

# Library Department

## DEPARTMENT PURPOSE

The Los Gatos Library is the Town's primary provider of information services for the community. The Library exists to foster curiosity and community connection and strives to be at the heart of an engaged and vibrant community. The Library accomplishes these outcomes through:

- **Creating Community Connections** by providing a welcoming space, access to library services beyond the building, forming partnerships with local organizations, providing programming for all ages, and providing ample access to library resources.
- **Building the Next Generation Library User** by focusing on early literacy as well as programs, collections, and services for babies, school-age children, teens, and their parents/caregivers.
- **Embracing Local History** by partnering with NUMU and local schools, providing ample access to historical materials, and providing quality volunteer programs and trainings.
- **Enhancing Collections and Technology** by continually assessing library use, trends, and new technologies.
- **Engaging the Library Staff Team** by focusing on staff development, training opportunities, sharing ideas at every level, and collaborating with our local consortiums, state organizations and national organizations.

## BUDGET OVERVIEW

The Library Department budget consists of the Library Administration, Adult Services, Youth Services, and Circulation/System Administrative Programs, as well as four Trust Funds: Library Trust Fund, History Project Trust Fund, Susan McClendon Trust Fund, and the Barbara Jones Cassin Trust Fund. Previous Library Department budgets contained a fifth Program, Cataloging and Acquisitions, that has now been rolled into Circulation/ Systems Administration for ease of tracking overlapping functions. Additionally, a fifth Trust Fund listed in past budgets, the Clelles Ness Trust, has been closed with the remaining funds used to support the installation of noise suppression enhancements in the Library building for the benefit of all Library users.

The FY 2018/19 Library budget includes some changes in personnel which overall represent no net change in FTE staffing from FY17/18. These changes defund a Customer Service Supervisor

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position and a Library Assistant position allowing the creation of a Library Technician position and Library Technology Specialist position which better represent changing workloads and job duties of the organization. In addition, the budget would modify one already fully-benefited Customer Service Specialist position from a 0.75 FTE to a 1.0 FTE which is offset by reducing part-time staffing hours, discontinuing the need for one-time funding to cover on-call part-time staffing, and budgeting a significant portion of on-call part-time staffing to another classification that better aligns with actual job duties.

Non-personnel operations expenditures are relatively stable with small savings that have been realized across all program categories which assist in offsetting the above-mentioned changes in personnel. Other shifts between operating expenditures allow for better tracking of expenditure line items. Expenditures for Youth and Adult collections (which includes print, ebooks, and media items) are similar to last year's investments in collections, although appear smaller due to moving database related expenditures to a different Program category. Continued investment in digital services furthers the goal of providing access beyond the building and meeting customer demand.

During the last fiscal year, the Library replaced all staff computers. Additionally, in conjunction with Parks and Public Works, a new project has been initiated to install sound mitigating doors to the entrance to the teen room.

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**ACCOMPLISHMENTS**

<b>Core Goals</b>	<b>Accomplishments</b>
<p><b><i>Good Governance</i></b> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>● Showcased library resources in multiple formats including print, media and social media.</li> <li>● Continue to coordinate training for all collection development librarians.</li> <li>● Continued adaptive communication, customer service, and other training.</li> <li>● Began cross training staff at Circulation desk. Offered staff development opportunities at outreach events and storytime programming.</li> <li>● As part of the statewide Student Success Initiative, the Library partnered with Los Gatos High School to issue 1860 library accounts to students, who can now use their Student ID cards as Library Cards</li> <li>● Collaborated with the California State Library to take part in completing the EDGE assessment in evaluating the Library's technology services.</li> </ul>
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"> <li>● Continued “Be a Book Family”—a program focused on building literacy skills and family connections from birth through the teen years. This program acknowledges the importance of parents playing an active role in their child’s reading, reading as a family activity, and reading as a social activity.</li> <li>● Continued to incorporate new early learning technologies to enhance storytimes and create multi-media, multi-sensory experiences.</li> <li>● Continued to provide Stay-and-Play time, immediately following storytimes, to facilitate socialization skills and relaxed playtime for our youngest library users and their caregivers.</li> <li>● Continued online and mobile platforms for the Library’s Summer Reading and Year-Round Programs to allow reading in multiple modes.</li> <li>● Continued to provide local history volunteer trainings and a volunteer appreciation event for all Library volunteers.</li> <li>● Continued delivering services in the community using our Chartreuse Caboose, at events such as Screen on the Green, National Night Out, and the Red, White and Blue Block party.</li> <li>● Provided computer assistance to adults and seniors who are learning how to do internet research, complete online job applications, and other functions.</li> <li>● Added 400 bilingual picture books to Children's collection in previously unrepresented languages, through a California State Library grant.</li> <li>● Expanded and improved Adult Programming offerings, including offering talk about the Eclipse, partnering with Silicon Valley Reads, offering free Paint Nights, and several other successful new programs.</li> </ul>

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**ACCOMPLISHMENTS**

<b>Core Goals</b>	<b>Accomplishments</b>
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"> <li>● Piloted a Fine Forgiveness program in February that led to the return of 120 items or replacement of titles with newer materials that will get more use in our collection.</li> <li>● Provided an additional 30,000 electronic books and audiobooks to the Community by linking with Southern California libraries through the CloudLink e-book platform.</li> <li>● Expanded digital services so that the community has access to new and cutting-edge technology.</li> </ul>
<p><b><i>Public Safety</i></b> Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness</p>	<ul style="list-style-type: none"> <li>● Engaged substantially higher number of regular teen patrons, while at the same time minimize the number of teens asked to leave the Library for behavioral concerns.</li> <li>● Collaborated with the Los Gatos Monte Sereno Police Department, local faith community, and the Pacific Library Partnership to provide staff training on working with mentally ill and homeless library patrons.</li> <li>● Collaborated with the Los Gatos Monte Sereno Police Department to provide Library staff additional emergency response training on a staff work day.</li> </ul>

**LIBRARY DEPARTMENT**

**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	\$ 4,062	\$ 12,228	\$ -	\$ -	\$ -	\$ -
<i>Service Charge</i>	-	-	3,436	-	-	-
<i>Fines &amp; Forfeitures</i>	46,616	39,232	36,103	37,500	22,500	23,500
<i>Other Revenues</i>	6,507	6,960	42,207	35,000	35,160	35,000
<b>TOTAL REVENUES</b>	<b>\$ 57,185</b>	<b>\$ 58,420</b>	<b>\$ 81,746</b>	<b>\$ 72,500</b>	<b>\$ 57,660</b>	<b>\$ 58,500</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	35,000	-	-	-	-
<i>Transfers In from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	35,000	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 57,185</b>	<b>\$ 93,420</b>	<b>\$ 81,746</b>	<b>\$ 72,500</b>	<b>\$ 57,660</b>	<b>\$ 58,500</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,436,703	\$ 1,490,743	\$ 1,586,805	\$ 1,824,143	\$ 1,564,822	\$ 1,814,629
<i>Operating Expenditures</i>	289,065	291,703	339,664	351,496	351,496	316,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	543,075	549,821	582,209	605,379	587,781	425,539
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,268,843</b>	<b>\$ 2,332,267</b>	<b>\$ 2,508,678</b>	<b>\$ 2,781,018</b>	<b>\$ 2,504,099</b>	<b>\$ 2,556,268</b>

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>PROGRAM</b>						
<i>Administration</i>	\$ 328,008	\$ 396,063	\$ 426,637	\$ 499,211	\$ 443,224	\$ 447,127
<i>Adult Services</i>	608,632	597,085	637,465	676,974	575,119	575,859
<i>Youth Services</i>	458,744	468,379	513,667	576,672	541,077	590,772
<i>Acquisitions &amp; Cataloging</i>	155,622	117,444	121,183	124,410	123,851	-
<i>Circulation Services</i>	717,837	753,296	809,726	903,751	820,828	942,510
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,268,843</b>	<b>\$ 2,332,267</b>	<b>\$ 2,508,678</b>	<b>\$ 2,781,018</b>	<b>\$ 2,504,099</b>	<b>\$ 2,556,268</b>

*The above program totals reflect General Fund programs. Additional Library Department programs are reflected in separate Trust Funds following the General Fund portion of this section.*

**LIBRARY DEPARTMENT**

**DEPARTMENT STAFFING**

**Full Time Equivalent (FTE)**

<b>General Fund</b>	<b>2014/15 Funded</b>	<b>2015/16 Funded</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Adopted</b>
Library Director	-	-	1.00	1.00	1.00
Assistant Library Director	-	-	-	-	-
Town Librarian	2.00	2.00	-	-	-
Library Manager	-	-	-	-	-
Division Manager	-	-	2.00	2.00	2.00
Librarian	3.55	3.75	3.00	3.00	3.00
Circulation Supervisor	-	-	-	-	-
Library Technology Specialist	1.00	1.00	1.00	1.00	2.00
Library Assistant	1.00	1.00	1.00	1.00	-
Library Specialist	0.75	0.75	0.75	0.75	1.75
Administrative Assistant	-	-	-	-	-
Customer Service Supervisor	1.00	1.00	1.00	1.00	-
Customer Service Specialist	1.50	1.50	1.50	1.50	1.75
Sr Library Page	-	-	1.00	1.00	1.00
<b>Total General Fund FTEs</b>	<b>10.80</b>	<b>11.00</b>	<b>12.25</b>	<b>12.25</b>	<b>12.50</b>

**Temporary Staff Hours**

Librarian	556	556	1,112	1,112	-
Librarian Temp	-	-	-	-	350
Library Clerk	1,050	1,050	1,050	1,300	1,050
Library Page	7,591	4,627	6,344	6,344	6,344
Senior Library Page	-	2,964	-	-	-
CSO Intern	1,040	1,040	1,040	1,040	-
Library Assistant	-	-	-	-	800
Library Teen Services Specialist	-	-	-	-	750
<b>Total Annual Hours</b>	<b>10,237</b>	<b>10,237</b>	<b>9,546</b>	<b>9,796</b>	<b>9,294</b>

# **Library Department**

## **LIBRARY ADMINISTRATION PROGRAM 7101**

### **PROGRAM PURPOSE**

The Library Administration Program provides staff support to ensure the development of quality and cost-effective library services that are responsive to community needs. Library Administration's core services are to provide administrative and managerial oversight for programs and services, clerical and administrative assistance for day-to-day operations, personnel management, purchasing and physical plant maintenance, fiscal management and budget preparation, and support for the Library Board, Friends of the Los Gatos Library Board, and the Arts and Culture Commission.

### **BUDGET OVERVIEW**

The FY 2018/19 Administration budget reflects continued enhanced services within the Library building to provide the best customer experience and the best value for the community. Included in the budget this year are ongoing expenditures to maintain or replace heavily used Library furniture as the Library moves into its seventh year of being open to the public. The Library Administration Program will continue to focus on maximizing the efficiency of the Library building and researching effective service models to meet the expectations of the community. Customer service and community engagement remain a high priority, as well as ensuring all Library services and programs align with the Library Strategic Plan. Administration staff will continue to work collaboratively with the Friends of Los Gatos Library, a nonprofit organization. In addition, Library staff continues to work to improve partnerships and outreach within our community.

**LIBRARY DEPARTMENT**  
**Library Administration**

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	11	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	6,507	6,950	7,207	-	160	-
<b>TOTAL REVENUES</b>	<b>\$ 6,507</b>	<b>\$ 6,950</b>	<b>\$ 7,218</b>	<b>\$ -</b>	<b>\$ 160</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,507</b>	<b>\$ 6,950</b>	<b>\$ 7,218</b>	<b>\$ -</b>	<b>\$ 160</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 201,150	\$ 264,321	\$ 294,200	\$ 343,190	\$ 296,776	\$ 310,659
<i>Operating Expenditures</i>	31,653	33,242	28,275	47,400	45,700	44,650
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	95,205	98,500	104,162	108,621	100,748	91,818
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,008</b>	<b>\$ 396,063</b>	<b>\$ 426,637</b>	<b>\$ 499,211</b>	<b>\$ 443,224</b>	<b>\$ 447,127</b>

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Library Administration

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Good Governance</b> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><b><i>Library Marketing</i></b></p> <p>Continue to utilize social media, such as Facebook and Instagram to promote library services and programs. Additionally, create a marketing plan that tests other avenues for distributing for promotional information for Library programs and services.</p> <p>Continue Chartreuse Caboose bike-mobile Library services to the community, focusing on youth and seniors who have limited ability to get to the library building. Ensure participation in Town-sponsored events and work dynamically with other Town departments.</p>
<p><b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><b><i>Furniture Replacement</i></b></p> <p>Reupholster or replace furniture in the Library due to wear and tear. Add additional mobile/flip-top tables to the Technology Lab space to allow for flexible use.</p>
<p><b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community</p>	<p style="text-align: center;"><b><i>Arts Commission Gateway Project</i></b></p> <p>Recommend to the Town Council an approach to the proposed Los Gatos gateway project.</p>

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**Library Administration**

**KEY PROGRAM SERVICES**

- Administers and supervises four operating programs in the Department.
- Provides oversight of day-to-day operations and scheduling.
- Prepares and monitors Library Department budget.
- Provides staff support to the Town Library Board, Arts and Culture Commission, and Friends of the Library meetings, programs, and activities.
- Collaborates with area libraries by serving on the Pacific Libraries Partnership Administrative Council.
- Collaborates with libraries nationwide by serving on national committees.
- Increases public awareness of Town Library services and programs through effective public relations, marketing of Library services, and periodically presenting programs at Library conferences.
- Provides oversight of Library staff training and development.
- Provides oversight and direction for information technology and systems administration developments.

**LIBRARY DEPARTMENT**  
**Library Administration**

**ADMINISTRATION PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Library Director	-	-	1.00	1.00	1.00
Town Librarian	1.00	1.00	-	-	-
Division Manager	-	-	0.40	0.40	0.40
Library Specialist	0.25	0.25	0.25	0.25	0.25
<b>Total Administration FTEs</b>	<b>1.25</b>	<b>1.25</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Proposed
CSO Intern	1,040	1,040	1,040	-	-
Library Teen Services Specialist	-	-	-	1,040	-
<b>Total Annual Hours</b>	<b>1,040</b>	<b>1,040</b>	<b>1,040</b>	<b>1,040</b>	<b>-</b>

**LIBRARY DEPARTMENT**  
**Library Administration**

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. <i>Provide the space, opportunity and support for the Library to be at the heart of an engaged community.</i>					
a. Percentage of customers stating the Library is a significant or very significant part of their community experience:	96%	93%	92%	93%	94%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Door Count:	305,373	323,979	301,783	306,000	306,000
2. Volunteer hours contributed:*	2496	5,781	5,845	6,000	6,000
3. Virtual visits to the Library:*	1,016,586	967,474	831,798	850,000	850,000
<i>(Virtual Visits to the Library include number of hits to Library site through Civic Plus and direct hits to the Library Catalog)</i>					
4. Social media interactions:**	<i>Data Not Available</i>	9,414	5468*	20,340	20,340

*\*New measure effective FY 2015/16, historical data provided when available.*

*Beginning in FY 2015/16 this figure includes Friends of the Library volunteer hours in the sorting room and the bookstore.*

*\*\* New measure effective FY 2015/16, includes likes and views on Facebook, likes and views on Instagram, and reviews on Yelp.*

# **Library Department**

## **ADULT SERVICES PROGRAM 7201**

### **PROGRAM PURPOSE**

The Adult Services Program supports library services for adults 18 years of age and older. Adult Services anticipates and meets community information needs, providing opportunities for lifelong learning. The Adult Services Program's core services are to provide reference services to all clientele, reader's advisory services, instruction in the use of computer and electronic resources, outreach services in the community, and management of collections, including the local history collection.

### **BUDGET OVERVIEW**

The FY 2018/19 Adult Services Program budget reflects a similar actual expenditure in collection budget for print and electronic materials as compared to FY 2017/18; however, expenditure items for databases have been moved to the Circulation and Systems Administration program for ease of accounting. The Library continues to focus on creating community connections through partnerships with local speakers and business owners, and through outreach services offered from the Chartreuse Caboose, the Library's bike mobile. The Library will enhance collections and technology with services that are available online 24/7, including streaming content. The Library will continue to evaluate and curate a meaningful print collection using data from collection management software, in response to changing community needs.

**LIBRARY DEPARTMENT**

**Adult Services**

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ 4,520	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	9,836	9,836	9,836	35,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 4,520</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 35,000</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	9,836	-	-	-	-
Total Transfers In	-	9,836	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ 14,356</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 35,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 370,838	\$ 354,079	\$ 365,112	\$ 420,234	\$ 322,928	\$ 353,359
<i>Operating Expenditures</i>	135,000	139,543	165,326	145,000	145,000	130,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	102,794	103,463	107,027	111,740	107,191	92,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 608,632</b>	<b>\$ 597,085</b>	<b>\$ 637,465</b>	<b>\$ 676,974</b>	<b>\$ 575,119</b>	<b>\$ 575,859</b>

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**Adult Services**

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<p><b><i>Outreach Programming</i></b></p>
	<p>Continue to refine and develop best practices for outreach programming. Continue to build a collection of partners that can help deliver successful collaborative services to the community. In FY 18/19, the Library will pilot offering monthly visits to The Meadows and The Terraces, delivering books and technology training.</p>
	<p><b><i>Technology</i></b></p>
	<p>Continue to focus on small group interactions, such a one-on-one tech tutoring, small classes on common technology issues, and drop-in sessions for our e-resources, with the goal of diminishing the digital divide in our community.</p> <p>Explore new technology programs using Virtual Reality equipment, 3D printing, and emerging technologies.</p>
	<p><b><i>Enhance Programming Options</i></b></p>
	<p>Continue the work begun in FY 17/18, exploring and offering exciting new programming for Adults. Building on successes such as paint nights, Eclipse presentation, and the Digital Storytelling workshop, the Library will look for new ways to welcome the adults in our community to use and enjoy the Library.</p>

**KEY PROGRAM SERVICES**

**Meeting Information Needs**

- Provides ready reference, reader’s advisory, information literacy, and roaming reference services in person and virtually through chat or online resources.
- Maintains vibrant collections in-house and online.
- Responds to patrons’ suggestions for materials to be included in the collection.
- Enriches the local community by being a premier repository for local history materials.

**Information Technologies and Training**

- Continues to use online and social media counterparts (e.g., Facebook, Instagram, Goodreads, Wowbrary and NextReads) to offer services traditionally available only within the Library’s walls.
- Provides access to the Internet and training for the public in basic searching and navigational skills, and more specialized skills such as genealogy searches.
- Maintains a Library mobile application for use with smartphones and mobile devices.

LIBRARY DEPARTMENT

Adult Services

ADULT SERVICES PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Town Librarian	0.50	0.50	-	-	-
Division Manager	-	-	0.30	0.30	0.30
Librarian	1.40	1.50	1.50	1.50	1.50
Library Technology Specialist	0.10	0.10	0.10	0.10	0.70
Library Assistant	0.60	0.60	0.60	0.60	-
Library Specialist	0.15	0.15	0.15	0.15	-
Sr Library Page	-	-	0.60	0.60	0.60
<b>Total Adult Services FTEs</b>	<b>2.75</b>	<b>2.85</b>	<b>3.25</b>	<b>3.25</b>	<b>3.10</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Proposed
Librarian	556	556	556	556	-
Librarian Temp	-	-	-	125	175
Library Assistant	-	-	-	-	400
<b>Total Annual Hours</b>	<b>556</b>	<b>556</b>	<b>556</b>	<b>681</b>	<b>575</b>

**LIBRARY DEPARTMENT**

**Adult Services**

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. <i>Manage adult library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection evaluated and updated:	75%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of collection that requires evaluation:	<i>Data Not Available</i>	50%	18%	16%	14%
2. <i>Provide a variety of programs throughout the year that foster curiosity and community connection.</i>					
a. Percentage of customers rating Library programs as good/excellent:*	95%	92%	90%	80%	85%
3. <i>Assure delivery of quality service to customers.</i>					
a. Percentage of customers rating staff interactions as good/excellent:	100%	96%	92%	92%	92%
b. Percentage of public contacts received by library that are online vs. through the doors:	70%	70%	38%	38%	38%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of adult reference questions received:	15,662	13,163	14,915	16,216	15,000
2. Reference questions per capita:	0.65	<i>Data Not Available</i>	0.48	0.53	0.53
3. Hours of service per week at adult services desk:	54	54	54	54	54
4. Number of adult programs offered:*	45	86	128	150	160
5. Total attendance at adult programs:*	923	1,032	1,576	1,200	1,500
6. Total number of adult outreach programs:*	0	16	13	5	20
7. Total attendance at adult outreach programs:*	0	1,195	544	100	1,000

*\*New measure effective FY 2015/16, historical data provided when available.*



# Library Department

## YOUTH SERVICES PROGRAM 7202

### PROGRAM PURPOSE

Youth Services supports youth of all ages (newborn babies through high school students) and their families by providing age-appropriate programs, services, materials in support of education and current high-demand, high-interest materials in a variety of formats. Youth Services also creates welcoming environments for children, tweens, and teens that encourage their curiosity, imagination, creativity, and a permanent love of reading. Specialized programming encourages families and communities to read with the children in their lives to demonstrate a commitment to learning and an appreciation of youth. Distinctive programs are provided for children 0 to 14 years of age and teens from 13 to 17 years of age. The purpose of the Youth Services Program is to provide reference, reader's advisory services, computer and electronic resources, youth collections management, a welcoming space, and a variety of programs throughout the year in the Library, at local schools, and in the community.

### BUDGET OVERVIEW

The FY 2018/19 Youth Services budget reflects a steady state collection budget for print and electronic materials as compared to FY 2017/18. Staff will continue to target new and innovative concepts in program development with a focus on family reading. An improved online, interactive reading interface will continue to enhance and encourage family reading throughout the year. The Youth Services team will engage in outreach activities, serving the community in the schools and in partnership with local businesses. Families will enjoy new early learning technology in the Children's room with Osmo tablets and staff-customized Early Literacy Kid Stations (ELKS). Collection funding will to be used strategically, eliminating the materials of least use to ensure a well-rounded youth collection. Multiple formats, focusing on educational support as well as current high-demand, high-interest materials for children of all ability levels, will continue to be purchased. The Department will expand its connections with

**LIBRARY DEPARTMENT**

**Youth Services**

schools, specifically continuing to work with Los Gatos High School to make student ID cards work as Library cards, and expanding the service to Fisher Middle School.

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	14,066	14,066	14,066	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	14,064	-	-	-	-
Total Transfers In	-	14,064	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ 14,064</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 314,950	\$ 316,777	\$ 345,897	\$ 405,311	\$ 371,399	\$ 439,722
<i>Operating Expenditures</i>	43,582	50,060	61,629	59,980	59,980	58,800
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	100,212	101,542	106,141	111,381	109,698	92,250
<b>TOTAL EXPENDITURES</b>	<b>\$ 458,744</b>	<b>\$ 468,379</b>	<b>\$ 513,667</b>	<b>\$ 576,672</b>	<b>\$ 541,077</b>	<b>\$ 590,772</b>

∞ LIBRARY DEPARTMENT ∞

Youth Services

FY 2018/19 KEY PROJECTS

Core Goals	Key Projects
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.</p>	<p><b><i>Family Reading</i></b></p>
	<p>Continue to offer family programming that focuses on building literacy skills and family connections from birth through the teen years. Be a Book Family, the centerpiece of this effort, acknowledges the importance of parents playing an active role in their child’s reading, reading as a family activity, and reading as a social activity.</p>
	<p><b><i>Storytimes</i></b></p>
	<p>Regular storytimes will continue to incorporate new early learning technologies including multi-media and multi-sensory experiences.</p>
	<p>Stay-and-Play time, immediately following storytimes, will continue to be provided to facilitate socialization skills and relaxed playtime learning for our youngest library users.</p>
	<p>Offer storytime content, such as song, fingerplays, and booklists online, enabling families to engage with early literacy skills at home.</p>
<p><b><i>STEAM Programming</i></b></p>	
<p>Provide early literacy technology to stimulate learning and creativity in the Children’s Room by offering Osmo tablets and ELKS. Encourage families to integrate technology into their learning while establishing healthy digital habits.</p>	
<p>Develop STEAM programming for school-aged visitors, utilizing new tools such as the Ozobots, 3D printers, Lego Mindstorms, and other technology platforms.</p>	
<p>Develop passive STEAM programming for families to explore on their own while visiting the Library</p>	

∞ LIBRARY DEPARTMENT ∞

Youth Services

FY 2018/19 KEY PROJECTS

Core Goals	Key Projects
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.</p>	<b><i>Teen Services</i></b>
	Continue to build relationships with regular teen room patrons, in partnership with other Town Departments and high school staff, fostering developmental assets and strengthening community.
	Continue to offer specialized online reading programs in the summer, highlighting titles required for 9 <sup>th</sup> graders at Los Gatos High.
	Offer regular Friday programming for Teens, allowing them to choose between Kahoot and other video game options.
	Partner with Los Gatos High and Fisher Middle School to make student ID cards useable as Library cards.

**KEY PROGRAM SERVICES**

**Meeting information needs for children 0 to 17 years of age and their parents**

- Provides reference and reader’s advisory services.
- Manages children’s and teens’ web pages.
- Maintains vibrant and diverse collections for children, teens, teachers, and parents/caregivers.
- Responds to patron suggestions for materials to be included in the collection.

**Providing programs to youth**

- Provides year-round programming for infants, toddlers, preschoolers, school-age children, teens, and families.
- Plans and promotes year-round reading and engagement program “Be a Book Family” to listeners from ages 0 to 5, readers from ages 5 to 12, and teen readers from ages 13 to 17.

∞ LIBRARY DEPARTMENT ∞

Youth Services

KEY PROGRAM SERVICES

**Outreach to youth**

- Raises awareness of youth about collections, services, and programs available at the Library.
- Responds to requests for field trips to the Library and Librarian visits to schools and community events.
- Provides Library access via student ID cards for LGHS students, as part of the Student Success Initiative.

**Web Management**

- Designs and maintains the youth portions of the Library's website.
- Develops, evaluates and evolves early literacy technology stations, with Osmo tablets and ELKS.

∞ LIBRARY DEPARTMENT ∞

Youth Services

YOUTH SERVICES PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Town Librarian	0.50	0.50	-	-	-
Division Manager	-	-	0.50	0.50	0.50
Librarian	1.75	2.25	1.50	1.50	1.50
Library Assistant	0.40	0.40	0.40	0.40	-
Library Technology Specialist	-	-	-	-	0.40
Library Specialist	0.10	0.10	0.10	0.10	-
Sr Library Page	-	-	0.40	0.40	0.40
<b>Total Youth Services FTEs</b>	<b>2.75</b>	<b>3.25</b>	<b>2.90</b>	<b>2.90</b>	<b>2.80</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Proposed
Librarian	-	-	556	556	-
Librarian Temp	-	-	-	125	175
Library Assistant	-	-	-	-	400
Library Teen Specialist	-	-	-	-	750
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>556</b>	<b>681</b>	<b>1,325</b>

**LIBRARY DEPARTMENT**

**Youth Services**

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. <i>Provide a variety of programs throughout the year that foster curiosity and community connection.</i>					
a. Percentage of customers rating youth programs as good/excellent:*	100%	96%	94%	96%	95%
2. <i>Assure the delivery of quality service to youth</i>					
a. Percentage of customers rating interactions as good/excellent:	100%	96%	93%	91%	92%
3. <i>Manage youth library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection evaluated and updated:	95%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of collection that requires evaluation:	<i>Data Not Available</i>	15%	7%	9%	10%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of youth programs per year:	338	361	341	472	500
2. Total attendance at youth programs:	18,141	20,489	22,679	24,774	25,000
3. Annual number of youth reference questions received:	19,337	18,806	17,470	22,172	18,000
4. Hours of public service per week at youth services desk:	79	74	79	79	79
5. Number of teens using library resources per year:	16,937	18,537	20,556	20,000	20,000
6. Number of youth outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	7	10	12
7. Total attendance at youth outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	1,020	1,200	1,200

\* New measure effective FY 2015/16, historical data provided when available.



# **Library Department**

## **ACQUISITIONS AND CATALOGING PROGRAM 7203**

### **PROGRAM PURPOSE**

The Acquisitions and Cataloging Program is being combined with the Circulation and Systems Administration Program (7204). As technology platforms and job assignments become more integrated, the amount of overlap between these two Programs has grown to the point where separate tracking no longer contributes to a meaningful budget category. The combination of these two Programs will simplify tracking funds going forward.

### **BUDGET OVERVIEW**

All funds previously budgeted to this Program have been incorporated into Program 7204 Circulation and System Administration.

**LIBRARY DEPARTMENT**  
**Acquisitions and Cataloging**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	5,271	5,596	3,559	5,500	2,500	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 5,271</b>	<b>\$ 5,596</b>	<b>\$ 3,559</b>	<b>\$ 5,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 65,016	\$ 28,141	\$ 28,381	\$ 29,162	\$ 28,604	\$ -
<i>Operating Expenditures</i>	735	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	89,871	89,303	92,802	95,248	95,247	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 155,622</b>	<b>\$ 117,444</b>	<b>\$ 121,183</b>	<b>\$ 124,410</b>	<b>\$ 123,851</b>	<b>\$ -</b>

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
	See Program 7204 Circulation and Systems Administration.

**KEY PROGRAM SERVICES**

See Program 7204 Circulation and Systems Administration

**∞ LIBRARY DEPARTMENT ∞**  
**Acquisitions and Cataloging**

**ACQUISITIONS & CATALOGING PROGRAM STAFFING**

***Full Time Equivalent (FTE)***

<b><i>Town Staff</i></b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Librarian	0.40	-	-	-	-
Library Specialist	0.25	0.25	0.25	0.25	-
<b>Total Technical Services FTEs</b>	<b>0.65</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	-



# **Library Department**

## **CIRCULATION AND SYSTEMS ADMINISTRATION PROGRAM 7204**

### **PROGRAM PURPOSE**

The Circulation and Systems Administration Program provides customers with access to a broad range of up-to-date library materials and technology as well as enables customers to access library materials for use outside the Library. This Program additionally manages all automated services and technology systems. Circulation/System Administration's core services are to manage the circulation process, acquisition of new materials, maintain circulation records, and implement and support the Library's computer network, the integrated library automation system, and public Internet access.

### **BUDGET OVERVIEW**

The FY 2018/19 Circulation/Systems Administration budget incorporates expenditures previously budgeted to Program 7203 Acquisitions and Cataloging and Program 7201 Adult Services and additionally reflects efficiencies and some maintenance costs savings, changes in vendors, and discontinuation of unused resources to create some savings offsets that have been applied to personnel needs. The Library continues to introduce new technologies that meet patrons' expectations for fast, reliable access to information and Library resources as well as continues to implement system enhancements, provide support, and expand print resources and eBooks collections. With an increasing number of people utilizing the Library's online resources, technology upgrades are essential. Additionally, the Library will continue to budget funds for developments to improve the integrated library system for both patrons and staff.

**LIBRARY DEPARTMENT**  
**Circulation and Systems Administration**

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ 4,062	\$ 7,708	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	3,425	-	-	-
<i>Fines &amp; Forfeitures</i>	41,345	33,636	32,544	32,000	20,000	23,500
<i>Other Revenues</i>	-	10	11,098	11,098	11,098	-
<b>TOTAL REVENUES</b>	<b>\$ 45,407</b>	<b>\$ 41,354</b>	<b>\$ 47,067</b>	<b>\$ 43,098</b>	<b>\$ 31,098</b>	<b>\$ 23,500</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	11,100	-	-	-	-
Total Transfers In	\$ -	\$ 11,100	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 45,407</b>	<b>\$ 52,454</b>	<b>\$ 47,067</b>	<b>\$ 43,098</b>	<b>\$ 31,098</b>	<b>\$ 23,500</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 484,749	\$ 527,425	\$ 553,215	\$ 626,246	\$ 545,115	\$ 710,889
<i>Operating Expenditures</i>	78,095	68,858	84,434	99,116	100,816	82,150
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	154,993	157,013	172,077	178,389	174,897	149,471
<b>TOTAL EXPENDITURES</b>	<b>\$ 717,837</b>	<b>\$ 753,296</b>	<b>\$ 809,726</b>	<b>\$ 903,751</b>	<b>\$ 820,828</b>	<b>\$ 942,510</b>

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Good Governance</b> Ensure responsive, accountable, and collaborative government</p>	<p><b>Communication Resources</b></p> <p>The Library will update the library's mobile app giving patrons a better user experience with the addition of adding more than one library card. Patrons will have the opportunity to opt-in to receiving SMS messages, another avenue for the Library to communicate with patrons about their account.</p>
	<p><b>Online Payments</b></p> <p>An online payment system will be implemented to allow Library users to pay their fines remotely. This online payment system will work securely with the Library ILS and the Town's Finance system to streamline this process for both Library users and staff.</p>
	<p><b>Additional Resources</b></p> <p>The Library will launch A-to-Z Databases, a reference and marketing database that gives Patrons access to 30 million business profiles, leads, mailing lists, market research and employment opportunities, all with a Los Gatos library card.</p>

**∞ LIBRARY DEPARTMENT ∞**  
**Circulation and Systems Administration**

Core Goals	Key Projects
<p><b><i>Good Governance</i></b>            Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><b>Library Operations</b></p> <p>The operations, collections, equipment, and staffing of the Department will continue to be evaluated to make the best use of staff and resources to best meet the needs of the community.</p> <p>The Library will be integrating the use of Electronic Data Interchange (EDI) to the Library ILS to streamline ordering, receiving materials, and processing invoices.</p>

**KEY PROGRAM SERVICES**

- Manages circulation process.
- Manages all Library automated systems, including the Library’s network.
- Manages remote authentication server.
- Manages public computer terminals and printers.
- Maintains online catalog to assure customer access to Library materials.
- Acquires Library materials.
- Maintains Library collections, including shelving of materials.

**LIBRARY DEPARTMENT**  
**Circulation and Systems Administration**

**CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Division Manager	-	-	0.80	0.80	0.80
Library Specialist	-	-	-	-	1.50
Library Technology Specialist	0.90	0.90	0.90	0.90	0.90
Customer Service Supervisor	1.00	1.00	1.00	1.00	-
Customer Service Specialist	1.50	1.50	1.50	1.50	1.75
<b>Total Circulation/System FTEs</b>	<b>3.40</b>	<b>3.40</b>	<b>4.20</b>	<b>4.20</b>	<b>4.95</b>

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Temporary Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Library Clerk	1,050	1,050	1,050	1,050	1,050
Library Page	7,591	4,627	6,344	6,344	6,344
Senior Library Page	-	2,964	-	-	-
<b>Total Annual Hours</b>	<b>8,641</b>	<b>8,641</b>	<b>7,394</b>	<b>7,394</b>	<b>7,394</b>

**LIBRARY DEPARTMENT**  
**Circulation and Systems Administration**

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. <i>Percentage of customers stating the Library has a good/excellent collection:*****</i>	<i>Data Not Available</i>	92%	86%	86%	86%
2. <i>Assure access to library online services.</i>					
a. Number of databases available online:*	40	39	57	60	60
b. Number of electronic materials available for loan:*	150,178	210,244	816,460	825,000	825,000
c. Number of items in-house for loan:*	167,099	157,431	137,872	135,000	135,000

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Total Circulation:**	607,494	553,340	503,561	476,466	476,467
2. Number of new patrons registered:	3,797	3,900	3,801	6,102	4,300
3. Number of holds processed:***	27,250	34,456	20,957	21,019	22,000
4. Hours of public service per week at circulation:	54	54	54	54	54
5. Number of Library Card holders:*	28,087	31,987	31,235	35,000	32,000
6. Number of periodical subscriptions received and processed:****	185	133	141	147	147
7. Total hours of public computer use:*	32,938	30,199	25,357	28,337	28,000
8. Number of items ordered and received:*****	86,810**	14,465****	6,523	6,500	6,500
9. Number of Suggestions for Purchase processed:*****	1396	1265	656	700	700

\* New measure effective FY 2015/16, historical data provided when available. Changed from "e-Books" to "electronic materials" in FY16/17, to represent the growth of the electronic offerings to include audio, music, movies and other types of content.

Addition of Hoopla, CloudLibrary and Flipster in Aug 2016 added over 500,000 items to this total.

\*\* New measure effective FY 2015/16 combining Item 1 and Item 2 under Activity and Workload Highlights.

\*\*\* This measure was moved from Adult Services program during FY 2015/16, and description changed from "patron's materials reserves" processed to "holds" processed which represents the same work flow with a clearer name

\*\*\*\* This measure was moved from Acquisitions & Cataloguing during FY 2015/16.

\*\*\*\*\* This measure was moved from Acquisitions & Cataloguing during FY 2018/19 due to the 7203 program being closed and merged with 7204



# Library Trust Fund

## FUND 711

### FUND PURPOSE

The Library Trust Fund was established to provide for the servicing of donations and bequests to the Los Gatos Library. The *Los Gatos Friends of the Library*, a nonprofit 501(c)(3) organization exists for the benefit of the Library, and this fund allows the Town to plan for and recognize the numerous donations this non-profit group makes to the Library. In addition, numerous local service organizations and individuals make generous donations and memorial bequests to the Library, sometimes for specific purposes. This fund provides for retaining these donations until they can be used as designated. This fund includes the proceeds from the History Project Trust Fund, which was established to provide for the servicing of donations, bequests, grant monies, and expenditures to the history project partnership of Los Gatos Library and the Museums of Los Gatos.

### BUDGET OVERVIEW

The Los Gatos Friends of the Library contributed more than \$80,000 to the Library during the past fiscal year. This funding has provided support for community programs, family programs, teen programs, Summer Reading events and prizes, and a growing collection of new bestselling books and movies. In addition, lease payments to the Town from the Friends of the Library Bookstore help to support ongoing Library operations.

This fund also captures small donations made by Library supporters to purchase books or materials, often in memory of someone's passing.

A portion of this fund will be budgeted for FY 2018/19 in support of Library programming and specialized collections.

The History Project Trust Fund tracked monies received by History Services, a Library service that originally began as a project funded by grants and donations. These Trust Funds are mostly royalties, digitization and licensing fees for proprietary images, and donations received. The

**LIBRARY DEPARTMENT**  
**Library Trust Fund**

money received from donated royalties has been decreasing to almost zero over the past years, and the FY 2018/19 budget anticipates limited to no contributions. Money received from the licensing of digital images is not a stable funding source and is not be relied upon to offset the support and hosting fees for the history website. All future revenues are tracked in the Library Trust Fund.

STATEMENT OF SOURCE AND USE OF FUNDS

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	31,981	39,320	46,145	50,997	50,997	76,547
Total Beginning Fund Balance	31,981	39,320	46,145	50,997	50,997	76,547
Revenues						
<i>Interest</i>	53	549	590	550	550	550
<i>Other Revenues</i>	37,304	71,171	79,760	73,500	74,600	74,500
Total Revenues	37,357	71,720	80,350	74,050	75,150	75,050
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 69,338</b>	<b>\$ 111,040</b>	<b>\$ 126,495</b>	<b>\$ 125,047</b>	<b>\$ 126,147</b>	<b>\$ 151,597</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	30,018	28,515	75,498	72,500	49,600	73,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	30,018	28,515	75,498	72,500	49,600	73,500
Transfers Out						
<i>Transfer to General Fund</i>	-	35,000	-	-	-	-
<i>Transfer to History Trust Fund</i>	-	1,380	-	-	-	-
Total Transfers Out	-	36,380	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>30,018</b>	<b>64,895</b>	<b>75,498</b>	<b>72,500</b>	<b>49,600</b>	<b>73,500</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	39,320	46,145	50,997	52,547	76,547	78,097
Total Ending Fund Balance	39,320	46,145	50,997	52,547	76,547	78,097
<b>TOTAL USE OF FUNDS</b>	<b>\$ 69,338</b>	<b>\$ 74,660</b>	<b>\$ 126,495</b>	<b>\$ 125,047</b>	<b>\$ 126,147</b>	<b>\$ 151,597</b>

# Clelles Ness Trust Fund

## FUND 713

### FUND PURPOSE

The Clelles Ness Trust Fund was established in January 1961 by Ansten R. Ness, M.D. and the Board of Library Trustees for the Town of Los Gatos, as a memorial to his wife, Clelles Ness. Mrs. Ness was a long-time Los Gatos resident who was active in civic life, winning the 1947 Citizen of the Year award. Among her many contributions to the Town, she was heavily involved with the arts. She helped to bring the Los Gatos Pageants and numerous other play productions to the Town, was an avid reader, and wrote for the *Los Gatos Times* (the local newspaper). She was also involved with bringing a hospital to Town, and with her husband started the "Holiday Circle" social club which required at least one spouse to be active in civic planning to join.

The intention of the memorial fund was to use the income and principal of the trust estate to provide materials and services not ordinarily available from public funds. An amendment to the trust agreement in 1983 relinquished control over the management and investment of the trust to the Town Council.

In the past, the Library has used money from the trust to purchase art books for Los Gatos Public Library. In July of 1999 an agreement with the daughter of Clelles Ness stipulated that the use of the trust fund included a new Library facility, should one be built in the future. Per the agreement, the trust fund principal and interest was used for the new library building plan documents and studies, such as but not limited to, a building program and architectural drawings. The remaining trust funds were held in a Library Building Fund to be used for the purchase of items for the current Library building, such as furniture, shelving, and equipment. A large portion of this trust was expended in FY 15/16 for the purchase of the automated materials handling system. During Mid-year 2017/2018 the remaining balance of the account was directed to the installation of sound-mitigation equipment and noise-reduction enhancements inside the current Library building for the benefit of all Library users.

**LIBRARY DEPARTMENT**  
**Clelles Ness Trust Fund**

**BUDGET OVERVIEW**

As of the close of the 2017/2018 fiscal year, no funds remain in this account.

**STATEMENT OF SOURCE AND USE OF FUNDS**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	188,420	171,591	40,742	88,679	41,087	-
Total Beginning Fund Balance	188,420	171,591	40,742	88,679	41,087	-
Revenues						
<i>Interest</i>	(851)	845	345	850	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ (851)	\$ 845	\$ 345	\$ 850	\$ -	\$ -
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 187,569</b>	<b>\$ 172,436</b>	<b>\$ 41,087</b>	<b>\$ 89,529</b>	<b>\$ 41,087</b>	<b>\$ -</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	15,978	131,694	-	-	41,087	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	15,978	131,694	-	-	41,087	-
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	171,591	40,742	41,087	89,529	-	-
Total Ending Fund Balance	171,591	40,742	41,087	89,529	-	-
<b>TOTAL USE OF FUNDS</b>	<b>\$ 187,569</b>	<b>\$ 172,436</b>	<b>\$ 41,087</b>	<b>\$ 89,529</b>	<b>\$ 41,087</b>	<b>\$ -</b>

# **Susan McClendon Trust Fund**

## **FUND 714**

### **FUND PURPOSE**

A bequest to the Los Gatos Public Library from the estate of the late Susan E. (Betty) McClendon was established in support of children's services. Betty McClendon was a long-time resident and dance instructor. She is especially remembered as the choreographer of the Town's 1940 pageant, "Trail Days," which celebrated the completion of the final section of the new four-lane highway from Santa Cruz into Los Gatos. Betty McClendon's mother, Mrs. Hilda McClendon, served as Children's Librarian at Los Gatos Memorial Library from 1923 to 1929. Ms. McClendon left this gift in memory of her mother and her mother's husband, Gorman Burtner.

Keeping with the wishes of the Ms. McClendon, these funds are restricted for use for children's services at the Library, and will be directed toward support of reading clubs, book discussion groups, evening family programs, and equipment and furniture needs of children's services that are not met by other funding. This funding will also be used for enhancement of children's collections.

### **BUDGET OVERVIEW**

No money is budgeted from this fund for FY 18/19.

**LIBRARY DEPARTMENT**  
**Susan McClendon Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	96,095	87,957	88,662	98,020	89,412	84,140
Total Beginning Fund Balance	96,095	87,957	88,662	98,020	89,412	84,140
Revenues						
<i>Interest</i>	(309)	705	750	705	714	700
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ (309)	\$ 705	\$ 750	\$ 705	\$ 714	\$ 700
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 95,786</b>	<b>\$ 88,662</b>	<b>\$ 89,412</b>	<b>\$ 98,725</b>	<b>\$ 90,126</b>	<b>\$ 84,840</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	7,829	-	-	-	5,986	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	\$ 7,829	\$ -	\$ -	\$ -	\$ 5,986	\$ -
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	87,957	88,662	89,412	98,725	84,140	84,840
Total Ending Fund Balance	87,957	88,662	89,412	98,725	84,140	84,840
<b>TOTAL USE OF FUNDS</b>	<b>\$ 95,786</b>	<b>\$ 88,662</b>	<b>\$ 89,412</b>	<b>\$ 98,725</b>	<b>\$ 90,126</b>	<b>\$ 84,840</b>

# **Barbara Jones Cassin Trust Fund**

## **FUND 716**

### **FUND PURPOSE**

The Barbara Jones Cassin Trust Fund was established by endowment upon the death of Ms. Cassin on May 10, 2010. Ms. Cassin was a graduate of Los Gatos High (class of 1937) and San Jose State, where she majored in biological and physical sciences. After a successful career in hospital laboratories, she turned to watercolors, and donated 25 lovely views of Los Gatos to the library. A exhibit showing these works was sponsored by the Library in August 2008 and again in 2018. Ms. Cassin's art has been widely exhibited and is held in public and private collections. In response to Hurricane Katrina, Ms. Cassin hosted a workshop to encourage children to draw and write their responses to the disaster, including its effects on animals.

The initial project funded by the Barbara Jones Cassin Trust was the purchase of opening day collections for the new Los Gatos Public Library. In following years, the interest earned by the trust is budgeted annually to enhance collections and informational programming, per Ms. Cassin's wishes.

### **BUDGET OVERVIEW**

No money is budgeted from this fund in FY 18/19.

**LIBRARY DEPARTMENT**  
**Barbara Jones Cassin Trust Fund**

STATEMENT OF SOURCE AND USE OF FUNDS

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	379,802	344,759	347,523	521,252	350,462	353,362
Total Beginning Fund Balance	379,802	344,759	347,523	521,252	350,462	353,362
Revenues						
<i>Interest</i>	(1,125)	2,764	2,939	2,760	2,900	2,900
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ (1,125)</u>	<u>\$ 2,764</u>	<u>\$ 2,939</u>	<u>\$ 2,760</u>	<u>\$ 2,900</u>	<u>\$ 2,900</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 378,677</u></b>	<b><u>\$ 347,523</u></b>	<b><u>\$ 350,462</u></b>	<b><u>\$ 524,012</u></b>	<b><u>\$ 353,362</u></b>	<b><u>\$ 356,262</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	33,918	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>33,918</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>\$ 33,918</u>	<u>\$ -</u>				
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	344,759	347,523	350,462	524,012	353,362	356,262
Total Ending Fund Balance	<u>344,759</u>	<u>347,523</u>	<u>350,462</u>	<u>524,012</u>	<u>353,362</u>	<u>356,262</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 378,677</u></b>	<b><u>\$ 347,523</u></b>	<b><u>\$ 350,462</u></b>	<b><u>\$ 524,012</u></b>	<b><u>\$ 353,362</u></b>	<b><u>\$ 356,262</u></b>