

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

April 9, 2026

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPOINTMENT OF ACTING SECRETARY TO THE BOARD**

**A. RECOMMENDATION:**

That the Board of Library Commissioners authorize Management Analyst Emily Wooten, currently assigned to the Business Office, to serve as Acting Secretary to the Board during the absence of the Secretary to the Board.

**B. FINDINGS:**

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

Prepared by: Lynda Achi, Commission Executive Assistant II

Reviewed by: Susan Broman, Assistant City Librarian

**LIBRARY RESOLUTION NO. 2026-XX**

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

**WHEREAS**, designating a staff member as Secretary to the Board 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 Emily Wooten, Management Analyst, currently assigned to the Business Office to serve as Secretary to the Board during the absence of the Secretary to the Board.

This is a true copy:

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

\_\_\_\_\_  
Lynda Achi  
Secretary to the Board

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

\_\_\_\_\_  
Emily Wooten  
Acting Secretary to the Board

Adopted by the following votes:  
AYES:  
NOES:  
ABSENT: