

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 13, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROPRIATION OF \$500,000 FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR ENGAGEMENT AND OUTREACH SUPPORTING THE LIBRARY'S STRATEGIC PLAN**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners:

1. Approve an appropriation of \$500,000 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 \$500,000 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. On September 12, 2024 The Board of Library Commissioners awarded a contract to M. Arthur Gensler Jr. and Associates, Inc. to provide consulting services for the creation of a strategic plan. The completed plan will articulate the future vision for the Library and its role in our community, and will identify the Library's priorities, goals and objectives. Work on this project is currently underway.
3. The process to craft a strategic plan includes outreach to communities, select site visits, and several other community engagement activities. The requested funds will expand the reach of the existing strategic plan's planning process outreach and engagement. Activities will include additional site visits, surveys, presentations, fact finding sessions, and other events to engage staff, community members, partner organizations, and additional stakeholders in the strategic planning process.

4. This work will be performed by contractors from the Library's list of PR and Marketing contractors. The Library will offer Notices of Work for this additional outreach.
5. This is a request to move \$500,000 reserved in the UUFB for engagement and outreach supporting the Library's Strategic Plan.

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

RESOLUTION

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

WHEREAS, Staff requested the appropriation of \$500,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for engagement and outreach supporting the Library's strategic plan:

WHEREAS, Sufficient funds in the amount of \$500,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$500,000 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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