

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

December 11, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$1,000,000 FOR LIBRARY MATERIALS**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$1,000,000 from the Contractual Services Account 3040 and Office and Administrative Account 6010 to the Library Materials Account 9010 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	\$ 600,000
	6010	Office and Administrative	\$ 400,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	9010	Library Materials	\$ 1,000,000

2. Authorize the City Librarian and the City Attorney to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$1,000,000.

B. FINDINGS:

1. The Library utilizes the Library Materials Account 9010 for acquisitions of library materials. Staff has indicated that increasing demand has necessitated the need for additional funding in this account. When necessary, the Library transfers funds between its accounts to ensure there are sufficient funds in the appropriate accounts.
2. Sufficient funds are available in Account 3040 Contractual Services and Account 6010 Office and Administrative for this transfer.

Prepared by: Emily Wooten, Management Analyst

Reviewed by: Heather Smith, Assistant Business Manager
 Monique Atkinson, Departmental Chief Accountant III
 Jené Brown, Director of Emerging Technologies and Collections
 Susan Broman, Assistant City Librarian

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

WHEREAS, The Library transfers funds between expense accounts to ensure compliance with City procurement and expenditure policies; and

WHEREAS, Staff requested the transfer of \$1,000,000 from the Contractual Services Account 3040 and Office and Administrative Account 6010 to the Library Materials Account 9010 within the Library's Fiscal Year 2025-26 Budget:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners hereby approves the transfer of \$1,000,000 from the Contractual Services Account 3040 and Office and Administrative Account 6010 to the Library Materials Account 9010, within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44.

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

This is a true copy:

Lynda Achi
Commission Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: