Library Department

DEPARTMENT PURPOSE

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

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

BUDGET OVERVIEW

The FY 2017/18 Library budget provides moderate one-time expenditures in both Youth and Adult collections that are less than last year's investments on collections. This funding will be used toward electronic access of materials, including expanding the eBooks, streaming services, and downloadable audiobook collections. Expansion of digital services furthers the goal of providing access beyond the building and meeting customer demand.

All public computers in the Library were replaced during the last fiscal year with new computers. During the replacement process, the Library Technology Lab was retrofitted into a more flexible space for programming and collaboration. The Library also purchased a Laptop Anytime vending machine to allow the community to find their perfect space to work within the Library.

❧ LIBRARY DEPARTMENT ☙

The FY 2017/18 Library budget includes increases in Circulation/System Administration costs with increased costs of software licenses, maintenance of the CENIC fiber line 1GB network, added eResources, and Summer Reading/Be A Book Family software. There is anticipated decrease in need for IT consulting with the Library's new computers.

During FY 2017/18, the Library will continue to provide excellent customer service and make the best use of Library resources. The Library Department has been exploring different approaches to supporting the teen use of the Library after school. For this reason, the budget includes 1,040 temporary staff hours for Library Teen Services Specialist to replace the Community Service Officer Intern. The FY 2017/18 budget includes increases in salary and benefit costs attributed to negotiated salary raises, and higher benefit and CalPERS pension rates. It also includes a one-time approval in increase of on-call Librarian hours.

The Library Department budget consists of the Library Administration, Adult Services, Youth Services, Acquisitions and 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.

ACCOMPLISHMENTS

Core Goals	Accomplishments
Good Governance Ensure responsive, accountable and collaborate government	• Showcased library resources in multiple formats including print, media and social media. • Continue to work with NUMU to highlight Los Gatos history. • Continue to coordinate training for all collection development librarians. • Continued adaptive communication, customer service, and other training. • Continued to participate in staff trades with neighboring libraries for training and efficiency ideas.
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment	• Continued collaboration with LGHS to encourage the use of eBook self-publishing tools by the local community. • Continued "Be a Book Family"—a program focused on building literacy skills and family connections from birth through the teen years. This program acknowledges the importance of parents playing an active role in their child's reading, reading as a family activity, and reading as a social activity. • Continued to incorporate new early learning technologies to enhance storytimes and create multi-media, multi-sensory experiences. • The Library accomplished the Council's priority to obtain a Community Designation. 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. • Continued ongoing and special programs for library patrons, including after-school activities, storytimes, and adult programs. • Continued online and mobile platforms for the Library's Summer Reading and Year-Round Programs to allow reading in multiple modes. • Continued to provide local history volunteer trainings and a volunteer appreciation event for all Library volunteers. • Continued a homebound book delivery service with the collaboration of the Los Gatos Monte Sereno Police Department's Volunteers in Policing program. • Continued to collaborate with the Santa Clara Valley Water District and the Parks and Public Works Department to be a drought supply distribution and information center. • Continued 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. • Provided 19 outreach programs for bike events.

ACCOMPLISHMENTS

Core Goals	Accomplishments
Public Safety Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness	• 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 concerns. • 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 ☙

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenues	$ 14,662	$ 4,062	$ 12,228	$ -	$ -	$ -
Service Charge	-	-	-	-	-	-
Fines & Forfeitures	45,354	46,616	39,232	45,000	41,000	37,500
Other Revenues	6,421	6,507	6,960	6,960	6,960	-
TOTAL REVENUES	$ 66,437	$ 57,185	$ 58,420	$ 51,960	$ 47,960	$ 37,500
Transfers In						
Transfers In from Trust(s)	-	-	35,000	35,000	35,000	35,000
Transfers In from General Fund	-	-	-	-	-	-
Total Transfers In	-	-	35,000	35,000	35,000	35,000
TOTAL REVENUES & TRANSFERS IN	$ 66,437	$ 57,185	$ 93,420	$ 86,960	$ 82,960	$ 72,500
EXPENDITURES						
Salaries and Benefits	$ 1,314,991	$ 1,436,703	$ 1,490,743	$ 1,751,750	$ 1,558,435	$ 1,824,143
Operating Expenditures	248,828	289,065	291,703	350,174	338,374	351,496
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	567,620	543,075	549,821	589,924	534,665	605,379
TOTAL EXPENDITURES	$ 2,131,439	$ 2,268,843	$ 2,332,267	$ 2,691,848	$ 2,431,474	$ 2,781,018

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
PROGRAM						
Administration	$ 318,819	$ 328,008	$ 396,063	$ 482,926	$ 410,823	$ 499,211
Adult Services	503,080	608,632	597,085	654,119	620,913	676,974
Youth Services	424,874	458,744	468,379	527,602	501,490	576,672
Acquisitions & Cataloging	170,905	155,622	117,444	120,796	119,584	124,410
Circulation Services	713,761	717,837	753,296	906,405	778,664	903,751
TOTAL EXPENDITURES	$ 2,131,439	$ 2,268,843	$ 2,332,267	$ 2,691,848	$ 2,431,474	$ 2,781,018

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)

General Fund	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Library Director	-	-	-	1.00	1.00
Town Librarian	2.00	2.00	2.00	-	-
Division Manager	-	-	-	2.00	2.00
Librarian	2.55	3.55	3.75	3.00	3.00
Library Technology Specialist	1.00	1.00	1.00	1.00	1.00
Library Assistant	1.50	1.00	1.00	1.00	1.00
Library Technician	0.75	0.75	0.75	0.75	0.75
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Customer Service Specialist	1.50	1.50	1.50	1.50	1.50
Sr Library Page	-	-	-	1.00	1.00
Total General Fund FTEs	**10.30**	**10.80**	**11.00**	**12.25**	**12.25**

Temporary Staff Hours

	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Librarian	556	556	556	1,112	1,112
Library Clerks	1,050	1,050	1,050	1,050	1,300
Library Pages	7,591	7,591	4,627	6,344	6,344
Senior Library Pages	-	-	2,964	-	-
CSO Intern	1,040	1,040	1,040	1,040	-
Library Teen Services Specialist	-	-	-	-	1,040
Total Annual Hours	**10,237**	**10,237**	**10,237**	**9,546**	**9,796**

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 Community and Senior Services Commission.

BUDGET OVERVIEW

The FY 2017/18 Administration budget reflects continued enhanced 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, both print and electronic, and Library visitors since the opening of the Library five 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.

❧ LIBRARY DEPARTMENT ❧
Library Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenue	$ 30	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	6,421	6,507	6,950	6,960	6,960	-
TOTAL REVENUES	**$ 6,451**	**$ 6,507**	**$ 6,950**	**$ 6,960**	**$ 6,960**	**$ -**
Transfers In						
Transfers In from Trust(s)	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	**$ 6,451**	**$ 6,507**	**$ 6,950**	**$ 6,960**	**$ 6,960**	**$ -**
EXPENDITURES						
Salaries and Benefits	$ 186,407	$ 201,150	$ 264,321	$ 336,704	$ 286,905	$ 343,190
Operating Expenditures	32,425	31,653	33,242	40,494	28,694	47,400
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	99,987	95,205	98,500	105,728	95,224	108,621
TOTAL EXPENDITURES	**$ 318,819**	**$ 328,008**	**$ 396,063**	**$ 482,926**	**$ 410,823**	**$ 499,211**

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
Good Governance Ensure responsive, accountable and collaborate government	***Library Marketing***
	Utilize social media, such as Facebook and Instagram to promote library services and programs.
	Continue Chartreuse Caboose bike-mobile Library services to the community, focusing on youth and seniors who have limited ability to get to the library building. Ensure participation in Town-sponsored events and work dynamically with other Town departments.
	Museum Library Collaboration
	Continue working with the New Museum of Los Gatos (NUMU) to catalog and share resources related to local history and collaborate to provide local history programs for the community.
Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	***Furniture Replacement***
	Replace or add new furniture in the Children's Room to meet the need for seating in the afternoon. Replace chairs throughout the Library as needed due to wear and tear.

❧ 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, Community and Senior Services 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)

Town Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Library Director	-	-	-	1.00	1.00
Town Librarian	1.00	1.00	1.00	-	-
Division Manager	-	-	-	0.40	0.40
Library Technician	0.25	0.25	0.25	0.25	0.25
Total Administration FTEs	**1.25**	**1.25**	**1.25**	**1.65**	**1.65**

Temporary Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
CSO Intern	1,040	1,040	1,040	1,040	-
Library Teen Services Specialist	-	-	-	-	1,040
Total Annual Hours	**1,040**	**1,040**	**1,040**	**1,040**	**1,040**

❧ LIBRARY DEPARTMENT ☙
Library Administration

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. *Provide the space, opportunity and support for the Library to be at the heart of an engaged community.*					
a. Percentage of customers stating the Library is a significant or very significant part of their community experience:*	*Data Not Available*	96%	93%	93%	93%

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Door Count: *	368,442	305,373	323,979	315,000	315,000
2. Volunteer hours contributed:**	*Data Not Available*	2496	5,781	5,781	6,000
3. Virtual visits to the Library:** *(Virtual Visits to the Library include number of hits to Library site through Civic Plus and direct hits to the Library Catalog)*	*Data Not Available*	1,016,586	967,474	950,000	950,000
4. Social media interactions:***	*Data Not Available*	*Data Not Available*	9,414	15,911	20,000

This measure was moved from Circulation and System Administration program during FY 2015/16
*** New measure effective FY 2015/16, historical data provided when available.*
Beginning in FY 2015/16 this figure includes Friends of the Library volunteer hours in the sorting room and the bookstore.
**** New measure effective FY 2015/16, includes likes and views on Facebook, likes and views on Instagram, and reviews on Yelp.*

Library Department

ADULT SERVICES
PROGRAM 7201

PROGRAM PURPOSE

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

BUDGET OVERVIEW

The FY 2017/18 Adult Services Program budget reflects a decrease in collection budget for print and electronic materials, as compared to FY 2016/17. The Library continues to focus on creating community connections through partnerships with NUMU and local businesses, and through programming such as Homebound Book Delivery and outreach services offered from the Chartreuse Caboose, the Library's bike mobile. The Library will enhance collections and technology with services that are available online 24/7, including streaming content. The Library will continue to evaluate and curate a meaningful print collection using data from collection management software, in response to changing community needs.

LIBRARY DEPARTMENT
Adult Services

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenue	$ 2,000	$ -	$ 4,520	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	$ 2,000	$ -	$ 4,520	$ -	$ -	$ -
Transfers In						
Transfers In from Trust(s)	-	-	9,836	9,836	9,836	9,836
Total Transfers In	-	-	9,836	9,836	9,836	9,836
TOTAL REVENUES & TRANSFERS IN	$ 2,000	$ -	$ 14,356	$ 9,836	$ 9,836	$ 9,836
EXPENDITURES						
Salaries and Benefits	$ 326,767	$ 370,838	$ 354,079	$ 384,395	$ 368,161	$ 420,234
Operating Expenditures	69,682	135,000	139,543	162,038	157,038	145,000
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	106,631	102,794	103,463	107,686	95,714	111,740
TOTAL EXPENDITURES	$ 503,080	$ 608,632	$ 597,085	$ 654,119	$ 620,913	$ 676,974

Adult Services

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment	***Outreach Programming*** Continue to refine and develop best practices for outreach programming. Target community partners that complement our programming guidelines, feature diverse offerings, and meet other criteria. We will continue to build a collection of partners that can help us deliver successful collaborative services to the community. ***Technology*** Reimagine technology programming with new laptops and flexible Technology Lab space. Focus on small group interactions, such a one-on-one tech tutoring, small classes on common technology issues, and drop-in sessions for our e-resources, with the goal of diminishing the digital divide in our community. ***Evaluate E-Resources*** Complete transition of ebook and audiobook resources from Overdrive to Cloud Library, and work to help patrons embrace utilizing Cloud Library. We will study the effectiveness of Hoopla and Flipster, and consider the implications of those services for our in-house magazines, DVD and music collections. Staff will continue to highlight these resources for our patrons, helping them use and understand the product that best serves their needs.

KEY PROGRAM SERVICES

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

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

❧ LIBRARY DEPARTMENT ☙
Adult Services

ADULT SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Town Librarian	0.50	0.50	0.50	-	-
Division Manager	-	-	-	0.30	0.30
Librarian	0.90	1.40	1.50	1.50	1.50
Library Technology Specialist	0.10	0.10	0.10	0.10	0.10
Library Assistant	0.85	0.60	0.60	0.60	0.60
Library Technician	0.15	0.15	0.15	0.15	0.15
Sr Library Page	-	-	-	0.60	0.60
Total Adult Services FTEs	**2.50**	**2.75**	**2.85**	**3.25**	**3.25**

Temporary Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Librarian	556	556	556	556	556
Librarian Temp	-	-	-	-	125
Total Annual Hours	**556**	**556**	**556**	**556**	**681**

ᢒ LIBRARY DEPARTMENT ᢗ
Adult Services

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. *Manage adult library collections to anticipate and meet community information needs.*					
a. Percentage of collection evaluated and updated:	30%	75%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
b. Percentage of collection that requires evaluation:*	*Data Not Available*	*Data Not Available*	50%	47%	40%
c. Percentage of available technology training sessions used by public:	100%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
2. *Provide a variety of programs throughout the year that foster curiosity and community connection.*					
a. Percentage of customers rating Library programs as good/excellent:**	*Data Not Available*	95%	92%	90%	90%
3. *Assure delivery of quality service to customers.*					
a. Percentage of customers rating staff interactions as good/excellent:	100%	100%	96%	93%	93%
b. Percentage of public contacts received by library that are online vs. through the doors:	68%	70%	70%	70%	70%

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of adult reference questions received:	18,810	15,662	13,163	11,646	12,000
2. Reference questions per capita:	0.65	0.65	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
3. Number of patrons' materials reserves processed:***	22,329	27,250	*See Circulation*	*See Circulation*	*See Circulation*
4. Number of inter-library loans loaned:	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
5. Number of inter-library loans borrowed:	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
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:	53,181	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
8. Number of adult programs offered:**	*Data Not Available*	45	86	137	150
9. Total attendance at adult programs:**	*Data Not Available*	923	1,032	1,780	2,000
10. Total number of adult outreach programs:**	*Data Not Available*	0	16	18	24
11. Total attendance at adult outreach programs:**	*Data Not Available*	0	1,195	660	800

* This measure was added in FY16/17 to replace "percentage of collection that is evaluated and updated"
The new measure can be easily reported using Collection HQ.
** 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 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 2017/18 Youth Services budget reflects a decrease in collection budget for print and electronic materials, as compared to FY 2016/17. Staff will continue to target new and innovative concepts in program development with a focus on family reading. An improved online, interactive reading interface will continue to enhance and encourage family reading throughout the year. The Youth Services team will engage in outreach activities, serving the community in the schools and in partnership with local businesses. Families will enjoy new early learning technology in the Children's room, with Osmo tablets and staff-customized Early Literacy Kid Stations (ELKS). Collection funding will to be used strategically, eliminating 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. The Department will expand its connections with

schools, specifically working with Los Gatos High School to make student ID cards work as Library cards, and working with local elementary schools to get cards to first graders.

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	$ -	$ -	$ -	$ -	$ -	$ -
Transfers In						
Transfers In from Trust(s)	-	-	14,064	14,066	14,066	14,066
Total Transfers In	-	-	**14,064**	**14,066**	**14,066**	**14,066**
TOTAL REVENUES & TRANSFERS IN	$ -	$ -	$ 14,064	$ 14,066	$ 14,066	$ 14,066
EXPENDITURES						
Salaries and Benefits	$ 273,869	$ 314,950	$ 316,777	$ 357,229	$ 337,466	$ 405,311
Operating Expenditures	46,904	43,582	50,060	63,518	68,518	59,980
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	104,101	100,212	101,542	106,855	95,506	111,381
TOTAL EXPENDITURES	$ 424,874	$ 458,744	$ 468,379	$ 527,602	$ 501,490	$ 576,672

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.	***Family Reading***
	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.
	Storytimes
	Regular storytimes will continue to incorporate new early learning technologies including multi-media and multi-sensory experiences.
	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.
	Offer storytime content, such as song, fingerplays, and booklists online, enabling families to engage with early literacy skills at home.
	STEAM Programming
	Provide early literacy technology to stimulate learning and creativity in the Children's Room by offering Osmo tablets and ELKS. Encourage families to integrate technology into their learning while establishing healthy digital habits.
	Develop STEAM programming for school-aged visitors, hosted by Library Teen Volunteers, giving families a chance to engage in science and arts-based play and provide positive encounters with teen patrons.

❧ LIBRARY DEPARTMENT ☙
Youth Services

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.	*Teen Services*
	Continue to build relationships with regular teen room patrons, in partnership with other Town Departments and high school staff, fostering developmental assets and strengthening community.
	Continue to offer specialized online reading programs in the summer, highlighting titles required for 9th graders at Los Gatos High.
	Offer regular passive programming in the Teen Room, such as Blackout Poetry, trivia, and our Name Raffle, allowing students to participate in programming casually, while still connecting with staff.
	Partner with Los Gatos High school to make student ID cards useable as Library cards.
	Develop more specialized volunteering responsibilities for teens, such as a Teen Tech Volunteering position and Books Together Volunteering positions, providing learning opportunities for teens and positive teen interactions for other Library patrons of all ages.

KEY PROGRAM SERVICES

Meeting information needs for children 0 to 17 years of age and their parents
- Provides reference and reader's advisory services.
- Manages children's and teens' web pages.
- Maintains vibrant and diverse collections for children, teens, teachers, and parents/caregivers.
- Responds to patron suggestions for materials to be included in the collection.

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

KEY PROGRAM SERVICES

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

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

✣ LIBRARY DEPARTMENT ✣
Youth Services

YOUTH SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Town Librarian	0.50	0.50	0.50	-	-
Division Manager	-	-	-	0.50	0.50
Librarian	1.25	1.75	2.25	1.50	1.50
Library Assistant	0.65	0.40	0.40	0.40	0.40
Library Technician	0.10	0.10	0.10	0.10	0.10
Sr Library Page	-	-	-	0.40	0.40
Total Youth Services FTEs	**2.50**	**2.75**	**3.25**	**2.90**	**2.90**

Temporary Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
CSO Interm	1,040	-	-	-	-
Librarian	-	-	-	556	556
Librarian Temp	-	-	-	-	125
Total Annual Hours	**1,040**	**-**	**-**	**556**	**681**

ଐ LIBRARY DEPARTMENT ଓ
Youth Services

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. *Provide a variety of programs throughout the year that foster curiosity and community connection.*					
a. Percentage agree/strongly agree that youth services programs enhance my child's development:	100%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
b. Percentage of customers rating youth programs as good/excellent:*	*Data Not Available*	100%	96%	96%	96%
c. Percentage of request for outreach that are delivered:	95%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
d. Percentage of cards issued through organized class visits:	35%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
2. *Assure the delivery of quality service to youth customers.*					
a. Percentage of customers rating interactions as good/excellent:	99%	100%	96%	95%	95%
3. *Manage youth library collections to anticipate and meet community information needs.*					
a. Percentage of total circulation that is youth collections:	40%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
b. Percentage of collection evaluated and updated:	30%	95%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
c. Percentage of collection that requires evaluation:**	*Data Not Available*	*Data Not Available*	15%	10%	12%

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of youth programs per year:	388	338	361	311	325
2. Total attendance at youth programs:	15,719	18,141	20,489	22,000	23,000
3. Program attendance per youth capita:	3	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
4. Annual number of youth reference questions received:	15,912	19,337	18,806	12,959	15,000
5. Hours of public service per week at youth services desk:	54	79	74	74	74
6. Number of teens using library resources per year:	13,856	16,937	18,537	19,896	20,000
7. Library usage per teen capita:	5.5	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
8. Number of youth outreach programs:*	*Data Not Available*	*Data Not Available*	*Data Not Available*	11	20
9. Total attendance at youth outreach programs:*	*Data Not Available*	*Data Not Available*	*Data Not Available*	1500	2000

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

** This measure was added in FY16/17 to replace "percentage of collection that is evaluated and updated"
The new measure can be easily reported using Collection HQ.

Library Department

ACQUISITIONS AND CATALOGING
PROGRAM 7203

PROGRAM PURPOSE

The Acquisitions and 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 and Cataloging Program's core services are the creation and maintenance of an online catalog (available both in-house and virtually), collection maintenance, acquisition of all Library materials, and general support services.

BUDGET OVERVIEW

The Acquisitions and Cataloging Program's FY 2017/18 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 and 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.

🙞 LIBRARY DEPARTMENT 🙜
Acquisitions and Cataloging

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	3,404	5,271	5,596	5,000	5,000	5,500
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	$ 3,404	$ 5,271	$ 5,596	$ 5,000	$ 5,000	$ 5,500
EXPENDITURES						
Salaries and Benefits	$ 65,954	$ 65,016	$ 28,141	$ 28,020	$ 27,598	$ 29,162
Operating Expenditures	9,601	735	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	95,350	89,871	89,303	92,776	91,986	95,248
TOTAL EXPENDITURES	$ 170,905	$ 155,622	$ 117,444	$ 120,796	$ 119,584	$ 124,410

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
	Library Operations
Good Governance Ensure responsive, accountable, and collaborative government	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. The Library will be integrating the use of Electronic Data Interchange (EDI) to the Library ILS to streamline ordering, receiving materials, and processing invoices.

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 and Cataloging

ACQUISITIONS & CATALOGING PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Librarian	0.40	0.40	-	-	-
Library Technician	0.25	0.25	0.25	0.25	0.25
Total Technical Services FTEs	**0.65**	**0.65**	**0.25**	**0.25**	**0.25**

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. *Provide customers with access to a broad range of up-to-date library materials and multimedia .*					
a. Percentage of high demand items processed within 4 days:	95%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
b. Percentage of items received cataloged within 30 days:	100%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
c. Percentage of items processed and shelf ready within 30 days:	100%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
d. Percentage of customers stating the Library has a good/excellent collection:*	*Data Not Available*	*Data Not Available*	92%	87%	87%

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of items ordered and received:	66,656	86,810**	14,465****	14,000	14,000
2. Number of periodical subscriptions checked in, processed, and exchanged:***	177	185	*See circulation*	*See circulation*	*See circulation*
3. Number of Suggestions for Purchase processed:*	*Data Not Available*	1396	1265	919	900

* 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.

****Items ordered from B&T, Amazon, and OverDrive. Does not include Books24x7, Enki, or Freading

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 2017/18 Circulation/Systems Administration budget reflects a modest increase in ongoing maintenance and support costs for Library technologies. The Library continues to introduce new technologies that meet patrons' expectations for fast, reliable access to information and Library resources. 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. The Library will also be looking into providing additional electronic resources.

Circulation / System Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
REVENUES						
Intergovernmental Revenue	$ 12,632	$ 4,062	$ 7,708	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	41,950	41,345	33,636	40,000	36,000	32,000
Other Revenues	-	-	10	-	-	-
TOTAL REVENUES	$ 54,582	$ 45,407	$ 41,354	$ 40,000	$ 36,000	$ 32,000
Transfers In						
Transfers In from Trust(s)	-	-	11,100	11,098	11,098	11,098
Total Transfers In	$ -	$ -	$ 11,100	$ 11,098	$ 11,098	$ 11,098
TOTAL REVENUES & TRANSFERS IN	$ 54,582	$ 45,407	$ 52,454	$ 51,098	$ 47,098	$ 43,098
EXPENDITURES						
Salaries and Benefits	$ 461,994	$ 484,749	$ 527,425	$ 645,402	$ 538,305	$ 626,246
Operating Expenditures	90,216	78,095	68,858	84,124	84,124	99,116
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	161,551	154,993	157,013	176,879	156,235	178,389
TOTAL EXPENDITURES	$ 713,761	$ 717,837	$ 753,296	$ 906,405	$ 778,664	$ 903,751

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
	Edge Assessment
	Continue to evaluate the Library's technology services and determine appropriate modifications given available resources and assess potential tools for strategic planning and community engagement.
	Online Payments
	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.
Good Governance Ensure responsive, accountable, and collaborative government	***Additional Resources***
	Wowbrary is a tool that uses technology to help the Library become more visible and accessible by regularly informing the community via email and RSS feeds of incoming new materials in the collection. A partnership with Discover & Go provides instant access to free and low-cost tickets to museums, science centers, zoos, and other cultural attractions with a Los Gatos Library card.

❧ LIBRARY DEPARTMENT ☙
Circulation / System Administration

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.

CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Division Manager	-	-	-	0.80	0.80
Library Technology Specialist	0.90	0.90	0.90	0.90	0.90
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Customer Service Specialist	1.50	1.50	1.50	1.50	1.50
Total Circulation/System FTEs	**3.40**	**3.40**	**3.40**	**4.20**	**4.20**

Temporary Staff	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Adopted
Library Clerk	1,050	1,050	1,050	1,050	1,050
Library Page	7,591	7,591	4,627	6,344	6,344
Senior Library Page	-	-	2,964	-	-
Total Annual Hours	**8,641**	**8,641**	**8,641**	**7,394**	**7,394**

Circulation / System Administration

Performance Objectives and Measures		2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1.	*Provide customers with access to materials for use within and outside the library.*					
	a. Percentage of Los Gatos residents holding a library card:	54%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
	b. Percentage of circulation attributed to Los Gatos residents in the last 12 months:	52%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
2.	*Assure access to library online services.*		*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
	a. Percentage of time library online services are available:	99.9%	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
	b. Number of databases available online:*	*Data Not Available*	40	39	40	40
	c. Number of electronic materials available for loan:*	*Data Not Available*	150,178	210,244	689,317	700,000
	d. Number of items in-house for loan:*	*Data Not Available*	167,099	157,431	155,000	155,00

Activity and Workload Highlights		2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1.	Total Circulation of printed material - adult:	245,714	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
2.	Circulation of printed material - youth:	289,557	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
3.	Total Circulation:** *(FY 2012/13 and FY 2013/14 data does not include e-book circulation)*	578,954	607,494	553,340	575,000	600,000
4.	Circulation of videos/DVDs:	129,424	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
5.	Circulation of audio books:	29,364	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
6.	Circulation of CDs:	27,671	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
7.	Circulation per capita:	22	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*	*Measure Discontinued*
8.	Door Count:	368,442	305,373	*See Library Administration*	*See Library Administration*	*See Library Administration*
9.	Number of new patrons registered:	3,811	3,797	3,900	4,000	4,500
10.	Number of holds processed:***	22,329	27,250	34,456	20,904	22,000
11.	Hours of public service per week at circulation:	54	54	54	54	54
12.	Number of Library Card holders:*	*Data Not Available*	28,087	31,987	29,000	30,000
13.	Number of periodical subscriptions received and processed:****	177	185	133	133	133
14.	Total hours of public computer use:*	*Data Not Available*	32,938	30,199	32,000	32,000

* New measure effective FY 2015/16, historical data provided when available. Changed from "e-Books" to "electronic materials" in FY16/17, to represent the growth of the electronic offerings to include audio, music, movies and other types of content. Addition of Hoopla, CloudLibrary and Flipster in Aug 2016 added over 500,000 items to this total.

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

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

**** This measure was moved from Acquistions & 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 includes the proceeds from the History Project Trust Fund, which was established to provide for the servicing of donations, bequests, grant monies, and expenditures to the history project partnership of Los Gatos Library and the Museums of Los Gatos.

BUDGET OVERVIEW

The Los Gatos Friends of the Library contributed more than $80,000 to the Library during the past fiscal year. This funding has provided support for community programs, family programs, teen programs, Summer Reading events and prizes, and a growing collection of new best selling books and movies. The Friends also partially funded the Library's new Laptops Anytime vending machine. Additionally, the lease payments to the Town 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 2017/18 in support of Library programming and specialized collections.

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

money received from donated royalties has been rapidly decreasing over the past years, and the FY 2017/18 budget anticipates limited 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

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	13,996	31,981	39,320	46,145	46,145	36,695
Total Beginning Fund Balance	13,996	31,981	39,320	46,145	46,145	36,695
Revenues						
Interest	611	53	549	400	550	550
Other Revenues	36,186	37,304	71,171	67,000	67,000	73,500
Total Revenues	**36,797**	**37,357**	**71,720**	**67,400**	**67,550**	**74,050**
TOTAL SOURCE OF FUNDS	$ 50,793	$ 69,338	$ 111,040	$ 113,545	$ 113,695	$ 110,745
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ 123	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	18,689	30,018	28,515	32,000	32,000	37,500
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	**18,812**	**30,018**	**28,515**	**32,000**	**32,000**	**37,500**
Transfers Out						
Transfer to General Fund	-	-	35,000	35,000	45,000	35,000
Transfer to History Trust Fund	-	-	1,380	-	-	-
Total Transfers Out	**-**	**-**	**36,380**	**35,000**	**45,000**	**35,000**
TOTAL EXPENDITURES & TRANSFERS OUT	**18,812**	**30,018**	**64,895**	**67,000**	**77,000**	**72,500**
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	31,981	39,320	46,145	46,545	36,695	38,245
Total Ending Fund Balance	31,981	39,320	46,145	46,545	36,695	38,245
TOTAL USE OF FUNDS	$ 50,793	$ 69,338	$ 74,660	$ 78,545	$ 68,695	$ 75,745

Clelles Ness Trust Fund

FUND 713

FUND PURPOSE

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

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

In the past, the Library has used money from the trust to purchase art books for Los Gatos Public Library. 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 with the daughter of Clelles Ness stipulated that the use of the trust fund included a new Library facility, should one be built in the future. Per the agreement, the trust fund principal and interest was used for the new library building plan documents and studies, such as but not limited to, a building program and architectural drawings. The remaining trust funds 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.

❧ LIBRARY DEPARTMENT ☙
Clelles Ness Trust Fund

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 2017/18.

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	190,317	188,420	171,591	88,679	40,742	41,592
Total Beginning Fund Balance	190,317	188,420	171,591	88,679	40,742	41,592
Revenues						
Interest	3,741	(851)	845	500	850	850
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 3,741	$ (851)	$ 845	$ 500	$ 850	$ 850
TOTAL SOURCE OF FUNDS	$ 194,058	$ 187,569	$ 172,436	$ 89,179	$ 41,592	$ 42,442
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	5,638	15,978	131,694	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	5,638	15,978	131,694	-	-	-
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	188,420	171,591	40,742	89,179	41,592	42,442
Total Ending Fund Balance	188,420	171,591	40,742	89,179	41,592	42,442
TOTAL USE OF FUNDS	$ 194,058	$ 187,569	$ 172,436	$ 89,179	$ 41,592	$ 42,442

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 17/18.

❧ LIBRARY DEPARTMENT ❧
Susan McClendon Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	98,944	96,095	87,957	98,020	88,662	89,376
Total Beginning Fund Balance	98,944	96,095	87,957	98,020	88,662	89,376
Revenues						
Interest	1,867	(309)	705	750	714	705
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 1,867	$ (309)	$ 705	$ 750	$ 714	$ 705
TOTAL SOURCE OF FUNDS	$ 100,811	$ 95,786	$ 88,662	$ 98,770	$ 89,376	$ 90,081
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	4,716	7,829	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	$ 4,716	$ 7,829	$ -	$ -	$ -	$ -
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	96,095	87,957	88,662	98,770	89,376	90,081
Total Ending Fund Balance	96,095	87,957	88,662	98,770	89,376	90,081
TOTAL USE OF FUNDS	$ 100,811	$ 95,786	$ 88,662	$ 98,770	$ 89,376	$ 90,081

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 17/18.

❧ LIBRARY DEPARTMENT ☙
Barbara Jones Cassin Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	453,249	379,802	344,759	521,252	347,523	350,283
Total Beginning Fund Balance	453,249	379,802	344,759	521,252	347,523	350,283
Revenues						
Interest	7,382	(1,125)	2,764	500	2,760	2,760
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 7,382	$ (1,125)	$ 2,764	$ 500	$ 2,760	$ 2,760
TOTAL SOURCE OF FUNDS	$ 460,631	$ 378,677	$ 347,523	$ 521,752	$ 350,283	$ 353,043
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	80,829	33,918	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	80,829	33,918	-	-	-	-
Transfers Out						
Transfer to General Fund	-	-	-	-	-	-
Transfer to Capital Projects	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	$ 80,829	$ 33,918	$ -	$ -	$ -	$ -
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	379,802	344,759	347,523	521,752	350,283	353,043
Total Ending Fund Balance	379,802	344,759	347,523	521,752	350,283	353,043
TOTAL USE OF FUNDS	$ 460,631	$ 378,677	$ 347,523	$ 521,752	$ 350,283	$ 353,043