

### Program #80013 - Business Services

2/21/2018

Department:LibraryProgram Contact:Chung Fun Leung

Program Offer Type: Administration Program Offer Stage: As Requested

**Related Programs:** 

Program Characteristics: In Target

# **Executive Summary**

Business Services manages and provides accounts payable, accounts receivable, fiscal reporting, budget preparation, grant reporting, purchasing and contracts for the entire library system.

### **Program Summary**

Business Services manages the annual budget preparation and submission process; monitors and adjusts the budget throughout the fiscal year; manages contracts, procurements and grants; processes and oversees accounts payable/receivable; and administers purchasing cards and cash management for the library system. This program ensures that library funds are budgeted, received, accounted for and spent appropriately.

Performance Measures									
Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer				
Output	Number of vendor invoices processed	10,000	9,000	10,100	10,100				
Outcome	% of vendor invoices paid within 30 days of invoice date	91%	90%	91%	91%				
Outcome	% of customer payments posted within 5 business days of receipt	99%	99%	99%	99%				

#### **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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$963,664	\$0	\$1,201,892
Contractual Services	\$0	\$13,600	\$0	\$14,000
Materials & Supplies	\$0	\$75,120	\$0	\$82,770
Internal Services	\$0	\$47,029	\$0	\$58,504
Total GF/non-GF	\$0	\$1,099,413	\$0	\$1,357,166
Program Total:	\$1,099,413		\$1,357,166	
Program FTE	0.00	6.50	0.00	6.50

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

### **Explanation of Revenues**

The revenue allocated to this program offer reflects an intergovernmental service reimbursement from the Library District (99.96%) and resources from the County's Library Fund (0.04%). It represents a pro-rated share of property taxes (97.46%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (2.54%).

#### Significant Program Changes

Last Year this program was: FY 2018: 80013 Business Services

No significant changes.