

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 14, 2021

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$350,000 FOR OVERTIME SALARIES

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$350,000 from Salaries General Account 1010 to Salaries Overtime Account 1090 within the Library's Fiscal Year 2020-21 Budget, Fund 300, Department 44:

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>	
	1010	Salaries General	\$ 350,000	
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>	
1090		Salaries Overtime	\$ 350,000	

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 \$350,000.

B. FINDINGS:

1. The Library uses full-time employees on an overtime basis to fill in for vacancies or when there are staff shortages due to employee illness, vacation or jury duty.

2. In addition, during the COVID-19 pandemic, Library staff has performed as Disaster Service Workers (DSW) on behalf of the City. For example, during the current fiscal year to date, staff has delivered almost 6,000 hours of overtime as contact tracers for people who tested positive for COVID-19. This time equates to more than \$314,000. Most of these funds have been banked and have not been paid out to staff.

3. The County of Los Angeles has reimbursed the Library for approximately \$73,000 of the overtime; however, the City does not anticipate receiving additional reimbursements from the County during the current Fiscal Year.

4. The adopted amount for overtime in the Library's 2020-21 budget is \$153,423. Therefore, based on the amount of overtime worked this fiscal year, the Library does not have enough funds in the overtime account to pay staff for the hours worked.
5. When necessary, the Library transfers funds between its salary accounts to ensure there are sufficient funds in the appropriate accounts.
6. Sufficient funds are available in Account 1010 Salaries General for this transfer.

Prepared by: Madeleine M. Rackley, Business Manager

Reviewed by: Susan Broman, Assistant City Librarian

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

WHEREAS, The Library transfers funds between salaries accounts to ensure libraries are properly staffed; and

WHEREAS, Staff requested the transfer of \$350,000 from the Salaries General Account 1010 to the Salaries Overtime Account 1090 within the Library's Fiscal Year 2020-21 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of \$350,000 from the Salaries General Account 1010 to the Salaries Overtime Account 1090, within the Library's Fiscal Year 2020-21 Budget, Fund 300, Department 44.

<u>Account</u>		<u>Amount</u>
From:	1010 – Salaries General	\$350,000
To:	1090 – Salaries Overtime	<u>350,000</u>
TOTAL:	<u>\$350,000</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: