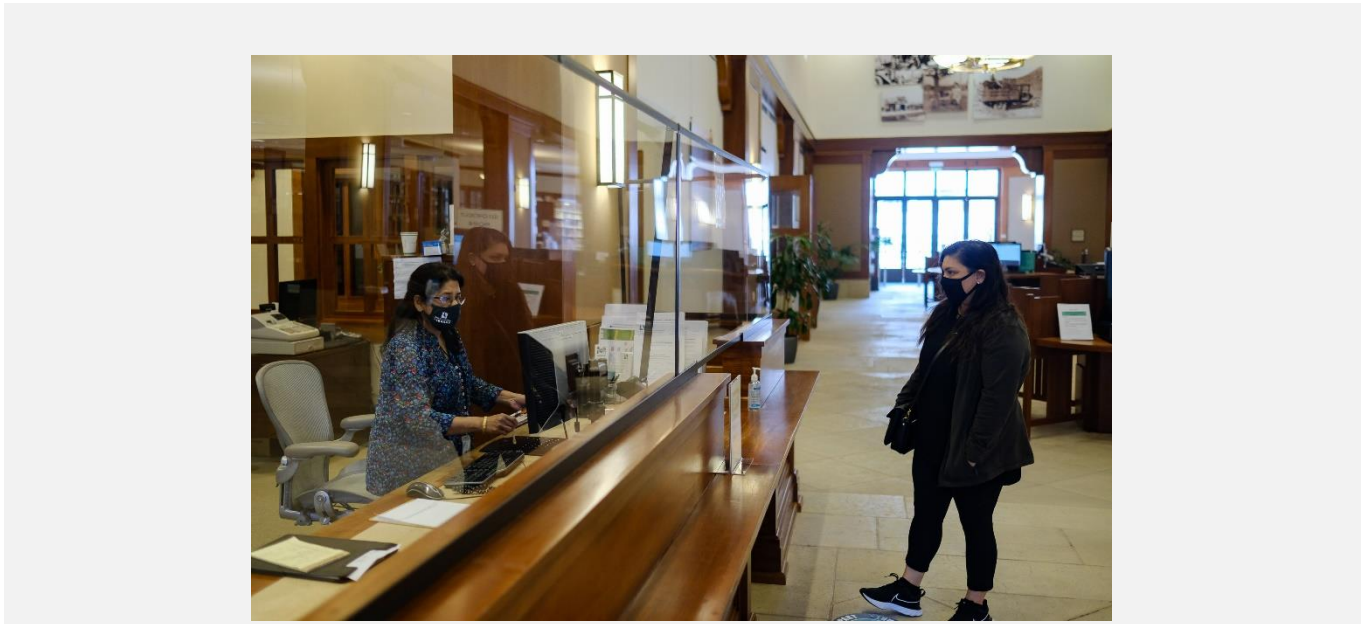
---

# FY 2021-2022 Year in Review

COVID again made an impact on Library services this year. In April 2021 the Library building reopened for limited hours and the hours were extended in June. However, several full-time staff members tested positive for COVID in January 2022 and the Library building closed for two weeks. Appointment pickup and telephone reference were still available and digital services are always available. When the Library reopened, the City mandated that all visitors to the city facilities were required to show vaccination proof. A temporary employee was hired to check everyone coming in. The mandate continued until April 2022 when the building was again open to everyone.

Our programs continued mainly to be online. We did have several outside and craft grab and go events for children. We also distributed bags of supplies for the adult Spring into Creativity Zoom programs. In June, as the new Summer Reading program started, we scheduled more in-person programs for the next fiscal year.

Circulation of digital materials held steady while the circulation of physical materials increased. With a \$3,000 California State Library grant we started a Zip Books program. Zip Books are sent directly to a patron's house from Amazon and then returned to the Library for inclusion into the collection. In addition, the State of California provided the Library with four California State Parks passes that can be checked out by patrons.



## Registered Borrowers

In Fiscal Year 2021-22 the library had 43,759 registered patrons. This number decreased from last year as we deleted patrons who had not used the library in 10 years. The current total includes the 13,000 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	23,726
Children	7,033
Digital cards	13,000
<b>Total</b>	<b>43,759</b>

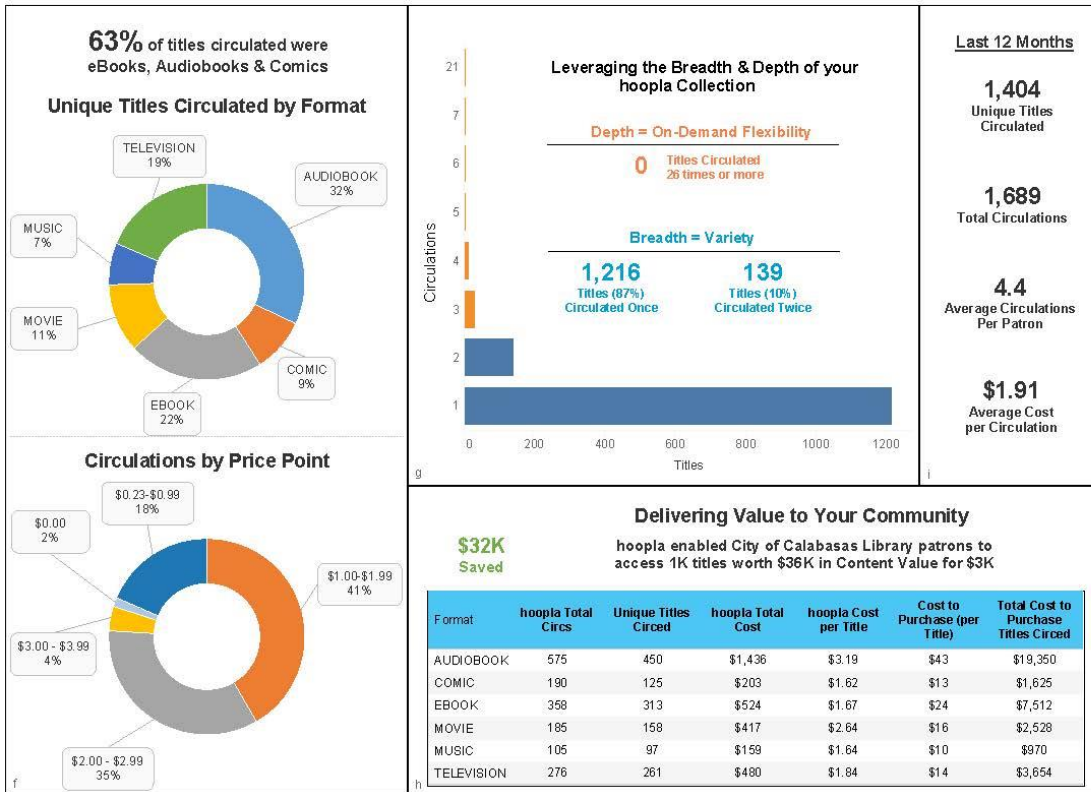
## Collection

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	74,252
Physical Audio	4,391
DVD	4,368
E-books	13,568
E Audiobooks	11,602
Streaming Video	35,000
Digital comics/graphic books	4,000
Digital magazines (titles)	7,000
Online language learning	1
Physical Magazines (titles)	40
Physical Newspapers (titles)	9
Databases	37

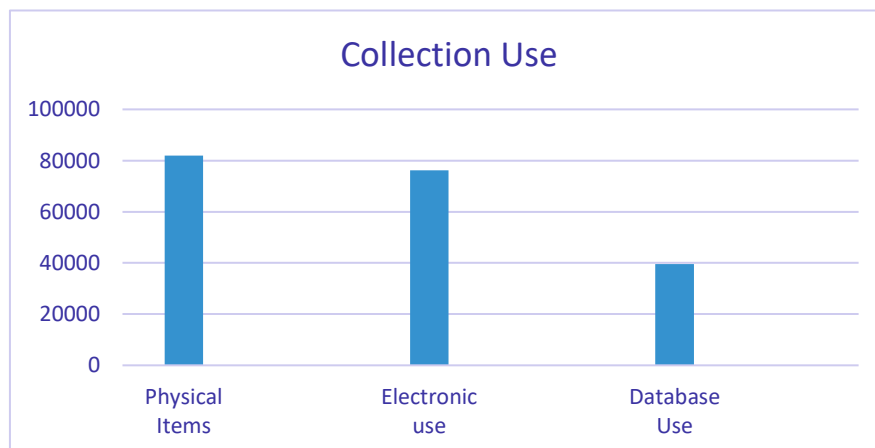


**Total available collection**                      **154,268**



## Circulation

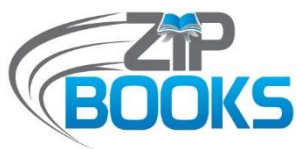
When the Library building reopened the circulation of physical items increased. The use of electronic materials (e-books, e-audiobooks, streaming video, etc.) also continued to grow with a circulation of 76,257. Database information was viewed 39,613 times and 81,885 physical items were checked out. **The total yearly circulation was 197,755.**





## Grants

The Library staff applied for and won a series of grants from LSTA and the California State Library. The Spring into Creativity grant continued into August 2021. 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 on Facebook and YouTube.



The Zip Books grant provides requested books to patrons directly from Amazon. When the patron is finished with the book, it is returned and cataloged to the collection. The program was very successful with 190 books ordered and returned.

The California State Parks Pass program provides free passes to patrons for use at most of the State Parks in California. The pass can be checked for two weeks at a time.



The Library also received a grant from the Southern California Library Cooperative for scanners to digitize historical information.



Archivist Brian Rooney and City Librarian Barbara Lockwood visited long-time resident, Erik Pontoppidan, to scan historical pictures of Calabasas.

## Programs

During the pandemic most Library programs were online, either live through Zoom or pre-recorded and shown later. When the Library building reopened we started some in-person programming such as outside story times, a National Park Ranger visit, and a hybrid book club for adults. We had one big live event featuring authors Lee Goldberg and Rachel Howzell Hall. We continued the other book club, Film Fanatics and history lectures on a regular basis on Zoom. We continued the Spring into Creativity programs online throughout the summer.



We also continued to film story times and post them on social media. Summer Reading events were either interactive live on Zoom or filmed by the performers and shown on social media.

Teens 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 stuffed and

distributed the Grab and Go Summer Reading and craft event bags. The teens also recorded stories for elementary school children which were shown on YouTube.



### LIBRARY PROGRAMS

	Number	Attendance
Children’s programs	118	3,951
Young Adult programs	39	149
Adult Programs	53	427
<u>All Ages</u>	<u>2</u>	<u>360</u>
<b>Total</b>	<b>212</b>	<b>4,887</b>



Story time



National Park Service visit



Outside craft event & book sale

---

## The Library Commission

The City of Calabasas Library Commission hold meetings on a monthly 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 2021-22 were President, Ellen Pangarliotas, Vice President, Isabella Gonzales, Marlene Bumgarner, Monica Parmar, Mark Shear, Britt Aaronson, Hidden Hills representative and Sofia Bronshteyn, Student Member.



*Library Commission Meeting on Zoom*



## The Friends of the Calabasas Library

The Friends of the Calabasas Library raise funds through membership dues and sales of donated books and they distribute the money to the Library for special programs, rental books and movies. Volunteers participate in the Friends of the Library meetings and work in the book store. The President of the Friends is Elizabeth Parang, Francee Dawson, Treasurer, Bradley Bobbs, VP Membership, 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; and Sarah Abdali, Executive Assistant II. Jill Nevins, Children's Services Library Associate, retired and was replaced by Kerrie Mierop, Youth Service Librarian.

The Library has six hourly Librarians, an hourly Archivist and six hourly Circulation employees.

## Library Budget Fiscal Year 2021-22

### Revenue

Property Tax	\$2,349,005
Fines & Recovery	10,205
Hidden Hills Library Funds	495,709
State Library Grant	15,104
Interest Income	5,271
General Fund Transfer	<u>0</u>
Total Revenue	\$2,875,294

### Expenditures

Transfer to 2015 COP	\$ 778,944
Transfer to Capital Fund	\$ 250,000
Capital Outlay	5,350
Civic Center O&M	\$ 214,513
Staff Expenditures	\$ 1,050,748
Physical Collection	46,671
Digital Collection	183,211
Other Operating	<u>68,153</u>
Total Expenditures	\$ 2,597,590
Change in Fund Balance	\$ 277,704



