

Mayor and Council Communication

DATE: 03/11/25

M&C FILE NUMBER: M&C 25-0186

LOG NAME: 84APPROPRIATE SPECIAL FUNDS FOR LIBRARY

SUBJECT

(ALL) Authorize the Clean-Up and Close-Out of Library Projects and Moving of Residual Financial Transactions from Identified Projects/Centers in the Special Purpose Fund, Special Donations Legacy Fund, and Library Special Revenue Fund for the Purpose of Transferring to the General Fund, Adopt Appropriation Ordinances, and Amend the Fiscal Year 2025 Adopted Budget and Fiscal Years 2025-2029 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the clean-up and close-out of the Library projects and moving of residual financial transactions from identified projects/centers in the Special Purpose Fund in the amount of \$294,908.79, Special Donations Legacy Fund in the amount of \$45,408.02, and Library Special Revenue Fund in the amount of \$27,911.61 for the purpose of transferring to the General Fund for the purpose of funding the Library Strategic Plan;
 2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the General Fund for the Library Department in the aggregate amount of \$368,228.42, transferred from the Special Purpose Fund, Special Donations Legacy Fund and Library Special Revenue Fund, for the purpose of funding the Library Strategic Plan;
 3. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Library Special Revenue Fund in the amount of \$1,000,000.00, from available Distribution from Trust revenue in the Addie Levy Trust project (City Project S00065), for the purpose of transferring to the General Capital Projects Fund for Far Northwest Library project (City Project No. 103980);
 4. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Library Special Revenue Fund in the amount of \$ 405,027.75, from available Library Auto System Revenue in Library Auto Systems project (City Project S00141), for the purpose of transferring to the General Capital Projects Fund for Far Northwest Library project (City Project No. 103980);
 5. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the General Capital Projects Fund in the amount of \$1,405,027.75, transferred from the Library Special Revenue Fund, for the purpose of funding the Far Northwest Library project (City Project No. 103980);
 6. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Library Special Revenue Fund in the amount of \$71,452.80 from available Distribution from Trust revenue in Addie Levy Trust project (City Project No. S00065) for the purpose of funding library programs designated for science and technology; and
 7. Amend the Fiscal Year 2025 Adopted Budget and Fiscal Years 2025-2029 Capital Improvement Program.
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DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize interfund transfers and appropriation of revenue received by the Library Department from gifts and donations deposited in the Library Special Revenue Fund (25004). The Library Department spends these funds in line with the donors' intentions. Some of the revenue collected is restricted for a particular use and some is unrestricted.

Two Legacy funds (25002 and 25003) have unappropriated balances that have been carried forward and have accrued interest over time. An Accounting review concluded that balances in these inactive legacy funds and interest accumulated in Fund 25004 need to be transferred to active funds and appropriated for expenditure.

Library Special Revenue Fund (25004) receives funds from several sources. This Fund receives money from the Virginia O'Donnell trust twice a year; the Addie Levy Trust once a year and the Fort Worth Library Foundation reimburses approved Library programming quarterly. Additionally, various donors contribute to the Library Department. The Library Department spends these funds in the manner intended by the donor if any particular use is specified.

The transfer of a total amount of \$368,228.42 from three Funds (25002, 25003, 25004) to the General Fund to utilize the funds for a Library Strategic Plan. The goals of the Library's last strategic plan (adopted in 2019) have been accomplished, and a new plan is needed to guide staff in serving and engaging residents for the coming years. The Texas State Library and Archive Commission requires that libraries update strategic plans every five years to maintain accreditation. Services of a professional consultant will be needed to conduct community engagement and compile input to create the new plan.

The Library has identified funds to move to the Far Northwest Library project (City Project No. 103980) to address part of the \$3.4 million shortfall. The Addie Levy Trust officer has approved the moving of \$1,000,000.00 to assist in closing the gap. Accounting identified \$405,027.75 in excess revenue in the Library Special Revenue Fund in project S00141 – Library Auto Systems. This project was set up to collect revenue from surrounding cities that for many years paid the Library to use their system. The program stopped in 2021.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the Unspecified-All Funds project within the Special Purpose Fund, the CLSD:Capital Projects >4/1/15 and Special Donation Unknown Proj projects within the Special Donations Legacy Fund, the Unspecified-All Funds, Addie Levy Trust and Library Auto System projects within the Library Special Revenue Fund, and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in General Fund, the General Capital Projects Fund for the Far NW Library project and in the Library Special Revenue Fund for the Addie Levy Trust project. Prior to an expenditure being incurred, the Library Department has the responsibility of verifying the availability of funds.

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