

Priority: Accountability
Program Offer Type: Administration
Related Programs:

Lead Agency: Library
Program Contact: Becky Cobb

Program Characteristics:

Executive Summary

Business Services 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

Business Services 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.

Program Justification

Business Services 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 (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Telephone calls answered by administrative support staff	17,500	15,000	16,120	16,000
Outcome	Invoices paid within 30 days	83.0%	88.0%	87.0%	88.0%

Performance Measure - Description

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	2009	2009	2010	2010
Personnel	\$0	\$871,283	\$0	\$931,003
Contracts	\$0	\$2,500	\$0	\$5,000
Materials & Supplies	\$0	\$99,400	\$0	\$118,325
Internal Services	\$0	\$59,136	\$0	\$94,348
Subtotal: Direct Exps:	\$0	\$1,032,319	\$0	\$1,148,676
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$1,032,319	\$0	\$1,148,676
Program Total:	\$1,032,319		\$1,148,676	
Program FTE	0.00	8.00	0.00	8.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

The Library Fund revenue allocated to this program offer represents a pro-rated share of Library Levy taxes (64%) and library-generated revenues such as overdue fines, interest earnings, Library Fund balance and user charges for services provided to Library patrons (12%). General Fund revenue represents about 24% of the Library's total revenue.

Significant Program Changes

Last year this program was: #80015, Finance Management & Administration
No significant changes.