

# Program #80013 - Business Services

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**Department:** Library **Program Offer Type:** Program Offer Stage: As Requested 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 Summary**

Business Services manages the annual budget preparation and submission process; monitors and adjusts the budget throughout the fiscal year; manages contracts, procurement and grants; processes and oversees accounts payable/receivable; and administers purchasing cards and cash management for the library system. This program ensures that library funds are budgeted, received, accounted for and spent appropriately.

Performance Measures									
Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer				
Output	Number of vendor invoices processed	10,242	10,100	10,100	10,100				
Outcome	% of vendor invoices paid within 30 days of invoice date	90%	91%	90%	90%				
Outcome	% of customer payments posted within 5 business days of receipt	99%	99%	99%	99%				

#### **Performance Measures Descriptions**

# **Legal / Contractual Obligation**

The 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 ... 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	2019	2019	2020	2020
Personnel	\$0	\$1,201,892	\$0	\$1,070,316
Contractual Services	\$0	\$14,000	\$0	\$14,000
Materials & Supplies	\$0	\$71,850	\$0	\$73,817
Internal Services	\$0	\$58,504	\$0	\$48,834
Total GF/non-GF	\$0	\$1,346,246	\$0	\$1,206,967
Program Total:	\$1,346,246		\$1,206,967	
Program FTE	0.00	6.50	0.00	6.75

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 Library District (99.96%) and resources from the County's Library Fund (0.04%). It represents a pro-rated share of property taxes (97.69%) and other revenues such as overdue fines, interest earnings, grants, and user charges for services provided to library patrons (2.31%).

# Significant Program Changes

Last Year this program was: FY 2019: 80013-19 Business Services

No significant changes.