

# Library Department

## DEPARTMENT PURPOSE

The Los Gatos 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 providing ample access to historical materials, providing quality volunteer programs and trainings, and partnering with local schools and NUMU.
- **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 five Trust Funds: Library Trust Fund, History Project Trust Fund (included in the Library Trust Fund), the Clellie Ness 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.

The FY 2020/21 budget remains relatively status quo with minor increases in materials budgets and library consortium membership fees due to expected and routine cost increases from publishers.

## **LIBRARY DEPARTMENT**

Customer-focused procedures such as automatically renewing library materials and allowing patrons to replace lost and damaged items with new identical copies that they have sourced themselves has led to a reduction in revenue from fines over the past year. As this has now crossed a threshold where collecting overdue fines now costs more in staff time than it brings in as revenue, the FY2020/21 fines and fee schedule removed overdue fees for all patrons.

Personnel hours for temporary and part-time staff have been reallocated within the Department to give greater emphasis to front-end customer service and provide more adequate substitute staffing, while reducing staffing needs on the back-end due to Department efficiencies. The result is a minor decrease in FTE costs. The Library has significant technology replacements this year, including scheduled replacement of all staff and public computers, broadband switches and firewalls, and the Library's laptop vending machine. These replacements are captured in the budget of the IT Department. Capital Improvement Program projects include carpet replacement in the Children's room, and improvements to the front circulation and lobby area of the Library.

**LIBRARY DEPARTMENT**

**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>• Provided opportunities for staff at all levels to engage in professional training and cross training.</li> <li>• Expanded the Student Success Initiative to include all public elementary schools in Los Gatos; with this expansion, all Los Gatos students in public schools now can use their school student ID number to automatically access public library services</li> <li>• Applied for multiple grants totaling over \$19,000 in revenue</li> <li>• Strengthened partnerships with Los Gatos High School and Fisher Middle School by providing teacher resource open houses at the library and outreach directly to teachers during school training days.</li> <li>• With assistance from Finance department, piloted online payment options for library patrons.</li> <li>• Made a thorough assessment of subscription database use to prioritize expenditures.</li> <li>• With assistance of IT department, replaced patron self-check machines for expedited material check out.</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>• Introduced “Retrotech” program to allow the community to digitize old media formats free of charge.</li> <li>• Introduced live online programming including streaming programs, Facebook Live storytimes, and online tech and computer training.</li> <li>• Substantially increased programs for adults including technology tutoring and instruction for adults twice a week, increased lectures and informational talks, author visits, hands-on arts programming, and other areas of interest.</li> <li>• Partnered with Girls Who Code to host computer coding instruction to young women and girls.</li> <li>• Expanded bilingual Spanish/English story time programs from twice a month to weekly.</li> <li>• Improved the Library’s non-English language collection by adding 750 new Spanish titles and 200 titles in other languages to meet increasing demand by the changing needs of residents.</li> <li>• Increased hands-on manipulative and social interaction areas and programs in the children’s area</li> <li>• Introduced “Zipbooks” to fulfill patron requests for materials by direct delivery to their homes through a program financially sponsored by the State Library.</li> <li>• Continued to incorporate new early learning technologies to enhance storytimes and create multi-media, multi-sensory experiences.</li> </ul>

## LIBRARY DEPARTMENT

### ACCOMPLISHMENTS

<b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment	<ul style="list-style-type: none"><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>Conducted monthly outreach events to Seniors living in residential senior housing centers.</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 Library bicycle and trailer.</li></ul>
<b>Public Safety</b> Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness	<ul style="list-style-type: none"><li>Changed afterschool programming model with teens to offer engaging content and decrease behavioral concerns.</li><li>Updated procedures for communicating and working directly with parents for improving in-library behavior for problem teens.</li><li>Collaborated with the Los Gatos Monte Sereno Police Department to practice live evacuation drills with the public in the building.</li><li>Began working with stakeholders at PG&amp;E to evaluate the potential of utilizing the Library building as a community resource center during power outages.</li></ul>

## LIBRARY DEPARTMENT

### DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Adopted
<b>REVENUES</b>						
Intergovernmental Revenues	\$ -	\$ 22,200	\$ 12,482	\$ -	\$ 19,219	\$ -
Service Charge	3,436	-	-	-	-	-
Fines & Forfeitures	36,103	14,496	9,421	11,000	3,000	3,000
Other Revenues	42,207	35,206	35,055	37,500	37,500	35,000
<b>TOTAL REVENUES</b>	<b>\$ 81,746</b>	<b>\$ 71,902</b>	<b>\$ 56,958</b>	<b>\$ 48,500</b>	<b>\$ 59,719</b>	<b>\$ 38,000</b>
Transfers In						
Transfers In from Trust(s)	-	-	-	-	-	-
Transfers In from General Fund	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 81,746</b>	<b>\$ 71,902</b>	<b>\$ 56,958</b>	<b>\$ 48,500</b>	<b>\$ 59,719</b>	<b>\$ 38,000</b>
<b>EXPENDITURES</b>						
Salaries and Benefits	\$ 1,586,805	\$ 1,585,959	\$ 1,723,838	\$ 2,056,264	\$ 1,813,210	\$ 2,060,308
Operating Expenditures	339,664	335,311	317,543	348,700	349,355	344,800
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	582,209	588,701	429,606	529,046	528,346	541,401
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,508,678</b>	<b>\$ 2,509,971</b>	<b>\$ 2,470,987</b>	<b>\$ 2,934,010</b>	<b>\$ 2,690,911</b>	<b>\$ 2,946,509</b>

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Adopted
<b>PROGRAM</b>						
Administration	\$ 426,637	\$ 439,522	\$ 451,284	\$ 466,219	\$ 468,392	\$ 514,552
Adult Services	637,465	576,961	548,199	689,115	558,268	653,511
Youth Services	513,667	533,279	502,330	606,412	506,214	599,182
Acquisitions & Cataloging	121,183	123,873	-	-	-	-
Circulation Services	809,726	836,336	969,174	1,172,264	1,158,037	1,179,264
Operating Grant	-	19,045	22,632	1,000	24,393	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,508,678</b>	<b>\$ 2,509,971</b>	<b>\$ 2,470,987</b>	<b>\$ 2,934,010</b>	<b>\$ 2,690,911</b>	<b>\$ 2,946,509</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)**

<i>Town Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Director	1.00	1.00	1.00	1.00	1.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Librarian	3.00	3.00	3.00	3.00	3.00
Library Technology Specialist	1.00	1.00	2.00	2.00	2.00
Library Assistant	1.00	1.00	-	-	-
Library Specialist	0.75	0.75	1.75	1.75	1.75
Customer Service Supervisor	1.00	1.00	-	-	-
Customer Service Specialist	1.50	1.50	1.75	1.75	1.75
Sr Library Page	1.00	1.00	1.00	1.00	1.00
<b>TOTAL PROGRAM FTE's</b>	<b>12.25</b>	<b>12.25</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>

**Temporary Staff Hours**

<i>Temporary Staff Hours</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Librarian	1,112	1,112	-	-	-
Librarian Temp	-	-	350	350	350
Library Clerk	1,050	1,300	1,050	1,050	800
Library Page	6,344	6,344	6,344	6,344	5,300
CSO Intern	1,040	1,040	-	-	-
Library Assistant	-	-	800	800	1,200
Library Teen Services Specialist	-	-	750	750	800
<b>TOTAL ANNUAL HOURS</b>	<b>9,546</b>	<b>9,796</b>	<b>9,294</b>	<b>9,294</b>	<b>8,450</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 2020/21 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 furniture and upholstery as the Library moves into its ninth 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**

	<u>2016/17 Actuals</u>	<u>2017/18 Actuals</u>	<u>2018/19 Actuals</u>	<u>2019/20 Adopted</u>	<u>2019/20 Estimated</u>	<u>2020/21 Adopted</u>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	11	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	7,207	206	55	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 7,218</b>	<b>\$ 206</b>	<b>\$ 55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,218</b>	<b>\$ 206</b>	<b>\$ 55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 294,200	\$ 297,608	\$ 317,795	\$ 336,313	\$ 337,962	\$ 384,387
<i>Operating Expenditures</i>	28,275	41,195	41,368	44,700	45,355	45,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	104,162	100,719	92,121	85,206	85,075	85,165
<b>TOTAL EXPENDITURES</b>	<b>\$ 426,637</b>	<b>\$ 439,522</b>	<b>\$ 451,284</b>	<b>\$ 466,219</b>	<b>\$ 468,392</b>	<b>\$ 514,552</b>

**LIBRARY DEPARTMENT &  
Library Administration**

**FY 2020/21 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<b>Good Governance</b> Ensure responsive, accountable and collaborate government	<b>Emergency Community Resources Services</b> Evaluate options for using the Library building as a community resource center in emergency situations such as planned safety power outages, or as a heating center and cooling center during weather events.  Collaborate with the Parks and Public Works Department and PG&E to identify funding sources for generator infrastructure for the Library building.
<b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b>Long-term building maintenance</b> Reupholster or replace furniture in the Library due to wear and tear.  Replace carpet in the Children's room.  Develop a 20-year replacement and upkeep plan for long-term building maintenance.  Make improvements to the circulation area of the Library including installing sound mitigation measures in the lobby and efficiency improvements to the front desk.
<b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community	<b>Arts Commission Projects</b> Assist the Arts and Culture Commission in completing the Gateway project.  Assist the Arts and Cultures Commission in developing an art plan for unpainted portions the Forbes Mill Footbridge

**LIBRARY DEPARTMENT &  
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)***

<i>Town Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Director	1.00	1.00	1.00	1.00	1.00
Division Manager	0.40	0.40	0.40	0.40	0.40
Library Specialist	0.25	0.25	0.25	0.25	0.25
<b>Total Administration FTEs</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>

***Temporary Staff***

<i>Temporary Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
CSO Intern	1,040	-	-	-	-
Library Teen Services Specialist	-	1,040	-	-	-
<b>Total Annual Hours</b>	<b>1,040</b>	<b>1,040</b>	-	-	-

**LIBRARY DEPARTMENT &  
Library Administration**

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
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:	92%	88%	89%	90%	90%
<b>Activity and Workload Highlights</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. Door Count:	301,783	276,533	266,537	270,000	270,000
2. Volunteer hours contributed:	5,845	6,990	6,632	6,800	6,800
3. Virtual visits to the Library: <i>(Virtual Visits to the Library include number of hits to Library site through Civic Plus and direct hits to the Library Catalog)</i>	831,798	845,415	<i>Measure</i> <i>Discontinued</i>	<i>Measure</i> <i>Discontinued</i>	<i>Measure</i> <i>Discontinued</i>
4. Social media interactions:	5468*	11,288	<i>Measure</i> <i>Discontinued</i>	<i>Measure</i> <i>Discontinued</i>	<i>Measure</i> <i>Discontinued</i>

# **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 2020/21 Adult Services Program budget has a modest increase to cover the routine cost of materials. The Library continues to evaluate and add new programming for adults with a large focus on technology tutoring, arts programming, author visits and educational workshops. Direct outreach programs to senior residential communities and partnerships with local business have strengthened the Library's presence in the community. The Library will continue to evaluate and curate a meaningful print and electronic media collection using data from collection management software, in response to changing community needs.

**LIBRARY DEPARTMENT &  
Adult Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	<u>9,836</u>	<u>9,836</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<b>TOTAL REVENUES</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Transfers In	-	-	-	-	-	-
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 9,836</b>	<b>\$ 9,836</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
 <b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 365,112	\$ 323,458	\$ 308,250	\$ 439,535	\$ 309,047	\$ 407,959
<i>Operating Expenditures</i>	165,326	145,931	147,240	164,100	164,100	160,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	<u>107,027</u>	<u>107,572</u>	<u>92,709</u>	<u>85,480</u>	<u>85,121</u>	<u>85,552</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 637,465</b>	<b>\$ 576,961</b>	<b>\$ 548,199</b>	<b>\$ 689,115</b>	<b>\$ 558,268</b>	<b>\$ 653,511</b>

**LIBRARY DEPARTMENT &  
Adult Services**

**FY 2020/21 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>Increase Programming</b> Continue to refine and develop best practices for outreach programming. Pilot new programs for adults in the community, seek additional volunteers with reliant subject expertise to assist with new programs, and expand opportunities for community interest groups to use meet in Library spaces.</p> <p><b>Alternate Collection Services</b> Continue the State-sponsored Zipbook service to the general public, increasing number of titles requested by the public which are filled. Bolster non-English print resources to meet changing community demands.</p> <p>Introduce non-traditional materials for lending for public use, including seed libraries and activity kits.</p> <p><b>Historical Digitization</b> Working in partnership with <i>California Revealed</i>, a project of the California State Library, digitize historical materials and make them keyword searchable to the public.</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) 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)***

<i>Town Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Town Librarian	-	-	-	-	-
Division Manager	0.30	0.30	0.30	0.30	0.30
Librarian	1.50	1.50	1.50	1.50	1.50
Library Technology Specialist	0.10	0.10	0.70	0.70	0.70
Library Assistant	0.60	0.60	-	-	-
Library Specialist	0.15	0.15	-	-	-
Sr Library Page	0.60	0.60	0.60	0.60	0.60
<b>Total Adult Services FTEs</b>	<b>3.25</b>	<b>3.25</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>

***Temporary Staff***

<i>Temporary Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Librarian	556	556	-	-	-
Librarian Temp	-	125	175	175	175
Library Assistant	-	-	400	400	600
Library Teen Specialist	-	-	-	750	800
<b>Total Annual Hours</b>	<b>556</b>	<b>681</b>	<b>575</b>	<b>1,325</b>	<b>1,575</b>

**LIBRARY DEPARTMENT &  
Adult Services**

Performance Objectives and Measures	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. <i>Manage adult library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection that requires evaluation:	18%	13%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
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:	90%	87%	92%	90%	90%
3. <i>Assure delivery of quality service to customers.</i>					
a. Percentage of customers rating staff interactions as good/excellent:	92%	94%	92%	90%	90%
b. Percentage of public contacts received by library that are online vs. through the doors:	38%	70%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>

Activity and Workload Highlights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Number of adult reference questions received:	14,915	11,148	9,146	10,000	10,000
2. Reference questions per capita:	0.48	0.40	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
3. Hours of service per week at adult services desk:	54	54	54	54	54
4. Number of adult programs offered:	128	99	354	450	500
5. Total attendance at adult programs:	1,576	835	3,494	3,700	4,000
6. Total number of adult outreach programs:	13	8	26	30	30
7. Total attendance at adult outreach programs:	544	207	1,310	1,400	1,400



# **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 2020/21 Youth Services budget contains a minor increase to absorb routine and expected cost increases from publishers. Staff will continue to target new and innovative concepts in program development with a focus on family reading. The Youth Services team will engage in outreach activities, serving the community in the schools and in partnership with local businesses. Families will continue to enjoy early learning technology in the Children's room with Osmo tablets as well as a manipulative play area centered around the children's Discovery Table. Collection funding will 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.

**LIBRARY DEPARTMENT &  
Youth Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	<u>14,066</u>	<u>14,066</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
<b>TOTAL REVENUES</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 14,066</b>	<b>\$ 14,066</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 345,897	\$ 366,914	\$ 358,072	\$ 466,172	\$ 366,235	\$ 453,523
<i>Operating Expenditures</i>	61,629	56,761	51,280	54,700	54,700	60,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	<u>106,141</u>	<u>109,604</u>	<u>92,978</u>	<u>85,540</u>	<u>85,279</u>	<u>85,659</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 513,667</b>	<b>\$ 533,279</b>	<b>\$ 502,330</b>	<b>\$ 606,412</b>	<b>\$ 506,214</b>	<b>\$ 599,182</b>

**LIBRARY DEPARTMENT &  
Youth Services**

**FY 2020/21 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.</p>	<p><b>Family Reading</b> 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>Storytimes and Programs</b> 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>Bilingual Spanish/English storytime will continue to be offered weekly. Bilingual Chinese/English storytime will be piloted once a month.</p> <p><b>STEAM Programming and Social Learning</b> Provide early literacy technology to stimulate learning, social interaction, and creativity in the Children's Room by offering Osmo tablets and manipulative stations.</p> <p>Continue STEAM programming for school-aged visitors, utilizing tools such as the Ozobots, 3D printers, Lego Mindstorms, and other technology platforms.</p> <p>Pilot social play areas in underutilized corners of the Children's room.</p> <p><b>Teen Services</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.</p> <p>Continue partnership with Los Gatos High and Fisher Middle School by making new student ID cards useable as Library cards.</p>

**LIBRARY DEPARTMENT &  
Youth Services**

**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.

**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, Fisher Middle School students, and all public elementary schools in Los Gatos as part of the Student Success Initiative.

**LIBRARY DEPARTMENT &  
Youth Services**

**YOUTH SERVICES PROGRAM STAFFING**

<b>Full Time Equivalent (FTE)</b>		<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Town Staff</b>		<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Division Manager		0.50	0.50	0.50	0.50	0.50
Librarian		1.50	1.50	1.50	1.50	1.50
Library Assistant		0.40	0.40	-	-	-
Library Technology Specialist		-	-	0.40	0.40	0.40
Library Specialist		0.10	0.10	-	-	-
Sr Library Page		0.40	0.40	0.40	0.40	0.40
<b>Total Youth Services FTEs</b>		<b>2.90</b>	<b>2.90</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>
<b>Temporary Staff</b>		<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
		<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Librarian		556	556	-	-	-
Librarian Temp		-	125	175	175	175
Library Assistant		-	-	400	400	600
Library Teen Specialist		-	-	750	-	-
<b>Total Annual Hours</b>		<b>556</b>	<b>681</b>	<b>1,325</b>	<b>575</b>	<b>775</b>

**LIBRARY DEPARTMENT &  
Youth Services**

Performance Objectives and Measures	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
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:	94%	95%	94%	95%	95%
2. <i>Assure the delivery of quality service to youth customers.</i>					
a. Percentage of customers rating interactions as good/excellent:	93%	95%	94%	95%	95%
b. Percentage of collection that requires evaluation:	7%	9%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
Activity and Workload Highlights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Number of youth programs per year:	341	423	428	600	650
2. Total attendance at youth programs:	22,679	21,934	20,971	22,000	23,000
3. Annual number of youth reference questions received:	17,470	15,243	18,292	19,000	19,000
4. Hours of public service per week at youth services desk:	79	74	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
5. Number of teens using library resources per year:	20,556	20,653	21,008	20,500	20,500
6. Number of youth outreach programs:	7	5	5	6	6
7. Total attendance at youth outreach programs:	1,020	783	853	900	900

# **Library Department**

## **ACQUISITIONS AND CATALOGING PROGRAM 7203**

### **PROGRAM PURPOSE**

The Acquisitions and Cataloging Program was combined with the Circulation and Systems Administration Program (7204) in FY2018/19 to simplify accounting for largely similar programs.

### **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**

	<u>2016/17 Actuals</u>	<u>2017/18 Actuals</u>	<u>2018/19 Actuals</u>	<u>2019/20 Adopted</u>	<u>2019/20 Estimated</u>	<u>2020/21 Adopted</u>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	3,559	1,762	(37)	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,559</b>	<b>\$ 1,762</b>	<b>\$ (37)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 28,381	\$ 28,626	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	92,802	95,247	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 121,183</b>	<b>\$ 123,873</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2020/21 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
	See Program 7204 Circulation and Systems Administration.

**KEY PROGRAM SERVICES**

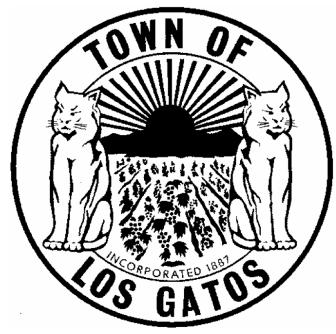
See Program 7204 Circulation and Systems Administration

**LIBRARY DEPARTMENT &  
Acquisitions and Cataloging**

**ACQUISITIONS & CATALOGING PROGRAM STAFFING**

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

<i>Town Staff</i>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Specialist	0.25	0.25	-	-	-
<b>Total Technical Services FTEs</b>	<b>0.25</b>	<b>0.25</b>	<b>-</b>	<b>-</b>	<b>-</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 2020/21 Circulation/Systems Administration budget shows a minor decrease for general expenditures as the Library renegotiated vendor service agreements and made careful evaluations of database subscription use. 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**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Charges	3,425	-	-	-	-	-
Fines & Forfeitures	32,544	12,734	9,458	11,000	3,000	3,000
Other Revenues	<u>11,098</u>	<u>11,098</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUES</b>	<b>\$ 47,067</b>	<b>\$ 23,832</b>	<b>\$ 9,458</b>	<b>\$ 11,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Transfers In	-	-	-	-	-	-
Transfers In from Trust(s)	-	-	-	-	-	-
Total Transfers In	<u>\$ -</u>	<u>\$ -</u>				
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 47,067</b>	<b>\$ 23,832</b>	<b>\$ 9,458</b>	<b>\$ 11,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 553,215	\$ 569,353	\$ 739,721	\$ 814,244	\$ 799,966	\$ 814,439
Operating Expenditures	84,434	91,424	77,655	85,200	85,200	79,800
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	<u>172,077</u>	<u>175,559</u>	<u>151,798</u>	<u>272,820</u>	<u>272,871</u>	<u>285,025</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 809,726</b>	<b>\$ 836,336</b>	<b>\$ 969,174</b>	<b>\$ 1,172,264</b>	<b>\$ 1,158,037</b>	<b>\$ 1,179,264</b>

**FY 2020/21 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<b>Good Governance</b> Ensure responsive, accountable, and collaborative government	<p><b><i>IT Replacement</i></b> The Library will replace all public and staff computers as part of our regular planned replacement schedule. Some broadband switches and firewalls will also be replaced during this fiscal year.</p> <p><b><i>Training Databases</i></b> The Library plans to expand its Niche Academy training database to now include public use. This software allows real time updates to training modules that interface with library digital resources and public use applications.</p> <p><b><i>Library Operations</i></b> 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 expand the use of Electronic Data Interchange (EDI) to the Library ILS to streamline ordering, receiving materials, and processing invoices.</p>

## LIBRARY DEPARTMENT

## 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.

## CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING

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

<b>Town Staff</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Division Manager	0.80	0.80	0.80	0.80	0.80
Library Specialist	-	-	1.50	1.50	1.50
Library Technology Specialist	0.90	0.90	0.90	0.90	0.90
Customer Service Supervisor	1.00	1.00	-	-	-
Customer Service Specialist	1.50	1.50	1.75	1.75	1.75
<b>Total Circulation/System FTEs</b>	<b>4.20</b>	<b>4.20</b>	<b>4.95</b>	<b>4.95</b>	<b>4.95</b>

<b>Temporary Staff</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Clerk	1,050	1,050	1,050	1,050	800
Library Page	6,344	6,344	6,344	6,344	5,300
Senior Library Page	-	-	-	-	-
<b>Total Annual Hours</b>	<b>7,394</b>	<b>7,394</b>	<b>7,394</b>	<b>7,394</b>	<b>6,100</b>

**LIBRARY DEPARTMENT &  
Circulation and Systems Administration**

Performance Objectives and Measures	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Percentage of customers stating the Library has a good/excellent collection:	86%	88%	84%	85%	85%
2. Assure access to library online services.					
a. Number of databases available online:	57	38	24	21	24
b. Number of electronic materials available for loan:*	816,460	818,000	795,398	801,000	805,000
c. Number of items in-house for loan:	137,872	160,880	121,091	122,400	123,000
Activity and Workload Highlights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Total Circulation:	503,561	487,321	477,448	480,000	480,000
2. Number of new patrons registered:	3,801	4,865	4,312	4,100	4,000
3. Number of holds processed:	20,957	30,257	Measure	Measure	Measure
			Discontinued	Discontinued	Discontinued
4. Hours of public service per week at circulation:	54	54	54	54	54
5. Number of Library Card holders:	31,235	32,888	28,526	31,200	33,000
6. Number of periodical subscriptions received and processed:	141	143	104	118	130
7. Use of public internet computers:	25,357	25,616	34,406	32,090	32,000
8. Number of items ordered and received:	6,523	19,831	Measure	Measure	Measure
			Discontinued	Discontinued	Discontinued
9. Number of Suggestions for Purchase processed:	656	955	Measure	Measure	Measure
			Discontinued	Discontinued	Discontinued
10. Circulation of non-English materials:	na	na	1,272	4300	8000
11. Electronic Content Use:*	na	na	81,421	92000	105000

\*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.

# **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 \$70,000 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 2020/21 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.

**LIBRARY DEPARTMENT &  
Library Trust Fund**

The money received from donated royalties has been decreasing to almost zero over the past years, and the FY 2020/21 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**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	46,145	50,997	54,772	69,583	69,583	43,133
Total Beginning Fund Balance	<u>46,145</u>	<u>50,997</u>	<u>54,772</u>	<u>69,583</u>	<u>69,583</u>	<u>43,133</u>
Revenues						
<i>Interest</i>	590	725	1,627	550	550	500
<i>Other Revenues</i>	79,760	74,315	82,213	75,000	70,000	70,000
Total Revenues	<u>80,350</u>	<u>75,040</u>	<u>83,840</u>	<u>75,550</u>	<u>70,550</u>	<u>70,500</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 126,495</u></b>	<b><u>\$ 126,037</u></b>	<b><u>\$ 138,612</u></b>	<b><u>\$ 145,133</u></b>	<b><u>\$ 140,133</u></b>	<b><u>\$ 113,633</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	75,498	71,265	69,029	100,000	97,000	90,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>75,498</u>	<u>71,265</u>	<u>69,029</u>	<u>100,000</u>	<u>97,000</u>	<u>90,500</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to History Trust Fund</i>	-	-	-	-	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b><u>75,498</u></b>	<b><u>71,265</u></b>	<b><u>69,029</u></b>	<b><u>100,000</u></b>	<b><u>97,000</u></b>	<b><u>90,500</u></b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	50,997	54,772	69,583	45,133	43,133	23,133
Total Ending Fund Balance	<u>50,997</u>	<u>54,772</u>	<u>69,583</u>	<u>45,133</u>	<u>43,133</u>	<u>23,133</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 126,495</u></b>	<b><u>\$ 126,037</u></b>	<b><u>\$ 138,612</u></b>	<b><u>\$ 145,133</u></b>	<b><u>\$ 140,133</u></b>	<b><u>\$ 113,633</u></b>

# **Celles Ness Trust Fund**

## **FUND 713**

### **FUND PURPOSE**

The Celles 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, Celles 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.

### **BUDGET OVERVIEW**

In July of 1999 an agreement with the daughter of Celles 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, and roughly \$21,000 was expended in FY 2018/19 to fund the installation of sound mitigating doors to the teen room. The remaining balance of the account will be directed in FY 2020/21 to improvements in the circulation and lobby area of the Library including installation of additional sound-mitigation enhancements in the lobby area and improvements to the front desk.

**LIBRARY DEPARTMENT &  
Celles Ness Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	40,742	41,087	41,603	88,679	21,291	21,291
Total Beginning Fund Balance	<u>40,742</u>	<u>41,087</u>	<u>41,603</u>	<u>88,679</u>	<u>21,291</u>	<u>21,291</u>
Revenues						
<i>Interest</i>	345	516	736	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 345</u>	<u>\$ 516</u>	<u>\$ 736</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 41,087</u></b>	<b><u>\$ 41,603</u></b>	<b><u>\$ 42,339</u></b>	<b><u>\$ 88,679</u></b>	<b><u>\$ 21,291</u></b>	<b><u>\$ 21,291</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	21,048	20,755	-	20,755
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>21,048</u>	<u>20,755</u>	<u>-</u>	<u>20,755</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	41,087	41,603	21,291	67,924	21,291	536
Total Ending Fund Balance	<u>41,087</u>	<u>41,603</u>	<u>21,291</u>	<u>67,924</u>	<u>21,291</u>	<u>536</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 41,087</u></b>	<b><u>\$ 41,603</u></b>	<b><u>\$ 42,339</u></b>	<b><u>\$ 88,679</u></b>	<b><u>\$ 21,291</u></b>	<b><u>\$ 21,291</u></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**

A small portion of the fund comprising only the interest earned from the prior year has been budgeted in FY 2020/21 for the enhancement of children's specialty collections.

**LIBRARY DEPARTMENT &  
Susan McClendon Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	88,662	89,412	84,505	98,020	86,000	84,200
Total Beginning Fund Balance	<u>88,662</u>	<u>89,412</u>	<u>84,505</u>	<u>98,020</u>	<u>86,000</u>	<u>84,200</u>
Revenues						
<i>Interest</i>	750	1,079	1,495	700	700	700
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 750</u>	<u>\$ 1,079</u>	<u>\$ 1,495</u>	<u>\$ 700</u>	<u>\$ 700</u>	<u>\$ 700</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 89,412</u></b>	<b><u>\$ 90,491</u></b>	<b><u>\$ 86,000</u></b>	<b><u>\$ 98,720</u></b>	<b><u>\$ 86,700</u></b>	<b><u>\$ 84,900</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	5,986	-	2,500	2,500	700
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ 5,986</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 700</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	89,412	84,505	86,000	96,220	84,200	84,200
Total Ending Fund Balance	<u>89,412</u>	<u>84,505</u>	<u>86,000</u>	<u>96,220</u>	<u>84,200</u>	<u>84,200</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 89,412</u></b>	<b><u>\$ 90,491</u></b>	<b><u>\$ 86,000</u></b>	<b><u>\$ 98,720</u></b>	<b><u>\$ 86,700</u></b>	<b><u>\$ 84,900</u></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. An 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**

A small portion of the fund comprising only the interest earned from the prior year has been budgeted in FY 2020/21 for the enhancement the collection per the trust agreements.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	347,522	350,461	354,865	521,252	361,142	354,042
Total Beginning Fund Balance	<u>347,522</u>	<u>350,461</u>	<u>354,865</u>	<u>521,252</u>	<u>361,142</u>	<u>354,042</u>
Revenues						
<i>Interest</i>	2,939	4,404	6,277	2,900	2,900	2,900
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 2,939</u>	<u>\$ 4,404</u>	<u>\$ 6,277</u>	<u>\$ 2,900</u>	<u>\$ 2,900</u>	<u>\$ 2,900</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 350,461</u></b>	<b><u>\$ 354,865</u></b>	<b><u>\$ 361,142</u></b>	<b><u>\$ 524,152</u></b>	<b><u>\$ 364,042</u></b>	<b><u>\$ 356,942</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	10,000	10,000	2,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>2,500</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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 2,500</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	350,461	354,865	361,142	514,152	354,042	354,442
Total Ending Fund Balance	<u>350,461</u>	<u>354,865</u>	<u>361,142</u>	<u>514,152</u>	<u>354,042</u>	<u>354,442</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 350,461</u></b>	<b><u>\$ 354,865</u></b>	<b><u>\$ 361,142</u></b>	<b><u>\$ 524,152</u></b>	<b><u>\$ 364,042</u></b>	<b><u>\$ 356,942</u></b>