



Council Agenda Report

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

Prepared by: Rob Houston, Interim Deputy City Manager

Reviewed by: Joseph D. Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: May 3, 2023 Meeting date: May 22, 2023

Subject: Malibu Library Set Aside Fund for Fiscal Year 2023-2024

RECOMMENDED ACTION: Approve the use of Set Aside Funds for the Malibu Library for Fiscal Year 2023-2024.

FISCAL IMPACT: There is no fiscal impact to the City budget with this action. Malibu Public Library services are paid from a designated portion of property tax received by the County. 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, 2022, the Set Aside Fund totaled approximately \$19.3 million to be used solely to improve Malibu Library facilities and services.

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 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.

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 and materials and support library programs as approved by the City Council.

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 and 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, 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 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.

Fiscal Year (FY) 2022-23 Set Aside Funding

After discussion with the Library, Boys and Girls Club and Malibu High School, the City Council approved the following allocations for Malibu Library Set Aside Funds for FY 2022-23 was:

Funding	Type of Service
\$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)
\$25,000	Boys and Girls Club 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.
\$17,000	Malibu Public Schools (library related supplies)
\$26,390	Malibu High School funds for misc. library supplies and Teen Librarian services
\$969,390	2022-23 Set Aside Total

FY 2023-24 Set Aside Funding Proposal

On April 18, 2023, the City Council Malibu Library Subcommittee met to consider the use of the FY 2023-24 Library Set Aside Funds. At the meeting, the Subcommittee requested that representatives from the Boys and Girls Club of Malibu and Malibu High School submit written funding requests for additional Malibu Library Set Aside Funds to be used for library eligible purposes. The written proposals are included as Attachment 2 and a summary of the funding requests is provided in the table below:

Organization	Request	Total
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	\$25,802 + Teen Librarian costs

In addition, Mayor Silverstein proposed a motion for an allocation of up to \$85,000 for sponsorship or underwriting of a film series program, and Councilmember Riggins proposed an allocation of up to \$75,000 for the development of Malibu-centric Legacy Park educational programs with the City, Library, and community groups. These two items were approved by the Library Subcommittee and are forwarded here for Council review and discussion. If approved by the City Council these two items will still require review and approval by the County Library Administration.

The Subcommittee considered all proposals and recommended that the City Council approve the following use of the Malibu Library Set Aside Funds for FY 2023-24 providing additional information is received for the noted items below.

Funding	Type of Service
	For the Malibu Library
\$115,000	Increased service hours of 60 hours a week
\$260,000	Two dedicated security guards
\$131,000	Full-time Teen Librarian*
\$138,000	Outreach Librarian II for West Malibu programming*
\$100,000	Fund unscheduled maintenance
\$150,000	Continued unreserved balance**
\$125,000	Malibu Library Speaker Series program
\$50,000	Smart Start (Previously called Family Place) Programs throughout the County library system***
\$50,000	Tool lending library****
\$10,000	Teen Area Refresh – optimize area for laptop users
\$2,500	Speaker Series Tech Update – Laptop and HDMI connections
\$12,500	Minor Meeting Room, Study Room, and Lobby Enhancements
\$2,500	Supply/Collection Organization – Mobile carts, 3D printer storage
\$2,500	Outreach materials and supplies
	For the Boys and Girls Club
\$50,000	Library-related supplies & services
	For Malibu Public Schools
\$17,000	Library-related supplies & services
\$1,216,000	Annual Request Subtotal

Sub-Committee requested that the County provide:

*Rationale for 31% increase in cost of teen librarian and 16% increase for the outreach librarian positions before final approval to be given.

**Rationale for use of reserve funds to be reviewed by sub-committee before recommendation

***Further information from County as to what part of this program is focused in Malibu

****Requested additional details of this program

Sub-Committee Recommended Additional Programs

Funding	Type of Service
\$25,000	Boys and Girls Club – Empowered Voices Program
\$25,802	Malibu Public Schools – Teen Librarian and Misc. Supplies
\$85,000	Malibu Film Society series
\$75,000	Malibu-centric Legacy Park educational programs
\$210,802	Additional Programs Subtotal

Total Subcommittee recommended FY 2023-24 Funding = \$1,426,802

The Subcommittee’s recommendation for the proposed annual allocation of Malibu Set Aside Funds total \$1,216,000 plus additional requests of \$25,000 for the Boys and Girls Club Empowered Voices Program, \$25,802 Malibu Public Schools, \$85,000 to fund a Malibu Film Society program and \$75,000 to fund a legacy park education program for a total of \$1,426,802.

Assuming all of the previously appropriated annual expenses and revenue continue as projected, the estimated Set Aside Fund beginning balance in FY 2023-24 will be approximately \$19.3 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 three years, the Set Aside Fund balance has grown more than anticipated due to unspent allocations remaining in the Malibu Library Set Aside Fund.

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.

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	



BOYS & GIRLS CLUB
OF MALIBU

Board of Directors

Debbie Frank, Immediate Past President
Astrid Hertz
Nathan Jones, President
Jenny Kessler
Monica Lurey, Secretary
Noah Nordheimer
Sally Phillips
Adam Sabet, Finance Chair
Laila Taslimi
Lonnie Vidaurri
Mona Vince, Acting Treasurer

Endowment Chair

Tony Dorn

Boys & Girls Club of Malibu

Kasey Earnest
Chief Executive Officer

May 8, 2023

Rob Huston
City of Malibu Deputy
City Manager
23825 Stuart Ranch
Road
Malibu, CA 90265

Dear Mr. Huston,
Thank you for the opportunity to submit this request for the Boys & Girls Club of Malibu (BGCM).

We are respectfully requesting support in the amount of \$25,000 as we continue to provide services and address the continued needs of youth.

We are deeply grateful for the ongoing support from the City of Malibu, as together we are addressing the needs of the youth and families we serve in this ever-changing world.

Please feel free to call me at 310-457-1400 should you have any questions or require further information.

Sincerely,

Kasey Earnest
Chief Executive Officer and BGCM Board of Directors

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

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. We are seeking funds in order to keep this course available to students next year to be presented in classrooms and in the afterschool space.

Requested Funds: \$25,000



Malibu High School

Grades 9 through 12
30215 Morning View Drive
Malibu, CA 90265
310.457.6801
f 310.457.4984
www.malibu.smmusd.org

What the Library funds contribute to at Malibu Middle and High Schools:

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.

All items listed below were included in the 2022-2023 approved items. These are all continuing items. No new requests are included as part of the 23-24 request:

1. **Library Copiers costs:** \$11,142 annually.
2. **Library Databases:** \$4,650.00 to 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.
3. **SWANK:** film & video library database system used for content in arts departments and beyond- Cost \$950
4. **Turnitin.com** - anti plagiarism research software Cost \$3,470.00
5. **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 \$3,590
6. **Library planner supplies:** for grades 6 through 9 students - organizers: \$1,400
7. **Library Laminators:** an adjunct to copier expenses that librarians make avail to all levels \$600



Malibu High School

Grades 9 through 12
 30215 Morning View Drive
 Malibu, CA 90265
 310.457.6801
 f 310.457.4984
 www.malibu.smmusd.org

TOTAL ECONOMIC RAMIFICATION:

ITEM	NOTE	COST
Copiers	Continue	11,142
Databases Historic	Gale and IXL – continue	4650
SWANK	Film & Video library database system – continue	950
Turnitin.com	Anti plagiarism software-continue	3470
Enriching Students-Library Support Period platform	Student support software platform – continue	3590
Planner Supplies	Academic organization - continue	1400
Laminators	Adjunct cost to copiers – continue	600
TOTAL		\$25,802

Malibu High School strives to be a collaborative community that respects individuals, sets high expectations, encourages critical thinking, and fosters a passion for learning and creative expression.