



**CITY OF MURRIETA
AGENDA**

**LIBRARY ADVISORY COMMISSION
CITY HALL – COUNCIL CHAMBERS**

**APRIL 18, 2022
6:00 PM REGULAR MEETING
1 TOWN SQUARE, MURRIETA, CA 92562**

CALL TO ORDER Chair LaManna

ROLL CALL LaManna, Burchartz, Hicks, Thorwarth and Wadlington

PLEDGE OF ALLEGIANCE Chair LaManna

APPROVAL OF AGENDA Chair LaManna

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 Special Meeting of February 14, 2022

INFORMATION ITEMS:

1. Library Services Update by Library Manager, Melvin Racelis

COMMITTEE MEMBERS REPORTS/COMMENTS

ADJOURNMENT: The next Regular Meeting will be held on Monday, June 13, 2022 at 6:00 p.m. in Council Chambers at City Hall.



The City of Murrieta intends to comply with the Americans with Disabilities Act (ADA). Persons with special needs should contact the City Clerk's Office at (951) 461-6031 or (951) 461-6030 at least 72 hours in advance.

1 Town Square
MURRIETA, CA
MINUTES



February 14, 2022
6:00 PM SPECIAL MEETING

LIBRARY COMMISSION

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Alexandra Thorwarth
 Commissioner Leslie LaManna
 Vice Chair Linda Hicks
 Chair Wesley Burchartz

Absent: Commissioner Tory Wadlington

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Commissioner Hicks.

APPROVAL OF THE AGENDA

Action: It was moved by Commissioner LaManna, seconded by Commissioner Thorwarth to approve the Agenda of February 14, 2022.

The motion carried by the following vote.

Ayes: Thorwarth, LaManna, Hicks, Burchartz
Noes: None
Absent: Wadlington

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Action: It was moved by Vice Chair Hicks and seconded by Commissioner LaManna to approve the Minutes of the Regular Meeting of October 18, 2021.

The motion carried by the following vote:

Ayes: Thorwarth, LaManna, Hicks, Burchartz
Noes: None
Absent: Wadlington

NEW BUSINESS

1. Election of Chair and Vice-Chair

City Clerk Cristal McDonald explained the process of Selection of the Chair, which included the nominations, selection, and the use of paper ballots in the case of two candidates. The City Clerk deemed all Commissioners to be on an equal basis to nominate and elect.

Commissioner Thorwarth nominated Commissioner LaManna for Chair. Commissioner LaManna accepted the nomination.

Action: It was moved by Commissioner Burchartz and seconded by Commissioner Thorwarth to close nominations.

The motion carried by the following vote:

Ayes: Thorwarth, LaManna, Hicks, Burchartz

Noes: None

Absent: Wadlington

Action: It was moved by Commissioner Burchartz and seconded by Commissioner Thorwarth to appoint Commissioner LaManna as Chair.

The motion carried by the following vote:

Ayes: Thorwarth, LaManna, Hicks, Burchartz

Noes: None

Absent: Wadlington

At 6:08 p.m., the Library Commission recessed and reconvened at 6:13 p.m.

Chair LaManna stated the same procedure would be followed to appoint the Vice Chair and opened up the nominations.

Commissioner Burchartz nominated Commissioner Thorwarth for Vice Chair. Commissioner Thorwarth accepted the nomination.

Action: It was moved by Commissioner Hicks and seconded by Commissioner Burchartz to close nominations.

The motion carried by the following vote:

Ayes: Thorwarth, LaManna, Hicks, Burchartz

Noes: None

Absent: Wadlington

Action: It was moved by Commissioner Burchartz and seconded by Commissioner Hicks to appoint Commissioner Thorwarth as Vice Chair.

The motion carried by the following vote:

Ayes: Thorwarth, LaManna, Hicks, Burchartz

Noes: None

Absent: Wadlington

INFORMATION ITEMS

1. Library Services Update by Library Manager, Melvin Racelis

Library Manager Melvin Racelis announced the Circulation Services Department is conducting the Food for Fines program for the month of February in honor of Love Your Library month. Other upcoming programs include Family Storytime, Preschool Storytime, Love on a Leash, 3D Print and Create, STEM Event, and Earth Day Celebration.

During January 2022, the Library offered Grab & Go Services, which included materials and craft kits. As part of the NASA @ My Library grant fund, a portion of the Grab & Go kits included space related activities.

Library Manager Racelis in addition provided updates on upcoming Library closures, Library Fund Budget, and statistical reports regarding materials checked out and other library functions.

COMMISSION MEMBER COMMENTS

1. Murrieta Public Library Marketing Plan, Commissioner Leslie LaManna

Chair LaManna provided an overview of her Marketing Plan for the Murrieta Public Library in order to encourage public participation. The overview included an analysis of the local community, effectiveness of current outreach, and surveys conducted. The Marketing Plan was part of the Marketing Management Course at The University of Southern California.

STAFF COMMENTS

ADJOURNMENT

Chair LaManna adjourned the meeting at 7:26 p.m.



Library Advisory Commission Agenda Report

1

For: Library Advisory Commission Chair and Commission Members

From: Melvin Racelis, Library Manager

For Information Contact: Mr. Racelis at (951) 461-6135

Date: April 18, 2022

Subject: Library Services Update

RECOMMENDATION:

Receive and file the following:

SUMMARY:

The Library has submitted an application for the Building Forward Library Infrastructure Program grant available through the California State Library to provide approximately \$1.2 million of additional funding for the construction of a storytime room and an expansion of the Children's area. The agenda report notifying City Council of the intent to apply for this grant was approved by the City Council at the meeting on April 5. Awards will be announced tentatively in Spring or Summer 2022.

The California State Library intends to award an Inspiration Grant to the Murrieta Public Library to fund the proposed project, Library for All, for a total of \$3,600 in Library Services and Technology Act (LSTA) funds. Library for All is an interactive program series for adults and teens with disabilities that is coordinated by the Adult Services Department. This grant will be brought to the City Council at an upcoming meeting to accept the grant and authorize the establishment of revenue and expenditures of the grant funds.

The Adult Services Department has been awarded \$100 from Project ENABLE for a submitted impact story on the Library For All program regarding the value of providing equitable access and services to people with disabilities. The submitted story will also be added to Project ENABLE's database.

The Adult Services Department has also applied for the Library Gaming Project (Pilot) through the Game Manufacturers Association. This opportunity will provide the Library with tabletop board games to add to the collection for circulation as well as gaming events for adults and teens in partnership with local game stores and tabletop game publishers.

The Adult Services Department also started the Zip Books program on February 16. Zip Books is a grant funded program that provides Library users with speedy access to books that are not available at the Library. A patron simply requests the item, the Library purchases it from Amazon and the book is shipped directly to the patron's home. When finished, the book is returned to the Library and added to the collection. The Library was awarded a total of \$15,000 for this program from the California State Library. As of April 13, 462 requests have been submitted and \$6,600.70 grant funds have been used on new books. The Zip Book Request form is available at bit.ly/murzipbooks and will be available until the funds have been used or by June 30, 2022.

The Children and Teen Services Department (CATS) was awarded the Día de los Niños/Día de los Libros: Opportunity for California Public Libraries \$500 reimbursement grant provided by the Southern California Library Cooperative (SCLC) in collaboration with the California State Library. This funding opportunity is intended to support Día de los Niños library events and programs. The CATS department is planning to use these funds for a special Día de los Niños bilingual storytime on April 30.

The new Spanish language materials from the Guadalajara Book Fair have arrived and are available to the public. These new Spanish language materials will include original books from several Central and South American countries typically not available through vendors in the United States. This is part of an effort to provide the Murrieta community with access to diverse materials that meet the needs of the varied cultures living in Murrieta.

The Children's and Teen Services Department (CATS) has installed an attractive display unit with shelves in the lobby of the Library. This brings higher visibility to new children's books and provides additional space for themed book displays.

Since the return of in-person storytimes in February, attendance has been growing with an average of 98 attendees over the past month. Most recently, there were 122 in attendance at the storytime on March 21. A special Touch-a-Truck storytime is planned for Monday, April 18 at 10 AM and will feature special vehicles and trucks from Murrieta Fire & Rescue, Waste Management, Murrieta Police Department and Murrieta Public Works.

On Saturday, April 9, the Library hosted it's Earth Day Celebration from 10 AM to 12 PM. Approximately 1,000 people were in attendance throughout the event which featured a highly popular Plant Trade, various exhibitors, kids crafts, and the Seed Library. The Friends of the Murrieta Library donated cupcakes that were given out to attendees in honor of the Library's 23rd birthday on Sunday, April 10.

The Library's annual Summer Reading Challenge begins on June 6 and runs through July 16. This year's theme is "Oceans of Possibilities." Library patrons of all ages can pledge to read a minimum of five books over the summer and will receive a Reading Passport. There will be special prizes, events, mobile museum visits, and take-home kits available throughout the summer.

Upcoming Library Programs:

Children's Classes and Events

- Family Storytimes - Mondays @ 10 AM until the end of April
- Preschool Storytime - Wednesdays @ 10 AM until the end of April
- Love on a Leash: Reading to a Reading Education Assistance Dog - Mondays @ 4:30 PM through April 27
- 3D Print and Create - Second Tuesday of Each Month @ 4:30 PM through May 12

Adult Spring Take-Home Kits & Programs

- Library for All (Program for Adults and Teens with disabilities) - Select Mondays @ 11:30 AM
 - May 2: Tie-Dye Party
- Book Club
 - May 24 @ 4:30 PM: *Keeper of Lost Things* by Ruth Hogan
- Adult Take-Home Kits (Pick up kits at Adult Reference Desk)
 - Starting Monday, May 9: Bonsai Tree Kit

Upcoming Library Closures: The Library will be closed on Monday, May 30, in observance of Memorial Day.

Library Staffing: Interviews are being conducted for the Office Assistant II vacancy and a hiring decision is expected to be made in late April.

Library Revenue: For the fiscal year beginning July 1, 2021 through June 30, 2022.

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

Projected Budget:	\$ 2,213,850.00
Received through 3/31/22	\$ 1,377,514.46
- Library Functional (Fines, Fees, Copies, Donations and Notary Services)

Projected Budget:	\$ 43,015.00
Received through 3/31/22	\$ 28,828.58

Library Statistics: The Statistical Report is attached.

ATTACHMENTS

Statistical Report

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2022					
	JANUARY	FEBRUARY	MARCH	YTD	ENTIRE 2021
				2022	CAL YEAR
MATERIALS CHECKED-OUT	11,059	21,445	32,584	65,088	247,479
MATERIALS CHECKED-IN	13,747	28,751	38,071	80,569	146,074
Total Circulated:	24,806	50,196	70,655	145,657	393,553
LIBRARY CARDS:	148	190	313	651	2,455
DOOR COUNT:	2,114	7,613	11,690	21,417	39,851
NEW MATERIALS ADDED:	467	783	811	2,061	5,343
REFERENCE INTERACTIONS:					
Adults, Teens and Children					
Reference Questions	1,792	2,738	4,594	9,124	34,093
Technology Assistance	160	335	384	879	3,009
Total Reference Interactions:	1,952	3,073	4,978	10,003	37,102
COMPUTER USE:					
Lab & Adult:					
Teen:					
Children:					
Total Computer Use:	UNKNOWN	UNKNOWN	UNKNOWN		UNKNOWN
PROGRAMS:					
Adult # of programs:	1	4	3	8	43
Attendance:	20	72	39	131	2,747
Teen # of programs:	1	0	2	3	13
Attendance:	4	0	31	35	559
Grades K-5 # of programs:	3	2	7	12	34
Attendance:	627	93	266	986	3,902
PreSchool # of programs:	0	4	8	12	76
Attendance:	0	284	834	1,118	12,829
Total # of Programs :	5	10	20	35	166
Total Attendance:	651	449	1,170	2,270	20,037

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2022

Page 2

	JANUARY	FEBRUARY	MARCH	YTD 2022	ENTIRE 2021 CAL YEAR
LIBRARY TOURS:					
Adult # of tours:	0	0	0	0	0
Attendance:	0	0	0	0	0
Teen # of tours:	0	0	0	0	1
Attendance:	0	0	0	0	29
Children's # of tours:	0	0	6	6	1
Attendance:	0	0	50	50	35
Total # of Tours :	0	0	6	6	2
Total Attendance:	0	0	50	50	64
SCHOOL VISITS:					
# of High School visits:	0	0	0	0	0
# of Middle School visits:	0	0	0	0	0
# of Elementary visits:	0	0	1	1	0
Total # of School Visits:	0	0	1	1	0
OTHER OFFSITE VISITS:					
					1
COMMUNITY ROOM USE:					
# of City Agency uses:	0	0	1	1	15
# of Library uses:	4	10	37	51	77
# of Resident/Non-resident uses:	0	1	1	2	5
Total # of uses:	4	11	39	54	97
NOTARY SERVICES:					
	0	0	1	1	0
VOLUNTEERS HOURS:					
	18	30	71	119	796