

Memorandum of Understanding between the City of Hidden Hills, City of Calabasas
and the Las Virgenes Unified School District for the Provision of Library Services

Annual Report

September 1, 2019--September 1, 2020

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Calabasas City Librarian

The following annual report is provided to document the delivery of library services to Hidden Hills' residents, and digital resources to the Las Virgenes Unified School District (LVUSD) as required by the Memorandum of Understanding (MOU) between the City of Hidden Hills, the City of Calabasas and the Las Virgenes School District.

OVERVIEW

The big news of the year was the closure of the library building in March 2020 due to the COVID-19 pandemic. Although the building was closed, staff continued to work both remotely and in the library to provide online materials to students and the community at large. We worked with the school district librarian to buy extra curriculum based e-books and databases.

Library staff coordinated with LVUSD staff and the Calabasas City IT Department to import teacher, staff and new student IDs into the databases to ensure delivery of digital materials for remote learning. These numbers act as digital library cards for online resources.

In a three-week period starting at our closure date, there was a 500% increase in the Kanopy streaming video use; 880 new patrons signed up for the Cloud Library; 2,899 Cloud Library e-books were checked out; (almost double from January) 662 Gale e-books were viewed and 2,381 Gale Database uses reported. The librarians answered many questions around the clock from parents and students about access.

The California State Library provided the Library with several databases for research and teaching at no cost for the next year. We also updated and added new resources on the main page of the website that do not require a log in.

One of our online resources, RB Digital, was sold to a new vendor. Because of this, we are adding downloadable audio books to Cloud Library. The language learning service will go back to Mango Languages from Transparent Languages. Streaming video will still be available on Kanopy. Other changes will occur in 2021.

LVUSD student, staff and teacher ID numbers for the new school year were downloaded to the Circulation database.

Hidden Hills Patrons

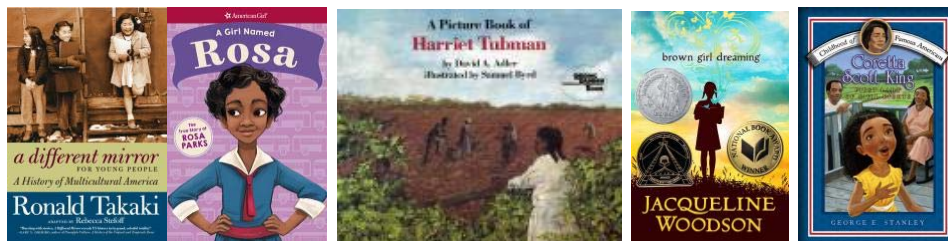
Currently, 965 Hidden Hills residents have Calabasas Library cards. Hidden Hills patrons checked out 1,004 physical items from the library in Fiscal Year 2019-20 and have unlimited use of digital resources.

Hidden Hills residents receive the same extra value added services as Calabasas residents. These privileges include free use of the study rooms and free Interlibrary Loans for books received from other libraries. Hidden Hills residents are represented on the Calabasas Library Commission by Britt Aaronson.

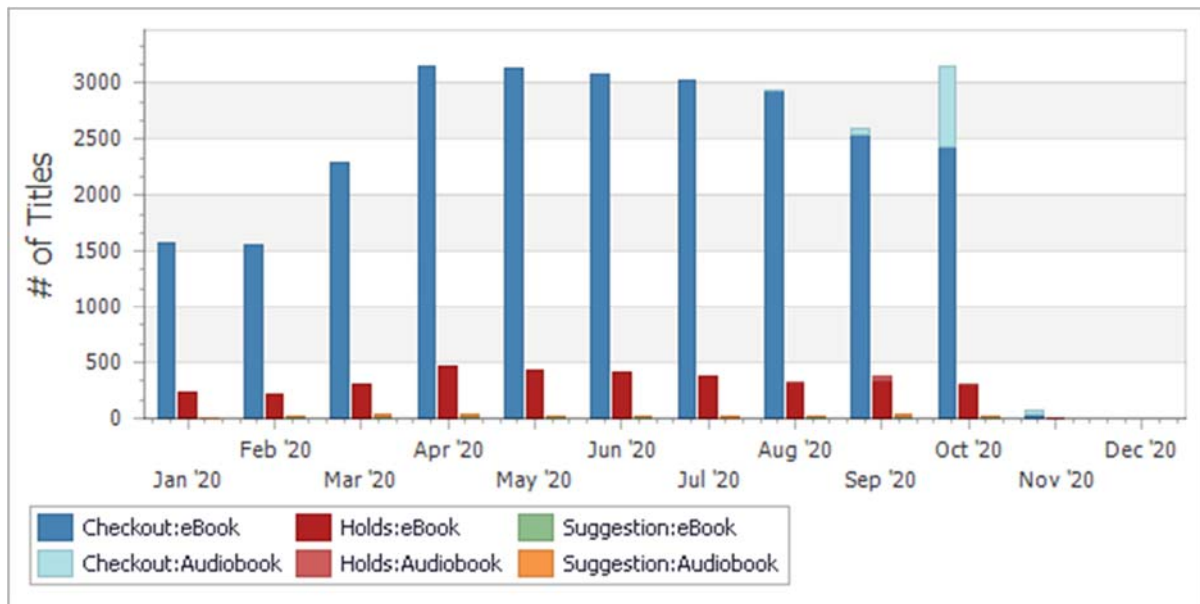
Digital Collections

The bulk of the Hidden Hills funds are used to enhance the Library's digital collections. Several e-book collections, downloadable audio books and databases are available to all patrons. In 2019/20 e-book platforms included Bibliotheca Cloud Library for primarily popular fiction and Core Literature, RB Digital for non-fiction and classic e-books and the Gale Virtual Reference Library used mainly by students. RB Digital also provided downloadable audio books, digital comics and graphic novels, online streaming video services including IndieFlix and Great Courses, and both popular and school related magazines. Kanopy streaming video has documentaries, classic, independent and short films. Gale delivers databases for reference and full text newspaper and journal articles. Mango Languages is a digital subscription service to learn languages. ABC-CLIO Solutions provide digital resources for patrons, educators, and students on complex topics. Our membership in the e-book sharing consortium, CloudLink, allows patrons almost unlimited opportunity to check out e-books from libraries around the state. Students can access these books through the Cloud Library grade level core bookshelves and special subject shelves. The Gale E-books provided information for reference and academic research.

LVUSD Social Justice Shelf on Cloud Library



In FY 19-20 the Library digital collection included 13,498 e-books and downloadable audio books on two platforms, 17 databases, 7,000 streaming videos through RB Digital, 17,779 streaming Kanopy films, 120 magazine titles and access to a rotating collection of popular and classic comics and graphic novels. All e-books circulated 32,349 times and 2,297 magazines were checked out from RB Digital. The Gale databases were searched 40,000 times and 30,989 articles were retrieved.



Cloud Library Usage 2020

Physical Collections

We continue to purchase supplemental copies of books for the LVUSD Community 360 parenting program and the 360 student classroom collections. The Community 360 program helps parents with challenges, issues and new research and the student collections encourage lifelong success. We created a special LVUSD shelf in the Children's Reading Room



Outreach and Staff Services

Calabasas Library staff continues to work with the LVUSD Media Specialist to provide digital materials for the development of its Digital Library. Staff also consulted with the Hidden Hills representative to the Library Commission, Britt Aaronson, for recommendations and approval of purchases.

Last year we worked with LVUSD staff to provide their students with digital library cards to access all online materials from anywhere. We received a nonmonetary grant from the California State Library that provided assistance with this process. The digital cards also allow LVUSD students to use the study rooms. This year, we rushed to give all LVUSD teachers and staff digital cards so they could continue online teaching.

Most Kindergarten and 2nd grade students from LVUSD participate in organized class visits to the library. During regular years, the Children's Library Specialist also visits every school in the area to promote the library collections and the Summer Reading Program (SRP). This year, since all programs were online, we advertised through social media, Peachjar, the press and on our website. We shared a link to LV Reads on our website and on our Online SRP called BookPoints. The Library held a special drive-through pickup of SRP materials and also handed out SRP bags and book lists to children checking out by appointment.

Prior to March, library staff administered the Calabasas High School Peer Counseling and Study Buddies programs that provide free tutoring for all LVUSD students. The programs are held on most Tuesdays and Thursdays during the school year. Starting in October 2020, the programs will be on Zoom. Study Buddies will be monitored by a librarian.



The Calabasas Library website has a link called e-Media prepared by staff that describes and gives instructions on use for all the e-books, audios, videos, and magazines available for download. Another tab helps patrons use the reference databases. Promotions for e-books are on the Library Facebook page, Twitter, E-News and CTV. One-on-one appointments were available for patrons to meet with a librarian for help with using the digital resources. During the COVID shutdown, library staff answered many questions by phone or email on accessing the digital materials. The circulation staff also gave library cards to the people over the phone or through email so they could access the resources.

As in past years, staff spent more than 800 hours of time administering the programs. This work includes collaborative meetings and collection development; ordering, downloading and working on MARC records; helping patrons access the materials and by preparing written help sheets and on-line directions; marketing and administration duties, such as running reports and implementation of the digital library card program. Staff provides e-book classes to teach patrons how to access the digital materials on their personal devices. Staff costs are not included in the Hidden Hills/LVUSD budget.

The Budget

As stated in the Memorandum of Understanding, property taxes from Hidden Hills designated for library services are provided to the City Of Calabasas Library for the provision of library services to the residents of Hidden Hills. A portion of the funds provide regular and supplemental services to the citizens of Hidden Hills and a portion of the funds are designated "for the purchase of online books and other digital materials to supplement and increase District's (LVUSD) current collection of books, newspapers, magazines and reference materials for use by students and teachers via the Digital Library." The City of Calabasas Library's total budget for all services for FY 2019-2020 was \$2,173,126. The line item costs for the digital library are outlined below.

Line Item Costs

Line item costs include the purchase of digital materials and LVUSD 360 books. Several databases were provided to us free of charge from the California State Library. They are included in anticipation of costs to the Library in the future.

Digital Budget – Costs of all digital materials including platform, subscription service, items, maintenance, customer support and OCLC MARC records as follows:

Databases

ABC-CLIO	\$4,990.00
Health and Wellness Resource Center	\$3,465.49
Gale Onefile Newsstand	\$3,111.62
Gale General onfile	\$1616.79
Gale in Context: World History	\$1,498.61
GVRL Hosting Fee	\$ 300.00
Gale in Context: Science	\$1,333.14
Testing & Education Reference Center	\$2,745.60
Gale Opposing Viewpoints	\$3,030.52
Gale in Context: Middle School	\$1,202.33
OCLC	\$9,125.76
Literature Resource Center	\$2,516.64
Newsbank	\$ 303.45
Mango	\$2,949.00
Ref USA	\$2,285.00
Kanopy	\$4,500.00
Britannica online	free
Teaching Books/Book Connections	free
Archives of Sexuality and Gender	free
VetNow/Job Now	free
Proquest	free
New York Times	free
Database Total	\$44,973.95

E-Books

Gale e-Books	\$ 5,294.47
Bibliotheca Cloud Library Platform and books	\$57,155.99
Bibliotheca CloudLink Subscription	\$ 4,000.00
RB Digital	\$27,328.81
E-Book Total	\$93,779.27

Digital Total **\$138,753.22**

LVUSD 360 materials

Recorded Books	\$4,419.56
Baker & Taylor	\$1,747.14
Ingram	\$ 384.10
Total	\$6,550.80

Grand Total of HH Funds for LVUSD **\$145,304.02**

Administrative costs estimate (not paid for by HH funds) **\$40,000.00 +**