

Lead Agency: Library

Program Contact: Fun Martin

Program Offer Type: Administration

Related Programs:

Program Characteristics:

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 Description

Business Services manages the annual budget preparation and submittal process; monitors and adjusts the budget throughout the fiscal year; manages contracts, procurements, and grants; and processes and oversees accounts payable and receivable for the library system. This program ensures that library funds are budgeted, received, accounted for, and spent appropriately.

Performance Measures

| Measure Type | Primary Measure | Previous Year Actual (FY10-11) | Current Year Purchased (FY11-12) | Current Year Estimate (FY11-12) | Next Year Offer (FY12-13) |
|--------------|--|--------------------------------|----------------------------------|---------------------------------|---------------------------|
| Output | Vendor invoices processed | 8,367 | 0 | 8,367 | 8,300 |
| Outcome | Invoices paid within 30 days of invoice date | 87.0% | 90.0% | 90.0% | 90.0% |
| Output | Customer invoices processed | 7,727 | 0 | 7,727 | 6,687 |

Performance Measure - Description

 **Measure Changed**

The two output measures are new. The former output measure, "Telephone calls answered by administrative support staff" has been dropped as the staff members have moved from this program offer to Human Resources/Learning Systems (80011).

Legal/Contractual Obligation

The FY 2013 budget assumes passage of Measure No. 26-125 "Local library funding: continues local option levy at current rate," May 2012 Primary Election. The levy summary states in pertinent part: "Renewing the library levy will: Continue programs such as: story hours for babies and toddlers, after-school homework help for school students; summer reading, programs for teens and more; Help teachers and students use library resources; provide homework helpers to assist children with school work. Update books and materials; maintain free access to information; Continue book delivery to homebound senior citizens and retirement home residents. Fund 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 | 2012 | 2012 | 2013 | 2013 |
| Personnel | \$0 | \$957,770 | \$0 | \$732,644 |
| Contracts | \$0 | \$3,000 | \$0 | \$3,000 |
| Materials & Supplies | \$0 | \$91,064 | \$0 | \$39,440 |
| Internal Services | \$0 | \$292,430 | \$0 | \$178,669 |
| Total GF/non-GF: | \$0 | \$1,344,264 | \$0 | \$953,753 |
| Program Total: | \$1,344,264 | | \$953,753 | |
| Program FTE | 0.00 | 7.75 | 0.00 | 4.75 |
| Program Revenues | | | | |
| 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 (56%), Library Fund balance (7%) and library-generated revenues such as overdue fines, interest earnings, and user charges for services provided to library patrons (5%). General Fund revenue represents about 26% of the library's total revenues, and the remaining 6% is coming from an allocation of one-time-only funding for FY 2013.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #80009, Library Business Services

Net reduction of 3.0 FTE: transferred 2.0 FTE to Human Resources/Learning Systems/System Wide Staffing (80011) and 1.0 FTE to Library Director's Office (80007).