

**Department:** Library

**Program Contact:** Johnny Fang

**Program Offer Type:** Administration

**Program Offer Stage:** Proposed

**Related Programs:**
**Program Characteristics:**
**Program Description**

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, travel and it helps with budget preparation.

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

**PROGRAM GOAL:** This program ensures that library funds are budgeted, received, accounted for and allocated according to business services guidelines and as intended.

**PROGRAM ACTIVITY:** The library's Business Services program manages the preparation and submission of the annual budget. It monitors and adjusts the budget throughout the year. The program also manages contracts and purchases for the library and oversees all incoming and outgoing financial transactions. 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 patron-facing programs, including those focused on communities of color, for underserved communities. The program also works directly with minority and women suppliers and assists them in the process of registering as a County vendor.

**Performance Measures**

| Measure Type | Performance Measure  | FY24 Actual | FY25 Budgeted | FY25 Estimate | FY26 Target |
|--------------|--|-------------|---------------|---------------|-------------|
| Output       | Number of supplier invoices processed                            | 7,610       | 6,000         | 6,500         | 6,500       |
| Outcome      | % of staff who participated in external trainings or conferences | 43%         | 66%           | 71%           | 67%         |

**Performance Measures Descriptions**

In FY24, supplier invoice volume was affected by Opening Day Collections invoices. In FY25, summary invoices reduced those ODC invoices.

## 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 | Proposed<br>General Fund | Proposed<br>Other Funds |
|------------------------|-------------------------|------------------------|--------------------------|-------------------------|
| Program Expenses       | 2025                    | 2025                   | 2026                     | 2026                    |
| Personnel              | \$0                     | \$2,032,611            | \$0                      | \$2,804,917             |
| Contractual Services   | \$0                     | \$9,758                | \$0                      | \$10,223                |
| Materials & Supplies   | \$0                     | \$98,260               | \$0                      | \$214,746               |
| Internal Services      | \$0                     | \$229,895              | \$0                      | \$276,740               |
| <b>Total GF/non-GF</b> | <b>\$0</b>              | <b>\$2,370,524</b>     | <b>\$0</b>               | <b>\$3,306,626</b>      |
| <b>Program Total:</b>  | <b>\$2,370,524</b>      |                        | <b>\$3,306,626</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 \$117,393 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 2025: 80012 Business Services

The wage scales of a significant number of Library employees are currently under review as part of a Market Study. Although the Market Study will be finalized in Spring 2025, some wage increases have already been agreed to. The increase in personnel costs is related to these known system-wide personnel cost increases. This budget is held centrally until program level impacts are more fully defined, and it is anticipated that it will be incorporated at the program level later in the FY 2026 Budget development process.