

CITY OF MURRIETA
Council Chambers
1 Town Square
Murrieta 92562



Monday, February 9, 2026
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 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 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

LaVerne Davis
Commissioner

Nicole 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****NEW BUSINESS**

1. Election of Chair and Vice-Chair for 2026

Recommended Action:

Nominate and elect from the Library Advisory Commission two Commissioners to serve as Chair and Vice-Chair for 2026.

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.

- 2025 Murrieta Public Library Annual Report - Melvin Racelis, Library Manager
- Parks & Recreation Master Plan and Trails Master Plan Presentation - Lea Kolek, Parks and Community Services Manager

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 October 20, 2025

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

Receive and file.

PULLED CONSENT CALENDAR ITEMS**DISCUSSION****3. Discussion of Upcoming Revisions to the Murrieta Public Library Library Card Policy****Recommended Action:**

Provide feedback and high-level input on upcoming revisions to the Murrieta Public Library Library Card 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

2/9/2026

Agenda Item No. 1.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Katie Calametti, Administrative Assistant

SUBJECT: Election of Chair and Vice-Chair for 2026

RECOMMENDATION

Nominate and elect from the Library Advisory Commission two Commissioners to serve as Chair and Vice-Chair for 2026.

BACKGROUND

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. However, the board/commission may make a finding of exceptional circumstances to extend the service of an existing chair for a subsequent year.

ATTACHMENTS

Murrieta Municipal Code Chapter 2.32

Chapter 2.32

BOARDS AND COMMISSIONS GENERALLY

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)



CITY OF MURRIETA

Library Advisory Commission

Meeting Agenda Report

2/9/2026

Agenda Item No. 1.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Katie Calametti, Administrative Assistant

SUBJECT: Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of October 20, 2025

ATTACHMENTS

Regular Meeting Minutes, October 20, 2025

CITY OF MURRIETA
Council Chambers
1 Town Square
Murrieta 92562



Monday, October 20, 2025
Library Advisory Commission
6:00 PM REGULAR MEETING

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Commissioner

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<https://murrieta.legistar.com/Calendar.aspx>

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

The meeting was called to order by Chair Goltara at 6:02 p.m.

ROLL CALL

Present: Chair Ken Goltara, Vice Chair Jeffery Meeker, Commissioner Terry Gavitt, Commissioner LaVerne Davis, Commissioner Nicole Davis.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Goltara.

APPROVAL OF AGENDA

Action: It was moved by Commissioner LaVerne Davis, seconded by Commissioner Gavitt, to approve the agenda. The motion carried by the following vote:

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

Noes: None

Absent: None

ADMINISTRATIVE UPDATE

Melvin Racelis provided an update on the Library construction project. He reviewed the upcoming road closure, site demolition, and site preparation, which are scheduled to take place through October and November. Utility work, including storm drain installation, is planned for December. Foundation and on-grade work is expected to occur from mid-November through mid-January. The Library is anticipated to remain open during much of this time; however, some changes are expected, including a temporary closure in November.

The Murrieta Public Library Foundation (MPLF) has raised \$168,000, and the Friends of the Murrieta Library (FOL) has pledged \$104,000. Local water districts have contributed a total of \$110,000, bringing overall community support to \$382,000. Community outreach remains ongoing, including engagement with Murrieta Mesa High School and the Lions Club. MPLF will host two upcoming restaurant fundraisers.

The Public Information Officer (PIO) will coordinate and distribute all public messaging related to construction, closures, and fundraising efforts. A sign will be placed at the corner to help communicate updates to the public.

Jennifer Fischer was recently promoted to full-time Library Assistant II, and Beth Khaled was promoted to part-time Library Assistant I. Externally, a part-time Library Assistant II recruitment is underway, with two Pages also being hired. The Library expects to be fully staffed soon, with operations remaining consistent with established policies and procedures.

Library programs and events continue as scheduled, including Library Card Sign-Up Month activities, storytime, Library for All programs, chess club, and garden programming. The Library also participated in the Great ShakeOut, which included patron involvement. The Teen Advisory Council (TAC) will host a booth at the upcoming "Dark in the Park" event.

An update was provided on technology and operations, including a planned upgrade to the Polaris Integrated Library System.

Gretchen Sedlacek provided an update regarding the temporary closure of the Library due to the construction on the Children's Library expansion, including specific dates and times. She also noted that upon reopening, patrons will need to be informed of updated locations within the Library during construction.

PUBLIC COMMENTS (NON-AGENDA)

CONSENT CALENDAR - APPROVAL OF ITEMS 1 – 2

Action: It was moved by Commissioner Davis, seconded by Commissioner Davis, to approve the Consent Calendar. The motion carried by the following vote:

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

Noes: None

Absent: None

1. Minutes
2. Murrieta Public Library Statistical Report

PULLED CONSENT CALENDAR ITEMS

DISCUSSION

Melvin Racelis gave background on why staff is bringing the Bulletin Board, Handouts, and Petitioning Policy forward for adoption by the Commission. The City Attorney has reviewed the Policy and it complies with best practices from the American Library Association, and there is no fiscal impact from this policy. Staff is asking for a recommendation to adopt the policy. Commissioner Meeker asked if there were any changes made to the policy. Yes, an extra section that talked about distribution guidelines and commonly posted materials and removal of verbiage regarding political candidate ads in community newspapers.

3. Review and Recommendation to Approve the Murrieta Public Library Bulletin Board, Handouts, and Petitioning Policy

Action: It was moved by Commissioner Davis, seconded by Commissioner Gavitt, to recommend adoption of the Bulletin Board, Handouts, and Petitioning Policy. The motion carried by the following vote:

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

Noes: None

Absent: None

COMMISSION MEMBER ANNOUNCEMENTS

Commissioner Nicole Davis asked if the Library was participating at Santa's Arrival at the Temecula Promenade. Yes, Library staff will be there on November 15 from 4:00 to 7:00 p.m.

COMMISSION MEMBER REQUESTS TO ADD ITEMS TO FUTURE AGENDAS

Chair Goltara commended the teens who spoke at the previous Library Advisory Commission meeting and expressed interest in inviting them back at a future meeting to provide an update on their efforts to attract more teen participation. Melvin Racelis reported that the Teen Advisory Council (TAC) met yesterday and noted that it is the largest TAC group the Library has had to date.

ADJOURNMENT



Cristal McDonald, City Clerk



Kimberly Ramirez, Deputy City Clerk



CITY OF MURRIETA

City Council Meeting Agenda Report

2/9/2026

Agenda Item No. 2.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Katie Calametti, Administrative Assistant

SUBJECT: Murrieta Public Library Statistical Report

RECOMMENDATION

Receive and file.

ATTACHMENTS

Murrieta Public Library Statistical Report 2025

MURRIETA PUBLIC LIBRARY STATISTICAL REPORT 2025		OCTOBER	NOVEMBER	DECEMBER	ENTIRE 2025	ENTIRE 2024
					CAL YEAR	CAL YEAR
MATERIALS CHECKED-OUT	30,507	23,480	24,227	366,683	386,258	
MATERIALS CHECKED-IN	16,249	12,478	21,481	227,109	204,876	
Total Circulated:	46,756	35,958	45,708	593,792	591,134	
LIBRARY CARDS:	263	166	181	3,952	4,219	
DOOR COUNT:	15,251	8,541	9,822	178,882	175,082	
NEW MATERIALS ADDED:	349	416	850	8,830	7,514	
REFERENCE INTERACTIONS:						
<i>Adults, Teens and Children</i>						
Reference Questions	3,868	3,155	3,540	51,621	50,008	
Technology Assistance	425	298	296	5,056	4,910	
Total Reference Interactions:	4,293	3,453	3,836	56,677	54,918	
COMPUTER USE:						
Lab & Adult:	488	270	393	5,634	5,793	
Teen:	18	2	0	217	199	
Children:	485	0	0	6,897	7,155	
Total Computer Use:	991	272	393	12,748	13,147	
PROGRAMS:						
Family # of programs:	18	6	8	141	48	
Attendance:	337	69	178	2,827	2,669	
# Take-Home Kits	0	0	0	0	0	
Adult # of programs:	10	5	6	105	90	
Attendance:	163	52	103	1,593	1,903	
# Take-Home Kits	0	0	0	718	631	
Teen # of programs:	2	0	3	32	39	
Attendance:	459	0	16	776	557	
# Take-Home Kits	50	25	0	420	407	
Grades K-5 # of programs:	3	3	4	65	129	
Attendance:	125	95	98	2,786	5,599	
# Take-Home Kits	0	25	55	125	179	
PreSchool # of programs:	8	2	0	53	66	
Attendance:	135	30	0	2,339	3,024	
# Take-Home Kits	0	0	0	0	0	
Total # of Programs:	41	16	21	396	350	
Total Attendance:	1,219	246	395	10,321	13,321	
Total Take-Home Kits:	50	25	55	1,293	29,012	

Page 2		OCTOBER	NOVEMBER	DECEMBER	ENTIRE 2025	ENTIRE 2024
					CAL YEAR	CAL YEAR
LIBRARY TOURS:						
<i>Adult</i>	# of tours:	0	0	0	0	1
Attendance:		0	0	0	0	25
<i>Teen</i>	# of tours:	0	0	0	0	0
Attendance:		0	0	0	0	0
<i>Children's</i>	# of tours:	0	4	1	17	23
Attendance:		0	119	22	429	770
Total # of Tours:		0	4	1	17	24
Total Attendance:		0	119	22	429	795
SCHOOL VISITS:						
# of High School visits:		1	0	0	2	0
# of Middle School visits:		0	0	0	1	2
# of Elementary visits:		0	0	0	2	2
Total # of School Visits:		0	0	0	4	4
OTHER OFFSITE VISITS/OUTREACH:						
		0	0	0	10	24
COMMUNITY ROOM USE:						
# of City Agency uses:		0	0	0	6	18
# of Library uses:		0	0	0	165	281
# of Resident/Non-resident uses:		0	0	0	16	23
Total # of uses:		0	0	0	187	322
COMPUTER LAB USE:						
# of Library uses:		36	24	23	83	57
NOTARY SERVICES:						
		4	1	2	30	39
PASSPORTS:						
		46	10	30	433	393
VOLUNTEER HOURS:						
		122	51	93	2,073	2,053



CITY OF MURRIETA

Library Advisory Commission

Meeting Agenda Report

2/9/2026

Agenda Item No. 3.

TO: HONORABLE CHAIR AND COMMISSIONERS OF THE LIBRARY ADVISORY COMMISSION

FROM: Brian Ambrose, Community Services Director

PREPARED BY: Katie Calametti, Administrative Assistant

SUBJECT: Discussion of Upcoming Revisions to the Murrieta Public Library Library Card Policy

RECOMMENDATION

Provide feedback and high-level input on upcoming revisions to the Murrieta Public Library Library Card Policy.

PRIOR ACTION/VOTE

None.

CITY COUNCIL GOAL

Coordinate and deliver responsive, effective community services.

BACKGROUND

The Murrieta Public Library Library Card Policy establishes guidelines for the issuance, renewal, and use of library cards, including identification requirements, fees, privacy considerations, and procedures for adult and juvenile accounts. The policy was last updated in 2017.

Staff is beginning a review of the policy to ensure it reflects current library operations, technology systems, and service expectations, while continuing to support equitable access, patron privacy, record retention, and responsible use of library resources. Staff is seeking early, high-level input from the Library Advisory Commission to help inform the direction of upcoming revisions.

This item is intended for **discussion only**. Staff invites feedback on key considerations such as access, equity, and privacy prior to refining the policy and proceeding with further internal review, including review by the City Attorney, as appropriate.

FISCAL IMPACT

There is no fiscal impact associated with receiving input on the proposed policy revisions.

ATTACHMENTS

1. Murrieta Public Library Library Card Policy (2017)



Library Card Policy

New Card:

New cards will be issued when applicant provides proper identification and proof of address, is able to agree to library terms, and accepts responsibility for materials checked out on the library card account.

Any person applying for a library card must be present.

Each library user is allowed one library account only. If a secondary account is found, it must be merged or deleted.

Staff is required to verify that there is no previously existing account by cross referencing name, photo I.D. and birthdate to matching information within the database before issuing a card.

Fees:

Each new library card holder will receive their first card free, providing they do not have an existing card within the shared Polaris database system.

Each new library card holder who has an existing account in the shared database will be charged a \$1.00 replacement fee. *Note: Our database includes libraries within a consortium to include most of Riverside County, Simi Valley and some surrounding area City Libraries.

Fees associated with any previously held accounts or accounts obtained on the behalf of a dependent must be in good standing to receive a new account. All fees, fines or charges must be paid to obtain a new card.

All library cards are autonomous and not linked when first obtained. To access any account or link users, the library card holder must be present with card or valid state issued ID. An Allow Access form must be signed by the card holder if they wish to give permission to another person who may receive information on their behalf and the library card must be present to access the account. This includes minors. **See attached privacy statement.

Adult:

Adults must have valid, state-issued photo identification with proof of address to obtain a library card.

Juvenile:

It is recommended that children are able to sign their name and give parental consent.

Patrons under the age of 18 must have parent or legal guardian with valid state-issued photo I.D. present to obtain a library card.

Patrons age 16 and over with valid driver's license may apply for a library card without a parent present.

All cards connected to the legal guardian must be in good standing before any other card can be issued.

All juvenile cards and accounts are the property of the card holder. Any fines, fees, credit collections, information, etc. accrued by or under the supervision of a parent/legal guardian will be the responsibility of the minor at the time the minor reaches legal adult age.

Renewal:

Every three years, account verification is required and the card holder must re-verify the information provided on the account. At this time, all fees associated with the account must be paid in full.

Expired Cards:

Cards that are expired for three years or longer will be removed from the database due to inactivity.

Replacement Cards:

Card holders should notify the library immediately if their library card is lost or stolen. There is a \$1.00 replacement fee for lost/stolen cards. A new card can be obtained by showing a state-issued photo I.D. Once a card has been replaced, the lost/stolen card becomes inactive and is no longer usable. Pre-paid printing credit is not transferrable.