

**CITY OF MURRIETA  
Council Chambers  
1 Town Square  
Murrieta 92562**



**Monday, August 18, 2025  
Library Advisory Commission  
6:00 PM REGULAR MEETING**

The City of Murrieta intends to comply with the Americans with Disabilities Act (ADA). Persons with special needs should call the Library Division at (951) 461-6147 or email at [GSedlacek@MurrietaCA.gov](mailto:GSedlacek@MurrietaCA.gov) at least 72 hours in advance.

Any presentation requiring the use of the City of Murrieta's equipment must be submitted to the Library Division 24 hours prior to the scheduled Library Advisory Commission meeting at City Hall located at 1 Town Square, Murrieta, CA; via email at [GSedlacek@MurrietaCA.gov](mailto:GSedlacek@MurrietaCA.gov) or call (951) 461-6147. Any writings or documents provided to a majority of the Library Advisory Commission regarding any item on this agenda will be made available for public inspection at the public counter at City Hall located at 1 Town Square, Murrieta, CA during normal business hours.

**Ken Goltara  
Chair**

**Jeffrey Meeker  
Vice Chair**

**Nicole Davis  
Commissioner**

**LaVerne Davis  
Commissioner**

**Terry Gavitt  
Commissioner**

**YOU MAY VIEW THE MEETING LIVESTREAMED VIA THE CITY'S WEBSITE AT  
<https://murrieta.legistar.com/Calendar.aspx>**

**6:00 PM REGULAR MEETING****CALL TO ORDER****ROLL CALL****PLEDGE OF ALLEGIANCE****APPROVAL OF AGENDA****ADMINISTRATIVE UPDATE**

Administrative Update is the opportunity for the Library Manager to provide updates on current or upcoming projects, staffing, revenue information and statistics, as well as presentations by staff members and support groups.

**PUBLIC COMMENTS (NON-AGENDA)**

At this time any person may address the governing bodies on any subject pertaining to City business, which 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.

**CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 2**

All matters listed on the Consent Calendar are to be considered routine by the governing bodies, and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the governing body votes on the motion to adopt, specific items are removed from the Consent Calendar for separate motions.

**1. Minutes****Recommended Action:**

Approve the Minutes of the Regular Meeting of June 16, 2025.

**2. Murrieta Public Library Statistical Report****Recommended Action:**

Receive and file.

**PULLED CONSENT CALENDAR ITEMS****DISCUSSION****3. Adoption of Murrieta Public Library Privacy Policy****Recommended Action:**

Recommend that the Library Advisory Commission review and recommend adoption of the Murrieta Public Library Privacy Policy.

**COMMISSION MEMBER ANNOUNCEMENTS**

Commission Member Announcements is the opportunity for Commissioners to provide miscellaneous reports and announcements.

**COMMISSION MEMBER REQUESTS TO ADD ITEMS TO FUTURE AGENDAS****ADJOURNMENT**



# CITY OF MURRIETA

## Library Advisory Commission

### Meeting Agenda Report

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8/18/2025  
Agenda Item No. 1.

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TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Gretchen Sedlacek, Asst. Management Analyst

SUBJECT: Minutes

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#### **RECOMMENDATION**

Approve the Minutes of the Regular Meeting of June 16, 2025.

#### **ATTACHMENTS**

Regular Meeting Minutes, June 16, 2025

**CITY OF MURRIETA  
Council Chambers  
1 Town Square  
Murrieta 92562**



**Monday, June 16, 2025  
Library Advisory Commission  
6:00 PM REGULAR MEETING**

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**Ken Goltara  
Chair**

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**Nicole Davis  
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**LaVerne Davis  
Commissioner**

**Terry Gavitt  
Commissioner**

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**6:00 PM REGULAR MEETING****CALL TO ORDER**

The meeting was called to order by Chair Goltara at 6:00 p.m.

**ROLL CALL**

Present: Commissioner Nicole Davis, Commissioner LaVerne Davis, Vice Chair Jeffrey Meeker and Chair Ken Goltara.

Absent: Commissioner Terry Gavitt

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Goltara.

**APPROVAL OF AGENDA**

Action: It was moved by Commissioner Nicole Davis, seconded by Commissioner LaVerne Davis to approve the Agenda for June 16, 2025. The motion carried by the following vote:

Ayes: Chairperson Goltara, Vice Chair Meeker, Commissioner Davis, and Commissioner Davis

Noes: None

Absent: Commissioner Gavitt

**ADMINISTRATIVE UPDATE**

In the absence of Kevin Coon, Murrieta Public Library Foundation President, Finance Director, Javier Carcamo, gave his presentation first on the Library's budget for FY 2025/2026 and FY 2026/2027 with a slideshow. Chair Goltara asked if Measure T has a sunset date and the answer was no. Mr. Carcamo said there was a promise to the residents to spend most of Measure T on public safety and Chair Goltara asked about a match and thought it was Measure T. Mr. Carcamo stated it is not, and that he may be thinking of the 50% match that the City had to make as required by the Expansion grant. Mr. Carcamo noted that the Library District's fund is balanced and positions and services are fully funded. He also noted that property taxes make up 93% of the Library's revenue budget.

Mr. Coon arrived and gave a presentation on fundraising for the Children's Area Expansion. He spoke about all of the venues/events that the Foundation has attended and mentioned other donations that have been garnered. Mr. Coon stated that he wished the Foundation could have done more with the local PTSA's and asked the Commissioners for any other ideas on fundraising. Mr. Racelis thanked the Foundation for all of their efforts and then opened the meeting up to the Commissioners for questions.

Commissioner Nicole Davis asked if the Foundation would have a booth at the upcoming Birthday Bash and the answer was yes. She then suggested that the fundraising video that was recently created could be played at the booth, as well as having poster boards, stating that visuals important.

Commissioner LaVerne Davis asked if kids will be at booth, stating that they are good advertisers, but the answer was no.

Commissioner Nicole Davis gave the suggestion to have a family-fun night where families could paint tiles to go on a wall at the Library, for a donation. Mr. Coon liked the idea and stated that he would talk with the staff more about it.

Ashley Jennings-Bigay, Librarian, gave a presentation and update on the Furniture, Fixtures and Equipment for the Expansion. She included a slideshow highlighting the City's population and growth and what toddlers and preteens would need in the new space, as well as what staff needs. Mrs. Bigay then asked the Commissioners if there were any questions.

Commissioner LaVerne Davis asked if staff has thought to do a presentation at new housing developments and Mrs. Bigay stated that she would discuss it with the Supervising Librarian, Kayti Mathewson.

Mr. Racelis then gave his Library update, beginning with more information on the Expansion. The construction bid opportunity was published on June 13, there is a mandatory pre-bid meeting on June 30 and bids are due on July 14. City Council will be presented with the lowest responsive bid on August 19 and if approved, groundbreaking for construction should begin sometime in September.

The Summer Reading Challenge began on June 9 and ends on July 19. A big thank-you to all

of the Library departments as well as to the Friends of the Murrieta Library for their support.

There will be a Friends General Meeting tomorrow at 1 p.m. in the Library's Community Room.

The Zip Books program is still ongoing with approximately \$6,000 left of the grant to be spent.

The Lunch at the Library program is possible due to another grant the Library has received and a big thank-you to the Circulation staff for spearheading it.

All staff participated in a De-escalation Training session on June 13 and found it very informative and helpful.

Mr. Racelis reported that he will be attending the American Library Association (ALA) annual conference in Philadelphia, PA June 26-30, 2025.

The Library's new Privacy Policy is still in draft form and will be brought to the Commission at an upcoming meeting.

Mr. Racelis then asked the Commissioners if they had any questions or comments. Commissioner LaVerne Davis asked for clarification on the Zip Books grant and Mr. Racelis stated that there is \$6,000 left to spend of the \$33,000 grant. Chair Goltara stated that it was a shame that the Library may need to make cuts to the Furniture, Fixtures and Equipment plans. Finally, Commissioner Nicole Davis asked if it would be helpful if some of the Commissioners attended the upcoming City Council meeting on August 19 and Mr. Racelis stated that yes, it would be helpful.

## **PUBLIC COMMENTS (NON-AGENDA)**

### **CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 2**

**Action:** It was moved by Commissioner LaVerne Davis, seconded by Vice Chair Meeker to approve the Consent Calendar Items 1 and 2. The motion carried by the following vote:

**Ayes:** Chairperson Goltara, Vice Chair Meeker, Commissioner Davis, and Commissioner Davis

**Noes:** None

**Absent:** Commissioner Gavitt

1. Minutes
2. Murrieta Public Library Statistical Report

## **PULLED CONSENT CALENDAR ITEMS**

## **DISCUSSION**

**COMMISSION MEMBER ANNOUNCEMENTS**

Commissioner LaVerne Davis stated that there was an Expansion fundraising presentation at the Colony and it was very well-received.

**COMMISSION MEMBER REQUESTS TO ADD ITEMS TO FUTURE AGENDAS****ADJOURNMENT**



# CITY OF MURRIETA

## Library Advisory Commission

### Meeting Agenda Report

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8/18/2025  
Agenda Item No. 2.

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TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Gretchen Sedlacek, Asst. Management Analyst

SUBJECT: Murrieta Public Library Statistical Report

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#### **RECOMMENDATION**

Receive and file.

#### **ATTACHMENTS**

Murrieta Public Library Statistical Report 2025

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2025					
	MAY	JUNE	JULY	YTD	ENTIRE 2024
				2025	CAL YEAR
MATERIALS CHECKED-OUT	32,709	37,263	20,925	218,769	386,258
MATERIALS CHECKED-IN	17,072	19,406	37,778	139,156	204,876
Total Circulated:	49,781	56,669	58,703	357,925	591,134
LIBRARY CARDS:	295	470	435	2,654	4,219
DOOR COUNT:	15,864	20,173	19,311	113,496	175,082
NEW MATERIALS ADDED:	1,250	1,237	763	6,407	7,514
REFERENCE INTERACTIONS:					
Adults, Teens and Children					
Reference Questions	3,849	5443	5,476	32,356	50,008
Technology Assistance	386	372	474	3,058	4,910
Total Reference Interactions:	4,235	141,033	143,865	429,114	54,918
COMPUTER USE:					
Lab & Adult:	477	491	592	3,472	5,793
Teen:	9	23	27	138	199
Children:	538	1,047	1,151	4,999	7,155
Total Computer Use:	1,024	1,561	1,770	8,609	13,147
PROGRAMS:					
Family # of programs:	6	13	13	76	48
Attendance:	62	369	425	1,454	2,669
# Take-Home Kits	0	0	0	0	0
Adult # of programs:	13	13	11	71	90
Attendance:	131	260	217	1,132	1,903
# Take-Home Kits	0	0	68	718	631
Teen # of programs:	1	5	4	18	39
Attendance:	7	77	57	272	557
# Take-Home Kits	100	100	30	345	407
Grades K-5 # of programs:	5	10	8	47	129
Attendance:	148	667	288	2,039	5,599
# Take-Home Kits	0	0	100	100	179
PreSchool # of programs:	4	4	2	36	66
Attendance:	678	673	67	2,039	3,024
# Take-Home Kits	0	0	0	0	0
Total # of Programs :	29	36	29	230	350
Total Attendance:	1,026	2,046	1,054	6,936	13,321
Total Take-Home Kits:	100	100	198	1,163	29,012

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2025					
Page 2					
	MAY	JUNE	JULY	YTD	ENTIRE 2024
				2025	CAL YEAR
LIBRARY TOURS:					
Adult # of tours:	0	0	0	0	1
Attendance:	0	0	0	0	25
Teen # of tours:	0	0	0	0	0
Attendance:	0	0	0	0	0
Children's # of tours:	4	1	1	12	23
Attendance:	98	10	3	288	770
Total # of Tours :	4	1	1	12	24
Total Attendance:	98	10	3	288	795
SCHOOL VISITS:					
# of High School visits:	1	0	0	1	0
# of Middle School visits:	1	0	0	1	2
# of Elementary visits:	1	0	0	2	2
Total # of School Visits:	3	0	0	4	4
OTHER OFFSITE VISITS/OUTREACH:	2	2	1	9	24
COMMUNITY ROOM USE:					
# of City Agency uses:	1	1	0	6	18
# of Library uses:	20	29	15	155	281
# of Resident/Non-resident uses:	4	1	0	14	23
Total # of uses:	25	31	15	175	322
NOTARY SERVICES:	3	4	1	17	39
PASSPORTS:	36	46	41	269	393
VOLUNTEER HOURS:	171	396	401	1,512	2,053



# CITY OF MURRIETA

## Library Advisory Commission

### Meeting Agenda Report

8/18/2025  
Agenda Item No. 3.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Gretchen Sedlacek, Asst. Management Analyst

SUBJECT: Adoption of Murrieta Public Library Privacy Policy

#### **RECOMMENDATION**

Recommend that the Library Advisory Commission review and recommend adoption of the Murrieta Public Library Privacy Policy.

#### **PRIOR ACTION/VOTE**

None.

#### **CITY COUNCIL GOAL**

Coordinate and deliver responsive, effective community services.

#### **BACKGROUND**

The Murrieta Public Library is committed to protecting the privacy and confidentiality of all patrons. The need for a formal privacy policy arose when the Murrieta Public Library's partner, Riverside County Library System, was required to create a privacy policy to comply with federal 10DLC messaging regulations. This compliance was necessary due to the County's use of a text messaging service called MessageBee for patron notifications.

The Murrieta Public Library has an agreement with Riverside County for automated library services, including access to MessageBee. Through this service, Murrieta patrons receive library account notifications via text. When Riverside County developed its privacy policy to comply with these regulations, The County recommended that the Murrieta Public Library create its own policy to reflect local practices and expand on relevant topics.

This draft Privacy Policy was developed to address additional privacy concerns specific to Murrieta Public Library, including:

- Retention, security, and disclosure of patron records.
- Privacy rights of minors in compliance with California law.
- Use of video surveillance in the library and surrounding property.
- Photography and filming guidelines for staff, the public, and the media.
- Protocols for handling law enforcement and government requests.
- Clarification that patron records are exempt from public records requests under California Government Code § 6254(j).

The policy incorporates best practices from the American Library Association, aligns with state and federal privacy laws, and has been reviewed by the City Attorney's Office. This ensures that Murrieta Public Library patrons can use our services without concern for unauthorized disclosure of personal information.

### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

### **ATTACHMENTS**

Draft Murrieta Public Library Privacy Policy

# Murrieta Public Library Privacy Policy

## Introduction

The Murrieta Public Library is committed to protecting the privacy and confidentiality of all users. This policy outlines how we collect, use, protect, and share personal information to ensure that Murrieta Public Library patrons can access our services without concern for their privacy.

This policy is guided by the principles of intellectual freedom, the ethics of librarianship, and applicable local, state, and federal laws. We uphold every patron's right to use the Murrieta Public Library without fear that their personal information or library usage data will be disclosed without consent, except as required by law.

**By using the library's website, attending an event or program, accessing library resources, or using library technology and applications, patrons acknowledge this policy and the practices described herein, including the use of video surveillance and photography as outlined.**

## Information Collection

The Murrieta Public Library collects only the personal information necessary to provide and improve Library services. The types of data we may collect include:

- Library account information – Name, address, phone number, email address, date of birth, and library card number.
- Library transactions – Items checked out, holds, interlibrary loan requests, overdue items, and fines.
- Computer & Internet use – Library card number or guest pass used to access public computers and Wi-Fi logs (IP addresses are collected but are not linked to individuals).
- Program & event registration – Name and contact information when registering for programs, events, and meeting rooms.
- Communications with the library – Records of inquiries or requests submitted via email, phone, or in person.
- Website & digital services – Cookies and usage data may be collected to enhance website functionality and digital services but do not contain personally identifiable information.

## Use of Cookies and Digital Privacy

Murrieta Public Library's website and digital platforms may use cookies to improve functionality and user experience. Cookies help:

- Authenticate users for access to digital resources.
- Customize website experiences based on user preferences.
- Collect anonymous statistical data on website usage.

Users may disable cookies in their browser settings, though this may limit access to certain library services.

## How the Library Uses Your Data

Personal data is used solely for library-related functions, including:

- Managing user accounts, borrowing activity, and communication about library services.
- Improving library programs, services, and website functionality.
- Complying with legal and financial obligations (e.g., overdue fines, lost items).
- Notifying patrons of upcoming programs, service changes, or account-related updates.

Murrieta Public Library does not use patron data for commercial purposes or targeted advertising.

## Text Notifications

If you opt in to receive text message notifications from the library, your mobile phone number will be used solely for the purpose of sending you texts related to your library account, library events, or emergency closures. Message and data rates may apply. You can opt out at any time by replying STOP to any library text message.

## Email Communications

If you provide your email address when creating or updating your library account, it will be used to send account-related notifications such as due date reminders, hold notices, or password resets. With your consent, we may also send you occasional emails about library events, services, or surveys. You can opt out of promotional emails at any time by using the unsubscribe link provided in the message.

## Data Sharing & Disclosure

The Murrieta Public Library does not sell, rent, or distribute personally identifiable information to third parties for marketing purposes. Personal information is only shared under the following circumstances:

- With authorized library vendors – Some third-party services, such as e-book providers and databases, require authentication. While only minimal necessary information is shared to grant access, patrons who use third-party services are subject to the privacy policies of those vendors, which may not reflect the policy of Murrieta Public Library.
- By legal requirement – If compelled by subpoena, warrant, court order, or other legally binding request, the library may be required to disclose personal information. We will consult legal counsel before compliance and, where legally allowed, will notify affected patrons.
- To protect library property & safety – In cases of suspected fraud, threats, or illegal activities, the library may cooperate with law enforcement while ensuring compliance with applicable privacy laws.

## Data Security Measures

The library takes reasonable steps to ensure data security, including:

- Encrypting and protecting personal information stored in digital systems.
- Limiting access to patron data to authorized staff members only.
- Regularly purging or anonymizing old records that are no longer needed.
- Implementing strong password protections and secure access controls.

Despite these efforts, Murrieta Public Library cannot guarantee absolute security. Users should take precautions when using public computers or unsecured networks. Cardholders should inform the library immediately if their library card is lost or stolen, or they believe their card or card number is being used without permission.

## Third Party Vendors

Murrieta Public Library uses third-party providers and technology to deliver services and content such as databases, streaming media collections, eBooks, and eAudiobooks, and communication about library programs, services and patron accounts. The library makes a reasonable effort to ensure that vendors conform to Murrieta Public Library Privacy Policy and will share information only as necessary to provide service on behalf of the library.

However, patrons should be aware that they may be providing personal information directly to a third party and that the use of their information is governed by the policies and terms of service of the vendor.

Third party vendors may collect and disclose patron information, including:

- Personally identifiable information that is provided when registering for the site or service, providing feedback or suggestions, or creating shared content.
- Other information that could be used to identify patrons, such as IP address, search history, location-based data and device ID.
- Non-personally identifiable information, including ad and page views, browser information, cookie data, analytics, date/time of request, demographic data, and hardware/software type.
- Other information as described in the vendor's privacy policy and terms of service.

**By using these services, patrons acknowledge that the Murrieta Public Library is not responsible for how third parties collect and use their personal information. Patrons may always choose not to use third-party vendors or services if they do not accept their policies or terms of service.**

## Privacy & Minors

Murrieta Public Library respects the privacy of all users, regardless of age. In accordance with California state law, the library does not knowingly collect or share information about minors without consent from their parent or legal guardian.

Parental consent will be obtained before collecting, using, or disclosing personal information about a minor. Parents will be allowed to revoke their consent at any time, and request deletion of the information collected about the minor.

Parents or guardians named on the minor's library card may access a minor's borrowing records only if they provide the child's library card or account credentials and show the parent's/guardian's ID. If the minor is age 14 or older, the minor must give verbal consent at the time of applying for a library card to allow a parent or guardian to access the account's information. This consent remains in effect unless and until the minor requests to change it.

While the Murrieta Public Library respects the privacy rights of minors, parents or guardians who are financially responsible for a minor's library account may be informed of the presence of fines or fees. However, the specific titles or content of borrowed materials will not be disclosed without the consent of the minor if they are age 14 or older, in accordance with library policy.

## Retention of Records

Murrieta Public Library retains records only for as long as needed for operational purposes in accordance with the City of Murrieta's Records Retention Schedule. Borrowing history is not stored unless patrons opt-in to track their reading history. Other personal information, such as account details and fines, is retained only as necessary for account management and legal compliance.

## User Rights: Access, Correction, and Deletion of Personal Data

Murrieta Public Library patrons have the right to access their personal information and request updates, corrections and deletions, subject to legal and financial record-keeping requirements. Patrons can do this by:

- Logging into their account online.
- Calling the library at 951-304-2665.
- Emailing the library at [circ@murrietaca.gov](mailto:circ@murrietaca.gov).
- Visiting the library and speaking to staff.

## Law Enforcement & Government Requests

It is the policy of the Murrieta Public Library that patron records remain confidential and protected from public disclosure. In accordance with California Government Code § 6254(j), patron records are exempt from public records requests and will not be released except as required by a valid legal order. The Murrieta Public Library will not disclose information about a patron's use of library resources unless:

- Required by a valid legal order from a court with proper jurisdiction.
- There is a substantiated emergency involving an immediate threat to life or safety.

All law enforcement or government inquiries must be directed to the Library Manager or the City Attorney.

## Video Surveillance and Photography

Murrieta Public Library uses security cameras in public areas of the Library and surrounding property to protect the safety and security of patrons, staff, and property. Footage is not actively monitored but may be reviewed in response to specific incidents. Access to video footage is restricted to designated Library and City of Murrieta personnel. Surveillance footage

will only be released at the formal request of the Murrieta Police Department or the City Attorney's Office.

Library staff may take photographs or video during Library programs and events for promotional purposes. Signage will be posted in areas where photography or videography is taking place. Attendees may request not to be photographed or recorded.

Members of the public or the press who wish to film, photograph, or record inside the Library for commercial purposes are required to obtain prior approval from Library administration. News media are encouraged to notify Library staff in advance to ensure that coverage does not disrupt Library operations or compromise patron privacy.

The Murrieta Public Library acknowledges the public's right to record in public spaces under the First Amendment. Members of the public may film, photograph, or record video in **public areas** of the Library, provided that such activity:

- Does not disrupt Library operations or interfere with staff duties.
- Does not harass or infringe on the reasonable privacy of other patrons or staff.
- Does not involve restricted or staff-only areas.
- Does not block aisles, exits, or access to Library materials and services.

Recording of minors without parental consent is discouraged.

Library staff may ask individuals to cease filming or leave the premises if the activity becomes disruptive or violates the Library's Code of Conduct.

## Changes to This Privacy Policy

This policy may be updated periodically. Any significant changes will be posted on the Library's website, and patrons will be notified where appropriate.

## Contact Information

For questions or concerns about this Privacy Policy, contact:

### **Murrieta Public Library**

8 Town Square

Murrieta, CA 92562

Phone: (951) 304-2665

Email: [reference@murrietaca.gov](mailto:reference@murrietaca.gov)

Website: <https://www.murrietaca.gov/library>