EXHIBIT B

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

August 12, 2021

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL OF FIRST AMENDMENT TO FIVE (5) CONTRACTS FOR THE ACQUISITION OF LIBRARY MATERIALS AND SERVICES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Approve the First Amendment substantially in the form on file for Baker & Taylor, LLC, Contract No. 811 (C-132891) executed on March 11, 2019, and set to expire on March 10, 2022, to extend the term by one (1) year with two (2) one-year options to renew at the discretion of the City Librarian, and continue the maximum contract compensation of three-million dollars ($3,000,000) per fiscal year.

2. Approve the First Amendment substantially in the form on file for Brodart, Co., Contract No. 812 (C-132892) executed on March 11, 2019, and set to expire on March 10, 2022, to extend the term by one (1) year with two (2) one-year options to renew at the discretion of the City Librarian, and continue the maximum contract compensation of three-million dollars ($3,000,000) per fiscal year.

3. Approve the First Amendment substantially in the form on file for Children's Plus, Inc., Contract No. 813 (C-132890) executed on March 11, 2019, and set to expire on March 10, 2022, to extend the term by one (1) year with two (2) one-year options to renew at the discretion of the City Librarian, and continue the maximum contract compensation of three-million dollars ($3,000,000) per fiscal year.

4. Approve the First Amendment substantially in the form on file for Ingram Library Services, Inc., Contract No. 814 (C-132889) executed on March 11, 2019, and set to expire on March 10, 2022, to extend the term by one (1) year with two (2) one-year options to renew at the discretion of the City Librarian, and continue the maximum contract compensation of three-million dollars ($3,000,000) per fiscal year.

5. Approve the First Amendment substantially in the form on file for Midwest Tape, LLC, Contract No. 815 (C-132888) executed on March 11, 2019, and set to expire on March 10, 2022, to extend the term by one (1) year with two (2) one-year options to renew at the discretion of the City Librarian, and continue the maximum contract compensation of three-million dollars ($3,000,000) per fiscal year.

6. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10) that it is more feasible to have the work performed by an independent contractor than by City employees and that it would be impractical and impossible to perform a successful competitive bid process in a timely and effective manner because of the COVID-19 pandemic and lack of staff to draft, release and process a Request for Proposals before the contracts expire.

7. Authorize the City Librarian and City Attorney to make any necessary technical changes to the aforementioned First Amendments.

8. Authorize the Board President to execute the aforementioned First Amendments upon completion of the City's review and approval process.

9. Adopt the attached Resolution regarding the First Amendments for the aforementioned contracts to provide library materials and services.

B. STATEMENT OF FACTS:

1. On November 8, 2018, the Board approved the award of contracts for the five (5) aforementioned vendors to provide library materials and services on an as-needed basis. All five contracts were executed on March 11, 2019, and are set to expire on March 10, 2022.

2. Library staff requests that the Board approve the First Amendments to the five (5) aforementioned contracts to extend the term by one (1) year with two (2) one-year options to extend at the discretion of the City Librarian. The First Amendments will ensure the uninterrupted acquisition of books and non-book materials, including electronic materials, for adults, young adults and children.

3. The Library requires the services of the Contractors to provide a wide range of materials and vendor cost effective services for the timely provision of books and non-book materials for adults, teens and children, as well as selection of tools, physical processing, cataloging and other value added services.

4. The Library was closed to the public throughout 2020 and part of 2021 due to the COVID-19 pandemic and the Mayor's "Safer at Home"

emergency order. The priority of the Library during that period was providing information to the public on the pandemic, creating and expanding online programs and initiatives to assist residents during social isolation, creating the Library-To-Go program, preparing 72 branch libraries and Central Library for reopening, and providing staff to work as Disaster Service Workers. This emergency situation has resulted in the Library being unable to develop and perform a competitive bid process in a timely and effective manner. This First Amendment to the existing contracts will provide sufficient time to develop and perform a successful competitive bid process, and would best serve the interest of the public and accomplish the purpose of the process.

5. Due to the COVID-19 pandemic, the City faced an economic downturn which, in part, resulted in a citywide hiring freeze. The Library was unable to fill vacant positions, including key administrative positions which prepare and process documents for the competitive bid process, including a process for Library materials and services. The positions currently remain unfilled as the hiring process is underway.

6. The First Amendments include a maximum contract compensation amount of three-million dollars ($3,000,000) each per fiscal year, which is consistent with the current terms of the contracts.

7. Funds are available in the Library Materials Account 9010 and in Trust Fund Account 831.

8. The First Amendments have been reviewed by the City Attorney and are ready to be transmitted for processing.

Attachments

Prepared by: Madeleine M. Rackley, Business Manager
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Susan Broman, Assistant City Librarian

NEXT PAGE: Resolution

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LIBRARY RESOLUTION NO. 2021-XX (C-XX)

WHEREAS, The Los Angeles Public Library (Library), provides books and non-books, including electronic materials, for adults, young adults, and children; and,

WHEREAS, On November 8, 2018, the Board of Library Commissioners awarded five (5) contracts to provide library materials and services: 1) Baker & Taylor, LLC Contract No. 811 (C-132891); 2) Brodart Co. Contract No. 812 (C-132892); 3) Children's Plus, Inc. Contract No. 813 (C-132890); 4) Ingram Library Services, Inc. Contract No. 814 (C-132889); and, 4) Midwest Tape, LLC Contract No. 815 (C-132888); and,

WHEREAS, The aforementioned five (5) contracts were executed on March 11, 2019, and are set to expire on March 10, 2022; and,

WHEREAS, The Library requires the services of the aforementioned Contractors to provide a wide range of materials and vendor cost effective services for the timely provision of books and non-book materials for adults, teens and children, as well as selection of tools, physical processing, cataloging and other value added services; and,

WHEREAS, Library staff recommends the approval of the First Amendments to extend the terms of the aforementioned contracts for one (1) year with two (2) one-year options to renew and continue with a maximum contract compensation of three-million dollars ($3,000,000) per fiscal year (July 1st through June 30th); and,

RESOLVED, That the Board of Library Commissioners adopt the City Librarian Board Report's recommendations and findings and approve the First Amendments to the five (5) aforementioned contracts for a term of one (1) year with two (2) one-year options to renew to ensure the ability of the Library to obtain library materials and services is uninterrupted; and,

FURTHER RESOLVED, Authorize the City Librarian and City Attorney to make any necessary changes to the aforementioned five (5) First Amendments; and,

FURTHER RESOLVED, Authorize the President of the Board of Library Commissioners to execute the aforementioned First Amendments upon completion of the City's review and approval process.

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