

Division: Department Administration

**Program Characteristics:****Program Description**

Summary: Facilities and Logistics manages the overall health and upkeep of more than 20 Multnomah County Library District buildings; oversees the Library's central stores, fleet, the movement of materials and supplies between locations; and supports the success of all Library services. Facilities and Logistics ensures that Library buildings provide inclusive access to all patrons, and it invests in quality buildings and materials to reduce long-term operational costs and provide maximum flexibility for the future.

**Program activity:**

- The Facilities team provides oversight for repair and maintenance activities for all Library locations. This includes coordinating with County staff, information technologies, contractors, and vendors. It also contributes to and approves the Department of County Assets' Capital Improvement Plan for Library buildings, providing key partner-level input into criteria for projects, including new construction and major renovation. It serves all Library staff and patrons as experts on ADA-compliant building access and ergonomics, and it provides support for secure building access.
- The Logistics team oversees deliveries that move materials between locations, enabling quick access to Library materials throughout the county. The program operates daily, delivering to 40 service points each weekday. Delivery includes all Library books and materials, interoffice mail, U.S. mail, Library supplies, and bank deposits. The team provides support to all Library fleet vehicles to coordinate service, interface with the County fleet, and oversee vehicle replacement. This program helps manage risk and safety for the Library along with the County security program, and it contributes to security and safety policy development and implementation.

**Equity Statement**

Facilities and Logistics supports diversity, equity, and inclusion by budgeting to upgrade our facilities to better meet universal design standards, ADA guidelines, and to support equitable access for all with prioritized focus on underserved communities. This program also promotes design justice principles, including trauma-informed design, sustainability, and workforce equity within facilities projects.

**Revenue/Expense Detail**

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$0	\$1,537,513	\$0	\$1,582,983
Contractual Services	\$0	\$78,435	\$0	\$46,200
Materials & Supplies	\$0	\$33,899	\$0	\$32,805
Internal Services	\$0	\$5,954,711	\$0	\$6,031,846
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$7,604,558</b>	<b>\$0</b>	<b>\$7,693,834</b>
<b>Total Expenses:</b>	<b>\$7,604,558</b>		<b>\$7,693,834</b>	
<b>Program FTE</b>	0.00	10.00	0.00	10.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Performance Measures**

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Crates of Library materials, mail, and supplies moved annually	167,874	204,000	208,000
Facilities work tasks monitored	5,383	6,560	7,595