

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

September 25, 2025

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:03 a.m. on the above-written date.

1. Roll Call:

Present:	President	Mayra Valadez
	Vice President	Linda Blank
	Commissioner	Kelly Besser

Absent:	Commissioner	Valerie Lynne Shaw
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Also present: City Librarian John F. Szabo; Deputy City Attorney Josh M. Templet; and staff.

2. Opening Remarks:

Board President Valadez wished everyone a happy Hispanic Heritage Month, which kicked off with the Los Libros Festival at the Central Library this past Saturday, and she thanked everyone who made it possible.

3. Approval of the Minutes: No minutes were submitted for approval.

4. Public Comments on Matters

Within the Board's Jurisdiction: The Board heard two public comments.

(1) Glenn Bailey spoke in reference to the hold harmless requirement in the new Memorandum of Agreement (MOA) for the Friends groups and liability issues for individual members of the Friends.

(2) The Speaker requested that patrons be allowed to use social media on library computers.

**5. City Librarian's Comments
and Announcements:**

City Librarian John F. Szabo reported on past and upcoming library events.

6. City Librarian's Reports: No Consent Items were submitted for approval.

Discussion Items**a. Approval of appropriation of funds from the Unreserved and Undesignated Fund Balance (UUFB) to the Library Budget Reserve Fund**

City Librarian John F. Szabo recommended approval to appropriate \$1,000,000 from the Library's Unreserved and Undesignated Fund Balance (UUFB) to the Library Budget Reserve Fund (LBRF). He reported that the current balance of the Reserve Fund prior to this transfer was \$19,828,668.34.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 3 Ayes (Besser/Blank/ Valadez); Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2025-26 (C-19)

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

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.

b. Approval of transfer of funds within Fund 300 for Overtime Salaries

City Librarian John F. Szabo recommended approval to transfer \$500,000 from the Salaries, General Account 1010 to the Salaries, Overtime Account 1090, within the Library's Fiscal Year 2025-26 Budget.

Discussion

President Valadez asked if all employee classifications were eligible for overtime. Mike Bolokowicz, Director of Human Resources, responded that for the most part, all classifications are eligible for overtime, with the exception of part-time and half-time.

President Valadez asked if there were certain classifications that work more overtime than others, such as librarians that need to stay overtime for programming purposes. Mr. Bolokowicz replied that librarians and administrative clerks expend the most overtime to ensure public service.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed with 3 Ayes (Besser/Blank/Valadez); Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2025-27 (C-20)

WHEREAS, The Library transfers funds between salaries accounts to ensure libraries are properly staffed; and

WHEREAS, Staff requested the transfer of \$500,000 from the Salaries, General Account 1010 to the Salaries, Overtime Account 1090 within the Library's Fiscal Year 2025-26 Budget:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of \$500,000 from the Salaries, General Account 1010 to the Salaries, Overtime Account 1090, within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44.

<u>Account</u>	<u>Amount</u>
From: 1010 – Salaries, General	\$500,000
To: 1090 – Salaries, Overtime	<u>\$500,000</u>
TOTAL:	\$500,000

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

**c. Approval of request to close LAPL
Facilities on Tuesday, March 24, 2026
for the Staff Development Conference**

City Librarian John F. Szabo requested approval to close Los Angeles Public Library (LAPL) facilities to allow all staff to attend the Staff Development Conference on March 24, 2026. He stated that the conference is staff-led with great programming and activities, and that it had been more than seven years since the last conference was held.

Discussion

Vice President Blank asked if the event would be held at the Central Library. Mr. Szabo replied it would be at a different location, noting that the previous conference had been held seven years ago at the Convention Center.

Vice President Blank asked if facilitators would be hired or if all the facilitation was done in-house and if the program could be shared with the Board. Mr. Szabo replied that they hire speakers, presenters for an array of programs and activities as well as in-house staff who participate in delivery of the programs.

Vice President Blank asked if all levels of personnel participated. Mr. Szabo answered that all levels of personnel throughout the system participate.

President Valadez stated that this was a very important investment in staff. She thanked Brooke Sheets for her leadership on this, and asked how would LAPL inform patrons about the closure and what methods would be used to get the word out.

Lauren Skinner, Director of PR and Marketing, replied that notification would be done in the same manner they inform the public of any other future closure, such as posting it on the website with a message banner at the top for a certain number of days in advance as well as with social media postings as they do for any other holiday closure. Mr. Szabo added that because this closure was not due to a holiday, notice of closure might start announcing it earlier..

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 3 Ayes (Besser/Blank/Valadez). Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2025-28

WHEREAS, The City Charter Sections 530 and 532, state that the Board of Library Commissioners has the power and duty to “establish, manage, control and operate a Central Library and branch libraries within the City...”; consequently, the Board of Library Commissioners has the authority to approve the request to close Los Angeles Public Library (LAPL) facilities to allow all staff to attend Staff Development Conference on March 24, 2026; and

WHEREAS, The LAPL will provide advanced notice that the Central Library and branches will be closed to the public on March 24, 2026:

THEREFORE, BE IT RESOLVED, That the board of Library Commissioners approve the request to close Los Angeles Public Library (LAPL) facilities to the public on Tuesday, March 24, 2026, for Staff Development Conference.

d. Approval of the Consent to Assignment of Contract No. C-201783 with Baker & Taylor, LLC, to ReaderLink Distribution Services, LLC.

City Librarian John F. Szabo stated that Baker & Taylor, LLC had notified the Los Angeles Public Library (LAPL) that ReaderLink Distribution Services, LLC would acquire the business and substantially all the assets of Baker & Taylor, including any and all Baker & Taylor, LLC obligations arising from Contract C-201783 with the Library. He recommended approval of this item.

Discussion

In response to President Valadez’ inquiry on whether the acquisition of Baker & Taylor had been formally finalized, Catherine Royalty, Acquisition Services Manager, replied that it was her understanding that the agreement would be finalized the following day.

The Board deliberated whether to consider postponing approval until the transfer was made official or to approve it conditioned on the sale going through. Mr. Szabo asked the deputy city attorney to render his opinion on whether or not they could approve it in advance of the acquisition.

Deputy City Attorney Josh Templet advised to consider approving this item due to being time-sensitive for the contractors, who may have a deadline by which contractees like the library confirm that they approve of the assignment, pointing out that the deadline was in 12 hours. He stated that the Board could ask staff to reflect in the language of the resolution that “approval is conditioned upon the deal going through.”

Board President Valadez asked for a motion to amend the resolution to state in the first Further Resolve that, “the Board authorizes the City Librarian to execute the consent to assignment based on the deal going through.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution as amended. The motion passed with 3 Ayes (Besser/Blank/Valadez); Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2025-29 (C-21)

WHEREAS, on March 27, 2025, the Board of Library Commissioners (Board) awarded a contract for the Acquisition of Library Materials and Services to Baker & Taylor, LLC (Library Resolution No. 2025-8 [C-5]); and

WHEREAS, the aforementioned contract was executed on August 12, 2025; and

WHEREAS, on September 10, 2025, Baker & Taylor, LLC notified the Los Angeles Public Library that Baker & Taylor and ReaderLink Distribution Services, LLC have entered a Letter of Intent whereby ReaderLink will acquire the business and substantially all the assets of Baker & Taylor; and

WHEREAS, on September 10, 2025, Baker & Taylor, LLC notified the Los Angeles Public Library that, with the Library’s permission, ReaderLink Distribution Services, LLC will assume any and all Baker & Taylor, LLC obligations arising from Contract C-201783:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian’s Board Report and approves the Consent to Assignment of Agreement No. C-201783, conditioned upon completion of acquisition by ReaderLink Distribution; and

FURTHER RESOLVED, that the Board authorizes the City Librarian or his designee to execute the Consent to Assignment upon acquisition of Baker & Taylor by ReaderLink Distribution Services, LLC; and

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract.

**e. Approval to award contract to Incharge Energy, Inc.
to provide electric vehicle charging services.**

City Librarian John F. Szabo recommended approval to award a contract to InCharge Energy Inc., to provide electric vehicle charging services to the Library such as equipment, installation, and ongoing maintenance. He said the Library currently has 54

EV charging stations at various libraries, but many of them are non-operational due to vandalism, noting that the inclusion of ongoing maintenance was critical for this reason. He said this vendor is also contracted by several other city departments.

Discussion

Vice President Blank asked how many libraries, including the Central Library, were equipped with EV charging stations. She also asked if a fee was charged or if a library card was required for their use. Mr. Szabo responded that not all branches have EV charging stations and the EV chargers in the West Lawn Garage are not owned by the Library, but there is no fee to use them. He noted that EV chargers at library locations are intended for library patrons with electric vehicles. He added that the cost of managing revenue from charging would likely exceed the revenue generated and the initial funding may have stipulated that they not be used for revenue generation.

President Valadez asked about the number of chargers per branch, and how many additional chargers this contract would fund, and requested a map of libraries with EV charging stations. Mr. Szabo stated that branches usually have more than one charger, adding that LEED-certified libraries, such as Silver Lake and Lakeview Terrace, are generally required to install such equipment. He said the financial impact of the contract was up to \$1 million and they would be evaluating the current ones first. He pointed out that some branch libraries have no parking lots or very small ones, necessitating careful consideration of EV charging station placement to ensure sufficient parking for library patrons and their intended use.

President Valadez asked if the contract's term of 3 years with 3 optional 1-year extensions, with no minimum work guaranteed, was for flexibility purposes for LAPL. Mr. Szabo replied that those terms were based on the funding available and whether the services were needed.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 3 Ayes (Besser/Blank/Valadez) Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2025-30 (C-22)

WHEREAS, the Library owns various facilities throughout the City of Los Angeles and requires the services of a qualified Contractor to deliver, install, and maintain electric vehicle charging stations; and

WHEREAS, Sourcewell, a State of Minnesota local government unit, awarded contract number 051123-INC to InCharge Energy LLC. in connection with Sourcewell's Request for Proposals No. 05011233 issued on May 11, 2023 for electric vehicle charging services; and

WHEREAS, pursuant to Charter Section 371(e)(8) and Los Angeles Administrative Code Section 10.15(a)(8), the Library may use or "piggyback" on the existing Sourcewell Contract, because contracts for cooperative arrangements with other governmental agencies for the utilization of the purchasing contracts and professional, scientific, expert, or technical services contracts of those agencies are an exception to the City's competitive bidding requirements; and

Library Resolution
No. 2025-30 (C-22) Cont.

WHEREAS, pursuant to Charter Section 1022, the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with InCharge Energy Inc., to provide electric vehicle charging services for the Library; and

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and

FURTHER RESOLVED, that the Board authorizes the Board President and the Board Secretary to execute the contract upon the completion of all required approvals.

7. Staff Presentation: Five Years of Book Bundles (Withdrawn)

**8. Commissioners' Comments
and Announcements**

Vice President Blank said that she had noticed on the Library's website that several libraries were closed for a few days and asked if it was for maintenance or other reasons. Mr. Szabo replied that for several months, the library has been working on a re-cabling project at branch libraries throughout the city and other capital work that requires the library to be closed for weeks at a time.

Meeting Cancellation Notice: The Regular Meeting of the Board scheduled for Thursday, **October 9, 2025**, at **11:00 a.m.**, will be cancelled.

Next Meeting Notice: The next Regular Meeting will be held on **October 23, 2025** at **11:00 a.m.** at the **Woodland Hills Branch Library**, 22200 Ventura Boulevard Woodland Hills, CA 91364.

9. Adjournment: The meeting was adjourned at 11:54 a.m.

ATTEST:

MAYRA VALADEZ
President

RAQUEL M. BORDEN
Board Executive Assistant