



**CITY OF MURRIETA  
AGENDA**

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

**June 21, 2021  
6:00 PM REGULAR MEETING  
1 TOWN SQUARE, MURRIETA, CA 92562**

**CALL TO ORDER** Chair Burchartz

**ROLL CALL** Burchartz, Hicks, LaManna, Thorwarth and Wadlington

**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 February 10, 2020.

**NEW BUSINESS:**

1. Election of Chair and Vice-Chair

**INFORMATION ITEMS:**

1. Library Services Update by Deputy Director of Library Services, Elise Malkowski

**COMMITTEE MEMBERS REPORTS/COMMENTS**

**ADJOURNMENT:** The next Regular Meeting will be held on Monday, August 16, 2021, 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.

**CITY OF MURRIETA  
MURRIETA PUBLIC LIBRARY  
8 TOWN SQUARE  
MURRIETA, CA**



**FEBRUARY 10, 2020  
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, La Manna, 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 LaManna, to approve the Agenda for the Regular Meeting of February 10, 2020. 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 Hicks and seconded by Commissioner Thorwarth, to approve the Minutes of the Regular Meeting of December 19, 2019. MOTION CARRIED by the following vote:

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

**NEW BUSINESS:**

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

The floor was opened for Chair nominations. Commissioner Parker nominated Chair Burchartz for Chair. No other nominations.

Action: Commissioner Parker made a motion to vote Commissioner Burchartz for Chair. Commissioner Hicks seconded the motion. MOTION CARRIED by the following vote:

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

The floor was opened for Vice Chair nominations. Chair Burchartz nominated Commissioner Hicks for the office of Vice Chair. No other nominations.

**Action:** Chair Burchartz made a motion to vote Commissioner Hicks for Vice Chair. Commissioner Parker seconded the motion. MOTION CARRIED by the following vote:

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

#### **INFORMATION ITEMS:**

##### **1. Library Services Update by Library Manager, Elise Malkowski**

Elise spoke about the Library's upcoming programs. The next Coder Dojo will be held on February 19<sup>th</sup> and Commissioner Parker stated that he would like to attend and observe. Elise also noted that the Budding Bookworms storytime is quite popular and a third session has been added. The Paint and Sip Tea Party for teens will be held on March 21<sup>st</sup> from 2 - 4 pm. February is Love Your Library month and the Library is once again offering the Food for Fines program. The new Zip Books program will start soon, and is a partnership with the California State Library. Staff is working on the details, criteria and overall policy.

The Library will be closed on February 17<sup>th</sup> in observance of Presidents' Day and on March 7<sup>th</sup> due to the annual Tour de Murrieta Bike Race.

Elise gave an overview of the Library's current revenue.

Elise went over the Statistics and noted that the door count is a little lower than usual due to the usage of the Garden as an entrance vs. the front doors.

#### **DISCUSSION:**

##### **1. Library Advisory Commission Purpose and Duties, Elise Malkowski**

Elise handed out a CPLA brochure to the Commissioners and Commissioner Parker asked if we've ever been a part of the CPLA. Elise stated that we have in the past, and the Library has paid for it, but didn't feel we were getting much out of our membership. Elise also handed out copies of *Trustee Tool Kit for Library Leadership* to all of the Commissioners.

Commissioner Parker suggested using Murrieta Talk on Facebook in addition to our regular profile postings, to promote the Library.

Some discussion was had about grant writing as a possibility for the Commissioners to get involved in and Brian Ambrose pointed out that the City does use the services of a grant writing company as needed.

Commissioner LaManna mentioned an idea about helping with library card sign-ups at locations such as senior apartments, The Colony, etc. Library staff could train the Commissioners on using the web page for card sign-ups and they could take a laptop or tablet with them to remote locations.

Elise mentioned the need for more database awareness to the public.

Commissioner LaManna noted that it seems that the Library does a lot with/for the children's age group but the seniors seem to be underserved. Brian gave an idea about some day in the future of having a mobile service for seniors and/or the housebound.

**COMMISSION MEMBER REPORTS/COMMENTS:**

NONE

**ADJOURNMENT:** Chair Burchartz adjourned the meeting at 6:38 p.m.

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Gretchen Sedlacek, Commission Secretary



Library Advisory Commission Agenda Report

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**For:** Library Advisory Commission Chair and Commission Members

**From:** Elise Malkowski, Deputy Director of Library Services

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

**Date:** June 21, 2021

**Subject:** Election of Chair and Vice-Chair

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**RECOMMENDATION:**

Nominate and elect from the Library Advisory Commission two Commissioners to serve as Chair and Vice-Chair for 2021.

**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 Section 2.32 is attached for your review.

**ATTACHMENTS**

Murrieta Municipal Code Section 2.32



Library Advisory Commission Agenda Report

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**For:** Library Advisory Commission Chair and Commission Members

**From:** Elise Malkowski, Deputy Director of Library Services

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

**Date:** June 21, 2021

**Subject:** Library Services Update

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**RECOMMENDATION:**

Receive and file the following:

**SUMMARY:** The Library reopened on April 12 after being closed for thirteen months. The first two weeks were a modified schedule as staff familiarized themselves with operating with new protocols. The new protocols include taking temperatures of each patron coming to visit the Library, and cleaning high use surfaces.

During the closure, staff learned to change gears and deliver service remotely. Here is a sample of the amount of work that was completed:

- 3,984 social media posts with 1,110,668 people reached
- The Murrieta Public Library was the first library in Southwest Riverside County to offer curbside services, beginning in April of 2020
- The Library offered eCards within a week of closing. There was a total of 874 new patrons added to the library system during the closure.
- The Library's YouTube channel ramped up with:
  - 22 Oral Histories from the Heritage Room collections
  - 10 Tutorials including how to use the catalog, apply for a library card, and databases
  - 10 Free Guided Meditations
  - Six Community Interviews and Podcasts
  - 22 Storytimes/individual books read
- 1,255 Zip Books were mailed to Library patrons via Amazon thanks to the California State Library
- Programming staff handed out 1,948 take-home crafts to the community
- 8,024 curbside appointments were made (Families would book one appointment for multiple library cards)
- The total number of items checked out since the closure is 67,409
- Staff checked in 50,436 items and added 5,163 items to the collection
- 76 Facebook live storytimes with over 40,000 families watching
- Children's staff filled 277 kid's pack requests since August 2020, or 1,385 books, into the hands of Murrieta's youth

The Summer Reading Challenge will remain online again this year and began June 7<sup>th</sup> and goes through July 17<sup>th</sup>. New this year will be a book fair for children through 5<sup>th</sup> grade who complete the challenge. Books will be grouped into age categories and the children will be assigned a time to browse the books and select one for a prize.

When COVID-19 restrictions relax more, a possible project for the Library Advisory Commission is to provide outreach to seniors. This would include going to the Senior Center and senior living facilities and signing them up for library cards, showing them how to download e-books, use databases and explain the variety of resources the Library has to offer.

Upcoming Library closures are: Monday, July 5<sup>th</sup> in observance of Independence Day.

Library Revenue: For the fiscal year beginning July 1, 2020 through June 30, 2021.

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

Projected Budget:	\$ 2,023,002.00
Received through 5/31/21	\$ 1,309,909.69
  
- **Library Functional (Fines, Fees, Copies, Donations and Notary Services)**

Projected Budget:	\$ 72,265.00
Received through 5/31/21	\$ 51,656.65

Library Staffing: The Library recently welcomed a new Supervising Librarian, Kesia Estrada. Kesia filled a vacancy that was left in the Youth Services department when Allison resigned. Also, Ryan Jenkins was promoted to part-time Library Assistant II, Stacey Sanchez was promoted to part-time Library Assistant I, and two new Pages have been hired. The City is in the process of recruiting a Library Manager that will fill a vacancy due to my retirement on June 30<sup>th</sup>.

Library Statistics: The Statistical Report is attached.

**ATTACHMENTS**

Statistical Report

## **Chapter 2.32**

# **BOARDS AND COMMISSIONS GENERALLY**

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### **Sections:**

**2.32.010 Commission and alternate appointments.**

**2.32.020 Terms, vacancies.**

**2.32.030 Chairpersons, vice-chairpersons-selection-terms.**

### **2.32.010 Commission and alternate appointments.**

A. 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 in January, following the election of city council members.

B. The city council may select up to two alternate commissioners for each commission in addition to the established commission membership. Initially and thereafter when necessary, alternate commissioners will be selected in January, following the election of city council members. In the event the city council appoints two alternate commissioners to any commission, the alternates shall be designated first alternate and second alternate by the city council.

C. Alternate commissioners shall not become permanent members of their designated commission except by the filling of a vacancy pursuant to Section 2.32.020.C. Alternate members are not eligible to serve as chair or vice chair until they fill a vacancy. Alternates are encouraged to attend their designated commission meetings; they are non-voting members, and they are not counted for quorum purposes. Alternate commissioners shall possess all the qualifications of other commissioners.

D. 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 within the incorporated city limit boundaries of the City of Murrieta, and shall not at or during incumbency be an employee of the city. (Ord 529 § 1, 2018; Ord. 3 § 1 (part), 1991: prior code § 2.04.060)

### **2.32.020 Terms, vacancies.**

#### **A. Terms.**

1. Appointments, except the youth member on the Parks and Recreation Commission, shall be for four-year terms, commencing after city council members take office following the general municipal election in November of even numbered years.

2. The term of an alternate commissioner shall also be four (4) years.

3. In order to transition from a three-year term cycle to a four-year term cycle and to synchronize with the city council member election cycle, those commissioner terms scheduled to expire June 30, 2018 and June 30, 2019, shall expire in January 2019. Commissioner terms scheduled to expire June 30, 2020, shall expire in January 2021.



4. This rule shall not, however, apply in regard to a newly established board or commission to which initial appointments are made. Such initial appointments shall last until the appointment process in January following the next general municipal election.

5. Commissioners may only be removed by a vote of the city council.

6. 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.

B. Absences. If a commissioner is absent from three consecutive regular meetings without being excused by the commission, or is absent for any reason from more than six (6) regular meetings in any period of twelve (12) months, the office of such commissioner shall thereupon become vacant and shall be filled with any existing alternate commissioner. Except in cases where the mayor, city council member, 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.

C. Vacancies.

1. If a vacancy in any commission occurs, other than by expiration of term, such vacancy shall be filled by the alternate commissioner selected by the city council during the most recent selection process. If there are two alternate commissioners for the commission on which there is a vacancy, the vacancy shall be filled by the first alternate. The second alternate commissioner will then be designated first alternate. Any alternate appointed pursuant to a vacancy shall serve the remaining term of the seat being filled. Vacancies that occur when no alternate is available for appointment shall be replaced pursuant to Section 2.32.020.C.2. (below).

2. In accordance with Government Code Section 54974 (Maddy Act), a notice of all unscheduled commission vacancies for which no alternate commissioner is available shall be posted in the office of the city clerk and at the public library, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the commission shall not be made for at least 10 working days after the posting of the notice in the city clerk's office.

(Ord. 529 § 2, 2018; Ord. 417 § 1, 2009; Ord. 224 § 1, 2000; Ord. 3 § 1 (part), 1991: prior code § 2.06.010)

### **2.32.030 Chairpersons, vice-chairpersons—Selection—Terms.**

A. Chairpersons, vice-chairpersons - Selection. Unless otherwise provided by law, or by ordinance or resolution, each board and commission of the city shall annually at its first meeting held in February or thereafter, choose one of its number as chairperson and one as vice-chairperson. Each chairperson and vice-chairperson shall have authority and perform such duties as are commonly associated with their respective titles, or as may be specially prescribed by law or by the bylaws or other rules of the board or commission. Vacancies in either such position occurring prior to February may be filled as in the first instance, and a new chairperson or vice-chairperson may be chosen at any time by majority vote of all members of the board or commission.

B. Terms for board/commission chairs. To provide opportunity for professional growth for all board and commission members, the tenure of board/commission chairs is limited to two years. However, the board/commission may make a finding of exceptional circumstances to extend the service of an existing chair for a subsequent year.

(Ord. 529 § 3, 2018; Ord. 402 § 1, 2007; Ord. 3 § 1 (part), 1991: prior code § 2.06.020)

<b>MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2021</b>						
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>YTD</b>	<b>ENTIRE 2020</b>
					<b>2021</b>	<b>CAL YEAR</b>
<b>MATERIALS CHECKED-OUT</b>	2,580	5,802	8,537	11,253	28,172	139,415
<b>MATERIALS CHECKED-IN</b>	2,823	2,941	4,933	6,422	17,119	92,550
<b>Total Circulated:</b>	<b>5,403</b>	<b>8,743</b>	<b>13,470</b>	<b>17,675</b>	<b>45,291</b>	<b>228,965</b>
<b>LIBRARY CARDS:</b>	79	70	75	119	343	1,518
<b>DOOR COUNT:</b>	0	0	0	1,846	1,846	31,704
<b>NEW MATERIALS ADDED:</b>	432	287	362	233	1,314	5,831
<b>REFERENCE INTERACTIONS:</b>						
<b>Adult and Teen</b>						
Reference Questions	470	1,580	1,913	1,315	5,278	13,448
Technology Assistance	0	5	0	0	5	1,500
<b>Children's</b>						
Reference Questions		Combined with Adult and Teen				4,837
Technology Assistance		Combined with Adult and Teen				279
<b>Total Reference Interactions:</b>	<b>470</b>	<b>1,585</b>	<b>1,913</b>	<b>1,315</b>	<b>5,283</b>	<b>20,064</b>
<b>COMPUTER USE:</b>						
Lab & Adult:	0	0	0	0	0	3,455
Teen:	0	0	0	0	0	217
Children:	0	0	0	0	0	1,047
<b>Total Computer Use:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,719</b>
<b>PROGRAMS:</b>						
<b>Adult</b> # of programs:	1	3	3	3	10	39
Attendance:	30	94	125	123	372	769
<b>Teen</b> # of programs:	0	1	1	1	3	11
Attendance:	0	30	50	40	120	344
<b>Grades K-5</b> # of programs:	0	0	0	2	2	24
Attendance:	0	0	0	80	80	1,661
<b>PreSchool</b> # of programs:	4	5	6	4	19	105
Attendance:	1,388	1,513	1,647	891	5,439	44,977
<b>Total # of Programs :</b>	<b>5</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>34</b>	<b>177</b>
<b>Total Attendance:</b>	<b>1,418</b>	<b>1,637</b>	<b>1,822</b>	<b>1,134</b>	<b>6,011</b>	<b>47,451</b>

<b>MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2021</b>						
<b>Page 2</b>						
	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>YTD</b>	<b>ENTIRE 2020</b>
					<b>2021</b>	<b>CAL YEAR</b>
<b>LIBRARY TOURS:</b>						
<b>Adult</b>	<b># of tours:</b>	0	0	0	0	3
	<b>Attendance:</b>	0	0	0	0	35
<b>Teen</b>	<b># of tours:</b>	0	0	0	0	0
	<b>Attendance:</b>	0	0	0	0	0
<b>Children's</b>	<b># of tours:</b>	0	0	0	0	3
	<b>Attendance:</b>	0	0	0	0	97
	<b>Total # of Tours:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
	<b>Total Attendance:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132</b>
<b>SCHOOL VISITS:</b>						
	<b># of High School visits:</b>	0	0	0	0	0
	<b># of Middle School visits:</b>	0	0	0	0	0
	<b># of Elementary visits:</b>	0	0	0	0	0
	<b>Total # of School Visits:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER OFFSITE VISITS:</b>						
		0	0	0	0	1
<b>COMMUNITY ROOM USE:</b>						
	<b># of City Agency uses:</b>	0	0	0	1	7
	<b># of Library uses:</b>	0	0	0	2	83
	<b># of Resident/Non-resident uses:</b>	0	0	0	0	3
	<b>Total # of uses:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>92</b>
<b>NOTARY SERVICES:</b>						
		0	0	0	0	11
<b>VOLUNTEERS HOURS:</b>						
		10	11	8	11	574