



Report to City Council

TO: Mayor and City Council
Mayor and City Council Acting in its Capacity as
President and Members of the Board of Directors of
the Moreno Valley Community Services District (CSD)

FROM: Jeremy Bubnick, Parks & Community Services
Director

AGENDA DATE: June 3, 2025

TITLE: AUTHORIZE AGREEMENT WITH LIBRARY SYSTEMS
& SERVICES, LLC FOR PROFESSIONAL LIBRARY
SERVICES (REPORT OF: PARKS & COMMUNITY
SERVICES) (ALL DISTRICTS)

TITLE SUMMARY: Authorize Piggyback Agreement With Library Systems &
Services, LLC For Professional Library Services

DISTRICT: All Districts

Recommendation(s)

That the City Council and CSD:

1. Approve the use (piggyback) of the County of Riverside's Agreement with Library Systems & Services (LS&S), for purposes of negotiated library administrative, labor, and information technology services pricing only; all other terms remain per the City's agreement with the company; and
2. Authorize a five-year agreement with LS&S for the administration and operation of the City's library services in an amount not to exceed \$17,378,380 for Fiscal Years 2025/26 through 2029/30; and

3. Authorize the issuance of annual purchase orders for LS&S each fiscal year of the Agreement term, subject to funds available in the City Council approved Operating Budget; and

4. Authorize the City Manager or designee to execute any amendments, purchase orders and/or change orders, contingent upon approved budget, with concurrence of the City Attorney.

SUMMARY

This report recommends the use of a piggyback agreement with Library Systems & Services, LLC (LS&S) under a previously executed agreement with the County of Riverside for the negotiated library administrative, labor, and information technology services pricing only and the execution of a five-year agreement for Fiscal Years 2025/26 through 2029/30 for an amount not to exceed \$17,378,380. Approval of this agreement will ensure uninterrupted library services and operational continuity. Budget for services provided is included in Fiscal Years 2025/26-2026/27 Adopted Budget.

DISCUSSION

In Fiscal Year 1997/98, the County of Riverside issued a Request for Proposals (RFP) seeking qualified vendors to administer and operate the Riverside County Free Library System. Following a competitive selection process, the County awarded a Professional Services Agreement to Library Systems & Services, LLC (LS&S), based on the firm's qualifications and demonstrated ability to meet the County's service requirements.

Since that time, LS&S has continuously provided library services to the County under a series of successive agreements. Most recently, in Fiscal Year 2018/19 the County entered into a renewed agreement with LS&S for the continued administration and operation of the library system, with the current agreement extending services through Fiscal Year 2027/28.

The City proposes to utilize the County's agreement with LS&S to enter into a five-year piggyback agreement for the provision of library administration and operational services. The proposed term will span Fiscal Years 2025/26 through 2029/30, for a total amount not to exceed \$17,378,380. This approach enables the City to secure high-quality services at rates consistent with those negotiated by the County.

Approval of this agreement by the City Council will ensure the continued delivery of reliable, professionally managed library services by a vendor with a long-standing record of performance aligned with industry best practices and service standards.

ALTERNATIVES

1. Approve and authorize the recommended actions as presented in this staff report.
Staff recommends this alternative.

2. Do not approve and authorize the recommended actions as presented in this staff report.
Staff does not recommend this alternative.

FISCAL IMPACT

The professional services agreement will be funded by Library Operations (Fund 5010). Budget for services provided is included in the Fiscal Year 2025/26-2026/27 Adopted Budget. Funding for subsequent years is subject to City Council approval and biannual budgets. There is no impact to the General Fund.

Below are the estimated costs for the five-year agreement per fiscal year.

Fiscal Year	2025/26*	2026/27	2027/28	2028/29	2029/30
Estimated Annual Total	\$3,478,045	\$3,349,292	\$3,431,675	\$3,516,260	\$3,603,108

*Fiscal Year 2025/26 includes a one-time Opening Day Materials fee of \$223,990.

NOTIFICATION

Publication of the agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Jeanine Heynen
Sr. Management Analyst

Department Head Approval:
Jeremy Bubnick
Parks & Community Services Director

CITY COUNCIL GOALS

Advocacy: Develop cooperative intergovernmental relationships and be a forceful advocate of City policies, objectives, and goals to appropriate external governments, agencies and corporations.

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

Positive Environment: Create a positive environment for the development of Moreno Valley's future.

CITY COUNCIL STRATEGIC PRIORITIES

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

Report Approval Details

Document Title:	STAFFREPORT_PCS_AGREEMENTAUTHORIZATIONLIBRARY.docx
Attachments :	- Agreement for Services_Piggyback_Coop_LSS.pdf
Final Approval Date:	May 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Jeremy Bubnick

Natalia Lopez

Dena Heald

Launa Jimenez

Brian Mohan

Patty Rodriguez