

Division: Public Services

Program Characteristics:

Program Description

Summary: Integrated Library Services (INTS) provides equitable access to diverse, dynamic, and relevant collections of physical books and digital information for all ages. Last year, INTS procured, processed, cataloged, and made available 148,000 new physical items available to the public.

Program activity: This program selects, purchases, processes, catalogs, and distributes all circulating Library books and other materials in physical and electronic formats. INTS manages related technical tasks and processes that allow patrons to use Library materials as well as materials the Library borrows from other libraries on behalf of our patrons.

INTS includes several distinct teams and functions including the following:

- The Selections team chooses books, e-books, movies, and other materials for Library collections in five service languages and two cultural areas.
- The Cataloging and Processing team makes sure that all of more than three million physical and electronic items can be found in the online catalog, and it processes physical materials to ensure they are ready for use by the public.
- The Acquisitions team ensures that books and Library materials purchased from vendors are received and paid for.
- The Interlibrary Loan Team acquires items from other libraries on behalf of patrons.
- The Integrated Library Systems team keeps the Library's online catalog and circulation system running smoothly.
- The Access team works on policies, procedures, and related training for staff to keep the checkout process simple.

Equity Statement

Integrated Library Service (INTS) honors the lived experience of all community members and the languages they speak, employing selectors with relevant knowledge, skills, and abilities to choose and provide materials for the diverse communities the Library serves. INTS selects, catalogs, and provides materials in English, Chinese, Russian, Spanish, and Vietnamese as well as other world languages, and provides Black cultural collections and Indigenous materials.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$0	\$6,873,304	\$0	\$7,793,521
Contractual Services	\$0	\$455,360	\$0	\$435,576
Materials & Supplies	\$0	\$9,103,047	\$0	\$8,468,501
Internal Services	\$0	\$327,091	\$0	\$323,199
Total GF/non-GF	\$0	\$16,758,802	\$0	\$17,020,797
Total Expenses:	\$16,758,802		\$17,020,797	
Program FTE	0.00	52.75	0.00	56.25
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of items in the collection, physical and digital	3,123,844	3,200,000	3,200,000
Total circulation, physical and digital	17,590,104	17,500,000	18,800,000