

**Records of the Multnomah County Library  
Scope and Content Note  
Accession 2002-000293  
Director's Office and Administration**



Copy of private print showing construction of original Gresham Branch Carnegie Library [1913].  
*From Department of Library Services accession 2002-000362/003, Branch Records.*

The records in this accession represent many of the administrative and executive actions of the Multnomah County Library Director and of predecessor offices under the Library Association of Portland (LAP) [1864-1990]. Records include administrative correspondence, statistical and program reports of the various library programs and departments, financial reports, correspondence of the director, publications, library construction project records, LAP membership records, endowment records, and accounting records. Records date from the mid 1860's and continue on through the late 1990's. A significant portion of the official records of the County Library and the LAP remain in the Library's Administration Office. A brieflist of these records is appended to this finding aid for researcher convenience. Other records of the LAP may be found in the

collections of the Oregon Historical Society. Photographs and oversize materials have been separated from the bulk of the collection and a listing is available.

*Series Listing:*

1. Correspondence, Policy and Historical, 1869-1999 [1893-1999 bulk].
2. Department Reports, 1893-1994
3. Financial Reports, 1908-1989
4. Director's Correspondence (Cooper), 1993-1997
5. Publications, 1894-1991
6. Library Construction Project Records, 1911-1996
7. Library Association of Portland Membership Records, 1867-1991
8. Endowment Records, 1941-1989
9. Accounting Records, 1864-1956

## **Series Listing**

### ***1. Correspondence, Policy and Historical***

*1869-1999 [bulk 1893-1999]*

*11 cubic feet*

*Alphabetically by subject*

Records documenting the administration of the Multnomah County Library, primarily as a public library under the Library Association of Portland (1901-1990) and as a county department after 1990. Records include letters sent and received, reports, studies, and related records. Subjects include legal opinions, budget and funding issues, the development of the branch system, governance structure, development of library services, library technology, cooperative service structures (like Metropolitan Information eXchange and Western Library Network), reorganizations (especially in 1954 and 1986), and other library issues. Folder listing available.

### ***2. Department Reports***

*1893-1994*

*4 cubic feet*

*Alphabetically by report title, then chronological.*

Reports sent or received from library programs. Reports are narrative and statistical and usually describe program activities, staff levels, budgeting and expenditure, number of patrons using the program, and similar information. A listing of included reports follows.

Annual Report to Oregon State Library (3 folders), 1952-1986

Book Fund Reports, 1972-1984

Children's Department Statistics (14 folders), 1902-1956

Circulation Statistics (8 folders), 1914-1988

Circulation: Branches, 1987

Circulation: Literature and History, 1947-1963

Combined Programs: Monthly (9 folders), 1894-1901, 1961-1981

Daily Attendance, 1893-1902

Extension Department (3 folders), 1924-1985

Extension Services History, 1940-1994

Oregon Public Library Statistical Reports, 1989-1994

Reference Statistics, 1905-1947

School Services, 1945-1956

Surveys and Questionnaires (6 folders), 1978-1985

Telephone Statistics, 1972-1987

Volunteer Statistics, 1986

### ***3. Financial Reports***

*1908-1989*

*1 cubic foot*

*Alphabetically by report title, then chronological.*

Reports documenting the financial condition of the Library Association of Portland. Records include annual financial reports, auditors reports, and tax exemption returns. These records cover most of the time that the LAP operated the library under contract with Multnomah County. A listing of included reports follows.

Annual Financial Reports (6 folders), 1908-1989  
Auditor's Reports, 1911-1922  
Charitable Organizations Annual Report, 1977-1985  
Organizations Exempt from Income Tax Annual Return (4 folders), 1946-1988

#### **4. Director's Correspondence (Cooper)**

1993-1997

1.5 cubic feet

*Chronological by date of correspondence.*

Correspondence, memoranda, and similar records which state or form the basis of policy, set important precedents, or record historic events related to the organization or operation of the county library department. Includes letters sent and received, memoranda, notes, reports, studies, and other records. Subjects include ALA/PLA issues, branch renovation, central branch renovation, library exchange programs, library foundation, library utility tax, and similar issues. Folder listing available.

#### **5. Publications**

1894-1991

.5 cubic feet

*Alphabetical by title.*

Published records made available to library programs or to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. A listing of included publications follows.

Annual Reports (5 folders), 1929-1985  
Brochures, miscellaneous, 1977-1990  
"Budget Blues," 1991  
*Bulletin of the Library Association of Portland*, 1903-1913  
Catalogs, miscellaneous, 1977-1990  
Central Library, miscellaneous, 1913-1980  
*Our Library*, 1894-1901

#### **6. Library Construction Project Records**

1911-1996

4 cubic feet

*Alphabetical by branch, then alphabetical by subject.*

Documents the construction and renovation of the county libraries. While the bulk of the records deal with the Central Library Renovation, the Gresham Branch Relocation, and

the Midland Branch Rebuild projects, records also document the original Carnegie funding for branch construction at Albina, Arleta, Eastside, Gresham, North Portland, St. Johns, and South Portland. Records include floor plans; photographs of the library before, during, and after construction; committee records; tour records; community surveys; cost estimates; traffic surveys; correspondence; and related records. Folder listing available.

### **7. Library Association of Portland Membership Records**

1867-1991

5 cubic feet

*Alphabetical by record type, then chronological by record date.*

Records documenting membership in the Library Association of Portland. Prior to 1901, membership was required in order to use the LAP's library. Annual memberships were paid in quarterly installments. Life memberships were offered in 1869. In 1875, perpetual memberships (which could be transferred or bequeathed) were offered. Records include receipts for membership dues, lists of members, individual membership records, and related records. A listing of included records follows.

- Assessment Account Ledger (3 folders), 1868-1881\*
- Dow Report on Membership, 1989
- Dues Receipts (67 volumes), 1868-1901
- Final Membership Roster, 1989
- Individual Membership Records (6 folders), 1902-1991
- Legal Opinions, 1987-1991
- Membership Lists and Rosters, 1910-1984
- Membership Receipts (loose), 1867

*\*volume one includes Cash Book #1, 1867-1868.*

### **8. Endowment Records**

1941-1989

2.5 cubic feet

*Alphabetical by record type, then chronological by record date or alphabetical by name.*

Records documenting endowments given to support the activities of the Library Association of Portland. Records include fund reports, gift acknowledgements, and individual endowment records. A listing of included records follows.

- Fund Reports (9 folders), 1954-1989
- Gift Acknowledgements (4 folders), 1950-1986
- Griswold Report, 1989
- Individual Records (26 folders), 1941-1989
- Legal Opinion on the Sale of Assets, 1984

### **9. Accounting Records**

1864-1956

*3 cubic feet*

*Alphabetical by record title, then chronological by record date*

Records documenting the receipt and expenditure of funds by the Library Association of Portland. Records include cash books (showing the receipt of cash (usually from dues and fines)), purchasing records (showing invoice and payment information for books and supplies), receipts for payments, and warrant registers (showing authorized payments from LAP accounts). Listing of included records follows.

Cash Books: Central (9 folders), 1892-1956\*

Cash Books: Circulation (3 oversize volumes), 1912-1944

Cash Books: Gresham Branch (4 folders), 1912-1944

General Ledger, 1895-1899

Purchasing Records (4 oversize volumes), 1864-1870, 1881-1893

Receipts (4 folders), 1869-1906

Warrant Registers (9 folders), 1864-1903

*\*Cash Book #1 (1867-1868) is located in Library Association of Portland Membership Records.*