

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 23, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPOINTMENT OF ACTING COMMISSION EXECUTIVE ASSISTANT**

**A. RECOMMENDATION:**

That the Board of Library Commissioners authorize Executive Administrative Assistant II Lynda Achi, currently assigned to Library Administration, to serve as Acting Commission Executive Assistant during the absence of the Commission Executive Assistant.

**B. FINDINGS:**

1. The Board needs to appoint a staff member from the Library Department as Acting Commission Executive Assistant authorizing that employee to prepare and sign resolutions, minutes, contracts, letters, and legal documents when the Commission Executive Assistant is absent due to illness, vacation, jury duty, etc.
2. Designating a staff member as the Acting Commission Executive Assistant ensures that the Board Office is properly staffed for Board Meetings and for processing documents prior and after the meetings.

Prepared by: Raquel M. Borden, Commission Executive Asst. II

Reviewed by: Susan Broman, Assistant City Librarian

RESOLUTION

**LIBRARY RESOLUTION NO. 2025-XX**

**WHEREAS**, a staff member from the Library Department needs to be appointed by the Board as Acting Commission Executive Assistant authorizing that employee to sign resolutions, minutes, contracts, letters, and legal documents when the Commission Executive Assistant is absent due to illness, vacation, jury duty, etc.; and

**WHEREAS**, designating a staff member as Acting Commission Executive Assistant ensures that the Board Office is properly staffed for Board Meetings and for processing documents prior and after the meetings:

**RESOLVED**, the Board of Library Commissioners (Board) authorizes Lynda Achi, Executive Administrative Assistant II, Library Administration to serve as Acting Commission Executive Assistant during the absence of the Commission Executive Assistant.

This is a true copy:

\_\_\_\_\_  
Mayra Valadez, President  
Board of Library Commissioners

\_\_\_\_\_  
Raquel M. Borden  
Commission Executive Assistant II

IT IS HEREBY CERTIFIED THAT THE FOLLOWING IS THE TRUE AND CORRECT SIGNATURE OF THE NAMED LIBRARY DEPARTMENT EMPLOYEES:

\_\_\_\_\_  
Lynda Achi  
Acting Commission Executive Asst.

Adopted by the following votes:

AYES:  
NOES:  
ABSENT: