

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Jennifer Mellon, Senior Management Analyst 

DATE: April 20, 2009 (CC meeting of May 6, 2009)

SUBJECT: Consider Amendment No. 3 Revising the Scope of Services and Compensation Plan for Fiscal Year 2009-10 of the Agreement with Library Systems & Services, LLC (LSSI)

SUMMARY

The City of Moorpark has an agreement with Library Systems & Services (LSSI) to operate the Moorpark City Library. Under the provisions of the Agreement, the Scope of Services and Compensation for such services will be evaluated, renegotiated, and brought before Council for annual approval. Staff is requesting approval of Amendment No. 3 (Attachment 1) to the Agreement, revising the Scope of Services and Compensation Plan for Fiscal Year (FY) 2009-10.

BACKGROUND

On November 1, 2006, City Council authorized the City Manager to execute an Agreement with Library Systems & Services, LLC (LSSI) to operate the Moorpark City Library, commencing January 1, 2007 and continuing for a term of four and one half years (54 months). The Scope of Services and Compensation for such services are renegotiated annually for each FY throughout the term of the Agreement. The language from the original agreement still remains unchanged and in effect.

The cost of the FY 2008-09 LSSI Agreement totaled \$376,992 which included staffing of 6.5 full time equivalent positions (\$351,992); and general expenses (\$25,000). The 2008-09 agreement also included two staffing options that were approved and could be enacted at the City's discretion. The options were for an additional full-time librarian (\$81,810) or a part-time librarian (\$40,905); however, were not enacted. The proposed FY 2009-10 LSSI Agreement cost will total \$387,552 to keep present service levels of 6.5 FTE. An option for a part-time librarian for an additional \$41,132 annually will be reviewed with the City Council as part of the FY 2009-10 budget review.

Honorable City Council
May 6, 2009
Page 2

Fiscal Year 2009-10 library revenue is projected at \$815,985; of which an estimated \$770,450 is property tax allocated to the library. The City is anticipating tax revenue to decline in FY 10-11 and again slightly in FY 11-12. Other Library revenue sources for FY 09-10 include the Public Library Fund (PLF) allocation of \$12,535; fines and fees estimated at \$28,000; and a Moorpark Friends of the Library contribution of \$5,000.

Proposed total operating costs for the Moorpark City Library (including City staff salaries, contractual services, contractual staffing of 6.5 FTE, non-contract operating expenses, and maintenance costs) are estimated at \$767,169.

DISCUSSION

With regards to the LSSI Agreement, staff is proposing a revised Scope of Services and compensation plan for the term commencing July 1, 2009 and concluding June 30, 2010 (Exhibit B-3). The revised Scope of Services includes staffing and day-to-day program expenses only.

The proposed compensation plan for FY 2009-10, included within the LSSI agreement, totals \$387,552 which includes staffing of 6.5 full time equivalent positions (\$362,552) as well as office supplies, administrative costs, and programming expenses (\$25,000). The staffing component represents a 3% cost increase over the same level of staffing provided in FY 08-09. LSSI will bill the City on a monthly basis as expenditures occur for procurement of collection as well as technology costs which include library software maintenance and licensing costs but preclude technical support of equipment by a contract technician.

Baseline staffing of 6.5 FTE's remains fixed in the Agreement. As previously stated, the council will consider the addition of a part-time (20 hour/week) professional reference librarian (\$3,511.00 per month), increasing the FTE's to 7 as part of the FY 2009-10 budget review. The added .5 professional librarian position would have a focus on reference services for both adult and youth patrons, experience working with teenagers, and would bring additional reference coverage to the library. The decision to enact the option would be made after the adoption of the City's FY 09-10 budget so that the Council has a clearer picture of the City's financial situation for the coming year.

Libraries nationwide have experienced a surge in usage due to the economy. Our Library is also experiencing an increased need to provide customer service including computer assistance (setting up e-mail accounts, database searching, applying on-line for jobs), job search assistance, and additional reference support. Presently there are two full-time, professional librarians on staff. The City Librarian, who manages day-to-day functions of

the Library, supervises staff, provides reference service, prepares reports and analyses data, acts as liaison to professional organizations, as well as conducts adult programming and community outreach; and, the Youth Services Librarian whose responsibilities include reference services and programming for children pre-school through high school – a very large, diverse population for one librarian to adequately serve. Some outreach is performed by the Youth Services Librarian, and after analysis staff believes a heavier focus should be directed towards youth outreach and that this population would be better serviced by two librarians; one with specific focus on pre-school/elementary school and one with focus on the middle/high school population.

The consideration to hire an additional part-time, professional reference librarian is based upon desire to increase service levels to our community. The additional position would perform needed reference services and assist with youth services coverage; specifically focusing on the teen population allowing the present Youth Services Librarian to focus on pre-school and elementary school services and programming as well as elementary school outreach. The option of additional staffing would also provide added reference services for patrons during periods of peak usage and weekends which would in turn allow the City Librarian to perform additional tasks including usage analysis, grant research, and program development.

In Summary, total contractual cost for FY 08-09 was \$376,992 and proposed contractual cost for FY 09-10 is \$387,552; if the part-time librarian position is added the cost would increase annually by \$42,132.00, or be prorated at \$3,511 per month.

FISCAL IMPACT

There will be no impact on the General Fund for Library operations. The revised Scope of Services for staffing and general office expenses for FY 09-10 totals \$387,552. This represents an approximate 3% increase in staffing cost from FY 08-09 and the general expenses budget remains the same. The additional part time, professional librarian would increase the contract cost by \$42,132 annually.

STAFF RECOMMENDATION

Approve Amendment No. 3 to Library Systems & Services, LLC (LSSI's) Agreement for Operation of the Moorpark City Library which includes a revised Scope of Services and Compensation Plan for Fiscal Year 2009-10 subject to final language approval by the City Manager and City Attorney.

Honorable City Council
May 6, 2009
Page 4

Attachments:

Attachment 1 – Amendment No. 3 to Library Systems & Services Agreement

**Attachment 2 – Exhibit B-3, Revised Scope of Services and Compensation, FY 2009-10
(ledge format)**

**AMENDMENT NO. 3
TO PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF
MOORPARK AND LIBRARY SYSTEMS AND SERVICES, LLC.**

THIS AMENDMENT TO AGREEMENT, made and entered into this ____ day of _____, 2009, by and between the City of Moorpark, a municipal corporation located in the County of Ventura, State of California, hereinafter referred to as "City" and Library Systems and Services, LLC (LSSI), hereinafter referred to as "Consultant".

WITNESSETH

Whereas, on December 27, 2006, City and Consultant entered into an agreement pertaining to the daily operation and management of the Moorpark City Library; and,

Whereas, the City requires a revised scope of work from Consultant related to the efficient operation of the Library for the period covering Fiscal Year 2009-10 from July 1, 2009 through June 30, 2010; and,

Whereas, the City and Consultant have discussed and agreed to a scope of work and fee for said services as described herein, and now wish to document said agreement by jointly approving this Amendment to the aforesaid Agreement for Contract Services.

NOW, THEREFORE, in consideration of the mutual covenants, benefits, and premises herein stated, the parties hereto agree and amend the aforesaid Agreement as follows:

I. Amended Scope of Services

The Scope of Services is hereby amended, including the new Agreement period of July 1, 2009 through June 30, 2010, which is attached hereto and made part of Amendment No. 3 as Exhibit B-3.

II. Compensation

For the work defined in Section I of this Amendment, Contractor shall be paid as identified within the Agreement for Contract Services.

III. Remaining Provisions

All other provisions of the aforesaid Agreement shall remain in full force and effect.

CITY OF MOORPARK:

LIBRARY SYSTEMS AND SERVICES,
LLC, LSSI

Steven Kueny, City Manager

Frank A. Pezzanite, President

Date _____

Date _____

ATTEST:

Deborah S. Traffenstedt, City Clerk

EXHIBIT B-23

SCOPE OF SERVICES AND COMPENSATION Fiscal Year ~~2008~~2009-0910

LSSI agrees to administer the operations of ~~City's library facilities~~ the Moorpark City Library (collectively, "Library"), including staffing of the ~~Moorpark City Library~~; the accounting for, purchase of and payment of goods and services from vendors for approved budgeted supplies, specified technology maintenance, Library Materials (as defined below) and Capital Items (as defined below); and sufficient to operate the Library in accordance with the policies and guidelines approved by City within the scope of City's approved and adopted budget.

LSSI shall provide, by and through its own employees or independent contractors ("LSSI Staff"), all labor for the operation of the Library. The cost of the LSSI Staff shall be paid by LSSI and is included in the Operating Budget (as defined below). LSSI shall have the sole and absolute responsibility to hire and/or terminate the employment of the Library Staff from time to time to perform work under this Agreement. LSSI will provide the appropriate staffing levels, of no less than six and one half (6.5) FTE's, to keep the Library open to the public at fifty eight (58) hours per week. At City's written request LSSI will provide as Option 1 - an additional part-time (.5 FTE) professional reference librarian ~~or as Option 2 - an additional full-time (1.0 FTE) professional reference librarian.~~

LSSI will develop a long-range plan for the City in cooperation with City Staff, elected and appointed local officials, other community stakeholders and the Library Staff ("Plan") and provide the plan in writing. Using current professional standards and practice, the Plan will identify challenges and opportunities for the Library staff and corresponding strategic responses; including specific, measurable goals and objectives. The Plan will be complete for City approval on a date mutually agreed upon by both parties.

This Plan, when approved by the City, will help govern the direction and focus of the Library Staff in fulfillment of their mission of providing effective and efficient Library service to meet the personal, professional and lifelong learning needs of the citizens served by the Library.

A. Included Services

The tasks that LSSI will undertake within this Agreement include:

1. Governance – Develop and maintain effective working relationships with, but not limited to, City staff, elected officials, other library agency representatives, local schools and colleges, community groups such as the Friends of the Library, and the general public.

2. Fiscal Responsibility:
 - a. Develop and maintain effective and efficient financial procedures.
 - b. Continually review all aspects of Library operation and service for efficiency and cost-effectiveness, while making changes as appropriate.
 - c. Diligently use good faith efforts to collect all fines and fees which are the property of the City.
 - d. Prepare annual operating and capital budget requests for City approval.
 - e. Seek and recommend grant opportunities for the Moorpark City Library for consideration and approval by the City.

3. Management and Reporting:
 - a. Prepare and provide an annual report by the last day in February for the annual period of January 1, ~~2008-2009~~ 2009 through December 31, ~~2008~~2009, describing Library activities undertaken in the calendar year as well as recommending changes in policies, procedures and operations as necessary and appropriate.
 - b. Prepare and provide quarterly financial reports to City on Library activities designated within this Agreement. The financial reports shall detail all expenditures made for the Moorpark City Library quarterly and year to date for all items within this Agreement.
 - c. Prepare and provide monthly statistical reports in a form acceptable to City regarding Library activities by the ~~fifteenth~~ first (~~15th~~) (5th) day of each month for activity of the prior month.
 - d. Maintain an inventory, updated monthly, of all books and materials purchased on behalf of the City for the Library. City shall be responsible for maintaining a technology inventory of all technology equipment at the facility.
 - e. Manage the Moorpark City Library Volunteer program.
 - f. At least annually, survey and gather information from Library users for use in Library planning and customer satisfaction. Form and type of survey to be mutually agreed upon by City and LSSI.
 - g. LSSI's City Librarian shall meet with the City's liaison on an as needed basis.
 - h. LSSI and the City Librarian shall copy the Parks, Recreation, and Community Services Director or his or her designee on all official written correspondence sent (e-mail, letter, fax, etc.) by LSSI or the City Librarian on behalf of the Moorpark City Library with the exception of internal LSSI correspondence.
 - i. All press releases or publicity for events shall be given to the Parks, Recreation, and Community Services Director or his or her designee for review, comment, and approval at least ~~24-48~~ hours prior to being submitted to the media, posted on the website or advertised to the public in any way.

4. Staff Development and Coaching:
 - a. Staff training and development is the responsibility of LSSI. LSSI shall agree that their professional staff be appropriately trained to ensure their continuing education requirements for professional library staff are maintained.
 - b. Support orientation, training and professional development of all Library Staff.
 - c. Provide supervision and guidance to maximize Library Staff effectiveness in Library operations.

5. Public Services:
 - a. Provide prompt, friendly and accurate assistance in the use of the Library.
 - b. Provide prompt and accurate circulation, information and reference services.
 - c. Provide requested materials promptly.

6. Collections – Submit a comprehensive Collection Development and Management Plan, including a discard plan to the Parks, Recreation, and Community Services Director or his or her designee by March 1 of each year to be approved by the City. After City Council approval of the final budget, City will inform City Librarian of collections budget and give authority to begin procurement. Provide high quality materials on a wide variety of subjects in varied formats for all age groups present in the community, according to established collection management plans. Final decisions on collection development policies shall be with the City.

7. Interlibrary Loans – Maintain the interlibrary loan program currently in place and identify alternatives if necessary to provide the best service for the City.

8. Programming – Provide high quality, effective educational, recreational and cultural programs of interest to all major age groups ~~demographic groups~~ present in the community. All programs currently in place will continue and be analyzed. Recommendations for new programs shall be provided, in writing, to the Community Services Director or his or her designee for approval prior to commencing new programs. Examine current programming and recommend changes in long range plan documents.

9. Information Technology – Recommend plans to procure, install, and support sufficient hardware, software, network, telecommunications and other resources necessary to support the Library's mission.

10. Automation Support – Provide maintenance support for library computer software associated with the automation system and proprietary library systems and ensure that those systems operate effectively.
11. Marketing – Effectively disseminate information and promote use of the Library resources and services. Actively work with community Library support groups and other community agencies to coordinate Library marketing efforts.
12. Outreach – Conduct visits to school classrooms, community groups, service clubs and other local organizations and generate ongoing publicity about library programs services.
13. Facilities – Work with City Staff to ensure effective building maintenance by promptly identifying and reporting problems with the physical building.

In addition to meetings with City staff, LSSI agrees to attend the meetings of the City Council when matters of the Moorpark Public Library will be discussed and staff determines that LSSI's presence is necessary and will be present at stakeholder and any formal Library advisory group meetings as established by the Council when determined necessary by the City. Library staff will also attend MCLS meetings and provide status reports and information to City representatives.

B. Excluded Services

LSSI shall have no responsibility for administration, purchase or payment of, or any liability or duty to defend claims for:

- A. Any Capital Items, which shall mean any capital acquisitions, improvements or replacements of any of the properties, facilities, equipment, furniture, furnishings, fixtures or leasehold improvements of the Library, except that such Capital Items proposed by LSSI for its benefit shall be approved by the City and paid for by LSSI.
- B. Any amount of costs for unbudgeted repairs, maintenance and/or upkeep of Capital Items owned by the City.
- C. Any increases in the cost of facility insurance, utilities, and any state or federal tariff items over the rate for such items prevailing as of the date of execution of this Agreement.

C. Special Conditions

LSSI may purchase goods for use in the management and operation of the Library upon prior written approval of the City. Title to all items purchased by LSSI on behalf of the City shall at all times reside in the City. If LSSI furnishes

any goods to the City pursuant to this provision, LSSI will use good faith efforts to extend the manufacturer's warranty, if any, to the City. All goods, services, and materials designated within this Agreement are the responsibility of LSSI to procure with approval by the City prior to purchase. **There are no other warranties, express or implied, including warranties of merchantability or fitness for particular purpose.**

LSSI warrants that it will perform the Services shown in this Exhibit (Exhibit B-23) with at least the care, diligence and expertise generally accepted in the library service industry. If LSSI fails to perform the services shown to the satisfaction of the City, the City will notify LSSI. If LSSI continues to fail to perform to the City's satisfaction, LSSI and the City agree to meet and discuss solutions.

D. Library Materials and Materials Handling Fee

On behalf and for the benefit of the City, LSSI will negotiate favorable discounts and prices from Library suppliers for the purchase of all Library materials, which shall include but are not limited to books, periodicals, newspapers, ~~microfilms~~, electronic database subscriptions, standing orders, audio and video materials and cases, automated reference services, binding, cataloging and processing costs and the Materials Handling Fee (as defined below) (collectively, "Library Materials").

The collection development budget within this contract period including sales tax, shipping, processing fees, and the LSSI handling fee charge of five percent (5%) on all collection resources purchased or licensed for the library is budgeted within the City Library Operating Budget.

The responsibility for Library collection development policies will remain with the City, and all Library Materials selections, in cooperation with the City, will be the responsibility of LSSI. LSSI will place orders with the suppliers and perform the accounting functions related to those orders, including prompt payment of the invoices. In accounting for the cost of the Library Materials, LSSI shall include a fee of five percent (5%) of the cost of the Library Materials ordered ("Materials Handling Fee") when billing the City for reimbursement of Library Materials purchases.

E. Operating Budget and Charges

On or before the 1st of February of each calendar year that this Agreement is in effect LSSI will provide the City with the projected budget for the next Fiscal Year period (July 1 through June 30). The City will review, comment, and negotiate the proposed budget with LSSI and approve the draft next Fiscal Year budget with LSSI on or before the 1st of March pending final approval by Council.

If the Parties have not reached such agreement one (1) month before the end of such period, then the Charges for the next twelve (12) month period, or such

fewer number of months remaining until the Expiration Date ("Remaining Months"), shall be equal to the Charge for the last month of such period multiplied by twelve (12) or the number of Remaining Months, whichever is less, plus a CPI cost-of-living escalator effective July 1, ~~2009-2010~~ not to exceed a ~~53%~~ increase over the published Los Angeles Index of the most recently published period.

F. Staffing

The City and LSSI agree to the following breakdown of staffing services and charges for said items provided July 1, ~~2008-2009~~ through June 30, ~~2009-2010~~.

Includes salaries, benefits, and overhead for LSSI employed on-site staff to operate the present library facility located at 699 Moorpark Avenue, Moorpark, California for 58 hours per week, seven days of service per week, including 4 hours on Sunday afternoons (less approved Holidays). This staff will consist of no less than the equivalent of six and one half (6.5) Full Time Equivalents (FTE's) At all times the Library is open to the public no less than two employees will be scheduled. LSSI agrees to provide the following staff positions during the term of this Agreement:

- One (1) full-time City Librarian (Master's Degree Professional)
- One (1) full-time Youth Services Librarian (Master's Degree Professional)
- One-half (.5) FTE Reference Associate (paraprofessional)
- Two and one-half (2.5) FTE Library Assistants (filled by PT employees) (staff level)
- One(1) FTE Library Technician (evening shift) (staff level)
- One Half (.5) FTE library page (could be filled by part time employees)

If a vacancy of a position designated above occurs, LSSI must provide a replacement, or replacement hours by a qualified person, for the vacant position at a level equal to the specification of the vacant position within two weeks of the official date of vacancy.

In addition, ~~one of the following options can be enacted by City to commence anytime on or after July 1, 2008-2009 and remain in effect through FY 08-09 and ongoing from time of enactment.~~

- Option 1 – at City's written request, LSSI will provide an additional part-time (.5 FTE) Reference Librarian (Master's Degree Professional)
- ~~Option 2 – at City's written request, LSSI will provide an additional full-time (1.0 FTE) Reference Librarian (Master's Degree Professional)~~

Automation system support (SIRSI, Open Source, or other System) as well as management and administrative support will be provided without additional charge on an as needed basis.

The Library will follow the published Metropolitan Cooperative Library System Holiday Schedule and be closed on all holidays designated as "All System Library" closure Holidays and those other Holidays agreed upon in writing and published by the City in December of each year for the subsequent year. During the calendar year of July 1, ~~2008-2009~~ through June 30, ~~2009-2010~~ the Moorpark City Library will close 5:00 p.m. on the following holidays: ~~Thursday, July 3;~~ ~~Wednesday~~Thursday, December 24; and ~~Wednesday~~Thursday, December 31. In addition, the Moorpark City Library will be closed on the second (2nd) Friday of August for Staff development day/training day and City building and technology maintenance day.

LSSI will pursue to the best of its ability the status necessary in the State of California to fingerprint employees and volunteers that will work at the Moorpark City Library. Once LSSI has received the ability to fingerprint in California they agree to do so for all employees, as a condition of employment, and volunteers, aged 18 or older, working within the Moorpark City Library facility or for the Library in any capacity where they may be in a supervisory or influential role with minors as determined by the City and to pay the costs of said fingerprinting. LSSI agrees to follow the California Joint Powers Insurance Authority (CJPIA) policy entitled "Obtaining Criminal Record Information on Employees, Volunteers and Applicants – Exhibits B and C."

In the interim, while LSSI works to secure the ability to fingerprint, the City of Moorpark agrees to fingerprint all current full-time LSSI employees that work within the Moorpark City Library, ~~and volunteers as described above.~~ LSSI will reimburse City cost of the fingerprinting plus an additional 15% administrative fee.

LSSI agrees to comply with all State and Federal child labor laws for the employment of, or use of, minors as volunteers.

Staffing Costs:	\$351,992<u>362,552.00</u>
Staffing Costs (with Option 1, \$3,511 per month)	\$392,897<u>404,684.00*</u>
Staffing Costs (with Option 2)	\$433,802.00*

* These costs will be prorated based on a 12 month period.

G. Office Supplies, Administrative Costs, and Programming Expenses:

Office Supplies include but are not limited to paper and other consumables used by staff and the public; administrative costs include but are not limited to training, travel, petty cash purchases, postage, printing, marketing, etc.; and programming expenses include but are not limited to all expenses (excluding contracted performers, authors, etc. which are included in the City of Moorpark Library budget) associated to programming identified within this Agreement.

During the Agreement period, LSSI agrees to provide, at minimum, the following programming/events and pay all program/event related expenses for items identified below. Identified items in Section G will be funded, with the exception of contracted individuals (performers or authors, etc), with funds identified in Section G of this Agreement. The City and LSSI will continue to meet and evaluate programming and make recommendations for changes as necessary.

- Weekly Pre-school Story time and occasional bilingual story time events; with guest story time presenters on occasion to provide variety for attendees.
- Monthly Family and/or Adult Focused programming and/or Family craft workshops incorporating holidays, occasions, or themes.
- Weekly Summer Reading Club events, to be supplemented with smaller events on other days of the week at various times of day, to provide summer library activities to a broad number of youth in the community.
- Teen ~~Digital-Project (grant program)~~ to span at least 10 weeks.
- Quarterly library related Adult and/or Family Events to be held at the High Street Arts Center or other venue to accommodate larger crowds. These events would provide an awareness and visibility of the Library to larger audiences than the Library can accommodate.
- Library participation in the Moorpark Arts Festival, ~~Kids~~-Day in the Park, and other City sponsored events as well as community events such as Moorpark Country Days.
- Ongoing Community Outreach efforts.

Office Supplies, Admin., & Programming Expenses: \$25,000.00

TOTAL ANNUAL FIXED COSTS FYE 6/30/09	(6.5	FTE)
\$376,992,387,552.00		

H. Breakdown of Costs and Expenses –Monthly Variable Costs included in the City of Moorpark Library Operations Budget

Total cost of Automation Maintenance, Software, and Licensing costs as well as Collection procurement are included in the City of Moorpark Operating Budget for Fiscal Year ~~2008~~2009-09-10 and shall include sales tax, shipping, processing fees, and the Materials Handling Fee of five percent (5%) for collection purchases.

An annual expenditure budget will be provided to LSSI by the City which covers Automation Maintenance, Software and Licensing costs as well as Collection Procurement identified to take place during Fiscal Year ~~2008~~2009-0910. LSSI is authorized to expend funds for identified purposes ~~within~~as approved by Council within the City Budget~~the amount budgeted~~. City staff will provide LSSI with the approved budget for automation maintenance, software, and licensing costs and collection procurement on or before July 1 of each year. If for any reason, LSSI

expends money without prior written approval and authorization or expends funds which exceed the budgeted amount identified and approved for a particular expenditure, LSSI is responsible for those expenditures as incurred.

LSSI will bill the City of Moorpark for variable costs ~~on the same invoice as monthly fixed costs~~ breaking out each category – Automation Maintenance, Software, and Licensing Costs; and Collection Procurement on the invoices with detailed expenditure descriptions for each of these items.

Library Software, Maintenance, and Licensing Costs

All technology software and maintenance costs for the automation system and Library specific software programs, as well as all other items listed below, will be paid by LSSI as invoiced by vendors. LSSI will subsequently include the items on the next monthly City invoice for reimbursement at actual cost incurred:

- Sirsi-Dynix Automated System or other Automation System if a migration is approved by the City.
- Annual maintenance of all implemented components of Envisionware or other System if a migration is approved by the City.
- MCLS Membership and all related MCLS Service Costs
- OCLC Annual Costs
- Homework Help System Costs
- Barcodes
- Patron Cards

All technology hardware will be budgeted by and purchased by the City of Moorpark, maintained by the City of Moorpark, and invoices paid by the City of Moorpark.

Collection Development

Costs for collection development over this Agreement period including sales tax, shipping, processing fees, and the LSSI handling fee charge of five percent (5%) on all collection resources purchased or licensed for the library are budgeted in the City of Moorpark budget. LSSI is authorized to procure material and pay invoices as invoiced by vendors and, subsequently, invoice the City for the cost of collection purchases plus the 5% handling fee including, details of purchases on the invoices, at an amount not to exceed the City budgeted amount for collection procurement.