

Program #80009 - Business Services

Program Contact: Chung Fun Leung

Department: Library **Program Offer Type:** Administration Program Offer Stage: As Proposed

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									
Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer				
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".

4/21/2014

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	\$58,800
Internal Services	\$0	\$175,535	\$0	\$166,857
Total GF/non-GF	\$0	\$1,021,225	\$0	\$1,077,115
Program Total: \$1,021,225		\$1,077,115		
Program FTE	0.00	4.75	0.00	5.50

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

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 (96%) and other revenues such as overdue fines, delinquent library levy taxes, interest earnings, grants, and user charges for services provided to library patrons (4%).

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).