

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

June 26, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL OF THE MEMORANDUM OF AGREEMENT WITH THE FRIENDS OF THE LIBRARY**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the Memorandum of Agreement (Agreement), substantially in the form attached, between the Library Department (Library) and the Friends of the Library (Friends) groups (Attachment A).
2. Authorize the Board President and the Board Secretary to execute Memoranda of Agreement upon completion of all required approvals.
3. Adopt the attached Resolution regarding the approval of the Memorandum of Agreement.
4. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the Memorandum of Agreement.

B. BACKGROUND:

1. The Library has 63 active Friends groups with the oldest dating back to 1961. The Friends provide volunteers, support programs, raise funds to enhance Library services and advocate for the financial support of the Library.
2. The Friends raised approximately \$687,000 in Fiscal Year 2023-24 and provided over 33,000 hours of service. The Friends fund Library programs for every age group, including Summer Reading celebrations, writing and bookmark contests, active programs such as yoga and meditation, and countless arts and music programs. The Friends play an intricate role in recognizing the hard work of both volunteers and staff through Volunteer Recognition and Staff Appreciation events. In addition, they are also involved in championing projects that include publishing books, hosting photograph exhibits, promoting gardening and sustainability efforts, organizing speaker and author series, and celebrating Heritage Months.

3. In June 2005, the Board of Library Commissioners authorized the Library to execute Memoranda of Agreement with Friends and approved a template to be used. Historically, templates were created for incorporated groups and unincorporated groups. Currently, there are 12 Friends groups that are not incorporated.
4. The most recent Agreements expired in 2023 and 2024. In 2023, staff began to develop a new Agreement based on feedback and concerns raised by Friends and staff about the language in the former Agreements.
5. The proposed Agreement requires that:
 - a. All Friends groups maintain and uphold tax-exempt status and be incorporated.
 - b. Friends work with Library staff to create a spending plan that allocates, at a minimum, 25 percent of the funds raised each calendar year to the supported Library agency.
 - c. Friends Board members, officers and representatives who actively volunteer on behalf of the Library register as volunteers. While the policy to register as volunteers has been in place since 2014, the inclusion of this requirement is new to the Agreement.
 - d. Friends follow rules regarding the use of Library space, including meeting rooms and storage spaces.
6. Library staff conducted review sessions internally and with groups of Friends, chosen to ensure representation from each region, and including established and newer groups, and groups with a diverse range of assets. The sessions helped identify areas in the Agreement that required further clarification and provided invaluable insight for Library staff regarding the need for additional support and training for Friends.
7. The Volunteer Engagement Office serves as a liaison and provides support to both the Friends and the Library staff who work with Friends, ensuring everyone is well-equipped for effective collaboration. Senior Librarians work directly with Friends on behalf of their branches or departments, facilitating communication and partnership. The Library will produce a Friends of the Library Handbook and conduct training sessions to support the Friends. Staff will also provide a Friends Toolkit and training for staff members who support the Friends.
8. The term of the proposed Agreements will be for three years and will expire on June 30, 2028.

9. Staff will ensure that the required compliance documents are completed and submitted prior to the execution of the Agreements. The Agreement has been reviewed by the City Attorney and is ready to be transmitted for processing.

Attachments

Project Managers: Madeline Peña, Associate Director/Principal Librarian

Prepared by: Claudia Aguilar, Senior Management Analyst

Reviewed by: Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2025-__ (C-__)

WHEREAS, the Los Angeles Public Library, also known as the Library Department (Library), welcomes members of the numerous and diverse communities throughout the City of Los Angeles to participate in the successful operation and promotion of the Library; and

WHEREAS, Friends of the Library groups are non-profit public entities that support the mission of the Library and are willing to accept the responsibility to raise funds and participate in the successful operation and promotion of the Library; and

WHEREAS, both Parties desire to enter into an agreement to memorialize their respective roles and responsibilities, and to describe the financial relationship between the Library and Friends:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the Memorandum of Agreement between the Library Department and Friends of the Library and authorizes the execution of Memoranda of Agreements with Friends of the Library; and

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

This is a true copy:

**MEMORANDUM OF AGREEMENT
BETWEEN
THE LOS ANGELES PUBLIC LIBRARY
AND
NAME OF GROUP**

This Memorandum of Agreement (MOA) is entered into by and between the City of Los Angeles, a municipal corporation (City), acting by and through its Board of Library Commissioners (Board), and **NAME OF GROUP** (Friends), a California non-profit public benefit corporation. The City and Friends may be referred to individually as a "Party" or collectively as the "Parties".

WHEREAS, the Los Angeles Public Library, also known as the Library Department (Library), welcomes members of the numerous and diverse communities throughout the City of Los Angeles to participate in the successful operation and promotion of the Library;

WHEREAS, Friends is a California non-profit public entity that supports the mission of the Library and is willing to accept the responsibility to raise funds and participate in the successful operation and promotion of the Library;

WHEREAS, Friends is governed by its Articles of Incorporation and Bylaws, and the activities and affairs of Friends are conducted, and all of its corporate powers are exercised, by or under the direction of its Board of Directors;

WHEREAS, both Parties desire to enter into an agreement to memorialize their respective roles and responsibilities, and to describe the financial relationship between the Library and Friends; and

WHEREAS, on **Month Day, Year**, the Board approved this MOA to allow Friends to provide volunteers, support programs, raise funds to enhance Library services, and advocate for the financial support of the Library. Funds raised by Friends shall augment, not replace, the Library's annual funding mandated by the Los Angeles City Charter.

NOW, THEREFORE, in consideration of the promises, and of the mutual covenants and agreements herein contained, the Parties agree as follows:

1.0 ORDER OF PRECEDENCE

This MOA is composed of the following documents, and any conflicting provisions shall be resolved according to this order of precedence:

1.1 The MOA.

1.2 The Articles of Incorporation and Bylaws of Friends (Exhibit A).

1.3 Documents to be Provided to the Library (Exhibit B).

This MOA contains the full and complete agreement between the Parties. No verbal agreement or conversation with any officer or employee of either Party shall affect or modify any of the terms and conditions of this MOA

2.0 TERM

The term of this MOA shall be for three years, from July 1, 2025, through June 30, 2028.

3.0 FUNDRAISING

3.1 Authorized Library Agencies

Friends is authorized to conduct the activities described in this MOA at the branch library(ies), subject department(s), and special services listed below. Branches, subject departments, and special services may also be referred to as a Library Agency or Library Agencies.

If Friends will support more than one Library Agency, the primary Library Agency to be supported should be designated as “primary” below.

To support or donate to a Library Agency that is not identified below, Friends must receive prior written approval from the senior manager of the primary Agency. Written approval may be via email.

Authorized Library Agency

STATE NAME OF LIBRARY AGENCY(IES)

3.2 Authority to Raise Funds

Friends is authorized to raise funds to support the Library Agencies described in Section 3.1. Any fundraising on Library property requires prior written approval from the City Librarian. Written approval may be via email. Friends’ authorization to raise funds is contingent on its good standing with the following agencies:

- a. The United States Internal Revenue Service
- b. The State of California Franchise Tax Board
- c. The State of California Department of Justice
- d. The State of California Secretary of State
- e. The City of Los Angeles Police Department Charity Service Section (CSS). On an annual basis, Friends shall submit a copy of its CSS-issued Notice of Intent to Solicit Charitable Contributions to the City Librarian.

3.3 Restricted Use of Funds

Funds raised by Friends may only be used to benefit the Library and to pay Friends’ reasonable operating costs that fall within industry standards for public benefit non-profit organizations. Friends shall neither transfer

nor redistribute raised funds, including Friends' endowment funds, to any other purpose, charitable or otherwise.

3.4 Book Sales

Friends may conduct book sales to raise funds to support the Library. Books and materials that are withdrawn from the Library's collection may be donated to Friends to be used for book sales. Friends may also accept donations of books from the public to be used for books sales. Friends may use its own form to acknowledge book donations.

3.5 The City Librarian will provide Friends with information about the funding needs of the Library, which Friends' Board of Directors shall consider to determine the use of Friends' assets.

3.6 Friends and the Library Agencies it supports will work together to develop a spending plan based on the needs of the Library Agencies. Friends will submit the spending plan annually to the Library.

3.7 Friends must distribute a minimum of 25 percent of funds raised each calendar year, excluding Friends' operational costs, to be used to support the Library Agencies. If Friends and its Library Agencies choose to save funds for a large or special project, Friends and the Library Agencies must submit a proposed exemption to the distribution requirement in this section for Library approval, as part of the annual spending plan.

3.8 The Library may suspend or terminate this MOA should Friends not dispense funds in accordance with this MOA and the needs of the Library.

4.0 USE OF LIBRARY FACILITIES

The Library, through its permitting process, will make available to Friends the use of Library facilities on a case-by-case basis.

4.1 Any Friends activity, including programming, occurring at Library Agencies must have written approval from the City Librarian prior to the promotion and commencement of such activity.

4.2 Priority for the use of Library facilities and meeting rooms will be given to Library programs. Friends and other organizations dedicated to supporting the Library have second priority.

4.3 Friends may use Library facilities at no charge for activities in furtherance of Friends' purpose that are free and open to the public. Such activities shall take place at such times and under such terms and conditions as Friends and the City Librarian shall mutually agree, subject to applicable laws, rules, and regulations.

4.4 Storage of materials in Library facilities is limited and subject to availability and written approval from the City Librarian. The Library has priority for the use of storage space. Friends may store materials such as books for sales on Library property subject to written approval from the senior

manager of the Library Agency. Written approval may be via email. Friends may not use meeting rooms or community rooms for storage. The Library reserves the right to request Friends to remove its stored items from Library facilities at any time. The Library will provide Friends with 30 days of notice before removing items stored by Friends. Friends are solely responsible for items that it stores on Library property. The Library will not issue keys or badges to Friends.

5.0 INTELLECTUAL PROPERTY

5.1 Friends may use the following trade names for authorized fundraising and event promotion subject to the prior written approval of the City Librarian. Friends shall provide a sample of the proposed materials bearing a trade name for approval prior to the event or promotion.

- a. "Los Angeles Public Library"
- b. "LAPL"
- c. "Central Library"
- d. All logos, insignias, marks, and names identifiable with the Los Angeles Public Library.
- e. All rooms officially designated in the Los Angeles Public Library.
- f. All programs or initiatives specific to the Los Angeles Public Library.
- g. All branch library names.

5.2 Upon the Library's request, Friends shall use a superscript "TM" after any unregistered trade name or trademark of the Library, and a superscript "R" in a circle after any federally registered trademark of the Library.

5.3 Friends must be in compliance with all federal, state, and local requirements for tax-exempt organizations to use these trade names.

6.0 FINANCIAL STATEMENTS

Friends shall provide the Library with an annual financial report and information sheet listing Friends' current officers. The annual financial report is not required to be audited. Any additional financial data, including bank statements, shall be provided to the Library within 30 days upon written request by the City Librarian.

7.0 INCORPORATION

7.1 Friends shall be incorporated as a California non-profit public benefit corporation and shall provide proof of such incorporation to the Library. If Friends is not incorporated at the time the MOA is executed, Friends must provide the Library with proof of incorporation within 12 months of the execution of the MOA.

7.2 Friends shall annually submit to Library evidence of Friends' corporate good standing (including Statement of Information forms filed every two years with the California Secretary of State).

8.0 TAX-EXEMPT COMPLIANCE

8.1 Friends is required to maintain its tax-exempt status with all applicable federal and state government agencies.

8.2 Friends shall not distribute, expend, or transfer any charitable assets should its tax-exempt status be suspended or revoked.

8.3 If Friends' tax-exempt status is suspended or revoked, Friends must provide the Library with proof of restoration of its status within 12 months of such suspension or revocation. Else, the Library may terminate the MOA.

9.0 FRIENDS MEETINGS

The City Librarian shall be invited to all Friends Board meetings and receive all Board meeting agendas and minutes. The Library shall make a good-faith effort to provide a Library representative to attend Friends Board meetings.

10.0 DOCUMENTS TO BE PROVIDED TO THE LIBRARY

Friends shall provide documents to the Library as described in Exhibit B.

11.0 POLICIES

All members, agents, volunteers, and officers of Friends are subject to the Library Rules of Conduct and all applicable laws, rules, and regulations. The Library may suspend access to any or all Library privileges for any person(s) who fail to comply with the Library's Rules of Conduct or any applicable law, rule, or regulation.

12.0 DISSOLUTION

12.1 Upon dissolution of Friends or its relationship with the Library, Friends will immediately transfer its net assets to the Library, earmarked for the benefit of the Library Agency it supports, and provide the Library with the names and contact information of those who have donated to and volunteered for Friends. Friends will revise its Articles of Incorporation as necessary to effectuate this provision.

12.2 Friends' relationship with the Library will be considered dissolved twelve months after termination of this MOA, without the Parties having executed a successor MOA or otherwise agreed in writing to preserve their relationship. During this twelve-month period, Friends will reasonably maintain its assets and liabilities and not, for example, transfer assets to an external recipient or take on new debt.

- 12.3** Friends may not assign or otherwise alienate any of its rights under this MOA, nor shall Friends delegate, subcontract, or otherwise transfer any of its rights, obligations, or responsibilities under this MOA without the written approval of the City Librarian.

13.0 ADDITIONAL REQUIREMENTS

- 13.1** Friends Board members, officers, and members who are actively engaging in volunteering their time shall register with the Library as volunteers, follow Library policies for volunteers, and may be required to complete City training for volunteers. The volunteer policies may be updated from time to time.
- 13.2** Friends Board members and officers shall attend an annual training session held under the direction of the Library.
- 13.3** Friends shall notify the Library of any amendment or modification of the Friends' Articles of Incorporation or Bylaws within 30 days of such amendment or modification and therewith provide a copy of the revised provisions. The proposed amendment or modification shall not impact Friends' ability to comply with its duties and obligations under this MOA.

14.0 TERMINATION OF MOA

- 14.1** The City Librarian may terminate this MOA for the City's convenience at any time by providing Friends with 30 days of written notice. Upon receipt of the notice of termination, Friends shall immediately take action not to incur any additional obligations, costs, or expenses, except as may be necessary to terminate its activities. All finished and unfinished documents and materials procured for or produced under this MOA, including all intellectual property rights the City is entitled to, shall become City property upon the date of the termination. Friends agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership of rights provided herein.
- 14.2** If Friends fails to perform any of the provisions of this MOA or so fails to make progress as to endanger timely performance of this MOA, the City Librarian may give Friends written notice of the default. The City's default notice will indicate whether the default may be cured and the time period to cure the default to the sole satisfaction of the City. Additionally, the City's default notice may offer Friends an opportunity to provide the City with a plan to cure the default, which shall be submitted to the City within the time period allowed by the City. At the sole discretion of the City Librarian, the City may accept or reject Friends' plan. If the default cannot be cured or if Friends fails to cure within the period allowed by the City, then the City Librarian may immediately terminate this MOA due to Friends' breach of this MOA.
- 14.3** At the sole discretion of the City Librarian, this MOA may be immediately suspended or immediately terminated should any of the following occur:

- a. Failure of Friends to maintain the insurance required under this MOA;
- b. A federal or state proceeding for relief of debtors is undertaken by or against Friends, or Friends makes an assignment for the benefit of creditors;
- c. Friends engages in any dishonest conduct related to the performance or administration of this MOA or violates the City's laws, regulations, or policies relating to lobbying;
- d. Any Board members or officers of Friends are charged with, indicted for, convicted of, plead nolo contendere to, or forfeit bail or fail to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local law.

14.4 If, after notice of termination of this MOA under the provisions of this section, it is determined for any reason that Friends was not in default under the provisions of this MOA, or that the default was excusable under the terms of this MOA, the rights and obligations of the Parties shall be the same as if the notice of termination had not been issued pursuant to the provisions of this MOA.

14.5 The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this MOA.

14.6 In the event that this MOA is terminated, Friends shall immediately notify all members, volunteers, employees, board members, and officers of Friends of such termination within five working days of termination.

15.0 OWNERSHIP

All documents and records provided by the Library to Friends shall remain the property of the Library and must be returned to the Library upon termination of this MOA or at the request of the Library. The provisions of this article shall survive the termination of this MOA.

16.0 AMBIGUITY

Any ambiguity in this MOA shall not be interpreted against any one Party by virtue of that Party being the drafter of the MOA.

17.0 MOA REPRESENTATIVES

The following representative individuals and addresses shall serve as the place to which notices and other correspondence between the Parties shall be sent. The Library and Friends shall notify, in writing, the other Party of any changes in the following information within five working days of such change.

FRIENDS' REPRESENTATIVE

Name:
Title:

Address:

Telephone:

Email:

LIBRARY'S REPRESENTATIVE

Name: Madeline I. Peña Feliz
Title: Associate Director/Principal Librarian
Community Engagement and Outreach
Engagement and Learning Division
Address: 630 W. 5th Street
Los Angeles, CA 90071
Telephone: (213) 228-7071
Email: mpena@lapl.org

Formal notices, demands, and communications to be given hereunder by either Party must be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested, and will be deemed communicated as of the date of mailing.

If the name of the person designated to receive the notices, demands, or communications or the address of such person is changed, written notice must be provided as described in this MOA, within five business days of such change.

18.0 NON-EMPLOYMENT RELATIONSHIP

Friends' relationship to the Library in the performance of this MOA is not as an agent or employee of the City. Therefore, neither Friends nor any of its subcontractors is entitled to any vacation, sick leave, workers' compensation, pension, or any other City benefits. Friends' personnel performing services under this MOA shall at all times be under Friends' exclusive direction and control and shall be employees or subcontractors of Friends and not of the City. Further, Friends shall pay all wages, salaries, and other amounts due its employees in connection with this MOA and shall be responsible for all related reports and obligations including but not limited to social security, income tax withholding, unemployment compensation, and workers' compensation. Friends shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Library or the City.

19.0 INDEMNIFICATION AND INSURANCE REQUIREMENTS

19.1 Indemnification

City agrees to defend, indemnify, and hold harmless Friends and any of its boards, officers, agents, employees, assigns, and successors-in-interest from and against all lawsuits and causes of action, claims, losses, demands, and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and costs of litigation (including all actual litigation costs incurred by Friends, including but not limited to, costs of experts and consultants), damages, or liability of any nature whatsoever, for death or injury to any person, including City's employees and agents,

or damage or destruction of any property of either party hereto or of third parties, arising out of Friends' performance of its duties hereunder, unless they arise from Friends' active negligence or willful misconduct.

Friends agrees to defend, indemnify, and hold harmless City and any of its boards, officers, agents, employees, assigns, and successors-in-interest from and against all lawsuits and causes of action, claims, losses, demands, and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and costs of litigation (including all actual litigation costs incurred by City, including but not limited to, costs of experts and consultants), damages, or liability of any nature whatsoever, for death or injury to any person, including Friends' employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising out of City's performance of its duties hereunder, unless they arise from City's active negligence or willful misconduct.

The rights and remedies of either party provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this MOA.

It is agreed by both parties that the City shall not defend or indemnify Friends for liability arising from the service of alcohol at events held by Friends. When liquor is served on City property, Friends further agrees either to hire a licensed professional server who shall carry no less than \$1,000,000 of Liquor Liability Insurance or Friends shall carry the required coverage.

Prior to entering into any agreement with a club, hotel, restaurant, or other private facility to serve liquor on non-City property, Friends will verify the existence of Liquor Liability Insurance as specified in this paragraph.

19.2 Insurance Requirements

The City Risk Manager will purchase and maintain a General Liability Insurance Policy for the Friends Groups.

20.0 RETENTION OF RECORDS

Except as otherwise expressly directed by the City Librarian, Friends shall maintain records, including records of financial transactions, pertaining to the performance of the MOA, in their original form, in accordance with requirements prescribed by the City Librarian. These records must be retained for a period of no less than 48 months following the expiration date of this MOA or the termination date of this MOA, whichever occurs last. Records will be subject to examination and audit by authorized City personnel or by the City's representative at any time during the term of this MOA or within the 48 months following the expiration of this MOA or the termination date of this MOA, whichever occurs last. Friends shall provide any reports requested by the City Librarian regarding performance of the MOA.

21.0 NO THIRD-PARTY BENEFICIARIES

Nothing herein is intended to create a third-party beneficiary in any subcontractor. No privity is created with any subcontractor by this MOA. Even if Friends uses subcontractors, Friends remains responsible for complete and satisfactory performance of the terms of this MOA.

22.0 CONFIDENTIALITY

All data, documents, records, recorded testimony, audiotapes, videotapes, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, and other information disclosed or submitted orally, in writing, or by any other media, to Friends by the City, and other documents to which Friends has access during the term of this MOA are confidential information (“Confidential Information”).

Friends agrees that both during and after the term of this MOA, the City’s Confidential Information shall be considered and kept as the private and privileged records of the City and will not be divulged to any person, firm, corporation, or other entity except on the prior direct written authorization of the City Librarian or as required by law.

23.0 FRIENDS’ INTERACTION WITH THE MEDIA

Friends shall refer all inquiries from the news media relating to this MOA or Friends’ services hereunder to the Library, and shall immediately contact the Library to inform the Library of the inquiry. Friends shall comply with the procedures of the Library’s Public Relations and Marketing staff regarding any communication with the news media relating to this MOA or Friends’ services hereunder.

24.0 REQUIREMENTS APPLY TO ALL SUBCONTRACTORS

Friends’ obligations and duties under this MOA shall apply to Friends’ members, agents, volunteers, officers, and subcontractors, whom Friends shall ensure will comply with such provisions.

25.0 CONTINUED REQUIREMENTS

The requirements of Sections 3.0 (“Fundraising”), 12.0 (“Dissolution”), 19.0 (“Indemnification and Insurance Requirements”), 22.0 (“Confidentiality”), 23.0 (“Friends’ Interaction with the Media”), and 24.0 (“Requirements Apply to all Subcontractors”) survive termination of the MOA.

26.0 NON-EXCLUSIVITY

Nothing in this MOA shall prevent the City or Library from engaging in fundraising activities with or the granting of intellectual property use to other organizations. The City and the Library retain the right to engage the services of other entities during the term of this MOA as the City and Library deem appropriate or necessary. The Library may inform Friends of fundraising activities that may affect their Authorized Library Agency.

27.0 DELEGATION TO AND BY CITY LIBRARIAN

The City Librarian may delegate his duties, discretion, and authority under this MOA to one or more Library employees. Such delegation shall be memorialized in writing, and, as appropriate, notice thereof provided to the Friends.

28.0 ENTIRE AGREEMENT

This MOA, and any attachments or documents incorporated herein by inclusion or by reference, constitutes the complete and entire agreement between the Parties and supersedes any prior representation, understandings, communications, commitments, agreements, or proposals, oral or written. No verbal agreement or conversation with any officer or employee of either party will affect or modify any of the terms and conditions of this MOA.

(SIGNATURE PAGE TO FOLLOW)

MEMORANDUM OF UNDERSTANDING – FRIENDS OF THE LIBRARY

IN WITNESS THEREOF, the Parties hereto have caused this MOA to be executed by their respective duly authorized representatives.

THE CITY OF LOS ANGELES,
a Municipal Corporation

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this MOA.

FRIENDS NAME

**Approved Signature Methods:*

1) *Two signatures: One of the Chairman of the Board of Directors, President, or Vice-President, and one of the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.*

2) *One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign*

By _____
VALERIE LYNNE SHAW
President
Board of Library Commissioners

By _____
NAME
Title

By _____
NAME
Title

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

HYDEE FELDSTEIN SOTO, City Attorney

By _____
JOSHUA M. TEMPLET
Deputy City Attorney

By _____
RAQUEL BORDEN
Secretary to the Board

Date _____

Date _____

ATTEST:

PETTY F. SANTOS, Interim City Clerk

By _____

Date _____

Friends of the Library

Central Library

BEST Friends
The Culinary Historians of Southern California
Friends of Children and Literature (FOCAL)
Los Angeles Public Library Docents
Photo Friends of the Los Angeles Public Library

Central Southern

Friends of Angeles Mesa Branch Library
Friends of Exposition Park Regional Library
Friends of the Harbor City/Harbor Gateway Branch of the L.A. Library
The Friends of the Jefferson Library
Friends of the John Muir Branch Library
Friends of the Mark Twain Library
Friends of the San Pedro Library, Inc.
Friends of Vermont Square Branch Library
Friends of the Vernon Library
Friends of the Wilmington Branch Library

East Valley

Lake View Terrace Friends of the Library, Inc.
Friends of the North Hollywood Library
Panorama City Friends of the Library
Sherman Oaks Friends of the Library
Friends of the Studio City Branch Library
Friends of the Sunland-Tujunga Branch Library
Friends of the Sylmar Branch Library
Friends of the Valley Plaza Branch Library
Friends of the Van Nuys Library

Hollywood

Friends of Cahuenga Library
Friends of Fairfax Library
Friends of the John C. Fremont Branch Library
Friends of the Koreatown Library
Friends of Los Feliz Library
Friends of the Memorial Library
Friends of the Pico Union Library
Friends of Washington Irving Library
Friends of the Wilshire Branch Library

Northeast

Friends of the Arroyo Seco Library
Friends of the Chinatown Library
Friends of the Cypress Park Branch Library
Friends of Eagle Rock Library
Friends of Echo Park Library
Edendale Library Friends Society
Friends of Little Tokyo Branch Library
Friends of Malabar Library
Friends of Silver Lake Library

West Valley

Canoga Park Friends of the Library Corp.
Friends of the Chatsworth Library
Friends of the Encino-Tarzana Branch Library
Friends of the Granada Hills Library
Friends of the Mid-Valley Regional Branch Library
Friends of the Northridge Library
Friends of the Platt Library
Porter Ranch Library Friends Foundation
Friends of the West Valley Library
Friends of the Woodland Hills Branch Library

Western

Friends of the Baldwin Hills Library
Friends of the Kaufman Brentwood Branch Library
Friends of the Hyde Park Miriam Matthews Library
Friends of the Mar Vista Library
Pacific Palisades Library Association, Inc.
Friends of the Palms Rancho Park Public Library
The Friends of the Playa Vista Branch Library
Friends of the Robertson Library
Friends of the Venice Library
Westchester Loyola Village Friends of the Library
Friends of the Westwood Library, A Branch of the L.A. Public Library