

**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 submission process; monitors and adjusts the budget throughout the fiscal year; manages contracts, procurements and grants; processes and oversees accounts payable/receivable; and 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	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of vendor invoices processed	8,991	7,700	9,316	9,000
Outcome	Vendor invoices paid within 30 days of invoice date	91%	90%	90.5%	90%
Outcome	Customer payments posted within 5 business days of receipt	98.25%	99.99%	99.88%	99.5%

**Performance Measures Descriptions**

## 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	2016	2016	2017	2017
Personnel	\$0	\$873,469	\$0	\$906,668
Contractual Services	\$0	\$24,836	\$0	\$19,380
Materials & Supplies	\$0	\$58,970	\$0	\$83,076
Internal Services	\$0	\$175,987	\$0	\$168,274
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,133,262</b>	<b>\$0</b>	<b>\$1,177,398</b>
<b>Program Total:</b>	<b>\$1,133,262</b>		<b>\$1,177,398</b>	
<b>Program FTE</b>	0.00	5.50	0.00	6.00

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 (99.95%) and resources from the County's Library Fund (0.05%). It represents a pro-rated share of property taxes (96.81%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (3.19%).

## Significant Program Changes

Last Year this program was: FY 2016: 80009-16 Business Services

Added 0.50 FTE Procurement Associate.