



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

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**DATE:** MAY 25, 2023  
**TO:** LIBRARY COMMISSION MEMBERS  
**FROM:** BARBARA LOCKWOOD, CITY LIBRARIAN *BL*  
**SUBJECT:** CITY LIBRARIAN REPORT TO CITY COUNCIL  
**MEETING DATE:** JUNE 5, 2023

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**SUMMARY RECOMMENDATION:**

Update the Library fee schedule. Make a recommendation to the City Council on Library card fees.

**BACKGROUND:**

At the Calabasas City Council meeting of February 22, 2023, council members requested that a report be prepared on the status of the Calabasas Library and an examination of library fees.

**DISCUSSION:**

In 2013, the City of Hidden Hills, Calabasas and the Las Virgenes Unified School District (LVUSD) entered into a Memorandum of Understanding (MOU) for the City of Hidden Hills to provide funds to Calabasas for supplemental library services as well as funds to be directed by the District for the purchase of online books and other digital materials. Under the terms of the MOU, Calabasas provided residents of Hidden Hills with library services in the same manner as residents of Calabasas. The MOU was renewed by all parties in 2018 for five years.

**FISCAL IMPACT:**

In FY 21/22, Library revenues were \$2,875,295. The City of Hidden Hills contributed \$495,709 or 17% to the budget. As of December 2022, the Library had a fund balance of \$1,406,333. The estimated FY 22/23 budget anticipates a fund balance of \$75,687.

The recommended FY23-24 budget eliminates the transfer to Capital Funds and reduces the cost of databases. We also do not anticipate any major Capital projects at this time. If we need a capital improvement there is money in the Civic Center O&M budget.

The recommended budget shows a negative balance of \$45,546. However, actual staff costs are usually less due to high turnover of hourly staff. The estimate for property tax revenue may also be lower than the actual funds received.

**REQUESTED ACTION:**

Increase non-resident fees for study rooms to \$20 an hour and proctoring fees to \$40 per test. Add a \$50 fee for use of the Multipurpose Room for non-residents.

Make a recommendation to City Council to institute a library card fee for non-residents in jurisdictions without free reciprocal library borrowing privileges.

**ATTACHMENTS:**

PowerPoint presentation