

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 for the library system; 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 Resources 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 (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Telephone calls answered by administrative support staff	16,700	5,950	12,000	12,000
Outcome	Invoices paid within 30 days	85.0%	88.0%	90.0%	88.0%

Performance Measure - Description

Output measure 05-06 results based on one-month sample in Feb, 2006; results for 06-07 updated based on the sample and staff's ability to now assist with circulation-related questions.

Legal/Contractual Obligation

Measure No. 26-81 "Renew Five-Year Local Option Levy to Continue Library Services", November 2006 General Election – The levy language reads: "Continue programs for school age children, story hours for babies and toddlers, summer reading, literacy services for children in child care, programs for teens; Help teachers and students use library resources; provide homework helpers to assist children with school work; Maintain free access to information; Update books and materials; Continue books delivery to homebound seniors and nursing home residents; Open planned libraries in underserved neighborhoods of East County and North Portland: Keep libraries open; maintain current hours and services at Central and neighborhood libraries."

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2007	2007	2008	2008
Personnel	\$237,420	\$553,974	\$242,051	\$564,785
Contracts	\$900	\$2,100	\$450	\$1,050
Materials & Supplies	\$46,560	\$108,640	\$46,650	\$108,850
Internal Services	\$72,069	\$168,159	\$66,442	\$155,029
Subtotal: Direct Exps:	\$356,949	\$832,873	\$355,593	\$829,714
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$356,949	\$832,873	\$355,593	\$829,714
Program Total:	\$1,189,822		\$1,185,307	
Program FTE	2.75	4.75	2.25	5.50
Program Revenues				
Indirect for dep't Admin	\$4,254	\$0	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$4,254	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #80016, Finance Management & Administration Support
Net increase of .25 FTE.