

Program # 80016 - Finance Management & Administration Support

Version 1/27/2006 s

Priority: Accountability

Lead Agency: Library

Program Offer Type: Administration

Program Contact: Becky Cobb

Related Programs:

Program Characteristics:

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 Library 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; performs payroll entry for 80-150 employees.

Program Justification

Finance Management links to Resource Management in the Accountability priority, particularly the factors of "Financial Management" and "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

| Measure Type | Primary Measure | Previous Year Actual (FY04-05) | Current Year Purchased (FY05-06) | Current Year Estimate (FY05-06) | Next Year Offer (FY06-07) |
|--------------|--|--------------------------------|----------------------------------|---------------------------------|---------------------------|
| Output | Telephone calls answered by administrative support staff | 5,700 | 5,950 | 5,950 | 5,950 |
| Outcome | Invoices paid within 30 days | 0% | 0% | 86% | 88% |

Performance Measure - Description

Increase in phone calls due to shift to new library computer system in September 2005, as patrons call this main phone number with their questions and comments. That level of calls is expected to continue into next year.

Legal/Contractual Obligation

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 | 2006 | 2006 | 2007 | 2007 |
| Personnel | \$217,627 | \$336,499 | \$284,901 | \$506,495 |
| Contracts | \$1,664 | \$3,337 | \$1,080 | \$1,920 |
| Materials & Supplies | \$127,449 | \$117,971 | \$55,872 | \$99,328 |
| Internal Services | \$382,334 | \$765,365 | \$86,483 | \$153,745 |
| Subtotal: Direct Exps: | \$729,074 | \$1,223,172 | \$428,336 | \$761,488 |
| Administration | \$0 | \$0 | \$0 | \$0 |
| Program Support | \$0 | \$0 | \$0 | \$0 |
| Subtotal: Other Exps: | \$0 | \$0 | \$0 | \$0 |
| Total GF/non-GF: | \$729,074 | \$1,223,172 | \$428,336 | \$761,488 |
| Program Total: | \$1,952,246 | | \$1,189,824 | |
| Program FTE | 0.00 | 0.00 | 3.00 | 5.50 |
| Program Revenues | | | | |
| Indirect for dep't Admin | \$1,655 | \$0 | \$3,889 | \$0 |
| Program Revenue for Admin | \$0 | \$0 | \$0 | \$0 |
| Total Revenue: | \$1,655 | \$0 | \$3,889 | \$0 |

Explanation of Revenues

Significant Program Changes

Last year this program was: #80011, Finance Management & Admin Support
3.0 FTE finance staff are transferred back from County Business Services.