

# 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.

The FY 2023/24 budget is built as closely as possible to a status quo level of service and expenditure. Some small cost increases, particularly related to software licensing, are anticipated to maintain service levels. Inflationary costs being tracked in the publishing industry may result in a slight decrease in the quantity of books, eBooks, and other materials acquired this fiscal year. The budget also contains a nominal ongoing increase to offset safety supplies

## LIBRARY DEPARTMENT

such as air filters that were provided outside of the library budget during the pandemic, as well as to continue to provide access to free feminine hygiene products in Library bathrooms.

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. It is expected that any revenue from this source during the fiscal year will be nominal.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates. Additionally, two existing staff are being reclassified during FY2022/23 to reflect changes in work and skillsets as the Library continues to adapt service and meet community expectation coming out of the pandemic.

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 for completion this year. The Library building has passed the ten-year mark with some larger maintenance items being planned over the next few years to avoid the greater costs of problems associated with deferred maintenance.

**LIBRARY DEPARTMENT**

**FY 2022/23 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>• 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 Wi-Fi hotspots.</li> <li>• Continued to seek out alternative vendors and methods of purchasing books due to long wait times and supply chain issues in the publishing industry.</li> <li>• Continued efforts from last year that restarted our robust volunteer program after the COVID-related hiatus for volunteers.</li> <li>• Sought out and received multiple grants to provide alternative funding for projects and services.</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>• Continued to provide access to computers and broadband internet, expanded the lending of laptops, and increasing the availability of lendable Wi-Fi 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 2022/23 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, science/STEAM kits, art kits, crafting kits, family history archiving kits, game and puzzle kits, and more.</li> <li>• Began offering check out of State Parks Passes for community members to have access to State recreational opportunities.</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, and Cookbook Club.</li> <li>• Continued 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 and began checking out equipment to the public to maximize use and efficiency.</li> <li>• Offered creative services to the public including 3D printing and laser cutting.</li> <li>• Enhanced partnerships with local organizations such as LGS Recreation, NUMU, Plant-Based Advocates, United Against Hate, Silicon Valley Bike Coalition, AWO, Anti-Racism Coalition, Los Gatos Beatification Committee, Girls who Code, and local teachers.</li> <li>• Partnered with Parks and Public Works on grants to bring environmental sustainability programs to the public.</li> <li>• Reinstated monthly Tech Chats, allowing community members to come in and learn about new tech trends and tips for mobile and table devices.</li> <li>• Added the new online such as CreativeBug and Get Set Up to allow community members to learn new skills.</li> <li>• Continued to provide resources and seeds in the Seed Library in cooperation with community donations and the Friends of the Library.</li> <li>• Added new storytime kit themes for early literacy resources to parents.</li> <li>• Began offering online author talks with prominent authors as part of a consortium of Silicon Valley Libraries.</li> </ul>

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**FY 2022/23 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">Diversity, Equity and Inclusion (DEI) Efforts</p> <ul style="list-style-type: none"> <li>• Began improvements to the Children’s Room and Children’s Garden for access and activities for all children of abilities and learning styles.</li> <li>• Solidified the Library’s approach to celebration of cultural holidays and recognition months.</li> <li>• Supported United Against Hate Week events in partnership with that organization, and Banned Book Week events with American Library Association promotional support.</li> <li>• Continued 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 share cultural experiences in languages other than English which were included in the regular storytime programs.</li> <li>• Continued evaluating the historical archives through an equity and inclusion lens.</li> <li>• Acquired DEI assessment software to continue evaluating our collections, social media content and programs through an equity and inclusion lens.</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> </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) transitioning out of COVID pandemic protocols.</li> <li>• Continued serving as a warming center and a cooling center during periods of exceptional weather, as well as providing charging, power, and internet connectivity access to the public during power outages.</li> <li>• Worked in conjunction with Parks and Public Works to begin the process of installing an emergency backup battery for the library building to provide the public with power during future power outages.</li> </ul>

## LIBRARY DEPARTMENT

### DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adopted	2022/23 Estimated	2023/24 Proposed
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	\$ 23,101	\$ 16,022	\$ 9,000	\$ 108,281	\$ 108,281	\$ -
<i>Service Charge</i>	5,137	-	514	-	713	-
<i>Fines &amp; Forfeitures</i>	6,391	-	7	500	250	250
<i>Other Revenues</i>	27,799	-	35,000	35,000	35,000	35,000
<b>TOTAL REVENUES</b>	<b>\$ 62,428</b>	<b>\$ 16,022</b>	<b>\$ 44,521</b>	<b>\$ 143,781</b>	<b>\$ 144,244</b>	<b>\$ 35,250</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
<i>Transfers In from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 62,428</b>	<b>\$ 16,022</b>	<b>\$ 44,521</b>	<b>\$ 143,781</b>	<b>\$ 144,244</b>	<b>\$ 35,250</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,834,206	\$ 1,927,572	\$ 1,865,875	\$ 2,227,906	\$ 2,085,476	\$ 2,325,108
<i>Operating Expenditures</i>	338,311	359,830	333,002	490,781	470,768	415,200
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	528,285	541,472	553,525	529,046	529,045	539,317
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,700,802</b>	<b>\$ 2,828,874</b>	<b>\$ 2,752,402</b>	<b>\$ 3,247,733</b>	<b>\$ 3,085,289</b>	<b>\$ 3,279,625</b>

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adopted	2022/23 Estimated	2023/24 Proposed
<b>PROGRAM</b>						
<i>Administration</i>	\$ 469,563	\$ 512,166	\$ 505,444	\$ 548,989	\$ 545,230	\$ 575,064
<i>Adult Services</i>	544,326	643,929	698,827	894,440	831,370	882,272
<i>Youth Services</i>	510,064	570,048	546,777	647,187	610,696	649,512
<i>Acquisitions &amp; Cataloging</i>	-	-	-	-	-	-
<i>Circulation Services</i>	1,149,220	1,091,598	990,969	1,048,836	1,009,732	1,152,777
<i>Operating Grant</i>	27,629	11,133	10,385	108,281	88,261	20,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,700,802</b>	<b>\$ 2,828,874</b>	<b>\$ 2,752,402</b>	<b>\$ 3,247,733</b>	<b>\$ 3,085,289</b>	<b>\$ 3,279,625</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)**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</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>

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Temporary Staff Hours</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</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 2023/24 Administration budget reflects continued commitment to provide the best Library user experience and the best value for the community while operating as efficiently as possible. 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 FY2023/24 remain status quo in most areas, and do contain an overall increase to cover the costs of providing free access to feminine hygiene products in Library bathrooms, and also to cover the costs of safety supplies such as air filter replacements for portable filtration systems that had instead been covered in the past year by the Parks and Public Works Department. The Administration program budget also contains small status quo line items to support the work of the Arts and Culture Commission and the Town Poet Laureate.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	5,137	-	50	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	1,549	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 6,686</b>	<b>\$ -</b>	<b>\$ 50</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>\$ 6,686</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 343,640	\$ 387,139	\$ 384,355	\$ 410,127	\$ 406,369	\$ 430,594
<i>Operating Expenditures</i>	40,849	39,870	32,817	44,500	44,500	49,500
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	85,074	85,157	88,272	94,362	94,361	94,970
<b>TOTAL EXPENDITURES</b>	<b>\$ 469,563</b>	<b>\$ 512,166</b>	<b>\$ 505,444</b>	<b>\$ 548,989</b>	<b>\$ 545,230</b>	<b>\$ 575,064</b>

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

**FY 2023/24 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>• Evaluate expanded 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>• Continue to 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 and replace the lighting fixtures and/or begin the transition to LED lighting.</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 third Gateway project sculpture at near Winchester and Hwy 85.</li> <li>• Being working in collaboration with Silicon Valley Creates to expand the opportunities of the Commission.</li> <li>• Work with Commissioners to develop a procedure for obtaining donations for future public arts projects.</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)**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</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>	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	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:	<i>Public survey not conducted due to COVID</i>	<i>Public survey not conducted due to COVID</i>	96%	98%	98%

<b>Activity and Workload Highlights</b>	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	Planned
1. Door Count:	177,439	105,821	175,478	201,500	250,000
2. Volunteer hours contributed:	4,951	2,032	6,200	7,000	7,000
3. Number of public service hours (open hours)	N/A	2,740	2,740	2,740	2,740

*\*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. Use of the physical collection of print books over the past year has increased significantly coming out of the pandemic while public demand for e-books has held steady.

The first half of FY 2022/23 saw significant delays in availability of new publications which caused Library staff to temporarily source through 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, inflationary costs for books and other published materials continues across the publishing industry. Despite these inflationary rising costs, the FY2023/24 budget reflects status quo dollar amounts which may result in a slight decrease of approximately 3% of the amount of book and eBook titles purchased for the library collection for public use.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	26,250	-	35,000	35,000	35,000	35,000
<b>TOTAL REVENUES</b>	<b>\$ 26,250</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 26,250</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 319,729	\$ 385,647	\$ 456,109	\$ 627,945	\$ 564,875	\$ 614,262
<i>Operating Expenditures</i>	139,459	172,776	153,925	171,200	171,200	171,200
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	85,138	85,506	88,793	95,295	95,295	96,810
<b>TOTAL EXPENDITURES</b>	<b>\$ 544,326</b>	<b>\$ 643,929</b>	<b>\$ 698,827</b>	<b>\$ 894,440</b>	<b>\$ 831,370</b>	<b>\$ 882,272</b>



**LIBRARY DEPARTMENT**

**Adult Services**

**FY 2023/24 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 style="text-align: center;"><b><i>High-quality Programming</i></b></p> <ul style="list-style-type: none"> <li>• Continue to increase offerings of high-quality programs in both in-person and on-line formats to cater to a variety of community interests.</li> </ul>
	<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, games, tool kits, digitization equipment, and State Parks Passes.</li> </ul>
	<p style="text-align: center;"><b><i>Historical Digitization</i></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<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 Black Indigenous People of Color (BIPOC) community members through the Library’s Represent Los Gatos project.</li> <li>• Continue to research past instances of systematic racial exclusion in the history of Los Gatos working towards the production of a historical report.</li> <li>• Continue refining protocols and best practices for regular diversity audits of 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 needs.</li> </ul>



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

<b>Performance Objectives and Measures</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Actual</b>	<b>2022/23 Estimated</b>	<b>2023/24 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:	<i>Public survey not conducted due to COVID</i>	<i>Public survey not conducted due to COVID</i>	98%	98%	98%
2. <i>Assure delivery of quality service to customers.</i>					
a. Percentage of customers rating staff interactions as good/excellent:	<i>Public survey not conducted due to COVID</i>	<i>Public survey not conducted due to COVID</i>	95%	95%	95%

<b>Activity and Workload Highlights</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Actual</b>	<b>2022/23 Estimated</b>	<b>2023/24 Planned</b>
1. Number of adult reference questions received:	12,541	1,622	1,558	3,073	4,100
2. Number of adult programs offered:	375	135	292	640	700
3. Total attendance at adult programs:	2,772	2,241	3,752	4,650	5,200
4. Total number of adult outreach programs:	18	0	8	24	30
5. Total attendance at adult outreach programs:	1,116	0	72	153	210



# 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 12 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 rebounded significantly coming out of pandemic protocols to realize high program attendance and exceptionally high use of the Children's and Teen collection. 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 continues across the publishing industry. Despite these inflationary rising costs, the FY2023/24 budget reflects status quo dollar amounts which may result in a slight decrease of approximately 3% of the amount of book and eBook titles purchased for the library collection for public use.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
<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>	\$ 376,102	\$ 419,911	\$ 398,028	\$ 486,228	\$ 449,737	\$ 487,865
<i>Operating Expenditures</i>	48,671	64,553	60,221	66,100	66,100	66,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	85,291	85,584	88,528	94,859	94,859	95,547
<b>TOTAL EXPENDITURES</b>	<b>\$ 510,064</b>	<b>\$ 570,048</b>	<b>\$ 546,777</b>	<b>\$ 647,187</b>	<b>\$ 610,696</b>	<b>\$ 649,512</b>

**LIBRARY DEPARTMENT**

**Youth Services**

**FY 2023/24 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 style="text-align: center;"><b><i>High-Quality Programming</i></b></p> <ul style="list-style-type: none"> <li>• Continue to produce high-quality programs for children and families covering a wide variety of interests and learning levels.</li> </ul>
	<p style="text-align: center;"><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 Union School District middle and elementary schools by making new student identification (ID) cards or ID numbers useable as Library cards.</li> </ul>
	<p style="text-align: center;"><b><i>Equity and Inclusion Efforts</i></b></p> <ul style="list-style-type: none"> <li>• Continue to refine 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> <li>• Improve the Children’s Room and Teen Room to be inclusive of youth with different levels of ability and learning styles.</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**

**KEY PROGRAM 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>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<i>Town Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</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	0.80	0.80
<b>Total Youth Services FTEs</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>3.20</b>	<b>3.20</b>

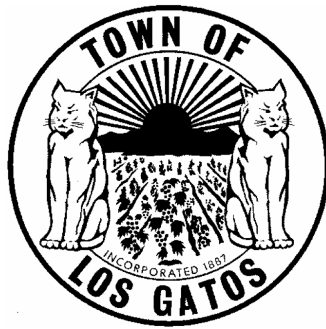
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Librarian Temp	175	175	175	70	70
Library Assistant	400	400	600	550	550
<b>Total Annual Hours</b>	<b>575</b>	<b>575</b>	<b>775</b>	<b>620</b>	<b>620</b>



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

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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:	<i>Public Survey not conducted due to COVID</i>	<i>Public Survey not conducted due to COVID</i>	99%	99%	99%
2. <i>Assure the delivery of quality service to youth customers.</i>					
a. Percentage of customers rating interactions as good/excellent:	<i>Public Survey not conducted due to COVID</i>	<i>Public Survey not conducted due to COVID</i>	95%	95%	95%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Number of youth programs per year:	435	165	296	556	600
2. Total attendance at youth programs:	21,366	2,739	4,854	7,982	8,300
3. Annual number of youth reference questions received:	14,002	655	879	618	700
4. Number of teens using library resources per year:	14,222	<i>Not tracked during COVID restrictions</i>	9,572	11,050	13,200
5. Number of youth outreach programs:	5	0	9	12	17
6. Total attendance at youth outreach programs:	971	0	718	807	1,000



# **Library Department**

## **CIRCULATION AND SYSTEMS ADMINISTRATION PROGRAM 7204**

### **PROGRAM PURPOSE**

The Circulation and Systems Administration Program provides library users 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.

FY 2023/24, fees are increasing for subscriptions, licenses, databases, and software/hardware maintenance for the thirty-plus services the Library uses for both internal functioning and patron services. 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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
<b>REVENUES</b>						
<i>Intergovernmental Revenue</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Service Charges</i>	-	-	464	-	713	-
<i>Fines &amp; Forfeitures</i>	6,391	-	7	500	250	250
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 6,391</b>	<b>\$ -</b>	<b>\$ 471</b>	<b>\$ 500</b>	<b>\$ 963</b>	<b>\$ 250</b>
Transfers In						
<i>Transfers In from Trust(s)</i>	-	-	-	-	-	-
Total Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,391</b>	<b>\$ -</b>	<b>\$ 471</b>	<b>\$ 500</b>	<b>\$ 963</b>	<b>\$ 250</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 794,735	\$ 734,875	\$ 627,383	\$ 703,606	\$ 664,495	\$ 792,387
<i>Operating Expenditures</i>	81,703	71,498	75,654	100,700	100,707	108,400
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	272,782	285,225	287,932	244,530	244,530	251,990
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,149,220</b>	<b>\$ 1,091,598</b>	<b>\$ 990,969</b>	<b>\$ 1,048,836</b>	<b>\$ 1,009,732</b>	<b>\$ 1,152,777</b>

**FY 2023/24 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Good Governance</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 Wi-Fi hotspots to low-income or under-connected households.</li> <li>• Replace digitization equipment to better serve the Retro-Tech program.</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)**

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Division Manager	0.80	0.80	0.80	0.80	0.80
Library Specialist	1.50	1.50	1.50	0.50	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>3.95</b>	<b>3.95</b>

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Temporary Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Library Clerk	1,050	1,050	800	650	650
Library Page	6,344	6,344	5,300	3,000	3,000
<b>Total Annual Hours</b>	<b>7,394</b>	<b>7,394</b>	<b>6,100</b>	<b>3,650</b>	<b>3,650</b>

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

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. <i>Percentage of customers stating the Library has a good/excellent collection:</i>		<i>Public survey not conducted due to COVID-19</i>	<i>Public survey not conducted due to COVID-19</i>	90%	90%
2. <i>Assure access to library online services.</i>					
a. Number of databases available online:	48	34	34	32	30
b. Number of electronic materials available for loan:*	875,485	858,700	1,993,447	2,010,000	2,300,000
c. Number of items in-house for loan:	107,095	103,081	106,750	106,750	106,750

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Total Circulation:	362,359	209,088	351,444	372,342	385,000
2. Number of new patrons registered:	4,117	3,535	4,580	5,646	6,100
3. Number of Library Card holders:	27,282	26,798	30,755	32,444	35,000
4. Number of periodical subscriptions available for public:	95	92	86	86	86
5. Use of public internet computers:	21,930	1,095	1,907	2,161	2,300
6. Circulation of non-English materials:	1,279	2,755	3,055	4,560	5,000
7. Electronic Content Use:*	99,039	119,165	101,703	98,508	100,000

\* 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 also includes the proceeds from the History Project Trust Fund, a small 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 between \$70,000 to \$75,000 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.

The FY 2023/24 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 \$5,000 of funds to support one-time projects in the Children's Room will be pulled from the accumulated 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 2023/24 budget anticipates limited to no contributions from this source.

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	64,731	55,482	76,746	77,210	77,210	54,021
Total Beginning Fund Balance	64,731	55,482	76,746	77,210	77,210	54,021
Revenues						
<i>Interest</i>	1,579	767	1,119	500	-	-
<i>Other Revenues</i>	61,809	38,392	70,958	75,000	80,175	70,000
<i>Intergovernmental</i>	-	-	-	-	-	-
Total Revenues	63,388	39,159	72,077	75,500	80,175	70,000
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 128,119</b>	<b>\$ 94,641</b>	<b>\$ 148,823</b>	<b>\$ 152,710</b>	<b>\$ 157,385</b>	<b>\$ 124,021</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	72,637	17,895	71,613	100,000	103,364	75,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	72,637	17,895	71,613	100,000	103,364	75,000
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to History Trust Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>72,637</b>	<b>17,895</b>	<b>71,613</b>	<b>100,000</b>	<b>103,364</b>	<b>75,000</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	55,482	76,746	77,210	52,710	54,021	49,021
Total Ending Fund Balance	55,482	76,746	77,210	52,710	54,021	49,021
<b>TOTAL USE OF FUNDS</b>	<b>\$ 128,119</b>	<b>\$ 94,641</b>	<b>\$ 148,823</b>	<b>\$ 152,710</b>	<b>\$ 157,385</b>	<b>\$ 124,021</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, with the approximately \$22,000 remainder of the fund budgeted for FY 2023/24 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>2019/20</u> Actuals	<u>2020/21</u> Actuals	<u>2021/22</u> Actuals	<u>2022/23</u> Adjusted	<u>2022/23</u> Estimated	<u>2023/24</u> Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	20,946	21,314	21,593	88,679	21,832	22,071
Total Beginning Fund Balance	<u>20,946</u>	<u>21,314</u>	<u>21,593</u>	<u>88,679</u>	<u>21,832</u>	<u>22,071</u>
Revenues						
<i>Interest</i>	368	279	239	250	239	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 368</u>	<u>\$ 279</u>	<u>\$ 239</u>	<u>\$ 250</u>	<u>\$ 239</u>	<u>\$ -</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 21,314</u></b>	<b><u>\$ 21,593</u></b>	<b><u>\$ 21,832</u></b>	<b><u>\$ 88,929</u></b>	<b><u>\$ 22,071</u></b>	<b><u>\$ 22,071</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	20,755	-	21,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,755</u>	<u>-</u>	<u>21,000</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	21,314	21,593	21,832	68,174	22,071	1,071
Total Ending Fund Balance	<u>21,314</u>	<u>21,593</u>	<u>21,832</u>	<u>68,174</u>	<u>22,071</u>	<u>1,071</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 21,314</u></b>	<b><u>\$ 21,593</u></b>	<b><u>\$ 21,832</u></b>	<b><u>\$ 88,929</u></b>	<b><u>\$ 22,071</u></b>	<b><u>\$ 22,071</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 the interest earned from the prior year has been budgeted in FY 2023/24 for the enhancement of children's specialty collections.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	85,250	86,737	87,256	98,020	87,510	87,464
Total Beginning Fund Balance	85,250	86,737	87,256	98,020	87,510	87,464
Revenues						
<i>Interest</i>	1,487	1,128	954	1,000	954	900
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 1,487</u>	<u>\$ 1,128</u>	<u>\$ 954</u>	<u>\$ 1,000</u>	<u>\$ 954</u>	<u>\$ 900</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 86,737</u></b>	<b><u>\$ 87,865</u></b>	<b><u>\$ 88,210</u></b>	<b><u>\$ 99,020</u></b>	<b><u>\$ 88,464</u></b>	<b><u>\$ 88,364</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	609	700	1,000	1,000	900
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ 609</u>	<u>\$ 700</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 900</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	86,737	87,256	87,510	98,020	87,464	87,464
Total Ending Fund Balance	<u>86,737</u>	<u>87,256</u>	<u>87,510</u>	<u>98,020</u>	<u>87,464</u>	<u>87,464</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 86,737</u></b>	<b><u>\$ 87,865</u></b>	<b><u>\$ 88,210</u></b>	<b><u>\$ 99,020</u></b>	<b><u>\$ 88,464</u></b>	<b><u>\$ 88,364</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 the interest earned from the prior year has been budgeted in FY 2023/24 for the enhancement the collection per the trust agreements.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	357,573	353,766	357,765	359,184	359,184	358,603
Total Beginning Fund Balance	357,573	353,766	357,765	359,184	359,184	358,603
Revenues						
<i>Interest</i>	6,182	4,610	3,919	4,500	3,919	3,900
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>\$ 6,182</u>	<u>\$ 4,610</u>	<u>\$ 3,919</u>	<u>\$ 4,500</u>	<u>\$ 3,919</u>	<u>\$ 3,900</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 363,755</u></b>	<b><u>\$ 358,376</u></b>	<b><u>\$ 361,684</u></b>	<b><u>\$ 363,684</u></b>	<b><u>\$ 363,103</u></b>	<b><u>\$ 362,503</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	9,989	611	2,500	4,500	4,500	3,900
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>9,989</u>	<u>611</u>	<u>2,500</u>	<u>4,500</u>	<u>4,500</u>	<u>3,900</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>\$ 9,989</u>	<u>\$ 611</u>	<u>\$ 2,500</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ 3,900</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	353,766	357,765	359,184	359,184	358,603	358,603
Total Ending Fund Balance	<u>353,766</u>	<u>357,765</u>	<u>359,184</u>	<u>359,184</u>	<u>358,603</u>	<u>358,603</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 363,755</u></b>	<b><u>\$ 358,376</u></b>	<b><u>\$ 361,684</u></b>	<b><u>\$ 363,684</u></b>	<b><u>\$ 363,103</u></b>	<b><u>\$ 362,503</u></b>