

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, FEBRUARY 14, 2013

CENTRAL LIBRARY
BOARD ROOM, 4th FLOOR
630 W. 5TH STREET
LOS ANGELES, CA 90071

TIME: 11:00 A.M.

AGENDA: In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library's Information Desk or via the Internet at: http://www.lapl.org/about/blc_docs.html.

RULES OF DECORUM: Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

1. ROLL CALL
2. MINUTES FOR APPROVAL: 1/24/13
3. PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD'S JURISDICTION

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS
5. CITY LIBRARIAN'S REPORTS

CONSENT CALENDAR

(Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)

- a. RECOMMENDATION TO ACCEPT THE FOLLOWING GIFTS: (EXHIBIT "A")
 - \$2,000.00 FROM CBS STUDIOS, INC. "NCIS: LOS ANGELES" SEASON 4, FOR THE BENEFIT OF THE WILSHIRE BRANCH LIBRARY
 - \$2,155.36 FROM THE SYLVIA FALKOVE TRUST FOR DONATION TO THE LOS ANGELES PUBLIC LIBRARY

- b. RECOMMENDATION TO APPROVE AMENDMENT TO CONTRACT NO. 736 WITH WHITE SYSTEMS FOR THE MAINTENANCE OF THE COMPACT SHELVING AT THE CENTRAL LIBRARY (EXHIBIT "B")
- c. RECOMMENDATION TO APPROVE REQUEST FOR PROPOSALS (RFP) FOR AUDIOVISUAL CONSULTANT SERVICES TO BE RECEIVED AND OPENED AT 2:00 P.M. ON MARCH 28, 2013, IN THE BOARD OFFICE (EXHIBIT "C")

BOARD DISCUSSION

- d. RECOMMENDATION TO RECEIVE AN FILE STATUS REPORT ON LOS ANGELES PUBLIC LIBRARY USAGE STATISTICS FOR 2011-2012 (EXHIBIT "D")
- e. STATUS REPORT ON CITIZENSHIP INITIATIVE
6. VARIOUS COMMUNICATIONS: NONE
7. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING
8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **FEBRUARY 28, 2013**, AT THE **LAKE VIEW TERRACE BRANCH LIBRARY**, 12002 OSBORNE STREET, SYLMAR, CA 91342, CONVENING AT **11:00 A.M.**

FINALIZATION OF BOARD ACTIONS - CHARTER SECTION 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

PARKING: Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at www.lapl.org.

Title II of the American with Disabilities Act: the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities.


POSTED – 1/11/2013

FOR INFORMATION CONTACT: LIBRARY COMMISSION OFFICE (213) 228-7530

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

EXHIBIT A

February 14, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **ACCEPTANCE OF GIFT FROM CBS STUDIOS, INC. "NCIS: LOS ANGELES" SEASON 4**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$2,000 received from CBS Studios, Inc. "NCIS: Los Angeles" Season 4, for donation to the Wilshire Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to CBS Studios, Inc. "NCIS: Los Angeles" Season 4, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. Gift of \$2,000 for purchasing library reading and audio-visual materials for the Wilshire Branch Library.
2. A letter of thanks should be sent to:

Dorion Thomas
Key Assistant Location Manager, LMGA
CBS Studios, Inc. "NCIS: Los Angeles" Season 4
4024 Radford Avenue
CNB Building, Suite #310
Studio City, California 91604

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 14, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian *JFS*
SUBJECT: **ACCEPTANCE OF GIFT FROM THE SYLVIA FALKOVE TRUST**

RECOMMENDATION:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That a gift of \$2,155.36 received from the Sylvia Falkove Trust, for the Los Angeles Public Library be accepted and placed into Fund 831, Account 290; and

FURTHER RESOLVED, That a letter of thanks be sent to Lynda Mason, the successor trustee of the Sylvia Falkove Trust, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. Sylvia Falkove was a librarian at the Central Library from January 20, 1964 to February 25, 1991. She worked in the History/Genealogy and Children's Literature Departments and taught art, crafts and ceramics in the Los Angeles Unified School District. During her librarian career and after her retirement, she had an interest as a creative jeweler and had her work exhibited at the California State Fair and several art galleries. She passed away on January 15, 2012.
2. A gift of \$2,155.36 without any restrictions was bequeathed to the Los Angeles Public Library. The funds will be deposited into Library Trust Fund 831, Account No. 290, Sylvia Falkove Trust.
3. A letter of thanks should be sent to:

Lynda Mason
4042 Tempe Court
Simi Valley, CA 93063

Prepared by: Tom Jung, Management Analyst II


Reviewed by: Kyle Millager, Business Manager

LIBRARY DEPARTMENT
BOARD REPORT

EXHIBIT B

February 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RECOMMENDED APPROVAL OF AMENDMENT TO CONTRACT
NO. 736 WITH WHITE SYSTEMS FOR THE MAINTENANCE OF THE
COMPACT SHELVING AT CENTRAL LIBRARY**

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Board of Library Commissioners (BOLC) determines that White Systems, Inc., continue to provide the maintenance of the compact shelving at Central Library; and

FURTHER RESOLVED, That the BOLC approves Amendment No. 2 to Supplemental No. 1 to Contract No. 736 with White Systems, Inc., in order to extend the term of the contract to June 13, 2014, pursuant to the provisions of City of Los Angeles Administrative Code Section 10.5 (b) 2; and

FURTHER RESOLVED, That the BOLC find that the City's Personnel Department previously determined that City employees do not have the expertise to perform the work required and the Library Human Resources concurs with the previous findings; and

FURTHER RESOLVED, That the City Librarian and the City Attorney be authorized to make minor technical changes to the amendment to Contract No. 736 prior to execution; and

FURTHER RESOLVED, That the President of the Board of Library Commissioners be authorized to execute the amendment to Contract No. 736.

FINDINGS:

1. On August 4, 2005, the Board of Library Commissioners approved the issuance of a Request for Bids (RFB) for the maintenance of the compact shelving at Central Library. White Systems, Inc., was the only firm to respond to the Request for Bids.
2. On October 6, 2005, the Board of Library Commissioners approved the contract between the City of Los Angeles, Library Department and White Systems, Inc., for the period June 14, 2006 through June 13, 2009.

3. On May 28, 2009, the Board of Library Commissioners approved Amendment No. 1 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2010.
4. On March 25, 2010, the Board of Library Commissioners approved Amendment No. 2 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2011.
5. On July 7, 2011 the Board of Library Commissioners approved Supplemental Agreement No. 1 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2012.
6. On January 26, 2012 the Board of Library Commissioners approved Amendment No. 1 to Supplemental Agreement No. 1 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2013.
7. The compact shelving requires continuous service and maintenance to be efficient. White System is the sole provider of maintenance services for this brand and model of compact shelving.
8. The term of this amendment is for the one year period from June 14, 2013 through June 13, 2014.
9. Sufficient funds are available to provide consultant services from the Library's Contractual Services Account.

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Kyle Millager, Business Manager

AMENDMENT NO. 2 TO SUPPLEMENTAL AGREEMENT NO. 1

TO CONTRACT NO. 736

BETWEEN

THE CITY OF LOS ANGELES

AND

WHITE SYSTEMS, INC.

FOR THE MAINTENANCE OF THE COMPACT SHELVING AT CENTRAL LIBRARY

THIS AMENDMENT NO. 2 TO SUPPLEMENTAL AGREEMENT NO. 1 to Contract No. 736 (hereinafter referred to as the "Supplemental Agreement") is made and entered into by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners, (hereinafter referred to as Library) and White Systems (hereinafter referred to as Contractor).

WITNESSETH

WHEREAS, on August 4, 2005, the Board of Library Commissioners approved the issuance of a Request for Bids for the maintenance of the compact shelving at Central Library. White Systems, Inc., was the only firm to respond to the Request for Bids; and

WHEREAS, effective June 13, 2006, the Library and the Contractor have entered into Contract No. 736 to provide service to maintain the compact shelving at the Central Library; and

WHEREAS, pursuant to Administrative Code Sections 10.15 (a)(7) and 10.17, this agreement is exempt from competitive bidding and the Contractor is the sole provider of the maintenance services of this brand and model of compact shelving system; and

WHEREAS, on May 28, 2009, the Library amended Contract No. 736 to extend the period of performance to June 13, 2010; and

WHEREAS, on March 25, 2010, the Library amended Contract No. 736 to extend the period of performance to June 13, 2011; and

WHEREAS, on July 7, 2011, the Library amended Contract No. 736 to extend the period of performance to June 13, 2012; and

WHEREAS, on January 26, 2012 the Library amended Contract No. 736 to extend the period of performance to June 13, 2013; and

WHEREAS, the Library now desires to extend Contract No. 736 for a period of one year through June 13, 2014; and

NOW, THEREFORE, the parties hereby covenant and agree as follows:

1. Contract No. 736 is attached hereto as Exhibit 1 and incorporated herein by this reference. The terms and conditions of Contract No. 736 shall be the terms and conditions of this Supplemental Agreement, except as expressly modified herein.
2. Term: The term of this Supplemental Agreement shall be from June 13, 2006 through June 13, 2014.

The City's obligation to make payments under this contract shall be limited to \$127,000. If the City appropriates additional funds for this contract, the City payment obligations shall be expanded to the extent of such appropriation(s), subject to the terms and conditions of the contract.

3. Ratification Clause: Due to the need for Contractor's services to be provided continuously on an ongoing basis, Contractor may have provided services prior to the execution of the Supplemental Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Supplemental Agreement, those services are hereby ratified.

Except where expressly modified by this Supplemental Agreement, all other terms and conditions included in Contract No. 736 shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have caused this Amendment No. 2 to Supplemental Agreement No. 1 to be executed by their respective, duly authorized representatives.

BOARD OF LIBRARY COMMISSIONERS

WHITE SYSTEMS, INC.

By _____
MARSHA HIRANO-NAKANISHI
President

By: _____
BRIAN URBAN
President

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

CARMEN A. TRUTANICH, City Attorney

By _____
BASIA JANKOWSKI
Deputy City Attorney

By _____
RAQUEL BORDEN
Executive Assistant

Date _____

Date _____

LIBRARY DEPARTMENT
BOARD REPORT

EXHIBIT C

February 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian *JFS*

SUBJECT: **REQUEST FOR PROPOSALS FOR AN AUDIOVISUAL CONSULTANT**

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Request for Proposals (RFP) for an Audiovisual Consultant be approved, advertised and distributed to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that the services be performed by an independent contractor; and

FURTHER RESOLVED, That proposals be submitted no later than 2:00 p.m. on Thursday, March 28, 2013, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

FINDINGS:

1. The Library requires the professional and technical consulting services of a consultant to manage, direct, plan and coordinate the audiovisual, lighting and other technical aspects of meetings or productions staged in the Central Library Mark Taper Auditorium, Children's Theater, meeting rooms and other library facilities.
2. The Library performed a Charter Section 1022 Cost Benefit Analysis and has determined that the services required in the RFQ are more economically performed by an independent contractor.
3. The term of this agreement is for three years.
4. Funds are available for this contract in the Library's Contractual Services Account.
5. This RFP is being reviewed by the City Attorney's Office as to form and legality.

Prepared by: Eloisa Sarao, Asst. Business Manager

Reviewed by: Kyle Millager, Business Manager

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY**

Request for Proposals

For

AN AUDIOVISUAL CONSULTANT

REQUEST FOR PROPOSALS
Audio Video Consultant
CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY (LAPL)

DATE RFP Issued: February 15, 2013

Title: RFP #44-002
Audiovisual Consultant

Description: The Los Angeles Public Library is seeking a qualified consultant to provide professional and technical audio consulting.

Website Address: <http://www.labavn.org>
Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates.

Term: Three years

Key Dates:

Business Inclusion Program Outreach (BIP)	Must be submitted through http://www.labavn.org 15 calendar days prior to the Proposal due date
Proposal Due:	March 28, 2013, 2:00 p.m.
Proposal Delivery Address:	Los Angeles Public Library Board of Library Commissioners Office, 4 th Floor 630 W. 5th St., Los Angeles, CA 90071
Mandatory Pre-proposal Conference:	Wednesday, February 26, 2013 at 1:00 p.m. Central Library Board Room 630 W. 5th Street, Los Angeles, CA 90071 (RSVP to Eloisa Sarao, esarao@lapl.org)

Contract Administrator: Eloisa Sarao
E-mail address: esarao@lapl.org
Telephone: 213-228-7463

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- I. PROPOSAL SUBMITTAL CHECKLIST

ATTACHMENT 1 Standard Provisions for City Contracts

APPENDICES

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
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The Los Angeles Public Library

Invites sealed proposals to a Request for Proposals

For

AN AUDIOVISUAL CONSULTANT

Request for Proposals are available at:

<http://www.labavn.org>

Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates.

Responses shall be submitted in accordance with the proposal documents. All proposals shall be filed with the Board of Library Commissioners Administrative Offices on or before

Thursday, March 28, 2013, 2:00 p.m.

The Los Angeles Public Library reserves the right to reject any and all responses.

In the performance of any contract awarded, the proposer shall not discriminate in employment practices against any employee or applicant for employment because of race, religion, national origin, sex, age, or physical handicap.

If you have any questions, please call Eloisa Sarao at (213) 228-7463.

LOS ANGELES PUBLIC LIBRARY

**Request for Proposals
for an Audiovisual Consultant**

A. SUMMARY

The Los Angeles Public Library (Library) is issuing a Request for Proposals (RFP) to select a qualified individual or firm to provide professional and technical consulting services to plan, direct, coordinate, produce, and manage audiovisual and technical productions, assure maintenance of equipment and venues and coordinate the upgrading of equipment and audiovisual capabilities in library facilities. The Central Library and branch libraries have meeting rooms and other facilities available for public and private use which are equipped with sophisticated sound and lighting equipment. The services of a qualified consultant will be provided under a personal services contract with the City of Los Angeles beginning approximately June 2013 or later.

B. SERVICES TO BE PROVIDED

1. The audiovisual consultant will be expected to perform the following: Coordinate, produce, direct and stage presentations, including, but not limited to, recitations, plays, musicals, mime, puppet, chamber music and meetings.
2. Plan, design, direct, produce and manage sound, light, computer interfaces with other audiovisual equipment, video, slides, films and set arrangements and may coordinate construction projects.
3. Recommend the most practical, suitable, and economically feasible equipment needed for each Library venue. Contract and supervise labor for installation.
4. Recommend needed construction work to improve the technical and audiovisual capabilities of various Library venues including branch libraries, utilizing a working knowledge of plumbing, electrical, and other building trades.
5. Coordinate the use of appropriate freelance and/or other temporary personnel as needed to provide adequate technical and stage support.
6. Schedule and train Library personnel on simpler technical functions of audio visual equipment such as projector, DVR, etc.
7. Meet and interact with prospective corporate, private and government customers desiring to use Library facilities and equipment for meetings

and events. Meet with artists to determine their production requirements.

8. Develop written instructions for use of audiovisual equipment and procedures for use of equipment in all Library venues. Provide written reports as needed.
9. Resolve technical problems and repair equipment when possible or arrange for outside repair as necessary upon advance approval by the Business Manager.
10. Assist in maintaining facilities calendar computer database.

C. WORK SCHEDULE

Consultant will work the hours that best meet the demands of the programs or special events or productions as they are scheduled by the Library to assure the success of the presentations being made. The Consultant's schedule will be approved by the Library's Assistant General Manager or her Designee. Consultant will be available on call when necessary. Schedules may vary from a four hour work day to a twelve hour work day, five to seven day workweek. The schedule will involve nights and weekends.

Under normal conditions, excluding holidays and vacations, consultant may work approximately 20-50 hours per week, depending on the event calendar. Consultant will only be paid for the actual hours worked upon approval of the Business Manager.

It is mandatory that the Audiovisual Consultant work the following events:

- ◁ Children's Special Events
- ◁ Teen Festival and Activities
- ◁ Annual Library Foundation Dinner
- ◁ Foundation's quarterly This is Your Library

There may be other mandatory events that will require the Audiovisual Consultant to be on-site.

D. WORK SITE

The consultant will be provided work space, computer, and office supplies in the Central Library facility, 630 W. 5th Street, Los Angeles, CA.

E. TERM OF CONTRACT

The term of the Contract shall be for three years.

F. QUALIFICATIONS OF CONSULTANT

A contract will be awarded to an individual or firm with the best qualifications in a broad range of areas as follows:

1. Expert working knowledge of lighting for different kinds of productions, sound reinforcement systems and their application to varied needs, video, computer to audiovisual interface and theatrical production equipment and techniques.
2. Ability to design and set up sound systems for events as diverse as a single microphone press conference with a press bridge, to a panel discussion, to a full set up with 20 microphones, monitors and additional amplification as well as mix for recording.
3. Ability to manage technical rehearsals and operate computerized lighting boards.
4. Experience with and working knowledge of video systems from the point of view of designing installations for particular needs.
5. Ability to design theatrical, dance, formal presentation and party lighting. Ability to hang, focus and program a lighting console.
6. General knowledge of communication services such as ISDN, fiber optic and T3 lines.
7. Organizational skills as relates to: scheduling personnel, equipment and venues.
8. Ability to record, shoot, and edit audio and digital video using editing equipment and software.
9. Familiar with compression software, authoring software for DVDs, and disk duplication and printing hardware and software.
10. Experienced on streaming hardware and software.
9. Ability to manage audiovisual services for several venues simultaneously with minimum additional personnel.
10. Expert working knowledge to perform some minor repairs and modifications to existing lighting and audiovisual equipment, capable to handle installations of new equipment and to determine when it is necessary to hire outside staff when this work cannot be done in-house.
12. Management skills to coordinate and organize events, produce and stage

presentations, schedule staff and arrange for the purchase and rental of musical, audiovisual, computer and lighting equipment.

13. Ability to work well with various clientele such as corporate executives, artists, dignitaries, and celebrities to ensure a good interface between people and technology.
14. Good working knowledge of the building trades in order to coordinate and manage construction work for the purpose of modifying venues.
15. Working knowledge of computers (Mac and Windows platforms) and networking.
16. Ability to lift at least 70 pound tables and equipment.

G. EVALUATION AND SELECTION PROCESS

Evaluation Factors

The following criteria will be used in evaluating proposals and selecting the successful proposer. Evaluation of submitted proposals will be based on the following factors and the points available for each factor

	Maximum Points
Proposed Fees – best overall value to the City	45
Experience and past performance of the proposer	35
Responsiveness of proposal	20
	100

H. PROPOSAL SUBMITTAL AND REQUIREMENTS

1. Mandatory Pre-proposal Conference

A mandatory pre-proposal conference will be held to receive questions from prospective proposers regarding this Request for Proposals (RFP).

This conference has been scheduled for February 26, 2013, at 1:00 p.m. at the LAPL's Central Library Board Room, 630 W. 5th St., Los Angeles, CA 90071.

1.1 Purpose of Pre-Proposal Conference

Attendance at the Pre-Proposal Conference and Sign-in on the attendance roster is required to satisfy requirements of the City's Business Inclusion Plan submittal (see Exhibit E.18). Any questions related to the RFP will be addressed at the Pre-proposal Conference.

2. Proposal Format

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda and other material published by the City relating to the RFP. The proposer shall disregard any previous draft material and oral representations that may have been obtained by the proposer. Proposals shall be submitted in accordance with the requirements of this RFP.

3. Submission Requirements

Persons or firms interested in responding to this RFP shall submit a proposal in accordance with the format provided below. Failure to meet this requirement will be cause for rejection of the proposal as non-responsive. Proposal must cover all of the RFP specifications. Proposals should not include any unnecessary promotional materials and should be as succinct as possible. The proposer should list only those references that would substantiate his or her experience as it relates to Sections B and F of this RFP. The City accepts no responsibility for the cost of preparing any proposal.

3.1. Submission Date and Location

LAPL will evaluate only written and signed proposals. LAPL will not accept a telegraphic or telephonic proposal. Proposers are required to submit **one original RFP signed in ink and four hard copies of the RFP response along with an electronic version on a flash drive**. Each proposal must be enclosed in a sealed package showing the proposal title in the lower left hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. The proposal shall be addressed as follows:

Board of Library Commissioners
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

A proposal must be received at the address given above on or before 2:00 p.m. on Thursday, March 28, 2013. A proposal received after 2:00 p.m. on March 28, 2013 will not be accepted and shall be returned to the proposer unopened.

The formal opening of proposals will take place at that time. The LAPL reserves the right to extend the submission date. Any changes on submission date will be posted on <http://www.labavn.org>.

3.2. In Writing

All proposals must be submitted in writing and proposers shall complete and return all applicable documents including forms, appendices, and any technical and/or illustrative literature. The City may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

3.3. Cover Letter

Each proposal must include a cover letter limited to one page. The cover letter must include the title, address and telephone number of the person or persons who will be authorized to represent the proposer.

3.4. Authorized Signatures

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity.

3.5. References

A list and detailed description of at least five successfully completed programs within the last two years with dates of completion is to be provided that resemble the work described in Sections B and F of this RFP. List the name, title, address and phone number of a contact person for each project listed.

3.6. List of Back-up Personnel

Provide a list of names, addresses and phone numbers of the personnel you would use as back-up if you are not able to work an event. The contractor must provide the Business Office 14 days' notice if he or she is not able to work an event. Library must review qualifications of back-up personnel and must give prior approval to use them as back-up.

3.7 Fee Schedule and Expenses

Provide the hourly rate you will charge.

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs (e.g. mileage, supplies).

3.8 Selection Process

Following an initial screening of the proposals received and upon investigation of the references listed, the Library staff will compile a short list of candidates. These candidates may be called in for oral interviews. From this process, a candidate with the best qualifications will be selected.

3.9. Social Security Number

The Internal Revenue Service (IRS) requires the Library to report all payments to an independent consultant whenever payments exceed six hundred dollars (\$600.00) annually. The Audio Visual Consultant is required to furnish Library with his or her social security number for the sole purpose stated in this paragraph.

4. General Conditions

4.1. Declaration of Non-Collusion

Each proposal must have attached thereto the affidavit of the proposer that such proposal is genuine, and not a sham or collusion, or made in the interest or on behalf of any person, firm, or corporation not herein named; and that the proposer has not directly or indirectly induced or solicited any other proposer to submit a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal.

Proposers shall submit a signed Declaration of Non-Collusion (Appendix E.1). No other form will be accepted.

4.2. Acceptance and Disposition of Proposals

The City of Los Angeles reserves the right to reject all proposals. Failure of the proposer to submit the above-required documents with their proposal may render the proposal non-responsive and result in its rejection.

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 6250 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the proposers claim are exempt from disclosure under the California Public Records Act (CPRA). Any proposer claiming such exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under the Act. Please note that the wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under Section 3.1 all proposers must supply one unbound, complete duplicate copy of its proposal with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA.

Any proposer claiming such exemption must also state in the proposal the following: "The proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

It is the intent of the City of Los Angeles to award a contract in a form approved by the City Attorney to the selected proposer. The RFP and the contractor's proposal, or any part thereof, may be incorporated into and made part of the contract. The City reserves the right to further negotiate the terms and conditions of the contract. The City reserves the right to withdraw this RFP, to reject any proposal for non-compliance with RFP provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the City's best interest.

4.3. Proposal Protest

The City will notify all proposers of the contract award recommendation. Any protest to a proposal award(s) must be submitted in writing to the Contract Administrator at the address shown below, by certified mail or personal delivery, within seven (7)

calendar days of the mailing date of the notice of contract award recommendation. Proposers may appeal procedural issues only.

The procedure and time limits set forth in this section are mandatory and are the proposers' sole and exclusive remedy in the event of a protest. Failure by a part originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

- Name, address, and telephone number of the protesting party
- Name and number of this RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.
- Request for a ruling from LAPL.
- Statement as to the form of relief requested.

Protest and attached documentation must be sent to the following address:

Kris Morita, Asst. General Manager
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

LAPL may hold a hearing within five (5) working days after receiving the protest. The City Librarian shall make a final determination with respect to the protest and shall award the contract accordingly or reject all proposals. This decision shall be final.

4.4. RFP Revisions

Any revision, amendment and addendum made to this RFP will be posted on <http://www.labavn.org>.

4.5. Transfers, Joint Ventures and Use of Subcontractors

Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all conditions herein contained to be performed by Proposer shall be binding on any consented transferee thereof.

4.6. Information Requested and Not Furnished

The information requested and, the manner of submission, are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

4.7. Alternatives

The proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

4.8 Proposal Errors

Proposer is liable for all errors or omissions incurred by proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The City reserves the right to make corrections or amendments due to errors identified in proposal by the City or the proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the Contract Administrator.

4.9. Interpretation and Clarifications

The City will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

4.10. Cost of RFP

The City is not responsible for any costs incurred by proposer while submitting proposals.

4.11. Americans with Disabilities Act

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to

ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a pre-proposal conference or proposal opening, please contact the Contract Administrator at least five working days prior to the scheduled event.

4.12. Proposers Contact for Information

For answers to questions relating to the content of this RFP, the proposers shall submit requests in writing to:

Eloisa Sarao
Asst. Business Manager
Los Angeles Public Library
630 West 5th Street
Los Angeles, CA 90071
E-mail:esarao@lapl.org

LAPL shall be the sole judge of whether or not an answer is required. All questions submitted in writing by a proposer and answers provided by LAPL will be posted on <http://www.labavn.org> as an Amendment to the RFP.

Any oral communication between a proposer and a City employee is not binding on LAPL or the City of Los Angeles.

5. Standard Provisions for City Contracts

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev2_3-09, see Attachment 1).

6. Supporting Documents Required By the City of Los Angeles

6.1. Contractor Responsibility Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Proposers shall refer to Appendix E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

All proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in Appendix E.3 and Pledge of Compliance to the Ordinance, Appendix E.4. Failure to return the completed questionnaire may result in a proposer being deemed non-responsive.

6.2. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All bidders/proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit. Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at www.bca.lacity.org.

6.3. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to "Living Wage Ordinance" (Appendix E.5) and "Service Contractor Worker Retention Ordinance" (Appendix E.10) for further information regarding the requirements of the Ordinances.

Proposers who intend to subcontract any of their services must submit the Subcontractor Information Form (Appendix E.8) and the Subcontractor Declaration of Compliance to Living Wage (Appendix E.7).

The LWO Employee Information Form (Appendix E.6) will be required of any successful proposer. Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal

the proposer Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Applications for Non-Coverage or Exemption are included in Appendix E.9 for LWO and Appendix E.11 for SCWRO.

As of July 1, 2012, Contractor Employers shall pay employees a wage of no less than \$10.70 per hour with health benefits of \$1.25 per hour or \$11.95 per hour without health benefits. Such rates shall continue to be adjusted annually to correspond with adjustments to retirement benefits paid to members of the City Employment Retirement System (CERS).

6.4. Non-Discrimination/Equal Employment/Affirmative Action Plan

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All bidders/proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Certification (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org at the time it registers on BAVN but no later than the time when an individual Bid/Proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN and verified by the Office of Contract Compliance (OCC) do not need to resubmit.

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (four (4) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org at the time it registers on BAVN, but no later than the time when an individual Bid/Proposal is submitted. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto the City's BAVN. Bidders/Proposers with current OCC approval for their Affirmative Action Plan do not need to re-submit unless the approval is 30 days or less from expiration.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be effective for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

6.5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

Proposers shall complete the ordinance and affidavit form on BAVN.

6.6. Child Support Obligations Compliance Form

The City of Los Angeles has adopted an ordinance, see Appendix E.12, requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support

All proposers shall complete and return with their proposals the Certification of Compliance with Child Support Obligations included in Appendix 12a.

6.7. City Contracts Held Within the Past Ten Years

The Los Angeles City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal a list of all City of Los Angeles contracts held by the proposer or any affiliated entity during the preceding 10 years. The City of Los Angeles Contract History is attached as Appendix E.13. If the proposer has held no City of Los Angeles contracts during the

preceding 10 years, this must be stated on the form.

6.8. Los Angeles Residence Information

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

All proposers shall complete and return with their proposals the City of Los Angeles Residence Information Form included in Appendix E.14.

6.9 City Ethics Certification and Contributions

Any proposer for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a completed Bidder Certification CEC Form 50 as proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.4.4 shall not apply to this subsection.

Proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, twelve (12) months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55 requires Proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment.

Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

All proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Appendix E.15 and Form 55, Appendix E.16.

6.10. Business Tax Registration Certificate

In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate (BTRC) is required of persons engaged in business activity within the City. The Office of Finance's Tax and Permits Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption numbers.

Accordingly, a firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment.

The proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

6.11. City's Insurance Requirements

The proposer shall not commence work under any contract with the City until all insurance required under this section of this RFP has been obtained and approved by the City.

At proposer's own cost and expense, Proposer and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Appendix E.17. Proposer shall purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with City Administrative Office, Risk Management through the City's internet site, <http://track4la.lacity.org/> that uses the standard insurance industry form, the ACORD 25 Certificate of Liability Insurance in electronic format.

No work may be done pursuant to this contract until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

6.12. Business Inclusion Program (BIP) Requirements

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Appendix E.18, the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Appendix E.18, Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org). A proposer's failure to utilize and complete their BIP Outreach as described in Appendix E.18 may result in their proposal being deemed non-responsive.

For assistance on how to use BAVN go to: <http://bca.ci.la.ca.us/index.cfm> > contracting resources > BAVN BIP Outreach Helpful Hints.

6.13. Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "marginal" or "unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

6.14. Local Business Preference Program

This program is subject to the policies and requirements

established by the City Council and the City of Los Angeles (City) Mayor's Office, Ordinance No. 181910, Article 21, Sections 10.47, et seq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. BProposers should be fully informed of this program. (see Appendix E.19).

6.15. Independent Contractor Reporting Requirements

Upon execution of the contract with an independent contractor, LAPL must file Form DE 542 (Appendix E.20) immediately to the State of California Equal Employment Development (EDD).

I. PROPOSER CHECK LIST

The proposal package should contain the following items. Additional forms may be required, as described in the Appendices, if proposer is applying for any exemptions or waivers or utilizes subcontractors as described in the Appendices.

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
G.1.	★ Cover Letter	<input type="checkbox"/>	
G.2.	★ References	<input type="checkbox"/>	
G.3..	★ List of Back Up Personnel	<input type="checkbox"/>	
G.4	★ Fee Schedule and Expenses	<input type="checkbox"/>	
G.6.	★ Social Security Number	<input type="checkbox"/>	
Appendix E.1	★ Declaration of Non-Collusion	<input type="checkbox"/>	
Appendix E.3	★ CRO Questionnaire	<input type="checkbox"/>	
Appendix E.4	★ CRO, Pledge of Compliance	<input type="checkbox"/>	
Appendix E.6	★ LWO Employee Information Form	<input type="checkbox"/>	
Appendix E.7	★ LWO Subcontractor Declaration of Compliance	<input type="checkbox"/>	
Appendix E.8	★ LWO Subcontractor Information Form	<input type="checkbox"/>	
Appendix E.9	* LWO Non-Coverage Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.11	* SCWRO Application for Non-Coverage or Exemption (if applicable only)	<input type="checkbox"/>	

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
Appendix E.12a	★ Child Support Certification of Compliance	<input type="checkbox"/>	
Appendix E.13	★ City of Los Angeles Contract History	<input type="checkbox"/>	
Appendix E.14	★ City of Los Angeles Residence Information	<input type="checkbox"/>	
Appendix E.15	★ Bidder Certification Form 50	<input type="checkbox"/>	
Appendix E.16	★ Bidder Certification Form 55	<input type="checkbox"/>	
Appendix E.20	★ Form DE 542	<input type="checkbox"/>	
6.10	★ Business Tax Registration Certificate Copy	<input type="checkbox"/>	
6.2	◆ Equal Benefits Ordinance	<input type="checkbox"/>	
6.4	◆ Non-Discrimination/Equal Employment/Affirmative Action Plan	<input type="checkbox"/>	
6.5	◆ Slavery Disclosure Ordinance	<input type="checkbox"/>	
6.12	◆ Business Inclusion Program	<input type="checkbox"/>	


KEY:

- ◆ All bidders/proposers must complete and upload the forms marked with an (◆) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at www.labavn.org prior to the deadline for submission.
- * No submission required at this time unless requesting an exemption, only for Proposer's acknowledgement of understanding the ordinance and/or compliance.
- ★ Completed and attached with proposal.

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

EXHIBIT D

February 14, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **LOS ANGELES PUBLIC LIBRARY USAGE STATISTICS-
2011- 2012**

RECOMMENDATION:

THAT The Board of Library Commissioners receive and file this status report on library usage statistics.

FINDINGS:

1. The statistics report has been reformatted and expanded to include additional information on circulation, number of library cardholders, volunteers, youths and adults participating in specific programs and usage of online and digital resources.
2. The gradual restoration of service hours provided by Measure L funding has resulted in the increase of patrons using the library. Access to our wireless network and the usage and circulation of the electronic resources have dramatically increased.

Prepared by: Kris Morita, Assistant General Manager

Attachment

**LOS ANGELES PUBLIC LIBRARY
USAGE STATISTICS
2011 - 2012**

	Activity and Description	2012		2011		% Difference	
		December	YTD	December	YTD	Monthly	YTD
Cardholders	Total Cardholders						
	Library accounts registered in our system	1,192,348	n/a	1,251,964	n/a	-4.76%	n/a
	New Cardholders						
	First time registration of a patron	14,502	224,741	14,383	203,990	0.83%	10.17%
Renewing Cardholders							
	Current patrons renewing a card	8,604	130,825	9,287	128,786	-7.35%	1.58%
General Use	Service Hours						
	Total hours all libraries open	15,330	160,249	11,565	146,173	32.56%	9.63%
	Circulation						
	Total number of items checked out of the library	1,161,580	14,936,056	1,199,078	15,158,187	-3.13%	-1.47%
	Holds (Placed)						
	Number of requests by patrons for staff to locate and make available	100,927	1,442,386	107,327	1,483,423	-5.96%	-2.77%
	Holds (Filled)						
	Number of requests available filled	92,880	1,158,494	98,058	1,307,383	-5.28%	-11.39%
	Visits						
	Number of people entering a library	1,115,387	13,929,229	1,008,390	13,114,413	10.61%	6.21%

**LOS ANGELES PUBLIC LIBRARY
USAGE STATISTICS
2011 - 2012**

Activity and Description	2012		2011		% Difference	
	December	YTD	December	YTD	Monthly	YTD
Computer/Internet Usage						
Number of public computer sessions	198,463	2,556,993	207,696	2,492,349	-4.45%	2.59%
Number of hours of computer use	454,650	4,752,586	342,979	4,335,109	32.56%	9.63%
Wireless Sessions						
Number of times the library's wireless network is accessed	65,331	1,121,406	39,763	641,541	64.30%	74.80%
Webhits						
Number of times people have visited the library's website	9,555,006	114,660,066	9,357,837	95,111,858	2.11%	20.55%
Online Resources						
Number of times a resource is logged into or a search performed other than library catalog.	28,949	335,393	25,043	300,520	15.60%	11.60%
Virtual Circulation						
Number of e-books and e-audiobooks checked out	151,015	1,706,989	141,373	1,240,563	6.82%	37.60%

Computers and Internet

**LOS ANGELES PUBLIC LIBRARY
USAGE STATISTICS
2011 - 2012**

Activity and Description	2012		2011		% Difference	
	December	YTD	December	YTD	Monthly	YTD
	Youth Services					
Early Literacy						
Number of workshops	4	255	16	213	-75.00%	19.72%
Number of attendees	97	4,158	240	4,711	-59.58%	-11.74%
Number of STAR (Story Telling and Reading) volunteers	189	302	176	353	7.39%	-14.45%
Number of STAR volunteer hours	847	13,010	892	10,833	-5.04%	20.10%
Number of children read to	2,120	33,302	2,124	28,797	-0.19%	15.64%
Children's Programs						
Library sponsored programs offered for children (birth - 12)	362	5,194	355	5,549	1.97%	-6.40%
Number of people attending programs	9,041	170,511	7,722	151,315	17.08%	12.69%
Teen Programs						
Library sponsored programs offered for teens (11 - 17)	208	3,534	248	3,502	-16.13%	0.91%
Number of people attending programs	3,224	49,854	2,549	39,491	26.48%	26.24%
Children & Teen Classroom Visits						
Number of classes visiting the library	147	3,093	158	2,866	-6.96%	7.92%
Number of students in classroom visits	2,662	56,049	2,754	49,929	-3.34%	12.26%
Children & Teen Class Visits						
Number of classes visited by librarian	245	6,502	339	6,833	-27.73%	-4.84%
Number of students in classroom visits	9,228	166,885	7,837	165,185	17.75%	1.03%

**LOS ANGELES PUBLIC LIBRARY
USAGE STATISTICS
2011 - 2012**

Activity and Description	2012		2011		% Difference		
	December	YTD	December	YTD	Monthly	YTD	
Youth Services	Live Homework Help						
	Number of sessions	3,051	44,904	2,562	33,910	19.09%	32.42%
	Teen Council Leadership Program						
	Number of meetings teens held monthly with YA librarians to advise on materials, programming, outreach, etc	49	681	60	669	-18.33%	1.79%
	Number of attendees	345	5,168	398	5,556	-13.32%	-6.98%
Student Zones							
	Number of youths in designated Student zone study areas	973	6,162	163	2,359	496.93%	161.21%
Programs and Meetings	Adult Programs						
	Library sponsored programs offered for adults (18+)	551	6,871	466	6,699	18.24%	2.57%
	Number of people attending programs	10,229	223,617	8,261	207,887	23.82%	7.57%
	Programs - Total						
	Library sponsored programs offered - total of all programs	1,171	15,548	997	14,763	17.45%	5.32%
	Number of people attending programs	19,554	316,386	17,205	302,723	13.65%	4.51%
Meeting Rooms							
	Number of non-library sponsored meetings or activities	126	1,410	133	1,506	-5.26%	-6.37%
	Number of people attending meetings or activities	1,622	19,964	1,596	19,292	1.63%	3.48%

**LOS ANGELES PUBLIC LIBRARY
USAGE STATISTICS
2011 - 2012**

	Activity and Description	2012		2011		% Difference	
		December	YTD	December	YTD	Monthly	YTD
Volunteers	Volunteer hours contributed to the library system	11,929	174,014	10,410	106,305	14.59%	63.69%
	Number of volunteers contributing time	4,025	5,587	2,850	3,770	41.23%	48.20%
Lifelong Learning	Adult Literacy						
	Number of tutors	573	1,013	555	979	3.24%	3.47%
	Number of students	902	1,589	937	1,562	-3.74%	1.73%
	Citizenship						
	Number of workshops	31	112	n/a	n/a	n/a	n/a
	Number of attendees	392	1,168	n/a	n/a	n/a	n/a
Special Collections	Financial Literacy						
	Number of workshops	0	6	n/a	6	n/a	0.00%
	Number of attendees	0	450	n/a	57	n/a	689.47%
Shipping	Visual Collection						
	Number of photos digitized	375	7,002	481	6,676	-22.04%	4.88%
	Number of photos viewed on library website	1,016,332	8,839,627	508,427	7,840,517	99.90%	12.74%
	Number of digital images (maps, menus, posters, etc.) viewed	2,689	129,455	1,803	144,293	49.14%	-10.28%
	Books & Materials Sorted and Delivered						
	Number of books delivered	820,663	9,465,900	868,200	10,418,400	-5.48%	-9.14%

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
FEBRUARY 14, 2013**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT DISCUSSIONS	MONTHLY
2. REPORT ON THE IN-KIND FINANCIAL SUPPORT THE LIBRARY DEPARTMENT PROVIDES TO THE LIBRARY FOUNDATION OF LOS ANGELES (WIEDER-8/9/12)	TO BE DETERMINED

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT MARSHA HIRANO-NAKANISHI
- COMMISSIONER TYREE WIEDER

Board Policies

- PRESIDENT MARSHA HIRANO-NAKANISHI