

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE  
LIBRARY DEPARTMENT

DATE: August 29, 2006

TO: Arts, Parks, Health and Aging Committee  
C/o Alan Alietti, Legislative Assistant  
Office of the City Clerk

FROM: *Fholmes*  
Fontayne Holmes, City Librarian

SUBJECT: **LIBRARY DEPARTMENT COMMITTEE REPORT (CF 04-0260)**

Our August 24, 2006 response letter (CF 04-0260) contained a three-page report of "Library Department Support Groups." The attached revised report shows the complete listing of the Library's active support groups. Additionally, I am submitting a sample Memorandum of Agreement (MOA). The MOA is representative of the current agreements we have in place with the various Library Friends groups.

Please contact me at (213) 228-7515 or at [fholmes@lapl.org](mailto:fholmes@lapl.org) if additional information is needed.

Thank you.

Attachments

Cc: Councilmember Tom LaBonge  
Attn: Jeanne Chang, Young-Gi Kim

CITY OF LOS ANGELES  
CALIFORNIA

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FONTAYNE HOLMES  
CITY LIBRARIAN

August 24, 2006

Arts, Parks, Health and Aging Committee  
c/o Alan Alietti, Legislative Assistant  
Office of the City Clerk  
Council and Public Services  
Room 395, City Hall  
Los Angeles, CA 90012

Dear Mr. Alietti:

In response to Council instructions, December 14, 2005 (CF 04-0260) and in accordance with established Board of Library Commissioners Policies, the Library Department has a Memorandum of Understanding (MOU) with the Library Foundation of Los Angeles and Memorandums of Agreements (MOAs) with forty-five Friends groups. All Agreements are for three-year periods and have been reviewed and approved by the City Attorney as to form and legality.

The Library Foundation of Los Angeles is a non-profit charitable organization, 501 (c) 3, founded in 1992 to raise funds from the private sector to enhance the services and programs of the Los Angeles Public Library. The Los Angeles Public Library and the Library Foundation of Los Angeles issue a joint annual report that includes financial information from the Library and from the Foundation.

The Friends of the Library are local support groups for individual branch libraries, subject departments or special services of the Library. Some of the groups are incorporated with 501 (3) 3 status; others are not incorporated. Most have 15-40 members; a few have several hundred members. The groups volunteer in the libraries, hold book sales and often donate the proceeds to enhance library services. Per the Memorandum of Agreement, Friends are asked to submit annual financial information to the Los Angeles Public Library. There are sixty-four active Friends of the Library groups; forty-five of the groups have MOAs with the Library. We are working with the remaining groups to complete their MOAs this calendar year.



Arts, Parks, Health and Aging Committee

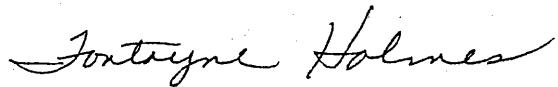
August 24, 2006

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Attached is a list of all of the Library Department support groups with current information including the name of the group, the name of the President, an address, and an indication of status regarding incorporation and the Memorandum of Agreement.

Please contact me at (213) 228-7515 or at [fholmes@lapl.org](mailto:fholmes@lapl.org) if additional information is needed.

Sincerely,



Fontayne Holmes  
City Librarian

Attachment

cc: Councilmember Tom LaBonge  
Attn: Jeanne Chan, Young-Gi Kim

# Library Department Support Groups

Date MOA

Support Group	Contact	Mailing Address	Incorporated	Approved	Contract #
Library Foundation of Los Angeles	Ms. Carolyn Wagner Executive Director	630 W. 5th Street Los Angeles CA 90071	<input checked="" type="checkbox"/>	6/24/2004	727-
<b>Central Library</b>					
BEST Friends	Mr. Jeff Lambert President	630 W. 5th Street Los Angeles CA 90071	<input checked="" type="checkbox"/>	7/3/2006	733-25
Culinary Historians of Southern California	Mr. Charles Perry President	630 W. 5th Street Los Angeles CA 90071	<input checked="" type="checkbox"/>	7/3/2006	733-26
Friends of Children and Literature (FOCAL)	Ms. Caroline Gill President	630 W. 5th Street Los Angeles CA 90071	<input checked="" type="checkbox"/>	4/21/2006	733-08
Photo Friends	Mr. Mark Evans President	630 W. 5th Street Los Angeles CA 90071	<input checked="" type="checkbox"/>	8/10/2006	Pending
<b>Branch Library</b>					
Angeles Mesa Library Friends	Ms. Leora Riley President	2700 W. 52nd St. Los Angeles CA 90043	<input type="checkbox"/>		
Edendale Library Friends Society	Ms. Joelle Dobrow President	2011 W. Sunset Blvd. Los Angeles CA 90026	<input checked="" type="checkbox"/>	2/16/2006	733-01
Friends of Arroyo Seco Regional Branch Library	Mr. Al Grenier President	6145 N. Figueroa Los Angeles CA 90042	<input checked="" type="checkbox"/>		
Friends of Atwater Village Branch Library	Ms. Patricia L. Desmarais President	3379 Glendale Blvd. Los Angeles CA 90039	<input checked="" type="checkbox"/>	4/21/2006	733-06
Friends of Baldwin Hills Branch Library	Ms. Marjorie Bell President	2906 S. La Brea Ave. Los Angeles CA 90016	<input type="checkbox"/>		
Friends of Cahuenga Branch Library	Ms. Lila Baron President	4591 Santa Monica Blvd. Los Angeles CA 90029	<input type="checkbox"/>		
Friends of Canoga Park Branch Library	Ms. Joyce Swenson President	20939 Sherman Way Canoga Park CA 91303	<input checked="" type="checkbox"/>	7/3/2006	733-27

<b>Support Group</b>	<b>Contact</b>	<b>Mailing Address</b>	<b>Incorporated</b>	<b>Approved</b>	<b>Contract #</b>	<b>Date MOA</b>
Friends of Chatsworth Branch Library, Inc.	Mr. John Thorpe President	21052 Devonshire St. Chatsworth CA 91311	<input checked="" type="checkbox"/>	4/21/2006	733-07	
Friends of Chinatown Branch Library	Dr. Ruby Ling Louie, PhD President	639 N. Hill St. Los Angeles CA 90012	<input checked="" type="checkbox"/>	7/3/2006	733-28	
Friends of Cypress Park Branch Library	Ms. Alexia Teran President	1150 Cypress Ave. Los Angeles CA 90065	<input type="checkbox"/>			
Friends of Encino-Tarzana Branch Library	Ms. Barbara Y. Leff President	18231 Ventura Blvd. Tarzana CA 91356	<input type="checkbox"/>	4/21/2006	733-09	
Friends of Exposition Park Regional Branch Library	Ms. Burkie Williams President	3665 S. Vermont Ave. Los Angeles CA 90007	<input type="checkbox"/>			
Friends of Fairfax Branch Library	Ms. Grace Friedman President	161 S. Gardner St. Los Angeles CA 90036	<input checked="" type="checkbox"/>			
Friends of Granada Hills Library	Ms. Donna Antrim President	10640 Petit Ave. Granada Hills CA 91344	<input checked="" type="checkbox"/>	8/3/2006	733-41	
Friends of Harbor Gateway/Harbor City Branch Library	Ms. Joann Vale President	1555 W. Sepulveda Blvd. Los Angeles CA 90501	<input checked="" type="checkbox"/>			
Friends of Junipero Serra Branch Library	Ms. Jerrystine Reed President	4607 S. Main St. Los Angeles CA 90037	<input type="checkbox"/>	3/2/2006	733-04	
Friends of Library Jefferson Branch Vassie D. Wright Memorial	Mr. Michael Williams President	2211 W. Jefferson Blvd. Los Angeles CA 90018	<input type="checkbox"/>	7/25/2006	733-39	
Friends of Little Tokyo Branch Library	Mr. Larry Kuromiya President	203 S. Los Angeles St. Los Angeles CA 90012	<input checked="" type="checkbox"/>	7/3/2006	733-32	
Friends of Mark Twain Branch Library	Mr. D.J. McCulley President	9621 S. Figueroa St. Los Angeles CA 90003	<input type="checkbox"/>			
Friends of Memorial Branch Library	Ms. Angela L. Jones President	4625 W. Olympic Blvd. Los Angeles CA 90019	<input checked="" type="checkbox"/>			
Friends of Mid-Valley Regional Branch Library, Inc.	Mr. Richard Madden President	16244 Nordhoff St. North Hills CA 91343	<input checked="" type="checkbox"/>			
Friends of North Hollywood Library	Mr. James E. Kennington President	5211 Tujunga Ave. North Hollywood CA 91601	<input type="checkbox"/>	5/10/2006	733-19	
Friends of Palms-Rancho Park Branch Library	Ms. Marie Wallace President	2920 Overland Ave. Los Angeles CA 90064	<input type="checkbox"/>			
Friends of Platt Library	Ms. Frona DeCovnick President	23600 Victory Blvd. Woodland Hills CA 91367	<input checked="" type="checkbox"/>	7/3/2006	733-33	
Friends of Porter Ranch Branch Library	Ms. Hedy Eyler President	11371 Tampa Ave. Porter Ranch CA 91326	<input checked="" type="checkbox"/>	7/26/2006	733-40	

<b>Support Group</b>	<b>Contact</b>	<b>Mailing Address</b>	<b>Incorporated</b>	<b>Approved</b>	<b>Contract #</b>	<b>Date MOA</b>
Friends of R.L. Stevenson Branch Library	Mr. Joe Flores President	803 Spence St. Los Angeles CA 90023	<input type="checkbox"/>			
Friends of Studio City Branch Library	Ms. April Howard President	12511 Moorpark St. Studio City CA 91604	<input type="checkbox"/>	7/3/2006	733-34	
Friends of Sun Valley Branch Library	Ms. Linda Garcia President	7935 Vineland Ave. Sun Valley CA 91352	<input type="checkbox"/>			
Friends of Sylmar Branch Library	Ms. Armida Torres President	14561 Polk St. Sylmar CA 91342	<input checked="" type="checkbox"/>			
Friends of the Eagle Rock Branch Library	Mr. Allen Hurt President	5027 Caspar Ave. Los Angeles CA 90041	<input checked="" type="checkbox"/>	3/2/2006	733-03	
Friends of the Hyde Park Branch Library	Ms. Linda Ricks President	2205 Florence Ave. Los Angeles CA 90043	<input checked="" type="checkbox"/>	8/22/2006	Pending	
Friends of the John C. Fremont Branch Los Angeles Library Association	Ms. Nancy Bourne President	6121 Melrose Ave. Los Angeles CA 90038	<input checked="" type="checkbox"/>	7/3/2006	733-30	
Friends of the John Muir Branch Library	Ms. JoAnn McNair President	1005 W. 64th St. Los Angeles CA 90044	<input type="checkbox"/>	5/10/2006	733-18	
Friends of the Kaufman Brentwood Branch Library	Ms. Francine Bleeden 1st Vice President	11820 San Vicente Blvd. Los Angeles CA 90049	<input checked="" type="checkbox"/>	7/3/2006	733-29	
Friends of the Koreatown Library	Ms. Jung Ah Lee President	694 S. Oxford Ave. Los Angeles CA 90005	<input checked="" type="checkbox"/>	7/3/2006	733-31	
Friends of the Los Feliz Library	Mr. Mark Stong President	1874 Hillhurst Ave. Los Angeles CA 90027	<input checked="" type="checkbox"/>	8/3/2006	733-42	
Friends of the Mar Vista Library	Ms. Marjorie Landau Co-President	12006 Venice Blvd. Los Angeles CA 90066	<input type="checkbox"/>	4/21/2006	733-10	
Friends of the Northridge Library	Ms. Leticia C. Jue President	9051 Darby Ave. Northridge CA 91325	<input checked="" type="checkbox"/>	4/21/2006	733-11	
Friends of the Playa Vista Branch Library	Mr. Karl Kotalik President	6400 Playa Vista Dr. Playa Vista CA 90094	<input type="checkbox"/>	2/16/2006	733-02	
Friends of the Robertson Library	Mr. Solomon Shargani President	1719 S. Robertson Blvd. Los Angeles CA 90035	<input type="checkbox"/>	4/21/2006	733-12	
Friends of the San Pedro Library	Ms. Roberta Romanoski President	931 S. Gaffey St. San Pedro CA 90731	<input checked="" type="checkbox"/>	5/11/2006	733-23	
Friends of the Sunland-Tujunga Branch Library	Ms. Laurel Fest President	7771 Foothill Blvd. Tujunga CA 91042	<input checked="" type="checkbox"/>			
Friends of the Valley Plaza Branch Library	Ms. Diana Lee Davidson President	12311 Vanowen St. North Hollywood CA 91605	<input type="checkbox"/>	3/2/2006	733-05	

<b>Support Group</b>	<b>Contact</b>	<b>Mailing Address</b>	<b>Incorporated</b>	<b>Approved</b>	<b>Date MOA</b>	<b>Contract #</b>
Friends of the Van Nuys Branch	Ms. Mary Jo McCarley President	6250 Sylmar Ave. Mall Van Nuys CA 91401	<input type="checkbox"/>		7/3/2006	733-35
Friends of the Washington Irving Library	Ms. Toni Brooks-Floyd President	4117 W. Washington Blvd. Los Angeles CA 90018	<input type="checkbox"/>		7/3/2006	733-36
Friends of the Will & Ariel Durant Branch Library	Mr. John Wygowski President	7140 W. Sunset Blvd. Los Angeles CA 90046	<input checked="" type="checkbox"/>		5/10/2006	733-20
Friends of Venice Branch Library	Mr. Bert Fallons President	501 S. Venice Blvd. Venice CA 90291	<input checked="" type="checkbox"/>			
Friends of Watts Branch Library	Ms. Alma Woods President	10205 Compton Ave. Los Angeles CA 90002	<input type="checkbox"/>			
Friends of West Los Angeles Regional Branch Library	Ms. Joanne M. Foley President	11360 Santa Monica Blvd. Los Angeles CA 90025	<input checked="" type="checkbox"/>		4/21/2006	733-13
Friends of West Valley Regional Branch Library	Ms. Amber Spencer Zeidler President	19036 Vanowen St. Reseda CA 91335	<input checked="" type="checkbox"/>			
Friends of Westwood Branch Library	Ms. Lucy Stutz President	1246 Glendon Avenue Los Angeles CA 90024-49	<input checked="" type="checkbox"/>			
Friends of Wilshire Branch Library	Ms. Margaret Kame President	149 N. St. Andrews Pl. Los Angeles CA 90004	<input checked="" type="checkbox"/>		5/10/2006	733-21
Friends of Woodland Hills Library	Ms. Marilyn Matty President	22200 Ventura Blvd. Woodland Hills CA 91364	<input checked="" type="checkbox"/>		5/10/2006	733-22
Pacific Palisades Library Association	Ms. Alice Inglis President	861 Alma Real Dr. Pacific Palisades CA 9027	<input checked="" type="checkbox"/>		4/21/2006	733-14
Pacoima Library Friends Group	Ms. Armida Ochoa Lomeli President	13605 Van Nuys Blvd. Pacoima CA 91331	<input type="checkbox"/>		7/3/2006	733-37
Panorama City Friends of the Library	Ms. Jan Brown President	14345 Roscoe Blvd. Panorama City CA 91402	<input checked="" type="checkbox"/>		4/21/2006	733-15
Pico Union Friends	Ms. Stacy Kennedy President	1030 Alvarado St. Los Angeles CA 90006	<input type="checkbox"/>		4/21/2006	733-16
Sherman Oaks Friends	Ms. Caroline Matola Collum President	14245 Moorpark St. Sherman Oaks CA 91423	<input type="checkbox"/>		4/21/2006	733-17
Vernon Library Friends	Mrs. Trandalier Brewer President	4504 S. Central Ave. Los Angeles CA 90011	<input type="checkbox"/>		7/3/2006	733-38
Westchester-Loyola Village Branch Friends	Ms. Sonya (Sunny) Martin President	7114 W. Manchester Ave. Los Angeles CA 90045	<input type="checkbox"/>		5/11/2006	733-24

## **MEMORANDUM OF AGREEMENT**

*(TEMPLATE)*

This Memorandum of Agreement is entered into as of this \_\_\_\_\_ (Date) by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners ("Library Commission") and the (Friends Group Name) \_\_\_\_\_, a California non-profit public benefit corporation ("Friends").

1. The Los Angeles Public Library is a department of the City of Los Angeles. The Chief Administrative Officer is the City Librarian (the "City Librarian").
2. The Los Angeles Public Library (LAPL) supports the establishment of "Friends".
3. The \_\_\_\_\_ (Friends Group Name) \_\_\_\_\_ organized in \_\_\_\_\_ (Year) \_\_\_\_\_. The group was incorporated as a California non-profit public benefit corporation on \_\_\_\_\_ (Date) \_\_\_\_\_.
4. The "Friends" is governed by its Articles and Bylaws. The activities and affairs of the Friends are conducted and all of its corporate powers are exercised by or under the direction of its Executive Board, the members of which are designated, selected and elected in accordance with the Friends' Bylaws. A copy of the Articles and Bylaws are attached to this MOA as Exhibit I.
5. The specific purposes of the Friends are (i) the raising of funds to support the Library's collection enhancement, selected capital improvements or to expand services which provide greater access to learning for the City's burgeoning multicultural population, and (ii) to provide funding for projects which complement, but do not replace, the responsibility of the City of Los Angeles for programming, staff and or facility maintenance.
6. The purpose of this Memorandum of Agreement is to establish a written agreement between the "Friends" and the Library to define the respective roles, responsibilities and financial relationship between the Library Department of the City of Los Angeles (the "Library") and the Friends.

7. The Library Commission and the Friends hereby agree that the understanding between them as to the respective roles, responsibilities and financial relationship between the Library and the Friends is as follows:

- a. Authority to Raise Funds. This MOA authorizes the (Friends Group Name) to raise funds to support the branch library, subject department or special services of the Los Angeles Public Library, a city department.
- b. Book Sales. The Friends have approval to sell books that have been withdrawn from the Library's collection due to age and condition, and to sell gift books to the Library that are not needed in the Library's collection.
- c. Use of Library Facilities. The Library will make available to the Friends the use of library facilities free of charge for activities that are free and open to the public, including use of the library meeting rooms, available to the Friends for carrying out its purposes at such times and under such terms and conditions as the Friends and the City Librarian shall mutually agree and subject to all applicable laws, rules and regulations of the City of Los Angeles.
- d. Indemnification. The City of Los Angeles will indemnify the Friends' fundraising activities in accordance with the policies set by the City Risk Manager.
- e. Intellectual Property. The arrangements between the Library and the Friends with respect to intellectual property rights will be set out in a license agreement between the Library and the Friends executed by the City of Los Angeles acting by and through the Board of Library Commissioners and approved in writing by the City Attorney.
- f. Funding Needs. The City Librarian will provide the Friends with information of the Library's needs for funding, which the Executive Board of the Friends shall take into account in determining the use of the Friends' assets.
- g. Financial Statements. Financial statements and a list of officers will be provided to the City Librarian by the Friends on an annual basis.
- h. Disposition of Assets Upon Liquidation. The Friends shall provide that upon liquidation its net assets will be transferred to another California non-profit public benefit corporation with similar purposes or to the Library for public purposes.
- i. Incorporation. Friends who raise annual funds in excess of \$2,500 annually or maintain a cash and/or asset balance in excess of \$5,000, shall be incorporated as a California non-profit public benefit corporation.
- j. Term. The term of this Memorandum of Agreement shall be for three years beginning on the date of execution.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement.

**(FRIENDS GROUP NAME)**  
A California non-profit public benefit  
Corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF LOS ANGELES**  
A municipal corporation, acting by  
and through the City Librarian

By: \_\_\_\_\_

Name: Fontayne Holmes

Title: City Librarian

Date: \_\_\_\_\_

ATTEST:

**APPROVED AS TO FORM:**

Rockard J. Delgadillo  
City Attorney

By: \_\_\_\_\_

Name: Janet Jackson

Title: Deputy City Attorney IV

Date: \_\_\_\_\_