

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

July 25, 2024

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$280,000 FOR ENGAGEMENT AND LEARNING (\$65,000) AND LEADERSHIP DEVELOPMENT OFFICE (\$215,000)**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$65,000 from Operating Supplies Account 6020 to Office and Administrative Account 6010 and Contractual Services Account 3040 within the Library's Fiscal Year 2024-25 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6020	Operating Supplies	\$65,000

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$15,000

	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$50,000

2. Approve the transfer of funds in the amount of \$215,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library's Fiscal Year 2024-25 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$215,000

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$215,000

3. Authorize the City Librarian to make any necessary technical changes.
4. Adopt the attached Resolution regarding the transfer of funds in the total amount of \$280,000.

B. STATEMENT OF FACTS:

1. The fiscal year 2024-25 budget includes funding for mobile outreach materials and supplies in the Operating Supplies Account. Engagement and Learning Services (ELS) has determined that these funds would better serve leadership facilitation/consulting and Livescan services in the Contractual Services Account and outreach supplies and incentives in the Office and Administrative Account.

2. The amount of funding that is requested to be transferred for ELS is \$65,000.
3. The fiscal year 2024-25 budget includes funding for organizational communication and Take the Lead services in the Office and Administrative Account. In order to comply with City procurement and expenditure policies, funding for these items should be moved to the Contractual Services Account. In addition, a portion of the funds budgeted for staff training and conferences in the Office and Administrative Account is requested to be moved to the Contractual Services Account for leadership, mentorship and training development services.
4. LDO staff recommend a transfer in the amount of \$215,000.
5. Sufficient funds are available in both the Operating Supplies Account 6020 and the Office and Administrative Account 6010 for these transfers.

Prepared by: Heather Smith, Assistant Business Manager

Reviewed by: Madeleine M. Rackley, Business Manager
Monique Atkinson, Departmental Chief Accountant III
Eva Mitnick, Division Librarian – Engagement and Learning Services
Brooke Sheets, Principal Librarian II – Leadership Development Office
Susan Broman, Assistant City Librarian

RESOLUTION

July 25, 2024

LIBRARY RESOLUTION NO. 2024-XX (C-XX)

WHEREAS, The Fiscal Year 2024-25 Adopted Library Budget includes funding for mobile outreach materials and supplies in Library Account 6020 Operating Supplies and funding for organizational communication and Take the Lead program services in Library Account 6010 Office and Administrative; and

WHEREAS, Library staff requested a transfer from Operating Supplies Account 6020 to Office and Administrative Account 6010 and Contractual Services Account 3040 and another transfer from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library's Fiscal Year 2024-25 Budget to comply with City procurement and expenditure policies; and,

WHEREAS, Sufficient funds have been budgeted in the Library's 2024-25 Adopted Budget and are available in Operating Supplies Account 6020 and Office and Administrative Account 6010 for these transfers:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approve the following transfers of \$65,000 from Operating Supplies Account 6020 to Office and Administrative Account 6010 (\$15,000) and Contractual Services Account 3040 (\$50,000) and of \$215,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library's Fiscal Year 2024-25 Budget, Fund 300, Department 44, as follows:

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From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6020	Operating Supplies	\$65,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$15,000
	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$50,000
From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$215,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$215,000

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical changes.

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