

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 12, 2026

TO: Board of Library Commissioners
 FROM: John F. Szabo, City Librarian
 SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$120,000 FOR BRANCH LIBRARY BOOK DROP REPLACEMENT**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$120,000 from Contractual Services Account 3040 to Office and Administrative Account 6010 within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$ 120,000

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office & Administrative	\$ 120,000

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 \$120,000.

B. FINDINGS:

1. The Library Facilities and Event Management Section will purchase new book drops and replace the damaged book drops for seventeen (17) Branch Libraries.
2. Funds for this project were budgeted in the Contractual Services Account 3040 for Fiscal Year 2025-26. Funds are required to be in the Office and Administrative Account 6010 to pay for new book drops purchases.
3. Sufficient funds were budgeted in the Library's FY 2025-26 Adopted Budget and are available in the Contractual Services Account 3040 for this transfer.

Prepared by: Heather Smith, Assistant Business Manager

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

LIBRARY RESOLUTION NO. 2026-XX (C-XX)

WHEREAS, The Library Facilities and Event Management Section will purchase new book drops and replace the damaged book drops for seventeen (17) Branch Libraries; and

WHEREAS, Library staff requested the transfer of \$120,000.00 from Contractual Services Account 3040 to Office and Administrative Account 6010 within the Library's Fiscal Year 2025-26 budget to comply with City procurement and expenditure policies; and

WHEREAS, Sufficient funds have been budgeted in the Library's FY 2025-26 Adopted Budget and are available in the Contractual Services Account 3040 for this transfer; and,

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) approves the following transfer of \$120,000 from the Contractual Services Account 3040 to the Office and Administrative Account 6010 within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u> 3040	<u>Account Name</u> Contractual Services	<u>Amount</u> \$ 120,000
To:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office & Administrative	<u>Amount</u> \$ 120,000

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

This is a true copy:

Lynda Achi
Secretary to the Board

Adopted by the following votes:

AYES:

NOES:

ABSENT: