

MEMO

To: Joan Johnson, Library Director

From: Sarah Leszczynski, Business Finance Manager

Date: 09/12/2025

Subject: Fund Transfer Request

This memo provides an overview of the fund transfer request I submitted to the Budget Office, which is scheduled to appear on the Common Council's Finance and Personnel Committee agenda on September 17th.

The request proposes transferring \$690,000 from our salaries account to our operating account. This adjustment is necessary to support the hiring of contracted staff to maintain services during prolonged vacancies in our Library Security Guard and Custodial Worker positions.

As of August 30th, 9 of our 14 guard positions and 7 of our 27 custodial positions remain vacant. These and other vacancies have resulted in a surplus in the salaries account.

The \$690,000 figure is based on actual expenditures for unbudgeted contracted staffing costs to date, plus anticipated costs through the end of the year. This single transfer is expected to fully cover our contracted staffing needs for the remainder of 2025.

Of the total transfer:

- \$615,000 is allocated for contracted security staffing
- \$75,000 is allocated for snow and ice removal services at branches impacted by custodial vacancies

Our Custodial Workers have been stepping up to assist with cleaning at branches where positions are vacant, but contracted support is needed to ensure safe snow and ice removal during the winter months.

Below is a summary of the budget status for both accounts before and after the proposed transfer:

Account	Budget	YTD Spent	Remaining	% Rem.	Xfer	Remaining	% Rem.
Salaries	\$19,539,425	\$12,593,311	\$6,946,114	36%	-\$690,000	\$6,256,114	32%
Operating	\$2,879,200	\$2,236,946	\$642,254	22%	+\$690,000	\$1,332,254	46%

