

Lead Agency: Library

Program Contact: Fun Martin

Program Offer Type: Administration

Related Programs:

Program Characteristics: In Target

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

Measure No. 26-125 "Local library funding: continues local option levy at current rate", May 2012 Primary Election – The library levy will: Keep Multnomah County libraries open six days a week; Continue programs for young and school-age children – story hours for babies and toddlers, homework help for students, summer reading and more; Continue services for seniors, job seekers, small business owners, 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	2012	2012	2013	2013
Personnel	\$0	\$957,770	\$0	\$732,644
Contracts	\$0	\$3,000	\$0	\$3,000
Materials & Supplies	\$0	\$91,064	\$0	\$53,800
Internal Services	\$0	\$292,430	\$0	\$160,400
Total GF/non-GF:	\$0	\$1,344,264	\$0	\$949,844
Program Total:	\$1,344,264		\$949,844	
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).