

**Department:** Library

**Program Contact:** Sonja Ervin

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

Under the direction of the Library Director, the Equity and Inclusion manager leads the development and implementation of proactive diversity, equity, and inclusion initiatives. The development of a library equity plan will ensure that equity is the foundation of and embedded throughout the library's strategic efforts, specifically supporting the library's strategic priority to reflect and serve a diverse community.

**Program Summary**

This offer funds a senior-level position devoted to championing the library's diversity efforts and engaging staff to build a welcoming and inclusive culture at the library for employees and patrons. The manager provides advice, guidance, and support to the library's Executive Management Team on diversity, inclusion and equity issues related to staff and patrons.

This program develops and leads a sustainable process to implement and continuously assess and adapt the library's goals related to diversity, equity and inclusiveness. This includes creating and implementing metrics, monitoring, and reporting systems to effectively benchmark organizational progress. Part of the work is to identify barriers and develop strategies to facilitate better service to an increasingly diverse community.

The position serves as the library's representative on the county's Core Equity Team, as well as creating and overseeing a library equity and inclusion committee. The manager builds effective collaborations with internal and external partners to leverage resources, advance business needs and carry out organizational initiatives. The manager advises and assists with patron issues when there is an issue with cultural sensitivity.

This program develops training for front-line staff and managers on how to effectively work with the library's diverse staff and patrons in a culturally responsive manner. The program also works to foster a common vocabulary and understanding around diversity, inclusion and equity.

The manager partners with HR and hiring managers to ensure diversity and inclusion are embedded in recruitment, hiring, retention, performance management, leadership development and all other aspects of human capital management.

**Performance Measures**

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Retention rate for employees of color	98%	95%	95%	96%
Outcome	% of library staff who agree that people in their work unit value diversity (e.g., valuing people of different races, cul	92%	94%	92%	93%
Outcome	% of library executive management team that participates in eight out of 12 monthly equity and inclusio	na/-	na/-	90%	100%
Outcome	% of incoming staff participating in New Employee Orientation equity training	na/-	na/-	85%	85%

**Performance Measures Descriptions**

Performance Measure 2: Results from library respondents to the biennial Countywide Employee Survey. Previous Year Actual represents the latest survey results. New measure FY19: % of library EMT that participates in eight out of 12 monthly equity and inclusion sessions. This measure tracks executive management's participation in structured equity and inclusion conversations. New measure FY19: % of incoming staff participating in New Employee Orientation equity training. Reflects the portion of new staff who participate in foundational equity and inclusion training and discussion.

## Legal / Contractual Obligation

The budget reflects the passage of Measure 26-143: "Form Library District with permanent rate to fund library services," November 2012 General Election. The district summary states in pertinent part: "If approved, the Multnomah County Library District would be formed with a permanent rate dedicated to library services, operations, books, materials, programs, activities and oversight of the district. Formation of a District would ... prevent reductions in services, programs and activities, and hours."

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$145,121	\$0	\$153,274
Contractual Services	\$0	\$10,000	\$0	\$9,000
Materials & Supplies	\$0	\$13,780	\$0	\$15,530
Internal Services	\$0	\$3,904	\$0	\$4,292
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$172,805</b>	<b>\$0</b>	<b>\$182,096</b>
<b>Program Total:</b>	<b>\$172,805</b>		<b>\$182,096</b>	
<b>Program FTE</b>	0.00	1.00	0.00	1.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

The revenue allocated to this program offer reflects an intergovernmental service reimbursement from the Library District (99.96%) and resources from the County's Library Fund (0.04%). It represents a pro-rated share of property taxes (97.46%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (2.54%).

## Significant Program Changes

Last Year this program was: FY 2018: 80011 Equity & Inclusion

No significant changes.