

# City of Calabasas Library Review

May 24, 2023



CITY *of* CALABASAS

## PAST

- Calabasas left the LA County Library system in 1998 and opened up a small storefront library under the management of Library Systems and Services.
- As the Library grew, we moved two times into rental spaces.
- In 2007, the City took over the management of the Library.
- The Library moved into its current space in the Civic Center in 2008.
- During COVID the Library building was closed but staff continued to work both in the building and remotely to answer questions and check out materials.
- In April 2021 the building reopened to the public.



Mureau Road Library-1999

# PRESENT

Registered Borrowers

23,726 Adults

7,033 Children

16,842 LVUSD Digital cards

Digital cards are 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. LVUSD borrowers may have both digital and full use cards.

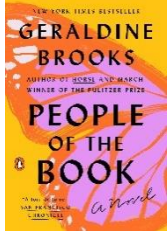


# COLLECTION-2022

Print materials	74,252
Physical Audio	4,391
DVDS	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
<b>Total available collection</b>	<b>154,268</b>

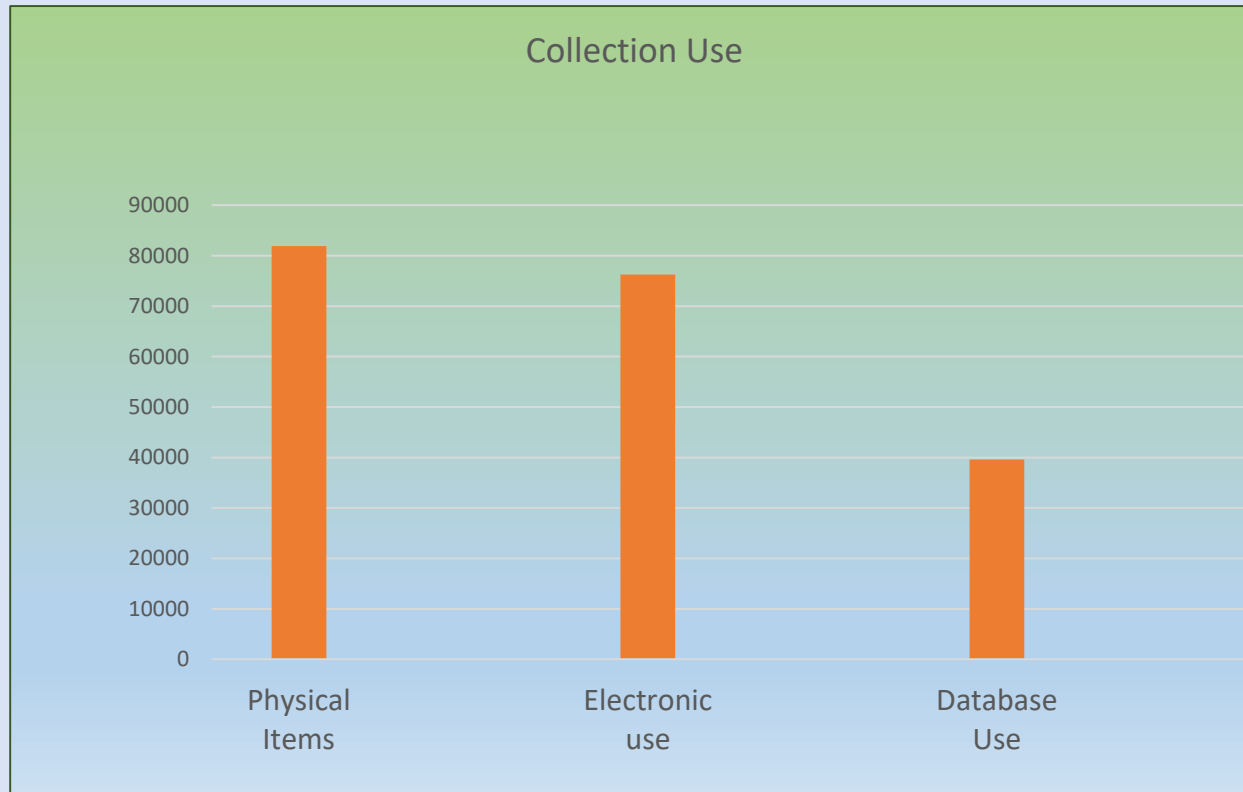


**MANGO**



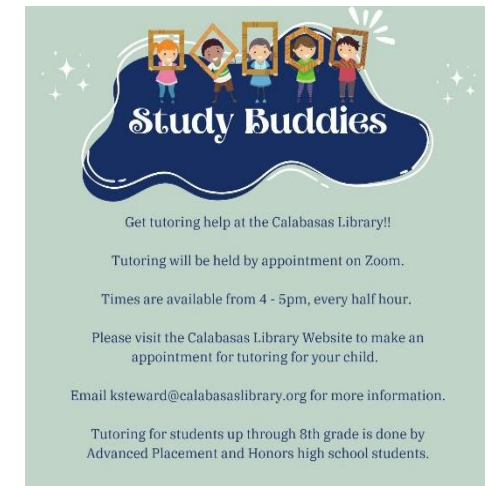
## CIRCULATION

The use of digital materials (e-books, e-audio, streaming video, etc.) has continued to increase. In the last fiscal year **76,257** Cloud Library items were downloaded, **39,613** database articles were viewed and **81,885** physical materials were checked out for a total circulation of **197,755**.



# Programs

- In-person children's story times are offered 3 times a week; craft programs and Paws for Reading once a month.
- Teens help with Writers' Club, Teen Library Council, Study Buddies, Coding classes and the Fun Fair.
- Adults attend book clubs, Film Fanatics, author visits and lectures.
- The Summer Reading Program has events for children, teens and adults.



# PROGRAMS

## FISCAL YEAR 21-22

AUDIENCE	NUMBER	ATTENDANCE
CHILDREN	118	3951
TEENS	39	149
ADULTS	53	427

## JULY 1, 2022-APRIL 30, 2023

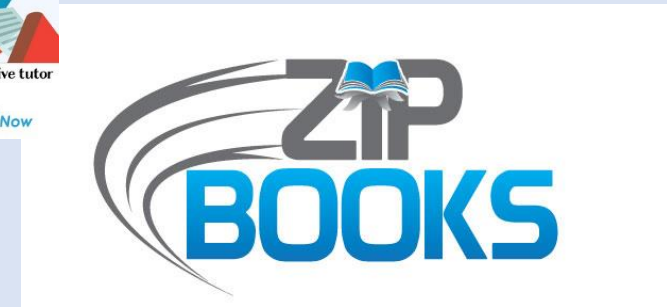
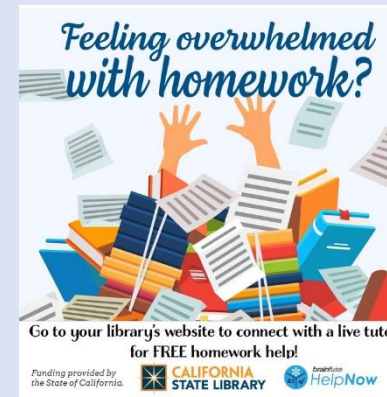
AUDIENCE	NUMBER	ATTENDANCE
CHILDREN	134	3225
TEENS	64	522
ADULTS	29	426

In addition, Library online programs were viewed 8,994 times from July through December.



# All free...with a library card

- [hoopla](#) media service for streaming video. This service has a Kids Mode, the Great Courses, Acorn TV (British shows) and more.
- [Coursera](#) is a database to help individuals build the skills they need for in-demand jobs. It provides learners with access more than 5,000 courses and certifications
- [GetSetUp](#) has a catalog of over 500 classes exclusively for older adults who are 50 and over. There are 40 live classes every day as well as 25 on the weekends. Classes available are learning technology, exercise, health cooking, meditation, gardening, career and more.
- [LinkedIn Learning](#) for Libraries provides access to over 17,000+ professionally produced video tutorials for Business, Creative, Technology and more.
- [Digital Navigators](#) Find low-cost internet service and devices for your home so you can get online. Learn basic computer skills, such as how to navigate the internet.





# LIBRARY STAFF

- 6 Full time staff
- 13 hourly staff
- All Librarians have MLS degrees

Librarians order and catalog materials, maintain databases, work with vendors, prepare and present programs, provide reader's advisory, tech help, and answer 12,000 reference questions yearly.

The Circulation Department processes, shelves and checks materials in and out. They prepare library cards and maintain registration files and order Interlibrary Loans.

The Administrative Assistant processes all invoices and new book records, prepares contracts and maintains files.

Support is provided by the Library Commission, Friends of the Library and teen volunteers.



# FY 21/22 Library Budget

## 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
<u>General Fund Transfer</u>	<u>0</u>
Total Revenues	\$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
<u>Other Operating</u>	<u>\$ 68,153</u>
Total Expenditures	\$ 2,597,590
Change in Fund Balance	\$ 277,704

# Library Budget

## FY 22-23

### REVENUES

Property Tax	2,555,709
Fines & Recovery	19,000
Hidden Hills Funds	450,000
State Library Grants	15,000
Interest income	15,000
General Fund Transfer	0
<b>TOTAL</b>	<b>3,054,709</b>

### EXPENDITURES

Transfer to 2015 COP	777,000
Transfer to Capital Fund	250,000
Capital Outlay	0
Civic Center O & M	206,100
Staff	1,361,000
Physical Collections	62,300
Digital Collections	250,000
Other Operating	72,622
Total Expenditures	<b>2,979,022</b>
Change in Fund Balance	<b>75,687</b>

## Recommended FY 23-24

### REVENUES

Property Tax	2,504,000
Fines & Recovery	19,000
Hidden Hills Funds	0
State Library Grants	15,000
Interest income	20,000
General Fund Transfer	3,000
<b>TOTAL</b>	<b>2,561,000</b>

### EXPENDITURES

Transfer to 2015 COP	776,000
Transfer to Capital Fund	0
Capital Outlay	0
Civic Center O & M	205,100
Staff	1,390,562
Physical Collections	55,000
Digital Collections	100,000
Other Operating	79,884
Total Expenditures	<b>2,606,546</b>
Change in Fund Balance	<b>- 45,546</b>

# Current Library fees

- Study Rooms \$18 an hour for non-residents
- Interlibrary Loans \$ 2 for residents, \$10 for non-residents
- Proctoring \$35 per test
- Printing \$.10 b&w, \$.20 color
- Copying \$.25 per page
- Lost book Cost of the book plus \$5.00 processing fee
- Multipurpose Room free
- Library cards free to California residents

# Recommendations

## Recommendations-

- Eliminate several databases, curriculum e-books and LVUSD digital cards for a cost saving of \$50,000.
- Charge a fee for a library card for non-residents in jurisdictions without free reciprocal library borrowing privileges.
- A reciprocal library is defined as a library with physical and digital collections and a full-time MLS Librarian.
- Increase current all non-resident fees for study rooms (\$20/hr.) and proctoring (\$40/test) Add a \$50 fee for use of MPR for all non-residents.

# FUTURE

- Library staff was able to pivot and evolve during COVID. We will continue to adapt to changing demands and new delivery systems.
- Our strong sense of purpose helps us to stay true to our goals--delivering excellent customer service and relevant resources to the community being mindful of equity, diversity and inclusion.

