

# Library Department

## DEPARTMENT PURPOSE

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

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

## BUDGET OVERVIEW

The Library Department budget consists of the Library Administration, Adult Services, Youth Services, and Circulation/System Administrative Programs, as well as five Trust Funds: the Library Trust Fund (primarily funded by contributions from the Friends of the Library), History Project Trust Fund (included in the Library Trust Fund), the Clelles Ness Trust Fund, the 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 2022/23 budget is built on a status quo level of service; however, cost increases are necessary in most areas to provide that unchanged level of service due to increasing costs of materials, supplies, books and shipping. These increases are comparable to the inflationary

## LIBRARY DEPARTMENT

costs being seen for most commercial spending. Software licenses and database subscriptions have also impacted the budget with increases across most platforms to maintain status quo service. Additionally, some programs and services that were reduced during the height of the global pandemic will start returning to pre-pandemic service levels as mitigation measures wane.

Customer-focused procedures such as automatically renewing library materials and allowing patrons to replace lost and damaged items with new identical copies that they have sourced themselves has led to a reduction in revenue from fines over the past few fiscal years. In FY 2020/21 Council removed overdue fines completely from the Comprehensive Fine and Fee Schedule as overdue fines were costing more in staff time than they were bringing in as revenue.

Some Library staff positions were restructured during FY 2021/22. These positions included converting a vacated back office position at a supervisor payrate to a front-facing Library Assistant position emphasizing service for teens. Challenges associated with the “great resignation” relating to retaining or hiring qualified part-time/temporary staff was addressed by significantly reducing the pool of budgeted temporary hours, which combined with the cost savings from the previously mentioned restructure, offset most of the cost of creating a second full-time Senior Library Page position. These positions are not only better suited to the changing needs, but also help to address some of the staffing problems realized by temporary staff seeking benefited positions in other agencies. The costs and savings of these restructures are spread among the four program categories. The FY 2022/23 budget includes increases in salary and benefit costs attributed to negotiates salary raises, anticipated merit step increases and higher benefit and CalPERS pension rates.

The Library has routine technology replacements this year, including scheduled replacement of the security camera system and integrated Audio/Video equipment. Capital Improvement Program projects funded through one of the Library Trusts include the completion of sound dampening equipment in the lobby of the building. The installation of a backup battery power system for power outages and emergencies is also slated as a capital project this year. The Library building has reached its ten-year mark, and although no major maintenance replacements are necessary this year, it is anticipated that subsequent years will see the necessity of routine replacements to keep the building in top shape and avoid the costs of problems associated with deferred maintenance.

**LIBRARY DEPARTMENT**

**FY 2021/22 ACCOMPLISHMENTS**

<b>Core Goals</b>	<b>Accomplishments</b>
<p><b><i>Good Governance</i></b>                      Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>• Provided staff opportunities for workshops and training programs provided by the State Library and the Pacific Library Partnership. Adapted staff workflow to accommodate frequent changes in COVID safety protocols.</li> <li>• Established remote credit card payment system for Library customer printing.</li> <li>• Continued to share available Library resources with the public in the form of craft kits; puzzles and games; Science, Technology, Engineering, Arts, and Mathematics (STEAM) supplies; and wifi hotspots.</li> <li>• Sought out alternative vendors and methods of purchasing books due to long wait times and supply chain issues in the publishing industry.</li> <li>• Restructured a vacated staff position into a full-time Teen Services Library Assistant to better serve local teens and improve partnerships with local schools.</li> <li>• Restructured temporary/part-time pool staffing hours to accommodate for an additional full-time Library Page due to difficulties in hiring and retaining qualified part-time staff.</li> <li>• Restarted the volunteer program after the COVID-related hiatus for volunteers.</li> </ul>
<p><b><i>Civic Enrichment</i></b>                      Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"> <li>• Continue to provide access to materials and books during COVID restrictions through multiple service models. Provided full public access to the Library building with safety protocols in place while neighboring library jurisdictions were still operating at limited capacity.</li> <li>• Provided access to computers and broadband internet, expanded the lending of laptops, and increasing the availability of lendable wifi hotspots for the public.</li> <li>• Continued to provide reference and readers advisory service to the public which included personalized and curated reading materials selections, as well as specialized reference assistance from a combined service point in the building and via phone, email, and instant messaging.</li> <li>• Continued to offer Zipbooks through a grant from the State Library to obtain titles by patron request that were not in our collection.</li> <li>• Maintained the StoryWalk in Oak Meadow Park in cooperation with the Friends of Library.</li> <li>• Provided outreach and support to local schools including tours, school visits, and curation of resources for teachers.</li> </ul>

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### FY 2021/22 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<ul style="list-style-type: none"><li>• Created hands-on activity kits for checkout including robotics kits, art kits, crafting kits, family history archiving kits, game and puzzle kits, and more.</li><li>• Continued to foster a love of reading for beginning readers by curating and adding the Easy Reader Browsing Collection and expanding our growing VOX electronic read-aloud book collection.</li><li>• Produced multiple virtual and in-person programs each week for patrons of all age groups including storytimes, author talks, book clubs, writing workshops, cooking classes, music programs, and specialty programs for a variety of hobbies and interests. Expanded book club offerings by adding a “Mystery Lovers Book Club” and “El Cafecito,” our Spanish language book club.</li><li>• Relunched the popular “Page Turner” podcast, featuring Library staff members, local authors, and the Town Poet Laureate.</li><li>• Continued the “Retro Tech” program to allow the community to digitize old media formats free of charge.</li><li>• Offered creative services to the public including 3D printing and laser cutting.</li><li>• Reinstated weekly Tech Tutoring appointments, allowing community members to bring their tech questions to a Library expert.</li><li>• Opened Library spaces for reservation, allowing members of the public to book a space for meetings, job interviews, or study sessions.</li><li>• Enhanced partnerships with local agencies such as LGS Recreation, NUMU, and local teachers.</li></ul>

**LIBRARY DEPARTMENT**

**FY 2021/22 ACCOMPLISHMENTS**

<b>Core Goals</b>	<b>Accomplishments</b>
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment</p>	<p align="center">Equity and Inclusion Efforts</p> <ul style="list-style-type: none"> <li>• Continued to promote “Represent Los Gatos” to record stories of present and past Black, Indigenous, and people of color (BIPOC) residents of Town that were underrepresented in the Town’s historical archives.</li> <li>• Began adding books in Russian, Farsi, and Hindi to meet demand from the community. Maintained and expanded collections in Spanish, Chinese, Korean and Japanese.</li> <li>• Invited community members and performers to produce special story and song segments in Arabic and Chinese which were included in the regular storytime programs.</li> <li>• Continued evaluating the historical archives through an equity and inclusion lens.</li> <li>• Developed a list for CDD of potential new street names honoring underrepresented members of the local community.</li> <li>• Began evaluating our collections, social media content and programs through an equity and inclusion lens.</li> <li>• Hosted book clubs and programs based around subjects of racial justice and inclusivity.</li> <li>• Produced curated reading lists and sought out books and materials to assist with engaging the public in dialog regarding equity and inclusivity.</li> <li>• Hosted weekly English as a Second Language (ESL) classes.</li> <li>• Developed 1619 Project kits to share with local educators and make available for public checkout. Attended trainings on implementing resources from the 1619 Project in our programming.</li> </ul>
<p><b><i>Public Safety</i></b> Ensure public safety through proactive community policing, affective emergency response, and community-wide emergency preparedness</p>	<ul style="list-style-type: none"> <li>• Worked in conjunction with other Town Departments as part of the Emergency Operations Center (EOC) throughout the COVID pandemic.</li> <li>• Worked with the State Library and neighboring library jurisdictions to assess COVID risk and exposure models related to public service operations.</li> <li>• Designed tiered systems of public service and internal protocols that allowed for rapid change between service levels based on need and risk while confirming with County and State guidelines for operations during COVID.</li> <li>• Reconfigured library service and worked in collaboration with PPW to institute COVID-safe protocols including configuration of physical barriers, sanitizing stations, outdoor pick up of materials, quarantining of returned materials, expanded cleaning, upgraded air filtration, and staff scheduling configurations intended to minimize exposure to COVID.</li> </ul>

## LIBRARY DEPARTMENT

### DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adopted	2021/22 Estimated	2022/23 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	\$ 12,482	\$ 23,101	\$ 16,022	\$ 9,000	\$ 9,000	\$ -
<i>Service Charge</i>	-	5,137	-	-	-	-
<i>Fines &amp; Forfeitures</i>	9,421	6,391	-	2,000	500	500
<i>Other Revenues</i>	35,055	27,799	-	35,000	35,000	35,000
<b>TOTAL REVENUES</b>	<b>\$ 56,958</b>	<b>\$ 62,428</b>	<b>\$ 16,022</b>	<b>\$ 46,000</b>	<b>\$ 44,500</b>	<b>\$ 35,500</b>
<b>Transfers In</b>						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
<i>Transfers In from General Fund</i>	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 56,958</b>	<b>\$ 62,428</b>	<b>\$ 16,022</b>	<b>\$ 46,000</b>	<b>\$ 44,500</b>	<b>\$ 35,500</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,723,838	\$ 1,834,206	\$ 1,927,572	\$ 2,172,125	\$ 1,854,393	\$ 2,227,906
<i>Operating Expenditures</i>	340,175	338,311	359,830	336,300	337,300	382,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	429,606	528,285	541,472	554,282	553,433	529,046
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,493,619</b>	<b>\$ 2,700,802</b>	<b>\$ 2,828,874</b>	<b>\$ 3,062,707</b>	<b>\$ 2,745,126</b>	<b>\$ 3,139,452</b>
<b>PROGRAM</b>						
<i>Administration</i>	\$ 451,284	\$ 469,563	\$ 512,166	\$ 540,756	\$ 518,065	\$ 548,989
<i>Adult Services</i>	548,199	544,326	643,929	688,224	701,284	894,440
<i>Youth Services</i>	502,330	510,064	570,048	630,300	533,812	647,187
<i>Acquisitions &amp; Cataloging</i>	-	-	-	-	-	-
<i>Circulation Services</i>	969,174	1,149,220	1,091,598	1,194,427	982,965	1,048,836
<i>Operating Grant</i>	22,632	27,629	11,133	9,000	9,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,493,619</b>	<b>\$ 2,700,802</b>	<b>\$ 2,828,874</b>	<b>\$ 3,062,707</b>	<b>\$ 2,745,126</b>	<b>\$ 3,139,452</b>

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

## LIBRARY DEPARTMENT

### DEPARTMENT STAFFING

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Funded</b>	<b>2021/22 Funded</b>	<b>2022/23 Adopted</b>
Library Director	1.00	1.00	1.00	1.00	1.00
Division Manager	2.00	2.00	2.00	2.00	2.00
Librarian	3.00	3.00	3.00	3.00	3.00
Library Technology Specialist	2.00	2.00	2.00	2.00	2.00
Library Assistant	-	-	-	-	1.00
Library Specialist	1.75	1.75	1.75	1.75	0.75
Customer Service Specialist	1.75	1.75	1.75	1.75	1.75
Sr Library Page	1.00	1.00	1.00	1.00	2.00
<b>TOTAL PROGRAM FTE's</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>13.50</b>

<b>Temporary Staff Hours</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Funded</b>	<b>2021/22 Funded</b>	<b>2022/23 Adopted</b>
Librarian Temp	350	350	350	350	140
Library Clerk	1,050	1,050	800	800	650
Library Page	6,344	6,344	5,300	5,300	3,000
Library Assistant	800	800	1,200	1,200	1,100
Library Teen Services Specialist	750	750	800	800	400
<b>TOTAL ANNUAL HOURS</b>	<b>9,294</b>	<b>9,294</b>	<b>8,450</b>	<b>8,450</b>	<b>5,290</b>





# **Library Department**

## **LIBRARY ADMINISTRATION PROGRAM 7101**

### **PROGRAM PURPOSE**

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

### **BUDGET OVERVIEW**

The FY 2022/23 Administration budget reflects continued commitment to provide the best customer experience and the best value for the community while operating in a safe manner as COVID situations continue to change. 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 continue to work collaboratively with the non-profit Friends of Los Gatos Library. In addition, Library staff continues to work to improve partnerships and outreach within our community.

Planned expenditures for this year anticipate the need to reinstate some funds that were reduced in FY 2021/22 due to pandemic uncertainty. Operational lines for supplies, furniture upholstery repair, and associated costs of the public returning to using the building will necessitate expenditures in those areas to be closer to pre-pandemic levels. Trainings, workshops, conferences, and professional development for staff are beginning to return to in-person locations which also requires spending closer to pre-pandemic levels.

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

This year's budget does ask for a nominal amount of \$1,500 to support projects and events produced by the Town Poet Laureate and \$1,500 to support small scale project work of the Arts and Culture Commission to further their respective work for the general benefit of the community.

**SUMMARY OF REVENUES AND EXPENDITURES**

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	5,137	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	55	1,549	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 55</b>	<b>\$ 6,686</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 55</b>	<b>\$ 6,686</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 317,795	\$ 343,640	\$ 387,139	\$ 419,196	\$ 396,485	\$ 410,127
<i>Operating Expenditures</i>	41,368	40,849	39,870	33,300	33,300	44,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	92,121	85,074	85,157	88,260	88,280	94,362
<b>TOTAL EXPENDITURES</b>	<b>\$ 451,284</b>	<b>\$ 469,563</b>	<b>\$ 512,166</b>	<b>\$ 540,756</b>	<b>\$ 518,065</b>	<b>\$ 548,989</b>

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

**FY 2022/23 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<p><b><i>Good Governance</i></b> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><b><i>Emergency Community Resources Services</i></b></p> <ul style="list-style-type: none"> <li>• Maintain and expand COVID specific Library operations in collaboration with neighboring Library jurisdictions.</li> <li>• Evaluate options for using the Library building as a community resource center in emergency situations such as planned safety power outages, or as a heating center and cooling center during weather events.</li> <li>• Work in collaboration with PPW to install backup battery systems in the event of a power outage.</li> <li>• Continue to seek out grant opportunities for Library programs.</li> </ul>
<p><b><i>Quality Public Infrastructure</i></b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><b><i>Long-term building maintenance</i></b></p> <ul style="list-style-type: none"> <li>• Finish the final improvements to the circulation area of the Library by installing a white noise system for sound mitigation.</li> <li>• Work in collaboration with PPW to update contracts with Lutron, the Library’s automated lighting system software, and repair problems associated with the current software.</li> <li>• Work in collaboration with PPW to replace the Library’s security camera system and installed A/V systems.</li> </ul>
<p><b><i>Community Character</i></b> Preserve and enhance the appearance character and environment quality of the community</p>	<p style="text-align: center;"><b><i>Arts Commission Projects</i></b></p> <ul style="list-style-type: none"> <li>• Complete installation of the second Gateway project sculpture at Lark Ave and Hwy 17.</li> <li>• Assist the Arts and Culture Commission to begin a public mural program.</li> </ul>

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

**KEY PROGRAM SERVICES**

- Administers and supervises four operating programs in the Department.
- Provides oversight of day-to-day operations and staffing.
- 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 and the Silicon Valley Library Cooperative Executive Committee.
- 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**

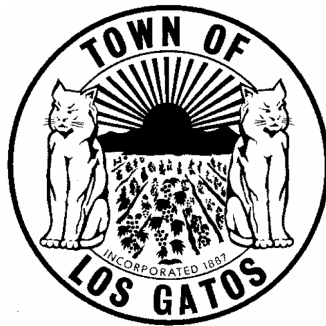
**Full Time Equivalent (FTE)**

	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Director	1.00	1.00	1.00	1.00	1.00
Division Manager	0.40	0.40	0.40	0.40	0.40
Library Specialist	0.25	0.25	0.25	0.25	0.25
<b>Total Administration FTEs</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>

<b>Performance Objectives and Measures</b>	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. <i>Provide the space, opportunity and support for the Library to be at the heart of an engaged community.</i>					
a. Percentage of customers stating the Library is a significant or very significant part of their community experience:	89%	Public survey not conducted due to COVID	Public survey not conducted due to COVID	90%	90%

<b>Activity and Workload Highlights</b>	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Door Count:	266,537	177,439	105,821	127,313	250,000
2. Volunteer hours contributed:	6,632	4,951	2,032	2,288	4,000
3. Number of public service hours (open hours)	N/A	N/A	2,740	2,810	2,810

\*New Measure Added FY 2021/22



# **Library Department**

## **ADULT SERVICES PROGRAM 7201**

### **PROGRAM PURPOSE**

The Adult Services Program supports Library services for adults and seniors. 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. Maintenance of the Town's Historical Archives also falls under the purview of Adult Services.

### **BUDGET OVERVIEW**

The Adult Services program continues to evaluate and add new programming for adults with a large focus on technology tutoring, arts programming, author visits and educational workshops. The Library will continue to evaluate and curate a meaningful print and electronic media collection, in response to changing community needs.

Public demand for both physical and e-books remain at a very high level with a surprising post-pandemic shift back to the community's desire for physical publications over electronic formats. The latter half of FY 2021/22 saw significant delays in availability of new publications which caused Library staff to temporarily source for alternative vendors to meet the demands of the community. Though these complications from the typical vendors and publishing industry supply chains are now being corrected, general inflationary increases across the publishing industry are currently tracking at approximately 7% over last year's costs for books and materials. The increase in the budget for collections and materials reflects this reality with the anticipation that the Library only maintains the same net number of new books added to the collection as the previous year.

**LIBRARY DEPARTMENT**  
**Adult Services**

The demand for the Library’s streaming content platforms, Hoopla and Kanopy, has increased equivalent to the decline in demand for physical audio-visual material such as DVDs and physical audiobooks. The Library continues to transition to more access to streaming services to meet the needs of the community which are generally offset by reductions in physical audio-visual collection purchases.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	35,000	26,250	-	35,000	35,000	35,000
<b>TOTAL REVENUES</b>	<b>\$ 35,000</b>	<b>\$ 26,250</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 35,000</b>	<b>\$ 26,250</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 308,250	\$ 319,729	\$ 385,647	\$ 439,546	\$ 452,558	\$ 627,945
<i>Operating Expenditures</i>	147,240	139,459	172,776	160,000	160,000	171,200
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	92,709	85,138	85,506	88,678	88,726	95,295
<b>TOTAL EXPENDITURES</b>	<b>\$ 548,199</b>	<b>\$ 544,326</b>	<b>\$ 643,929</b>	<b>\$ 688,224</b>	<b>\$ 701,284</b>	<b>\$ 894,440</b>



**LIBRARY DEPARTMENT**

**Adult Services**

**FY 2022/23 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<p style="text-align: center;"><b><i>COVID-safe Programming and Post-pandemic Programming</i></b></p> <p>Continue to offer on-line and virtual programming, producing high quality programs, and work in collaboration with partner organizations for content. Plan for safe transitions to in-person programming when appropriate.</p>
	<p style="text-align: center;"><b><i>Alternate Collection Services</i></b></p> <ul style="list-style-type: none"> <li>• Continue the State-sponsored Zipbook service to the public which increases the number of titles requested by the public which are filled.</li> <li>• Continue to introduce non-traditional materials for lending for public use, including activity kits and digitization equipment.</li> </ul>
	<p style="text-align: center;"><b><i>Historical Digitization</i></b></p> <p>Working in partnership with <i>California Revealed</i>, a project of the California State Library, to digitize historical materials and make them keyword searchable to the public.</p>
	<p style="text-align: center;"><b><i>Equity and Inclusion Efforts</i></b></p> <ul style="list-style-type: none"> <li>• Continue work on collecting oral histories of BIPOC community members through the Library’s Represent Los Gatos project.</li> <li>• Research past instances of systematic racial exclusion in the history of Los Gatos working towards the production of a historical report.</li> <li>• Develop protocols and best practices for regular diversity audits of both our collections, social media content and programs, and establish a means of communicating progress to the public.</li> <li>• Participate in the Town’s equity, diversity, and inclusivity (EDI) initiative.</li> <li>• Continue to add to collections in languages other than English to meet changing community demands.</li> </ul>

**LIBRARY DEPARTMENT**

**Adult Services**

**KEY PROGRAM SERVICES**

**Meeting Information Needs**

- Provides reference service, reader’s advisory, tech and computer assistance, and information literacy in-person and virtually through virtual meetings, chat, or online resources.
- Maintains vibrant physical and electronic collections.
- 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.

**ADULT SERVICES PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
<b>Town Staff</b>					
Division Manager	0.30	0.30	0.30	0.30	0.30
Librarian	1.50	1.50	1.50	1.50	1.50
Library Technology Specialist	0.70	0.70	0.70	0.70	0.70
Library Assistant	-	-	-	-	1.00
Sr Library Page	0.60	0.60	0.60	0.60	1.20
<b>Total Adult Services FTEs</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	<b>4.70</b>
<b>Temporary Staff</b>					
	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Librarian Temp	175	175	175	175	70
Library Assistant	400	400	600	600	550
Library Teen Specialist	-	750	800	800	400
<b>Total Annual Hours</b>	<b>575</b>	<b>1,325</b>	<b>1,575</b>	<b>1,575</b>	<b>1,020</b>

**LIBRARY DEPARTMENT**  
**Adult Services**

<b>Performance Objectives and Measures</b>	<b>2018/19 Actual</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Estimated</b>	<b>2022/23 Planned</b>
1. <i>Provide a variety of programs throughout the year that foster curiosity and community connection.</i>					
a. Percentage of customers rating Library programs as good/excellent:	92%	<i>Public survey not conducted due to COVID</i>	<i>Public survey not conducted due to COVID</i>	80%	90%
2. <i>Assure delivery of quality service to customers.</i>					
a. Percentage of customers rating staff interactions as good/excellent:	92%	<i>Public survey not conducted due to COVID</i>	<i>Public survey not conducted due to COVID</i>	85%	90%

<b>Activity and Workload Highlights</b>	<b>2018/19 Actual</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Estimated</b>	<b>2022/23 Planned</b>
1. Number of adult reference questions received:	9,146	12,541	1,622	1,873	9,000
2. Hours of service per week at adult services desk:	54	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
3. Number of adult programs offered:	354	375	135	194	250
4. Total attendance at adult programs:	3,494	2,772	2,241	788	2,000
5. Total number of adult outreach programs:	26	18	0	1	10
6. Total attendance at adult outreach programs:	1,310	1,116	0	49	500



# 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

Youth Services has adapted to changes and restrictions related to COVID including producing high-quality outdoor storytimes, activities, and manipulative kits for check out. This fiscal year, Youth Services plans to transition to in-person programming when considered appropriate and within safety guidelines. The Youth Services Team continues to work in partnership with local schools, as well as continue to maintain well-rounded collections that fit changing community needs and interests.

Inflationary costs for children's books and other published materials calculated at approximately 7% are being seen across the publishing industry. The line-item increase for library collections for FY 2022/23 reflects this rising cost with the goal of purchasing the same net number of books and materials as previous years.

**LIBRARY DEPARTMENT**  
**Youth Services**

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 358,072	\$ 376,102	\$ 419,911	\$ 481,504	\$ 385,313	\$ 486,228
<i>Operating Expenditures</i>	51,280	48,671	64,553	60,000	60,000	66,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	92,978	85,291	85,584	88,796	88,499	94,859
<b>TOTAL EXPENDITURES</b>	<b>\$ 502,330</b>	<b>\$ 510,064</b>	<b>\$ 570,048</b>	<b>\$ 630,300</b>	<b>\$ 533,812</b>	<b>\$ 647,187</b>

**LIBRARY DEPARTMENT**

**Youth Services**

**FY 2022/23 KEY PROJECTS**

Core Goals	Key Projects
<p><b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.</p>	<p><b><i>COVID-safe Programming and Post-pandemic Programming</i></b></p>
	<p>Continue to produce high quality online and in-person programs for children and families.</p>
	<p><b><i>Teen Services</i></b></p>
	<ul style="list-style-type: none"> <li>• Continue in-person teen services with appropriate COVID safety guidelines.</li> <li>• Continue partnership with Los Gatos High School and Los Gatos Unified middle and elementary schools by making new student identification (ID) cards or ID numbers useable as Library cards.</li> </ul>
	<p><b><i>Equity and Inclusion Efforts</i></b></p>
	<ul style="list-style-type: none"> <li>• Develop protocols and best practices for regular diversity audits of both our collections and programs; establish a means of communicating progress to the public.</li> <li>• Continue to produce regular bilingual programming to serve the needs of our community.</li> <li>• Participate in the Town’s EDI Initiative.</li> <li>• Survey Library spaces and collections through the lens of making our resources more accessible to families with all levels of abilities.</li> </ul>

**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.

**LIBRARY DEPARTMENT**  
**Youth Services**

**Outreach to youth**

- Raises awareness for 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 Los Gatos High School students, Fisher Middle School students, and all public elementary schools in Los Gatos as part of the Student Success Initiative.

**YOUTH SERVICES PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Funded</b>	<b>2021/22 Funded</b>	<b>2022/23 Adopted</b>
Division Manager	0.50	0.50	0.50	0.50	0.50
Librarian	1.50	1.50	1.50	1.50	1.50
Library Technology Specialist	0.40	0.40	0.40	0.40	0.40
Sr Library Page	0.40	0.40	0.40	0.40	0.80
<b>Total Youth Services FTEs</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>3.20</b>

<b>Temporary Staff</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Funded</b>	<b>2021/22 Funded</b>	<b>2022/23 Adopted</b>
Librarian Temp	175	175	175	175	70
Library Assistant	400	400	400	600	550
Library Teen Specialist	750	-	-	-	-
<b>Total Annual Hours</b>	<b>1,325</b>	<b>575</b>	<b>575</b>	<b>775</b>	<b>620</b>



**LIBRARY DEPARTMENT**  
**Youth Services**

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. <i>Provide a variety of programs throughout the year that foster curiosity and community connection.</i>					
a. Percentage of customers rating youth programs as good/excellent:	94%	<i>Public Survey not conducted due to COVID</i>	<i>Public Survey not conducted due to COVID</i>	85%%	95%
2. <i>Assure the delivery of quality service to youth customers.</i>					
a. Percentage of customers rating interactions as good/excellent:	94%	<i>Public Survey not conducted due to COVID</i>	<i>Public Survey not conducted due to COVID</i>	90%	95%

Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of youth programs per year:	428	435	165	176	250
2. Total attendance at youth programs:	20,971	21,366	2,739	4,217	15,000
3. Annual number of youth reference questions received:	18,292	14,002	655	780	12,500
4. Number of teens using library resources per year:	21,008	14,222	<i>Not tracked during COVID restrictions</i>	<i>Not tracked during COVID restrictions</i>	12,000
5. Number of youth outreach programs:	5	5	0	6	15
6. Total attendance at youth outreach programs:	853	971	0	757	2,000



# **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 enable 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 Library Circulation and Systems Administration program continues to utilize 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.

Fees for subscriptions, licenses, databases, and software/hardware maintenance for the thirty-plus services the library uses for both internal functioning and public use will be seeing increases from nearly all vendors as FY 2022/23 approaches. The increase in operational expense noted here reflects those increases while keeping the Library at a status quo service level.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	9,458	6,391	-	2,000	500	500
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 9,458</b>	<b>\$ 6,391</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 9,458</b>	<b>\$ 6,391</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 739,721	\$ 794,735	\$ 734,875	\$ 831,879	\$ 620,037	\$ 703,606
<i>Operating Expenditures</i>	77,655	81,703	71,498	74,000	75,000	100,700
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	151,798	272,782	285,225	288,548	287,928	244,530
<b>TOTAL EXPENDITURES</b>	<b>\$ 969,174</b>	<b>\$ 1,149,220</b>	<b>\$ 1,091,598</b>	<b>\$ 1,194,427</b>	<b>\$ 982,965</b>	<b>\$ 1,048,836</b>

**FY 2022/23 KEY PROJECTS**

Core Goals	Key Projects
<p><b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government</p>	<ul style="list-style-type: none"> <li>• Replacement of security camera system and installed A/V equipment.</li> <li>• Reconfigure the user interface for the public side of the Library catalog system.</li> <li>• Continue to evaluate vendors, software, equipment, and materials procurement to make the best use of resources for the community.</li> <li>• Work in collaboration with the State Library to utilize grant funding to circulate wifi hotspots to low-income or under-connected households.</li> </ul>

**LIBRARY DEPARTMENT**  
**Circulation and Systems 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.
- Maintains online catalog to assure customer access to Library materials.
- Acquires Library materials.
- Maintains Library collections, including shelving of materials.

**CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Division Manager	0.80	0.80	0.80	0.80	0.80
Library Specialist	1.50	1.50	1.50	1.50	0.50
Library Technology Specialist	0.90	0.90	0.90	0.90	0.90
Customer Service Specialist	1.75	1.75	1.75	1.75	1.75
<b>Total Circulation/System FTEs</b>	<b>4.95</b>	<b>4.95</b>	<b>4.95</b>	<b>4.95</b>	<b>3.95</b>

	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Temporary Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Library Clerk	1,050	1,050	1,050	800	650
Library Page	6,344	6,344	6,344	5,300	3,000
<b>Total Annual Hours</b>	<b>7,394</b>	<b>7,394</b>	<b>7,394</b>	<b>6,100</b>	<b>3,650</b>

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

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. <i>Percentage of customers stating the Library has a good/excellent collection:</i>	84%	<i>Public survey not conducted due to COVID-19</i>	<i>Public survey not conducted due to COVID</i>	82%	85%
2. <i>Assure access to library online services.</i>					
a. Number of databases available online:	24	48	34	39	39
b. Number of electronic materials available for loan:*	795,398	875,485	858,700	1,131,332	1,150,000
c. Number of items in-house for loan:	121,091	107,095	103,081	105,764	110,000

Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Total Circulation:	477,448	362,359	209,088	313,030	350,000
2. Number of new patrons registered:	4,312	4,117	3,535	3,964	4,000
3. Hours of public service per week at circulation:	54	<i>Measure Discontinued</i>	<i>Measure Discountinued</i>	<i>Measure Discountinued</i>	<i>Measure Discountinued</i>
4. Number of Library Card holders:	28,526	27,282	26,798	28,830	29,000
5. Number of periodical subscriptions available for public:	104	95	92	50	50
6. Use of public internet computers:	34,406	21,930	1,095	3,671	12,000
7. Circulation of non-English materials:	1,272	1,279	2755	3,120	4,500
8. Electronic Content Use:*	81,421	99,039	119,165	87,948	90,000

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

### BUDGET OVERVIEW

The Los Gatos Friends of the Library generally has contributed an average of \$70,000 directly to the Library in cash funds during the past fiscal years. This funding has provided support for community programs, family programs, teen programs, and Summer Reading events and prizes.

In FY 2020/21, the Friends of the Library's ability to fundraise or operate their bookstore was greatly impacted by COVID with a substantial loss of anticipated revenue to their organization, which in turn led to a reduction of donation revenue for the Library. During FY 2021/22 however, the Friends of the Library were able to reestablish their footing and clientele. The FY 2022/23 budget presented here anticipates donations from the Friends to be equal to previous pre-pandemic levels which will be used to cover the costs of library programming and events. An additional \$25,000 of funds to support one-time digitization projects for historical materials will be pulled from the reserve balance of the Trust.

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

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 Funds were mostly royalties donated by the author of books on Los Gatos history, however the money received from donated royalties has been decreasing to almost zero over the past years, and the FY 2022/23 budget anticipates limited to no contributions from this source.

STATEMENT OF SOURCE AND USE OF FUNDS

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	49,920	64,731	55,482	76,746	76,746	77,746
Total Beginning Fund Balance	49,920	64,731	55,482	76,746	76,746	77,746
Revenues						
<i>Interest</i>	1,627	1,579	767	500	500	500
<i>Other Revenues</i>	82,213	61,809	38,392	35,000	70,500	70,000
<i>Intergovernmental</i>	-	-	-	35,000	-	-
Total Revenues	<u>83,840</u>	<u>63,388</u>	<u>39,159</u>	<u>70,500</u>	<u>71,000</u>	<u>70,500</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 133,760</u></b>	<b><u>\$ 128,119</u></b>	<b><u>\$ 94,641</u></b>	<b><u>\$ 147,246</u></b>	<b><u>\$ 147,746</u></b>	<b><u>\$ 148,246</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	69,029	72,637	17,895	70,000	70,000	95,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>69,029</u>	<u>72,637</u>	<u>17,895</u>	<u>70,000</u>	<u>70,000</u>	<u>95,000</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to History Trust Fund</i>	-	-	-	-	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b><u>69,029</u></b>	<b><u>72,637</u></b>	<b><u>17,895</u></b>	<b><u>70,000</u></b>	<b><u>70,000</u></b>	<b><u>95,000</u></b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	64,731	55,482	76,746	77,246	77,746	53,246
Total Ending Fund Balance	<u>64,731</u>	<u>55,482</u>	<u>76,746</u>	<u>77,246</u>	<u>77,746</u>	<u>53,246</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 133,760</u></b>	<b><u>\$ 128,119</u></b>	<b><u>\$ 94,641</u></b>	<b><u>\$ 147,246</u></b>	<b><u>\$ 147,746</u></b>	<b><u>\$ 148,246</u></b>



# Clelles Ness Trust Fund

## FUND 713

### FUND PURPOSE

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

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

### BUDGET OVERVIEW

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 2015/16 for the purchase of the automated materials handling system, roughly \$21,000 was expended in FY 2018/19 to fund the installation of sound mitigating doors to the teen room, and a portion of the approximately \$22,000 remainder of the fund was expended at the end of FY 2021/22 for the installation of sound mitigation enhancements to the library’s lobby.

**LIBRARY DEPARTMENT  
Clelles Ness Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2018/19</u> Actuals	<u>2019/20</u> Actuals	<u>2020/21</u> Actuals	<u>2021/22</u> Adjusted	<u>2021/22</u> Estimated	<u>2022/23</u> Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	41,258	20,946	21,314	88,679	21,593	21,843
Total Beginning Fund Balance	<u>41,258</u>	<u>20,946</u>	<u>21,314</u>	<u>88,679</u>	<u>21,593</u>	<u>21,843</u>
Revenues						
<i>Interest</i>	736	368	279	-	250	250
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 736</u>	<u>\$ 368</u>	<u>\$ 279</u>	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ 250</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 41,994</u></b>	<b><u>\$ 21,314</u></b>	<b><u>\$ 21,593</u></b>	<b><u>\$ 88,679</u></b>	<b><u>\$ 21,843</u></b>	<b><u>\$ 22,093</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	21,048	-	-	20,755	-	20,755
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>21,048</u>	<u>-</u>	<u>-</u>	<u>20,755</u>	<u>-</u>	<u>20,755</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	20,946	21,314	21,593	67,924	21,843	1,338
Total Ending Fund Balance	<u>20,946</u>	<u>21,314</u>	<u>21,593</u>	<u>67,924</u>	<u>21,843</u>	<u>1,338</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 41,994</u></b>	<b><u>\$ 21,314</u></b>	<b><u>\$ 21,593</u></b>	<b><u>\$ 88,679</u></b>	<b><u>\$ 21,843</u></b>	<b><u>\$ 22,093</u></b>

# **Susan McClendon Trust Fund**

## **FUND 714**

### **FUND PURPOSE**

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

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

### **BUDGET OVERVIEW**

A small portion of the fund comprising only the interest earned from the prior year has been budgeted in FY 2022/23 for the enhancement of children's specialty collections.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Adjusted</u>	<u>2021/22</u> <u>Estimated</u>	<u>2022/23</u> <u>Adopted</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	83,755	85,250	86,737	98,020	87,256	87,556
Total Beginning Fund Balance	<u>83,755</u>	<u>85,250</u>	<u>86,737</u>	<u>98,020</u>	<u>87,256</u>	<u>87,556</u>
Revenues						
<i>Interest</i>	1,495	1,487	1,128	700	1,000	1,000
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 1,495</u>	<u>\$ 1,487</u>	<u>\$ 1,128</u>	<u>\$ 700</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 85,250</u></b>	<b><u>\$ 86,737</u></b>	<b><u>\$ 87,865</u></b>	<b><u>\$ 98,720</u></b>	<b><u>\$ 88,256</u></b>	<b><u>\$ 88,556</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	609	700	700	1,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 609</u>	<u>\$ 700</u>	<u>\$ 700</u>	<u>\$ 1,000</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	85,250	86,737	87,256	98,020	87,556	87,556
Total Ending Fund Balance	<u>85,250</u>	<u>86,737</u>	<u>87,256</u>	<u>98,020</u>	<u>87,556</u>	<u>87,556</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 85,250</u></b>	<b><u>\$ 86,737</u></b>	<b><u>\$ 87,865</u></b>	<b><u>\$ 98,720</u></b>	<b><u>\$ 88,256</u></b>	<b><u>\$ 88,556</u></b>

# **Barbara Jones Cassin Trust Fund**

## **FUND 716**

### **FUND PURPOSE**

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

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

### **BUDGET OVERVIEW**

A small portion of the fund comprising only the interest earned from the prior year has been budgeted in FY 2022/23 for the enhancement the collection per the trust agreements.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Adjusted</u>	<u>2021/22</u> <u>Estimated</u>	<u>2022/23</u> <u>Adopted</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	351,296	357,573	353,766	357,765	357,765	358,165
Total Beginning Fund Balance	351,296	357,573	353,766	357,765	357,765	358,165
Revenues						
<i>Interest</i>	6,277	6,182	4,610	2,900	2,900	4,500
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 6,277</u>	<u>\$ 6,182</u>	<u>\$ 4,610</u>	<u>\$ 2,900</u>	<u>\$ 2,900</u>	<u>\$ 4,500</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 357,573</u></b>	<b><u>\$ 363,755</u></b>	<b><u>\$ 358,376</u></b>	<b><u>\$ 360,665</u></b>	<b><u>\$ 360,665</u></b>	<b><u>\$ 362,665</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	9,989	611	2,500	2,500	4,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	<u>9,989</u>	<u>611</u>	<u>2,500</u>	<u>2,500</u>	<u>4,500</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<u>\$ -</u>	<u>\$ 9,989</u>	<u>\$ 611</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 4,500</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	357,573	353,766	357,765	358,165	358,165	358,165
Total Ending Fund Balance	<u>357,573</u>	<u>353,766</u>	<u>357,765</u>	<u>358,165</u>	<u>358,165</u>	<u>358,165</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 357,573</u></b>	<b><u>\$ 363,755</u></b>	<b><u>\$ 358,376</u></b>	<b><u>\$ 360,665</u></b>	<b><u>\$ 360,665</u></b>	<b><u>\$ 362,665</u></b>