

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 plans to accomplish this 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 & 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 FY 2016/17 Library Department budget reflects a new management structure in response to the sustained increase in the service demands and the corresponding operational needs of the changing 21st century library. This restructuring was based upon a comprehensive position review and assessment by an outside consultant and provides for maximum public service response and efficiency. The budget funds a Library Director, two Division Managers, and a Senior Page.

The FY 2016/17 Library budget increased moderately to reflect the new Library Management Team structure. Additionally, some temporary hours have been converted into permanent positions to increase stability in staffing and continuity in service delivery. The temporary Senior Page hours were converted to 1.0 FTE Senior Library Page for better oversight and efficiency of the check-in and shelving functions at the Library. Additionally, the FY 2016/17 budget reflects a slight increase in salaries and benefits attributed to increased PERS, benefit and workers' compensation rates. Salary increases are not reflected in the proposed budget and labor negotiations with the Town's unions are pending.

The FY 2016/17 Library budget provides a moderate one-time increase in both Youth and Adult collections. This increase in funding will be used toward electronic access of materials, including eBooks, streaming services and downloadable audiobooks. Expansion of digital services furthers the goal

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of providing access beyond the building and meeting customer demand. All public computers in the Library will be replaced during the fiscal year with new computers. During the replacement process, the Library Technology Lab will be retrofitted with a laptop check-out machine, making the space more flexible for programming and collaboration.

During FY 2016/17, the Library will continue to provide excellent customer service and make the best use of library resources. With the installation of an automated materials handling system, many of the repetitive work processes have been reduced and staff can now focus on higher level tasks.

The Library Department budget consists of the Library Administration, Adult Services, Youth Services, Acquisitions & Cataloging, and Circulation/System Administrative Programs, as well as five Trust Funds (Library Trust Fund, History Project Trust Fund, Clelles Ness Trust Fund, Susan McClendon Trust Fund, and the Barbara Jones Cassin Trust Fund).

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ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> • Developed comprehensive marketing strategy to showcase library resources in multiple formats including print, media and social media. • Developed and continue to foster a partnership with the newly opened NUMU to highlight Los Gatos history. • Launched and actively use Collection HQ for data-driven collection analysis for all Library collection decisions from purchasing to weeding of traditional books, media and eBooks. • Budget training and coordination for all collection development librarians. • Installation of an automated materials handling system to check-in and sort materials, creating greater accuracy and freeing up staff for higher level work. • Developed and implemented a five-year strategic plan for the Library. • Continued adaptive communication, customer service, and strategic plan training. • Developed and implemented new Library management structure, including a Library Director and two Division Managers. • Updated, consolidated, and implemented all Library standard operating procedures. • Updated all Library position descriptions. • Received a state grant to join the CENIC network for internet capacities and speeds 20 times faster than current speeds for Library staff and patrons. • Participated in staff trades with neighboring libraries for training and efficiency ideas.
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"> • Continued collaboration with LGHS to encourage the use of eBook self-publishing tools by the local community. • Launched “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. • Continued to incorporate new early learning technologies to enhance storytimes and create multi-mediam multi-sensory experiences.

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ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"> • 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. • Integrated Community Services Officer Intern into ongoing and special programs for library patrons, including after-school activities, storytimes, and adult programs. • Launched a new online and mobile platform for the Library’s Summer Reading and Year-Round Programs to allow reading activities to more actively embrace our mobile community. • Provided local history volunteer trainings and a volunteer appreciation event for all Library volunteers. • Installed wireless printing for Library patrons. • Implemented a homebound book delivery service with the collaboration of the Los Gatos Monte Sereno Police Department’s Volunteers in Policing program. • Collaborated with the Santa Clara Valley Water District to be a drought supply distribution and information center. • Created the evening community storytime program, taking Library storytimes out to local restaurants. • Provided computer assistance to seniors and other who are learning how to do internet research, complete online job applications, and other functions.
<p><i>Public Safety</i> Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness</p>	<ul style="list-style-type: none"> • Integrated Community Services Officer Intern into ongoing and special programs for library patrons, including after-school activities, storytimes, and adult programs. • Engaged substantially higher number of regular teen patrons, while at the same time minimizing the number of teens asked to leave the library for behavioral infractions. These improvements are the result of dedicated teen reference hours and daily presence of the Community Services Officer Intern. • Hosted 9-1-1 call training for all Library staff, with the Los Gatos Monte Sereno Police Department. • 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.

LIBRARY DEPARTMENT

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
REVENUES						
<i>Intergovernmental Revenues</i>	\$ 50	\$ 14,662	\$ 4,062	\$ -	\$ 11,958	\$ -
<i>Service Charge</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	43,257	45,354	46,616	44,500	44,800	45,000
<i>Other Revenues</i>	7,429	6,421	6,507	6,720	6,820	6,960
TOTAL REVENUES	\$ 50,736	\$ 66,437	\$ 57,185	\$ 51,220	\$ 63,578	\$ 51,960
Transfers In						
<i>Transfers In from Trust(s)</i>	20,000	-	-	-	-	-
<i>Transfers In from General Fund</i>	-	-	-	-	1,380	-
Total Transfers In	20,000	-	-	-	1,380	-
TOTAL REVENUES & TRANSFERS IN	\$ 70,736	\$ 66,437	\$ 57,185	\$ 51,220	\$ 64,958	\$ 51,960
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,226,299	\$ 1,314,991	\$ 1,436,703	\$ 1,620,480	\$ 1,473,567	\$ 1,751,750
<i>Operating Expenditures</i>	326,528	248,828	289,065	289,679	305,038	350,174
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	502,243	567,620	543,075	553,480	548,329	589,924
TOTAL EXPENDITURES	\$ 2,055,070	\$ 2,131,439	\$ 2,268,843	\$ 2,463,639	\$ 2,326,934	\$ 2,691,848
PROGRAM						
<i>Administration</i>	\$ 129,303	\$ 318,819	\$ 328,008	\$ 370,226	\$ 418,732	\$ 482,926
<i>Adult Services</i>	635,950	503,080	608,632	627,342	575,305	654,119
<i>Youth Services</i>	436,956	424,874	458,744	565,456	450,320	527,602
<i>Acquisitions & Cataloging</i>	180,346	170,905	155,622	116,822	117,014	120,796
<i>Circulation Services</i>	672,515	713,761	717,837	783,793	765,563	906,405
TOTAL EXPENDITURES	\$ 2,055,070	\$ 2,131,439	\$ 2,268,843	\$ 2,463,639	\$ 2,326,934	\$ 2,691,848

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.

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DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>General Fund</i>	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded
Library Director	1.00	-	-	-	1.00
Town Librarian	-	2.00	2.00	2.00	-
Library Manager	2.00	-	-	-	-
Division Manager	-	-	-	-	2.00
Librarian	2.25	2.55	3.55	3.75	3.00
Circulation Supervisor	1.00	-	-	-	-
Library Technology Specialist	-	1.00	1.00	1.00	1.00
Library Assistant	1.75	1.50	1.00	1.00	1.00
Library Technician	-	0.75	0.75	0.75	0.75
Administrative Assistant	0.60	-	-	-	-
Customer Service Supervisor	-	1.00	1.00	1.00	1.00
Customer Service Specialist	-	1.50	1.50	1.50	1.50
Sr Library Page	-	-	-	-	1.00
Total General Fund FTEs	8.60	10.30	10.80	11.00	12.25

Temporary Staff Hours

Librarian	556	556	556	556	1,112
Library Clerks	7,124	1,050	1,050	1,050	1,050
Library Pages	6,440	7,591	7,591	4,627	6,344
Senior Library Pages	-	-	-	2,964	-
CSO Intern	-	1,040	1,040	1,040	1,040
Total Annual Hours	14,120	10,237	10,237	10,237	9,546

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 and Friends of the Los Gatos Library Board.

BUDGET OVERVIEW

The FY 2016/17 Administration budget reflects a new management structure in response to the sustained increase in the service demands and the corresponding operational needs of the changing 21st century library. This restructuring was based upon a comprehensive position review and assessment by an outside consultant and provides for maximum public service response and efficiency. The budget funds a Library Director and two Division Managers.

The Library will continue to enhance services within the Library building in an effort to provide the best customer experience and the best value for the community. The Library Administration Program will continue to focus on maximizing the efficiency of the Library building and handling the workload caused by the sustained increase in circulation and Library visitors since the opening of the Library four years ago. 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 501(c)(3) organization. In addition, Library staff will continue to reach out to improve partnerships and outreach within our community.

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Library Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
REVENUES						
<i>Intergovernmental Revenue</i>	\$ 50	\$ 30	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	5,929	6,421	6,507	6,720	6,820	6,960
TOTAL REVENUES	\$ 5,979	\$ 6,451	\$ 6,507	\$ 6,720	\$ 6,820	\$ 6,960
Transfers In						
<i>Transfers In from Trust(s)</i>	20,000	-	-	-	-	-
Total Transfers In	20,000	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	\$ 25,979	\$ 6,451	\$ 6,507	\$ 6,720	\$ 6,820	\$ 6,960
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 3,867	\$ 186,407	\$ 201,150	\$ 235,437	\$ 282,027	\$ 336,704
<i>Operating Expenditures</i>	45,302	32,425	31,653	37,299	40,050	40,494
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	80,134	99,987	95,205	97,490	96,655	105,728
TOTAL EXPENDITURES	\$ 129,303	\$ 318,819	\$ 328,008	\$ 370,226	\$ 418,732	\$ 482,926

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><i>Library Marketing</i></p> <p>Enhance use of marketing and outreach to more comprehensively showcase library resources. Utilize social media, such as Facebook and Instagram to promote library services and programs.</p> <p>Launch new Book Pedal-er mobile library services to the community, focusing on youth and seniors who have limited ability to get to the library building.</p>
	<p style="text-align: center;"><i>Museum Library Collaboration</i></p> <p>Work with the newly opened NUMU to catalog and share resources related to local history and collaborate to provide local history programs for the community.</p>
<p><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><i>Passive Sound Reduction</i></p> <p>Retrofit the Teen Room of the Library by extending the glass wall to help reduce the amount of noise throughout the building during the after school hours.</p>

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Library Administration

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Public Safety</i> Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness</p>	<p style="text-align: center;"><i>Community Service Officer Intern</i></p> <p>Build and develop relationships between CSO Intern and patrons in Children’s Room and Adult Services, following successful model developed in the Teen Room.</p>

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 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

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Library Administration

ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Library Director	1.00	-	-	-	1.00
Town Librarian	-	1.00	1.00	1.00	-
Division Manager	-	-	-	-	0.40
Library Technician	-	0.25	0.25	0.25	0.25
Administrative Assistant	0.60	-	-	-	-
Total Administration FTEs	1.60	1.25	1.25	1.25	1.65

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
CSO Intern	-	-	1,040	1,040	1,040
Total Annual Hours	-	-	1,040	1,040	1,040

Performance Objectives and Measures	2012/13	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Actual	Estimated	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:*	<i>Data Not Available</i>	<i>Data Not Available</i>	96%	96%	96%

Activity and Workload Highlights	2012/13	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Actual	Estimated	Budget
1. Door Count:**	389,149	368,442	305,373	306,000	306,000
2. Volunteer hours contributed:*	<i>Data Not Available</i>	<i>Data Not Available</i>	2496	2,500	2,500
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>)	<i>Data Not Available</i>	<i>Data Not Available</i>	1,016,586	850,000	850,000

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

** This measure was moved from Circulation and System Administration program during FY 2015/16.

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 computerized resources, and management of collections, including the local history collection.

BUDGET OVERVIEW

The FY 2016/17 Adult Services Program budget reflects an increase in the collection budget in response to patron demand for more print and electronic materials. The Library will continue to focus on creating community connections through partnerships with NUMU and local businesses, and through programming such as Homebound Book Delivery and the Book Pedal-er mobile library. The Library will enhance collections and technology with services that are available online 24/7, including new streaming content. The Library will also continue to evaluate and curate a meaningful print collection using data from collection management software. The Library will focus on securing grant funding to digitize microfilm of the local newspaper to provide online, key word searchable access to this archive.

LIBRARY DEPARTMENT
Adult Services

SUMMARY OF REVENUES AND EXPENDITURES

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
REVENUES						
<i>Intergovernmental Revenue</i>	\$ -	\$ 2,000	\$ -	\$ -	\$ 4,250	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 2,000	\$ -	\$ -	\$ 4,250	\$ -
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	15,456	9,836	9,836
Total Transfers In	-	-	-	15,456	9,836	9,836
TOTAL REVENUES & TRANSFERS IN	\$ -	\$ 2,000	\$ -	\$ 15,456	\$ 14,086	\$ 9,836
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 405,616	\$ 326,767	\$ 370,838	\$ 388,617	\$ 337,195	\$ 384,395
<i>Operating Expenditures</i>	132,357	69,682	135,000	135,000	135,000	162,038
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	97,977	106,631	102,794	103,725	103,110	107,686
TOTAL EXPENDITURES	\$ 635,950	\$ 503,080	\$ 608,632	\$ 627,342	\$ 575,305	\$ 654,119

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<i>Local eBook Self-publishing Partnership</i>
	Continue to collaborate with LGHS and local partners to encourage the use of free eBook self-publishing tools by the local community.
	<i>Technology</i>
	Retrofit the Technology Lab by replacing existing desktop computers with a mobile laptop check-out machine to allow for more dynamic use of the space.
	<i>Local Newspaper Digitization</i>
	Digitize the library's microfilm of the local Los Gatos Times/Los Gatos Mail News/Los Gatos Weekly to provide keyword access to the entire newspaper archive from 1890's to present.

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Adult Services

KEY PROGRAM SERVICES

Meeting Information Needs

- Provides ready reference, reader’s advisory, information literacy, and roaming reference services
- Maintains vibrant reference and circulating collections
- Responds to patrons’ suggestions for materials to be included in the collection
- Provides Interlibrary Loan and proctoring services for customers
- Expands patron access to new and emerging formats such as eAudio books and eBooks
- Enriches the local community by being a premier repository for local history materials in multiple formats, including over 8,000 digital images which are cloud-hosted and available to view throughout the world

Information Technologies and Training

- Continues to use online and social media counterparts (e.g., Facebook, Instagram, Twitter, and NextReads) to offer services traditionally available only within the Library’s walls, such as Ready Reference, Readers Advisory, Information Literacy, and Roving Reference
- Provides access to the internet and training for the public in basic searching and navigational skills
- Maintains a Library mobile application for use with smart phone and mobile multifunction devices

Web Management

- Designs and maintains the Library’s website
- Maintains History Project at *HistoryLosGatos.org* which is an online photo archive

ADULT SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Town Librarian	-	0.50	0.50	0.50	-
Library Manager	0.90	-	-	-	-
Division Manager	-	-	-	-	0.30
Librarian	0.90	0.90	1.40	1.50	1.50
Circulation Supervisor	0.10	-	-	-	-
Library Technology Specialist	-	0.10	0.10	0.10	0.10
Library Assistant	0.18	0.85	0.60	0.60	0.60
Library Technician	-	0.15	0.15	0.15	0.15
Sr Library Page	-	-	-	-	0.60
Total Adult Services FTEs	2.08	2.50	2.75	2.85	3.25

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Librarian	556	556	556	556	556
Total Annual Hours	556	556	556	556	556

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Adult Services

Performance Objectives and Measures	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. <i>Manage adult library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection evaluated and updated:	20%	30%	75%	50%	50%
b. Percentage of available technology training sessions used by public:	100%	100%	<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:*	<i>Data Not Available</i>	<i>Data Not Available</i>	95%	95%	96%
3. <i>Assure delivery of quality service to customers.</i>					
a. Percentage of customers rating staff interactions as good/excellent:	100%	100%	100%	100%	100%
b. Percentage of public contacts received by library that are online vs. through the doors:	68%	68%	70%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>

Activity and Workload Highlights	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. Number of adult reference questions received:	22,008	18,810	15,662	17,000	17,500
2. Reference questions per capita:	0.75	0.65	0.65	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
3. Number of patrons' materials reserves processed:**	28,902	22,329	27,250	<i>See Circulation and System Administration</i>	<i>See Circulation and System Administration</i>
4. Number of inter-library loans loaned:	252	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
5. Number of inter-library loans borrowed:	150	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
6. Hours of service per week at adult services desk:	54	54	54	54	54
7. Number of patrons using the Library's public access computers:	52,142	53,181	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
8. Number of adult programs offered:*	<i>Data Not Available</i>	<i>Data Not Available</i>	45	50	60
9. Total attendance at adult programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	923	1,200	1,500
10. Total number of adult outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	0	5	10
11. Total attendance at adult outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	0	100	200

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

** This measure was moved to Circulation and System Administration during FY 2015/16.

Library Department

YOUTH SERVICES PROGRAM 7202

PROGRAM PURPOSE

Youth Services supports youth of all ages (newborn babies through high school) and their parents by providing age-appropriate programs, services, and materials in support of education as well as current high-demand, high-interest materials in a variety of formats. Youth Services also creates welcoming environments for children 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. Differentiated 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 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 2016/17 Youth Services budget contains an increase in the collection budget in response to patron demand for more print and electronic materials and an overall increase in the costs of these materials. A reallocation in funds allows an increase in Temporary Librarian hours to support the Youth Services team as they meet the collection, programming, and customer service needs identified by the community in the Library's Strategic Plan. Staff will continue to focus on new and innovative concepts in program development with a focus on family reading. An 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. Collection funding will continue to be used strategically, eliminating those 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

	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
REVENUES						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	200	-	-	-	-	-
TOTAL REVENUES	\$ 200	\$ -				
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	22,104	14,066	14,066
Total Transfers In	-	-	-	22,104	14,066	14,066
TOTAL REVENUES & TRANSFERS IN	\$ 200	\$ -	\$ -	\$ 22,104	\$ 14,066	\$ 14,066
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 290,991	\$ 273,869	\$ 314,950	\$ 410,745	\$ 299,060	\$ 357,229
<i>Operating Expenditures</i>	53,663	46,904	43,582	49,980	49,980	63,518
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	92,302	104,101	100,212	104,731	101,280	106,855
TOTAL EXPENDITURES	\$ 436,956	\$ 424,874	\$ 458,744	\$ 565,456	\$ 450,320	\$ 527,602

∞ LIBRARY DEPARTMENT ∞
Youth Services

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<p style="text-align: center;"><i>Family Reading</i></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. We will partner with Los Gatos Youth Friendly Businesses to provide Library services for families in a community setting.</p> <p style="text-align: center;"><i>Storytimes</i></p> <p>Regular storytimes will continue to be enhanced to incorporate new early learning technologies including multi-media and multi-sensory experiences.</p> <p>Stay-and-Play time, immediately following storytimes, will be 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 style="text-align: center;"><i>Teen Services</i></p> <p>Continue to build relationships with regular teen room patrons, in partnership with CSO, SRO, and high school staff, fostering developmental assets and strengthening community.</p> <p>Partner with 8th grade English teachers at Fisher Middle School to promote 9th grade required reading programming, helping our students better prepare for their first high school classes in the Fall.</p> <p>Develop more specialized volunteering responsibilities for teens, such as our Teen Tech Volunteering position, providing learning opportunities for teens and positive teen interactions for other Library patrons.</p>

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, 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 annual Summer Reading Club 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

Web Management

- Designs and maintains the youth portions of the Library's website

YOUTH SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
	Funded	Funded	Funded	Funded	Funded
<i>Town Staff</i>					
Town Librarian	-	0.50	0.50	0.50	-
Library Manager	0.90	-	-	-	-
Division Manager	-	-	-	-	0.50
Librarian	0.75	1.25	1.75	2.25	1.50
Library Assistant	1.08	0.65	0.40	0.40	0.40
Library Technician	-	0.10	0.10	0.10	0.10
Sr Library Page	-	-	-	-	0.40
Total Youth Services FTEs	2.73	2.50	2.75	3.25	2.90
<i>Temporary Staff</i>					
CSO Intern	-	1,040	-	-	-
Librarian	-	-	-	-	556
Total Annual Hours	-	1,040	-	-	556

∞ LIBRARY DEPARTMENT ∞
Youth Services

Performance Objectives and Measures	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. <i>Provide a variety of programs throughout the year that foster curiosity and community connection.</i>					
a. Percentage agree/strongly agree that youth services programs enhance my child's development:	100%	100%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of customers rating youth programs as good/excellent:*	<i>Data Not Available</i>	<i>Data Not Available</i>	100%	100%	100%
c. Percentage of request for outreach that are delivered:	95%	95%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
d. Percentage of cards issued through organized class visits:	50%	35%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
2. <i>Assure the delivery of quality service to youth customers.</i>					
a. Percentage of customers rating interactions as good/excellent:	99%	99%	100%	100%	100%
3. <i>Manage youth library collections to anticipate and meet community information needs.</i>					
a. Percentage of total circulation that is youth collections:	34%	40%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of collection evaluated and updated:	25%	30%	95%	50%	50%

Activity and Workload Highlights	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. Number of youth programs per year:	454	388	338	340	340
2. Total attendance at youth programs:	15,855	15,719	18,141	18,500	18,500
3. Program attendance per youth capita:	3	3	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
4. Annual number of youth reference questions received:	17,460	15,912	19,337	19,500	19,500
5. Hours of public service per week at youth services desk:	54	54	79	74	74
6. Number of teens using library resources per year:	15,020	13,856	16,937	17,000	17,500
7. Library usage per teen capita:	6.0	5.5	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
8. Number of youth outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	<i>Data Not Available</i>	100	120
9. Total attendance at youth outreach programs:*	<i>Data Not Available</i>	<i>Data Not Available</i>	<i>Data Not Available</i>	5	6

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



Library Department

ACQUISITIONS & CATALOGING PROGRAM 7203

PROGRAM PURPOSE

The Acquisitions & Cataloging Program provides customers with access to a broad range of up-to-date library materials and technology, and ensures customers have ready, user-friendly access to the collection. The Acquisitions & Cataloging Program's core services are the creation and maintenance of an online catalog (available both in-house and through the internet), collection maintenance, acquisition of all Library materials, and general support services.

BUDGET OVERVIEW

The Acquisitions & Cataloging Program's FY 2016/17 budget reflects a status quo budget. Continued use of vendor preprocessing and vendor provided cataloging records has optimized efficiency in cataloging and almost eliminated the need to perform cataloging in-house. This has allowed staff to devote more time to direct customer service and value-added tasks such as promoting the collection to patrons. The Library continues to implement system enhancements, provide support, and expand print as well as downloadable eBooks and eAudiobooks collections. The Acquisitions & Cataloging Program will continue to refine and develop Los Gatos Library's implementation of Koha open source software to efficiently integrate new items into the online catalog and will continue to obtain free electronic catalog records through the use of Z39.50 open source sharing.

∞ LIBRARY DEPARTMENT ∞
Acquisitions & Cataloging

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
REVENUES						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	4,468	3,404	5,271	4,500	4,800	5,000
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 4,468	\$ 3,404	\$ 5,271	\$ 4,500	\$ 4,800	\$ 5,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 87,738	\$ 65,954	\$ 65,016	\$ 27,559	\$ 27,710	\$ 28,020
<i>Operating Expenditures</i>	9,122	9,601	735	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	83,486	95,350	89,871	89,263	89,304	92,776
TOTAL EXPENDITURES	\$ 180,346	\$ 170,905	\$ 155,622	\$ 116,822	\$ 117,014	\$ 120,796

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;">Library Operations</p> <p>The operations, collections, equipment, and staffing of the department will continually be optimized to make the best use of staff and resources to best meet the needs of the community.</p>

KEY PROGRAM SERVICES

- Maintains online catalog to assure customer access to Library materials
- Acquires Library materials
- Maintains Library collections, including shelving of materials

∞ LIBRARY DEPARTMENT ∞
Acquisitions & Cataloging

ACQUISITIONS & CATALOGING PROGRAM STAFFING

Full Time Equivalent (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Librarian	0.60	0.40	0.40	-	-
Library Assistant	0.30	-	-	-	-
Library Technician	-	0.25	0.25	0.25	0.25
Total Technical Services FTEs	0.90	0.65	0.65	0.25	0.25

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Library Clerk	130	-	-	-	-
Library Page	800	-	-	-	-
Total Annual Hours	930	-	-	-	-

Performance Objectives and Measures	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. <i>Provide customers with access to a broad range of up-to-date library materials and multimedia .</i>					
a. Percentage of high demand items processed within 4 days:	95%	95%	Measure Discontinued	Measure Discontinued	Measure Discontinued
b. Percentage of items received cataloged within 30 days:	100%	100%	Measure Discontinued	Measure Discontinued	Measure Discontinued
c. Percentage of items processed and shelf ready within 30 days:	100%	100%	Measure Discontinued	Measure Discontinued	Measure Discontinued
d. Percentage of customers stating the Library has a good/excellent collection:*	Data Not Available	Data Not Available	Data Not Available	96%	97%

Activity and Workload Highlights	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. Number of items ordered and received:	48,866	66,656	86,810**	55,467	50,000
2. Number of periodical subscriptions checked in, processed, and exchanged:***	177	177	185	See Circulation and System Administration	See Circulation and System Administration
3. Number of Suggestions for Purchase processed:*	Data Not Available	Data Not Available	1396	1500	2000

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

** FY 2014/2015 included records from Books24x7, a new database that was added during this year

*** This measure moved to Circulation and System Administration during FY 2015/16.



Library Department

CIRCULATION/SYSTEM ADMINISTRATION PROGRAM 7204

PROGRAM PURPOSE

The Circulation Program enables customers to access library materials for use outside the library. The System Administration Program manages all automated services and technology systems. Circulation/System Administration's core services are to manage the circulation process, 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 2016/17 Circulation/Systems Administration budget reflects a modest increase in ongoing maintenance and support costs for Library technologies. The circulation desk continues to be the first point of contact for most library users, making customer service of utmost importance. The Library's installation of the automated materials handling system has increased efficiency in material returns. The quick turn-around time to get items checked in and back on the shelf has enhanced customer service overall.

The Library continues to introduce new technologies that meet patrons' expectations for fast, reliable access to information and library resources. With the integration of a new 1GB fiber line, in cooperation with the California State Library and the Corporation for Education Network Initiatives (CENIC), the Library now has faster internet speeds and a much more robust network, capable of online programming and creating wider virtual connections.

With an increasing number of people utilizing the Library's online resources, technology upgrades are essential. During FY 16/17, all public terminals will be replaced with new technology and upgrades. Additionally, the Library will continue to budget funds for developments to improve the integrated library system for both patrons and staff.

∞ LIBRARY DEPARTMENT ∞
Circulation / System Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
REVENUES						
<i>Intergovernmental Revenue</i>	\$ -	\$ 12,632	\$ 4,062	\$ -	\$ 7,708	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	38,789	41,950	41,345	40,000	40,000	40,000
<i>Other Revenues</i>	1,300	-	-	-	-	-
TOTAL REVENUES	\$ 40,089	\$ 54,582	\$ 45,407	\$ 40,000	\$ 47,708	\$ 40,000
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	17,440	11,098	11,098
Total Transfers In	\$ -	\$ -	\$ -	\$ 17,440	\$ 11,098	\$ 11,098
TOTAL REVENUES & TRANSFERS IN	\$ 40,089	\$ 54,582	\$ 45,407	\$ 57,440	\$ 58,806	\$ 51,098
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 438,087	\$ 461,994	\$ 484,749	\$ 558,122	\$ 527,575	\$ 645,402
<i>Operating Expenditures</i>	86,084	90,216	78,095	67,400	80,008	84,124
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	148,344	161,551	154,993	158,271	157,980	176,879
TOTAL EXPENDITURES	\$ 672,515	\$ 713,761	\$ 717,837	\$ 783,793	\$ 765,563	\$ 906,405

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><i>Online Payments</i></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>

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

∞ LIBRARY DEPARTMENT ∞
Circulation / System Administration

CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Library Manager	0.20	-	-	-	-
Division Manager	-	-	-	-	0.80
Librarian					
Circulation Supervisor	0.90	-	-	-	-
Library Technology Specialist	-	0.90	0.90	0.90	0.90
Library Assistant	0.19	-	-	-	-
Sr Library Page	-	-	-	-	-
Customer Service Supervisor	-	1.00	1.00	1.00	1.00
Customer Service Specialist	-	1.50	1.50	1.50	1.50
Total Circulation/System FTEs	1.29	3.40	3.40	3.40	4.20
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Library Clerk	6,994	1,050	1,050	1,050	1,050
Library Page	5,640	7,591	7,591	4,627	6,344
Senior Library Page	-	-	-	2,964	-
Total Annual Hours	12,634	8,641	8,641	8,641	7,394

∞ LIBRARY DEPARTMENT ∞
Circulation / System Administration

Performance Objectives and Measures	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. <i>Provide customers with access to materials for use within and outside the library.</i>					
a. Percentage of Los Gatos residents holding a library card:	39%	54%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of circulation attributed to Los Gatos residents in the last 12 months:	51%	52%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
2. <i>Assure access to library online services.</i>			<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
a. Percentage of time library online services are available:	99.9%	99.9%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Number of databases available online:*	<i>Data Not Available</i>	<i>Data Not Available</i>	40	40	35
c. Number of eBooks available for loan:*	<i>Data Not Available</i>	<i>Data Not Available</i>	150,178	160,000	175,000
d. Number of items in-house for loan:*	<i>Data Not Available</i>	<i>Data Not Available</i>	167,099	167,000	167,000

Activity and Workload Highlights	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. Total Circulation of printed material - adult:	143,345	245,714	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
2. Circulation of printed material - youth:	174,609	289,557	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
3. Total Circulation:** <i>(FY 2012/13 and FY 2013/14 data does not include e-book circulation)</i>	529,753	578,954	607,494	607,494	607,494
4. Circulation of videos/DVDs:	95,695	129,424	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
5. Circulation of audio books:	19,564	29,364	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
6. Circulation of CDs:	22,386	27,671	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
7. Circulation per capita:	22	22	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
8. Door Count:	389,149	368,442	305,373	<i>See Library Administration</i>	<i>See Library Administration</i>
9. Number of new patrons registered:	7,074	3,811	3,797	3,500	3,000
10. Number of holds processed:***	28,902	22,329	27,250	24,835	24,835
11. Hours of public service per week at circulation:	54	54	54	54	54
12. Number of Library Card holders:*	<i>Data Not Available</i>	<i>Data Not Available</i>	28,087	29,000	29,500
13. Number of periodical subscriptions received and processed:****	177	177	185	185	175
14. Total hours of public computer use:*	<i>Data Not Available</i>	<i>Data Not Available</i>	32,938	33,000	33,000

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

** 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.

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 will now include 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, as well as a growing collection of new bestselling books and movies. Additionally, the lease payments from the Friends of the Library Bookstore help to support ongoing Library operations. Other Library supporters have made donations to the Library Trust Fund to purchase memorial books and equipment.

A portion of this fund will be budgeted for FY 2016/17 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 and digitization and licensing fees for proprietary images, and donations received. The money received from donated royalties has been rapidly decreasing over the past years, and the FY 2016/17 budget anticipates limited contributions. Money received from the licensing of digital images has not been a stable source of funding and cannot be relied upon to offset the support and hosting fees for the history website. As a result, all future revenues, if any, will now be tracked in the Library Trust Fund.

∞ LIBRARY DEPARTMENT ∞
Library Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	51,936	35,212	53,197	60,536	60,536	62,896
Total Beginning Fund Balance	51,936	35,212	53,197	60,536	60,536	62,896
Revenues						
<i>Interest</i>	295	611	53	596	400	400
<i>Other Revenues</i>	26,206	36,186	37,304	56,500	71,450	67,000
Total Revenues	26,501	36,797	37,357	57,096	71,850	67,400
TOTAL SOURCE OF FUNDS	\$ 78,437	\$ 72,009	\$ 90,554	\$ 117,632	\$ 132,386	\$ 130,296
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ 123	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	43,225	18,689	30,018	35,750	33,110	32,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	43,225	18,812	30,018	35,750	33,110	32,000
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	55,000	35,000	35,000
<i>Transfer to History Trust Fund</i>	-	-	-	-	1,380	-
Total Transfers Out	-	-	-	55,000	36,380	35,000
TOTAL EXPENDITURES & TRANSFERS OUT	43,225	18,812	30,018	90,750	69,490	67,000
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	35,212	53,197	60,536	26,882	62,896	63,296
Total Ending Fund Balance	35,212	53,197	60,536	26,882	62,896	63,296
TOTAL USE OF FUNDS	\$ 78,437	\$ 72,009	\$ 90,554	\$ 62,632	\$ 96,006	\$ 95,296

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.

Historically, the Library has used money from the trust to purchase art books for Los Gatos Public Library. The Library is no longer able to spend the money in this manner due to the building’s space constraints. As a result, in July of 1999 an agreement was entered into with the daughter of Clelles Ness to use the trust fund for 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 are in a Library Building Fund to be used for the purchase of items for the current Library building, such as furniture, shelving, and equipment.

BUDGET OVERVIEW

A large portion of this trust was expended in FY 15/16 for the purchase of the automated materials handling system. Interest continues to minimally increase the fund balance, to be used when determined appropriate.

No money is budgeted from this fund in FY 2016/17.

∞ LIBRARY DEPARTMENT ∞
Clelles Ness Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	191,179	192,358	190,461	88,679	173,632	40,607
Total Beginning Fund Balance	191,179	192,358	190,461	88,679	173,632	40,607
Revenues						
<i>Interest</i>	1,179	3,741	(851)	1,500	1,000	500
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ 1,179	\$ 3,741	\$ (851)	\$ 1,500	\$ 1,000	\$ 500
TOTAL SOURCE OF FUNDS	\$ 192,358	\$ 196,099	\$ 189,610	\$ 90,179	\$ 174,632	\$ 41,107
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	5,638	15,978	75,000	134,025	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	5,638	15,978	75,000	134,025	-
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	192,358	190,461	173,632	15,179	40,607	41,107
Total Ending Fund Balance	192,358	190,461	173,632	15,179	40,607	41,107
TOTAL USE OF FUNDS	\$ 192,358	\$ 196,099	\$ 189,610	\$ 90,179	\$ 174,632	\$ 41,107

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.

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

This fund was established to monitor that funds from this trust are expended for children's services in keeping with the wishes of the bequestor. No money is budgeted from this fund for FY 16/17.

∞ LIBRARY DEPARTMENT ∞
Susan McClendon Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>97,320</u>	<u>97,933</u>	<u>95,084</u>	<u>98,020</u>	<u>86,946</u>	<u>85,196</u>
Total Beginning Fund Balance	<u>97,320</u>	<u>97,933</u>	<u>95,084</u>	<u>98,020</u>	<u>86,946</u>	<u>85,196</u>
Revenues						
<i>Interest</i>	613	1,867	(309)	815	750	750
<i>Other Revenues</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$ 613</u>	<u>\$ 1,867</u>	<u>\$ (309)</u>	<u>\$ 815</u>	<u>\$ 750</u>	<u>\$ 750</u>
TOTAL SOURCE OF FUNDS	<u>\$ 97,933</u>	<u>\$ 99,800</u>	<u>\$ 94,775</u>	<u>\$ 98,835</u>	<u>\$ 87,696</u>	<u>\$ 85,946</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	4,716	7,829	10,000	2,500	-
<i>Fixed Assets</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Internal Service Charges</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 4,716</u>	<u>\$ 7,829</u>	<u>\$ 10,000</u>	<u>\$ 2,500</u>	<u>\$ -</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>97,933</u>	<u>95,084</u>	<u>86,946</u>	<u>88,835</u>	<u>85,196</u>	<u>85,946</u>
Total Ending Fund Balance	<u>97,933</u>	<u>95,084</u>	<u>86,946</u>	<u>88,835</u>	<u>85,196</u>	<u>85,946</u>
TOTAL USE OF FUNDS	<u>\$ 97,933</u>	<u>\$ 99,800</u>	<u>\$ 94,775</u>	<u>\$ 98,835</u>	<u>\$ 87,696</u>	<u>\$ 85,946</u>

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 reception showing these works was sponsored by the Library in August 2008. 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 16/17.

∞ LIBRARY DEPARTMENT ∞
Barbara Jones Cassin Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	666,252	579,211	505,764	521,252	470,721	471,221
Total Beginning Fund Balance	666,252	579,211	505,764	521,252	470,721	471,221
Revenues						
<i>Interest</i>	3,408	7,382	(1,125)	500	500	500
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ 3,408	\$ 7,382	\$ (1,125)	\$ 500	\$ 500	\$ 500
TOTAL SOURCE OF FUNDS	\$ 669,660	\$ 586,593	\$ 504,639	\$ 521,752	\$ 471,221	\$ 471,721
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	70,449	80,829	33,918	60,000	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	70,449	80,829	33,918	60,000	-	-
Transfers Out						
<i>Transfer to General Fund</i>	20,000	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
Total Transfers Out	20,000	-	-	-	-	-
Total Expenditures & Transfers Out	\$ 90,449	\$ 80,829	\$ 33,918	\$ 60,000	\$ -	\$ -
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	579,211	505,764	470,721	461,752	471,221	471,721
Total Ending Fund Balance	579,211	505,764	470,721	461,752	471,221	471,721
TOTAL USE OF FUNDS	\$ 649,660	\$ 586,593	\$ 504,639	\$ 521,752	\$ 471,221	\$ 471,721