

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 12, 2026

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: **AUTHORIZE A MEMORANDUM OF UNDERSTANDING FOR LICENSE TO THE ECONOMIC WORKFORCE DEVELOPMENT DEPARTMENT (EWDD), ALLOWING EWDD TO USE LIBRARY PREMISES FOR A WORKSOURCE PORTAL AT CENTRAL LIBRARY**

A. RECOMMENDATION:

THAT the Board of Library Commissioners (Board)

1. Authorize a Memorandum of Understanding for License to the Economic Workforce Development Department (EWDD), allowing EWDD to use Library premises for a WorkSource Portal at Central Library.
2. Authorize the City Librarian and the City Attorney to make any technical and clerical changes, if needed, to the license agreement.
3. Authorize the Board President and the Board Secretary to execute the license agreement upon the completion of all required approvals.
4. Adopt the attached Resolution regarding the authorization and execution of the license agreement between the Library and EWDD.

B. FINDINGS:

1. EWDD receives Federal grant funding to provide WorkSource Portal services throughout the City of Los Angeles to assist Angelenos in finding work, apply for unemployment, and receive free basic services.
2. Both EWDD and LAPL would like to continue the existing partnership that allows for a WorkSource Portal to be hosted out of Central Library, with EWDD paying for services provided and LAPL providing the physical infrastructure.
3. Staff recommends that the Board authorize a license to EWDD for a term of three years. The license shall be subject to earlier termination by the Library.
4. The license agreement has been reviewed by the City Attorney and is ready to be transmitted for processing.

Prepared by: Karcy Bowles, Senior Project Coordinator

Reviewed by: Claudia Aguilar, Senior Management Analyst II
Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2026- XX (C-XX)

WHEREAS, on February 12, 2026, the Board of Library Commissioners (Board) approved the Memorandum of Understanding for License between the Los Angeles Public Library (LAPL) and the City of Los Angeles Economic and Workforce Development Department (EWDD); and,

WHEREAS, the license will allow EWDD to use designated Library premises; and,

WHEREAS, EWDD will operate the WorkSource Portal at Central Library to provide Angelenos with job finding assistance and LAPL will provide the physical infrastructure for the portal.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report; 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 agreement.

This is a true copy:

Lynda Achi
Secretary to the Board

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**Memorandum of Understanding for License
Between
LOS ANGELES PUBLIC LIBRARY
and
ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
to use Library Premises for Workforce Development Services**

The City of Los Angeles Library Department (Los Angeles Public Library, LAPL, or Library) enters into this Memorandum of Understanding with and issues this revocable license to the City of Los Angeles Economic and Workforce Development Department (EWDD), acting by order of and through its Workforce Development Board, permitting EWDD and those EWDD contractors authorized herein to access and use designated space at the Central Library to provide job finding services to patrons as described below and subject to the following terms and conditions:

Premises

This Memorandum of Understanding for license (MOU or license) applies to an area on Lower Level 1 of the Central Library at 630 W. 5th Street, Los Angeles, CA 90071, as depicted in the photographs attached as Attachment A, which is owned and controlled by LAPL. This area (Premises or WorkSource Portal space) is enclosed by four exterior walls with windows that do not reach the ceiling and are not part of the original building structure. Within the four exterior walls is a space with two walls around a primary workstation, and along the interior of the four exterior walls are tables, chairs, and computers. The Premises has an open top and one door.

Grant of License

LAPL grants a non-exclusive license to EWDD, its contractor Pacific Asian Consortium in Employment (PACE), and their authorized employees and representatives (Licensees) to access and use the Premises to carry out the scope of work in Contract C-202321, pursuant to that contract's terms and conditions, at the sole expense of EWDD and PACE. Such authorized use shall include the following, so long as it is authorized by and pursuant to Contract C-202321:

- Provide job finding services free of charge at the Premises.
- Upon receiving permission from LAPL, using LAPL-provided equipment such as computers, printers, phones, and filing cabinets.
- Allow Licensees to work in the Premises, meet with clients there, open and close the Premises to patrons, and determine the public hours of the Premises.
- Store documents, materials, and resources needed to perform the scope of work in Contract C-202321 in the Premises. Licensees shall bear all liability for the content and security of these items.
- Allow Licensees performing the above-described activities to access the Premises during the Central Library's public access hours.

Term

The term of this MOU shall be for up to three years, beginning on July 1, 2024. The term shall expire on June 30, 2027, when the Contract C-202321 concludes or is terminated, or when EWDD exhausts the federal grant funding on which it relies to fund PACE's work under Contract C-202321, whichever is sooner. The term may be extended by mutual written agreement between LAPL and EWDD. EWDD shall inform

LAPL at least six months prior to the termination of Contract C-202321 or exhaustion of its funding, or as soon as known if less than six months in advance.

Termination

LAPL may terminate this MOU at any time, for any reason, by providing EWDD with 30 days of written notice. Upon receipt of written notice of termination, Licensees shall return the Premises to its original condition, vacate the Premises, and discontinue all activities at the Premises.

LAPL's Concurrent Access to and Use of Premises

Licensees shall at all times cooperate fully with LAPL employees, contractors, representatives, and assignees in the performance of their duties on or related to the Premises, who have the right to enter the Premises at any time.

In no event shall LAPL be responsible or liable to Licensees for any inconvenience, disturbance, or other damage to Licensees or their clients by reason of the performance by LAPL of any activities or work in, upon, or near the Premises, or for bringing materials, tools, and equipment in, through, above, or under the Premises, nor shall the same constitute any grounds for any payments, or abatement of payments, hereunder.

Condition of Premises

LAPL makes no warranties regarding the condition of the Premises. EWDD has inspected the Premises and found it suitable for Licensees' purposes.

EWDD Obligations

EWDD shall maintain the Premises in a clean and orderly condition.

EWDD shall take all necessary steps to ensure the safety of Licensees, their clients, and the public on the Premises.

EWDD is responsible for any damages or repairs caused by the activities of Licensees and their clients on the Premises.

EWDD will provide LAPL the contact information of EWDD and PACE personnel on site at the Premises.

EWDD will notify LAPL upon completion of Licensees' activities on the Premises.

EWDD agrees that Licensees will at all times conduct operations in full conformity with all laws, ordinances, and requirements of all governmental authorities.

The Library reserves the right to treat Licensees and their clients as Library patrons and as such subject them to the Library's Rules of Conduct. Violations of the Rules of Conduct by Licensees or clients may result in suspension of their right to access the Premises.

Ratification

At the request of EWDD, and because of the urgent need to provide the services described in this MOU, Licensees may have begun performance of services and access to the Premises pursuant to Contract C-202321 prior to the execution of this MOU. By

its execution hereof, EWDD hereby accepts that such services and access are subject to all of the terms, covenants, and conditions of this MOU.

Reservations and Limitations

LAPL and EWDD expressly acknowledge and agree that this MOU is not a lease and does not create or convey to Licensees any interest in the Premises, and that Licensees are entitled to use the Premises solely for the purposes herein provided and subject to the terms and conditions of this MOU.

This MOU and the license granted herein may not be assigned or sublicensed.

Restoration and Final Inspection

EWDD shall restore all LAPL property that is damaged, moved, or altered as a result of Licensees' activities on the Premises to its original condition. Said restoration shall take place immediately upon the conclusion of said activities and/or the revocation of this MOU, and such restoration shall be performed to the satisfaction of the LAPL General Manager (City Librarian) or designee. Upon completion of the activities, EWDD shall contact LAPL to arrange a final LAPL inspection of the Premises. EWDD shall be responsible for any unreasonable wear or tear caused to the Premises and the surrounding premises, and any damage to equipment, including any costs incurred to clear or repair the same.

Amendment

The Library must approve any amendment of this MOU, such as an extension of the term, a change in the scope of authorized use of the Premises, or the application of this MOU to a new EWDD contract with PACE for a similar scope of work. EWDD shall submit a request for such amendment in writing to LAPL. The Board of Library Commissioners delegates authority to the City Librarian to consider and grant such amendments.

Party Representatives

The representatives of the parties who are authorized to administer this MOU and to whom formal notices, demands, and communications shall be given are as follows:

Los Angeles Public Library

Susan Broman
Assistant City Librarian
T: (213) 228-7515
E: sbroman@lapl.org

City of Los Angeles Economic and Workforce Development Department ("EWDD")

Fred Jackson
Interim General Manager
T: (213) 744-7300
E: fred.jackson@lacity.org

Formal notices, demands, and communications from a party shall be made by email to the party representative designated above.

Memorandum of Understanding for License

If the name of the person designated as the party representative is changed, notice must be given of said change pursuant to this section to make it effective.

(Signature page to follow.)

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

By _____
MAYRA VALADEZ
President
Board of Library Commissioners

By _____
FRED JACKSON
Interim General Manager
Economic and Workforce Development
Department

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

HYDEE FELDSTEIN SOTO, City Attorney

By _____
JOSHUA M. TEMPLET
Deputy City Attorney

By _____
LYNDA ACHI
Secretary to the Board

Date _____

Date _____

Attachment A

