

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.28  
(ID # 22311)**

**MEETING DATE:**  
Tuesday, November 28, 2023

**FROM :** OFFICE OF ECONOMIC DEVELOPMENT:

**SUBJECT:** OFFICE OF ECONOMIC DEVELOPMENT: Approval of Memorandum of Understanding with the City of Coachella for Management of the Coachella Library between the City of Coachella and the County of Riverside. District 4. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Memorandum of Understanding with the City of Coachella for management of the Coachella Library for Fiscal Years 2023/24 – 2035/36; and
2. Authorize the Chair of the Board of Supervisors to execute the Memorandum of Understanding on behalf of the County.

**ACTION:**

  
Suzanne Holland, Director of Office of Economic Development 11/9/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington and Perez and Gutierrez  
Nays: None  
Absent: None  
Date: November 28, 2023  
xc: OED

Kimberly A. Rector  
Clerk of the Board

By   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: N/A</b>	
			<b>For Fiscal Year: 23/24-35/36</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The attached Memorandum of Understanding (MOU) has been developed by County of Riverside Office of Economic Development (County) and City of Coachella (City) staff to delineate the level of library services the City will receive from the County for operation of the Coachella Library (Library). Upon execution, the MOU will replace previous MOUs for library management services with the City. An amendment to the attached MOU will be prepared upon completion of the design for the new library annex facility when costs, service levels, and programming specifics can be determined. The amendment will detail specific program requirements as well as total annual compensation for services provided to the City.

Under the attached MOU, the County will operate the Library and provide library staffing, services, and programs through its existing Professional Services Agreement (Agreement) with Library Systems and Services, LLC, a Maryland limited liability company (LS&S). Under the Agreement, LS&S has agreed to provide library staffing and services to operate the libraries within the Riverside County Library System, and the County has agreed to pay and/or reimburse LS&S for services performed, products provided, and expenses incurred by LS&S, including expenses for library supplies, equipment, collection, and materials. The MOU sets forth the hours of operation of the Library, the maintenance, security systems, and utilities obligations of the City, and the terms and conditions relating to the furniture and equipment at the Library.

The City has been awarded an infrastructure grant by the State of California to enhance library services. The City desires to enhance library services and is in the process of establishing a Coachella Library Annex learning environment by converting the City-owned building located at 1538 Seventh Street, Coachella, California into the Coachella Library Annex and adding Coachella Library Annex Management. The term of this MOU has been extended to 2036 as a requirement from the California State Library to comply with grant funding City has been awarded for the construction and operation of the future library annex facility. The commitment to operate the Coachella Library and Coachella Library Annex through 2036 is between Riverside County Library System (RCLS) and City. The attached MOU has been approved as to form by County Counsel.

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**Impact on Citizens and Businesses**

The attached MOU sets forth conditions for provision of library services to residents of the City of Coachella and the surrounding community. The Coachella Library is centrally located in the City of Coachella where it is convenient for residents to take advantage of the free public programs for families and children as well as offer private meeting and study rooms, high speed Wi-Fi, and public computers for businesses, small groups, and individuals. Many businesses utilize libraries to start, grow and improve their businesses. This MOU will continue to provide the necessary operational services and enhanced programming for the 3.7 million patrons of RCLS. Providing excellent library services to the residents of Riverside County is part of the RCLS mission.

**ATTACHMENTS:**

- MOU between RCLS and Coachella\_2023-2036

  
Scott Bruzner 11/14/2023

1 **MEMORANDUM OF UNDERSTANDING (MOU)**  
2 **FOR LIBRARY OPERATIONS AT THE COACHELLA LIBRARY AND COACHELLA**  
3 **LIBRARY ANNEX BETWEEN THE CITY OF COACHELLA AND THE COUNTY OF**  
4 **RIVERSIDE**

5 This Memorandum of Understanding ("MOU") is made and entered into by and between  
6 the COUNTY OF RIVERSIDE ("COUNTY"), a political subdivision of the State of California, and  
7 the CITY OF COACHELLA ("CITY"), a municipal organization organized under the laws of the  
8 State of California.

9 **RECITALS**

10 WHEREAS, the COUNTY oversees the administration and operations of the Riverside  
11 County Library System ("RCLS"); and

12 WHEREAS, the COUNTY has entered into an agreement with Library Systems &  
13 Services, LLC, a Maryland limited liability company ("LS&S"), for contracted services for the RCLS  
14 for the provision of library services; and

15 WHEREAS, the COUNTY has been under an MOU with the CITY since October 20, 1998  
16 to operate the Coachella Library, now located at 1500 Sixth St., Coachella, CA 92236; and

17 WHEREAS, the CITY desires to enhance library services by establishing the Coachella  
18 Library Annex learning environment by converting the CITY-owned building located at 1538  
19 Seventh Street, Coachella, California into the Coachella Library Annex and adding Coachella  
20 Library Annex Management to the proposed area; and

21 WHEREAS, the CITY and COUNTY mutually agree that library and Coachella Library  
22 Annex services will be provided by the COUNTY at the Coachella Library through LS&S.

23 NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of  
24 which are hereby acknowledged, the CITY and COUNTY agree as follows:

25 **SECTION 1: TERM**

26 This MOU shall take effect on November 28, 2023 and shall remain in effect  
27 through and including June 30, 2036 (the "Term"). The CITY or COUNTY may request an  
28 extension of this MOU with modified terms. If either the CITY or COUNTY desires to extend the

1 Term of this MOU on modified terms, the CITY and COUNTY shall negotiate in good faith to  
2 extend this MOU. Unless otherwise agreed to by the CITY and COUNTY, any extension to this  
3 MOU would use the then-existing terms and conditions of the MOU as the floor of acceptable  
4 standards for the future library service. Any extension shall be memorialized as a written  
5 amendment to this MOU.

6 **SECTION 2: HOURS OF OPERATION**

7 **2.1: COACHELLA LIBRARY.** During the Term of this MOU, the Coachella Library  
8 located at 1500 Sixth Street, Coachella, CA 92236 shall operate a minimum of forty (40) hours  
9 per week. When requested by the CITY to operate more than forty (40) hours per week, CITY  
10 shall pay COUNTY one hundred ten dollars (\$110) per hour for every hour exceeding forty (40)  
11 hours per week of library operations. The COUNTY will provide invoices for library services  
12 rendered on a semi-annual basis. Upon receipt of each invoice, the CITY will make payment for  
13 all undisputed fees within thirty (30) days. In the event that the CITY withholds payment, the  
14 COUNTY will take necessary actions to resolve the issue. If the CITY has any objections  
15 regarding the fees charged by the COUNTY for services performed under this Agreement, the  
16 CITY must provide written notice to the COUNTY within thirty (30) days of receiving the invoice,  
17 specifying the disputed fees.

18 The days and hours of operations shall be as follows:

19	Monday	Closed
20	Tuesday	11:00 a.m. to 7:00 p.m.
21	Wednesday	11:00 p.m. to 7:00 p.m.
22	Thursday	10:00 a.m. to 6:00 p.m.
23	Friday	10:00 a.m. to 6:00 p.m.
24	Saturday	10:00 a.m. to 6:00 p.m.
25	Sunday	Closed

26 The Coachella Library shall observe the COUNTY holiday schedule.  
27  
28

1           **2.2: COACHELLA LIBRARY ANNEX.** During the Term of this MOU, the  
2 Coachella Library Annex will be located at 1538 Seventh Street, Coachella, California and is  
3 proposed to operate a minimum of twenty (20) hours per week. Operations, hours, programming,  
4 and compensation to COUNTY for the Coachella Library Annex will be memorialized in an  
5 amendment to this MOU after completion of the design of the Coachella Library Annex.

6           **SECTION 3: STAFFING/SERVICES AND OPERATIONS/PROGRAMMING**

7           **3.1** COUNTY shall provide an adequate number of professional library staff  
8 persons for the efficient and effective operations of the Coachella Library and Coachella Library  
9 Annex. COUNTY currently provides library staff and library services at the Coachella Library  
10 through a separate agreement with LS&S. CITY acknowledges and agrees that staff and other  
11 services shall be provided to the Coachella Library and the Coachella Library Annex at an  
12 additional cost once completed through the COUNTY's agreement with LS&S. COUNTY, using  
13 contract staff by LS&S, shall provide programming such as the literacy program, summer reading  
14 program, story time, and ESL classes.

15           **3.2** Library and the Coachella Library Annex facilities will be used solely for the  
16 purpose of library services, housing an organized collection of printed or other library materials,  
17 operations, and programming provided by LS&S and approved by CITY. Any long-term existing  
18 use of the library space and future requests that add support to the library by any outside  
19 organization shall be approved by City Council; any short-term uses can be approved by the City  
20 Manager. This does not apply to programs occurring in the study rooms and meeting room that  
21 receive approval through a signed rental agreement. The Coachella Library Annex facility, or  
22 the part thereof, acquired, constructed, or remodeled, upgraded, or rehabilitated with funds  
23 received as part of the Building Forward Library Facilities Improvement Program will be  
24 dedicated to public library service and used as public library according to the Education Code,  
25 sections 18010 through 20092 and California Code of Regulations, Title 5, Division 2 and provide  
26 at least the following: an organized collection of printed or other library materials, or a  
27  
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1 combination thereof; paid staff; and regularly scheduled hours for being open to the public for a  
2 period of not less than ten (10) years following completion of the grant period.

3 **SECTION 4: MAINTENANCE**

4 CITY shall provide adequate staff persons to provide all necessary janitorial services,  
5 landscape maintenance, and maintenance and repairs to the Coachella Library, the Coachella  
6 Library Annex, and appurtenant equipment and fixtures placed on the Coachella Library and the  
7 Coachella Library Annex. CITY shall keep the Coachella Library and the Coachella Library Annex  
8 in good and suitable condition for the uses herein, and in compliance with Federal, State and local  
9 laws, ordinances, rules and regulations relating to fire, health and safety, and CITY shall maintain  
10 the exterior and the interior of the Coachella Library and the Coachella Library Annex, including,  
11 but not limited to, pest control, air conditioning equipment, heating equipment, plumbing, electrical  
12 wiring and fixtures, windows, and structural parts, grounds, in good working condition and repair  
13 and in compliance with such laws, ordinances, rules and regulations.

14 **SECTION 5: SECURITY SYSTEMS**

15 CITY shall administer cyber keys that provide door access and support various levels of  
16 security to the Coachella Library and the Coachella Library Annex. These cyber keys shall be  
17 issued to COUNTY by CITY's Information Systems ("IS") Department.

18 **SECTION 6: VOICEMAIL SERVICES**

19 The Coachella Library telephones shall be answered by a live library staff member or  
20 voicemail system during the Coachella Library operational hours.

21 **SECTION 7: ON-GOING COLLECTIONS DEVELOPMENT/MAINTENANCE**

22 COUNTY shall provide collections development for the Coachella Library on an annual  
23 basis. COUNTY shall provide maintenance of the Coachella Library collections consistent with  
24 professional library practices. This shall include, but not be limited to, procurement, processing,  
25 mending and de-accessioning of the collections.

26 **SECTION 8: FURNITURE, FIXTURES AND EQUIPMENT**

1                   **8.1: LIBRARY FURNITURE, FIXTURES AND EQUIPMENT.** County shall own  
2 and maintain all furniture and equipment in the Coachella Library.

3                   **8.1.1: MAINTENANCE OF LIBRARY FURNITURE, FIXTURES AND**  
4 **EQUIPMENT.** COUNTY shall be responsible for the maintenance, repair, and replacement of  
5 the furniture, fixtures, and equipment used for library operations and staff functions.

6                   **8.2: COACHELLA LIBRARY ANNEX FURNITURE, FIXTURES AND**  
7 **EQUIPMENT.** Upon purchase and installation, CITY shall own and maintain all furniture, fixtures,  
8 and equipment in the Coachella Library Annex.

9                   **8.2.1: MAINTENANCE OF COACHELLA LIBRARY ANNEX**  
10 **FURNITURE, FIXTURES AND EQUIPMENT.** Upon project completion, CITY shall be  
11 responsible for the maintenance, repair, and replacement of the furniture fixtures, and equipment  
12 used for the Coachella Library Annex operations and staff functions.

13                   **SECTION 9: UTILITIES**

14                   The following utilities shall be in the CITY's name and CITY shall be responsible for the  
15 payment of utility costs to include electricity, gas, sewer and solid waste disposal services, water,  
16 and telephone services, associated with the operations of the Coachella Library and the  
17 Coachella Library Annex. Internet services will be provided by COUNTY to the designated library  
18 area of the facilities and CITY will provide internet and phone utility services for the conference  
19 area of the facilities.

20                   **SECTION 10: INDEMNIFICATION AND HOLD HARMLESS**

21                   **A. Indemnification by CITY.** CITY shall indemnify and hold COUNTY, its officers,  
22 agents, employees and independent contractors free and harmless from any claim or liability  
23 whatsoever, based or asserted upon any act or omission of CITY, its officers, agents, employees  
24 or volunteers for property damage, bodily injury or death, or any other element of damage of any  
25 kind or nature arising out of the performance of this MOU, and CITY shall defend at its expense,  
26 including attorney fees, COUNTY, its officers, agents, and employees and independent  
27 contractors in any legal action or claim of any kind based upon such alleged acts or omissions.  
28



1 However, this duty to indemnify and hold harmless shall not include and claim arising from the  
2 sole negligence or willful misconduct of the COUNTY, its officers, agents, employees and  
3 independent contractors.

4 **B. Indemnification by COUNTY.** COUNTY shall indemnify and hold CITY, its  
5 officers, agents, employees and independent contractors free and harmless from any claim or  
6 liability whatsoever, based or asserted upon any act or omission of COUNTY and its officers,  
7 agents, employees or volunteers for property damage, bodily injury or death, or any other element  
8 of damage of any kind or nature arising out of the performance of this MOU, and COUNTY shall  
9 defend at its expense, including attorney fees, CITY, its officers, agents, employees and  
10 independent contractors in any legal action or claim of any kind based upon such alleged acts or  
11 omissions. However, this duty to indemnify and hold harmless shall not include any claim arising  
12 from the sole negligence or willful misconduct of the CITY, its officers, agents, employees and  
13 independent contractors.

14 **SECTION 11: INDEPENDENT CONTRACTOR**

15 **A.** COUNTY is and shall at all times remain as to CITY a wholly independent  
16 contractor. Neither CITY nor any of its officers, employees, agents, or volunteers shall have  
17 control over the conduct of COUNTY or any of COUNTY's officers, employees, or agents except  
18 as set forth in this MOU. COUNTY shall not at any time or in any manner represent that it or any  
19 of its officers, employees or agents are in any manner officers, employees or agents of CITY.  
20 COUNTY shall not incur or have the power to incur any debt, obligation or liability whatsoever  
21 against CITY, or bind CITY in any manner.

22 **B.** No employee benefits shall be available to COUNTY in connection with the  
23 performance of this MOU. Except for the fees paid to COUNTY as provided in this MOU, CITY  
24 shall not pay salaries, wages, or other compensation to COUNTY for performing services  
25 hereunder for CITY.  
26

27 **SECTION 12: INSURANCE**

1 Both COUNTY and CITY maintain programs of self-insurance. In the event either party  
2 shall cease such program, then that party shall be required to procure insurance which would be  
3 typical for its obligations under this MOU.

4 **SECTION 13: NOTICES**

5 Any notices which either party may desire to give to the other party under this MOU must  
6 be in writing and may be given either by (i) personal service (ii) delivery by reputable document  
7 delivery service, such as but not limited to, Federal Express, that provides a receipt showing the  
8 date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid,  
9 return receipt requested, addressed to the address of the party as set forth below or at any other  
10 address as that party may later designate by Notice. Notice shall be effective upon delivery to  
11 the addresses specified below or on the third business day following deposit with the document  
12 delivery service or United States Mail as provided below.

To City:	To County:
City of Coachella	County of Riverside
Attention: City Manager	Attention: Suzanne Holland
53-990 Enterprise Way	3403 10 <sup>th</sup> Street, Suite 400
Coachella, CA 92236	Riverside, California 92501

19 **SECTION 14: GENERAL**

20 **A.** Notwithstanding the foregoing, it is intended that this MOU sets forth the full and  
21 entire understanding of the parties regarding the matters set forth herein. Any agreement,  
22 alteration, understanding, variation, waiver, or modification of any of the terms or provisions  
23 contained herein shall not be binding upon the parties hereto unless made and executed in writing  
24 by all parties hereto, and if required, approved and implemented by the Coachella City Council  
25 and the Riverside County Board of Supervisors.

26 **B.** No waiver by either party at any time of any of the terms and conditions of this  
27 MOU shall be deemed or construed as a waiver at any time thereafter of the same or of any other  
28

1 terms or conditions contained herein or of the strict and timely performance of such terms and  
2 conditions.

3 **C.** Neither party can assign, sublet, mortgage, hypothecate or otherwise transfer in  
4 any manner any of its rights, duties, or obligations hereunder to any person or entity without the  
5 written consent of the other party being first obtained, which consent shall be in the absolute  
6 discretion of that party.

7 **D.** The invalidity of any provision in this MOU as determined by a court of  
8 competent jurisdiction shall in no way affect the validity of any other provision hereof.

9 **E.** Any action at law or in equity brought by either of the parties hereto for the purpose  
10 of enforcing a right or rights provided for by this MOU shall be tried in a court of competent  
11 jurisdiction in the County of Riverside, State of California, and the parties hereby waive all  
12 provisions of law providing for a change of venue in such proceedings to any other county.

13 **F.** The section headings herein are for the convenience of the parties only, and shall  
14 not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of  
15 the provisions or language of this MOU.


16 **G.** Both parties shall maintain the confidentiality of all information and records  
17 pertaining to privacy and confidentiality, and comply with all other statutory laws and regulations  
18 relating to privacy and confidentiality.

19 **H.** Both parties shall cooperate with and provide reasonable assistance to the other  
20 to the extent contemplated hereunder in the performance of all obligations under this MOU and  
21 the satisfaction of the conditions of this MOU. Approvals required by any party, or any officers,  
22 agents or employees thereof, shall not be unreasonably withheld and approval or disapproval  
23 shall be given within a reasonable time.

24 **G.** The MOU is hereby executed by the following authorized representatives of the CITY  
25 and COUNTY.  
26  
27  
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1           **IN WITNESS WHEREOF**, the parties hereto have caused this MOU to be executed the  
2 day and year first above written.

3  
4 **CITY OF COACHELLA**, a California  
municipal corporation

5  
6 By:   
7 Steven Hernandez, Mayor

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

8  
9 By:   
10 Kevin Jeffries, Chairman  
11 Board of Supervisors

12 **ATTEST:**

13  
14   
15 By: \_\_\_\_\_  
16 City Clerk

17 **ATTEST:**  
18 **KIMBERLY A. RECTOR**  
19 Clerk to the Board

20 By:   
21 Deputy

22 **APPROVED AS TO FORM:**

23  
24   
25 By: \_\_\_\_\_  
26 City Attorney

27 **APPROVED AS TO FORM:**  
28 Minh C. Tran  
County Counsel

By:   
Ryan Yabko, Deputy County Counsel