EXHIBIT C

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

December 12, 2024

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROPRIATION OF FUNDS FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR BENJAMIN FRANKLIN BRANCH RENOVATION PROJECT**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners:

1. Approve an appropriation of $3,899,108.03 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 $3,899,108.03 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 Benjamin Franklin Branch, initially closed in early 2020 due to the pandemic, and hasremained closed for extensive repairs. Since December 2022, a temporary modular building in the parking lot has provided library services. The closure was extended for a full interior renovation, incorporating compliance with historic design standards and the city's decarbonization requirements.

3. These funds will renovate the Benjamin Franklin Branch, creating a new Adult Literacy Center, New Americans Center, enhanced staff areas, and a one-stop help desk for circulation and reference services. Exterior upgrades include solar panels, a repaved parking lot, and electric vehicle chargers. The project focuses on functionality, accessibility, and sustainability to meet the community's evolving needs.

4. This request is to move the $3,899,108.03 reserved in the UUFB for the Benjamin Franklin Branch Renovation Project 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: Christina Young, Management Analyst
Eloisa Sarao, Director of Facilities Planning & Maintenance
Reviewed by: Heather Smith, Assistant Business Manager Monique Atkinson, Department Chief Accountant Madeleine Rackley, Business Manager

RESOLUTION

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

WHEREAS, Sufficient funds in the amount of $3,899,108.03 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of $3,899,108.03 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for the Benjamin Franklin Branch renovation project:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of $3,899,108.03 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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