

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

April 25, 2024

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$200,000 FOR TECHNOLOGY SUPPORT OFFICE RECONFIGURATION**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$200,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library’s Fiscal Year 2023-24 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office and Administrative	<u>Amount</u> \$ 200,000
To:	<u>Acct. No.</u> 3040	<u>Account Name</u> Contractual Services	<u>Amount</u> \$ 200,000

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 \$200,000.

B. STATEMENT OF FACTS:

1. The fiscal year 2023-24 budget includes funding for a reconfiguration of the Technology Support area in Central Library to accommodate the current and planned future staffing levels of this division. The project includes demolition, upgrades, and installation of new workstations.
2. The amount of funding budgeted for this project was \$230,000; however, the project estimate is now \$430,000.
3. Technology Support has identified additional funds that can be used for this project in the Office and Administrative Account.
4. Staff recommends a transfer in the amount of \$200,000 from Office and Administrative Account 6010 to Contractual Services Account 3040.

5. Sufficient funds are available in Office and Administrative Account 6010 for this transfer.

Prepared by: Heather Smith, Assistant Business Manager

Reviewed by: Madeleine M. Rackley, Business Manager
Monique Atkinson, Department Chief Accountant III
Alex Mui, Director of Systems
Eloisa Sarao, Director of Facilities and Event Management
Susan Broman, Assistant City Librarian

RESOLUTION

April 25, 2024

LIBRARY RESOLUTION NO. 2024-XX (C-XX)

WHEREAS, The Technology Support Division area in Central Library needs a reconfiguration to accommodate the current and planned future staffing levels; and

WHEREAS, the Facilities Maintenance group budgeted \$230,000 for this project but the project cost is now \$430,000; and

WHEREAS, Library staff requested the transfer of \$200,000 from Various Office and Administrative 6010 to Contractual Services Account 3040 within the Library's Fiscal Year 2023-24 Budget to comply with City procurement and expenditure policies; and,

WHEREAS, Sufficient funds have been budgeted in the Library's 2023-24 Adopted Budget and are available in Office and Administrative Account 6010 for this transfer:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approve the following transfer of \$200,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library's Fiscal Year 2023-24 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office and Administrative	\$ 200,000
To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	3040	Contractual Services	\$ 200,000

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical changes.

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