

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**

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
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**

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