

**Division:** Department Administration

**Program Characteristics:**

**Program Description**

Summary: Business Services manages all the fiscal functions to support the Library system's operations for the public, ensures the system spends within budget, and complies with all financial and contractual regulations.

Program activity:

- Budgets, receives, accounts for, and allocates Library funds according to Multnomah County guidelines
- Prepares and submits the annual budget and monitors and adjusts the budget throughout the year
- Manages contracts and purchases for the Library; collaborates with and supports all programs to procure or maintain goods, services, and partnerships essential to the Library's operations
- Supports the Community Partnership team's contracting process with community organizations to provide legal, tax preparation, and other services in Library spaces
- Processes and oversees all incoming and outgoing financial transactions
- Oversees grants from the State, foundations, and other nonprofit funders
- Represents the Library in several countywide groups and meetings related to finance and contracts

**Equity Statement**

Business Services focuses on equity by providing fiscal support to the Library's patron-facing programs, including those focused on communities of color and underserved communities. The program also works directly with minority and women-owned suppliers and assists them in the process of registering as a County vendor.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$0	\$2,796,778	\$0	\$1,666,372
Contractual Services	\$0	\$10,223	\$0	\$9,114
Materials & Supplies	\$0	\$204,091	\$0	\$110,390
Internal Services	\$0	\$276,400	\$0	\$208,634
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,287,492</b>	<b>\$0</b>	<b>\$1,994,510</b>
<b>Total Expenses:</b>	<b>\$3,287,492</b>		<b>\$1,994,510</b>	
<b>Program FTE</b>	0.00	8.00	0.00	8.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of supplier invoices processed	5,898	6,000	6,000
Number of contracts executed and maintained	92	120	100