

# Hand Out List

413-89

Mult. Co. Library Proposed Budget 1989-1990

" " " Budget Presentation 1989-1990

1989-90 COC Project Program

~~Publication~~

Susan McPherson, Manager

Urban Services Division, City of Portland

Linda Alexander

Data Processing Management Committee

MULTNOMAH COUNTY  
LIBRARY

PROPOSED BUDGET

1989 - 1990

MULTNOMAH COUNTY  
**LIBRARY**

Administrative Offices (503) 221-7724 • 205 N.E. Russell St. • Portland, Oregon 97212-3708

Sarah Ann Long, Library Director

Library Director's Office  
221-7731

February 22, 1989

Gladys McCoy  
County Executive  
Multnomah County Commissioners  
Room 134, Multnomah County Courthouse  
1021 SW 4th Avenue  
Portland, Oregon 97204

Dear Commissioner McCoy,

Please find enclosed the library's budget for fiscal year 1989/90. This budget continues to fund activities mandated in our long-range plan that have proven successful -- increase staffing for the new Gresham/East County library for six months, increased book budget to almost 15 percent of the total operating budget, continued funding for the Old Town Reading Room as part of the operating budget as well as the Day Care Outreach Program. We will also be picking up the Pacific Rim grant for four months beyond the end of that program in March 1990.

While we continue to make every effort to faithfully implement the full range of programs envisioned in the long-range plan this budget was difficult to construct. 1989/90 represents the last year of our current three-year serial levy. Since the majority of our budget is serial levy funding, the last year always proves the most difficult. To help us with this problem, we asked our staff late last fall to look at our budget in detail and to tell us where the fat was. They couldn't find much but we have implemented almost all of the recommendations presented in the staff budget report; some of which were reductions in the library program.

Part of our problem is that we have been too successful. Our circulation has increased 25 percent in the last four years. We did not plan on this when we drew up the long-range plan and have not added front line staff in the numbers needed to keep up with this level of increase. But by reallocating our scarce resources, we have been able to add additional staff hours on the front line for the 1989/90 budget year.

In addition we have been able to reduce printing costs due to a concerted effort in 1988/89 to reduce the number of forms the

library uses. Computerization is helping us with this process and is also helping us to reduce our supply budget. Similar efficiencies in ordering materials have enabled us to reduce our postage budget. Energy conservation measures meant that the utilities budget could be reduced and thanks to a soft market for insurance premiums, we were able to reduce the insurance line.

We are especially appreciative for the five percent increase on the general fund monies for 1989/90. As I mentioned earlier, the last year of our serial levy is the most difficult budget year but the five percent or approximately \$249,061, meant that we were able to cope with increased demand and make ends meet.

If you have questions or concerns, please do not hesitate to get in touch.

Yours faithfully,



Sarah Long  
Library Director

SAL:rg

pc: Felicia Trader  
Bruce Ward  
Peter Voorhies

MULTNOMAH COUNTY  
**LIBRARY**

Administrative Offices (503) 221-7724 • 205 N.E. Russell St. • Portland, Oregon 97212-3708

Sarah Ann Long, Library Director

MEMORANDUM

---

TO: BOARD OF DIRECTORS, LIBRARY ASSOCIATION OF PORTLAND

FROM: FELICIA TRADER, BUDGET COMMITTEE CHAIRPERSON

RE: PROPOSED 1989/90 BUDGET REQUEST

DATE: February 16, 1989

---

Attached is the draft budget packet for your review in preparation for discussion at the next board meeting. The budget committee has reviewed the material prepared by the staff and has requested some changes in the line item budget allocations. These changes have been incorporated in this draft.

The materials we propose to submit to the County Executive include:

Attachment A - a revised three year revenues and expenditures comparison of the Long Range Plan projections versus the actual.

Attachment B - a revised revenue source comparison of the Long Range Plan projections versus the actual.

Attachment C - a one page summary of revenues and expenditures for the 1989/90 budget request.

BUD 1 - a one page line item budget

BUD 2 - personnel detail listing job classifications, job titles, number of F.T.E.'s per job classification, salary breakdown per job classification and an organization chart.

BUD 3 - justification for changes (increases or decreases) in the line item budget. This section also includes more specific breakdowns of the line items.

BUD 4 - detail of revenue projections by source of revenue.

BUD 5 - program detail by goals and objectives for each program (based on Cabinet program).

Board of Directors, LAP  
Felicia Trader  
Re: Proposed 1989/90 Budget Request

-2-

February 16, 1989

Included in the packet are some materials that contain supplemental information for the Board members to use in evaluating the proposed budget. These pages include:

1. Changes from the Current Budget - ADDS -- Summarizes the line items that have a significant increase in allocated dollars from the current budget.
2. Changes from the Current Budget - CUTS -- Summarizes the line items that have a significant decrease in allocated dollars from the current budget.
3. Detail Salary Changes -- Two pages of explanation concerning the increase in the salary budget. The fringe benefits are based on a percentage of the total salary budget. Fringe benefits are projected at 19.5% of the salary budget.

A brief summary of the budget process to date and a schedule for the remaining steps in the process are as follows:

#### MULTNOMAH COUNTY LIBRARY BUDGET PROCESS

On October 7, 1988 Sarah Long appointed a staff Budget Task Force to solicit staff suggestions for 1989/90 budget preparation. The Task Force received suggestions, investigated the financial implications of those suggestions and prepared a final report with recommendations that was submitted to the Library Director November 25, 1989.

Five staff meetings were held October 19 - 22 to present an overview of the budget process and to introduce the Task Force. Martha Julaphongs presented the budget overview and encouraged staff members to become involved in the process.

Cabinet members worked on their budget requests from October 7 - January 27. Included in their considerations were the portions of the Task Force report that affected their areas of concern.

The draft budget was sent to the Board Budget Committee for review. A committee meeting was held and additional information was requested from the Finance Director. A follow-up packet of information was sent to the Budget Committee members. Sarah Long and Martha Julaphongs met with Felicia Trader to review the supplemental information and discuss modifications in the draft budget.

Board of Directors, LAP  
Felicia Trader  
Re: Proposed 1989/90 Budget Request

-3-

February 16, 1989

Four additional staff meetings were held and Martha Julaphongs reported to the staff regarding the draft budget and the status of the recommendations from the Library Staff Budget Task Force report.

Sarah Long and Martha Julaphongs met with the County Citizen's Budget Advisory Committee on January 31 and reviewed the budget request with the Committee. Committee members will receive copies of the Library budget packet shortly after we have submitted it to the County Executive.

Sarah Long and Martha Julaphongs held a public hearing at the Central Library in conjunction with the Friends of the Library Executive Board meeting February 1.

The remaining steps in the budget process are:

February 21	Library Board consider draft budget proposal
February 22	Budget request due to County Executive
February 24	Sarah Long meets with County Executive
Feb - March	Preparation of County Executive Budget
March 13	Print and distribute Executive Budget
Mar 28 - Apr 27	BUDGET HEARINGS
April 27	Commissioners approve Budget
May 15	Budget to Tax Supervising
June 23	Tax Supervising public hearing
June 29	Commissioners adopt Budget

BUDPACK.MEM

## ATTACHMENT A

## MULTNOMAH COUNTY LIBRARY

<sup>3</sup>REVISED PROJECTED REVENUE / EXPENDITURES 1987/88 - 1989/90

	<u>Long Range Plan 87/88</u>	<u>Actual 87/88</u>	<u>Long Range Plan 88/89</u>	<u>Revised Projection 88/89</u>	<u>Long Range Plan 89/90</u>	<u>Revised Projection 89/90</u>	<u>LRP TOTAL</u>	<u>REVISED PROJECTION</u>
Revenue	12,173,000	11,947,750	12,673,740	12,392,600 <sup>2</sup>	13,089,724	12,701,002 <sup>2</sup>	37,936,464 <sup>1</sup>	37,041,352 <sup>2</sup>
Expenditures	11,633,700	10,995,700 <sup>4</sup>	13,166,464	12,618,974 <sup>4</sup>	13,950,672	13,557,786 <sup>4</sup>	38,750,836	37,172,460

<sup>1</sup>The cash carry-over from year one plus controlled expenditures in years one and two will be used to offset the shortfall in year three.

<sup>2</sup>The reduction in revenue projections is based on receiving a 2-1/2% increase on the General Fund contribution in year one of the serial levy rather than the full 6% as requested and projected in the Long Range Plan, with a larger delinquency rate than originally projected. This revised projection includes a 4-1/2% increase for year two and a 5% increase for year three.

<sup>3</sup>A revision of the figures which appeared in the Long Range Plan including major income categories from the county, state and from interest earned on the public money.

<sup>4</sup>Capital budget funds moved from year one of the levy to year two and three due to the delay in construction of Gresham.

PROREV.124

1/24/89

## MULTNOMAH COUNTY LIBRARY

## PROJECTED REVENUE 1987/88 - 1989/90

(\*County Budget Office estimate of actual serial levy collections during three year period)

<u>SOURCE</u>	Long Range Plan 1987/88	<i>ACTUAL</i> <u>1987/88</u>	Long Range Plan 1988/89	<i>ACTUAL</i> <u>1988/89</u>	Long Range Plan 1989/90	<i>REVISED</i> <u>PROJECTION</u>
General Fund	4,929,000	<i>4,766,250</i>	5,224,740	<i>4,981,225</i>	5,538,224	<i>5,230,286</i>
Serial Levy 87-89	6,825,000	<i>6,787,500*</i>	6,825,000	<i>6,787,500*</i>	6,825,000	<i>6,787,500*</i>
Delinquencies	265,000	<i>184,000</i>	470,000	<i>343,932</i>	572,500	<i>453,216</i>
Interest	100,000	<i>130,000</i>	100,000	<i>200,000</i>	100,000	<i>150,000</i>
State	54,000	<i>80,000</i>	54,000	<i>79,943</i>	54,000	<i>80,000</i>
	_____	_____	_____	_____	_____	_____
	12,173,000	<i>11,947,750</i>	12,673,740	<i>12,392,600</i>	13,089,724	<i>12,701,002</i>

PROREV2.124  
1/24/89

ATTACHMENT C

MULTNOMAH COUNTY LIBRARY

1989/90 BUDGET SUMMARY

PROJECTED TOTAL INCOME:

County

General Fund	\$5,230,286}	
Serial Levy	6,787,500}	12,471,002
Delinquencies	453,216}	
Per Capita State Aid	80,000	
Interest Income	150,000	
Cash Carryover	741,784	
Reciprocal Borrowing	65,000	
Video Replacement Fund	50,000	
	<hr/>	
TOTAL	\$13,557,786	

Gifts	10,000
LAP Endowment	55,000
Grants	70,250

BUDSUM1.124  
1/24/89

ESTIMATED EXPENDITURES:

Salaries/Fringes	\$7,392,459
Books	1,653,856
Utilities/Telephone	449,837
Repair/Maintenance	728,642
Professional Services	433,757
Operations	799,235
Capital Expenditures	2,100,000
	<hr/>
TOTAL	\$13,557,786

Gifts	10,000
LAP Endowment - books	55,000
Grants	70,250

BUDGET REQUEST	AGENCY LGFS Code	ORGANIZATION			PREPARED BY
		Fund	Agency	Organization	Date
OBJECT DETAIL		CURRENT BUDGET 88/89	REQUEST 89/90		
5100 PERMANENT		5,758,939	6,185,007		
5200 TEMPORARY					
5300 OVERTIME					
5400 PREMIUM PAY					
5500 FRINGE		1,113,337	1,207,452		
<b>DIRECT PERSONAL SERVICES</b>					
5550 INS BENEFITS		6,872,276	7,392,459		
<b>PERSONAL SERVICES</b>					
6050 COUNTY SUPPLEMENTS					
6060 PASS THROUGH PAYMENTS					
6110 PROFESSIONAL SERVICES		427,745	433,757		
6120 PRINTING		50,500	49,000		
6130 UTILITIES		279,000	272,000		
6140 COMMUNICATIONS		159,280	177,837		
6170 RENTALS		20,387	23,600		
6180 REPAIRS & MAINTENANCE		415,979	522,517		
6190 MAINTENANCE CONTRACTS		176,396	206,125		
6200 POSTAGE		107,790	85,790		
6230 SUPPLIES		484,850	404,850		
6270 FOOD					
6310 EDUCATION & TRAINING		30,000	60,000		
6330 TRAVEL		12,240	16,350		
6520 INSURANCE		115,000	110,000		
6530 EXTERNAL DATA PROCESSING					
6550 DRUGS					
6580 CLAIMS PAID					
6590 JUDGEMENTS					
6610 <del>ADULTS &amp; PREMIUMS</del> Books		1,406,000	1,653,856		
6620 EVENTS & ACTIVITIES		33,025	39,645		
7810 DEBT RETIREMENT					
7820 INTEREST			10,000		
		3,718,192	4,065,327		
<b>DIRECT MATERIALS AND SERVICES</b>					
7100 INDIRECT COSTS					
7150 TELEPHONE					
7200 DATA PROC. SERVICES					
7300 MOTOR POOL SERVICES					
7400 BLDG. MGT. SERVICES					
7500 OTHER INT. SERVICES					
<b>INTERNAL SVC. REIMBURSEMENTS</b>					
<b>TOTAL MATERIAL/SERVICES</b>					
8100 LAND		300,000			
8200 BUILDINGS		530,000	800,000		
8300 OTHER IMPROVEMENTS		682,000			
8400 EQUIPMENT		588,000	1,300,000		
		2,100,000	2,100,000		
<b>CAPITAL OUTLAY</b>					
	DIRECT BUDGET				
	TOTAL BUDGET	12,690,468	13,557,786		

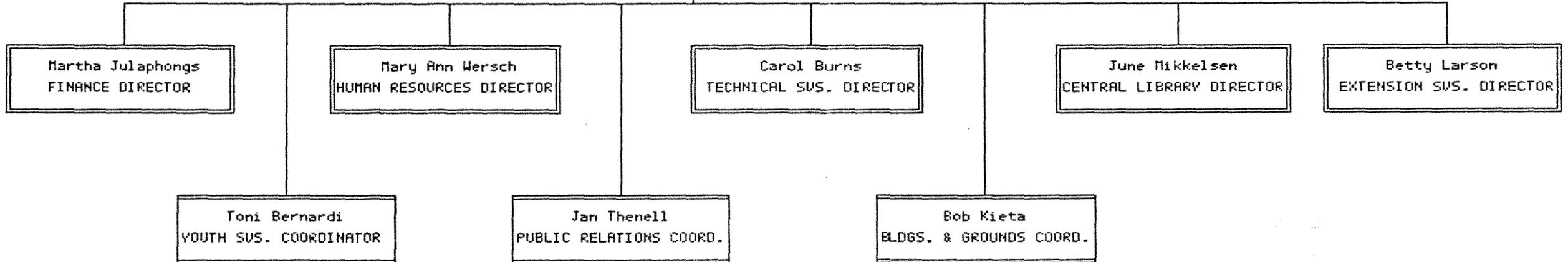
LIBRARY ASSOCIATION OF PORTLAND  
JULY, 1989

\*\*\*\*\*  
\* BOARD OF DIRECTORS \*  
\*\*\*\*\*

Sarah Ann Long  
LIBRARY DIRECTOR

Rochelle Grey  
EXECUTIVE SECRETARY

Virginia Swaren  
VOLUNTEER SUS. COORD.



# BUD 2 SUMMARY

		ORGANIZATION	DATE
		Multnomah County Library	01/26/89
		FUND AGENCY ORG	PREPARED BY
FTE	JOB TITLE	JOB NO.	BASE
	<u>Exempt Staff:</u>	<u>Grade Level:</u>	
1	Clerk	1	16,675
--	--	2	--
21	Supervisor	3	524,027
1	Executive Secretary	4	25,993
9	Department Head I	5	302,441
3	Department Head II	6	119,573
10	Manager	7	404,773
5	Cabinet	8	231,738
1	Director		64,000
	<u>Professional Service:</u>		
30.4	Librarian	1	817,365
8.5	Senior Librarian	2	248,700
	<u>General Service:</u>		
25.2	Clerk I	2	333,232
68.2	Clerk II	3	1,079,752
12.3	Secretary/lead worker	4	189,298
36.6	Clerk librarian	5	787,232
9.1	Senior Clerk librarian	6	188,848
	<u>Hourly:</u>		
10	Maintenance		189,931
3.5	Driver		70,715
51.3	Page		551,214
	On-call		39,500
		TOTAL	6,185,007

GENERAL SERVICE  
Job Titles  
July, 1989

GS 2

Basement Clerk  
Circulation Clerk I  
Clerk Typist I  
Mail Clerk  
Materials Processor  
Sorting Clerk  
Special Page  
Switchboard Operator I

GS 3

Acquisition Clerk Typist  
Branch Clerk  
Catalog Clerk Typist  
Circulation Clerk II  
Clerk, Newspaper Room  
Clerk Typist II  
Clerk Typist, Materials Selection  
Clerk Typist, US Documents  
Computer Technician I  
Film Clerk  
Library Outreach Services Clerk  
Mail/Periodical Clerk  
Receptionist  
Stack Service Lead Worker  
Stock Clerk  
Switchboard Operator II

GS 4

Acquisitions Clerk  
Central Director's Secretary  
Computer Technician II  
Lead Materials Processor  
Materials Selection Clerk  
Purchasing Clerk  
Retrospective Conversion Clerk  
Technical Services Specialist I

GS 5

Accounting Assistant  
Branch Clerk Librarian  
Children's Library Clerk Librarian  
Film Clerk Librarian  
General Information Clerk Librarian  
Interlibrary Loan Clerk Librarian  
Library Outreach Services Clerk Librarian  
Periodical Clerk Librarian  
Popular Library Clerk Librarian  
Technical Services Specialist II

GS 6

Publications Specialist  
Catalog Clerk Librarian  
Circulation Clerk Supervisor  
Graphic Artist  
Printer  
Senior Clerk Librarian

PROFESSIONAL SERVICE  
Job Titles  
July, 1989

PS 1

Catalog Librarian  
Jail Librarian  
Periodical Librarian  
Popular Library Librarian  
Reference Librarian  
Young Adult Specialist  
Youth Librarian

PS 2

Documents Librarian  
Music Catalog Librarian  
Senior Librarian, Automated Local Files  
Senior Librarian, Business  
Senior Librarian, Materials Selection  
Senior Librarian, Music  
Senior Librarian, Pacific Rim Specialist  
Youth Programmer

HOURLY STAFF  
Job Titles  
July, 1989

Buildings and Grounds Worker I  
Buildings and Grounds Worker II  
Custodian  
Delivery Truck Driver  
Driver Clerk  
Film Inspector  
Page  
Project Worker

EXEMPT SERVICE  
Job Titles  
July, 1989

ES 1

Human Resources Clerk

ES 2

ES 3

Assistant Buildings and Grounds Coordinator  
Branch Supervisor  
Computer Room Supervisor  
Department Clerk Supervisor  
Head of Library Outreach Services  
Head of Stack Service  
Human Resources Specialist  
Technical Services Clerk Supervisor

ES 4

Executive Secretary

ES 5

Administrative Assistant  
Assistant Director of Human Resources  
Assistant Director of Technical Services  
Branch Head I (Hwd)  
Department Head I (Circ, CL, GI)  
Systems Manager  
Volunteer Coordinator

ES 6

Accounting Manager  
Branch Head II (Mid)  
Department Head II (Per)

ES 7

Buildings and Grounds Coordinator  
Department Manager  
Public Relations Coordinator  
Regional Branch Manager  
Youth Services Coordinator

ES 8

Central Library Director  
Extension Services Director  
Finance Director  
Human Resources Director  
Technical Services Director

Unclassified

Library Director

BUD 3

BUD 3

OBJECT DETAIL

ORGANIZATION NAME MULTNOMAH COUNTY LIBRARY			PREPARED BY Martha Julaphongs
Fund	Agency	Org	Date February, 1989

OBJECT CODE	EXPLANATION	AMOUNT
5100	A minimal number of full time and part time positions have been added to cope with continued increase in circulation and to staff the new Gresham Branch for one-half year.	6,185,007
5500	Fringe benefits were calculated on a 20.5% cost for full time employees and an average 16% cost for part time employees. The changes from last year reflect the increase in health insurance due to federal legislation #89. Categories included are: FICA, unemployment tax, pension contributions, health, dental, and life insurance.	1,207,452
6110	Professional services	433,757
	Audit 18,000	
	Attorney Fees 30,000	
	Public Safety Aide 44,632	
	Building security 30,000	
	Janitorial contract 171,000	
	WLN/OCLC 57,325	
	Data Processing 35,000	
	Metro Pony Express 2,800	
	Books by Mail 20,000	
	Architectural and engineering consultants 10,000	
	Compensation Consultant 3,000	
	Pension Consultant 4,000	
	Labor Negotiator 8,000	
	Metro Pony Express and Books-By-Mail will be funded as part of the reciprocal borrowing agreement with Washington County.	
6120	Printing	49,000
6130	Utilities	272,000
	Fuel 70,000	
	Electricity 170,000	
	Garbage 12,000	
	Water 20,000	
	Conservation measures are producing additional savings in fuel and electricity costs. We have included the estimated 4% - 12% increases provided by the utility companies.	

ORGANIZATION NAME MULTNOMAH COUNTY LIBRARY			PREPARED BY Martha Julaphongs
Fund	Agency	Org	Date February, 1989

OBJECT CODE	EXPLANATION	AMOUNT								
6140	<p>Communication (telephone and data lines)</p> <p>The impact of the additional data lines for the integrated system is reflected in this. Those costs and additional voice lines to cope with increased reference service accounts for the increase.</p>	177,837								
6170	<p>Rentals</p> <p>The Old Town Library has been added to this budget. There is also a 5% increase budgeted for Albina Branch.</p>	23,600								
6180	<p>Repair and Maintenance</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Buildings and Grounds</td> <td style="text-align: right;">231,000</td> </tr> <tr> <td style="padding-left: 20px;">Furniture and Equipment</td> <td style="text-align: right;">279,517</td> </tr> <tr> <td style="padding-left: 20px;">Automotive Repairs</td> <td style="text-align: right;">12,000</td> </tr> </table> <p>Buildings and Grounds costs have increased to cover costs of some major repairs that are not covered in the Capital Budget. These include some new roofs, repairing a sidewalk leak at the Central Library and handicapped improvements in some of the branches.</p>	Buildings and Grounds	231,000	Furniture and Equipment	279,517	Automotive Repairs	12,000	522,517		
Buildings and Grounds	231,000									
Furniture and Equipment	279,517									
Automotive Repairs	12,000									
6190	<p>Maintenance Contracts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Equipment</td> <td style="text-align: right;">45,225</td> </tr> <tr> <td style="padding-left: 20px;">DYNIX</td> <td style="text-align: right;">134,300</td> </tr> <tr> <td style="padding-left: 20px;">Photocopier-technical services</td> <td style="text-align: right;">3,600</td> </tr> <tr> <td style="padding-left: 20px;">Binding</td> <td style="text-align: right;">23,000</td> </tr> </table> <p>A maintenance contract for the integrated system is included this year. Some of the HVAC equipment has been taken off maintenance contract and is being covered in line 6180 as needed.</p>	Equipment	45,225	DYNIX	134,300	Photocopier-technical services	3,600	Binding	23,000	206,125
Equipment	45,225									
DYNIX	134,300									
Photocopier-technical services	3,600									
Binding	23,000									
6200	<p>Postage</p> <p>The postage volume has been reduced due to electronic ordering from book vendors.</p>	85,790								
6230	<p>Supplies</p> <p>An increase in the video collection and other materials for processing, the implementation of phases I and II of the integrated system and the increased use of all Library services requires a substantial supply budget. The forms reduction program will, however, product substantial savings in this line item.</p>	404,850								

BUD 3

BUD 3

OBJECT DETAIL

ORGANIZATION NAME MULTNOMAH COUNTY LIBRARY			PREPARED BY Martha Julaphongs
Fund	Agency	Org	Date February, 1989

OBJECT CODE	EXPLANATION	AMOUNT
6310	Education and training  Half of the 1988/89 training budget has been funded by a Library Association of Portland grant. This \$30,000 has been shifted to the operating budget for 1989/90.	60,000
6330	Travel	16,350
6520	Insurance  A soft market has held insurance premiums at about the same level for the current year as last year. This same market is projected for the 1989/90 year. Some money has been included to insure the new Gresham Branch for six months and to add coverage for the automation system.	110,000
--	Books and materials  The book budget was not increased for 1988/89. This reflects an attempt to bring the book budget up to 14% of the Operating Budget.	1,653,856
--	Events and Activities	39,645
7820	Interest  The cash carryover will not be sufficient to cover expenditures from July 1, 1989 through November 15, 1989. The heavy phase of Gresham construction will be from July through November. Due to the cash flow needs the library will need to borrow money and pay interest on the borrowed money.	10,000
8200	Buildings  Funding for construction of Gresham.	800,000
8400	Equipment  Funding for Phase II of the Integrated Automated System.	1,300,000
	TOTAL	13,557,786
BUD3-125.OBJ		

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:
	State Library Aid

---

FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library

---

Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	Revised: 01/26/89

---

**BASIS FOR 89-90 ESTIMATE:**

- 88-89 Adopted Budget: \$ 80,000
- 88-89 Projected Year End Revenue Collections: \$ 80,000
- ~~88-89~~ 89-90 Revenue Estimate: \$ 80,000

- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate: (Be specific)

The State Library and the Oregon Library Association are requesting an increase in per capita funds. Since that increase has yet to be approved, the budget amount is the same dollar amount as in the current biennium budget.

- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)

Current biennium budget amount.

- Attach copy of current fee schedule if this revenue source is a user fee.

- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:
	General Fund Resources

---

FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library

---

Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	Revised: 01/26/89

---

**BASIS FOR 89-90 ESTIMATE:**

- 88-89 Adopted Budget: \$ 4,981,225
- 88-89 Projected Year End Revenue Collections: \$ 4,981,225
- 89-90 Revenue Estimate: \$ 5,230,286

- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:  
(Be specific)

Multnomah County Budget Office estimated a 5% increase in revenue from General Fund Resources for Multnomah County Library.

- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)

$$4,981,225 \times 1.05 = 5,230,286$$

- Attach copy of current fee schedule if this revenue source is a user fee.
  
- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:	
	Serial Levies	
FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library
Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	Revised: 01/26/89

---

## BASIS FOR 89-90 ESTIMATE:

- 88-89 Adopted Budget: \$ 7,131,432
- 88-89 Projected Year End Revenue Collections: \$ 7,131,432
- 89-90 Revenue Estimate: \$ 7,240,716
  
- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:  
(Be specific)  

Multnomah County Budget Office estimates a higher collection of delinquent Serial Levy tax dollars in 1989-90.
  
- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)  

Amount of Serial Levy collections provided by Multnomah County Budget Office.
  
- Attach copy of current fee schedule if this revenue source is a user fee.
  
- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:
	Interest on Funds Invested

---

FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library

---

Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	01/26/89
		Revised:

---

**BASIS FOR 89-90 ESTIMATE:**

- 88-89 Adopted Budget: \$ 130,000
- 88-89 Projected Year End Revenue Collections: \$ 200,000
- 89-90 Revenue Estimate: \$ 150,000

- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:  
(Be specific)

Interest income higher in 88-89 because of large cash carryover from 87-88 due to the delay in the Gresham construction project.

- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)

Cash carryover for 89-90 will be reduced substantially as new Gresham Library and new computer system projects are completed.

- Attach copy of current fee schedule if this revenue source is a user fee.

- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

# BUD 4 REVENUE SOURCE

---

<b>REVENUE SOURCE CODE:</b>	<b>REVENUE SOURCE NAME:</b>		
	Cash Carryover		
<b>FUND:</b>	<b>AGENCY:</b>	<b>ORGANIZATION:</b>	
		Multnomah County Library	
<b>Contact Person:</b>		<b>Tel:</b>	<b>Date Prepared:</b>
Martha Julaphongs, Finance Director		221-6521	Revised: 01/26/89

---

**BASIS FOR 89-90 ESTIMATE:**

- 88-89 Adopted Budget: \$ 1,935,886
- 88-89 Projected Year End Revenue Collections: \$ 1,935,886
- 89-90 Revenue Estimate: \$ 741,784
  
- **Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:**  
(Be specific)  
Building a library in Gresham and installing a new library computer system were started in 1988-89, and some of the funds received as part of the first two years of the Serial Levy, but project completion and major expenditure of the funds will be in 1989-90.
  
- **Show computations used to arrive at 89-90 estimate and identify any grant carryover:** (Use back of form, if necessary)  
Fund expended on the new Gresham library and computer system will reduce cash carryover in 1989-90.
  
- **Attach copy of current fee schedule if this revenue source is a user fee.**
  
- **List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)**

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:	
	MIX (Reciprocal Borrowing)	
FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library
Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	Revised: 01/26/89

---

## BASIS FOR 89-90 ESTIMATE:

- 88-89 Adopted Budget: \$ 64,868
- 88-89 Projected Year End Revenue Collections: \$ 64,868
- 89-90 Revenue Estimate: \$ 65,000

- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:  
(Be specific)

Funds received through reciprocal borrowing agreements with libraries in the metropolitan area are estimated to be the same.

- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)

Used 88-89 receipts to estimate 89-90 receipts.

- Attach copy of current fee schedule if this revenue source is a user fee.

- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

# BUD 4 REVENUE SOURCE

---

REVENUE SOURCE CODE:	REVENUE SOURCE NAME:	
	Video Replacements	
FUND:	AGENCY:	ORGANIZATION:
		Multnomah County Library
Contact Person:	Tel:	Date Prepared:
Martha Julaphongs, Finance Director	221-6521	Revised: 01/26/89

---

## BASIS FOR 89-90 ESTIMATE:

- 88-89 Adopted Budget: \$ 40,000
- 88-89 Projected Year End Revenue Collections: \$ 40,000
- ~~88-89~~ Revenue Estimate: \$ 50,000

- Explain any difference between 88-89 Projected Year-End and 89-90 Estimate:  
(Be specific)

Video rentals will be available in more of the Library's branches during 89-90.

By making video rentals available in more Library branches and as more patrons realize videos are available for rental, the income should increase about 25%.

- Show computations used to arrive at 89-90 estimate and identify any grant carryover: (Use back of form, if necessary)

$$40,000 \times 1.25 = 50,000$$

- Attach copy of current fee schedule if this revenue source is a user fee.

- List legal authority for receiving or collecting this revenue (O.R.S. #, County Ordinance #, etc.)

BUD 4 REVENUE SPREADSHEET

Agency: Multnomah County Library

Contact Person: Martha Julaphongs  
Finance Director

Date: 01/26/89

REVENUE SOURCE	ORG.	TOTAL
General Fund Resources	5,230,286	5,230,286
Serial Levies	7,240,716	7,240,716
State Library Aid	80,000	80,000
Interest on Funds Invested	150,000	150,000
Cash Carryover	741,784	741,784
MIX (Reciprocal Borrowing)	65,000	65,000
Video Replacements	50,000	50,000
TOTAL REVENUES	13,557,786	13,557,786

BUD4-126.REV

BUD 5  
MULTNOMAH COUNTY LIBRARY

Manager: Sarah Long - DIRECTOR

Agency

Organization

## MISSION

The Director's office provides leadership and coordination to the library system. The Director works with a board of directors to develop policy and administer library policies. The Director's Office also is responsible for the library's volunteer program. In addition, the Director is responsible for planning for future services, interfacing with the community, and generally insuring that the library is responsive to the information needs of the residents of Multnomah County.

## OBJECTIVES

1. To assist board of directors in developing policies for library administration.
  2. To design and implement mechanisms that insure that the library is responsive to community information needs.
  3. To work with the library staff to implement policy and plans for the improvement of library services.
  4. To provide leadership to the library with its various constituencies.
  5. To give vision and energy to a continuing planning process based on the library's published long range plan.
- 1094M/10
6. To work with a variety of groups to maintain funding for the library.
  7. To continue to promote and organize the library's volunteer program--recruit an increasing number of volunteers each year.

## MULTNOMAH COUNTY LIBRARY

Manager: Bob Kieta - BUILDINGS &amp; GROUNDS

Agency

Organization

**MISSION**

This department provides the upkeep and maintenance of the buildings and grounds for the entire library system which includes the Central Library, 14 branch libraries, one regional branch library, Administration Building, and the Title Wave Book Store. Total square footage is 270,000.

**OBJECTIVES**

1. Buildings in the system must be maintained in a clean, sanitary and safe condition for public and staff. The library also contracts for janitorial service and building security.
2. Utilities must be provided for all buildings.
3. Provide repair, renovation, and construction services for the Multnomah County Library system internally or by contracting.
4. Provide supplies and equipment needed to maintain, renovate and repair the buildings and a fleet of nine vehicles.

## MULTNOMAH COUNTY LIBRARY

Manager: June Mikkelsen - CENTRAL LIBRARY

Agency

Organization

## MISSION

Multnomah County Library provides public library service to the residents of Multnomah County. Its purpose is to make available to individuals of all ages books and other media for education, information, and recreation. The library recognizes that within Multnomah County there are groups and individuals with widely separate and diverse interests, backgrounds, ethnic and cultural heritages, social values, educational levels, and reading abilities. The diversity of community interests requires a wide range of subject and the presentation of multiple points of view varying in treatment from the simple to the complex. To this end, the Central Library acts as the resource and referral center for the library system.

## OBJECTIVES

1. To select and maintain a collection of books and other media on a wide range of subjects and presenting multiple points of view.
2. To organize information to make patron access readily available (e.g., indexing publications, building online data bases of information, etc.).
3. To provide county-wide reference services, in person and by telephone, to individuals of all ages, interests and educational levels.
4. To circulate books and other media to approximately 374,000 registered borrowers.
5. To provide educational and recreational programs and exhibits for targeted groups of children and adults.

1094M/10

6. To plan and administer the services outlined above.

## MULTNOMAH COUNTY LIBRARY

Manager: Betty Larson - EXTENSION SERVICES

Agency

Organization

**MISSION** The Multnomah County Library Extension Services make library service available to all areas of Multnomah County enabling the library system to fulfill its mission statement of "meeting the recreational, informational, cultural and educational" needs of all county residents. A variety of services and materials are available through the branch libraries and outreach service.

**OBJECTIVES**

1. To provide materials and circulation functions in 14 branch agencies which includes the Black Resource Center located in the North Portland Branch Library. Extension Services accommodates 70% of the system's circulation of materials. In fiscal year 1987/88 branch circulation was 2,892,501. Staff also assists patrons in answering their information requests. These requests totaled 115,201 in 1987/88.
2. To provide reading and informational material to residents of five Multnomah County correctional institutions and Juvenile Home. Circulation expectations for 1989/90 is 108,000.
- 1094M/103. To provide through the library's outreach services, reading material and library service to 70 shut-ins, 37 nursing homes/convalescent centers, lobby service to 159 borrowers and a books-by-mail program from Washington County to Multnomah County rural boxholders. Books by Mail serves 521 patrons. Outreach Services now includes the Old Town Reading Room.
4. To provide inter-library daily delivery to all Multnomah County Library agencies with three runs daily to the Central Library and a daily run to the United States Post Office.
5. To sort and pack books and mail for systemwide delivery and to distribute mail within the Administration Building and the Central Library.
6. To plan and administer the services listed above.
7. To provide on-call assistance for staffing needs in the branches and outreach service.

MULTNOMAH COUNTY LIBRARY

Manager: Martha Julaphongs - FINANCE DEPARTMENT

Agency

Organization

**MISSION** To manage the financial resources of the library to insure a cost effective operation.

**OBJECTIVES**

1. Develops and monitors the library system's annual budget, assuring financial stability for the system.
2. Establishes and oversees implementation of policies and procedures for financial management of the library.
3. Evaluates and develops alternatives to the library's investment, insurance, payroll and purchasing decisions.
4. Reviews all grant proposals and accounts to ensure compliance with funding agency requirement.
5. Develops financial planning strategies for the organization and projects funding requirements and funding sources for the revised long range plan.

1094M/10

6. Oversees the administration of payroll, accounting, contract implementation and compliance, insurance, data processing, administrative office support staff, grant reporting, and purchasing within the library.
7. Oversees timely preparation and maintenance of financial reports and records, ensuring compliance with local, state, and federal requirements.

Manager: Mary Ann Wersch - HUMAN RESOURCES

Agency

Organization

**MISSION** This department manages the human resources/labor relations functions for the library system, approximately 400 full time and part time employees. These functions include: interviewing and selection, performance evaluation systems, classification/compensation, benefits administration, training, safety, personnel records, labor relations, federal and state compliance, and related programs.

**OBJECTIVES**

1. Improve the recruiting, selection and classification systemwide.
2. Enhance staff development so that staff are properly trained, informed, evaluated and motivated to perform at the highest level of efficiency.
3. Ensure the staff is properly compensated for work performed including an equitable benefits package.
4. Enhance employee relations through negotiation and interpretation of the bargaining agreement and speedy, equitable conflict resolution.

MULTNOMAH COUNTY LIBRARY

Manager: Jan Thenell - PUBLIC RELATIONS

Agency

Organization

**MISSION** To employ a variety of techniques to heighten the visibility of library services, resources and programs in the community.

**OBJECTIVES**

1. Design and implement a program to regularly inform the library's various publics about library events, programs, services, issues.
2. Maintain regular contact with media representatives, and with local, state and national library communities.
3. Devise regular strategies for gathering input from the community regarding library services.

## MULTNOMAH COUNTY LIBRARY

Manager: Carol Burns - TECHNICAL SERVICES

Agency

Organization

**MISSION** To manage the centralized selection, acquisition, and preparation for circulation of books, magazines, recordings, audio, tapes, video cassettes, etc., for the library; to maintain the card and online catalogs; to operate and maintain the central computer which is used to record material on loan to borrowers and which will, during this budget year, begin to be used to record the acquisition of library materials, and to provide an online catalog for use by the public; to manage the borrowing of books from and the lending of books to libraries outside Multnomah County.

**OBJECTIVES**

1. To select books, records, magazines and other library materials to satisfy the needs of the library's clientele.
  2. To order, catalog and process, in a timely manner, the materials to be added to the library's collections.
  3. To mend, prepare for binding, and otherwise maintain in good repair the library's collection of materials.
  4. To operate the library's computer system at maximum efficiency.
  5. To manage the installation of the next phase of the computer upgrade and ensure the online catalog is available for public use within specified time lines.
- 
6. To share library resources with other libraries in order to provide the library's clientele with materials not available locally.

1094M/10

## MULTNOMAH COUNTY LIBRARY

Manager: Toni Bernardi - YOUTH SERVICES

Agency

Organization

## MISSION

Improve juvenile materials' collections so that they are useful to a greater number and wide range of patrons both in type of material and accessibility. Improve and expand the services offered to juveniles and adults involved with juveniles. Manage youth services activities for the system as well as supervising youth services staff assigned to administration. Assist in overall planning for the system with emphasis on youth services. Maintain an active program of professional development and involvement in professional organizations and organizations serving youth.

## OBJECTIVES

1. Improve collection accessibility through booklists, flyers and materials display.
2. Expand areas of service by establishing, maintaining and evaluating current and future grants.
3. Select books, cassettes, magazines and other library materials to satisfy the needs of the library's juvenile clientele and adults involved with them.
4. Cooperate with schools and other community agencies in collection development, programs and outreach to create a more effective and visible service.
5. Evaluate services and collections relevant to youth services.

1094M/10

6. Assist all staff serving youth with ongoing training and as a resource.

CHANGES FROM CURRENT BUDGET -- ADDS

Increased staffing for Gresham for 1/2 year. \$27,715

Minimal increases in staffing for circulation desks, book shelving and reference desks to assist in coping with increased library use. \$51,987.

Increase in book budget to slightly more than 14% of the operating budget. \$219,856

Incorporates \$30,000 in staff training that is being funded by a grant from the Library Association of Portland this year.  
\$30,000

Minimal increases to accomplish Technical Services move to the Administration Building by January 1, 1990. Staffing - \$12,914 and building remodeling \$50,000.

Increased data line communications charges for public access terminals. \$9,000

Increased maintenance of building costs to install new roofs, maintenance on HVAC equipment and repairs. \$97,000

Interest expenses for borrowing from July 1 thru November 15.  
\$10,000

Continue Old Town Reading Room as part of the operating budget.  
Staff \$8,900 rent \$4,637.

Continue the Day Care Outreach program as part of the operating budget. \$11,812

Continue the Pacific Rim Grant position for four months from March 1990 to June 1990. \$5,300.

CHANGES FROM CURRENT BUDGET -- CUTS

1. Printing costs. Down slightly due to improved in-house printing. Specifically, new equipment purchased this year has reduced the amount of outside typesetting that was necessary in the past. The reduction in forms as a result of the Forms Consultant and Forms Task Force has also made a difference. \$1,500.

2. Utilities. Even though this budget includes estimated increases (8% in fuel, 12% in electricity, 4% in water/sewer and 4% in garbage plus increased costs for operating the new Gresham branch for six months) recent energy conservation measures will result in a reduction of the total utilities line by \$7,000.

3. Postage. Due to improved efficiencies in our ordering process and being able to order more of our materials either electronically via personal computer or by telephone we have reduced the postage budget by \$22,000.

4. Supplies. In 1987-88 we employed a forms consultant to reduce the number of forms printed and used in-house. Coupled with a more thorough utilization of personal computers in all agencies we have shown a 65% reduction in internal forms for a savings in our supply budget of \$80,000.

5. Insurance - Due to the soft market for insurance premiums and a projected continuation of this trend for general liability, automotive and officers and directors insurance we were able to add coverage for construction, the new Gresham branch coverage for six months and the new computer equipment and still cut the insurance line by \$5,000.

BUDCUTS.MEM  
1/31/89

DETAIL SALARY CHANGES

<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
\$5,758,939	\$6,185,007	\$ 426,068

POSITIONS:

	<u>1988/89</u>	<u>1989/90</u>	
Full Time	212	214	
Part-time PS clerks	3,973*	3,973	Bi-weekly hours
Part-time pages	6,773	6,974	Bi-weekly hours
F.T.E.	302.3	306.1	

\*This includes the three part-time positions paid for with grant funds--Old Town Reading Room, Day Care Outreach, and Pacific Rim.

SALCHG1  
1/31/89

DETAIL SALARY CHANGES

<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Difference</u>
\$5,758,939	\$6,185,007	\$ 426,068

On call                   \$ Increased to same amount we are spending this year.

Step

Salary Increase

Gresham Increase           27,715

Other Increases            91,208

---

TOTAL                       \$426,068

Full time positions deleted: 2 (Adult Services Coordinator and Black Resources Center Coordinator)

Full time positions added: 4 (Central Administrative Assistant, Clerk Albina, Clerk Human Resources, PC Specialist)

Part time hours added: 151 bi-weekly

---

Old Town Reading Room	\$ 8,895
Day Care Outreach	11,812
Pacific Rim (four months)	5,300
Part time page hours (151 bi-weekly)	21,084
Technical Services move to Administration	12,914
Six full-time positions (2 cut, 4 add) as above	12,610
Costs of bumping	8,343
Part-time delivery driver	10,250

SALCHG2  
1/31/89

MULTNOMAH COUNTY  
**LIBRARY**

BUDGET PRESENTATION  
1989-90

# **CONTENTS**

- 1 Introduction
- 2 How are we doing?  
84 - 87 comparisons
- 3 Budget process
- 4 Library usage  
(chart)
- 5 Staffing levels  
(chart)
- 6 Revenue/Expenditures  
(chart)
- 7 Additions from current year's budget
- 8 Savings from current year's budget
- 9 Future plans

## **1987 PUBLIC LIBRARY STATISTICS**

<u>CITY</u>	<u>TOTAL BUDGET</u>	<u>TOTAL PER CAPITA \$ EXPENDITURES</u>	<u>BOOKS</u>	<u>PER CAPITA \$ EXPENDITURES FOR BOOKS</u>	<u>SALARIES/ FRINGES % OF TOTAL BUDGET</u>	<u>BOOKS % OF TOTAL BUDGET</u>
Denver (508,927)	\$ 12,911,000	\$ 25.37	1,720,623	\$ 3.38	74.9 %	13.3 %
Multnomah County (561,800)	8,364,213	14.89	1,141,356	2.03	67.0	13.6
St. Louis (453,085)	6,311,065	13.97	876,617	1.93	59.7	13.8
Tucson (659,112)	8,935,320	13.56	1,165,560	1.77	67.4	13.0

## **1984 PUBLIC LIBRARY STATISTICS**

Denver (489,318)	\$ 10,656,600	\$ 21.78	1,592,865	\$ 3.26	74.0 %	15.0 %
St. Louis (453,085)	5,770,333	12.74	806,196	1.78	65.0	14.0
Tucson (602,000)	7,211,000	11.98	1,002,500	1.67	67.0	14.0
Multnomah County (557,500)	5,526,054	9.91	629,088	1.13	74.0	11.0

## **INTRODUCTION**

This budget request represents the third year of the Library's current three-year serial levy. Significant progress has been made during this three-year period and we at the Library are proud that we are well on the way to meeting the major goals of the current Long-Range Plan.

The enclosed pages illustrate the steps necessary to develop this budget. Charts illustrate proposed revenues, expenditures and changes from the 1988-89 budget.

Due to a heavy increase in use, we have a very tight year ahead. A 24 percent increase in circulation over the past four years has outpaced increases in staff positions needed to handle this growing demand.

Thanks to the support of the County Executive and you, the County Commissioners, the Multnomah County Library has been able to make library service available to county residents. With the new branch in East County (presently in the last stages of the design phase) and the second generation automation system currently being installed, we will be able to provide even better access to information for the citizens of Multnomah County.

## **BUDGET PROCESS**

- Development of the budget took

**five months.**

- Staff input was provided by

**a Budget Task Force.**

- Multnomah County Library held

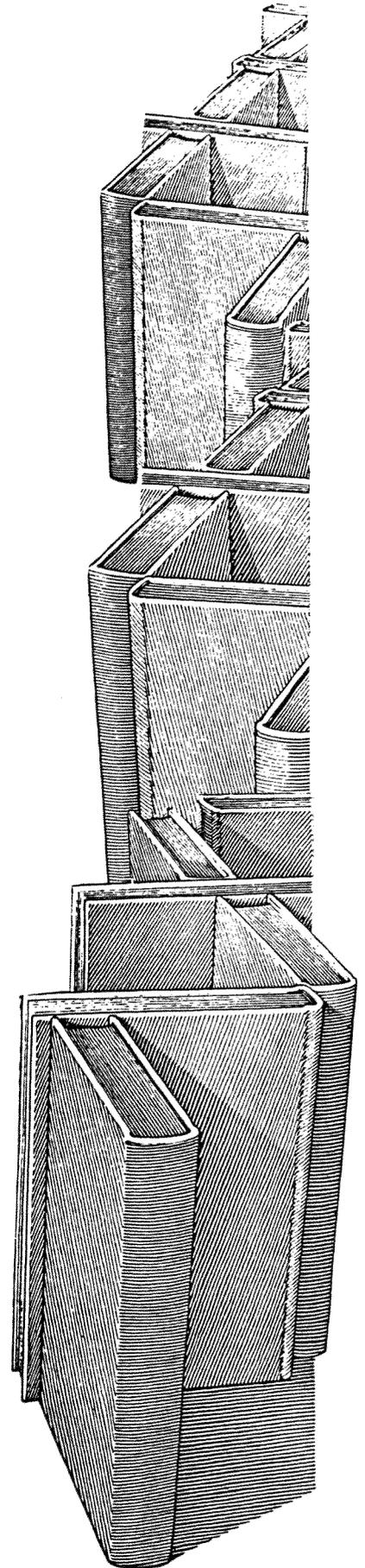
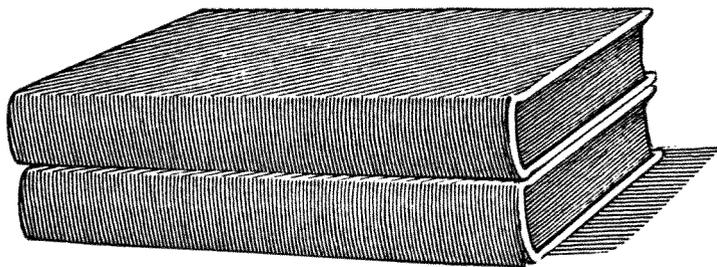
**a public review session**

**and three**

**staff review sessions.**

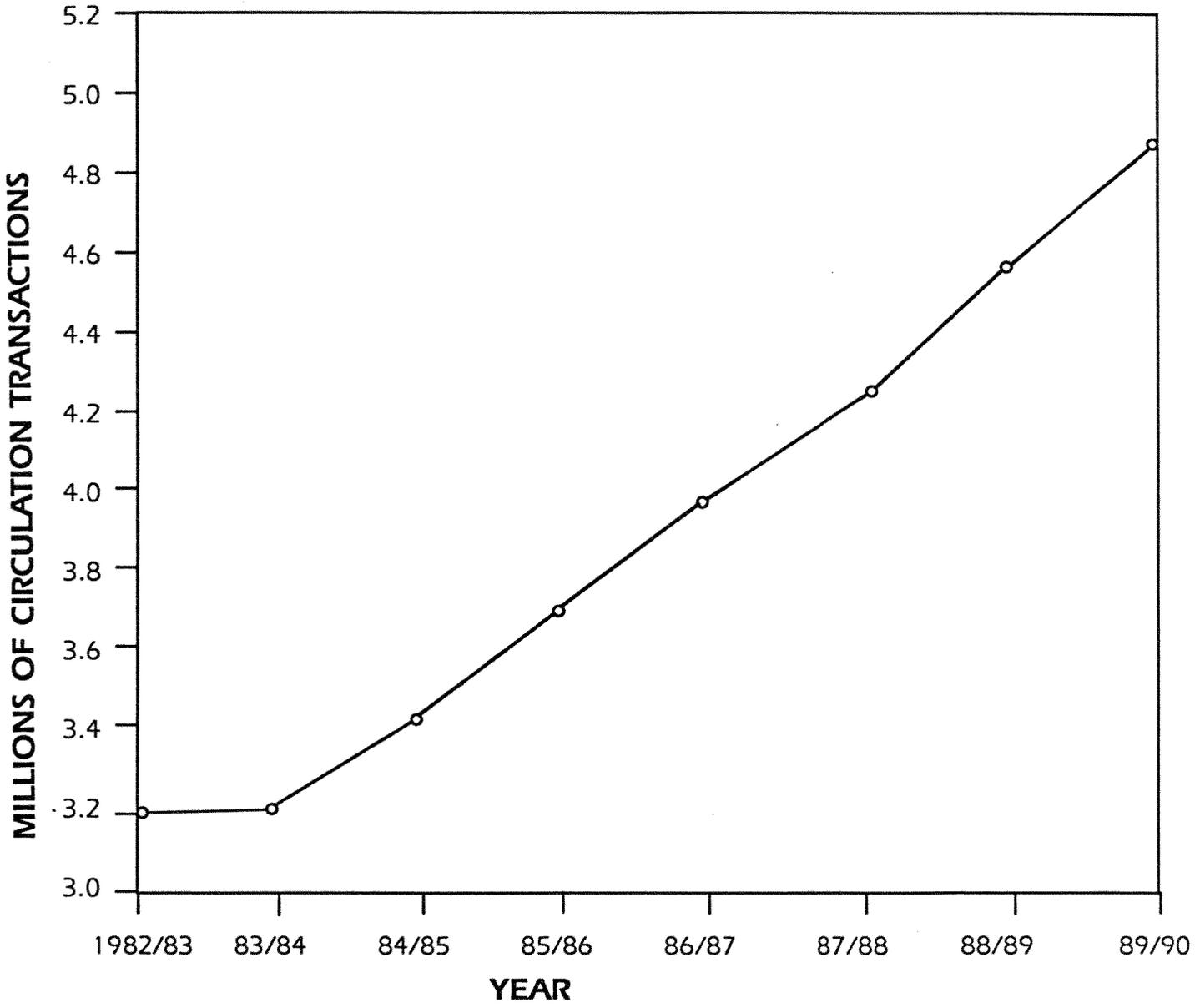
- The budget is based on

**Multnomah  
County Library's  
LONG-RANGE PLAN.**



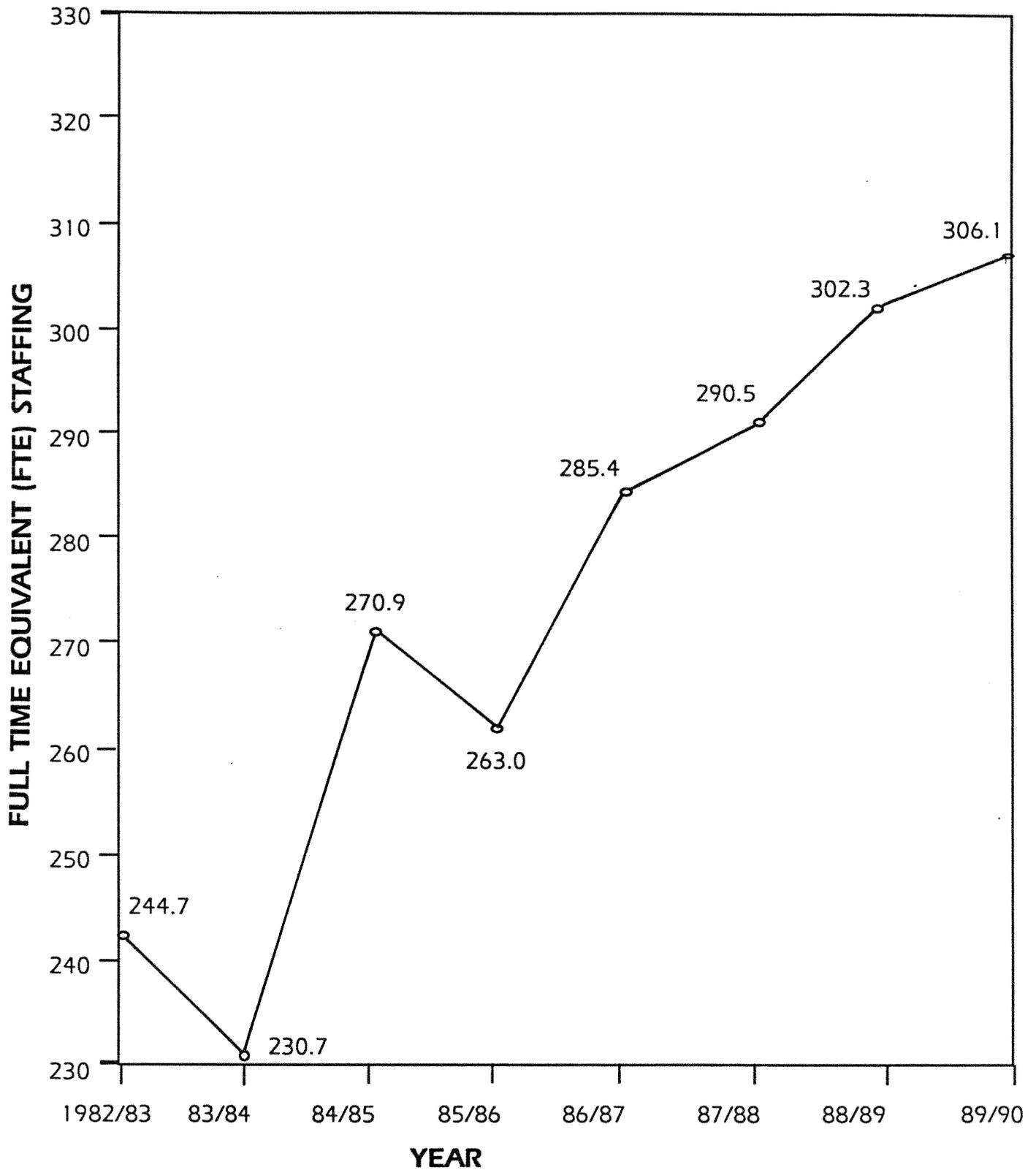
# LIBRARY USAGE

Circulation Increases 1982-1990



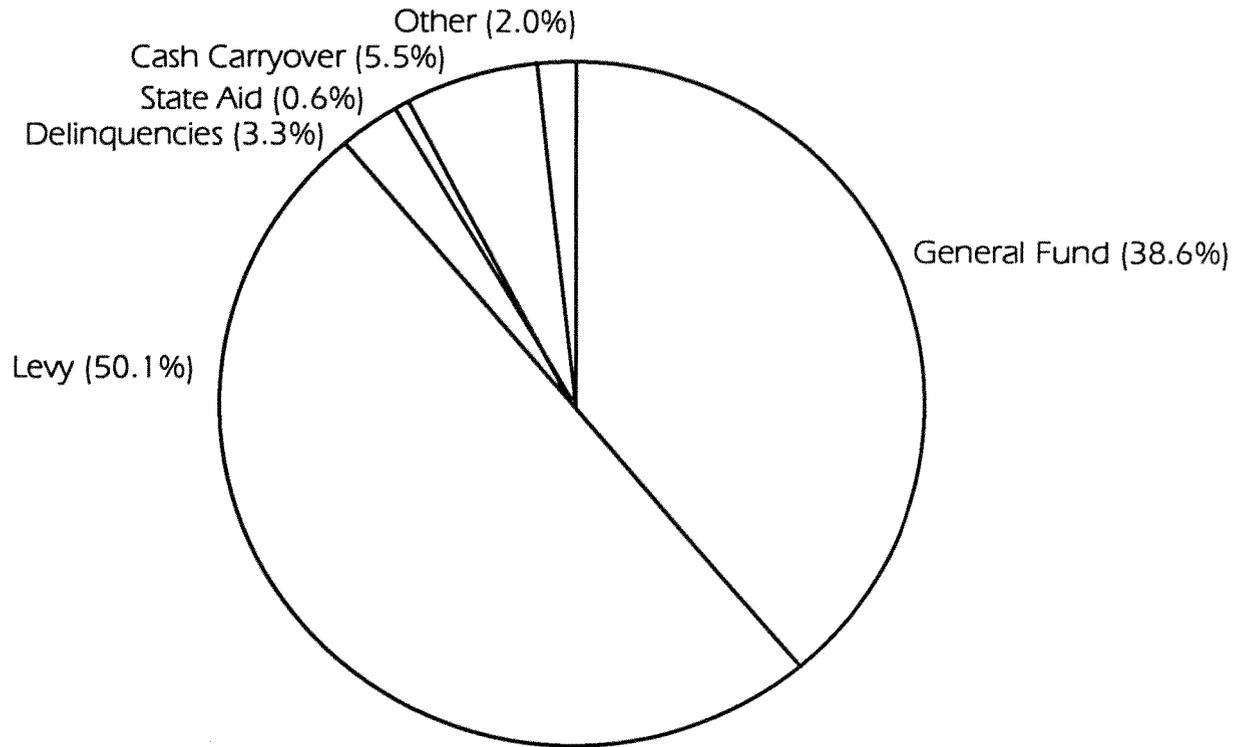
# STAFFING LEVELS

Staff Increases 1982-1990

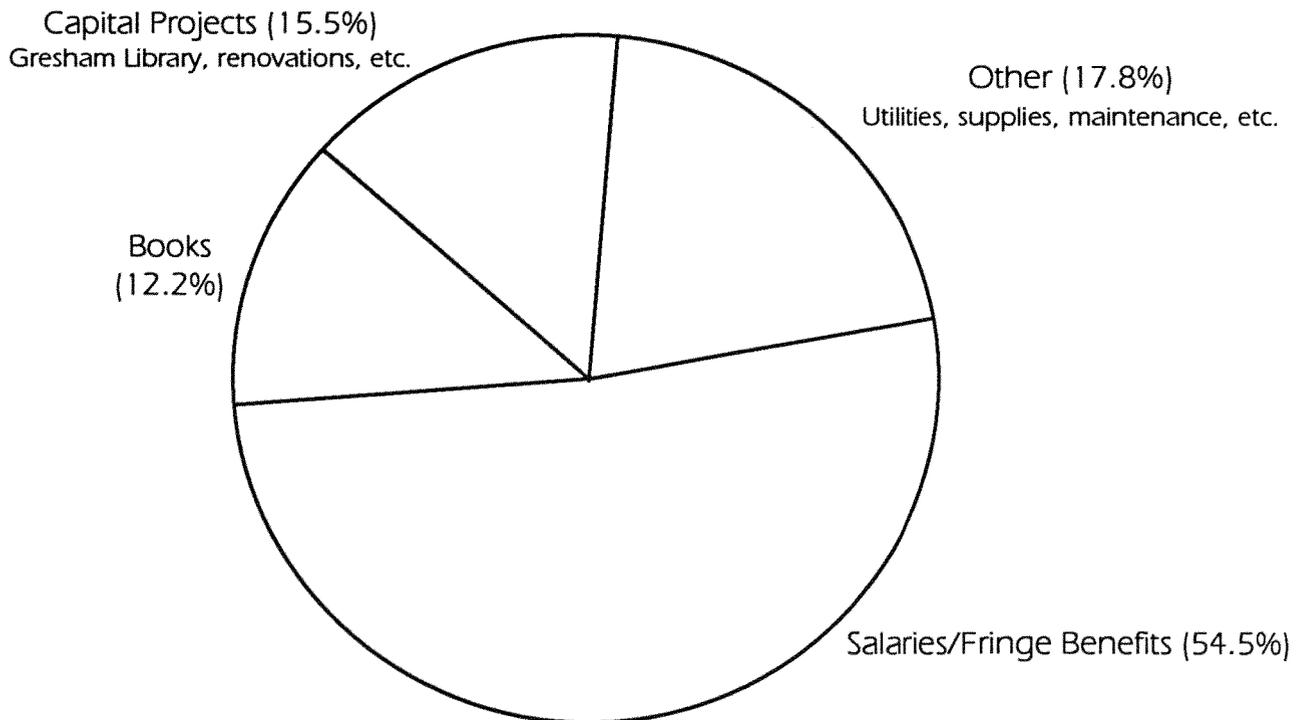


# REVENUE/EXPENDITURE

## 1989/90 REVENUES



## 1989/90 EXPENDITURES



## **CHANGES FROM CURRENT BUDGET — ADDITIONS**

- Increased staffing for Gresham for one-half year. \$27,715.
- Minimal increases in staffing for circulation desks, book shelving and reference desks to assist in coping with increased library use. \$51,987.
- Increase in book budget to slightly more than 14 percent of the operating budget. \$219,856.
- Minimal increase in staff training. (In 1989-90, funded from a grant from the Library Association of Portland.) \$30,000.
- Minimal increase to accomplish moving Technical Services Department from Central Library to Administration Building by January 1, 1990. Staffing: \$12,914. Remodel building: \$50,000.
- Increased data line communications charges for public access terminals. \$9,000.
- Increased maintenance costs to install new roofs, maintain HVAC equipment, repairs. \$97,000.
- Interest expenses for borrowing from July 1 through November 15. \$10,000.
- Continuance of Old Town Reading Room as part of operating budget. Staff: \$8,900. Rent: \$4,637.
- Continuance of Day Care Outreach program as part of operating budget. \$11,812.
- Continuance of grant position for Pacific Rim Business Information Service from March 1990 through June 1990. \$5,300.

## **CHANGES FROM CURRENT BUDGET –SAVINGS**

Printing costs. Down slightly due to improved in-house printing. Specifically, new equipment purchased this year has reduced the amount of outside typesetting that was necessary in the past. The reduction in forms as a result of the work of the Forms Task Force in cooperation with a forms consultant has also made a difference. \$1,500.

Utilities. Even though this budget includes estimated increases (eight percent in fuel, 12 percent in electricity, four percent in water/sewer and four percent in garbage as well as increased costs for operating the new Gresham branch for six months), recent energy conservation measures will result in a reduction of the total utilities line by \$7,000.

Postage. Due to improved efficiencies in our ordering process and the ability to order more materials by telephone or electronically via personal computer, we have reduced the postage budget by \$22,000.

Supplies. In 1987-88, we employed a forms consultant to reduce the number of forms printed and used in-house. Together with increased utilization of personal computers in all agencies, this action has resulted in a 65 percent reduction in internal forms. The savings to the supply budget is \$80,000.

Insurance. Due to the soft market for insurance premiums and a projected continuation of this trend for general liability, automotive and officers/directors insurance, we were able to add coverage for construction, the new computer equipment and six months coverage for the new Gresham branch while still cutting insurance costs by \$5,000.

## **FUTURE PLANS**

With the current three-year serial levy ending in June, 1990, we must plan now for the following three-year period. Work is currently in progress on a revised three-year long-range plan for the years 1990-91 through 1992-93. This work plan includes:

- role-setting exercises by staff members, members of the board of directors and members of the Friends of the Library.
- demographic studies of branch service areas.
- preparation of community profiles for Central Library and each branch library.
- projections of county population and library usage.
- focus groups to gather public input.
- projections of financial requirements.
- drafting of long-range plan using the information gathered from the above steps.
- public review sessions for long-range plan.
- staff review sessions for long-range plan.
- final writing of long-range plan.

With the completion of the long-range plan using the steps outlined above, the amount of financial support necessary to implement the plan will be known so that a replacement serial levy measure can be placed on the ballot in March 1990.

Mission: To advocate for timely citizen participation in County government and to facilitate communication between citizens and the County.

Goals and Objectives:

Inform citizens concerning citizen involvement opportunities in Multnomah County government.

- \* Produce and disseminate 6000 County Service Directories.
- \* Produce and disseminate 5000 Citizen Involvement Handbooks.
- \* Produce and disseminate 6 issues of the County Conduit.
- \* Produce 6 Issues Roundtable Cablecasts.
- \* Start up the County Citizen Computer Bulletin Board.
- \* Increase the outreach program to recruit citizens to serve on County Advisory Boards.
- \* Sponsor a Regional Citizen Involvement Meeting to be held in early November 1989.
- \* Volunteer Recognition Ceremony.

Advocate for meaningful and timely involvement opportunities for citizens in Multnomah County government.

- \* Monitor and assist Citizen Budget Advisory Committees (CBACs) through the Central-CBAC.
- \* Work with CBAC staff to assist the CBACs.
- \* Provide training for each CBAC during September 1989.
- \* Complete CBAC appointments in July 1989.
- \* Semi-annual and annual CIC reports to the BCC.
- \* Reports to the BCC.
- \* Maintain and improve the County Needs Report Program.
- \* Produce and disseminate 20,000 meeting announcements and newsletters for Neighborhood Associations/Community Groups.

Integrate citizens into the decision making processes of Multnomah County government.

- \* Conduct a dedicated fund review of the Department of Human Services and Non-departmental programs and report findings to the BCC by December 15, 1989.
- \* Increase recruitment efforts for County Citizen Advisory Boards.
- \* Complete citizen participation program for strategic planning.
- \* Provide staffing to the Non-Departmental CBAC.
- \* Review the progress of the Committee for Citizen Involvement in Land Use.
- \* Organize and recognize newly forming Neighborhood Associations county-wide.



CITY OF  
**PORTLAND, OREGON**

OFFICE OF FISCAL ADMINISTRATION

J.E. Bud Clark, Mayor  
Stephen C. Bauer, Director  
1120 S.W. Fifth Avenue, Room 1250  
Portland, Oregon 97204  
(503) 796-5288

April 13, 1989

TO: Gladys McCoy, County Chair  
Multnomah County Board of Commissioners

FM: Susan J. McPherson, Manager *sjm*  
Urban Services Division, City of Portland

RE: Presentation for County Commission budget hearing on 4/13/89

1. Multnomah County and the City have a partnership in the annexation program.
  - City & County have worked cooperatively since 1984
  - originally, County provided direct staff assistance to program implementation
  - beginning in 1987, County has provided support with direct funding
2. We are requesting continued support for the annexation program in Multnomah County, for Fiscal year 1989-1990.
  - We are seeking a \$100,000.00 contribution from the County
  - Just 11 months ago the City showed it's unanimous support and commitment to this program during a tight budget year by funding the program with \$440,000.00,
  - County contribution would amount to 20% of operating budget for fiscal year
3. It was just one year ago that the City Council and County Commissioners reviewed a Five Year Report on the policies and progress of annexation.
  - In that one year time, program staff has had to rebuild and create new processes for the additional requirements of the Double Majority method, as well as develop current tax base and service information packets, reestablish contacts with the citizenry, and generate support in intent areas, a process that consistently takes from 9-15 months.
4. There have been a number of significant accomplishments in the past year, and the Commissioners have been kept abreast of progress with Quarterly reports.
  - actions speak louder than words and we are currently working 72 intent areas for annexation, with an estimated population of 12,000, and a land area of over 1,000 acres. 8 of these areas consisting of 1651 people, 220 acres, and an assessed value of \$37,940,600 have been annexed, and several more are nearing the 50% support level required under double majority, all of this in just the first 9 months of our new program.
  - During the last nine months, we have mailed the letter from County Commissioner regarding annexation to over 14,000 people, sent out an additional 21,200 letters and informational pieces, contacted over 10,000 people at the door, and answered questions from thousands of residents by phone.

Budget Division  
Tim Grewe, Manager

Grants Compliance Division  
Dennis Rocheck, Acting Manager

Revenue & Policy Analysis Division  
Ron Bergman, Manager

Urban Services Division  
Susan J. McPherson, Manager

-We have distributed over 20,000 Urban Services Directories which list numerous County agencies and services, thus serving both the County and City.

-Overall, Portland has annexed some 56,000 Multnomah County residents in the same period of time Gresham annexed approximately 22,500.

-Yet, over 50,000 residents within Portland's Multnomah County Urban Services Boundary remain to be annexed

-The City of Portland received the **Special Achievement Award** of the Oregon Planning Association in March, for the program, Multnomah County was recognized and thanked for their participation

5. Resolution A and the annexation program are still in the County's best interest, after all, the majority of people we work with daily are unincorporated County residents.

-Portland has been actively participating with the legislature to maintain and protect the existing annexation methods which are in danger of being repealed. It is also in Multnomah County's best interest that the City's ability to annex is not hindered

-The County can realize still more savings with the further withdrawal from urban services such as neighborhood police, planning and zoning, roads, etc

-The City, County, and other units of government have a number of intergovernmental agreements in place based upon policy implementation

-The County's policy, and financial support, adds to legitimacy, and effectiveness, of the program

6. The basic problem is Portland can't afford to offer annexation to unincorporated areas without County funding.

-Without your support, I will need to eliminate program components that contribute to public outreach. The program will slow down and we will be able to offer annexation to fewer people...putting the service burden back on the County budget.

-It's already costing the County millions of dollars a year and without annexation, this burden will only increase with time.

Some time ago, I proposed a City-County task force or impartial committee to examine other service alternatives, maybe now is a more appropriate time to review this suggestion. Both the City and the County must be committed to the ongoing relationship in order to emerge successfully from the situation at hand. Let's work together to bring issues to resolution and restore harmony.

MULTNOMAH COUNTY  
DATA PROCESSING MANAGEMENT COMMITTEE  
BUDGET PRESENTATION TO THE  
BOARD OF COUNTY COMMISSIONERS

APRIL 13, 1989

**BACKGROUND**

In April 1986, the Board of County Commissioners established the Data Processing Management Committee to advise them about data processing planning, funding and project management. The functions of the Committee as defined in the ordinance include:

- to act as the policy-setting body for all County data processing
- to provide management control for all County data processing
- to monitor all County data processing activity.

It is the responsibility of the Committee to approve funding levels for new systems development and annually submit to the Board of County Commissioners an updated Information Systems Development Plan. The plan for 1989-90 was accepted by the Board on February 23, 1989.

**PROGRAM OVERVIEW**

During the last two years, resources available to the Data Processing Management Committee have funded in whole or in part the development of several new computer systems in a number of areas. Projects completed include:

- 1) Sheriff's Office Civil Process Unit: Provided the hardware to support a computerized system which tracks the approximately 42,000 process papers served by the Sheriff's Office Civil Process Unit.
- 2) Aging Services Division: Completed the requirements definition for a new system to monitor the accountability of contract providers, and the delivery of services for the Division of Aging Services.
- 3) Health Services Division: Developed a client-based system which fully integrates all client "membership" or payment information with medical and financial records for the health clinics. This system went "on-line" March 6th.

Projects which are funded and underway in the current fiscal year include:

- 1) Integrated Criminal Justice Information System: Project to integrate where possible the criminal justice information systems which support the various County criminal justice agencies. Phase I investigated the feasibility of the project and Phase II developed a data architecture to support the integration. The current phase (Phase III) will integrate the three systems which support the operation of the Sheriff's Office.

- 2) Assessment and Taxation: Definition of the requirements for enhancing or replacing the computerized systems which support the appraisal and tax collection functions.
- 3) Animal Control: Development of a new system to provide accurate record keeping for all reports, citations and services requests.

The Proposed Executive Budget (pp. E-31 and E-32) provides \$836,000 for the following projects:

- 1) Integrated Criminal Justice Information System: To continue the work of integrating the information systems which support the criminal justice agencies in Multnomah County. This phase of the work will address the needs of the District Attorney's Office and the integration with the computerized systems which support the State Courts. (\$250,000)
- 2) Assessment and Taxation: To continue the project to enhance or replace the computer systems which automate the property tax roll and support the tax collection, distribution and appraisal functions. (\$375,000)
- 3) Health Services Division: This project will add the ability to schedule appointments for clinic client visits to the Health Information System. It will also add risk management functions to allow informal encumbrances of funds to cover bills expected but not yet submitted for outside services, provide an electronic intertie between DHS and the computerized systems maintained by the State Adult and Family Services and the State Health Division, and allow the tracking of specific client groups which are in need of special services. (\$211,000)

The Data Processing Management Committee provides management control for all County data processing. It reviews all requests for systems modifications, enhancements, and new development projects which are funded out of the Nondepartmental Special Appropriation. It monitors the progress of all projects for compliance with schedules and budgets.

The Information Systems Development Plan which was presented to the Board of County Commissioners in February of this year identified over thirty different potential computer information needs with estimated costs of several million dollars. This budget will make a major contribution toward completing work already started in three of the highest priority projects identified by the DPMC. Significant needs still exist in the District Attorney's Office for a computer system in Child Support Enforcement, improved juvenile case tracking for both the Juvenile Division and the District Attorney, additional computer support for Facilities Management, County-wide cost accounting and Risk Management among others.

**SERVICE REIMBURSEMENTS**

The Nondepartmental Special Appropriation also contains the General Fund service reimbursements for the Information Services Division. As part of their annual budget process, the Information Services Division develops cost recovery rates for all computer services. As work is performed by ISD, the Nondepartmental Special Appropriation is "billed" for the work performed. This allows the Data Processing Management Committee to monitor ISD's service delivery to General Fund organizations over the course of the year.

General Fund service reimbursements to the Information Services Division for Fiscal Year 1989-90 are budgeted at \$4,421,071.

5995F/JM/kd