



# MURRAY CITY LIBRARY BOARD OF TRUSTEES

## NOTICE OF MEETING AND AGENDA

January 17, 2024

05:30 PM

166 E 5300 S Murray, UT

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### CALL MEETING TO ORDER

### APPROVAL OF MINUTES

### CITIZEN COMMENT(S)

Those wishing to have their comments read into the record may send an email by 5:00 p.m. the day prior to the meeting date to [kfong@murray.utah.gov](mailto:kfong@murray.utah.gov). Comments are limited to three minutes or less (approximately 300 words for emails) and must include your name and address.

### REPORT(S)

- 1) Financial Report
- 2) Director's Report

1. **Financial Report, Kim Fong**

Attachments

1. [boardbudgetreportjan2024.pdf](#)

### OLD BUSINESS

### NEW BUSINESS ITEM(S)

Public Comment Portion of Agenda and Meeting

Code of Conduct Changes

Inventory Closure--February 29

Loan Policy Change--Read-Along Books

February Board Meeting Cancellation--Boards and Commissions Dinner, January 30

1. **Public Comment, Kim Fong**

Attachments

1. [Public Comments.pdf](#)

2. **Code of Conduct, Kim Fong**

Attachments

1. [Code of Conduct 012024.pdf](#)

3. **Loan Policy, Kim Fong**

Attachments

1. [library card loan policies 012024.pdf](#)

### ANNOUNCEMENTS AND QUESTIONS

### ADJOURNMENT

## **NEXT MEETING**

The next scheduled meeting will be held on **Wednesday, February 21, 2024, at 5:30 p.m. MST located at 166 E 5300 S Murray, Utah.**

Special Accommodations for the hearing or visually impaired will be made upon a request to the office of Murray City Recorder (801-264-2662). We would appreciate notification two working days prior to the meeting. TTY is Relay Utah at #711.

Committee members may participate in the meeting via telephonic communication. If a Committee member does participate via telephonic communication, the Committee member will be on speakerphone. The speakerphone will be amplified so that the other Committee members and all other persons present will be able to hear all discussions.

At least 24 hours prior to the meeting, a copy of the foregoing notice was sent to the City Recorder to post in conspicuous view in the front foyer of the Murray City Center, Murray, Utah. A copy of this notice was also posted on Murray City's internet website [www.murray.utah.gov](http://www.murray.utah.gov) and the state noticing website at <http://pnn.utah.gov>.

FULL ACCT	ACCT DESCRIPTION	TYPE	2024 Budget	Remaining Budget	% Used
23-0000-31110	Real Property Taxes	R	-2,504,413.00	-209,621.70	91.63
23-0000-31120	Personal Property Taxes	R	-100,000.00	-67,884.57	32.12
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-71,240.67	43.01
23-0000-31150	Prior Year's Tax Redemptions	R	-20,000.00	-14,691.47	26.54
23-0000-33200	State Grants	R	-13,395.00	-11,811.00	11.83
23-0000-34110	Copies and Printing Fees	R	-3,500.00	-733.57	79.04
23-0000-35125	Library Fines	R	-15,000.00	-5,067.06	66.22
23-0000-36100	Interest Income	R	-186,000.00	2,053.07	101.10
23-0000-36500	Miscellaneous	R	0.00	3,777.11	0.00
23-2301-41100	Regular Employees	E	831,966.00	431,798.28	48.10
23-2301-41110	Seasonal/Part Time Employees	E	170,000.00	107,543.84	36.74
23-2301-41200	Social Security	E	76,848.00	42,269.14	45.00
23-2301-41300	Group Insurance	E	147,096.00	81,312.13	44.72
23-2301-41400	Retirement	E	176,638.00	91,637.73	48.12
23-2301-41500	Worker Comp	E	670.00	259.88	61.21
23-2301-42030	Tuition Reimbursement	E	2,500.00	0.00	100.00
23-2301-42040	Service Awards	E	500.00	350.00	30.00
23-2301-42125	Travel & Learning	E	12,000.00	9,805.06	18.29
23-2301-42140	Supplies	E	15,000.00	8,903.02	40.65
23-2301-42170	Small Equipment	E	13,800.00	1,651.50	88.03
23-2301-42180	Miscellaneous	E	28,990.00	20,542.28	29.14
23-2301-42505	Building & Grounds Maintenance	E	75,000.00	33,697.69	55.07
23-2301-42510	Equipment Maintenance	E	83,000.00	53,091.26	36.03
23-2301-42730	Credit Card Fees	E	2,000.00	1,166.58	41.67
23-2301-43000	Professional Services	E	60,000.00	52,678.04	12.20
23-2301-44000	Utilities	E	30,000.00	16,010.28	46.63
23-2301-44010	Internet/Telephone	E	6,500.00	5,617.37	13.58
23-2301-45920	Reserve Buildup	E	573,923.00	573,923.00	0.00
23-2302-42110	Children's Books	E	59,800.00	33,726.07	43.60
23-2302-42111	Children's Audio Visual	E	7,560.00	5,269.33	30.30
23-2302-42112	Children's Audio Books	E	10,400.00	6,373.78	38.71
23-2302-42113	Children's E-books	E	16,200.00	9,251.35	42.89
23-2302-42600	Children's Programs	E	4,000.00	2,772.89	30.68

23-2303-42110	Young Adult Books	E	14,040.00	8,361.85	40.44
23-2303-42112	Young Adult Audio Books	E	10,000.00	7,077.76	29.22
23-2303-42113	Young Adult E-books	E	19,160.00	11,092.59	42.11
23-2303-42600	Young Adult Programs	E	2,000.00	1,053.89	47.31
23-2304-42110	Adult Books	E	54,000.00	25,382.54	53.00
23-2304-42111	Adult Audio Visual	E	32,000.00	20,082.37	37.24
23-2304-42112	Adult Audio Books	E	10,000.00	5,016.68	49.83
23-2304-42113	Adult E-Books	E	110,760.00	55,690.80	49.72
23-2304-42114	Adult Periodicals	E	2,800.00	-342.89	112.25
23-2304-42600	Adult Programs	E	2,000.00	1,673.01	16.35
23-2362-42140	Grant Supplies	E	495.00	495.00	0.00
23-2370-47200	Buildings	E	169,524.00	169,524.00	0.00
23-2390-49000	Risk Assessment	E	13,637.00	7,957.00	41.65
23-2390-49310	Admin Cost Wages	E	91,876.00	59,557.00	35.18
23-2390-49311	Admin Cost O&M	E	30,625.00	15,642.00	48.92

Public Comments:

Comments will be limited to three minutes for individuals (approximately 300 words for emails) and to five minutes for a spokesperson, recognized as representing a group in attendance. Please begin by stating your name and city of residence. Comments are limited to items not scheduled on the agenda. Those wishing to have their comments read into the record may send an email by 5:00 p.m. the day prior to the meeting date to [kfong@murray.utah.gov](mailto:kfong@murray.utah.gov). Other than this Public Comment section of the meeting or a required public hearing, members of the public may observe but will not be allowed to participate (speak) in the meeting.

At the beginning of the meeting, if public is present, the Chair could say something like this:

We welcome the public in attendance. This Library Board meeting is a business meeting where we discuss the business of the library. Consequently, other than the public comment section (or a required public hearing), members of the public may observe the meeting but may not participate (speak) in the meeting.

And just prior to calling for public comment, the Chair may state:

The public comment portion of the meeting shall be limited to the public addressing the Library Board on any item not on the agenda. Individual members of the public shall be limited to three (3) minutes time. A spokesperson representing a group in attendance shall be limited to no more than five (5) minutes time. Board members will not interrupt, argue with, or otherwise interfere with comments made by the public. The Board may ask clarifying questions of the member of the public making a comment, but state law prohibits the Board from acting on items that do not appear on the agenda.

## Code of Conduct

Patrons shall be engaged in activities associated with the use of a public library while in the building.

Patrons not engaged in reading, studying, using Library materials/the computers/wireless system or attending events may be asked to leave the building.

The following behaviors are not permitted:

- Any illegal activity.
- Soliciting.
- Blocking access to entrances and exits, or library services inside or outside the library.
- Use of wheeled devices, except for wheelchairs, walkers, strollers for children, and medically necessary scooters inside or outside the library.
- Using more space than is typically required for one person and their belongings.
- Loud talking, other noises or actions that distract and interrupt other patrons or staff.
- Using audible devices without headphones or with headphones set at a volume that disturbs others.
- Using communication devices in a manner that disturbs others.
- Running, pushing, shoving, physical threats, horseplay or other acts of violence.
- Any harassment or abuse, whether verbal or physical, of patrons or library employees. Harassment may include but is not limited to verbal or physical conduct another individual reasonably perceives to be hostile, threatening, or offensive.
- Misuse or abuse of furniture, equipment, materials or other library property.
- Littering inside or outside the library.
- Failure to follow library policies regarding public access to the Internet.
- Smoking, use of tobacco products, e-cigarettes, alcohol and drugs; the library is a smoke-free and drug-free environment.
- Being under the influence of alcohol or illegal drugs while in the library.
- Use of the library restrooms for anything other than their ordinarily intended purpose, it being understood that such purposes do not include loitering, bathing, shaving, doing laundry or washing hair.
- Animals in the library, with the exception of service animals. Individuals with a service animal must maintain control of the animal at all times.
- Using library property for prolonged sleeping or as living quarters.
- Leaving personal items unattended inside or outside the library. The library cannot be responsible for lost or stolen items. Unattended items may be removed and discarded.

- Presenting an offensive, pervasive odor which interferes with others' comfortable use of the library.

Food and drink is allowed in the library if practiced "within reason" as determined by library staff.

~~Patrons should not leave personal items unattended. The library cannot be responsible for lost or stolen items.~~

A person must wear clothing (covering upper and lower body) and footwear in the library.

The library reserves the right to respond to any and all conduct not expressly set forth herein, but which is deemed by library staff to interfere with the use of the library by other patrons or library staff.

Patrons will be warned once and required to leave the premises if the unacceptable behavior continues.

Repeat misconduct for minor offenses or the commission of severe offenses (even if a single isolated event) may result in individuals being immediately trespassed from the library for a specified period of time determined by library staff, or in extremely severe and extraordinary circumstances, permanently.

Trespass procedures are outlined below.

Adopted by the Murray Library Board of Trustees – June 21, 2006; Revised January 19, 2022.

## LIBRARY CARDS

The following card types are offered:

### **Adult Resident Card**

Any adult resident of Salt Lake County is eligible for this card. Photo identification and proof of current address is required. Employees of Murray City are eligible for this card, regardless of place of residence.

### **Juvenile Resident Card**

Cardholders have access to all library materials and library computers. Minors under the age of 18 years must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have an Adult Resident Card before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Juvenile Resident No Movies Card**

Cardholders have full access to library materials (except for movies) and library computers. Minors under the age of 18 must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have an Adult Resident Card before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Adult Internet Card**

Any adult with photo identification is eligible for this card, which offers use of computers in the library.

### **Juvenile Internet Card**

Minors under the age of 18 must have approval of their legal guardian in the library at the time the card is issued; adults must have an Adult Card of any type before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Adult Non-Resident Card**

Adults who do not live in Salt Lake County are eligible for this card after paying a \$95 annual fee. Photo identification and proof of current address is required.

### **Juvenile Non-Resident Card**

Minors under the age of 18 years must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have a Non-Resident Card before their



child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts. Eligible minors must pay a \$95 annual fee.

### **Friends of the Murray Library Card**

Any adult resident of Salt Lake County is eligible for this card after paying \$25 and offering 5 hours of volunteer service with the Friends of the Murray Library. This card is renewed annually.

### **Organization Card**

Murray City businesses, non-profits, and educational organizations are eligible for this card upon approval through an application process.

### **Homebound Card**

Homebound Murray City residents are eligible for this card upon approval through an application process.

### **Adult with Responsible Party**

An adult resident of Salt Lake County who requires a caretaker is eligible for this card, which attaches another responsible adult to the account upon approval through an application process.

A valid library card or photo identification which confirms the account must be presented at checkout. Lost or stolen cards and changes in residence, email address, or telephone number should be reported as soon as possible to ensure prompt and accurate notification. While every effort is made to notify patrons of overdue, lost, or missing items, patrons are responsible for the return of items, regardless of notification by the library.

## **LOAN POLICIES**

Books, CD Books, Audio Books, **Read-Along Books**, and Music checkout for 28 Days. 20 CD Books, 20 Audio Books, and 20 CD Music Discs at a time. **3 Read-Along Books at a time.**

Movies, Tablets, Hotspots, and Telescopes checkout for 7 Days. 20 Movies, 1 Tablet, 1 Hotspot, and 1 Telescope at a time.

### **Fines**

Book, CD Book, Audio Books, and Music overdue fines are \$.15 per day.

Movie and Tablet overdue fines are \$.50 per day.

Hotspot overdue fines are \$1.00 per day.

Telescope fines are \$1.00 per day.

Library materials may be renewed twice if the account, or any account for which the patron is responsible, is in good standing and no holds are pending. Telescopes do not renew. Patrons may have 75 items checked out at a time. New patrons will have a one-month probationary period in which they may have 10 items checked out. **The maximum fine is \$5.00 per item. Borrowing privileges are suspended when fines exceed ten dollars (\$10.00).**

Other costs may include \$1.00 to replace a library card and paying the list price to replace a lost item.

Approved by Library Board of Trustees on June 21, 2023