

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

January 13, 2022

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$370,000 FOR INFORMATION TECHNOLOGY EQUIPMENT**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$370,000 from Office and Administrative Account 6010 to Furniture, Office and Technical Equipment Account 7300 within the Library’s Fiscal Year 2021-22 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office & Administrative	\$ 370,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	7300	Furniture, Office and Technical Equipment	\$ 370,000

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 \$370,000.

B. FINDINGS:

1. The Library Information Technology (IT) Section will commence two projects which will have direct impact on public services. The first project will be to procure and install ten self-service machines for our patrons, eight of which will be new additions and two which will replace 20-year-old machines. Self-service machines enhance patron's experience in the Library by allowing patrons another option to check out library materials on their own. The second project will be to replace a centralized hard disk storage to support all public computers for the 73 libraries. The current hard disk storage will soon reach the end of its hardware support lifecycle from the vendor and it is critical to ensure this storage will have continuous vendor support to minimize downtime.

2. Portions of the projects consist of equipment items valued at more than \$5,000. This request to transfer funds is necessary to meet the City's requirement that all equipment valued over \$5,000 be expended through the appropriate equipment account, which in this case is Account 7300.
3. Sufficient funds were budgeted in the Library's FY 2021-22 Adopted Budget and are available in the Office and Administrative Account 6010.

Prepared by: Alex Mui, Director of Systems
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION
January 13, 2022

LIBRARY RESOLUTION NO. 2021-XX (C-XX)

WHEREAS, The Library Information Technology Section will commence two projects will have direct impact on public services: 1) Procure and install tenself-service machines; 2) Replace centralized hard disk storage to support all public computers at the 73 libraries; and,

WHEREAS, Library staff requested the transfer of \$370,000 from Office and Administrative Account 6010 to Furniture, Office and Technical Equipment Account 7300 within the Library's Fiscal Year 2021-22 Budget to comply with City procurement and expenditure policies; and,

WHEREAS, Sufficient funds have been budgeted in the Library's FY 2021-22 Adopted Budget and are available in Office and Administrative Account 6010 for this transfer:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approves the following transfer of \$370,000 from Office and Administrative Account 6010 to Furniture, Office and Technical Equipment Account 7300 within the Library's Fiscal Year 2021-22 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
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Transfer of Appropriations for IT Equipment
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	6010	Office & Administrative	\$ 370,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	7300	Furniture, Office and Technical Equipment	\$ 370,000

FURTHER RESOLVED, That the Board 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: