

Malibu City Council
Library Subcommittee
Special Meeting Agenda

Monday, March 9, 2020

4:00 P.M.

City Hall – Multipurpose Room
23825 Stuart Ranch Road

Mayor Karen Farrer
Councilmember Jefferson Wagner

Call to Order

Approval of Agenda

Report on Posting of the Agenda – March 3, 2020

Public Comment *This is the time for the public to comment on any items not appearing on this agenda. Each public speaker shall be allowed up to three (3) minutes for comments. The Subcommittee may not discuss or act on any matter not specifically identified on this agenda, pursuant to the Ralph M. Brown Act.*

Discussion Items

1. Approval of Minutes – November 13, 2019

Recommended Action: Approve the minutes for the Library Subcommittee Special meeting of November 13, 2019.

Staff contact: Assistant City Manager Soghor, 456-2489, ext. 224.

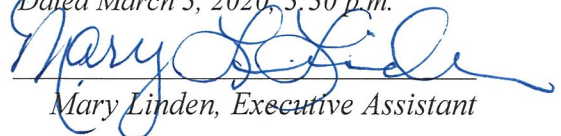
2. Malibu Library Set Aside Funds for Fiscal Year 2020-2021

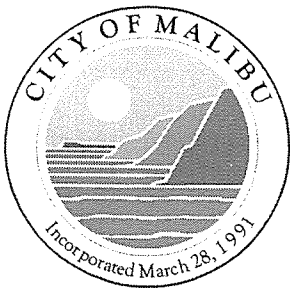
Recommended Action: Provide a recommendation to the City Council concerning: 1) the use of the Malibu Library Set Aside Funds for Fiscal Year 2020-2021; and 2) the allocation of \$12,000 from the Fiscal Year 2019-2020 Set Aside Funds to Malibu Leading Educational Advancement and Development (LEAD) for library-related expenses in Fiscal Year 2019-2020.

Staff contact: Assistant City Manager Soghor, 456-2489, ext. 224

Adjournment

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated March 3, 2020, 3:30 p.m.


Mary Linden, Executive Assistant




Library Subcommittee Agenda Report

Library
Subcommittee
Special Meeting
03-09-20

Item 1

To: Mayor Farrer and Councilmember Wagner

Prepared by: Mary Linden, Executive Assistant 

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 2, 2020 Meeting date: March 9, 2020

Subject: Approval of Minutes – November 13, 2019

RECOMMENDED ACTION: Approve the minutes for the Library Subcommittee Special meeting of November 13, 2019.

DISCUSSION: Staff has prepared draft minutes for the Library Subcommittee Special meeting of November 13, 2019, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the November 13, 2019 Library Subcommittee Special meeting

MINUTES
MALIBU LIBRARY SUBCOMMITTEE
SPECIAL MEETING
NOVEMBER 13, 2019
MULTIPURPOSE ROOM
2:00 P.M.

CALL TO ORDER

Mayor Farrer called the meeting to order at 2:05 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Karen Farrer and Councilmember Jefferson Wagner

ALSO PRESENT: Lisa Soghor, Assistant City Manager; Kristin Riesgo, Community Services Deputy Director; and Elizabeth Shavelson, Assistant to the City Manager

APPROVAL OF AGENDA

MOTION Councilmember Wagner moved and Mayor Farrer seconded a motion to approve the agenda. The motion carried unanimously.

REPORT ON POSTING OF AGENDA

Assistant to the City Manager Shavelson reported that the agenda for the meeting was properly posted on November 7, 2019.

PUBLIC COMMENT

None.

DISCUSSION ITEMS

1. Approval of Minutes – February 11, 2019

Recommended Action: Approve the minutes for the Library Subcommittee Special meeting of February 11, 2019.

MOTION Councilmember Wagner moved and Mayor Farrer seconded a motion to approve the minutes for the Library Subcommittee Special meeting of February 11, 2019. The motion carried unanimously.

2. 2020 Malibu Library Speaker Series

Recommended Action: 1) Discuss the 2020 Malibu Library Speaker Series and Local Authors Series; and 2) Provide direction to staff.

Community Services Deputy Director Riesgo presented the report. She discussed the history of the Malibu Library Speaker Series and the new Local Authors Series.

Mayor Farrer discussed problems with holding events at Malibu High School. She stated parking was difficult and there was a lack of lighting. She stated additional promotion and parking instructions would be required if the facility was used again. She discussed the selection process for the Local Authors Series.

CONSENSUS

By consensus, the Subcommittee agreed staff should proceed with scheduling the 2020 Malibu Library Speaker Series and Local Authors Series with the suggested speakers.

ADJOURNMENT

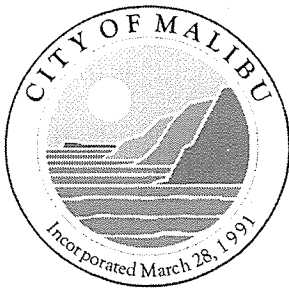
MOTION At 2:41 p.m., Mayor Farrer moved and Councilmember Wagner seconded a motion to adjourn the meeting. The motion carried unanimously.

Approved and adopted by the Library Subcommittee of the City of Malibu on _____.

KAREN FARRER, Mayor

ATTEST:

MARY LINDEN, Executive Assistant



Library Subcommittee Agenda Report

Library Subcommittee
Special Meeting
03-09-20

Item 2

To: Mayor Farrer and Councilmember Wagner

Prepared by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 2, 2020 Meeting date: March 9, 2020

Subject: Malibu Library Set Aside Funds for Fiscal Year 2020-2021

RECOMMENDED ACTION: Provide a recommendation to the City Council concerning: 1) the use of the Malibu Library Set Aside Funds for Fiscal Year 2020-2021; and 2) the allocation of \$12,000 from the Fiscal Year 2019-2020 Set Aside Funds to Malibu Leading Educational Advancement and Development (LEAD) for library-related expenses in Fiscal Year 2019-2020.

FISCAL IMPACT: There is no fiscal impact to the City with this action. Services for the Malibu Public Library are paid for from a portion of property tax. Every year the County of Los Angeles sets aside the difference between the City's library portion of the property tax revenue and the Malibu Library expenses into a designated fund. As of June 30, 2019, the Set Aside Fund totaled approximately \$10.4 million. It is expected that approximately \$1 million will be added annually to this fund through the life of the MOU.

DISCUSSION: The Malibu Library was established in 1970 by the County of Los Angeles and is located on the County-owned Civic Center property.

In September 2008, the City and County executed a Memorandum of Understanding (MOU) that identified the use of the Set Aside Funds. The MOU established a structure in which the expenditure of the excess funds generated from the taxes that Malibu residents pay could be spent on the Malibu Library. On March 26, 2018, the City and the County executed an amendment to the MOU extended the term until 2044, with two possible five-year extensions.

In 2005, the City completed a needs assessment in order to optimize the allocation of local property tax dollars and provide the maximum benefit to the Malibu community. The Malibu Library Needs Assessment (2005 Needs Assessment) was approved by the City Council on August 8, 2005. The 2005 Needs Assessment established community-specific goals for

the Malibu Library that were primarily focused on the large-scale renovation of the existing library and the purchase of furniture and equipment to serve the library program. The City and the County cooperatively used the Set Aside Funds to renovate the Malibu Library. The renovations were completed in April 2012. Since that time, Set Aside Funds have been used for the Library Speaker Series, to enhance service hours, establish a deferred maintenance fund, hire additional library staff, hire a full-time security guard, and enhance library collections and materials.

In 2017, an update to the 2005 Needs Assessment was done to establish new service goals to guide the management of Malibu Library funding in subsequent calendar years. The process included extensive community input as well as analysis of demographic trends and current service levels. On October 22, 2019, the City Council accepted the findings of the 2018 Malibu Library Needs Assessment (2018 Needs Assessment) and authorized staff to work with the Los Angeles County Library using Library Set Aside funds to: a) implement the immediate and short-term recommendations of the 2018 Needs Assessment where feasible; b) develop conceptual plans to relocate the main entrance of the Malibu Library; c) analyze the feasibility of expanding library services on the west side of Malibu; and d) analyze the resources needed to develop a Malibu historical archive.

In the aftermath of the Woolsey Fire, the City established rebuilding and public safety as the City’s top priorities and adopted a Work Plan to manage the City’s other priority tasks. The Malibu Library Projects are not on the City’s Approved Work Plan for Fiscal Year 2019-2020. At this time, staff recommends the following Malibu Library Set Aside Fund allocations based on the City’s previous annual allocations for ongoing operations and recent funding requests and postpone any capital outlay projects:

Annual Allocations Continued from Previous Years:

Increased service hours of 50 hours a week.....	\$100,000
Two dedicated security guards.....	\$260,000
Fund the deferred maintenance reserve	\$100,000
Full-time Teen Librarian	\$100,000
Malibu Library Speaker Series program.....	\$125,000
Outreach Librarian.....	\$116,000
Management Fellow for Education Programs	\$140,000
Family Place Programs throughout the County library system	\$50,000
Boys & Girls Club of Malibu*	<u>\$50,000</u>
(*books and other library-related supplies and services)	
Subtotal	<u>\$1,041,000</u>

The City was recently approached by Malibu LEAD seeking funding for certain educational expenses. Malibu LEAD is the umbrella fundraising organization supporting all Malibu public schools (Webster Elementary School, Malibu Elementary School, Malibu Middle School, and Malibu High School), granting funds for education, arts, athletics, and special

programming. The Los Angeles County Library has reviewed Malibu LEAD's funding request and determined that expenses directly related to library services totaling \$12,000 are eligible to be funded with Malibu Set Aside Funds. These expenses include Parent Teacher Student Association (PTSA) Library Circulation, Arts Angel Library Books, and other Arts Angels library expenses.

Therefore, staff is recommending the following new allocation for Fiscal Year 2020-2021:

New Proposed Allocation

Malibu Leading Education Advancement and Development (LEAD)* .. \$12,000
(*books and other library-related expenses)

Subtotal \$12,000

Total Proposed Allocations for Fiscal Year 2020-2021 \$1,053,000

In addition, given that the Fiscal Year 2019-2020 Set Aside Fund expenditures are expected to come in under budget, staff is recommending that Council consider reallocating \$12,000 from the current Set Aside Funds to cover Malibu LEAD's library-related expenses in Fiscal Year 2019-2020.

Assuming all of the previously appropriated annual expenses and revenue continue, the estimated Set Aside Fund beginning balance in Fiscal Year 2021-2022 will be approximately \$11.4 million. This estimate is based on an approximate amount of \$1 million being added to the Set Aside Fund each year and an estimated cost of living increase of 3%. It does not take into account a change in the cost of the services being provided or a significant increase or decrease in revenue.

Recommendations from the Library Subcommittee on library services or enhancements will be presented to the City Council for final approval on March 23, 2020.

ATTACHMENTS: None.