

**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 and operations. This program oversees the library's fiscal activities with integrity to ensure all legal and regulatory requirements are followed. The program manages and reports on all revenues and expenditures; it also oversees purchases, contracts, grants, and travel, and helps with budget preparation.

**Program Description**

**ISSUE:** Library 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 library's Business Services program manages the preparation and submission of the budget every year. It then monitors and adjusts the budget throughout the year. The program 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. Business Services also represents the library in many countywide groups and meetings related to finance. The program works closely with Multnomah County Central Finance and Central Purchasing.

**RACIAL EQUITY ADVANCEMENT:** Business Services focuses on equity by providing fiscal support to the library's programs for underserved communities. The program works with minority and women suppliers, and assists them in the process of being a County vendor. The program 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 | Performance Measure  | FY23 Actual | FY24 Budgeted | FY24 Estimate | FY25 Target |
|--------------|--|-------------|---------------|---------------|-------------|
| Output       | Number of supplier invoices processed                            | 5,364       | 5,000         | 6,500         | 6,000       |
| Outcome      | % of staff who participated in external trainings or conferences | 83%         | 67%           | 67%           | 67%         |

**Performance Measures Descriptions**

Invoices processed in FY 2024 are expected to exceed budget because of unanticipated invoices related to Opening Day Collections. The methodology for this metric has been adjusted slightly this year; invoice counts are now based on the dates entered during the fiscal year to align with County standards.

## 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<br>General Fund | Adopted<br>Other Funds | Adopted<br>General Fund | Adopted<br>Other Funds |
|-------------------------|-------------------------|------------------------|-------------------------|------------------------|
| <b>Program Expenses</b> | <b>2024</b>             | <b>2024</b>            | <b>2025</b>             | <b>2025</b>            |
| Personnel               | \$0                     | \$3,009,085            | \$0                     | \$2,032,611            |
| Contractual Services    | \$0                     | \$9,700                | \$0                     | \$9,758                |
| Materials & Supplies    | \$0                     | \$102,420              | \$0                     | \$98,260               |
| Internal Services       | \$0                     | \$147,317              | \$0                     | \$229,895              |
| <b>Total GF/non-GF</b>  | <b>\$0</b>              | <b>\$3,268,522</b>     | <b>\$0</b>              | <b>\$2,370,524</b>     |
| <b>Program Total:</b>   | <b>\$3,268,522</b>      |                        | <b>\$2,370,524</b>      |                        |
| <b>Program FTE</b>      | 0.00                    | 8.00                   | 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 \$83,426 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 (98%), other revenues such as interest earnings, grants, and user charges for services provided to library patrons (2%).

## Significant Program Changes

**Last Year this program was:** FY 2024: 80012 Business Services

The large decline in personnel costs is due to a large one-time retention bonus that was budgeted in the prior year. The retention bonus for all library staff members was budgeted in this program offer in FY 2024.