

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 25, 2025

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 LIBRARY
BUDGET RESERVE FUND**

A. RECOMMENDATIONS:

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

1. 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.
2. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
3. 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 \$1,000,000 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

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Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

September 25, 2025

LIBRARY RESOLUTION NO. 2025-XX (C-XX)

WHEREAS, Sufficient funds in the amount of \$1,000,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB);

WHEREAS, Staff requested the appropriation of \$1,000,000 from the UUFB to the Library Budget Reserve Fund (LBRF) to be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances, and provide for any necessary capital improvements;

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners hereby approves an appropriation of \$1,000,000 from the UUFB, Fund 300, Department 44, Cash Balance to Fund 58N, Department 44; and

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

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