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HOW TO VIEW THE MEETING: No physical location from which members of the public may observe the meeting and offer public comment will be provided. Please view the meeting, which will be live streamed at <https://malibucity.org/video> and <https://malibucity.org/VirtualMeeting>.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence to mlinden@malibucity.org before the meeting begins.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public may also speak during the meeting through the Zoom application. You must first sign up to speak before the item you would like to speak on has been called and then you must be present in the Zoom conference to be recognized.

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Malibu City Council
Library Subcommittee
Special Meeting Agenda
(to be held during COVID-19 emergency)

Tuesday, June 8, 2021

10:00 A.M.

Various Teleconference Locations

YOU MAY VIEW THIS MEETING LIVE OVER THE INTERNET AT
[MALIBUCITY.ORG/VIDEO](https://malibucity.org/video)

Councilmember Karen Farrer
Councilmember Mikke Pierson

Call to Order

Approval of Agenda

Report on Posting of the Agenda – June 4, 2021

1. Presentations / Staff Updates

None.

2. **Old Business**

None.

3. **New Business**

A. Approval of Minutes – March 9, 2020

Recommended Action: Approve minutes for the Library Subcommittee Special meeting of March 9, 2020.

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

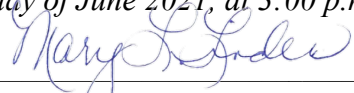
B. Malibu Library Set Aside Funds for Fiscal Year 2021-2022

Recommended Action: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Fiscal Year 2021-2022.

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. Special meeting agendas may be amended up to 24 hours in advance of the meeting. Dated this 4th day of June 2021, at 3:00 p.m.



Mary Linden, Executive Assistant



Library Subcommittee Agenda Report

Library
Subcommittee
Special Meeting
06-08-21

Item 3.A.

To: Councilmember Farrer and Councilmember Pierson

Prepared by: Mary Linden, Executive Assistant

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Steve McClary, Interim City Manager

Date prepared: June 3, 2021 Meeting date: June 8, 2021

Subject: Approval of Minutes – March 9, 2020

RECOMMENDED ACTION: Approve the minutes for the Library Subcommittee Special meeting of March 9, 2020.

DISCUSSION: Staff has prepared draft minutes for the Library Subcommittee Special meeting of March 9, 2020, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the March 9, 2020 Library Subcommittee Special meeting

MINUTES
MALIBU LIBRARY SUBCOMMITTEE
SPECIAL MEETING
MARCH 9, 2020
MULTIPURPOSE ROOM
4:00 P.M.

CALL TO ORDER

Mayor Farrer called the meeting to order at 4:01 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; Elizabeth Shavelson, Assistant to the City Manager; and Kristin Riesgo, Community Services Deputy Director

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 March 3, 2020.

PUBLIC COMMENT

John Mazza stated a past library budget included \$300,000 for an Executive Director position. He stated the position was not listed on the Library website and he questioned what happened to the funding.

In response to Mr. Mazza, Assistant City Manager Soghor stated money not spent was left in the account. She stated she would check with the County about the status of the position.

DISCUSSION ITEMS

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

MOTION Councilmember Wagner moved and Mayor Farrer seconded a motion to approve the minutes for the Library Subcommittee Special meeting of November 13, 2019. The motion carried unanimously.

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.

Assistant City Manager Soghor presented the report. She explained that Malibu LEAD had approached the City requesting funding in the amount of \$12,000. She stated there were unspent Fiscal Year 2019-2020 Set Aside Funds, and the Subcommittee could recommend the Council award funding to Malibu LEAD in the current fiscal year and upcoming fiscal year.

Mr. Mazza stated Malibu LEAD might not exist next year. He suggested giving the money to the Shark Fund and local elementary schools' parent teacher associations (PTA). He requested the Subcommittee consider recommending allocation of funds for a consultant to research the possibility of adding a library and multi-use space on the City's Heathercliff property.

Theresa Earl, Malibu LEAD, stated fundraising had been difficult. She stated the funding would help with purchasing books for the school libraries at Malibu High School (MHS), Malibu Elementary School, and Webster Elementary School.

Kasey Earnest, Boys and Girls Club of Malibu (BGCM), stated library funds awarded to BGCM have made a positive impact on the children at the Club. She stated bringing library services to the west side would be beneficial. She indicated support for additional funding to Malibu LEAD.

Craig Foster, Santa Monica-Malibu Unified School District Board of Education Member, stated giving money and establishing stronger partnerships with the City was important. He stated he would be interested in a discussion about using Malibu school libraries as a community library.

Mayor Farrer discussed the different school district fundraising organizations, including the MHS Shark Fund, Santa Monica-Malibu Education Foundation, and Malibu LEAD.

Assistant City Manager Soghor stated the Subcommittee was being asked to make a recommendation about allocation of funds for Fiscal Year 2020-2021. She stated the Subcommittee could also recommend on unused Fiscal Year 2019-2020 funds.

Councilmember Wagner stated he was ready to release \$12,000 to the schools. He agreed with Mr. Mazza's suggestion to look into expanding library services to the west side of town, which was included in the updated Library Needs Assessment as something the community wanted. He suggested starting the discussion and

researching all options for how the city could build an Experience Library on the west side of town.

Mayor Farrer stated she would prefer waiting until the community provided input on amenities what it wants for properties acquired by the City. She stated outreach and surveys should be completed. She requested a copy of the Library Needs Assessment.

Assistant City Manager Soghor stated she would discuss with the County Library about using Set Aside Funds for outreach and any restrictions on that use.

MOTION Councilmember Wagner moved and Mayor Farrer seconded a motion to provide a recommendation to the City Council for: 1) allocation of the Malibu Library Set Aside Funds for Fiscal Year 2020-2021 as follows:

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*	\$50,000
Malibu Public Schools*	\$12,000
Total Proposed Allocations for Fiscal Year 2020-2021	\$1,053,000

*books and other library-related supplies and services

and 2) the allocation of \$12,000 from the Fiscal Year 2019-2020 Set Aside Funds to Malibu public schools for library-related expenses in Fiscal Year 2019-2020. The motion carried unanimously.

ADJOURNMENT

MOTION At 5:02 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, Councilmember

ATTEST:

MARY LINDEN, Executive Assistant



Library Subcommittee Agenda Report

Library Subcommittee
Special Meeting
06-08-21

Item 3.B.

To: Councilmember Farrer and Councilmember Pierson

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Steve McClary, Interim City Manager

Date prepared: June 2, 2021 Meeting date: June 8, 2021

Subject: Malibu Library Set Aside Funds Fiscal Year 2021-2022

RECOMMENDED ACTION: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Fiscal Year 2021-2022.

FISCAL IMPACT: There is no fiscal impact to the City with this action. Services for the Malibu Public Library are paid for from a designated 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, 2020, the Set Aside Fund totaled approximately \$12.4 million. It is expected that approximately \$1 million will be added annually to this fund through the life of the MOU.

WORK PLAN: This item is included as Item 7.a. in the proposed Work Plan for Fiscal Year 2021-2022.

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 extending the term until 2044, with two possible five-year extensions. All other terms remain the same.

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, the City set out to update the 2005 Needs Assessment 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 and the onset of the COVID-19 pandemic, the City has affirmed 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 were not included in the Adopted Work Plan for Fiscal Year 2020-2021, and, at this time, the new projects are not on the City's Proposed Work Plan for Fiscal Year 2021-2022. Staff recommends that new projects be postponed to future fiscal years when the City is further along in the recovery process from the Woolsey Fire and the COVID-19 pandemic.

To protect public health in response to the COVID-19 pandemic, the Los Angeles County Library closed its 86 library locations to the public on Saturday, March 14, 2020, including the Malibu Library. Although the facility was closed to the public, the library continued to offer services to the community. The Malibu Library opened for in-person services on April 19, 2021 and plans to continue to expand operations. At this time, staff recommends the following Malibu Library Set Aside Fund allocations based on the City's previous annual allocations for ongoing operations. Based on the MOU, any unused allocations will remain in the County's Malibu Library Set Aside Fund for programming in future fiscal years. For example, in Fiscal Year 2020-2021, the Malibu Library did not conduct the Speaker Series. As a result, the funding allocated for the program remains in the County's Malibu Library Set Aside Fund.

Annual Allocations Continued from Previous Years:

\$100,000Increased service hours of 50 hours a week
\$260,000Two dedicated security guards

\$100,000Fund the deferred maintenance reserve
\$100,000Full-time Teen Librarian
\$125,000Malibu Library Speaker Series program
\$116,000Outreach Librarian
\$140,000Management Fellow for Education Programs
\$50,000Family Place Programs throughout the County library system
\$50,000Boys & Girls Club of Malibu (books and other library-related supplies
and services)
\$12,000Malibu Public Schools (library related supplies)

Subtotal = \$1,053,000

Assuming all of the previously appropriated annual expenses and revenue continue, the estimated Set Aside Fund beginning balance in Fiscal Year 2022-2023 will be approximately \$13.5 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 the use of the Set Aside Funds for Fiscal Year 2021-2022 will be presented to the City Council for final approval on June 28, 2021.

ATTACHMENTS: None.