

Department: Library

Program Contact: Johnny Fang

Program Offer Type: Administration

Program Offer Stage: As Proposed

Related Programs: 80010

Program Characteristics:
Executive Summary

The Business Services unit manages accounts payable, accounts receivable, fiscal reporting, budget preparation, grant reporting, purchasing, and contracts for the entire library system.

Program Summary

Business Services manages all the fiscal functions to ensure the efficient operation of the library system.

The Business Services unit manages the annual budget preparation and submission process; monitors and adjusts the budget throughout the fiscal year; manages contracts and procurement; administers grants from federal, state, foundation and other non-profit funders; processes and oversees accounts payable/receivable; and administers purchasing cards and cash management for the library system. The unit also represents the library in a number of county-wide finance, capital bond, ERP, grants, and purchasing/sourcing forums. This program ensures that library funds are budgeted, received, accounted for and spent appropriately.

The unit focuses on equity through training and development opportunities for all staff, but especially for BIPOC staff, which currently comprise 50% of the team. Team members are encouraged to participate in function-specific training and conferences which continue to deepen and broaden the team's knowledge of regulatory changes and best practices. The contracts and procurement staff are encouraged to attend trainings and the annual conference of National Institute of Governmental Purchasing (NIGP), which was held virtually the past 2 years; the staff are also members of the NIGP. The accounting and budget staff are encouraged to attend trainings by the Government Finance Officers Association (GFOA), which also includes an annual training conference. Additionally, other career enhancing and personal development trainings have been organized for staff, including project management and cross-training. The program investment in staff education also strengthens BIPOC staff retention.

Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of supplier invoices processed	3,857	7,000	5,500	5,500
Outcome	% of staff who participated in external trainings or conferences	50%	N/A	50%	67%

Performance Measures Descriptions

Performance Measure 2: This measure is new for FY 2023.

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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$1,255,946	\$0	\$1,419,953
Contractual Services	\$0	\$12,200	\$0	\$14,200
Materials & Supplies	\$0	\$55,261	\$0	\$95,493
Internal Services	\$0	\$69,938	\$0	\$84,828
Total GF/non-GF	\$0	\$1,393,345	\$0	\$1,614,474
Program Total:	\$1,393,345		\$1,614,474	
Program FTE	0.00	6.75	0.00	7.75

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program generates \$50,976 in indirect 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 (98.03%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (1.97%).

Significant Program Changes

Last Year this program was: FY 2022: 80012 Operations

In the FY 2022 Program Offer 80012 Operations included both Business Services and Project Management & Evaluation. In FY 2023 this Program Offer only includes Business Services, while Project Management & Evaluation moves to Program Offer 80022 Public Services Management. This program includes an additional 1.00 FTE of Contract Specialist support.