

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

December 11, 2025

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:05 a.m. on the above-written date.

1. Roll Call:

Present:	President Vice President Commissioner Commissioner Commissioner	Mayra Valadez Linda Blank Kelly Besser Valerie Lynne Shaw Fabian R. Wesson
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Absent: None

Also present: City Librarian John F. Szabo, Asst. City Librarian Susan Broman; Deputy City Attorney Vanessa Atkins; Administrative staff and members of the public.

2. Opening Remarks: Board President Valadez opened the final meeting of the year by welcoming all attendees. She remarked that serving as president has been an honor and she is looking forward to the collaborative work ahead with fellow commissioners in 2026.

3. Approval of the Minutes:

a. Regular Meeting - November 13, 2025

It was moved by Commissioner Besser and seconded by Commissioner Shaw to approve the Minutes of the Regular Meeting held November 13, 2025. The motion passed with 4 Ayes (Besser/Blank/Shaw/Valadez); Noes: 0. Absent: 1 (Wesson).

(Commissioner Wesson arrived)

4. Public Comments on Matters Within the Board's Jurisdiction: (1)

The Board heard one public comment from Ben Eubanks, who noted that the late Joseph Atkinson, a former Library employee, exemplified the commissioners' values, including a dedication to lifelong learning, community building, and bringing people together.

5. City Librarian's Comments and Announcements: City Librarian John F. Szabo reported on past and upcoming events.

6. City Librarian's Reports:

Consent Items

a. Acceptance of \$1000 in Appreciation for the Use of ebooks Provided by The Los Angeles Public Library From an Anonymous Donor

City Librarian John F. Szabo recommended acceptance of a gift of \$1000 donation from an anonymous patron. The donation was sent as an anonymous money order in appreciation for the use of the Library's e-book collection.

It was moved by Commissioner Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Valadez/Wesson); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-40 (C-30)

RESOLVED, That a gift of \$1,000 in appreciation for the use of ebooks provided by the Los Angeles Public Library received from an anonymous donor be accepted and deposited in Trust Fund 831, Account 340 to be used for e-media.

Discussion Items

b. Approval of Transfer of Funds Within Fund 300 in the Amount of \$1,000,000 for Library Materials

City Librarian John F. Szabo recommended approval to transfer \$1,000,000 within Fund 300 for Library materials. This transfer is not from the unreserved fund balance, but from two specific categories: \$600,000 from contractual services (funds initially set aside for E-rate projects that were fully funded and later received E-rate reimbursement), and \$400,000 from a category that is not expected to be fully spent in the current fiscal year. The purpose is to move the \$1 million into the account used to purchase all library content within the current fiscal year.

Discussion

President Valadez asked if the amount is meant to cover a large purchase of any specific item, or if it is just going towards general funds. Mr. Szabo confirmed that the money would go to a general fund and be available to purchase Library materials in all formats.

It was moved by Commissioner Besser and seconded by Commissioner Wesson to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Valadez/Wesson); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-41 (C-31)

WHEREAS, The Library transfers funds between expense accounts to ensure compliance with City procurement and expenditure policies; and

WHEREAS, Staff requested the transfer of \$1,000,000 from the Contractual Services Account 3040 and Office and Administrative Account 6010 to the Library Materials Account 9010 within the Library's Fiscal Year 2025-26 Budget:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners hereby approves the transfer of \$1,000,000 from the Contractual Services Account 3040 and Office and Administrative Account 6010 to the Library Materials Account 9010, within the Library's Fiscal Year 2025-26 Budget, Fund 300, Department 44.

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 to Authorize License for Safe Parking for the West Valley Regional Branch Library

City Librarian John F. Szabo recommended approval to authorize the Safe Parking Program at the West Valley Regional Branch Library. This item is identical to the one approved at the last Board meeting for the Edendale branch. The program allows unhoused individuals and families residing in their vehicles to use designated library parking lots for safe, legal overnight parking. An outside organization manages the program, providing security and janitorial services. Mr. Szabo noted that the safe parking program has been operating at West Valley without interruption and the recommendation is to formalize an agreement directly with Safe Parking, as they previously worked with LAHSA. The program is successful, costs the library nothing, and is seen as an opportunity for the library to leverage its assets for a good cause. It also benefits the library by providing overnight security.

Discussion

Commissioner Blank asked if there has been any pushback from the community surrounding the branch facility. Mr. Szabo explained that concerns were initially shared with Councilmember Blumenfield's office, which is adjacent to the library, early in the program's implementation; however, no concerns have been flagged since that time.

Commissioner Shaw asked if there are any other locations in addition to Edendale and West Valley Branch Library that are part of the program. Mr. Szabo noted that those are the only two branches in the program and explained that a major constraint for many library locations is the small size of their parking lots, which cannot provide the "critical mass" of space needed.

Commissioner Wesson asked if the library conducts inspections at the sites during the program's three-year period, and what is the criteria for early termination. Mr. Szabo stated that the Library has the ability to terminate the program and relies on branch staff to report any issues, such as with janitorial services or parking lot cleanup. Managers have been supportive of the program, but if negative issues arise that cannot be corrected or if the program hinders the library's function, they would address those issues with Safe Parking, potentially leading to termination.

President Valadez thanked Councilmember Blumenfield and his office for their ongoing support of the program. She reported that she has visited the parking lot, noting its large, protected, off-street location, near the Council office, library, and LAPD station. This location offers safety and protection for the people utilizing the space. The community of Reseda and West Valley are very vocal and emphasize the importance of providing

such space when possible. She hopes that other library branches possess similar characteristics to potentially expand the program with support from other council offices.

It was moved by Commissioner Blank and seconded by Commissioner Shaw to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Valadez/Wesson); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-42 (C-32)

WHEREAS, The City of Los Angeles established a Safe Parking Program pilot to allow for unhoused individuals and families who currently reside in their vehicles to do so overnight legally in designated parking lots within the City; and

WHEREAS, The Library entered an agreement in 2019 with the Los Angeles Homeless Services Authority to utilize parking lots at the Edendale and West Valley Regional branches for the Safe Parking Program Pilot; and

WHEREAS, The Library now wishes to license the use of the West Valley branch parking lot by Safe Parking LA for the Safe Parking Program.

THEREFORE, BE IT RESOLVED, That the Board adopts the award and execution of the license agreement between the Library and Safe Parking LA for the West Valley/Safe Parking LA Program.

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

7. Staff Presentation: Information Technology

Director of Information Technology Division Alex Mui thanked several groups for supporting IT initiatives: Library Administration for leadership; Division Heads for coordinating system-wide upgrades; IT Management for extensive hours, often overnight, for maintenance and troubleshooting; and Library staff, especially frontline staff, for delivering technology to patrons. Mr. Mui provided a video presentation overview of the IT Division, its four core groups (IT Administration, Client Technologies and Services, Application Development, and Network Support), and key statistics from fiscal year 2024-2025. The presentation highlighted recent and upcoming projects, with a focus on the successful AT&T VoIP Migration and a progress update on the Enterprise Video Camera and Access Control Project.

Discussion

President Valadez thanked Mr. Mui and his team for the incredible work they do on behalf of the Library. She asked for examples of cybersecurity threats the Library has encountered, what proactive protections are currently in place, and how security can be further enhanced. Mr. Mui emphasized that staff education is the most critical aspect of security, as most infiltrations happen through staff clicking on malicious email links. The network is protected by a firewall that blocks over a million attacks daily. The IT Division also works closely with ITA to monitor the City network. He is proud of the staff's security

awareness training scores and participation, stating that the staff are the ones truly protecting the network.

Vice President Blank asked if all branch libraries have mobile charging stations. Mr. Mui stated that there are 11 locations with charging stations including the Central Library. He will be working with Director of Branch Library Services Joyce Cooper to determine other locations to install stations.

Vice President Blank noted that several branch libraries, such as Westwood, require audio-visual equipment updates for the televisions in their community rooms and asked if there is a plan to address these needs. Mr. Mui confirmed that a plan is underway, which involves assessing each branch's facilities and conference rooms to identify replacement needs. His team is collaborating with the Branch Library Services and Facilities Divisions to determine solutions for each unique branch environment. Site visits are currently being conducted.

Commissioner Shaw asked what are the anticipated needs for the IT Division in the next three years. Mr. Mui emphasized that there is a need for more staff, given the vast size of the Library system, and expressed his gratitude from Library Management and the Business office for their support and work on the budget. Mr. Szabo noted that the ability to fund new positions or expand Library services is dependent on the appropriation received next year under the Charter. The available funds for expansion will be the difference between the new appropriation and the cost required to maintain the current level of service.

Commissioner Besser inquired about the number of women among the 32 IT staff members. Mr. Mui reported that there are 7 female staff members.

Vice President Blank asked if anyone on the Charter Commission is advocating for the Library Department. Mr. Szabo noted that while the Charter Commission is currently in a discussion and solicitation phase, the Library is not currently lobbying the Charter Commission for a specific outcome.

Vice President Blank inquired if the plans for security camera installation includes cameras inside the libraries as well as outside, and how will it be determined which branch libraries receive them. Mr. Mui clarified that all branch libraries will have security cameras. His team collaborates with Branch Library Services and the senior librarian at each branch. They conduct site walks with the senior librarians to determine which areas, both interior and exterior, require the most security coverage.

8. Commissioners' Comments and Announcements

- Board President Valadez welcomed Commissioner Wesson to the board and expressed her honor in serving alongside her and with all the commissioners, noting that they have a full Board present. She wished everyone a happy holiday. She extended holiday greetings to all attendees.
- Commissioner Wesson expressed her pleasure at the meeting's high attendance and interest in the Library, stating she is honored to be there and looking forward to a busy 2026. She also thanked Mr. Szabo for his reports.

- Vice President Blank wished everyone a very happy holiday, noting it was nice to end the year on a happy note and expressing hope that 2026 will be better than 2025.
- Commissioner Besser announced that she will be visiting the Cypress Park Branch Library this weekend to participate in an event with the UCLA Punk Collective, providing outreach for a photo and scene exhibit for the UCLA Punk Archive.
- Commissioner Shaw wished everyone happy holidays and emphasized that life and aging are a gift.

Next Board Meeting Notice: The next Regular Meeting of the Board is scheduled for Thursday, January 8, 2026, at 11:00 a.m., and will be held at the Central Library.

9. Adjournment: The meeting was adjourned at 12:23 p.m.

ATTEST:

Mayra Valadez
President

Lynda Achi
Board Executive Assistant