MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

June 21, 2023

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Sage Fitch, Dustin Lewis, Kirsten Woodbury, Joelle Rasmussen, Vicki Matsumori,

Excused: Jessica Miller

Others: Kim Fong, Murray Library Director; Julia Pehrson, Murray Library Assistant Director

Chairman Lyddall called the meeting to order at 5:32 p.m.

APPROVAL OF MINUTES

1. May 2023 Minutes, Kim Fong

   Agenda Attachments
   1. Minutes.pdf

      The minutes for the May 2023 meeting were approved, as written, on a motion made by Vicki Matsumori. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

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. 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

   Agenda Attachments
   1. boardbudgetreportjun23.pdf

      1. Financial Report:
      91% of the year has lapsed and Director Fong reported that everything seems to be in order. A motion to receive and file the financial report was made by Kirsten Woodbury and seconded by Sage Fitch. Voting was unanimous in favor.

      2. Director's Report:
      Director Fong shared a handout that gave an overview of how many active library users are Murray City residents, Salt Lake County residents, Utah State residents and/or out of state residents.

OLD BUSINESS

Update on Feasibility Study--Information Item

Assistant Director Pehrson gave an update on the completion of the feasibility study and advised that some different layouts are being discussed.

NEW BUSINESS ITEM(S)

Library Cards--Action Item
Loan Policies--Action Item

1. Library Cards & Loan Policies Marked Up, Kim Fong

   Agenda Attachments
   1. library cards.pdf

2. Library Cards & Loan Policies, Kim Fong

   Agenda Attachments
   1. library card loan policies no markup.pdf

7.1. Library Card Types: Director Fong shared some handouts proposing changes to allowed card types. These changes include the elimination of the Limited Use status/card type and the creation of Internet Only cards. Non-resident vs resident card statuses will also be instated. Kirsten Woodbury asked if patrons who will be changed to non-resident status will be notified of the change. Director Fong answered that all patrons who live outside of Salt Lake County will have their card expire within the next year and the email for that expiration will explain that in order to renew their card, they will have to pay the non-resident fee if they still live outside of Salt Lake County. After discussion, Vice Chairman Lewis made a motion to accept the proposed changes to the Library Card Policy as presented with the change that the fee for an Adult Non-Resident Card be $75 or the median rate paid by Murray residents, whichever is greater. This was seconded by Vicki Matsumori and voting was unanimous in favor.

7.2. Loan Policies: Director Fong shared a handout outlining changes to the loan policy including the circulation of a telescope and an increase in overdue fines for the mobile hotspots. Sage Fitch made a motion to approve the changes made to the loan policy as presented. This was seconded by Kirsten Woodbury and voting was unanimous in favor.

ANNOUNCEMENTS AND QUESTIONS

ADJOURNMENT

A motion to adjourn was made by Kirsten Woodbury and seconded by Joelle Rasmussen. Voting was unanimous in favor. The meeting was adjourned at 6:39 p.m.

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, July 19, 2023 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 and the state noticing website at http://pmn.utah.gov.

MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 17, 2023

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Dustin Lewis, Kirsten Woodbury, Joelle Rasmussen, Vicki Matsumori, Jessica Miller

Excused: Sage Fitch

Others: Kim Fong, Murray Library Director; Julia Pehrson, Murray Library Assistant Director; Brittney Casad, Murray Library Staff

Chairman Lyddall called the meeting to order at 5:34 p.m.

APPROVAL OF MINUTES

The minutes for the April 2023 meeting were approved, as written, on a motion made by Vice Chairman Lewis. This was seconded by Vicki Matsumori and voting was unanimous in favor.

CITIZEN COMMENT(S)

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REPORT(S)

1) Financial Report
2) Director's Report

1. Financial Report, Kim Fong

Agenda Attachments
1. boardbudgetreportmay23.pdf

1. Financial Report:
83% of the year has lapsed and everything is going well. The interest income budget is doing especially great. A motion to receive and file the financial report was made by Kirsten Woodbury. This was seconded by Jessica Miller and voting was unanimous in favor.

2. Director's Report:
Director Fong gave a brief overview of the presentation she gave to the Murray City Council at the Committee of the Whole meeting about events at the library, the new mobile app and room usage statistics. Chairman Lyddall reminded everyone that there is a library board member training offered by the Utah State Library next Tuesday if anyone wants to participate.

OLD BUSINESS

Information Item: Senior Recreation Center/Library building collaboration update

Director Fong stated that the feasibility study for the new library/senior recreation center should be finished by the end of June.

NEW BUSINESS ITEM(S)

None

ANNOUNCEMENTS AND QUESTIONS

Joelle Rasmussen said that the Art for Adults nights are so fun. Chairman Lyddall asked what the next one will be. Director Fong responded that it will be a watercolor night. Jessica Miller added that the Read & Rate program was awesome as well. She said that she likes the pins and she hopes the program will come again next year. Vice Chairman Lewis asked what the Read with a Dog program is. Director Fong replied that it is a program with trained therapy dogs designed for children who are reluctant readers.

ADJOURNMENT

A motion to adjourn was made by Jessica Miller and seconded by Vicki Matsumori. Voting was unanimous in favor. The meeting was adjourned at 6:10 p.m.

NEXT MEETING

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

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91% of year lapsed

FULL ACCT	ACCT DESCRIPTION	TYPE	2023 Budget	Remaining Budget	% Used
23-0000-31110	Real Property Taxes	R	-2,464,889.00	-115,694.27	95.31
23-0000-31120	Personal Property Taxes	R	-100,000.00	528.96	100.53
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-100,000.00	-2,405.60	97.59
23-0000-31150	Prior Year's Tax Redemptions	R	-15,000.00	24,525.89	263.51
23-0000-33100	Federal Grants	R	-16,668.00	0.00	100.00
23-0000-33200	State Grants	R	-11,400.00	-460.00	95.96
23-0000-34110	Copies and Printing Fees	R	-5,000.00	-390.38	92.19
23-0000-35125	Library Fines	R	-10,000.00	4,207.81	142.08
23-0000-36100	Interest Income	R	-10,000.00	178,619.04	1,886.19
23-0000-36500	Miscellaneous	R	0.00	3,379.79	0.00
23-2301-41100	Regular Employees	E	779,018.00	77,420.90	90.06
23-2301-41110	Seasonal/Part Time Employees	E	163,000.00	60,539.02	62.86
23-2301-41115	Overtime	E	0.00	-214.47	0.00
23-2301-41200	Social Security	E	72,263.00	12,214.54	83.10
23-2301-41300	Group Insurance	E	150,524.00	23,871.37	84.14
23-2301-41400	Retirement	E	168,077.00	20,318.51	87.91
23-2301-41500	Worker Comp	E	770.00	-98.61	112.81
23-2301-42030	Tuition Reimbursement	E	2,500.00	2,500.00	0.00
23-2301-42040	Service Awards	E	500.00	250.00	50.00
23-2301-42125	Travel & Learning	E	11,000.00	208.56	98.10
23-2301-42140	Supplies	E	20,000.00	12,841.75	35.79
23-2301-42170	Small Equipment	E	13,800.00	1,069.81	92.25
23-2301-42180	Miscellaneous	E	24,990.00	1,035.73	95.86
23-2301-42505	Building & Grounds Maintenance	E	75,000.00	14,998.36	80.00
23-2301-42510	Equipment Maintenance	E	83,000.00	6,960.02	91.61
23-2301-42730	Credit Card Fees	E	2,000.00	388.06	80.60
23-2301-43000	Professional Services	E	60,000.00	47,615.11	20.64
23-2301-44000	Utilities	E	25,000.00	2,933.63	88.27
23-2301-44010	Internet/Telephone	E	6,500.00	5,031.77	22.59
23-2301-45920	Reserve Buildup	E	430,771.00	430,771.00	0.00
23-2302-42110	Children's Books	E	62,800.00	11,803.61	81.20
23-2302-42111	Children's Audio Visual	E	7,560.00	1,351.89	82.12

23-2302-42112	Children's Audio Books	E	5,400.00	3,053.46	43.45
23-2302-42113	Children's E-books	E	16,200.00	1,001.01	93.82
23-2302-42600	Children's Programs	E	4,000.00	1,016.75	74.58
23-2303-42110	Young Adult Books	E	16,040.00	1,165.42	92.73
23-2303-42112	Young Adult Audio Books	E	12,960.00	9,355.26	27.81
23-2303-42113	Young Adult E-books	E	16,200.00	510.90	96.85
23-2303-42600	Young Adult Programs	E	2,000.00	110.85	94.46
23-2304-42110	Adult Books	E	54,000.00	2,235.39	95.86
23-2304-42111	Adult Audio Visual	E	32,400.00	7,178.77	77.84
23-2304-42112	Adult Audio Books	E	11,880.00	2,166.72	81.76
23-2304-42113	Adult E-Books	E	103,680.00	4,816.80	95.35
23-2304-42114	Adult Periodicals	E	2,800.00	858.50	69.34
23-2304-42600	Adult Programs	E	2,000.00	190.54	90.47
23-2361-42140	LSTA Supplies	E	15,168.00	15,168.00	0.00
23-2363-42170	Small Equipment	E	3,050.00	-10,450.00	442.62
23-2370-47200	Buildings	E	113,194.00	113,194.00	0.00
23-2370-47400	Equipment	E	32,816.00	-185.20	100.56
23-2390-49000	Risk Assessment	E	11,706.00	1,946.00	83.38
23-2390-49310	Admin Cost Wages	E	88,792.00	23,274.00	73.79
23-2390-49311	Admin Cost O&M	E	29,598.00	2,630.00	91.11

Library Cards

~~Adults eighteen years of age or older with photo identification and proof of current address are eligible. Minors under eighteen years of age must have the approval of their parent/legal guardian in the library at the time card is issued. Adults are responsible for all charges to their account and their children's account.~~

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 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.

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 years must have approval of their legal guardian in the library at the time the card is issued; adults must an Adult Card of any type before their child can have a card.

Adult Non-Resident Card

Adults who do not live in Salt Lake County are eligible for this card after paying a $75 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 $75 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. ~~Utah residents who have photo identification but do not have proof of current address can be issued a Limited Use card, with which they may check out 3 items, including 1 DVD. The library offers free borrowing privileges to all Utah residents. Visitors from out-of-state may be eligible for a temporary card ($5.00 fee), with which they may have 10 items checked out. This includes a maximum of 3 DVD's 3 Music CDs, and 3 CD Books.~~ 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 ~~overdue~~ notification by the library. ~~Patrons who fail to return materials or disregard overdue or billing notices will be referred to a collection agency, at which time a ten dollar ($10.00) recovery cost fee will be assessed.~~

~~Checkout Periods~~ Loan Policies

Books, CD Books, Audio Books, and Music checkout for 28 Days.
20 CD Books, 20 Audio Books, and 20 CD Music Discs 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~~, and Hotspot~~ overdue fines are $.50 per day.

Hotspot overdue fines are $1.00 per day.
Telescope fines are $1.00 per day.

~~Children under 18 years of age may check out DVDs with parent's/legal guardian's permission.~~ 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 ~~book or movie~~ item.

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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.