Program # 80011 - Finance Management & Admin Support | Version 5/09/2005 s

Priority: Accountability   **Lead Agency:** Library

Program Offer Type: Support   **Program Contact:** Becky Cobb

Related Programs:

Frameworks:

Executive Summary

This Office manages the Library's finance and budget operations, provides administrative clerical support for management and program staff, and provides front-desk reception for the administration building.

Program Description

Finance Management manages the annual budget preparation and submittal process; monitors and adjusts the budget throughout the fiscal year; coordinates long-term financial planning; manages contracts, procurements and grants; processes and oversees accounts payable and receivable; participates in Library and County administrative planning and operational policy review and implementation.Administrative Support answers the phone and greets visitors at Library Administration; performs a variety of clerical tasks for 20-30 managers and program staff including large mailings; sorts and distributes mail; coordinates travel arrangements for all Library staff; performs payroll time entry for 80-150 employees.

Program Justification

Finance Management links to Sound Financial Management in the Accountability priority, particularly the factor of "Spending Aligned with Priorities." This program ensures that Library funds are budgeted, received, accounted for, and spent appropriately.

Administrative Support links to the Results factor in the Accountability priority, as the staff in this area are answering the main phone number for the Library system. They explain policies, answer questions, and refer people to the appropriate Library service.

Performance Measures

Finance Management submits the Library's budget on time within the guidelines furnished by the Budget Office every year; audits confirm that financial management is in compliance with the County's financial policies and administrative procedures.

Administrative Support completes clerical work requests within requested or negotiated timelines.

Summary of last year's program results and this year's expected results

Finance Management: processed 9,500 invoices for payment in FY04, managed 20-30 contracts; complied with all financial management requirements.

Administrative Support: answered approximately 5,700 phone calls, completed 840 clerical work orders, and greeted 3,700 visitors.

FY05 results are expected to be similar.

Measure No. 26-36 "Renew Five-Year Local Option Levy for County Library Services",
November 2002 General Election -

The Library levy will:
Keep Multnomah County libraries open six days a week for an average of 53-58 hours each; Restore Monday hours at Central Library and the four busiest branches; Keep Central Library and neighborhood libraries open Sunday afternoons; Continue library services for young and school-age children -- story hours for babies and toddlers, homework help, Summer Reading and services for children in childcare; Continue services for seniors, job seekers, small businesses, those speaking English as a second language, delivery to homebound; Buy library books, magazines and other materials.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	$0	$801,079	$184,357	$369,769
Contracts	$0	$5,000	$1,664	$3,337
Materials & Supplies	$0	$294,932	$160,434	$84,986
Internal Services	$0	$280,771	$382,620	$765,080
Subtotal: Direct Exps:	**$0**	**$1,381,782**	**$729,075**	**$1,223,172**
Administration	$0	$0	$0	$0
Program Support	$0	$0	$0	$0
Subtotal: Other Exps:	**$0**	**$0**	**$0**	**$0**
Total GF/non-GF:	**$0**	**$1,381,782**	**$729,075**	**$1,223,172**
Program Total:	**$1,381,782**		**$1,952,247**	
Program FTE	0.00	0.00	1.75	3.75
Program Revenues				
Indirect for dep't Admin	$4,980	$0	$1,558	$0
Program Revenue for Admin	$0	$0	$0	$0
Total Revenue:	**$4,980**	**$0**	**$1,558**	**$0**

Explanation of Revenues

Significant Program Changes

None.