

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

June 12, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AUTHORIZATION TO TRANSFER APPROPRIATIONS WITHIN  
LIBRARY FUNDS**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners ("Board"):

1. Authorize the City Librarian or Library Business Office Manager to approve transfers of funds between Accounts within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44, or across Library administered Funds for amounts that are \$50,000 or less.
2. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
3. Adopt the attached Resolution regarding the authority to approve transfers.

**B. FACTUAL SUMMARY:**

1. Library staff requests authority for the City Librarian or Library Business Office Manager to approve transfers between Library Accounts or across Library Funds in an amount not to exceed \$50,000 per transfer during fiscal year 2025-26. The Mayor will still need to provide approval of these transfers through the Financial Management System.
2. Transfers of amounts higher than this amount will still need to be approved by the Board of Library Commissioners.

Prepared by: Heather Smith, Assistant Business Office Manager

Reviewed by: Monique Atkinson, Departmental Chief Accountant III  
Madeleine M. Rackley, Business Office Manager  
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2025-XX (C-XX)

WHEREAS, Library Staff requested that the City Librarian or Library Business Office Manager have authority to transfer amounts of \$50,000 or less between Accounts within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44 or between Library administered Funds:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts the recommendations and findings in the City Librarian's Board Report and grants authority to the City Librarian or Library Business Office Manager to transfer amounts of \$50,000 or less between Accounts within the Library's Fiscal Year 2025-26 Budget or between Library administered Funds;

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

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