

**Department:** Library

**Program Contact:** Javier Gutierrez

**Program Offer Type:** Support

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

Collections & Technical Services staff select, purchase, catalog and process new books, DVDs, audiobooks, e-books, streaming audio/video and other material added to the library materials collection in order to meet the informational, recreational and cultural needs of Multnomah County residents. This section manages the materials budget, interlibrary loan and digital curation.

### Program Summary

Collections & Technical Services staff enable patrons to access a wide variety of books and media, both in print and electronic form.

Selection staff decide what materials to buy using professional reviews, patron suggestions, staff input and established criteria. Their purchasing decisions reflect the diverse interests and needs of Multnomah County residents. Acquisitions staff place orders with vendors, receive shipments, approve invoices for payment and monitor the various funds that make up the library materials budget.

Cataloging staff create bibliographic description records, create metadata schema and assign classification numbers to enable discovery in the online catalog. Cataloging/Processing staff prepare each item for shelving and checkout. This includes applying barcodes, repackaging materials and creating inventory records.

Approximately 25 percent of the materials budget is allocated for new books in English for children, teens and adults. Over three percent is allotted for materials in five "We Speak Your Language" collections (Spanish, Chinese, Vietnamese, Russian and Somali). The remaining funds are budgeted for other formats, including eight percent on media (DVDs, music and audiobook CDs), 46 percent on electronic resources (e-books, downloadable audiobooks, streaming music and video, online periodicals, full-text databases and electronic reference sources) and two percent on print periodicals.

Effective management of the library materials collection allows library patrons to enjoy recreational reading, research specific topics, stay current on local, national and global events, and continue to learn at any stage of life.

### Performance Measures

| Measure Type | Primary Measure                                      | FY17 Actual | FY18 Purchased | FY18 Estimate | FY19 Offer |
|--------------|--|-------------|----------------|---------------|------------|
| Output       | Number of items added to the library collection      | 434,010     | 400,000        | 350,000       | 350,000    |
| Outcome      | % of patrons who found books and items they wanted   | 92%         | 90%            | 90%           | 90%        |
| Output       | Number of new titles added to the library collection | 147,690     | 150,000        | 117,000       | 115,000    |
| Outcome      | Turnover rate  | 10.9        | 10.5           | 10.8          | 10.7       |

### Performance Measures Descriptions

Performance Measure 1: Number of items is the total number of copies added including duplicate copies of the same title; number of new titles represents each unique title added.

Performance Measure 4: Turnover rate is a measure of how heavily the library collection is used (defined as circulation/holdings). MCL's rate is the 4th highest in the country for libraries serving 500,000 people or more. (Source: Public Library Data Service Statistical Report).

## 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                   | \$3,089,836          | \$0                   | \$3,268,272          |
| Contractual Services   | \$0                   | \$777,263            | \$0                   | \$774,167            |
| Materials & Supplies   | \$0                   | \$8,014,292          | \$0                   | \$8,161,321          |
| Internal Services      | \$0                   | \$92,488             | \$0                   | \$105,987            |
| <b>Total GF/non-GF</b> | <b>\$0</b>            | <b>\$11,973,879</b>  | <b>\$0</b>            | <b>\$12,309,747</b>  |
| <b>Program Total:</b>  | <b>\$11,973,879</b>   |                      | <b>\$12,309,747</b>   |                      |
| <b>Program FTE</b>     | 0.00                  | 31.75                | 0.00                  | 31.75                |

| 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%).

Pending amendment for revenue from The Library Foundation for books and library materials and for the John Wilson Special Collection, which will be received as Library District revenue and disbursed through the District's intergovernmental service reimbursement.

## Significant Program Changes

**Last Year this program was:** FY 2018: 80020 Collections & Technical Services

No significant changes.