



Council Agenda Report

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

Prepared by: Elizabeth Shavelson, Deputy City Manager

Reviewed by: Joseph D. Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: October 3, 2022 Meeting date: November 14, 2022

Subject: Malibu Library Set Aside Funds for Fiscal Year 2023-2024 (Continued from October 24, 2022)

RECOMMENDED ACTION: Approve a prioritized list of issues to be discussed at the yearly meeting between the City and County Library to discuss the use of the Malibu Library Set Aside Funds for Fiscal Year 2023-2024.

FISCAL IMPACT: There is no fiscal impact to the City with this action. Malibu Public Library services are paid for from a designated portion of property tax. Every year the County of Los Angeles sets aside the difference between the property tax dollars apportioned to the County Library from property within the City and the Malibu Library expenses into a designated fund. As of June 30, 2021, the Set Aside Fund totaled approximately \$14.1 million to be used solely to improve Malibu Library facilities and services.

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2022-2023. This project is part of normal staff operations.

DISCUSSION: In November of each year, the City and County Library staff meet to discuss the Malibu Library Set Aside Fund and the use of Set Aside Funds for the following fiscal year. In preparation for this meeting, the Council is asked to make a recommendation to the City Council regarding a prioritized list of issues to be discussed at the yearly meeting in accordance with the Memorandum of Understanding between the County of Los Angeles and the City of Malibu. On September 13, the Malibu Library Subcommittee met to discuss priorities for Fiscal Year 2023-2024. The Subcommittee reviewed the current set aside fund expenditures, the recommendations from the 2018

Malibu Library Needs Assessments and public input, and recommended that Council establish the following priorities to be discussed at the November meeting:

- Current services and service metrics
- Continuation or augmentation of the City's annual allocations
- Feasibility of the implementation of the immediate and short-term recommendations of the 2018 Needs Assessment
- Development of conceptual plans to relocate the main entrance of the Malibu Library
- Further study of expanding services in western Malibu
- Analysis of the resources needed to develop a Malibu historical archive
- Possibility of establishing a lending library to include tools and other equipment
- Consider training courses that could be offered for the community

Background

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 governs 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 order to optimize the allocation of local property tax dollars and provide the maximum benefit to the Malibu community, the City has conducted two comprehensive library needs assessments in collaboration with the County Library. The first needs assessment was completed in 2005, and 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 Malibu Library Speaker Series, to enhance service hours, establish a deferred maintenance fund, hire additional library staff, hire a full-time security guard, enhance library collections, materials and services, and support related services at the Boys and Girls Club of Malibu and in Malibu public schools.

2018 Malibu Library Needs Assessment

In 2017, the City set out to update the 2005 Needs Assessment to establish new service goals that would 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, 2018, 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.

The recommendations of the 2018 Needs Assessment are included as Attachment 1.

In the aftermath of the Woolsey Fire and the onset of the COVID-19 pandemic, the City continued to affirm rebuilding and public safety as its top priorities and implemented a Work Plan to manage the City's other priority tasks. The Malibu Library projects have not been included in the City's Work Plan in recent years and are not currently included in the City's Adopted Work Plan for Fiscal Year 2022-2023. Progress has been made on some of the recommendations identified in the Needs Assessment and an update has been provided as Attachment 2.

Council Approved Uses of the Set Aside Funds for Fiscal Year 2022-2023

On May 23, 2022, the City Council approved the following uses of the Library Set Aside Funds for Fiscal Year 2022-2023:

Increased service hours of 60 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
Family Place Programs throughout the County library system	\$50,000
Boys & Girls Club of Malibu (library-related supplies & services)	\$50,000
Boys & Girls Club of Malibu (instructor to facilitate the Empowered Voices course and supplies for Creative Arts Social Emotional Learning Summer Program and other school year activities)	\$25,000
Malibu Public Schools (library-related supplies & services)	\$17,000
Malibu High School (funds for misc. library supplies and Teen Librarian services)	\$26,390

	TOTAL	\$969,390
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Malibu Library Set Aside Fund

It was previously estimated that approximately \$1 million would be added to the Set Aside Fund each year based on certain assumptions, including an estimated cost of living increase of 3%, and did not take into account a change in the cost of the services being provided or a significant increase or decrease in revenue. The County Library estimated that the Set Aside Fund beginning balance in Fiscal Year 2022-2023 would be approximately \$16.6 million.

Prioritized List of Issues to be Identified

At the recommendation of the Malibu Library Subcommittee, the City Council is asked to approve the following list of priority items to be discussed with the County at the yearly meeting in November.

- Current services and service metrics
- Continuation or augmentation of the City's annual allocations
- Feasibility of the implementation of the immediate and short-term recommendations of the 2018 Needs Assessment
- Development of conceptual plans to relocate the main entrance of the Malibu Library
- Further study of expanding services in western Malibu
- Analysis of the resources needed to develop a Malibu historical archive
- Possibility of establishing a lending library to include tools and other equipment
- Consider training courses that could be offered for the community

As the Council considers its priorities and recommendations for the use of Set Aside Funds, it is important to note that these funds must be used solely to improve Malibu Library facilities and services.

The Council's prioritized list of issues regarding the use of Set Aside Funds for Fiscal Year 2023-2024 will be used as the basis for discussion between the City and County Library at the November Meeting. Following the meeting, staff intends to bring an item to the Malibu Library Subcommittee to consider the use of the annual Library Set Aside Funds for Fiscal Year 2023-2024 and make a recommendation which will be presented to the City Council for approval. The Council's approved uses of the Malibu Library Set Aside Funds for Fiscal Year 2023-2024 will ultimately be relayed to the County Library. As specified in the MOU, the expenditure of any Set Aside Funds are subject to, and conditioned upon, ongoing approval by the County's Board of Supervisors and such approval is not certain.

ATTACHMENTS:

- 1) Recommendations Identified in the 2018 Needs Assessment
- 2) Status updates on the 2018 Needs Assessment Recommendations

Recommendation	Timeline	Cost
Continue to weed collections	Immediate	-
Cross-promote events at City events	Immediate	\$
Develop strong library brand utilizing new County Library logo and branding	Immediate	-
Exploit Web 2.0 to increase public relations	Immediate	\$
Increase collaboration with schools	Immediate	-
Publicize library programs and services at Library signature events	Immediate	\$
Reduce number of adult PCs, repurpose space, purchase new furniture	Immediate/ Short Term	\$\$\$
Reduce number of children's PCs repurpose space, purchase new furniture	Immediate/ Short Term	\$\$\$
Reduce print stations, repurpose space, purchase new furniture	Immediate/ Short Term	\$\$\$
Update links on City websites	Immediate	-
Utilize Los Angeles County mobile program vans	Immediate/ Short Term	unknown
Conduct marketing assessment of existing programs	Short Term	\$
Conduct open houses, create welcome packets	Short Term	\$
Continue to inform public of free digital resources	Short Term	-
Continue to publicize interlibrary loan program	Short Term	-
Increase publicity for library programs	Short Term	\$
Increase use of self-service technology	Short Term	-
Locate Community Services programs in Library	Short Term/ Mid-Term	-
Evaluate Library signature collections	Short Term	-
Purchase collections for Boys and Girls Club and schools to support curriculum and special studies	Short Term	\$\$
Purchase laptop vending machine to replace desktop PCs	Short Term	\$\$\$
Recruit program volunteers from abundant local talent	Short Term	-
Recruit volunteers for program set-up and public relations	Short Term	-
Relocate program offerings for specific audiences, e.g., to Malibu High School, Boys and Girls Club	Short Term	\$\$
Replace building identification sign	Short Term	\$\$
Work with County Library's new Outreach Coordinator	Short Term	-
Add charging stations, power towers	Mid-Term	\$\$\$
Address community requests for enhanced collections, including development of a long-term collection development plan	Mid-Term	\$\$
Address issues with staff entrance	Mid-Term	\$\$
Budget 1 FTE position to manage library programs, logistics, publicity, volunteer recruitment	Mid-Term	\$\$\$
Collaborate on oral history project with Pepperdine University	Mid-Term	Unknown
Collect Malibu primary source materials	Mid-Term	-

Collect writings by Malibu authors	Mid-Term	-
Consider options for delivery site, including a pick-up location in Western Malibu	Mid-Term	Unknown
Develop building program for interior space reorganization	Mid-Term	\$\$
Engage library architect to plan interior renovation	Mid-Term	\$\$\$\$
Fund .5 FTE to create and manage Malibu historical and cultural archive or seek grant funding for this FTE	Mid-Term/Temporary	\$\$\$
Fund programs requested by students to be held at MHS or other locations; e.g., SAT study, resume assistance, college applications	Mid-Term	\$\$
Ensure proper climate control for all local history resources	Mid-Term	\$\$\$
Continue Malibu Library Speaker Series		\$\$\$\$
Purchase secure, fireproof cabinets for historic photographs and other valuable documents	Mid-Term	\$\$
Reassess back of house needs, workflow, efficiency of staff operations	Mid-Term	Unknown
Redesign staff service desks	Mid-Term	\$\$\$
Refurbish Meeting Room including new carpet, paint, A/V system replacement, storage door, HVAC noise issues	Short/Mid-Term	\$\$\$\$
Refurnish Teen Area	Short/Mid-Term	\$\$
Regularly evaluate program success	Mid-Term	
Reinstate bookmobile service	Mid-Term	\$\$\$\$
Remove storage space in bookmobile bay to create climate controlled local history space, or	Mid-Term	\$\$\$\$
Remove storage space in bookmobile bay to reinstate bookmobile service ⁵¹	Mid-Term	\$\$\$\$
Reorganize children's area, replace furniture, increase shelving, expand play space, remove PCs and print station	Short/Mid-Term	\$\$\$
Replace and refresh worn volumes	Mid-Term	\$\$
Replace furniture in reading area with more individual reader stations	Mid-Term	\$\$\$\$
Review equipment and related requirements for additional programs, e.g., STEAM, cooking classes, sewing classes, etc.	Mid-Term	\$\$
Review list of community requests to implement additional programs	Mid-Term	\$\$
Complete exterior renovation	Long Term	\$\$\$\$\$
Address need for library services to Western Malibu including participation in future planning for community center	Long Term	\$\$\$\$\$
Upgrade mechanical systems to address acoustical and ventilation issues	Long Term	\$\$\$\$

⁵¹ Note that not all bookmobiles "live" in a bookmobile garage. The two North Region bookmobiles live in a secure fenced area outside the Lancaster Library.

Update on the 2018 Library Needs Assessment Recommendations

Recommendation	Timeline	Cost	Status	Library Led Initiative	Library and City Collaboration
Continue to weed collections	Immediate		Ongoing	x	
Cross-promote events at City events	Immediate	\$	Ongoing	x	
Develop strong library brand utilizing new County Library logo and branding	Immediate		Ongoing	x	
Exploit Web 2.0 to increase public relations	Immediate	\$	Ongoing	x	
Increase collaboration with schools	Immediate		Ongoing	x	
Publicize library programs and services at Library signature events	Immediate		Ongoing	x	
Reduce number of adult PCs, repurpose space, purchase new furniture	Immediate/Short Term	\$\$\$		x	
Reduce number of children's PCs repurpose space, purchase new furniture	Immediate/Short Term	\$\$\$		x	
Reduce print stations, repurpose space, purchase new furniture	Immediate/Short Term	\$\$\$		x	
Update links on City websites	Immediate		Done		x
Utilize Los Angeles County mobile program vans	Immediate/Short Term	unknown		x	
Conduct marketing assessment of existing programs	Short Term	\$			x
Conduct open houses, create welcome packets	Short Term	\$		x	
Continue to inform public of free digital resources	Short Term		Ongoing	x	
Continue to publicize interlibrary loan program	Short Term	\$	Ongoing	x	
Increase publicity for library programs	Short Term	\$	Ongoing		x
Increase use of self-service technology	Short Term		Ongoing	x	
Locate Community Services programs in Library	Short Term/Mid-Term		Ongoing		x
Evaluate Library signature collections	Short Term			x	
Purchase collections for Boys and Girls Club and schools to support curriculum and special studies	Short Term	\$\$	Done/Annual		x
Purchase laptop vending machine to replace desktop PCs	Short Term	\$\$\$		x	
Recruit program volunteers from abundant local talent	Short Term			x	
Recruit volunteers for program set-up and public relations	Short Term			x	
Relocate program offerings for specific audiences, e.g., to Malibu High School, Boys and Girls Club	Short Term	\$\$	Ongoing		x
Replace building identification sign	Short Term	\$\$		x	
Work with County Library's new Outreach Coordinator	Short Term			x	
Add charging stations, power towers	Mid-Term	\$\$\$		x	
Address community requests for enhanced collections, including development of a long-term collection development plan	Mid-Term	\$\$		x	
Address issues with staff entrance	Mid-Term	\$\$		x	
Budget 1 FTE position to manage library programs, logistics, publicity, volunteer recruitment	Mid-Term	\$\$\$		x	
Collaborate on oral history project with Pepperdine University	Mid-Term	Unknown			x
Collect Malibu primary source materials	Mid-Term				x
Collect writings by Malibu authors	Mid-Term			x	
Consider options for delivery site, including a pick-up location in Western Malibu	Mid-Term	Unknown			x
Develop building program for interior space reorganization	Mid-Term	\$\$		x	
Engage library architect to plan interior renovation	Mid-Term	\$\$\$\$		x	

Update on the 2018 Library Needs Assessment Recommendations

Recommendation	Timeline	Cost	Status	Library Led Initiative	Library and City Collaboration
Fund .5 FTE to create and manage Malibu historical and cultural archive or seek grant funding for this FTE	Mid-Term/Temporary	\$\$\$		x	
Fund programs requested by students to be held at MHS or other locations; e.g., SAT study, resume assistance, college applications	Mid-Term	\$\$		x	
Ensure proper climate control for all local history resources	Mid-Term	\$\$\$		x	
Continue Malibu Library Speaker Series		\$\$\$\$	Done/Ongoing		x
Purchase secure, fireproof cabinets for historic photographs and other valuable documents	Mid-Term	\$\$		x	
Reassess back of house needs, workflow, efficiency of staff operations	Mid-Term	unknown		x	
Redesign staff service desks	Mid-Term	\$\$\$		x	
Refurbish Meeting Room including new carpet, paint, A/V system replacement, storage door, HVAC noise issues	Short/Mid-Term	\$\$\$\$		x	
Refurnish Teen Area	Short/Mid-Term	\$\$		x	
Regularly evaluate program success	Mid-Term		Ongoing	x	
Reinstate bookmobile service	Mid-Term	\$\$\$\$		x	
Remove storage space in bookmobile bay to create climate controlled local history space, or	Mid-Term	\$\$\$\$		x	
Remove storage space in bookmobile bay to reinstate bookmobile service	Mid-Term	\$\$\$\$		x	
Reorganize children's area, replace furniture, increase shelving, expand play space, remove PCs and print station	Short/Mid-Term	\$\$\$		x	
Replace and refresh worn volumes	Mid-Term	\$\$	Ongoing	x	
Replace furniture in reading area with more individual reader stations	Mid-Term	\$\$\$\$		x	
Review equipment and related requirements for additional programs, e.g., STEAM, cooking classes, sewing classes, etc.	Mid-Term	\$\$		x	
Review list of community requests to implement additional programs	Mid-Term	\$\$	Ongoing	x	
Complete exterior renovation	Long Term	\$\$\$\$\$			x
Address need for library services to Western Malibu including participation in future planning for community center	Long Term	\$\$\$\$\$			x
Upgrade mechanical systems to address acoustical and ventilation issues	Long Term	\$\$\$\$		x	