

## Program #80013 - Business Services

**Program Contact:** Chung Fun Leung 3/4/2020

**Department:** Library **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, procurement 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.

Business Services embrace equity and inclusion with an open procurement process. We invite under-utilized suppliers to participate in both existing and new sourcing events for library products and services. Through the State of Oregon's Certification Office for Business Inclusion & Diversity (COBID), we include Minority-owned, Woman-owned, or Emerging Small Business (MWESB) and Service-Disabled Veteran Business Enterprise (SDVBE) to informal bids or quotes and formal procurement. This program will analyze these efforts in the coming fiscal year to determine how well this process is meeting the library's goals for eliminating barriers.

Performance Measures									
Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer				
Output	Number of supplier invoices processed	8,579	7,556	7,556	7,500				
Outcome	% of vendor invoices paid within 30 days of invoice date	90%	93%	93%	93%				
Output	Number of customer invoices processed	7,344	N/A	7,344	7,300				

#### **Performance Measures Descriptions**

New output measure FY 2021: Number of customer invoices processed.

# **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 General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$0	\$1,070,316	\$0	\$1,208,121
Contractual Services	\$0	\$14,000	\$0	\$14,000
Materials & Supplies	\$0	\$62,769	\$0	\$58,723
Internal Services	\$0	\$48,834	\$0	\$61,115
Total GF/non-GF	\$0	\$1,195,919	\$0	\$1,341,959
Program Total:	\$1,195,919		\$1,341,959	
Program FTE	0.00	6.75	0.00	6.75

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

## **Explanation of Revenues**

This program generates \$30,565 in indirect 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 (98.03%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (1.97%).

# Significant Program Changes

Last Year this program was: FY 2020: 80013-20 Business Services

No significant changes.