

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 8, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ADOPTION OF THE FISCAL YEAR 2023-24 BUDGET

RECOMMENDATIONS

THAT the Board of Library Commissioners:

1. Adopt the Library Department's operating budget for Fiscal Year 2023-24 in the amount of \$241,852,012, as approved by the Mayor and City Council; and,
2. Adopt the attached Resolution regarding the Library Department's 2023-24 Budget in the amount of \$241,852,012, as approved by the Mayor and City Council.

FINDINGS

1. The total operating Library Department Budget for 2023-24, as approved by the Mayor and City Council, is \$241,852,012. The Library's Charter-mandated appropriation increased by \$14,803,401 from the previous fiscal year.
2. The budget for library materials increased by \$1,000,000 from \$20,035,130 to \$21,035,130. Thus, the materials expenditures per capita will increase from \$5.25 to \$5.51.
3. The Library Budget includes funds to establish the Leadership Development Office. The purpose of this group is to envision, create, and coordinate leadership and professional development activities and opportunities for all staff. Current training staff will be part of this Office.
4. The adopted budget includes funding and authority for 11 additional positions to enhance operational and administrative support for access services, education and literacy, data metrics, shipping and receiving, leadership development, network security, technology support and accounting.
5. The adopted budget includes \$7,683,000 in Alterations and Improvement projects funding for Branch Libraries and \$4,055,000 for Central Library, including the installation of hydration stations, carpet replacement, intrusion system upgrades, roof replacements, planned renovations, and unplanned emergencies.

6. The Library Budget for 2023-24 includes funding for technology, opportunities for civic engagement, social services, and security, as follows:
 - a. Strengthen the Library's information technology (IT) infrastructure including server replacements, self-checkout machines, funds to replace and upgrade hardware, and funds for required annual software licenses to ensure security and maintain technology access for the public.
 - b. Support for Library Experience Office initiatives, including social workers, mental health and social services, and staff training.
 - c. Fund the security cameras and badge access installation project and maintain the current level of security services at all library locations.
7. The attached Various Special Account 9510 itemizes the direct and indirect costs, which comprise the Library's related costs. The total related costs for 2023-24 is \$82,575,176 and represents 34.14% of the total Library Budget.

Attachments

Prepared by: Heather Smith, Assistant Business Manager
Reviewed by: Madeleine M. Rackley, Business Manager

RESOLUTION

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

WHEREAS, On November 10, 2022, the Board of Library Commissioners (Board) approved the Library Department Proposed Budget for Fiscal Year 2023-24 in the amount of \$241,852,012 to fund Library services and programs (Library Resolution Number 2022-42 [C-36]); and

WHEREAS, Staff recommends the adoption of the Library Department Budget for Fiscal Year 2023-24 as approved by the Mayor and City Council in the amount of \$241,852,012; and

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the Adopted Library Department Budget for Fiscal Year 2023-24 in the amount of \$241,852,012, as approved by the Mayor and City Council.

LIBRARY DEPARTMENT
Adopted Budget - Financial Summary

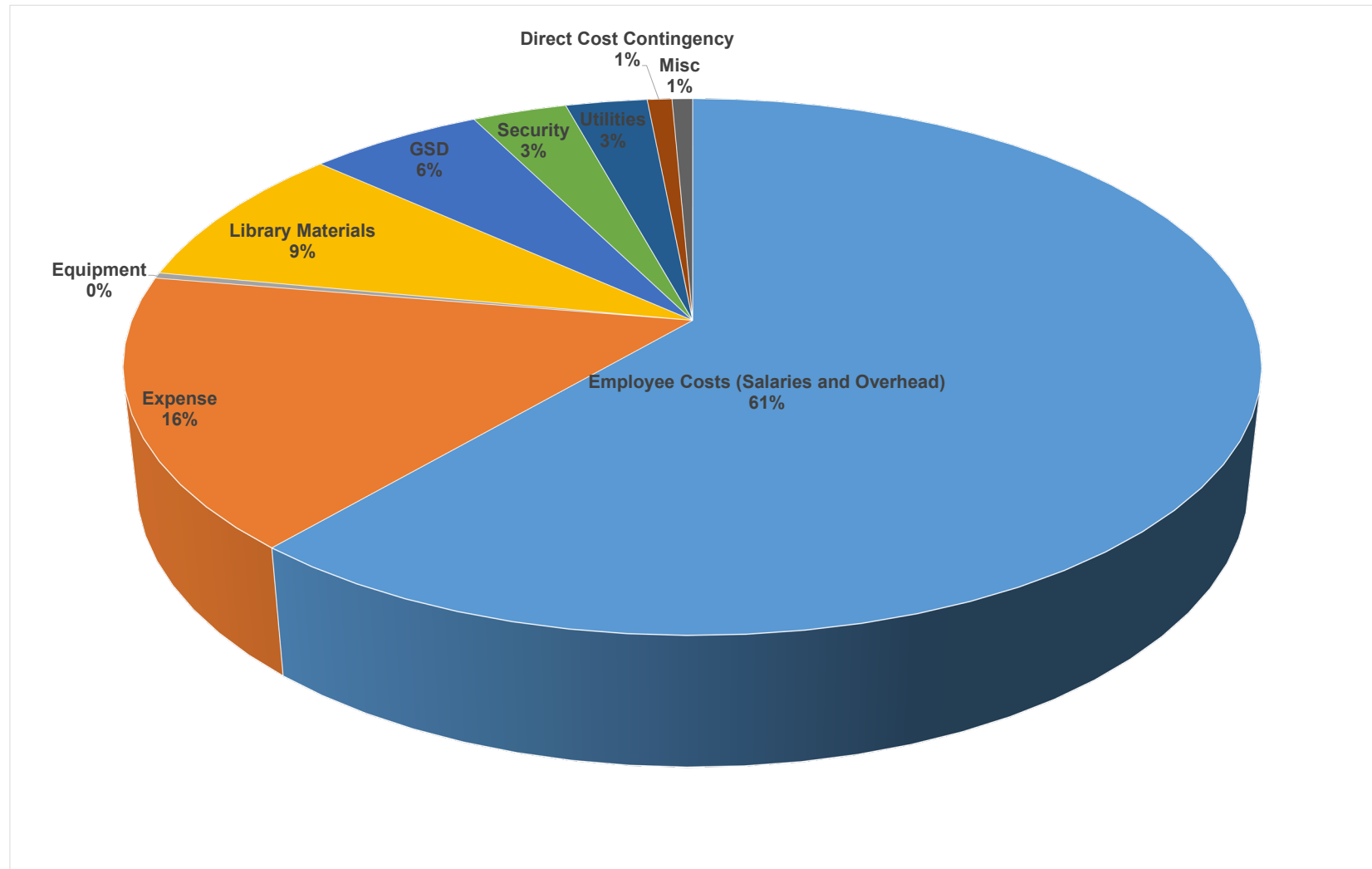
	Adopted Budget 2021-22	Adopted Budget 2022-23	FY 2023-24 Adjustments	Adopted Budget 2023-24
APPROPRIATIONS				
Mayor-Council Appropriation (Measure L).....	\$ 217,990,021	\$ 227,048,611	\$ 14,803,401	\$ 241,852,012
Total Appropriations.....	\$ 217,990,021	\$ 227,048,611	\$ 14,803,401	\$ 241,852,012
OTHER REVENUE				
Fines and Fees.....	\$ --	\$ --	\$ --	\$ --
Other Receipts.....	200,000	--	--	--
Unspent Prior Year Funds from UUFB.....	--	--	--	--
Total Other Revenue.....	\$ 200,000	\$ --	\$ --	\$ --
Total Revenue.....	\$ 218,190,021	\$ 227,048,611	\$ 14,803,401	\$ 241,852,012
	Adopted Budget 2021-22	Adopted Budget 2022-23	FY 2023-24 Adjustments	Proposed Budget 2023-24
EXPENDITURES				
SALARIES				
General.....	\$ 80,678,488	\$ 87,924,354	\$ 5,419,458	\$ 93,343,812
As Needed.....	4,186,924	4,186,924	100,000	4,286,924
Overtime.....	145,423	145,423	--	145,423
Total Salaries.....	\$ 85,010,835	\$ 92,256,701	\$ 5,519,458	\$ 97,776,159
EXPENSE				
Office Equipment	\$ 30,462	\$ 30,462	\$ --	\$ 30,462
Printing and Binding.....	372,000	372,000	--	372,000
Contractual Services.....	16,186,490	17,393,415	9,650,457	27,043,872
Transportation	97,463	97,463	--	97,463
Office and Administrative	8,999,016	10,715,011	985,853	11,700,864
Operating Supplies.....	515,186	500,886	(100,000)	400,886
Total Expense.....	\$ 26,200,617	\$ 29,109,237	\$ 10,536,310	\$ 39,645,547
EQUIPMENT				
Furniture, Office and Technical Equipment.....	\$ --	\$ 320,000	\$ 500,000	\$ 820,000
Transportation Equipment.....	\$ 434,000	\$ --	\$ --	\$ --
Total Equipment.....	\$ 434,000	\$ 320,000	\$ 500,000	\$ 820,000
SPECIAL				
Library Materials.....	\$ 19,035,130	\$ 20,035,130	\$ 1,000,000	\$ 21,035,130
Direct and Indirect Related Costs.....	86,460,410	85,327,543	(2,752,367)	82,575,176
Total Special.....	\$ 105,495,540	\$ 105,362,673	\$ (1,752,367)	\$ 103,610,306
Total Library Expenditures.....	\$ 217,140,992	\$ 227,048,611	\$ 14,803,401	\$ 241,852,012
To Library UUFB - Non-Appropriated Funds	\$ 1,049,029	\$ --	\$ --	\$ --
Total Library Budget.....	\$ 218,190,021	\$ 227,048,611	\$ 14,803,401	\$ 241,852,012

**LOS ANGELES PUBLIC LIBRARY
2023-24 ADOPTED BUDGET
VARIOUS SPECIAL ACCOUNT 9510**

Account 9510 / Various Special	2022-23 Adopted	Adjustments	2023-24 Adopted
<u>Indirect Costs (CAP 45)</u>			
Employee Retirement	\$ 27,010,362	\$ (145,996)	\$ 26,864,366
Fringe Benefits	18,150,524	(3,006,988)	15,143,536
Central Services	10,276,553	(742,316)	9,534,237
Reconciliation (FY 2020-21 Reimbursement)	(159,710)		
Reconciliation (FY 2021-22 Reimbursement)		(937,721)	(1,097,431)
Sub-Total:	\$ 55,277,729 64.78%	\$ (4,833,021)	\$ 50,444,708 61.09%
<u>Direct Costs</u>			
Water	\$ 499,000	\$ 45,000	\$ 544,000
Electricity	4,652,600	1,068,400	5,721,000
Natural Gas	249,224	111,776	361,000
Custodial / GSD	8,864,793	170,000	9,034,793
Parking Lot Operations / GSD	266,817	278,183	545,000
Parking Lot Sweeping / GSD	63,183	(183)	63,000
Mail / GSD	30,000	-	30,000
Building Maintenance / GSD	4,164,191	-	4,164,191
Fleet / GSD	220,000	20,000	240,000
Fuel / GSD	49,417	22,583	72,000
Refuse Collection / PW Sanitation	110,000	10,000	120,000
CAO / GO Bond Administration Fees	25,000	(25,000)	-
City Reimbursement Credit Card Fees	22,500	(4,500)	18,000
Security Services / LAPD and Contract Security	5,887,358	1,796,404	7,683,762
City Sidewalk Repair Program (Willits Act)	2,000,000	(500,000)	1,500,000
Direct Cost Contingency Funding	2,000,000	3,722	2,003,722
Menstrual Hygiene Pilot Program / GSD	25,000	5,000	30,000
Reserve Fund	845,730	(845,730)	-
Unallocated	75,001	(75,001)	-
Sub-Total:	\$ 30,049,814 35.22%	\$ 2,080,654	\$ 32,130,468 38.91%
TOTAL ACCOUNT 9510 / VARIOUS SPECIAL:	\$ 85,327,543	\$ (2,752,367)	\$ 82,575,176

**LOS ANGELES PUBLIC LIBRARY
2023-24 ADOPTED BUDGET**

Operating Costs				Related Costs (Direct)				
Salaries & Employee Overhead (Retirement, Fringe Benefits and Central Services)	Expense	Equipment	Library Materials	GSD	Security	Utilities	Direct Cost Contingency	Misc
\$ 148,220,867	\$ 39,645,547	\$ 820,000	\$ 21,035,130	\$ 14,148,984	\$ 7,683,762	\$ 6,626,000	\$ 2,003,722	\$ 1,668,000
61.29%	16.39%	0.34%	8.70%	5.85%	3.18%	2.74%	0.83%	0.69%



TOTAL FY 2023-24 ADOPTED LIBRARY BUDGET \$241,852,012