

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

May 9, 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 2023-24 LIBRARY OPERATING BUDGET AND FOR THE LIBRARY TRUST FUND, AND TRANSFER OF APPROPRIATIONS WITHIN FUND 300 IN THE LIBRARY DEPARTMENT**

**A. RECOMMENDATIONS:**

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

1. Approve an appropriation of \$300,000 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:

To: 9010 – Library Materials	\$ <u>300,000</u>
TOTAL:	\$ <u>300,000</u>

2. Approve an appropriation of \$350,000 from the Unreserved and Undesignated Fund Balance (UUFb), Fund 300, Department 44, Cash Balance, to the Library Trust Fund, Department 44, Fund Number 831/Code 372.
3. Approve the transfer of funds in the amount of \$900,000 from Account 6010 Office and Administrative to Account 3040 Contractual Services within the Library's Fiscal Year 2023-24 Budget, Fund 300, Department 44.
4. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
5. Adopt the attached Resolution regarding the appropriations from the UUFb, and the transfer of funds.

**B. FACTUAL SUMMARY:**

1. The Unreserved and Undesignated Fund Balance (UUFB) consists of prior year funds that were unappropriated and disencumbered 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 also salary savings from vacant positions which could not be filled.
2. Funds in the amount of \$300,000 are requested to be appropriated from the UUFB for the Library's 2023-24 Library Materials budget to support increased demand for e-media.
3. Funds in the amount of \$350,000 are requested to be appropriated for the Library Trust Fund to be used for expenditures necessary for the operation and management of Angel City Press at LAPL and to reimburse the past owners of Angel City Press for expenses incurred.
4. Library staff requests approval to transfer \$900,000 from the Office and Administrative Account (6010) to the Contractual Services Account (3040) to fund contracts for two E-rate projects: Network CAT6 Data Re-cabling Services for 31 Branch Libraries, and Main Uninterruptible Power Supply (UPS) for the Central Library's Computer Server Room. Sufficient funds are available in Account 6010 for this transfer.

Prepared by: Heather Smith, Assistant Business Office Manager  
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Reviewed by: Madeleine M. Rackley, Business Office Manager  
Susan Broman, Assistant City Librarian

**RESOLUTION**

**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 2022-2023 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 \$300,000 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 \$350,000 from the UUFB, Fund 300, Department 44, Cash Balance, to the Library Trust Fund, Department 44, Fund Number 831/Code 372; and

WHEREAS, Library Staff requested the transfer of \$900,000 from Account 6010 Office and Administrative to Account 3040 Contractual Services within the Library's Fiscal Year 2023-24 Budget:

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 2023-24 Budget; and

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:

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Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: