

BUDGET DETAIL

	Actual 2005-06	Actual 2006-07	Budget 2007-08	Requested 2008-09	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Service Programs							
Reference	347,081	386,168	486,850	531,665	531,665	531,665	539,960
Administration/Contracts	10,154,059	10,671,985	19,199,264	21,256,361	21,256,361	21,256,361	21,146,984
West Slope Library	373,358	399,540	-	-	-	-	-
Automation	1,087,900	1,139,307	1,601,398	1,970,903	1,970,903	1,970,903	2,041,795
Outreach	357,238	415,162	505,037	581,682	581,682	581,682	604,860
Courier	230,645	261,903	327,913	348,990	348,990	348,990	356,002
Total Expenditures	12,550,281	13,274,065	22,120,462	24,689,601	24,689,601	24,689,601	24,689,601
Funding Sources							
Departmental Revenue	237,928	317,052	6,905,924	7,301,028	7,301,028	7,301,028	7,301,028
General Fund Transfer	12,506,459	13,006,717	13,526,986	14,068,065	14,068,065	14,068,065	14,068,065
<i>subtotal</i>	12,744,387	13,323,769	20,432,910	21,369,093	21,369,093	21,369,093	21,369,093
Beginning Balance	1,565,003	1,759,108	1,687,552	3,320,508	3,320,508	3,320,508	3,320,508
Total Resources	14,309,390	15,082,877	22,120,462	24,689,601	24,689,601	24,689,601	24,689,601
Permanent Positions	24.55	24.55	24.00	26.75	26.75	26.75	26.75

Purpose Statement:

Cooperative Library Services (WCCLS) coordinates, contracts for, and provides a full range of library services to all residents of the County. WCCLS operated on fixed-rate property tax serial levies until fiscal 1998-99 but with the passage of Measures 47/50, its tax rate was combined with the County’s permanent tax rate and it now receives the majority of its funding directly from the County’s General fund. In November of 2006, voters provided additional funding for WCCLS with the passage of a four-year, 17 cents per \$1,000 of assessed value local option levy estimated to generate an additional \$7.4 million per year for library services Countywide.

Service Program Description:

1. **Reference/Interlibrary Loan:** Provides back-up reference service for libraries. Locates/borrows materials from outside the county for libraries and for County management. Contracts for Countywide telephone reference service. Coordinates subscriptions to electronic databases (such as magazine indexing and full text articles) available to libraries and users through WCCLS.org. This program is housed at Multnomah County’s Central Library.
2. **Administration and Contracts:** Manages Countywide support services and coordinates activities of the Cooperative membership. Contracts with nine cities and two non-profit associations to provide county-wide public library access for all residents. Provides grants to developing libraries working toward full membership in the Cooperative. Contracts with neighboring counties to provide reciprocal free access to public libraries in the Portland metropolitan area for Washington County residents.
3. **West Slope:** In fiscal 2007-08, this program was transferred to organization unit 185-9710 (West Slope Library).
4. **Automation:** Manages automated circulation, public access catalog and acquisitions software for 13 public libraries, 2 special libraries and Outreach. Provides centralized Internet access, cataloging, database authority control, hardware and software and provides technical and content support for libraries seven days per week. Provides access to remote electronic databases for use via WCCLS.org and provides technical and creative management for the Cooperative’s website.

Service Program Description Continued:

5. **Outreach Services:** Outreach is located at Hillsboro's Main Library. This program provides centralized mail delivery service of library materials for individuals who are homebound and cannot get to a public library; outreach to the Latino community; outreach to children and youth; staff support for the jail inmate library (County Jail); and support for Countywide youth services activities such as summer reading programs.
6. **Courier:** Provides daily delivery service within the county among member libraries. Contracts to link Washington County libraries with other libraries in Oregon and Washington for ground courier delivery. Mails books to out-of-county borrowers, schools and interlibrary loans. Courier is located in leased warehouse space near the Hillsboro airport.

County Administrator's Analysis:

Summary of Department's Requested Budget

The proposed budget for fiscal year 2008-09 is \$24,689,601 or \$2,569,139 (11.6%) more than the adopted budget for the current fiscal year (2007-08). Revenues are projected to increase \$936,183 (4.6%) and the beginning fund balance is higher by \$1,632,956. Highlights of the budget request include:

- The increase in revenues reflects an additional \$426,619 in property tax revenues from local option levy approved in November of 2006. The 2008-09 fiscal year will be the second year of the four year levy. The increase is the result of higher assessed value and collection of delinquent taxes.
- In addition to the property tax revenues, the general fund support for WCCLS totals \$14,068,065, or \$541,079 (4%) more than the current fiscal year (2007-08). This is consistent with Measure 47/50 planning, which assumes the general fund contribution to libraries would increase by 4% per year for the four-year period of fiscal year 2007-08 through fiscal year 2010-11.
- Beyond the increase in local option levy revenues and general fund subsidy mentioned above, there are minor reductions in other revenues.
- Highlights of the requested increase in expenditures include: 1) funding for member libraries (including funding for the County-run West Slope Library) will increase by \$1,295,212 (8.4%) above 2007-08 levels for a total of \$16,742,568 in support for library operations; 2) expenditures for centrally-provided direct services and WCCLS support functions will increase by \$492,683 (13%) for a total of \$4,247,019 in central support services; and 3) the Cooperative's reserve fund (contingency) will increase by \$781,244 (26.8%) for a total contingency of \$3,700,014 for fiscal 2007-08.
- The above mentioned increase for central support and direct services (both of which are provided by the county) will be directed at key support areas that include: operation of the WCCLS information system; delivery of books/materials between libraries; reference services; and outreach services to the home bound, child care providers and children in their care, and non-English speaking residents.
- In support of the overall increase for member libraries and the central/direct service levels promised in the levy, the requested budget includes the addition of 2.75 new FTE in central/direct services. These positions include: 1.00 FTE Librarian I, a 1.00 FTE Web Specialist, and a 0.75 FTE Administrative Assistant.

Highlights of Administrator's Recommendation:

I recommend that this budget be funded as requested.