

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

June 13, 2024

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian  
SUBJECT: **GENERAL MANAGER'S EXPENSE ACCOUNT FOR FISCAL YEAR 2024-25**

**RECOMMENDATION:**

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the City Librarian or designee be authorized to receive an advance or be reimbursed for such miscellaneous expenditures as may be necessary in the form of business meals, taxi fares, parking fees, etc. in an amount not to exceed \$3,500 for the period July 1, 2024 to June 30, 2025; and

FURTHER RESOLVED, that said amount be encumbered in the Office and Administrative Expense Account Number 6010 of the Library Fund Number 300.

**FINDINGS:**

1. Each year the City Librarian incurs expenses for business meals, parking fees, and other miscellaneous expenses in connection with Library Department business.
2. This action provides funds for these expenses.
3. This amount is the same as in FY 2023-2024.

Prepared by: Susan Broman, Assistant City Librarian

RESOLUTION

June 13, 2024

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

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2024 through June 30, 2025; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

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