

**Department:** Library **Program Contact:** Chung Fun Leung  
**Program Offer Type:** Administration **Program Offer Stage:** As Adopted  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

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

**Program Summary**

Business Services manages the annual budget preparation and submittal process; monitors and adjusts the budget throughout the fiscal year; manages contracts, procurements, and grants; processes and oversees accounts payable/receivable; administers purchasing cards and cash management for the library system. This program ensures that library funds are budgeted, received, accounted for, and spent appropriately.

**Performance Measures**

<b>Measure Type</b>	<b>Primary Measure</b>	<b>FY13 Actual</b>	<b>FY14 Purchased</b>	<b>FY14 Estimate</b>	<b>FY15 Offer</b>
Output	Number of vendor invoices processed	6,858	6,500	6,939	6,939
Outcome	Vendor invoices paid within 30 days of invoice date	88%	90%	89%	90%
Outcome	Customer payments posted within 5 business days of receipt	99.99%	0	99.99%	99.99%

**Performance Measures Descriptions**

Removed output "Customer invoices processed": with all library locations open 7 days a week, these numbers should remain largely unchanged from year to year.  
 Changed output "Customer payments processed" to outcome measure "Customer payments posted within 5 business days of receipt".

## 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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$0	\$764,191	\$0	\$830,958
Contractual Services	\$0	\$22,000	\$0	\$20,500
Materials & Supplies	\$0	\$59,499	\$0	\$40,982
Internal Services	\$0	\$175,535	\$0	\$166,857
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,021,225</b>	<b>\$0</b>	<b>\$1,059,297</b>
<b>Program Total:</b>	<b>\$1,021,225</b>		<b>\$1,059,297</b>	
<b>Program FTE</b>	0.00	4.75	0.00	5.50

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

The revenue allocated to this program offer reflects an intergovernmental service reimbursement from the Library District (99.6%) and resources from the County's Library Fund (0.4%). It represents a pro-rated share of property taxes (94.5%) and other revenues such as overdue fines, delinquent library levy taxes, interest earnings, grants, and user charges for services provided to library patrons (5.5%).

## Significant Program Changes

**Last Year this program was:** 80009 Business Services

Net increase of 0.75 FTE: increase an existing finance specialist 1 position from .75 to 1.0 FTE; 0.5 office assistant, sr. position transferred from Human Resources (offer 80011).