Malibu City Council
Library Subcommittee
Special Meeting Agenda

Monday, February 11, 2019
2:00 P.M.

City Hall – Zuma Room
23825 Stuart Ranch Road

Call to Order

Approval of Agenda

Report on Posting of the Agenda – February 7, 2019

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 – October 1, 2018
   
   Recommended Action: Approve the minutes for the Library Subcommittee Special meeting of October 1, 2018.

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

2. Malibu Library Set Aside Funds 2019
   
   Recommended Action: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Calendar Year 2019.

   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 February 7, 2019.

Mary Linden, Executive Assistant
To: Mayor Wagner and Mayor Pro Tem Farrer
Prepared by: Mary Linden, Executive Assistant
Approved by: Lisa Soghor, Assistant City Manager
Date prepared: February 6, 2019
Meeting date: February 11, 2019
Subject: Approval of Minutes – October 1, 2018

RECOMMENDED ACTION: Approve the minutes for the Library Subcommittee Special meeting of October 1, 2018.

DISCUSSION: Staff has prepared draft minutes for the Library Subcommittee Special meeting of October 1, 2018, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the October 1, 2018 Library Subcommittee Special meeting
CALL TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 3:00 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Pro Tem Wagner and Councilmember Laura Rosenthal

ALSO PRESENT: Lisa Soghor, Assistant City Manager and Elizabeth Shavelson, Assistant to the City Manager

APPROVAL OF AGENDA

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

REPORT ON POSTING OF AGENDA

Assistant City Manager Soghor reported that the agenda for the meeting was properly posted on September 26, 2018.

PUBLIC COMMENT

None.

DISCUSSION ITEMS

1. **Approval of Minutes – August 27, 2018**
   Recommended Action: Approve the minutes for the Library Subcommittee Special meeting of August 27, 2018.

   MOTION Councilmember Rosenthal moved and Mayor Pro Tem Wagner seconded a motion to approve the minutes for the Library Subcommittee Special meeting of August 27, 2018. The motion carried unanimously.

2. **Draft Library Needs Assessment 2018 – Revised**
   Recommended Action: 1) Review the revised Draft Malibu Library Needs Assessment 2018 (Draft Assessment Report); and 2) Provide a recommendation that the City Council accept the findings of the Draft Assessment Report, authorize staff to work with the Los Angeles County
Library to move forward with the immediate and short-term recommendations presented in the report, and direct staff to further analyze the conceptual redesign of the interior and exterior space of Malibu Library, the expansion of library service to the west end of the City, and the additional staffing and other resources needed for the creation of a Malibu historical archive.

Assistant City Manager Soghor and Linda Demmers, Library Consultant, presented the report.

MOTION Mayor Pro Tem Wagner moved and Councilmember Rosenthal seconded a motion make a recommendation to the City Council to accept the findings of the Malibu Library Needs Assessment 2018 and authorize staff to work with the Los Angeles County Library to: a) implement the immediate and short-term recommendations of the Malibu Library Needs Assessment 2018, 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 motion carried unanimously.

ADJOURNMENT

MOTION At 3:42 p.m., Mayor Pro Tem Wagner moved and Councilmember Rosenthal seconded a motion to adjourn the meeting. The motion carried unanimously.

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

__________________________
JEFFERSON WAGNER, Mayor

ATTEST:

__________________________
MARY LINDEN, Executive Assistant
To: Mayor Wagner and Mayor Pro Tem Farrer

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Lisa Soghor, Assistant City Manager

Date prepared: January 23, 2019  Meeting date: February 11, 2019

Subject: Malibu Library Set Aside Funds 2019

RECOMMENDED ACTION: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Calendar Year 2019.

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 Library Set Aside Funds. The MOU established a structure in which the expenditure of excess funds generated from 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 remained 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, which were completed in April 2012. 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 2018, $750,000 of Set Aside Funds were used for the following:

- $25,000 . . . Updates to the 2005 Library Needs Assessment and preliminary schematic designs for exterior work
- $100,000 . . . Continue the increased service hours of 50 hours a week
- $102,000 . . . Continue the dedicated security guard
- $100,000 . . . Continue to fund the deferred maintenance reserve
- $100,000 . . . Full-time Teen Librarian
- $65,000 . . . Malibu Library Speaker Series program
- $120,000 . . . Programs throughout the County library system
- $50,000 . . . Refresh ten Family Place libraries
- $88,000 . . . Librarian IV for Senior/Youth tutoring and mentoring

Not all items appropriated for 2018 were accomplished during the fiscal year. $625,000 of 2018 appropriated allocations will be carried over to the 2019 year:

- $175,000 . . . Preliminary schematic designs for exterior work
- $50,000 . . . Books and supplies for the Malibu Boys and Girls Club
- $300,000 . . . Executive Director Library Foundation 2-year salary/benefits
- $100,000 . . . Plumbing and physical connection required to connect the Library to the Civic Center Water Treatment Facility

Pursuant to the MOU, staff and the County Library met to discuss potential expenditures of the Set Aside Funds for 2019. The following is a list of items for consideration:

**Annual Allocations Proposed to Continue from Previous Years:**

- $100,000 . . . Increased service hours of 50 hours a week
- $130,000 . . . Dedicated security guard
- $100,000 . . . Fund the deferred maintenance reserve
- $100,000 . . . Full-time Teen Librarian
- $100,000 . . . Malibu Library Speaker Series program
- $140,000 . . . Management Fellow for Education Programs
- $50,000 . . . Family Place Programs throughout the County library system

Subtotal = $720,000
New Proposed Allocations:

- $130,000  Additional dedicated security guard
- $25,000  Additional funds for the Malibu Library Speaker Series program
- $250,000  Architect to design library entrance and interior layout modifications
- $100,000  Enclose Children’s Area
- $116,000  Outreach Librarian
- $346,000  Purchase and Operate Learning Mobile (LearnMo)
- $400,000  Purchase a Memory Mobile (MemMô)
- $243,000  Operate MemMô

Subtotal = $1,610,000

Total Proposed Costs for 2019 = $2,330,000

Dedicated Security Guards
The 2018 Needs Assessment showed that the community has safety concerns regarding the number of library patrons experiencing homelessness. The City previously allocated funding for a dedicated security guard to address safety concerns. Since safety continues to be an issue, staff is recommending that an additional security guard be hired to patrol the library and surrounding area so that all patrons may feel safe to use and move about the library.

Speaker Series
The 2018 Needs Assessment showed that there is a strong desire for additional Speaker Series programming to feature local Malibu authors and offer speaker events in western Malibu. Staff is recommending to increase the annual Speaker Series budget by $25,000 from the previous year to cover the costs to rent space to host Speaker Series events in western Malibu locations.

Architect to Design Library Entrance and Interior Layout Modifications
The 2018 Needs Assessment recommended relocating the existing library entrance and modifying the interior layout to improve visibility and better meet the service needs of current library users. Staff is recommending hiring an architect to begin design on the proposed facility upgrades. The design elements to be considered as part of the facility upgrades include a security station, improved sight lines for staff, removal of all redundant or little used technology, repurposing of user space, creation of additional study areas, mechanical system improvements, reallocation of storage space, redesign of the exterior and patio area, reconfiguring the staff entrance, and a new sign for Friends of the Library. The design process will include community input to ensure that community needs are fully addressed.
Enclose Children’s Area
The 2018 Library Needs Assessment showed that the community is particularly concerned about children’s safety at the library. To further address these specific security concerns, staff is recommending that funds be made available to install some sort of enclosure around the children’s area, such as a transparent half wall, to provide a barrier between the children’s area and the rest of the library. It is anticipated that this work would be completed this year while the design process for the library entrance and the interior layout modifications proceeds.

Outreach Librarian
The 2018 Needs Assessment indicated that there is a desire for additional library programming throughout the community. To meet this need, staff is recommending adding an Outreach Librarian position to concentrate on community programming, with a special focus on western Malibu. The goal would be to provide the community with robust program offerings to meet lifelong learning, intellectual curiosity, and entertainment needs while promoting library services and increasing library attendance. The Outreach Librarian’s responsibilities would include engaging residents in western Malibu, increasing publicity of the Library’s current programs, developing new programs, expanding the volunteer program, and partnering with Malibu High School, Malibu Boys and Girls Club, and the Malibu Senior Center to deliver uniquely tailored programming.

Purchase and Operate Learning Mobile (LearnMo)
LearnMo is a mobile service that would provide science, technology, engineering, arts and math (STEAM), as well as early literacy educational opportunities, to the Malibu community. The vehicle will be equipped with STEAM-based learning technology, including 3D printers, robotic components, electrical circuits, laptops, scanners, engineering building tools, and microscopes, as well as materials to promote early literacy. Programming is designed to be adapted to the needs of different generations from very young children to older adults.

Additional staffing would be required to implement the LearnMo program. The County Library recommends that a Librarian I and a Library Assistant I be hired to implement the program. The County Library anticipates that with this staffing in place, it can implement an average of 20 LearnMo programs per month in Malibu.

After the initial startup year, the annual costs to operate the LearnMo program are anticipated to be approximately $200,000.

Memory Mobile (MemMō)
MemMō is a mobile digitization lab that will give community members the technology, resources and instruction to create, record, or digitize the memories of their lives and histories of their communities.

Additional staffing would be required to implement the MemMō program. The County Library recommends that a specially trained Librarian II and Library Assistant I be hired to
implement the program. The County Library anticipates that with this staffing in place, it can implement an average of 20 MemMō programs per month throughout the County Library system.

After the initial startup year, the annual costs to operate the MemMō program are anticipated to be approximately $240,000.

Mental Health Services for People Experiencing Homelessness
The 2018 Needs Assessment showed that there is significant concern in the community about the number of library patrons experiencing homelessness. To address these concerns at the Malibu Library and throughout the County Library system, the County Library is implementing a pilot program in partnership with the Los Angeles County Department of Mental Health to embed full-time mental health professionals in County Libraries to perform outreach and provide mental health services to homeless individuals. As part of this program, a mental health professional will be assigned to work out of the Malibu Library. The County Library anticipates that this pilot program will be launched by Spring 2019. No Malibu Library Set Aside Funds are necessary to participate in this program at this time.

Alternative uses for the Set Aside Funds include:

- Save funds for a satellite library location
- Save funds to expand the existing library

Assuming all of the previously appropriated annual expenses and revenue continue, the estimated Set Aside Fund balance in 2020 will be approximately $11 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 proposed expenditures will be presented to the City Council for final approval on February 25, 2019.

ATTACHMENTS: None.