

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 10, 2024

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO APPROPRIATE FUNDS FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR THE FISCAL YEAR 2024-25 LIBRARY OPERATING BUDGET AND THE LIBRARY BUDGET RESERVE FUND**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners ("Board"):

1. Approve an appropriation of \$1,622,560 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Cash Balance, to the accounts listed below in Fund 300, Department 44:

<u>Account</u>	<u>Amount</u>
From: Fund 300; UUFB, Account 2539	\$ 1,622,560
To: 3040 – Contractual Services	<u>\$ 1,622,560</u>
<b>TOTAL:</b>	<u>\$ 1,622,560</u>

2. Approve an appropriation of \$1,000,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Cash Balance, to the Library Budget Reserve Fund (LBRF), Department 44, Fund Number 58N.
3. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
4. Adopt the attached Resolution regarding the appropriations from the UUFB.

**B. FACTUAL SUMMARY:**

1. The Unreserved and Undesignated Fund Balance (UUFB) consists of prior year funds that were unappropriated and disencumbered funds at the end of the fiscal year. Funds in the UUFB are used for current year appropriations, unplanned events and for projects previously funded which could not be completed in the prior fiscal year. The funds are a result of projects that were delayed and services which could not be completed and salary savings from vacant positions which could not be filled.

2. Funds in the amount of \$1,622,560 are requested to be appropriated from the UUFB for the Library 's 2024-25 operating budget to fund alteration, improvement, and repair projects for at the Central Library and Branch Libraries, Central Library grounds maintenance and parking, and a strategic plan consultant.
3. Funds in the amount of \$1,000,000 are requested to be appropriated for the Library Budget Reserve Fund (LBRF). The LBRF was established by the Board on September 24, 2015, to set aside funds to be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances, and provide for any necessary capital improvements.

Prepared by: Heather Smith, Assistant Business Manager  
Reviewed by: Monique, Atkinson, Departmental Chief Accountant III  
Madeleine M. Rackley, Business Manager  
Susan Broman, Assistant City Librarian

#### RESOLUTION

October 10, 2024

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

WHEREAS, Funds are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2023-2024 as a result of projects that were delayed and services which could not be completed and also salary savings from vacant positions which could not be filled; and

WHEREAS, Library staff requested that the Board of Library Commissioners (Board) approve an appropriation of \$1,622,560 from the UUFB, Fund 300, Department 44, Cash Balance, to the account in Fund 300, Department 44, as listed in the City Librarian's Board Report; and

WHEREAS, Library Staff requested that the Board approve an appropriation in the amount of \$1,000,000 from the UUFB, Fund 300, Department 44, Cash Balance, to the Library Budget Reserve Fund (LBRF), Department 44, Fund Number 58N; and,

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts the recommendations and findings in the City Librarian's Board Report and approves the appropriation of funds from the Unreserved and Undesignated Fund Balance (UUFB) and approves the transfer of funds within the Library's Fiscal Year 2024-25 Budget;

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

This is a true copy: