

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 26, 2024

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$600,000 FOR OVERTIME SALARIES**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$600,000 from Salaries, General Account 1010 to Salaries, Overtime Account 1090 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>
	1010	Salaries General	\$ 600,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	1090	Salaries Overtime	\$ 600,000

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$600,000.

B. FINDINGS:

1. The Library uses full-time employees on an overtime basis to staff public and support service desks, to fill-in for vacancies, or when there are staff shortages due to employee illness, vacation or jury duty. When necessary, the Library transfers funds between its salary accounts to ensure there are sufficient funds in the appropriate accounts.
2. Sufficient funds are available in Account 1010 Salaries, General for this transfer.

Prepared by: Heather Smith, Assistant Business Manager

Reviewed by: Monique Atkinson, Departmental Chief Accountant III
Susan Broman, Assistant City Librarian

RESOLUTION

September 26, 2024

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

WHEREAS, The Library transfers funds between salaries accounts to ensure libraries are properly staffed; and

WHEREAS, Staff requested the transfer of \$600,000 from the Salaries, General Account 1010 to the Salaries, Overtime Account 1090 within the Library's Fiscal Year 2024-25 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of \$600,000 from the Salaries, General Account 1010 to the Salaries, Overtime Account 1090, within the Library's Fiscal Year 2024-25 Budget, Fund 300, Department 44.

<u>Account</u>	<u>Amount</u>
From: 1010 – Salaries General	\$ 600,000
To: 1090 – Salaries Overtime	<u>600,000</u>
TOTAL:	<u>\$ 600,000</u>

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to make any necessary technical changes

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