

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 9, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN LIBRARY DEPARTMENT FY 2022-23
BUDGET FOR DIGITAL LEARNING LABS**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$135,000 from Contractual Services Account 3040 to Office and Administrative Account 6010 within the Library's Fiscal Year 2022-23 Budget, Fund 300, Department 44:

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$ 135,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$ 135,000

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 \$135,000.

B. FINDINGS:

1. The fiscal year 2022-23 Adopted Library Budget includes approximately \$190,000 for the Digital Learning Labs. Funds were budgeted in various accounts based on the needs of the Library at the time the proposed budget was developed and submitted.
2. The Digital Learning Labs need to purchase supplies so a transfer is requested to provide enough funds to meet their needs. Funds are required to be in Account 6010 Office and Administrative to purchase supplies.
3. Staff recommends a transfer for the Digital Learning Labs in the amount of \$135,000 from Account 3040 Contractual Services to Account 6010 to purchase necessary supplies.

4. Sufficient funds are available in Account 3040 Contractual Services for this transfer.

Prepared by: Heather Smith, Assistant Business Manager
Reviewed by: Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-XX (C-XX)

WHEREAS, The Fiscal Year 2022-23 Adopted Library Budget includes funding for the Digital Learning Labs in Library Account 3040 Contractual Services; and

WHEREAS, Staff requested the transfer of \$135,000 to Library Account 6010 Office and Administrative to allow staff to purchase supplies:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of funds within the Library's Fiscal Year 2022-23 Budget, Fund 300, Department 44.

<u>Account</u>	<u>Amount</u>
From: 3040 – Contractual Services	\$ 135,000
To: 6010 – Office and Administrative	<u>135,000</u>
TOTAL:	<u>\$ 135,000</u>

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

This is a true copy:

Raquel M. Borden
Board Executive Assistant
Adopted by the following votes:

AYES:
NOES:
ABSENT: