

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

June 25, 2026

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO TRANSFER APPROPRIATIONS WITHIN THE LIBRARY
DEPARTMENT**

A. RECOMMENDATION:

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 2026-27 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 2026-27. 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: Emily Wooten, Management Analyst

Reviewed by: Monique Atkinson, Departmental Chief Accountant III
Claudia Aguilar, Acting Business Office Manager
Heather Smith, Acting Business Office Manager
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2026-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 2026-27 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 2026-27 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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