



# Council Agenda Report

To: Mayor Farrer and the Honorable Members of the City Council

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: April 29, 2020 Meeting date: May 11, 2020

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

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**RECOMMENDED ACTION:** 1) Approve the use of Set Aside Funds for the Malibu Library for Fiscal Year 2020-2021; and 2) Approve the use of \$12,000 from the Fiscal Year 2019-2020 Set Aside Funds to public schools in Malibu 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. At this time, Malibu's property tax revenue is not anticipated to be impacted by the COVID-19 pandemic. It is expected that approximately \$1 million will be added annually to this fund through the life of the MOU.

**WORK PLAN:** This item was included in the Adopted Work Plan for Fiscal Year 2019-2020 as item 7.a.

**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 which 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 conducted 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.

On March 9, 2020, the Library Subcommittee discussed the City's annual library set aside funding allocations and recommended continuing all the City's previous annual allocations for ongoing operations. In addition, the Subcommittee recommended allocating an additional \$12,000 of the City's Fiscal Year 2019-2020 library set aside funds and \$12,000 of the City's Fiscal Year 2020-2021 library set aside funds to Malibu public schools for books and other library-related expenses.

Here is the complete list of the Subcommittee's recommendations for Fiscal Year 2020-2021:

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 .....	 <u>\$1,053,000</u>

\*books and other library-related supplies and services

Since the Subcommittee met on March 9, 2020, the outbreak of the COVID-19 pandemic has significantly disrupted regular library services. The library facility remains closed to the public at this time; however, the Malibu Library staff continues to work, and the County Library system continues to provide a wide variety of remote library services. Considering these changed conditions, City staff recently reached out to library representatives to inquire if additional funds were needed to assist the Malibu Library respond to the pandemic. At this time, no specific needs were identified; however, once the Library reopens additional supplies or equipment may be needed for the delivery of library services. Staff is recommending that \$50,000 of the FY 2020-2021 library set aside funds be allocated towards future COVID-19 related expenses which would bring the total allocation of set aside funds for Fiscal Year 2020-2021 to \$1,103,000.

Staff recommends the Council approve the Library Subcommittee’s recommendation: 1) to allocate \$1,053,000 of the City’s library set aside funds for Fiscal Year 2020-2021 for ongoing operations expenses (including \$12,000 for Malibu public schools); and 2) to allocate \$12,000 of the City’s library set aside funds for Fiscal Year 2019-2020 to public schools in Malibu. Staff also recommends that the Council consider allocating an additional \$50,000 towards future COVID-19 related expenses in Fiscal Year 2020-2021.

ATTACHMENTS: None.