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

Monday, May 2, 2022

3:30 P.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

Roll Call

Approval of Agenda

Report on Posting of the Agenda – April 29, 2022

1. Presentations

None.

2. Old Business

- A. Malibu Library Set Aside Funds for Fiscal Year 2022-2023 (continued from April 20, 2022)

Recommended Action: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Fiscal Year 2022-2023.

Staff Contact: Deputy City Manager Shavelson, 456-2489, ext. 254

3. New Business

- A. Approval of Minutes – April 20, 2022

Recommended Action: Approve the minutes for the Library Subcommittee Special meeting of April 20, 2022.

Staff Contact: Deputy City Manager Shavelson, 456-2489, ext. 254

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 29th day of April 2022, at 12:00 p.m.

Patricia Salazar

Patricia Salazar, Senior Administrative Analyst



Library Subcommittee Agenda Report

Library Subcommittee
Special Meeting
05-02-22

Item 2.A.

To: Councilmember Farrer and Councilmember Pierson

Prepared by: Elizabeth Shavelson, Deputy City Manager

Reviewed by: Ruth F. Quinto, Interim Assistant City Manager/City Treasurer

Approved by: Steve McClary, Interim City Manager

Date prepared: April 27, 2022 Meeting date: May 2, 2022

Subject: Malibu Library Set Aside Funds for Fiscal Year 2022-2023

RECOMMENDED ACTION: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Fiscal Year 2022-2023.

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 is included as Item 7.a. in the proposed Work Plan for Fiscal Year 2021-2022.

DISCUSSION: This item was continued from the April 20, 2022 Library Subcommittee Special Meeting.

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.

Library Needs Assessment

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, and enhance library collections and materials.

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.

Within weeks of the City Council acceptance of the 2018 Needs Assessment, the Woolsey Fire broke out ultimately destroying 488 homes in Malibu. In the aftermath of the Woolsey Fire, the Council decided against pursuing any of the larger scale projects it identified for the time being.

In the meantime, County Library staff has made progress on some of the recommendations identified in the 2018 Needs Assessment as part of normal staff operations. Updates on the status of the 2018 Needs Assessment recommendations are provided in Attachment 1. For reference, the attachment also identifies if the recommendation would be a County Led Initiative, managed primarily by County Library staff, or a collaborative effort administered by County and City staff.

Use of Set Aside Funds in Recent Years

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 were not included in the Adopted Work Plan for Fiscal Year 2021-2022. The City Council approved the following allocations for Malibu Library Set Aside Funds for Fiscal Year 2021-2022

Annual Allocations Continued from Previous Years

\$100,000	Increased service hours of 60 hours a week
\$260,000	Two dedicated security guards
\$100,000	Fund the deferred maintenance reserve
\$100,000	Full-time Teen Librarian
\$125,000	Malibu Library Speaker Series program
\$116,000	Outreach Librarian
\$140,000	Management Fellow for Education Programs
\$50,000	Family Place Programs throughout the County library system
\$50,000	Boys & Girls Club of Malibu (books and other library related supplies and services)
\$17,000	Malibu Public Schools (library related supplies)
	Subtotal = \$1,058,000

Due to the pandemic's impact on library activities and staffing challenges, some of allocations that the City Council approved for certain positions and programs in Fiscal Year 2021-2022 were not expended. Some positions were unfilled, and several programs were put on hold. For example, the Malibu Library Speaker Series held its first virtual event in November 2021 and held its first in-person event since the start of the pandemic on April 7, 2022. The Malibu Library's hours were increased to 60 hours on February 14, 2022.

Any unused allocations for the Malibu Library Speaker Series, or any other library position or service identified by the City, remain in the County's Malibu Library Set Aside Fund for programming in future fiscal years.

As the Subcommittee considers the use of the 2022-2023 Library Set Aside Funds, staff recommends it consider funding the following ongoing operational allocations from prior fiscal years:

\$100,000	Increased service hours of 60 hours a week
\$260,000	Two dedicated security guards
\$100,000	Fund the deferred maintenance reserve
\$100,000	Full-time Teen Librarian
\$125,000	Malibu Library Speaker Series program
\$116,000	Outreach Librarian
\$50,000	Family Place Programs throughout the County library system
\$50,000	Boys & Girls Club of Malibu (books and other library related supplies and services)
\$17,000	Malibu Public Schools (library related supplies)
	Subtotal = \$918,000*

*It is important to note that \$140,000 previously allocated to the County Library’s “Management Fellow for Education Programs” has been removed because the County put a pause on this program during the pandemic and has no plans to continue the program going forward.

After consultation with the County Library and, in recognition of the fact that the Malibu Library is only recently returning to pre-pandemic service levels and the Malibu City Council has identified other work priorities, staff recommends that the City continue to allocate funding for the enhanced library services established in prior years and wait to allocate funds to any substantive new projects that require extensive City collaboration in subsequent fiscal years when the region is further along in its recovery from the COVID-19 pandemic.

April 20, 2022 Library Subcommittee Meeting

At the April 20, 2022 Library Subcommittee Meeting, the Subcommittee Members requested that the LA County Library Foundation, Boys and Girls Club of Malibu and Malibu High School submit written funding requests for additional Malibu Library Set Aside Funds to be allocated for library eligible purposes. The written proposals are provided as Attachment 2 and include a detailed breakdown of the proposed expenditures. The table below provides a summary of these requests:

Organization	Request	Total
LA County Library Foundation	Funds to support the establishment of an endowment	\$500,000
Boys & Girls Club Malibu	Funds for an instructor to facilitate the Empowered Voices course and supplies for the Creative Arts Social Emotional Learning Summer Program and other school year activities	\$25,000
Malibu High School	Funds for misc. library supplies and Teen Librarian services	\$26,390 + Teen Librarian costs

The County Library staff performed a preliminary review of these requests and found them to be eligible for Malibu Library Set Aside funds and supportable with one exception. The County Library voiced concerns with the Malibu High School’s joint use staffing request for a Teen Librarian due to potential public service impacts to the Malibu Library. However, the County Library is open to further discussions on how it can collaborate and partner with the High School to provide programming support without a formal agreement.

Set Aside Fund Balance

Assuming all of the previously appropriated annual expenses and revenue continue, the Set Aside Fund balance is estimated to be approximately \$16.6 million. 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. In the last two years, the Set Aside Fund balance has grown more than anticipated due in part to the fact that unspent allocations have remained in the Malibu Library Set Aside Fund.

Some community members have voiced interest in allocating Set Aside Funds for new or different purposes than the City has done in previous years. As the Subcommittee considers its 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. For reference, the recommendations from the 2018 Needs Assessment which was developed based on public input are included in Attachment 1.

Representatives from the County Library will be available at the meeting to answer questions regarding library operations, enhanced services, current needs, and the use of Set Aside Funds.

Recommendations from the Library Subcommittee on the use of the Set Aside Funds for Fiscal Year 2022-2023 will be presented to the City Council for final approval prior to July 1, 2022.

ATTACHMENTS:

1. Update on the Status of the 2018 Needs Assessment Recommendations
2. Funding Requests

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	



A Request to the City of Malibu Establishing an Endowment for LA County Library Foundation

LA County Library Foundation, with the support of LA County Library, respectfully asks the City of Malibu to establish an endowment for the Library Foundation with funding of \$500K in 2022.

The Library Foundation supports the entire LA County Library system of 86 libraries, including Malibu Library. The City and citizens of Malibu are part of, and benefit from, a strong library system that strengthens your community, as well as those surrounding communities that are enriched by Library services. The City of Malibu, local businesses, and residents rely on those communities for a trained workforce; they're the people you and your children interact with and depend on, individuals who are essential to Malibu.

To put this request for an endowment in context: in 2019, the City gave the Library funding – \$300K over two years – to hire an Executive Director and, essentially, restart the Library Foundation.

Three years later, in 2022, LA County Library Foundation is self-sustaining – and it's at a point to accelerate support for the Library. Now is the time to establish an endowment.

Why is an endowment important? And why is it important to the city and people of Malibu?

- An endowment provides reliable, ongoing annual income
 - **More support for the Library** – with unrestricted and designated funds, and by increasing the Foundation's capacity to raise more funds for the Library
 - **Flexibility to meet needs** – for literacy and youth development, programs for older adults, for arts and environment education, for science, math, and tech programming, for the Library's cultural resource centers, and for what's needed most at a given time – and to weather economic downturns
- An endowment attracts more, and larger gifts

- **An endowment enhances prestige and stability.** It's a public statement that the Foundation is committed to the Library, that it will be around for a very long time. The Foundation is building assets to create a financial bedrock for the future.

That's something funders appreciate.

Foundations, for example, see an endowment as a sign of financial and organizational sustainability. An endowment signals that the Library Foundation is a solid organization – a strong investment.

Not having one has hindered the Foundation – even for applying for some grants. Other funders have capped the size of their grants to us.

- Many individuals also want to give to an endowment
 - **They'll make legacy gifts.** An endowment gift perpetuates their values and priorities. They're continuing to support a community institution long after they're gone
 - **An endowment gift declares a belief in the Library,** what it does and what it represents, that will be associated with future generations of family
 - **These individuals will also make outright gifts** – because they're committed to the future and also appreciate they can make a difference now

So, what's in it for Malibu? Beyond leveraging more support for the Library?

- An endowment is a significant investment in the future – of your community
- It's a sustainable source of funding for LA County Library
 - **That means Malibu is strengthening its own library, and also building up libraries that serve other communities** – and the individuals who work in and visit Malibu, *people who are essential to your community*
- Malibu's bold creation of an endowment says “yes” to a culture of literacy – to building upwardly mobile communities through the Library
 - **It's a public statement** that Malibu is committed to its beautiful community, and to the bigger community of which it's part

- An endowment is an opportunity for Malibu’s residents
 - Their gift associates them and their family with a respected and well-loved institution – **in perpetuity**
- An endowment is a mark of prestige for the City – with rare exceptions, every major library system in the U.S. has an endowment

Three examples of library foundations (Los Angeles Public Library, Chicago Public Library, and King County Library System) show the power of an endowment, even a modest sized endowment, to support a library system. Like LA County Library Foundation, each foundation conducts advocacy, raises funds, and makes grants to leverage public funding with private dollars to support their library system.

Los Angeles Public Library (supported by Library Foundation of Los Angeles)

Endowment total: \$41,412,671
 Total expenses 2020: \$6,958,201
 Endowment appropriations*: \$1,882,565, meeting 27.1% of expenses
 *varies by year, between 4-6%

Library Foundation for Los Angeles supports a system of 73 libraries with programming and services – Investing in Lifelong Learning (literacy and STEAM programming); Engaging the Imagination (raising awareness about Library programs, sponsoring public programs like ALOUD, digitizing resources); Helping Students Succeed (tutoring and college-prep, youth development, early childhood development); Library Store (located in Central Library – sells gifts and library-related items to promote awareness of library)

Chicago Public Library (supported by Chicago Public Library Foundation)

Endowment total: \$17,902,503
 Total expenses 2020: \$3,761,975
 Endowment income*: \$1,148,694, 30.5% of expenses
 *4.5% of a four-year rolling average of market value of investments as of each 31 Dec

Chicago Public Library Foundation supports a system of 81 libraries with programming and services – Close the Academic Opportunity Gap (early learning, digital

programs, STEAM, summer learning challenge, Teacher in the Library homework help); Activate Connection & Creativity for All (YOUmedia teen programming; Maker Lab; One Book, One Chicago); Bridge the Digital Divide (Chicago DigitalLearn adult literacy; Adult Professional Development access to LinkedIn Learning)

King County Library System (supported by King County Library System Foundation)

Endowment total:	\$1,680,813
Total expenses 2020:	\$1,547,923
Endowment appropriations*:	\$44,062, 2.8% of expenses

*varies by year, to a maximum of 6%

King County Library System Foundation supports a system of 50 libraries with programming and services – literacy and learning for students; job skills training for teens and adults; outreach to people experiencing homelessness; citizenship resources; promoting diversity, equity, and inclusion; general support for Library innovation

LA County Library (supported by LA County Library Foundation)

Proposed Founding Endowment:	\$600,000 (\$500,000 from City of Malibu)
Total expenses 2022:	\$327,960
Endowment appropriations:	TBD (please see statement below)

A meaningful endowment amount is typically two times as large as an average year's operating expenses. Therefore, the Library Foundation would launch an Endowment Founders campaign to raise \$100K to add to the City of Malibu's requested gift of \$500K.

LA County Library Foundation, supporting a system of 86 libraries, has committed to growing its annual operating budget, and in tandem, will grow an endowment. The Foundation board, working with an investment advisor, will establish policy, including annual rates of distribution and levels at which donors may establish named and restricted gifts, in addition to adding to the unrestricted endowment funds.

Why does the Library support an endowment for the Foundation?

The creation of an endowment for the Foundation, resulting in increased, sustainable, and reliable funding, will significantly assist LA County Library.

Stable funding from the Library Foundation would provide benefits system-wide, and would have a major positive impact on Malibu's residents and the community as a whole.

LA County Library faces funding deficits that unequally impact the communities it serves, including reduced hours of operation (many locations are only open 40 hours a week, even in communities with high demand for Library services) and levels of programming.

Increased and more reliable Foundation funding could benefit programs such as:

- Smart Start early literacy program (for children 0-5 and their caregivers)
- Reading Machine early literacy vehicles (providing programming to licensed home daycares and preschools)
- Reading Stars intergenerational tutoring program (pairing older adults with K-3 students for 1-1 tutoring)

These are examples of innovative programs the Library has successfully piloted and that are highly beneficial to communities. Yet, because of inconsistent grant funding, they've faced programming reductions.

Increased, stable funding from the Foundation will assist with these and other programs. They will strengthen communities throughout the county, including those on whom Malibu relies for visitors and current and future employees, people who are vital to your community.

An endowment would make a direct and positive impact for the residents of LA County and the City of Malibu.

Thank you for your consideration, and for your strong support.

For more information

Andrea Carroll

Executive Director | LA County Library Foundation

acarroll@lacolibraryfoundation.org

562.940.4189

We respectfully request funding in the amount of \$25,000 from the City of Malibu as we continue to expand our sphere of services in addressing academic and literacy needs of the youth of this community. Funds will help support the following -

Empowered Voices, (a For Credit Course being offered at Malibu High School)

Empowered Voices is a course developed by the Boys & Girls Club of Malibu in partnership with SAMHSA. It is a year-long social emotional learning program with four modules each implementing design thinking and project-based learning. Students develop resiliency and better understand mental health, they will also deepen their knowledge in these areas by using their creativity, collaboration, communication, and critical thinking skills to create solutions for individual or community challenges. Social-Emotional Learning is a fundamental component utilized throughout this course. SEL gives members/students a lens through which to establish and maintain healthy relationships, feel and show empathy, and positively impact their community.

The teen years are a time of some of the most rapid and developmentally significant changes for youth. During this period of “identity formation,” teens are right in the middle of figuring out who they are, who they want to be, and who they want to be around. Empowered Voices was created to provide teens with evidence-based tools to support them in the areas outlined herein.

Course Goals:

- Engage students with an opportunity for authentic PBL/Design Thinking projects that make social emotional learning and social justice applicable to their daily life
- Support students by providing resources and measurable learning targets aligned with Common Core English Language Arts, social studies, and social justice standards
- Provide Adverse Childhood Experiences screening in a meaningful environment to create a trauma informed Club/classroom and community
- Prepare students for career & college readiness
- Students create a digital portfolio which helps them with college and job applications as well as teach them skills to promote and represent themselves online
- Teach important life skills including problem solving and collaboration

Who: For Boys & Girls Club members, high school and middle school students.

How: Through collaborative and interactive lesson plans and weekly group discussions, members learn about themselves, self-care, and how to empower themselves and others to positively impact the world around them!

- Weekly design thinking projects can be completed virtually or in-person learning environments
- Weekly group discussions guided by professional staff
- Building a peer-based, supportive community

This course requires a full time, educational instructor (with full credentials). We are seeking funds in order to keep this course available to students next year.

Requested Funds: \$12,000

Emotional Literacy

The spreadsheet included breaks down supplies needed for a Creative Arts Social Emotional Learning (SEL) Summer Program that we will run this summer and for the possible Club on campus. Writing and art expression is often a part of the therapeutic process especially for children who are working on their emotional literacy. This program is for middle and high school students needing to work on these skills and improve their emotional literacy along the way. Supplies are always needed and we appreciate the funding for students to develop their academic and emotional literacy skills. Books we include in this proposal are intended as tools for activities provided throughout the school year to students in the classroom as well as for parents participating in our parenting support groups through the BGCM Wellness Center.

**Requested Funds: \$10,124.72
(Please see spreadsheet attached)**

Wellness Center Background

The Wellness Center was inspired by a collective concern over a lack of accessible and affordable services available to youth in Malibu. We've watched too many young people hurt themselves, contemplate suicide and some who have followed through. Over 22 years ago, the BGCM was founded based upon a similar concern for youth and in direct reaction to the Columbine tragedy. 22 years later we are still working to create inspirational opportunities and funnel vital resources to our youth, so they can manage their personal challenges and trauma, to build self-worth and confidence-now and in their future, adult lives.

In 2014, we recognized a need for mental health services and partnered with the social and emotional wellness initiative (SEWI) to provide master's social work (MSW) interns during club hours for club members. The demand warranted increased scope which led to the wellness cooperative (volunteer group of professionals that are now an advisory board to assess the needs of the campus and school).

In 2016, the Santa Monica Malibu Unified School District (SMMUSD) partnered with and named the BGCM through a formal MOU as the lead agency responsible for intake and triage of all mental health services for the Malibu Public School Children. The Wellness Center is the sole entity providing counseling services to Malibu public school children K-12 (1,400).

The Wellness Center is located on the campus of Malibu High School and has satellite centers

Item Name	Link	Amount of individual items requested	Cost per item	Total for the line item
Children's (TK - 5th grade) Book: Have You Filled a Bucket Today?: A Guide to Daily Happiness for Kids (Bucketfilling Books) Paperback	https://www.amazon.com/Have-Filled-Bucket-Today-Bucketfilling/dp/099609993X/ref=asc_df_099609993X/?tag=hyprod-20&linkCode=df0&hvadid=312106842432&hvpos=&hvnetw=g&hvranid=1687996023642638566&hvpone=&hvptwo=&hvgmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9031040&hvtargid=pla-4056024452258-see-1	350	\$7.79	\$2,726.50
Parenting Book: How to Raise Emotionally Healthy Children	https://www.amazon.com/How-Raise-Emotionally-Healthy-Children/dp/0932767133/ref=asc_df_0932767133/?tag=hyprod-20&linkCode=df0&hvadid=312104274912&hvpos=&hvnetw=g&hvranid=5946342365030204431&hvpone=&hvptwo=&hvgmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9031040&hvtargid=pla-622321128447&pssc=1	150	\$12.90	\$1,935.00
Parenting Book: How to Raise Emotionally Healthy Children (In Spanish) Como Crear a Ninos Emocionalmente Sanos	https://www.amazon.com/Como-Criar-Ninos-Emocionalmente-Sanos/dp/0932767141	150	\$12.95	\$1,942.50
Growth Mindset Daily Practice Journal Grades 1-2 (packs of 10)	https://www.lakeshorelearning.com/products/language/reading-comprehension-fluency/growth-mindset-daily-practice-journal-gr-1-2-set-of-10-s/GG992	20	\$46.99	\$939.80
Growth Mindset Daily Practice Journal Grades 3-5 (packs of 10)	https://www.lakeshorelearning.com/products/p/GG993	20	\$46.99	\$939.80
Grab & Write Social-Emotional Prompts (Grades 1-2)	https://www.lakeshorelearning.com/products/language/writing-grammar/grab-write-social-emotional-prompts-gr-3-5/s/EE118	4	\$32.99	\$131.96
Grab & Write Social-Emotional Prompts (Grades 3-5)	https://www.lakeshorelearning.com/products/language/writing-grammar/grab-write-social-emotional-prompts-k-gr-2/s/EE117	4	\$32.99	\$131.96
Sketch books	https://www.amazon.com/Strathmore-350-9-300-Sketch-Sheets/dp/B0027ACAPY/ref=sr_1_7?crid=3MTAIM6EQODD&keywords=sketch+pads&qid=1650657200&s=home-garden&sprefix=sketch+pads%2Cgarden%2C172&sr=1-7	50	\$12.49	\$624.50
Sketch pencils	https://www.amazon.com/Royal-Langnickel-SPEN-12-Essentials-Sketching/dp/B003B44N8W/ref=sr_1_11?keywords=art%2Bpencils%2Bfor%2Bdrawing%2Bband%2Bshading&qid=1650657297&s=home-garden&sprefix=art%2Bpencils%2Cgarden%2C151&sr=1-11&th=1	50	\$4.97	\$248.50
Pastel sets	https://www.amazon.com/Sakura-Cray-Pas-Junior-Pastels-Assorted/dp/B0017D5XO2/ref=sr_1_4?crid=1F7E5HQ86Q8I7&keywords=pastles&qid=1650657428&s=home-garden&sprefix=pasteles%2Cgarden%2C151&sr=1-4&th=1	20	\$8.23	\$164.60
Watercolor paints	https://www.amazon.com/Watercolor-Non-toxic-Refillable-Washable-Children/dp/B092QTCLTM/ref=sr_1_5?crid=QPE3KOKSQGL3&keywords=watercolor+paint&qid=1650657586&s=office-products&sprefix=watercolor+paint%2Coffice-products%2C149&sr=1-5	20	\$8.99	\$179.80
Watercolor paintbrushes	https://www.amazon.com/Watercolor-Painting-Professional-Paintbrushes-Halloween/dp/B08CY551NH/ref=sr_1_12?crid=2116D9E9HKLRL4&keywords=watercolor%2Bpaint%2Bbrushes%2Bset&qid=1650657673&s=office-products&sprefix=watercolor%2Bpaint%2Coffice-products%2C105&sr=1-12&th=1	20	\$7.99	\$159.80
Grand Total				\$10,124.72

and comfort rooms (to support students with immediate crisis) at all elementary schools. Services are available during school hours and non-school hours, all year long.

Wellness Center Stats & Program Details

- Serving 5,300+ individuals and families
- Providing 3,000+ hours of social support services
- Supporting the entire school district with social emotional wellness

BGCM History:

In 1999, the BGCM was created in reaction to the tragedy at Columbine by a small group of concerned community members who recognized Malibu's shortcomings when it came to productive activities for teens combined with isolationism. The BGCM has thrived and has been dedicated to mentoring middle and high school students during their most critical decision-making years, providing them with programs that create confidence and helping to build positive relationships that will support them through high school. In 2014, we opened our first elementary based Club Houses on the campuses of Juan Cabrillo Elementary School and Point Dume Marine Science. In the Fall of 2017, our fourth Club house at Webster Elementary opened its doors. In September of 2018, we opened the doors to the Wellness Center which provides no-cost mental health and counseling services to children at all Malibu public schools, K-12th grade and their families. Today, all mental health counseling and wellness services are available to the community at large. In September of 2020, Wellness Center services were expanded to include social support services and continues to operate as a trauma informed facility. Offerings include:

- Mental health services
- Crisis intervention
- Support & parenting groups
- Healthcare assistance
- Student group education
- Economic support and recovery
- Workforce development
- Disaster relief + response

Although the BGCM was created as a prevention tool to tragedy by providing Malibu teens with engaging activities, it has become so much more. BGCM represents and provides services to the most diverse populations in the community, and often times underrepresented infrastructure of low-income domestic laborers and their children who commute to Malibu from Oxnard-East Los Angeles for work and to attend the Malibu public schools. Kids come to the Club for a variety of reasons, whether it be to escape an abusive home situation or bullying, children struggling with their sexuality, healthy life choices, or simply for any child or teen to have a place with local interest-based extracurricular activities.

Funding Request Submitted by Malibu High School

What the Library funds are already contributing to at Malibu Middle and High Schools:

1. **Library Copiers costs:** Originally granted \$9,000 annually. Please note that amount is now actually \$9700 due to increases as you have just seen in invoicing
2. **Library Databases:** -Estimated \$5000 annual originally, those costs are actually \$4300.00 and cover
 - a. Gale Research in Context Database allows students to find reference articles, magazines, newspapers, and primary sources at varying lexile levels for the different grades. The librarian meets with most grades at least once a year to do lessons regarding how to use the databases.
 - b. IXL's curriculum, "is built on 8,500+ skills that are finely scaffolded to help you target specific areas of need. Wherever a student is in their personal learning journey, IXL has the right content to support them." While not a traditional database, MMS and MHS subscribe to this service as a great Library supplement for our special educations department.

NEW PROPOSED ELEMENTS OF LIBRARY COSTS THAT WILL BE SO APPRECIATED:

All of the following are database and/or software platforms that enhance our distributed library system being implemented on our new campus. This is a dispersed library system driven by digital content and specific state of the art curated/vetted resources that all students benefit from as part of the library department:

1. SWANK: film & video library database system used for content in arts departments and beyond- Cost \$900
2. Spotify Soundtrap – audio database/software curated by Library Cost \$490
3. Turnitin.com - anti plagiarism research software Cost \$3,400.00
4. Library Support Period costs – Enriching Students Software Program: Software platform needed for enrichment and intervention program; Enriching Students allows librarians and administrators to appropriately match students on an academic risk assessment scale to library and school intervention programs, enrichment programs, and study hall topics. The software allows us to manage the library and schoolwide support period program. Cost \$4800
5. Library planner supplies: for grades 6 through 9 students - organizers: \$2,200
6. Library Laminators: an adjunct to copier expenses that librarians make avail to all levels \$600
7. Suggestion of Joint Use project with County Teen Librarian: “Lunch Hours with the Librarian” or “Teen Librarian Lunch workshops”– request possibility to use the County Teen Librarian on campus an XX number of days a week from 11:30-1pm at the library on school campus to do additional support/programming enrichment programs with the students – note this is the busiest hours at the campus library and the addition of a Teen Librarian from the central malibu branch would be incredibly appreciated if feasible in a joint use style project.

TOTAL ECONOMIC RAMIFICATION:

ITEM	NOTE	COST
Copiers	Already being covered-continue	9700
Databases Historic	Gale and IXL – already being covered continue	4300

SWANK	film & video library database system	900
Spotify/Soundtrap	Audio database/software	490
Turnitin.com	Antiplagiarism	3400
Enriching Students-Library Support Period platform	Software Platform	4800
Planner Supplies		2200
Laminators	Adjunct cost to copiers	600
Teen Librarian Lunch Hours – Joint use project	11:30-1pm weekdays as avail?	?
TOTAL		\$26,390 + Teen librarian costs



Library Subcommittee Agenda Report

Library
Subcommittee
Special Meeting
05-02-22

Item 3.A.

To: Councilmember Farrer and Councilmember Pierson

Prepared by: Mary Linden, Executive Assistant

Reviewed by: Elizabeth Shavelson, Deputy City Manager

Approved by: Steve McClary, Interim City Manager

Date prepared: April 28, 2022 Meeting date: May 2, 2022

Subject: Approval of Minutes – April 20, 2022

RECOMMENDED ACTION: Approve the minutes for the Library Subcommittee Special meeting of April 20, 2022.

DISCUSSION: Staff has prepared draft minutes for the Library Subcommittee Special meeting of April 20, 2022, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the April 20, 2022 Library Subcommittee Special meeting

MINUTES
MALIBU LIBRARY SUBCOMMITTEE
SPECIAL MEETING
APRIL 20, 2022
TELECONFERENCED - VARIOUS LOCATIONS
9:00 A.M.

The following meeting was held pursuant to AB 361 and fully teleconferenced from various locations during the coronavirus disease (COVID-19) pandemic.

CALL TO ORDER

Councilmember Farrer called the meeting to order at 9:01 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Councilmember Karen Farrer and Councilmember Mikke Pierson

ALSO PRESENT: Interim City Manager Steve McClary; Interim Assistant City Manager/City Treasurer Ruth Quinto; Assistant to the City Manager Elizabeth Shavelson; Community Services Deputy Director Kristin Riesgo; Media Technician Parker Davis; and Executive Assistant Mary Linden

APPROVAL OF AGENDA

MOTION Councilmember Pierson moved, and Councilmember Farrer seconded a motion to approve the agenda. The question was called, and the motion carried unanimously.

REPORT ON POSTING OF AGENDA

Executive Assistant Linden reported that the agenda for the meeting was properly posted on April 15, 2022.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – June 8, 2021

Recommended action: Approve the minutes for the Library Subcommittee Special meeting of June 8, 2021.

MOTION Councilmember Pierson moved, and Councilmember Farrer seconded a motion to approve the minutes for the Library Subcommittee Special meeting of June 8, 2021. The question was called, and the motion carried unanimously.

- B. Malibu Library Set Aside Funds for Fiscal Year 2022-2023
Recommended Action: Provide a recommendation to the City Council concerning the use of the Malibu Library Set Aside Funds for Fiscal Year 2022-2023.

Assistant to the City Manager Shavelson presented the report.

Teresa Earle, on behalf of Malibu schools, thanked the City for supporting public schools. She stated it was greatly helpful in a time of funding losses.

Patrick Miller, Malibu High School Principal, joined Ms. Earle in thanking the City for its past support of public schools. He discussed resources purchased with the funds previously provided. He stated the funding allowed donors to not have to reduce or cut other programs.

Laura Rosenthal, former member of the Malibu City Council and Los Angeles County Library Commission, stated funding was previously provided for an Executive Director of the Los Angeles County Library Foundation (Foundation), on the Board of Directors. She requested additional funds for the Foundation for an endowment. She introduced Andrea Carroll, the Foundation's new Executive Director. She requested \$500,000 to start an endowment that would allow other libraries in the County to have similar services as are offered in Malibu.

Andrea Carroll, Los Angeles County Library Foundation Executive Director, thanked the City for its strong support of the County Library and the Foundation. She agreed with Ms. Rosenthal's request for an endowment. She discussed how it would benefit Malibu and library users throughout the County. She stated it would attract more and larger gifts. She stated it would be Malibu's investment in the future.

Jesse Walker-Lanz, Los Angeles County Library Assistant Director of Public Services, stated he was speaking on behalf of Skye Patrick, Los Angeles County Librarian. He stated the County Library supported the Foundation's request for an endowment. He stated an endowment would support enhanced hours, the Smart Start early literacy program, Reading Machine, and Reading Stars generational tutoring program. He discussed inconsistent grant funding for the Library.

John Mazza requested an accounting of unused Set Aside Funds. He asked if the City got money back for unused hours, teen and outreach librarians, and more not used during pandemic. He questioned the amounts recommended for funding in the upcoming year. He questioned whether security guards would be needed after the

new Sheriff's substation opened. He requested a consultant to study feasibility of a western Malibu branch. He stated no other cities were contributing to the Foundation.

Kasey Earnest, Boys and Girls Club of Malibu (BGCM), thanked the City for past funding for programs and the wellness center. She stated funds supported art, STEM, STEAM, music, and SAT programming. She stated funds allowed the BGCM team access to more specific and targeted programming. She thanked City staff for their assistance.

Councilmember Pierson asked Mr. Miller if the schools needed anything else. Mr. Miller stated funding could be used to expand credentialed teachers for after-school academic support, and other programs or supplies currently funded by booster groups. Councilmember Pierson requested the school provide the City with a detailed list.

In response to Councilmember Pierson, Ms. Earnest stated funding could be used for mental health and wellness programs in partnership with Malibu public schools offered to students and parents. She stated she could provide a scope of work. Councilmember Pierson stated all funding would have to be recognized as Library-related needs.

In response to Mr. Mazza, Councilmember Pierson stated many funds were not used last year when the libraries were closed. Assistant to the City Manager Shavelson confirmed unused funds remained in the City's Set Aside Funds account.

Mr. Walker-Lanz stated that funds not used during the pandemic, including personnel costs, were not charged to the City.

Assistant to the City Manager Shavelson stated the County's funding report could be made available to the public.

Councilmember Pierson suggested the request for an endowment to the Foundation be provided as a written report. He thanked all the speakers for attending.

Councilmember Farrer thanked the speakers. She stated Malibu was in a unique position to have excess funds. She questioned whether any other cities in the County had excess funds. She asked if other cities or counties had library endowments and, if so, what those funds provided. Ms. Rosenthal stated the City of Los Angeles had a large endowment that was very beneficial to fundraising. She stated the three cities in the County with excess funds were Manhattan Beach with \$8 million, much of which would be used to build a new library, Hermosa Beach with \$4 million, and West Hollywood with \$1.5 million. She stated those cities had specific plans for most of their funds at this time.

In response to Councilmember Farrer, Ms. Rosenthal confirmed the City of Los Angeles had its own library system separate from the County system.

RECESS At 9:39 a.m., Councilmember Farrer recessed the meeting. The meeting reconvened at 9:46 a.m. with both Subcommittee members present.

In response to Councilmember Pierson, Ms. Carroll stated she would provide a written request for the endowment. In response to Councilmember Farrer, she stated all large cities had endowments. She stated the City of Los Angeles had an endowment that started in the mid-1980's and now totaled over \$34 million. She stated each system used the funds for different purposes. She stated it was an unrestricted pool of funds for unexpected needs for the library providing growth and reliable support.

Councilmember Farrer suggested providing funds for literacy tutoring in after-school support. She asked if the schools could provide a wish list for supplies. Ms. Earle stated a second after-school teacher for literacy could be added with funding. She confirmed a written list could be provided.

Councilmember Farrer agreed with Ms. Earnest that the BGCM needs were unlimited following the impacts of the Woolsey Fire and COVID-19 pandemic. She requested a copy of the Set Aside Funds budget or audit that included indication of funds not spent during the pandemic.

In response to Councilmember Farrer, Assistant to the City Manager Shavelson stated the County provided a reconciliation for Fiscal Year 2020-2021 that included the Set Aside Funds budget, spent and unspent funds. Mr. Walker-Lanz confirmed the reconciliation could be made available to the public.

Councilmember Farrer suggested the Subcommittee meet again before early May 2022.

In response to Interim City Manager McClary, Assistant to the City Manager Shavelson stated the Set Aside Funds were not part of the City's budget. She stated it would be helpful to vet the submitted requests with the County to confirm the requests were eligible for Set Aside Funds.

MOTION Councilmember Farrer moved, and Councilmember Pierson seconded a motion to continue the item to a future date before the budget discussions in early May. The question was called, and the motion carried unanimously.

C. Malibu Library Speaker Series

Recommended Action: 1) Discuss the Fiscal Year 2022-2023 Malibu Library Speaker Series and Local Authors Series; and 2) Provide direction to staff.

Community Services Deputy Director Riesgo presented the report.

John Mazza stated \$125,000 was set as a goal for the Series, which equated to \$12,000 to \$13,000 per event. He stated most events were poorly attended. He stated that was a high fee for some speakers. He suggested seeking public input on topics and a review of the costs. He stated many authors would be available for free if it allowed them to promote their books. He suggested the goal be reduced and changed to a maximum budget. He stated virtual presentations should increase attendance and cut down on expenses.

Councilmember Farrer discussed attendance at the events. She stated she recalled only one Local Author Series event that was poorly attended. She requested suggestions for topics or speakers.

Melissa Stallings, Malibu Librarian, stated a list of topics was included in the staff report. She requested the Subcommittee prioritize those topics for three in-person events in the fall.

Councilmember Farrer stated she would recommend anything related to sustainability, environmental, or climate issues.

Councilmember Pierson stated this was an opportunity to invest in the City's cultural and arts goals. He disagreed with Mr. Mazza that speakers were overpaid. He recommended requesting input from the Malibu Arts Commission about topics or speakers. He agreed with Councilmember Farrer that all events he attended were well-attended. He suggested speakers about surfing, Malibu's outdoor areas, or Chumash heritage. He stated he would like to see the Series grow.

Councilmember Farrer suggested increasing publicity for the events. Community Services Deputy Director Riesgo stated some funding went to publicity, marketing, and event costs other than paying the speaker.

Assistant to the City Manager Shavelson stated funding was set at \$100,000 for several years for one event per month. She stated an additional \$25,000 was added for the Local Author Series that resulted from recommendations in the Needs Assessment.

Councilmember Pierson thanked Community Services Deputy Director Riesgo and the staff for producing this important program. He stated the community looked forward to interaction and connection through these events.

MOTION Councilmember Farrer moved, and Councilmember Pierson seconded a motion to 1) provide a recommendation to the City Council to approve the Fiscal Year 2022-2023 Malibu Library Speaker Series and Local Authors Series with a budget of approximately \$125,000; and 2) request staff search for speakers such as those suggested by the Subcommittee members. The question was called, and the motion carried unanimously.

ADJOURNMENT

MOTION At 10:15 a.m., Councilmember Farrer adjourned the meeting.

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

KAREN FARRER, Councilmember

ATTEST:

MARY LINDEN, Executive Assistant