



**CITY OF MURRIETA  
AGENDA**

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

**AUGUST 16, 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 June 21, 2021.

**INFORMATION ITEMS:**

1. Library Services Update by Interim Library Manager, Agnes Rita.

**COMMITTEE MEMBERS REPORTS/COMMENTS**

**ADJOURNMENT:** The next Regular Meeting will be held on Monday, October 18, 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.

**1 TOWN SQUARE  
MURRIETA, CA  
MINUTES**



**JUNE 21, 2021  
6:00 PM REGULAR MEETING**

**LIBRARY ADVISORY COMMISSION**

**CALL TO ORDER**

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

**ROLL CALL**

Present:           Commissioner                           Alexandra Thorwarth  
                          Commissioner                         Leslie LaManna  
                          Commissioner                         Tory Wadlington  
                          Vice Chair                               Linda Hicks

Absent:            Chair                                       Wesley Burchartz (excused)

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Action:           It was moved by Commissioner Thorwarth, seconded by Commissioner LaManna, to approve the Agenda for the regular meeting of the Library Advisory Commission. The motion passed by the following vote:

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

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

Action:           It was moved by Commissioner LaManna, seconded by Commissioner Thorwarth, to approve the February 10, 2020 Minutes. The motion passed by the following vote:

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

## **NEW BUSINESS**

### Reorganization – Election of Officers

City Clerk McDonald provided options on the reorganization; continue the item to the next meeting due to the absence of Chair Burchartz, vote to continue to keep Commissioners in their roles as Chair and Vice Chair since there had not been any meetings in the past year due to the pandemic or move forward with the reorganization.

Action: It was moved by Commissioner LaManna, seconded by Commissioner Hicks to maintain their roles as officers from the prior year, remaining as Chair Burchartz and Vice Chair Hicks. The motion passed by the following vote:

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

## **INFORMATION ITEMS**

### Library Services Update

Library Manager, Elise Malkowski, presented the report which explained the reopening of the Library and new protocols after 13 months of being closed. She reported the amount of work completed during the closure.

Ms. Malkowski announced that the Summer Reading Challenge will remain online again and will begin June 7<sup>th</sup> through July 17<sup>th</sup>. Also, she notified that there will be a book fair for all ages who complete the challenge.

A possible project for the Library Advisory Commission was presented pertaining to a senior outreach.

Ms. Malkowski gave an update on Library staffing and also provided a statistical report for 2021. In addition, she provided an update for her retirement.

## **COMMISSION MEMBER REPORTS/COMMENTS**

None

## **ADJOURNMENT**

The meeting adjourned the meeting at 6:15 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: Agnes Rita, Interim Library Manager

For Information Contact: Ms. Rita at (951) 461-6130

Date: August 16, 2021

Subject: Library Services Update

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**RECOMMENDATION:**

Receive and file the following:

**SUMMARY:** In the last four months since the Library opened back to the public, library services are slowly going back to normal. Listed below are the updates since the last LAC meeting:

- Since the Library reopened on April 12, total number of items checked out is 97,779. We've checked in 58,855 items and added 1,897 items to our collection. A total of 1,047 new patrons were registered.
- Last May, the Library partnered with Neighborhood Forest and handed out 285 Coastal Oak and Pine trees to the public to plant.
- The Library just completed the online Summer Reading Challenge and the program had a total of 1,349 participants with a total of 633 participants that completed the challenge. This year's participation increased by 45% compared to the 2020 Summer Reading Challenge.
- In lieu of in-person Library programs, Take-Home Kits were made available to all ages. The Library created Take-Home Kits for children, teens, adults, seniors, and adults with special needs. This endeavor was made possible by the CopyCat Grant the Library received from the California State Library LSTA grant program. The grant has funded a total of 3,878 Take-Home Kits.
  - During the Summer Reading Challenge, the Library handed out at total of 2,286 Take-Home Kits.
    - Children's Kits: 1,025
    - Teen Kits: 256
    - Library for All Outreach Kits (for adults with disabilities): 630
    - Adult Kits: 183
    - Senior Outreach Kits: 192
- The Library also held a Teen Mini Art Contest that had a total of 32 students participants. Video link: <https://www.youtube.com/watch?v=uYgAmDe3moc>. Winners were:
  - First Place: Joni H. of Thompson Middle School
  - Second Place and Teen Advisory Council Favorite: Zuleyka H. of Murrieta Mesa High School
  - Third Place: Morgan S. of Chaparral High School
  - Community Favorite: Alondra F. of Shivela Middle School

- In-person Library programs will resume starting September 20, 2021.
  - Family Storytime – Mondays, starting September 20 at 10 AM.
  - Preschool Storytime – Wednesdays, starting September 22 at 10 AM
  - Adult Book Club – Every fourth Tuesday at 4 PM starting September 28
  - Library for All – Every first Tuesday at 10:30 AM starting October 5
  - Plant Exchange – Saturday, September 25 at 10 AM
  - Acrylic Nature Painting – Wednesday, September 29 at 4 PM
  - 3D Create & Print – Thursday, October 14 at 5 PM
  - DIY Necklace Making – Thursday, November 18 at 4 PM
  - STEAM Day – Thursday, October 28 and December 9 at 4 PM

Upcoming Library closures are: Monday, September 6, 2021 for Labor 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 6/30/21	\$ 2,207,994.80
  
- Library Functional (Fines, Fees, Copies, Donations and Notary Services)

Projected Budget:	\$ 72,265.00
Received through 6/30/21	\$ 55,515.72

Library Statistics: The Statistical Report is attached.

**ATTACHMENTS**

Statistical Report

<b>MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2021</b>					
	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>YTD</b>	<b>ENTIRE 2020</b>
				<b>2021</b>	<b>CAL YEAR</b>
<b>MATERIALS CHECKED-OUT</b>	18,788	28,114	30,836	105,910	139,415
<b>MATERIALS CHECKED-IN</b>	11,195	17,065	19,139	64,518	92,550
<b>Total Circulated:</b>	<b>29,983</b>	<b>45,179</b>	<b>49,975</b>	<b>170,428</b>	<b>228,965</b>
<b>LIBRARY CARDS:</b>	219	397	306	1,265	1,518
<b>DOOR COUNT:</b>	4,421	4,618	4,720	15,605	31,704
<b>NEW MATERIALS ADDED:</b>	378	785	635	3,112	5,831
<b>REFERENCE INTERACTIONS:</b>					
<b>Adults, Teens and Children</b>					
Reference Questions	2,635	5,236	4,713	17,794	18,285
Technology Assistance	299	447	417	1,236	1,779
<b>Total Reference Interactions:</b>	<b>2,934</b>	<b>5,683</b>	<b>5,130</b>	<b>19,030</b>	<b>20,064</b>
<b>COMPUTER USE:</b>					
Lab & Adult:				0	3,455
Teen:				0	217
Children:				0	1,047
<b>Total Computer Use:</b>	<i>May, June and July - Unknown as of print date</i>			<b>Unknown</b>	<b>4,719</b>
<b>PROGRAMS:</b>					
<b>Adult</b> # of programs:	3	11	5	29	39
Attendance:	150	865	442	1,829	769
<b>Teen</b> # of programs:	1	4	2	10	11
Attendance:	24	146	160	450	344
<b>Grades K-5</b> # of programs:	1	4	2	9	24
Attendance:	230	765	300	1,375	1,661
<b>PreSchool</b> # of programs:	5	4	2	30	105
Attendance:	1,021	895	354	7,709	44,977
<b>Total # of Programs:</b>	<b>10</b>	<b>23</b>	<b>11</b>	<b>78</b>	<b>177</b>
<b>Total Attendance:</b>	<b>1,425</b>	<b>2,671</b>	<b>1,256</b>	<b>11,363</b>	<b>47,451</b>

**MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2021**

Page 2

	MAY	JUNE	JULY	YTD	ENTIRE 2020
				2021	CAL YEAR
<b>LIBRARY TOURS:</b>					
<b>Adult</b> # of tours:	0	0	0	0	3
Attendance:	0	0	0	0	35
<b>Teen</b> # of tours:	0	0	0	0	0
Attendance:	0	0	0	0	0
<b>Children's</b> # of tours:	0	0	0	0	3
Attendance:	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>					
# of High School visits:	0	0	0	0	0
# of Middle School visits:	0	0	0	0	0
# of Elementary visits:	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>COMMUNITY ROOM USE:</b>					
# of City Agency uses:	3	1	0	5	7
# of Library uses:	3	2	2	9	83
# of Resident/Non-resident uses:	0	0	2	2	3
<b>Total # of uses:</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>16</b>	<b>92</b>
<b>NOTARY SERVICES:</b>	0	0	0	0	11
<b>VOLUNTEERS HOURS:</b>	20	256	Unknown	Unknown	574