



STAFF REPORT
5/10/2023

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Recommend approval of Memorandum of Understanding between for Library Operations at the Coachella Library between the City of Coachella and County of Riverside.

STAFF RECOMMENDATION:

Recommend approval of Memorandum of Understanding between for Library Operations at the Coachella Library between the City of Coachella and County of Riverside.

BACKGROUND:

On June 27, 2018, City Council approved a Memorandum of Understanding (MOU) between the County of Riverside and City of Coachella for library services at the new Coachella Library. The MOU was approved and executed by the County on September 25, 2018. The MOU identifies that the County will operate the Coachella Library for forty (40) hours each week at no cost to the City. Additionally, the MOU identifies that the City provides for all utility expenses and building maintenance needs for the facility (the only exception is internet services which is provided by County to library designated area).

The County appropriated funds to provide for furnishing the inside of the new Coachella Library; not including the Library Conference Rooms. The First Amendment (Amendment) to the MOU allowed for the City to be reimbursed by the County for the costs expensed by the City to purchase the furniture that is inside the library space operated by the County. The term of the current MOU ends on June 30, 2023.

DISCUSSION/ANALYSIS:

On October 19, 2022, the City of Coachella was notified it was awarded a grant for \$4,568,807 from the California State Library Building Forward Grant Program (CSLBFGP) to renovate and upgrade its Library Annex building. To secure the awarded funds the CSLBFGP has requested the City enter into a new MOU with the County to include the Library Annex. The award of the identified funding is contingent upon the City affirming that the Library Annex, once improved using the awarded funds, will be operated as a library facility to include circulation and library programming.

The County operates the Coachella Library through a contract they hold with LS&S and through this contract are available to provide services to the future Library Annex. The City received a proposal from LS&S to provide auxiliary library services at the Library Annex facility (attached).

The services that would be provided would be refined through outreach that would occur during the Library Annex Project’s design phase. The Library Annex provides an opportunity to provide more programming (such as makers space – creative hands-on STEM programs) and an expanded circulation that was not included in the final design of the Coachella Library due to fiscal constraints. The one-time start-up cost is estimated at between \$70,000-\$89,000. The operational costs are based on weekly operating hours. The LS&S proposal identified three options: 16 hours a week, 20 hours a week or 25 hours a week; corresponding costs ranging from \$173,000 to \$241,500 (as shown below).

ANNUAL COSTS	<i>Option A (16 hours)</i>	<i>Option B (20 hours)</i>	<i>Option C (25 hours)</i>
<i>Library Operations (Public Services, IT)</i>	\$149,700	\$175,000	\$213,000
<i>Programs, Services, Instruction & Events</i>	\$8,300	\$8,300	\$8,500
<i>Supplies and Equipment</i>	\$5,000	\$5,000	\$5,000
<i>Library Collection & Materials</i>	\$10,000	\$11,700	\$15,000
TOTAL	\$173,000	\$200,000	\$241,500

The current MOU with the County will expire on June 30, 2023. A new MOU is required for continued library services. The new proposed MOU has the following changes from the current MOU/Amendment No. 1:

- Term is amended to extend through June 30, 2028;
- Includes the Coachella Library and Library Annex. The Library Annex service level in the attached new draft MOU is the 20 hour option noted above.
- Identifies that the Coachella Library and Library Annex facilities will solely be used for the purpose of library services, operations and programming provided by LS&S and approved by the City. All existing and future library space uses by an outside organization would require City Council approval; excluding the study rooms and meeting rooms.

ALTERNATIVES:

1. Approve new MOU including Library Annex at 16 hours per week service level.
2. Approve new MOU including Library Annex at 20 hours per week service level.
3. Approve new MOU including Library Annex at 25 hours per week service level.
4. Approve new MOU without including the Library Annex.
5. Provide alternate direction.

FISCAL IMPACT:

The furnishings or operational costs of the Library Annex are not eligible expenses that can be funded by the CSLBFGP (grant). Thus, including the Library Annex location as a library facility in the new MOU will add between \$173,000-\$241,500 operational costs that would be allocated from General Fund; allocation would be based on the service level selected: A, B or C.

Attachment:

New MOU
LS&S Proposal