

Lead Agency: Library

Program Contact: Fun Leung

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 (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Vendor invoices processed	8,935	8,300	6,180	6,500
Outcome	Invoices paid within 30 days of invoice date	92.0%	90.0%	90.0%	90.0%
Output	Customer invoices processed	7,727	6,687	6,665	7,653
Output	Customer payments processed	0	0	12,687	14,663

Performance Measure - Description

✔ **Measure Changed**

Output "Vendor invoices": FY 13 estimate and FY 14 projection reduced due to the implementation of Multnomah Marketplace and the use of procurement cards.

Output "Customer invoices": projecting an increase due to opening an additional day at all library locations.

Output "Customer payments": new measure; also projecting an increase in FY 2014 due to opening an additional day at all library locations.

Legal/Contractual Obligation

The FY 2014 budget reflects the passage of Measure 26-143: "Form Library District with permanent rate to fund library services," November 2012 General Election. The district summary states in pertinent part: "If approved, the Multnomah County Library District would be formed with a permanent rate dedicated to library services, operations, books, materials, programs, activities and oversight of the district. Formation of a District would do the following: Restore and retain library services such as summer reading, books, student and jobseeker support, and outreach to senior citizens; Prevent reductions in services, programs and activities, and hours."

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2013	2013	2014	2014
Personnel	\$0	\$732,644	\$0	\$764,191
Contracts	\$0	\$3,000	\$0	\$22,000
Materials & Supplies	\$0	\$39,440	\$0	\$59,499
Internal Services	\$0	\$178,669	\$0	\$175,535
Total GF/non-GF:	\$0	\$953,753	\$0	\$1,021,225
Program Total:	\$953,753		\$1,021,225	
Program FTE	0.00	4.75	0.00	4.75
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

The revenue allocated to this program offer reflects an intergovernmental service reimbursement from the newly formed Library District (98.7%) and resources from the County's Library Fund (1.3%). It represents a pro-rated share of property taxes (93%) and other revenues such as overdue fines, delinquent library levy taxes, interest earnings, grants, and user charges for services provided to library patrons (7%).

Significant Program Changes

Last year this program was: #80009, Business Services
No significant changes.