

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

August 22, 2024

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROPRIATION OF \$920,000 FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFb) FOR DIGITAL LITERACY AND CONNECTIVITY COMMUNICATIONS CAMPAIGN**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners:

1. Approve an appropriation of \$920,000 from the Library's Unreserved and Undesignated Fund Balance (UUFb), Fund 300, Department 44, Cash Balance, to Fund 300, Department 44, Account 3040 Contractual Services.
2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the appropriation in the amount of \$920,000 from the UUFb.

B. FINDINGS:

1. The Unreserved and Undesignated Fund Balance (UUFb) consists of prior year unappropriated and disencumbered funds. Funds in the UUFb are used for current year appropriations, the Budget Reserve Fund, and to appropriate for unfunded projects and projects previously funded which could not be completed in the prior year.
2. The City of Los Angeles received grant funds from the Federal government under the American Rescue Plan, a portion of which were for digital inclusion or digital equity projects. On June 13, 2024, the Mayor and City Council approved the transfer of \$920,000 of Federal grant funds from the Digital Inclusion Fund to the Library's 2023-24 budget appropriation.
3. These funds are for the Library's planned communications campaign designed to enhance digital literacy and connectivity in underserved areas of Los Angeles, focusing on the Crenshaw Corridor and Canoga Park. The campaign aims to empower residents with critical digital skills and access to online resources through strategic marketing, community engagement, and educational outreach.

4. The transfer was not finalized in time for the Library to utilize the funds prior to the close of the 2023-24 fiscal year. This request is to move the \$920,000 reserved in the UUFB for the digital literacy and connectivity communications campaign to the Library's Contractual Services Account 3040 for the 2024-25 fiscal year.
5. Sufficient funds are available in the UUFB for this appropriation.

Prepared by: Heather Smith, Assistant Business Manager
Reviewed by: Madeleine Rackley, Business Manager

RESOLUTION

August 22, 2024

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

WHEREAS, Sufficient funds in the amount of \$920,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of \$920,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for a digital literacy and connectivity communications campaign:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$920,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services;

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

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