



CITY OF MURRIETA
AGENDA

LIBRARY ADVISORY COMMISSION
LIBRARY COMMUNITY ROOM

FEBRUARY 10, 2020
6:00 PM REGULAR MEETING
8 TOWN SQUARE, MURRIETA, CA 92562

CALL TO ORDER Chair Burchartz

ROLL CALL Burchartz, Hicks, LaManna, Parker, Thorwarth

PLEDGE OF ALLEGIANCE Chair Burchartz

APPROVAL OF AGENDA Chair Burchartz

PUBLIC COMMENTS: At this time, any person may address the governing bodies on any subject pertaining to City business that does not relate to any item listed on the printed agenda. Normally no action may be considered or taken by the governing bodies on any matter not listed on the agenda. Each speaker will be limited to three minutes on any single item.

APPROVAL OF MINUTES:

1. **Recommended Action:** Approve the Minutes of the Regular Meeting of December 19, 2019.

NEW BUSINESS:

1. Election of Chair and Vice-Chair for 2020, Chair Burchartz

INFORMATION ITEMS:

1. Library Services Update by Library Manager, Elise Malkowski

DISCUSSION:

1. Library Advisory Commission Purpose and Duties, Elise Malkowski

COMMITTEE MEMBERS REPORTS/COMMENTS

ADJOURNMENT: The next Regular Meeting will be held on Monday, April 20, 2020, at 6:00 p.m. in the Library's Community Room.



The City of Murrieta intends to comply with the Americans with Disabilities Act (ADA). Persons with special needs should call Stephanie Smith at (951) 461-6030 at least 72 hours in advance.

The foregoing instrument is a true and correct copy of the original on file in the office of the City Clerk.

ATTEST: February 6, 2020
Stephanie Sedlacek
Commission Secretary, Murrieta, California

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the City Clerk's office at City Hall located at 1 Town Square, Murrieta, CA 92562 during normal business hours.

CITY OF MURRIETA
8 TOWN SQUARE
MURRIETA, CA



DECEMBER 16, 2019
6:00 PM REGULAR MEETING

MURRIETA LIBRARY ADVISORY COMMISSION MINUTES

CALL TO ORDER: Chair Burchartz called the meeting to order at 6:00 p.m.

ROLL CALL: Present: Burchartz, Hicks, LaManna, Parker and Thorwarth
Absent: None

PLEDGE OF ALLEGIANCE: Chair Burchartz led the Pledge of Allegiance.

1. APPROVAL OF AGENDA:

Action: It was moved by Commissioner Hicks, seconded by Commissioner Thorwarth, to approve the Agenda for the Regular Meeting of December 16, 2019.
MOTION CARRIED by the following vote:

Ayes: Burchartz, Hicks, La Manna, Parker and Thorwarth
Noes: None
Abstain: None
Absent: None

PUBLIC COMMENTS: There were no requests to speak by the public.

1. APPROVAL OF MINUTES:

Action: It was moved by Commissioner Thorwarth and seconded by Commissioner Hicks, to approve the Minutes of the Regular Meeting of August 19, 2019.
MOTION CARRIED by the following vote:

Ayes: Burchartz, Hicks, La Manna, Parker and Thorwarth
Noes: None
Abstain: None
Absent: None

NEW BUSINESS: NONE

INFORMATION ITEMS:

1. Library Services Update by Library Manager, Elise Malkowski

The Library has recently added several new instruments to its circulating collection including a banjo, mandolin and rainstick. The purchase of the additional instruments was made possible by a generous donation of \$2,500 from Southern California Edison.

The Library will soon have mental health book kits for adults and children to check out and can be checked out for two weeks. The kits were obtained through the Mental Health Initiative of the California State Library.

A Request for Proposal will soon be sent out to vendors as the Library begins the process of replacing the 2007 self-checkout machines. Staff has determined that only three machines are needed going forward, rather than the four we currently have, and the cost is approximately \$13,000 each.

A new program called CoderDojo will begin in January and will be run by Kathryn Miller. Attendees will develop coding skills and explore their creativity. Other upcoming programs include an ACT practice tests for Teens and Estate Planning for Adults. Commissioner Parker asked how the Book a Librarian and Tech Help programs are going and Mrs. Malkowski responded that they are both going well.

Upcoming holiday closures are: December 24, 25, 31, January 1 and 20.

Library staffing changes: With the addition of part-time Library Assistants Ryan Jenkins, Jackie Munoz and Lisa Oda and part-time Page Stacey Sanchez, the Library is now fully staffed.

The popular Dog Tales program is moving into the Community Room where they will have more space, and staff has also started using a paging system for ease in letting patrons know when it's their turn. Staff has been using the same type of paging system for Study Room use and it's been very successful.

The Statistical Report for calendar year 2019 was looked over with the check-outs, check-ins and library cards briefly discussed.

Commissioner Parker asked if the Library has had to obtain insurance for the musical instruments that are being checked out and Mrs. Malkowski stated that we have not.

COMMISSION MEMBER REPORTS/COMMENTS:

Commissioner Parker noted that staff members Kathryn Miller and Ashley Bigay gave a presentation at a recent Friends of the Murrieta Library meeting that was very energetic and informative. Commissioner Parker asked if there was more that the commissioners could be doing or be involved in and Commissioner LaManna asked about outreach. Mrs. Malkowski thanked the commissioners for their interest in doing more and stated that she would brainstorm with the staff as well as talk to her supervisor, Brian Ambrose, about it.

ADJOURNMENT: Chair Burchartz adjourned the meeting at 6:35 p.m.

Gretchen Sedlacek, Commission Secretary



Library Advisory Commission Agenda Report

1

For: Library Advisory Commission Chair and Commission Members

From: Elise Malkowski, Library Manager

For Information Contact: Mrs. Malkowski at (951) 461-6135

Date: February 10, 2020

Subject: Election of Chair and Vice-Chair for 2020

RECOMMENDATION:

Nominate and elect from the Library Advisory Commission two Commissioners to serve as Chair and Vice-Chair for 2020.

SUMMARY:

Per Section 2.32.030 A. and B. of the Murrieta Municipal Code, **Chairpersons, vice-chairpersons—Selection—Terms**, the Library Advisory Commission is to select a Chair and Vice-chair from its members at the first regular meeting held in February. To provide opportunity for professional growth for all board and commission members, the tenure of the board/commission chairs is limited to two years. A copy of Chapter 2.32 is attached for your review.

ATTACHMENTS

Murrieta Municipal Code Chapter 2.32

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Library Advisory Commission Agenda Report

1

For: Library Advisory Commission Chair and Commission Members

From: Elise Malkowski, Library Manager

For Information Contact: Mrs. Malkowski at (951) 461-6135

Date: February 10, 2020

Subject: Library Services Update

RECOMMENDATION:

Receive and file the following:

SUMMARY:

The Library is looking forward to another successful year of providing programs and other services to the community. In the New Year, the Library will continue to host ESL classes and two Book Clubs for adults. New for children is CoderDojo, a free and open programming club for young people ages 7-17. Dojos are relaxed and fun, not formal instruction classes. An additional Budding Bookworms Storytime session has been added to meet the demand of the program. The additional session brings the total to three on Thursday mornings at 10, 10:30 & 11 a.m. There will be a paint and sip tea party for teens on March 21st from 2-4 p.m.

February is "Love Your Library" month and the Library will again offer the Food for Fines program. This month-long celebration of school, public, and private libraries of all types is a time for everyone to recognize the value of libraries and to work to assure that the Nation's libraries will continue to serve. In recognition of this celebration, the Murrieta Library will waive \$1.00 of fines for each non-perishable, nutritious pre-packaged food item brought to the Library's Circulation Desk. The maximum amount of fines waived is \$15.00. This is a great way to reduce or eliminate fines from one's library account and help those in the community who need assistance. The donations will be given to the Murrieta United Methodist Church's food pantry.

The Library will soon offer a new service called Zip Books. Zip Books is a partnership between the California State Library and the [NorthNet Library System](#). It is supported with California Library Services Act funds and is an alternative model for interlibrary loan service that bridges the gaps between a library's patron request service, a normal acquisitions process, and an outreach/home-delivery service. There are over 65 participating library jurisdictions across the state, with more being added each year. When a book or audio title is not

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available in the system the patron will fill out a Zip Book request form and if the title meets the Zip Book criteria staff will order the book from Amazon and it will be delivered to the patron's home. The patron will then return the item on or before the due date and staff will add the title into the library's circulating collection.

Upcoming Library closures are: Monday, February 17th for Presidents' Day and Saturday, March 7th for the Tour de Murrieta bike race.

Library Revenue: For the fiscal year beginning July 1, 2019 through June 30, 2020.

- Library Fund (Taxes, Interest Income, Lost Books, Promo Items and Community Room Rental)

Projected Budget:	\$ 2,007,975.00
Received through 12/31/19	\$ 647,011.15

- Library Functional (Fines, Fees, Copies, Donations and Notary Services)

Projected Budget:	\$ 101,300.00
Received through 12/31/19	\$ 69,392.98

Library Staffing: Nothing to report.

Library Statistics: The Statistical Report is attached.

ATTACHMENTS

Statistical Report

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Library Advisory Commission Agenda Report

1

For: Library Advisory Commission Chair and Commission Members

From: Elise Malkowski, Library Manager

For Information Contact: Mrs. Malkowski at (951) 461-6135

Date: February 10, 2020

Subject: Library Advisory Commission Purpose and Duties

RECOMMENDATION:

Receive and file the following:

SUMMARY:

Review the purpose and duties of the Library Advisory Commission and discuss ways of becoming more involved. A copy of Chapter 2.39 of the Murrieta Municipal Code is attached for your review.

ATTACHMENTS

Murrieta Municipal Code Chapter 2.39

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the City Clerk's office at City Hall located at 1 Town Square, Murrieta, CA 92562 during normal business hours.

Chapter 2.32 BOARDS AND COMMISSIONS GENERALLY

Sections:

- 2.32.010 Commission appointments.**
- 2.32.020 General rules regarding appointments, terms, vacancies.**
- 2.32.030 Chairpersons, vice-chairpersons--Selection--Terms.**

2.32.010 Commission appointments.

Unless otherwise specifically provided in this code or by state law, all city board and commission appointments, except for ex officio members where applicable, shall be made by the city council.

(Ord. 3 § 1 (part), 1991: prior code § 2.04.060)

2.32.020 General rules regarding appointments, terms, vacancies.

A. Unless otherwise provided by law, or by ordinance or resolution, or unless by the very nature of a situation the provisions hereof may not be made applicable, all members of boards and commissions of the city shall be appointed by the city council for three-year terms commencing on July 1st of the year of appointment; provided, that interim vacancies shall be filled by appointment for the unexpired term of the member replaced. This rule shall not, however, apply in regard to a newly established board or commission to which initial appointments are made on a staggered-term basis, provided that the longest such term shall not exceed three years commencing with the July 1st next following the appointment.

B. Any member of a board or commission of this city may be removed from office at any time, with or without cause, by a majority vote of the city council, except in cases where the mayor or city council are not the appointing authority (in which cases such regular appointing authority may exercise this power of removal). If a member is absent from three consecutive regular meetings without being excused by the commission, or is absent for any reason from more than six regular meetings in any period of twelve (12) months, the office of such member shall thereupon become vacant and shall be filled as any other vacancy. Except in cases where the mayor or city council are not the appointing authority, no person shall be appointed to and serve substantially more than two full consecutive terms upon any single board or commission, and any person who has served substantially two full consecutive terms shall not be reappointed to the same board or commission until at least the time equal to one full term has elapsed.

C. Unless otherwise provided by law, or by ordinance or resolution of the city council, all members of any board or commission of the city appointed by the city council shall be initially, and during their incumbencies, registered voters as defined at California Government Code section 56071, within the incorporated city limit boundaries of the city, and shall not at or during incumbency be an

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2019						
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	ENTIRE 2019	ENTIRE 2018
					CAL YEAR	CAL YEAR
MATERIALS CHECKED-OUT	38,540	40,234	34,615	29,339	452,298	445,306
MATERIALS CHECKED-IN	24,371	26,319	21,436	19,801	286,102	not tracked
Total Circulated:	62,911	66,553	56,051	49,140	738,400	445,306
LIBRARY CARDS:	363	318	225	159	3,771	4,447
DOOR COUNT:	22,183	18,865	12,327	10,476	253,009	290,473
NEW MATERIALS ADDED:	813	696	621	464	7,031	7,828
REFERENCE INTERACTIONS:						
Adult and Teen						
<i>Reference Questions</i>	1,440	1,499	1,102	1,820	17,630	17,520
<i>Technology Assistance</i>	452	583	449	615	6,592	4,987
Children's						
<i>Reference Questions</i>	1,463	1,576	1,198	775	19,062	22,155
<i>Technology Assistance</i>	102	81	83	41	1,554	2,387
Total Reference Interactions:	3,457	3,739	2,832	3,251	44,838	45,837
COMPUTER USE:						
<i>Lab & Adult:</i>	1,479	1,583	1,286	1,227	16,348	18,271
<i>Teen:</i>	86	114	50	54	899	871
<i>Children:</i>	636	613	369	269	6,099	10,051
Total Computer Use:	2,201	2,310	1,705	1,550	23,346	29,193
PROGRAMS:						
Adult <i># of programs:</i>	8	8	5	4	86	92
<i>Attendance:</i>	84	85	34	36	1,026	1,048
Teen <i># of programs:</i>	2	3	2	1	32	40
<i>Attendance:</i>	50	20	53	5	555	527
Grades K-5 <i># of programs:</i>	5	8	5	6	95	89
<i>Attendance:</i>	232	597	300	260	5,876	5,648
PreSchool <i># of programs:</i>	17	16	12	0	103	186
<i>Attendance:</i>	697	681	426	0	4,418	8,922
Total # of Programs :	32	35	24	11	316	407
Total Attendance:	1,063	1,383	813	301	11,875	16,726

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2019						
Page 2						
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	ENTIRE 2019	ENTIRE 2018
					CAL YEAR	CAL YEAR
LIBRARY TOURS:						
Adult	# of tours:	0	0	0	1	0
	Attendance:	0	0	0	1	0
Teen	# of tours:	0	0	0	0	0
	Attendance:	0	0	0	0	0
Children's	# of tours:	1	2	4	2	38
	Attendance:	16	47	141	150	1,162
	Total # of Tours :	1	2	4	3	38
	Total Attendance:	16	47	141	151	1,162
SCHOOL VISITS:						
	# of High School visits:	0	0	0	0	1
	# of Middle School visits:	0	0	0	0	0
	# of Elementary visits:	0	0	1	1	9
	Total # of School Visits:	0	0	1	1	10
OTHER OFFSITE VISITS:						
		0	0	0	1	12
COMMUNITY ROOM USE:						
	# of City Agency uses:	0	5	1	1	33
	# of Library uses:	35	35	26	13	399
	# of Resident/Non-resident uses:	3	1	3	1	24
	Total # of uses:	38	41	30	15	456
NOTARY SERVICES:						
		6	3	1	3	35
VOLUNTEERS HOURS:						
		105	112	86	80	1,932

Chapter 2.39
LIBRARY ADVISORY COMMISSION

Sections:

2.39.010 Library advisory commission--Established.

2.39.015 Purpose.

2.39.020 Members.

2.39.030 Regular meetings.

2.39.040 Absence from meetings.

2.39.050 Organization and records.

2.39.060 Duties.

2.39.070 Compensation and expenses.

2.39.010 Library advisory commission--Established.

There is established a library advisory commission. Such library advisory commission may be known as and referred to as the "Murrieta library advisory commission" or as the "library advisory commission."

(Ord. 221 § 1 (part), 2000)

2.39.015 Purpose.

The purpose of the library advisory commission is to provide community perspective and support to the library staff on policies and major grant or capital project proposals, to make recommendations of the aforementioned to the city council, as well as to promote the services and needs of the Murrieta Public Library to the state legislators, county boards, the city council, and the community.

(Ord. 420 § 1, 2009)

2.39.020 Members.

A. The library advisory commission shall consist of five members plus up to two alternate members, each of whom shall be appointed by the city council (acting as the library board). Appointments shall be for four-year terms and implemented pursuant to Chapter 2.32 of the Murrieta Municipal Code.

B. The alternate member(s) will be selected by the full city council and membership status is in accordance with Chapter 2.32 of the Murrieta Municipal Code.

C. The library manager and the city manager shall serve as ex officio members of the library advisory commission.

(Ord. 530 § 1, 2018; Ord. 221 § 1 (part), 2000)

2.39.030 Regular meetings.

The library advisory commission shall hold at least one regular meeting every other month (even-numbered months) at such time and place as designated in the rules and regulations of the commission. Regular meetings may be adjourned

by public announcement to a specific date, time and place, and any such adjourned meeting shall be deemed a regular meeting. All meetings shall be open to the public. A majority of the members shall constitute a quorum. Emergency meetings may be called with a seventy-two (72) hour notice.

(Ord. 284 § 1, 2003; Ord. 221 § 1 (part), 2000)

2.39.040 Absence from meetings.

Absences are addressed in Section 2.32.020.B. of the Murrieta Municipal Code.

(Ord. 530 § 2, 2018; Ord. 221 § 1 (part), 2000)

2.39.050 Organization and records.

The library advisory commission shall elect a chair and vice-chair from among its members at its first regular meeting in February of each year. The commission shall adopt rules and regulations for the transaction of its business and shall cause proper records to be kept of all its official acts and proceedings including minutes, resolutions, actions, findings and determinations. Minutes, resolutions and recommendations shall be filed with the city clerk with copies to the city manager who shall cause appropriate reports to be made to the city council.

(Ord. 530 § 3, 2018; Ord. 221 § 1 (part), 2000)

2.39.060 Duties.

The library advisory commission, in consultation with the city librarian, shall have the following duties:

- A. Act in an advisory capacity to the library board in all matters pertaining to the library and to cooperate with other governmental agencies and civic groups in the advancement of sound library planning and programming;
- B. Review and recommend general policies on library services for approval by the library board;
- C. Review proposals and recommend library projects, programs and improvements including grant proposals and requests for new services;
- D. Report to the library board on the current or future library services, including financing;
- E. Assist in ascertaining community attitudes and issues, and promote public awareness and involvement in library services;
- F. Provide legislative support and promotion;
- G. Promote intellectual freedom and enhancement of services to achieve that goal.

(Ord. 234 § 1, 2001; Ord. 221 § 1 (part), 2000)

2.39.070 Compensation and expenses.

All members of the library advisory commission shall serve without compensation. The library board may from time to time authorize, in advance, expenditures for attendance at seminars, institutes, or other meetings which the library board finds to be beneficial to the members in the performance of their duties and in the best interests of the city. Claims for such expenses shall be filed with the finance director and are subject to audit and approval by the library board.

(Ord. 221 § 1 (part), 2000)