

**Department:** Library

**Program Contact:** Johnny Fang

**Program Offer Type:** Administration

**Program Offer Stage:** Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

Business Services manages the fiscal functions to support all library programs. This unit oversees the library's fiscal activities with integrity to ensure all legal and regulatory requirements are followed. The unit manages and reports on all revenues and expenditures; it also oversees purchases, contracts, and grants, and helps with budget preparation.

**Program Description**

**ISSUE:** Business Services manages all the fiscal functions to ensure the library system runs smoothly.

**PROGRAM GOAL:** This program ensures that library funds are budgeted, received, accounted for, and spent as they should be.

**PROGRAM ACTIVITY:** The Business Services unit manages the preparation and submission of the budget every year. It then monitors and adjusts the budget throughout the year. The unit also manages contracts and purchases for the library, and oversees any money coming in and going out. It oversees grants from federal, state, foundation, and other nonprofit funding. The unit also represents the library in many countywide groups and meetings related to finance. The unit works closely with Multnomah County Central Finance and Central Purchasing.

**RACIAL EQUITY ADVANCEMENT:** The unit focuses on equity by providing fiscal support to the library's programs for underserved communities. The unit works with minority and women suppliers, and assists them in the process of being a County vendor. The unit also advances equity through training and development opportunities for all staff, but especially for BIPOC staff. The Business Services team is currently 50% BIPOC. Team members are encouraged to participate in job-specific training and conferences that deepen and broaden the team's knowledge of regulatory changes and best practices. This investment in staff education strengthens BIPOC staff retention.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of supplier invoices processed	4,553	5,500	5,000	5,000
Outcome	% of staff who participated in external trainings or conferences	67%	67%	67%	67%

**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

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$0	\$1,422,858	\$0	\$3,009,085
Contractual Services	\$0	\$14,200	\$0	\$9,700
Materials & Supplies	\$0	\$86,459	\$0	\$102,420
Internal Services	\$0	\$84,932	\$0	\$147,317
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$1,608,449</b>	<b>\$0</b>	<b>\$3,268,522</b>
<b>Program Total:</b>	<b>\$1,608,449</b>		<b>\$3,268,522</b>	
<b>Program FTE</b>	0.00	7.75	0.00	8.00

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

## Explanation of Revenues

This program generates \$107,725 in indirect revenues.

The revenue allocated to this program offer reflects an intergovernmental service reimbursement from the Library District (99.97%) and resources from the County's Library Fund (0.03%). It represents a prorated share of property taxes (97.5%), other revenues such as interest earnings, grants, and user charges for services provided to library patrons (1.3%), and District Fund balance utilized for one-time-only retention bonuses (1.2%).

## Significant Program Changes

**Last Year this program was:** FY 2023: 80012 Business Services

The Business Service program offer includes the estimated department-wide cost for a one-time retention bonus in FY 2024, per the Local 88 union contract.