Library Department

DEPARTMENT PURPOSE

The Los Gatos Library exists to foster curiosity and community connection and strives to be at the heart of an engaged and vibrant community. The Library accomplishes these outcomes through:

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

BUDGET OVERVIEW

The Library Department budget consists of the Library Administration, Adult Services, Youth Services, and Circulation/System Administrative Programs, as well as five Trust Funds: Library Trust Fund, History Project Trust Fund (included in the Library Trust Fund), the Clelles Ness Trust Fund, Susan McClendon Trust Fund, and the Barbara Jones Cassin Trust Fund. Previous Library Department budgets contained a fifth Program, Cataloging and Acquisitions, that has now been rolled into Circulation/ Systems Administration for ease of tracking overlapping functions.

The FY 2019/20 budget includes increases in salaries and benefits costs attributed to negotiated salary raises, and higher benefit and CalPERS pension rates. Other general fund expenditures remain status quo with only minor reallocations between programs and line items. Additional

funding was pulled from trust accounts to bolster collections. These funds are recorded as revenue/expenditure within Program 7201 showing increased overall expenditure without additional resources from the General Fund. Personnel remains unchanged for this budget year. Several items budgeted in the IT replacement schedule will become due this fiscal year including replacement of self-check machines. These replacements are captured in the budget of the IT department. Capital Improvement Program projects include carpet replacement in the Children's room, and installation of sound mitigation material in the Library lobby. During the last fiscal year, the Library, in conjunction with Parks and Public Works, installed sound mitigating doors to the entrance to the teen room.

ACCOMPLISHMENTS

Core Goals	Accomplishments
Good Governance Ensure responsive, accountable and collaborate government	• Showcased library resources in multiple formats including print, media and social media. • Continued the coordination of training for all collection development librarians. • Continued adaptive communication, customer service, and other training. • Offered staff development opportunities and cross training to staff at all levels. • Expanded the Student Success Initiative to include Fisher Middle School by integrating 400+ Fisher Student ID's into the Library's patron system. • Applied for multiple grants totaling over $23,000 in revenue
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment	• Added a hands-on manipulative "Discovery Table" to the Children's room to encourage social interaction and tactile skill development. • 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. • 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. • Conducted monthly outreach events to Seniors residing in the Terraces and the Meadows. • Continued to provide local history volunteer trainings and a volunteer appreciation event for all Library volunteers. • Continued delivering services in the community using our Chartreuse Caboose Library bicycle and trailer. • Increased technology programming targeted toward seniors.

☙ LIBRARY DEPARTMENT ❧

ACCOMPLISHMENTS

Core Goals	Accomplishments
Civic Enrichment Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment	• Introduced STEM programming for children and teens including Virtual Reality programs, coding programs and engineering programs. • Added 200 bilingual picture books to Children's collection through a California State Library grant and 120 foreign language titles for adults using a contribution from the Friends of the Library. • Continued Adult Programming offerings, including art nights, visiting authors, and poetry readings. • Introduced Bilingual Spanish/English storytimes weekly during summer and twice a month during the school year. • Launched a new Library app with a more intuitive user interface. • Changed Library hours based on community input and statistical need.
Public Safety Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness	• Engaged substantially higher number of regular teen patrons, while at the same time minimized the number of teens asked to leave the Library for behavioral concerns. • 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. • Collaborated with the Los Gatos Monte Sereno Police Department practice live evacuation drills with the public in the building.

❧ LIBRARY DEPARTMENT ☙

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenues	$ 12,228	$ -	$ 22,200	$ -	$ 23,103	$ -
Service Charge	-	3,436	-	-	-	-
Fines & Forfeitures	39,232	36,103	14,496	23,500	8,000	11,000
Other Revenues	6,960	42,207	35,206	35,000	35,000	37,500
TOTAL REVENUES	$ 58,420	$ 81,746	$ 71,902	$ 58,500	$ 66,103	$ 48,500
Transfers In						
Transfers In from Trust(s)	35,000	-	-	-	-	-
Transfers In from General Fund	-	-	-	-	-	-
Total Transfers In	35,000	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	$ 93,420	$ 81,746	$ 71,902	$ 58,500	$ 66,103	$ 48,500
EXPENDITURES						
Salaries and Benefits	$ 1,490,743	$ 1,586,805	$ 1,585,959	$ 1,814,629	$ 1,695,194	$ 2,056,264
Operating Expenditures	291,703	339,664	335,311	316,100	315,880	348,700
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	549,821	582,209	588,701	425,539	425,623	529,046
TOTAL EXPENDITURES	$ 2,332,267	$ 2,508,678	$ 2,509,971	$ 2,556,268	$ 2,436,697	$ 2,934,010

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
PROGRAM						
Administration	$ 396,063	$ 426,637	$ 439,522	$ 447,127	$ 453,851	$ 466,219
Adult Services	597,085	637,465	576,961	575,859	504,788	689,115
Youth Services	468,379	513,667	533,279	590,772	496,843	606,412
Acquisitions & Cataloging	117,444	121,183	123,873	-	-	-
Circulation Services	753,296	809,726	836,336	942,510	981,215	1,172,264
Operating Grant	-	-	19,045	-	25,257	1,000
TOTAL EXPENDITURES	$ 2,332,267	$ 2,508,678	$ 2,509,971	$ 2,556,268	$ 2,436,697	$ 2,934,010

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)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Library Director	-	1.00	1.00	1.00	1.00
Town Librarian	2.00	-	-	-	-
Division Manager	-	2.00	2.00	2.00	2.00
Librarian	3.75	3.00	3.00	3.00	3.00
Library Technology Specialist	1.00	1.00	1.00	2.00	2.00
Library Assistant	1.00	1.00	1.00	-	-
Library Specialist	0.75	0.75	0.75	1.75	1.75
Customer Service Supervisor	1.00	1.00	1.00	-	-
Customer Service Specialist	1.50	1.50	1.50	1.75	1.75
Sr Library Page	-	1.00	1.00	1.00	1.00
TOTAL PROGRAM FTE's	**11.00**	**12.25**	**12.25**	**12.50**	**12.50**

Temporary Staff Hours	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Librarian	556	1,112	1,112	-	-
Librarian Temp	-	-	-	350	350
Library Clerk	1,050	1,050	1,300	1,050	1,050
Library Page	4,627	6,344	6,344	6,344	6,344
Senior Library Page	2,964	-	-	-	-
CSO Intern	1,040	1,040	1,040	-	-
Library Assistant	-	-	-	800	800
Library Teen Services Specialist	-	-	-	750	750
TOTAL ANNUAL HOURS	**10,237**	**9,546**	**9,796**	**9,294**	**9,294**

Library Department

LIBRARY ADMINISTRATION
PROGRAM 7101

PROGRAM PURPOSE

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

BUDGET OVERVIEW

The FY 2019/20 Administration budget reflects continued enhanced services within the Library building to provide the best customer experience and the best value for the community. Included in the budget this year are ongoing expenditures to maintain or replace heavily used Library furniture as the Library moves into its eighth year of being open to the public. The Library Administration Program will continue to focus on maximizing the efficiency of the Library building and researching effective service models to meet the expectations of the community. Customer service and community engagement remain a high priority, as well as ensuring all Library services and programs align with the Library Strategic Plan. Administration staff will continue to work collaboratively with the Friends of Los Gatos Library, a nonprofit organization. In addition, Library staff continues to work to improve partnerships and outreach within our community.

❧ LIBRARY DEPARTMENT ☙
Library Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges	-	11	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	6,950	7,207	206	-	-	-
TOTAL REVENUES	$ 6,950	$ 7,218	$ 206	$ -	$ -	$ -
Transfers In						
Transfers In from Trust(s)	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	$ 6,950	$ 7,218	$ 206	$ -	$ -	$ -
EXPENDITURES						
Salaries and Benefits	$ 264,321	$ 294,200	$ 297,608	$ 310,659	$ 317,533	$ 336,313
Operating Expenditures	33,242	28,275	41,195	44,650	44,500	44,700
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	98,500	104,162	100,719	91,818	91,818	85,206
TOTAL EXPENDITURES	$ 396,063	$ 426,637	$ 439,522	$ 447,127	$ 453,851	$ 466,219

❧ LIBRARY DEPARTMENT ❧
Library Administration

FY 2019/20 KEY PROJECTS

Core Goals	Key Projects
Good Governance Ensure responsive, accountable and collaborate government	***Fiscal Responsibility***
	Analyze database and subscription services usage based on statistical information and public input with the goal of updating resources to patron need in the most cost-effective manner.
	Introduce an online payment option for patrons.
Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	***Carpet and Furniture Replacement***
	Reupholster or replace furniture in the Library due to wear and tear.
	Replace carpet in the Children's room.
Community Character Preserve and enhance the appearance character and environment quality of the community	***Arts Commission Gateway Project***
	Assist the Arts and Culture Commission in completing the Gateway project.

❧ LIBRARY DEPARTMENT ☙
Library Administration

KEY PROGRAM SERVICES

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

❧ LIBRARY DEPARTMENT ☙
Library Administration

ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Library Director	-	1.00	1.00	1.00	1.00
Town Librarian	1.00	-	-	-	-
Division Manager	-	0.40	0.40	0.40	0.40
Library Specialist	0.25	0.25	0.25	0.25	0.25
Total Administration FTEs	**1.25**	**1.65**	**1.65**	**1.65**	**1.65**

Temporary Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
CSO Intern	1,040	1,040	-	-	-
Library Teen Services Specialist	-	-	1,040	-	-
Total Annual Hours	**1,040**	**1,040**	**1,040**	**-**	**-**

☙ LIBRARY DEPARTMENT ❧
Library Administration

Performance Objectives and Measures	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
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:	93%	92%	88%	90%	90%

Activity and Workload Highlights	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. Door Count:	323,979	301,783	276,533	260,800	260,000
2. Volunteer hours contributed:	5,781	5,845	6,990	7,000	7,000
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)*	967,474	831,798	845,415	685,600	685,000
4. Social media interactions:	9,414	5468*	11,288	11,900	12,000

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 2019/20 Adult Services Program budget increased expenditure expenditure in collection budget for print and electronic materials as compared to previous years, with increases being covered by funds and interest from appropriate trust accounts rather than the General Fund; expenditures for databases were moved to the Circulation and Systems Administration program for ease of accounting in FY18/19. The Library continues to focus on creating community connections through partnerships with local speakers and business owners, and through outreach services offered from the Chartreuse Caboose, the Library's bike mobile. The Library will enhance collections and technology with services that are available online 24/7, including streaming content. The Library will continue to evaluate and curate a meaningful print collection using data from collection management software, in response to changing community needs.

❧ LIBRARY DEPARTMENT ☙
Adult Services

SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenue	$ 4,520	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	9,836	9,836	35,000	35,000	35,000
TOTAL REVENUES	**$ 4,520**	**$ 9,836**	**$ 9,836**	**$ 35,000**	**$ 35,000**	**$ 35,000**
Transfers In						
Transfers In from Trust(s)	9,836	-	-	-	-	-
Total Transfers In	**9,836**	**-**	**-**	**-**	**-**	**-**
TOTAL REVENUES & TRANSFERS IN	**$ 14,356**	**$ 9,836**	**$ 9,836**	**$ 35,000**	**$ 35,000**	**$ 35,000**
EXPENDITURES						
Salaries and Benefits	$ 354,079	$ 365,112	$ 323,458	$ 353,359	$ 282,355	$ 439,535
Operating Expenditures	139,543	165,326	145,931	130,500	130,500	164,100
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	103,463	107,027	107,572	92,000	91,933	85,480
TOTAL EXPENDITURES	**$ 597,085**	**$ 637,465**	**$ 576,961**	**$ 575,859**	**$ 504,788**	**$ 689,115**

❧ LIBRARY DEPARTMENT ☙
Adult Services

FY 2019/20 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. Continue offering monthly visits to The Meadows and The Terraces, delivering books and technology training. Work to introduce new outreach partners.
	Alternate Collection Services Introduce State-sponsored Zipbook services to the general public, increasing number of titles requested by the public which are filled.
	Digitizing Services Introduce pacific Library Partnership funded equipment and trained staff to allow the public to transfer old media formats including personal photos, slides, VHS, cassette tapes, CD's and 8mm film reels to digital files for preservation.

KEY PROGRAM SERVICES

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

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

LIBRARY DEPARTMENT
Adult Services

ADULT SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Town Librarian	0.50	-	-	-	-
Division Manager	-	0.30	0.30	0.30	0.30
Librarian	1.50	1.50	1.50	1.50	1.50
Library Technology Specialist	0.10	0.10	0.10	0.70	0.70
Library Assistant	0.60	0.60	0.60	-	-
Library Specialist	0.15	0.15	0.15	-	-
Sr Library Page	-	0.60	0.60	0.60	0.60
Total Adult Services FTEs	**2.85**	**3.25**	**3.25**	**3.10**	**3.10**

Temporary Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Librarian	556	556	556	-	-
Librarian Temp	-	-	125	175	175
Library Assistant	-	-	-	400	400
Library Teen Specialist	-	-	-	-	750
Total Annual Hours	**556**	**556**	**681**	**575**	**1,325**

Adult Services

Performance Objectives and Measures	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. *Manage adult library collections to anticipate and meet community information needs.*					
a. Percentage of collection that requires evaluation:	50%	18%	13%	10%	10%
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:	92%	90%	87%	90%	90%
3. *Assure delivery of quality service to customers.*					
a. Percentage of customers rating staff interactions as good/excellent:	96%	92%	94%	95%	95%
b. Percentage of public contacts received by library that are online vs. through the doors:	70%	38%	70%	60%	60%

Activity and Workload Highlights	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. Number of adult reference questions received:	13,163	14,915	11,148	12,000	12,000
2. Reference questions per capita:	*Data Not Available*	0.48	0.40	0.40	0.40
3. Hours of service per week at adult services desk:	54	54	54	54	54
4. Number of adult programs offered:	86	128	99	100	100
5. Total attendance at adult programs:	1,032	1,576	835	987	1,000
6. Total number of adult outreach programs:	16	13	8	10	24
7. Total attendance at adult outreach programs:	1,195	544	207	200	300

Library Department

YOUTH SERVICES
PROGRAM 7202

PROGRAM PURPOSE

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

BUDGET OVERVIEW

The FY 2019/20 Youth Services budget shows slight decrease reflecting the purchasing power of consortium ebooks. Staff will continue to target new and innovative concepts in program development with a focus on family reading. The Youth Services team will engage in outreach activities, serving the community in the schools and in partnership with local businesses. Families will continue to enjoy early learning technology in the Children's room with Osmo tablets as well as a manipulative play area centered around the children's Discovery Table. Collection funding will to be used strategically, eliminating the materials of least use to ensure a well-rounded youth collection. Multiple formats, focusing on educational support as well as current high-demand, high-interest materials for children of all ability levels, will continue to be purchased.

❧ LIBRARY DEPARTMENT ❧
Youth Services

SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other Revenues	-	14,066	14,066	-	-	2,500
TOTAL REVENUES	$ -	$ 14,066	$ 14,066	$ -	$ -	$ 2,500
Transfers In						
Transfers In from Trust(s)	14,064	-	-	-	-	-
Total Transfers In	**14,064**	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	$ **14,064**	$ **14,066**	$ **14,066**	$ -	$ -	$ **2,500**
EXPENDITURES						
Salaries and Benefits	$ 316,777	$ 345,897	$ 366,914	$ 439,722	$ 345,814	$ 466,172
Operating Expenditures	50,060	61,629	56,761	58,800	58,800	54,700
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	101,542	106,141	109,604	92,250	92,229	85,540
TOTAL EXPENDITURES	$ **468,379**	$ **513,667**	$ **533,279**	$ **590,772**	$ **496,843**	$ **606,412**

FY 2019/20 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. Bilingual storytime will continue to be offered twice a month. ***STEAM Programming*** Provide early literacy technology to stimulate learning and creativity in the Children's Room by offering Osmo tablets and manipulative stations. Encourage families to integrate technology into their learning while establishing healthy digital habits. Continue STEAM programming for school-aged visitors, utilizing tools such as the Ozobots, 3D printers, Lego Mindstorms, and other technology platforms.

FY 2019/20 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 partnership with Los Gatos High and Fisher Middle School by making new student ID cards useable as Library cards.

KEY PROGRAM SERVICES

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

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

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 and Fisher Middle School students as part of the Student Success Initiative.

❧ LIBRARY DEPARTMENT ☙
Youth Services

YOUTH SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Town Librarian	0.50	-	-	-	-
Division Manager	-	0.50	0.50	0.50	0.50
Librarian	2.25	1.50	1.50	1.50	1.50
Library Assistant	0.40	0.40	0.40	-	-
Library Technology Specialist	-	-	-	0.40	0.40
Library Specialist	0.10	0.10	0.10	-	-
Sr Library Page	-	0.40	0.40	0.40	0.40
Total Youth Services FTEs	**3.25**	**2.90**	**2.90**	**2.80**	**2.80**

Temporary Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Librarian	-	556	556	-	-
Librarian Temp	-	-	125	175	175
Library Assistant	-	-	-	400	400
Library Teen Specialist	-	-	-	750	-
Total Annual Hours	**-**	**556**	**681**	**1,325**	**575**

❧ LIBRARY DEPARTMENT ❧
Youth Services

Performance Objectives and Measures	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. *Provide a variety of programs throughout the year that foster curiosity and community connection.*					
a. Percentage of customers rating youth programs as good/excellent:	96%	94%	95%	95%	95%
2. *Assure the delivery of quality service to youth*					
a. Percentage of customers rating interactions as good/excellent:	96%	93%	95%	95%	95%
3. *Manage youth library collections to anticipate and meet community information needs.*					
a. Percentage of collection that requires evaluation:	*15%*	7%	9%	10%	10%

Activity and Workload Highlights	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. Number of youth programs per year:	361	341	423	450	420
2. Total attendance at youth programs:	20,489	22,679	21,934	22,000	22,000
3. Annual number of youth reference questions received:	18,806	17,470	15,243	16,000	16,000
4. Hours of public service per week at youth services desk:	74	79	74	74	74
5. Number of teens using library resources per year:	18,537	20,556	20,653	21,000	21,000
6. Number of youth outreach programs:	*Data Not Available*	7	5	5	5
7. Total attendance at youth outreach programs:	*Data Not Available*	1,020	783	750	750

Library Department

ACQUISITIONS AND CATALOGING
PROGRAM 7203

PROGRAM PURPOSE

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

BUDGET OVERVIEW

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

❧ LIBRARY DEPARTMENT ☙
Acquisitions and Cataloging

SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Service Charges	-	-	-	-	-	-
Fines & Forfeitures	5,596	3,559	1,762	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	$ 5,596	$ 3,559	$ 1,762	$ -	$ -	$ -
EXPENDITURES						
Salaries and Benefits	$ 28,141	$ 28,381	$ 28,626	$ -	$ -	$ -
Operating Expenditures	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	89,303	92,802	95,247	-	-	-
TOTAL EXPENDITURES	$ 117,444	$ 121,183	$ 123,873	$ -	$ -	$ -

FY 2019/20 KEY PROJECTS

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

KEY PROGRAM SERVICES

See Program 7204 Circulation and Systems Administration

✂ LIBRARY DEPARTMENT ✂
Acquisitions and Cataloging

ACQUISITIONS & CATALOGING PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Library Specialist	0.25	0.25	0.25	-	-
Total Technical Services FTEs	**0.25**	**0.25**	**0.25**	**-**	**-**

Library Department

CIRCULATION AND SYSTEMS ADMINISTRATION
PROGRAM 7204

PROGRAM PURPOSE

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

BUDGET OVERVIEW

The FY 2019/20 Circulation/Systems Administration budget shows a slight increase for general expenditures due to increasing costs of service agreements. The Library continues to introduce new technologies that meet patrons' expectations for fast, reliable access to information and Library resources as well as continues to implement system enhancements, provide support, and expand print resources and eBooks collections. With an increasing number of people utilizing the Library's online resources, technology upgrades are essential. Additionally, the Library will continue to budget funds for developments to improve the integrated library system for both patrons and staff.

❧ LIBRARY DEPARTMENT ☙
Circulation and Systems Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
REVENUES						
Intergovernmental Revenue	$ 7,708	$ -	$ -	$ -	$ -	$ -
Service Charges	-	3,425	-	-	-	-
Fines & Forfeitures	33,636	32,544	12,734	23,500	8,000	11,000
Other Revenues	10	11,098	11,098	-	-	-
TOTAL REVENUES	$ 41,354	$ 47,067	$ 23,832	$ 23,500	$ 8,000	$ 11,000
Transfers In						
Transfers In from Trust(s)	11,100	-	-	-	-	-
Total Transfers In	$ 11,100	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUES & TRANSFERS IN	$ 52,454	$ 47,067	$ 23,832	$ 23,500	$ 8,000	$ 11,000
EXPENDITURES						
Salaries and Benefits	$ 527,425	$ 553,215	$ 569,353	$ 710,889	$ 749,492	$ 814,244
Operating Expenditures	68,858	84,434	91,424	82,150	82,080	85,200
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	157,013	172,077	175,559	149,471	149,643	272,820
TOTAL EXPENDITURES	$ 753,296	$ 809,726	$ 836,336	$ 942,510	$ 981,215	$ 1,172,264

FY 2019/20 KEY PROJECTS

Core Goals	Key Projects
Good Governance Ensure responsive, accountable, and collaborative government	***IT Replacement*** The Library will replace self check stations and other equipment per the IT replacement schedule. ***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. ***Training Databases*** The Library plans to acquire Niche Academy database for staff development. This software will allow real time updates to training modules that interface with library digital resources.

☙ LIBRARY DEPARTMENT ❧
Circulation and Systems Administration

Core Goals	Key Projects
Good Governance Ensure responsive, accountable, and collaborative government	**Library Operations** 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

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

❧ LIBRARY DEPARTMENT ☙
Circulation and Systems Administration

CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Division Manager	-	0.80	0.80	0.80	0.80
Library Specialist	-	-	-	1.50	1.50
Library Technology Specialist	0.90	0.90	0.90	0.90	0.90
Customer Service Supervisor	1.00	1.00	1.00	-	-
Customer Service Specialist	1.50	1.50	1.50	1.75	1.75
Total Circulation/System FTEs	**3.40**	**4.20**	**4.20**	**4.95**	**4.95**

Temporary Staff	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Adopted
Library Clerk	1,050	1,050	1,050	1,050	1,050
Library Page	4,627	6,344	6,344	6,344	6,344
Senior Library Page	2,964	-	-	-	-
Total Annual Hours	**8,641**	**7,394**	**7,394**	**7,394**	**7,394**

❧ LIBRARY DEPARTMENT ☙
Circulation and Systems Administration

Performance Objectives and Measures		2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1.	*Percentage of customers stating the Library has a good/excellent collection:*	92%	86%	88%	90%	90%
2.	*Assure access to library online services.*					
	a. Number of databases available online:	39	57	38	38	35
	b. Number of electronic materials available for loan:*	210,244	816,460	818,000	818,000	820,000
	c. Number of items in-house for loan:	157,431	137,872	160,880	160,000	160,000

Activity and Workload Highlights	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Planned
1. Total Circulation:	553,340	503,561	487,321	485,000	485,000
2. Number of new patrons registered:	3,900	3,801	4,865	4,880	4,500
3. Number of holds processed:	34,456	20,957	30,257	27,500	27,500
4. Hours of public service per week at circulation:	54	54	54	54	54
5. Number of Library Card holders:	31,987	31,235	32,888	33,000	33,000
6. Number of periodical subscriptions received and processed:	133	141	143	140	130
7. Total hours of public computer use:*	30,199	25,357	25,616	26,600	27,000
8. Number of items ordered and received:	14,465****	6,523	19,831	17,000	17,500
9. Number of Suggestions for Purchase processed:**	1265	656	955	1000	1000

* Changed from "e-Books" to "electronic materials" in FY16/17,

to represent the growth of the electronic offerings to include audio, music, movies and other types of content.

Library Trust Fund

FUND 711

FUND PURPOSE

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

BUDGET OVERVIEW

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

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

A portion of this fund will be budgeted for FY 2019/20 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 decreasing to almost zero over the past years, and the FY 2019/20 budget anticipates limited to no contributions. Money received from the licensing of digital images is not a stable funding source and is not be relied upon to offset the support and hosting fees for the history website. All future revenues are tracked in the Library Trust Fund.

STATEMENT OF SOURCE AND USE OF FUNDS

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	39,320	46,145	50,997	54,772	54,772	55,592
Total Beginning Fund Balance	39,320	46,145	50,997	54,772	54,772	55,592
Revenues						
Interest	549	590	725	550	550	550
Other Revenues	71,171	79,760	74,315	74,500	83,270	75,000
Total Revenues	**71,720**	**80,350**	**75,040**	**75,050**	**83,820**	**75,550**
TOTAL SOURCE OF FUNDS	$ 111,040	$ 126,495	$ 126,037	$ 129,822	$ 138,592	$ 131,142
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	28,515	75,498	71,265	73,500	83,000	100,000
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	**28,515**	**75,498**	**71,265**	**73,500**	**83,000**	**100,000**
Transfers Out						
Transfer to General Fund	35,000	-	-	-	-	-
Transfer to History Trust Fund	1,380	-	-	-	-	-
Total Transfers Out	**36,380**	**-**	**-**	**-**	**-**	**-**
TOTAL EXPENDITURES & TRANSFERS OUT	**64,895**	**75,498**	**71,265**	**73,500**	**83,000**	**100,000**
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	46,145	50,997	54,772	56,322	55,592	31,142
Total Ending Fund Balance	46,145	50,997	54,772	56,322	55,592	31,142
TOTAL USE OF FUNDS	$ 74,660	$ 126,495	$ 126,037	$ 129,822	$ 138,592	$ 131,142

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.

BUDGET OVERVIEW

In the past, the Library has used money from the trust to purchase art books for Los Gatos Public Library. In July of 1999 an agreement with the daughter of Clelles Ness stipulated that the use of the trust fund included a new Library facility, should one be built in the future. Per the agreement, the trust fund principal and interest was used for the new library building plan documents and studies, such as but not limited to, a building program and architectural drawings. The remaining trust funds were held in a Library Building Fund to be used for the purchase of items for the current Library building, such as furniture, shelving, and equipment. A large portion of this trust was expended in FY 15/16 for the purchase of the automated materials handling system, and roughly $21,000 was expended in FY 2018/19 to fund the installation of sound mitigating doors to the teen room. The remaining balance of the account will be directed in FY 2019/20 to the installation of additional sound-mitigation enhancements inside the current Library building for the benefit of all Library users.

LIBRARY DEPARTMENT
Clelles Ness Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	171,591	40,742	41,087	88,679	41,603	20,755
Total Beginning Fund Balance	171,591	40,742	41,087	88,679	41,603	20,755
Revenues						
Interest	845	345	516	-	200	-
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 845	$ 345	$ 516	$ -	$ 200	$ -
TOTAL SOURCE OF FUNDS	$ 172,436	$ 41,087	$ 41,603	$ 88,679	$ 41,803	$ 20,755
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	131,694	-	-	-	21,048	-
Fixed Assets	-	-	-	-	-	20,755
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	131,694	-	-	-	21,048	20,755
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	40,742	41,087	41,603	88,679	20,755	-
Total Ending Fund Balance	40,742	41,087	41,603	88,679	20,755	-
TOTAL USE OF FUNDS	$ 172,436	$ 41,087	$ 41,603	$ 88,679	$ 41,803	$ 20,755

Susan McClendon Trust Fund

FUND 714

FUND PURPOSE

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

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

BUDGET OVERVIEW

A small portion of the fund has been budgeted in FY 2019/20 for the enhancement of children's specialty collections.

❧ LIBRARY DEPARTMENT ☙
Susan McClendon Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	87,957	88,662	89,412	98,020	84,505	85,205
Total Beginning Fund Balance	87,957	88,662	89,412	98,020	84,505	85,205
Revenues						
Interest	705	750	1,079	700	700	700
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 705	$ 750	$ 1,079	$ 700	$ 700	$ 700
TOTAL SOURCE OF FUNDS	$ 88,662	$ 89,412	$ 90,491	$ 98,720	$ 85,205	$ 85,905
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	-	-	5,986	-	-	2,500
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	$ -	$ -	$ 5,986	$ -	$ -	$ 2,500
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	88,662	89,412	84,505	98,720	85,205	83,405
Total Ending Fund Balance	88,662	89,412	84,505	98,720	85,205	83,405
TOTAL USE OF FUNDS	$ 88,662	$ 89,412	$ 90,491	$ 98,720	$ 85,205	$ 85,905

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 exibit showing these works was sponsored by the Library in August 2008 and again in 2018. Ms. Cassin's art has been widely exhibited and is held in public and private collections. In response to Hurricane Katrina, Ms. Cassin hosted a workshop to encourage children to draw and write their responses to the disaster, including its effects on animals.

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

BUDGET OVERVIEW

No funds, including interest, have been drawn from this trust in the past four fiscal years. The FY 2019/20 budget will utilize the accumulated interest from the past three years to enhance collections per the trust agreements.

Barbara Jones Cassin Trust Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2015/16 Actuals	2016/17 Actuals	2017/18 Actuals	2018/19 Adopted	2018/19 Estimated	2019/20 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
Designated	$ -	$ -	$ -	$ -	$ -	$ -
Undesignated	344,758	347,522	350,461	521,252	354,865	357,765
Total Beginning Fund Balance	344,758	347,522	350,461	521,252	354,865	357,765
Revenues						
Interest	2,764	2,939	4,404	2,900	2,900	2,900
Other Revenues	-	-	-	-	-	-
Total Revenues	$ 2,764	$ 2,939	$ 4,404	$ 2,900	$ 2,900	$ 2,900
TOTAL SOURCE OF FUNDS	$ 347,522	$ 350,461	$ 354,865	$ 524,152	$ 357,765	$ 360,665
USES OF FUNDS						
Expenditures						
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Operating Expenditures	-	-	-	-	-	10,000
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	10,000
Transfers Out						
Transfer to General Fund	-	-	-	-	-	-
Transfer to Capital Projects	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	$ -	$ -	$ -	$ -	$ -	$ 10,000
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	347,522	350,461	354,865	524,152	357,765	350,665
Total Ending Fund Balance	347,522	350,461	354,865	524,152	357,765	350,665
TOTAL USE OF FUNDS	$ 347,522	$ 350,461	$ 354,865	$ 524,152	$ 357,765	$ 360,665