



MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

August 20, 2025

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Kirsten Woodbury, Wini DeMann, Jessica Miller, Marci Muszynski, Cody Giles, Kate Hoag

Excused:

Others: Julia Pehrson, Murray Library Director; Chelsea Hofmann, Murray Library Staff; Emily Hathorn, Murray Library Staff

Chair Miller called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

The minutes for the meeting (June 18, 2025) were approved, as written, on a motion made by Ali Lyddall. This was seconded by Kirsten Woodbury and voting was unanimous in favor.

The minutes for the meeting (July 16, 2025) were approved, as written, on a motion made by Ali Lyddall. This was seconded by Wini Demann and voting was unanimous in favor.

CITIZEN COMMENT(S)

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. 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 jpehrson@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.

Leann Parker Reid inquired about the process for being added to a future meeting agenda. Chair Miller explained that she should contact both Chair Miller and Director Pehrson.

REPORT(S)

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

1. Financial Report, Julia Pehrson

Agenda Attachments

1. [Budget Report Aug. 25, 2025.pdf](#)

1) Financial Report: Director Pehrson reported that the fiscal year 2025 has not yet been closed; therefore, there have been no budget changes since the last meeting. She noted that while the small equipment budget is over, funds are available in other accounts to cover those expenses.

A motion to receive and file the financial report was made by Cody Giles. This was seconded by Marci Muszynski and voting was unanimous in favor.

2) Director's Report: Director Pehrson stated that one of her goals as Library Director is to engage with community members where they are. She outlined several outreach efforts supporting this goal, including the homebound service, which delivers library materials to Murray City residents unable to visit in person. Additional outreach includes visits to senior centers and assisted living facilities, participation in local school events, presence at the Farmers Market, and involvement in Murray City events such as the Power Fair, Safety Fair, Arbor Day, Trunk or Treat, and the Fourth of July parade. The Library also has different story times, one at the museum called Tiny Tales, another one at the park called Stories at the Park, and Jammy Time at the Library. Director Pehrson expressed that these outreach programs are intended to build relationships within the community and encourage greater library attendance.

OLD BUSINESS

None

NEW BUSINESS ITEM(S)

Action Item -- Review Interlibrary Loan Request Policy

1. Interlibrary Loan Request Policy, Julia Pehrson

Agenda Attachments

1. [ILL POLICY UPDATE AUGUST MEETING.pdf](#)

Director Pehrson stated that the Interlibrary Loan Request Policy was last updated in 2021. The suggested change was for borrower types. There is now an option for organizations to get a library card for the organization. There will be an individual on the card who is responsible for the card, but it would be for the use of the organization. A motion to approve the changes to the Interlibrary Loan Request Policy was made by Wini Demann. This was seconded by Ali Lyddall and voting was unanimous in favor.

ANNOUNCEMENTS AND QUESTIONS

1. Cody Giles asked how much the Library wants to advertise the different resources the library has available. Director Pehrson responded that it depends on the resource. There is a balance of letting everyone know about a resource while wanting it to be useful to the people who are using it.
2. Chair Miller inquired about the appropriate process for introducing future agenda items. Director Pehrson advised that such items should be submitted to her, and, depending on the nature of the question or comment, she would determine the appropriate setting for discussion.
3. Cody Giles inquired about the calendar and whether it offers a subscription option to keep individuals informed about upcoming events. Director Pehrson noted that the library provides a public calendar that can be subscribed to.

ADJOURNMENT

A motion to adjourn was made by Kirsten Woodbury and seconded by Cody Giles. Voting was unanimous in favor. The meeting was adjourned at 6:19 p.m.

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, September 17, 2025, 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>.

100% of Year Lapsed					
FULL ACCT	ACCT DESCRIPTION	TYPE	CY_REVISSED_BUD	CY_REMAIN_BUD	CY_PCT_USED
23-0000-31110	Real Property Taxes	R	-2,576,960.00	-131,586.75	94.89
23-0000-31120	Personal Property Taxes	R	-100,000.00	18,056.32	118.06
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-2,577.43	97.94
23-0000-31150	Prior Year's Tax Redemptions	R	-35,000.00	2,232.13	106.38
23-0000-33200	State Grants	R	-15,500.00	-609.00	96.07
23-0000-34110	Copies and Printing Fees	R	-3,500.00	3,050.01	187.14
23-0000-35125	Library Fines	R	-15,000.00	5,106.45	134.04
23-0000-36100	Interest Income	R	-265,000.00	106,587.07	140.22
23-0000-36500	Miscellaneous	R	0.00	3,514.14	0.00
23-2301-41100	Regular Employees	E	959,194.00	37,799.02	96.06
23-2301-41110	Seasonal/Part Time Employees	E	150,000.00	38,138.61	74.57
23-2301-41200	Social Security	E	85,054.00	8,019.02	90.57
23-2301-41300	Group Insurance	E	176,672.00	27,918.69	84.20
23-2301-41400	Retirement	E	193,286.00	10,821.84	94.40
23-2301-41500	Worker Comp	E	1,164.00	651.47	44.03
23-2301-42030	Tuition Reimbursement	E	2,500.00	2,500.00	0.00
23-2301-42040	Service Awards	E	500.00	270.00	46.00
23-2301-42060	Car Allowance	E	0.00	-276.93	0.00
23-2301-42125	Travel & Learning	E	12,000.00	5,293.64	55.89
23-2301-42140	Supplies	E	15,000.00	6,022.95	59.85
23-2301-42170	Small Equipment	E	14,000.00	-1,951.04	113.94
23-2301-42180	Miscellaneous	E	29,000.00	497.50	98.28
23-2301-42505	Building & Grounds Maintenance	E	90,000.00	13,373.93	85.14
23-2301-42510	Equipment Maintenance	E	83,000.00	14,696.38	82.29
23-2301-42730	Credit Card Fees	E	2,000.00	-189.94	109.50
23-2301-43000	Professional Services	E	30,000.00	14,527.09	51.58
23-2301-44000	Utilities	E	30,000.00	4,808.26	83.97
23-2301-44010	Internet/Telephone	E	4,000.00	2,095.98	47.60
23-2301-44020	Cell Phone	E	0.00	-48.00	0.00
23-2301-45920	Reserve Buildup	E	627,900.00	627,900.00	0.00
23-2302-42110	Children's Books	E	59,800.00	6,694.97	88.80
23-2302-42111	Children's Audio Visual	E	6,060.00	1,470.95	75.73

23-2302-42112	Children's Audio Books	E	12,400.00	4,160.25	66.45
23-2302-42113	Children's E-books	E	16,200.00	-2,935.38	118.12
23-2302-42600	Children's Programs	E	4,000.00	413.40	89.67
23-2303-42110	Young Adult Books	E	11,040.00	873.69	92.09
23-2303-42112	Young Adult Audio Books	E	4,500.00	791.38	82.41
23-2303-42113	Young Adult E-books	E	23,660.00	48.12	99.80
23-2303-42600	Young Adult Programs	E	2,000.00	102.60	94.87
23-2304-42110	Adult Books	E	56,000.00	-4,067.44	107.26
23-2304-42111	Adult Audio Visual	E	27,500.00	8,346.12	69.65
23-2304-42112	Adult Audio Books	E	10,000.00	1,672.73	83.27
23-2304-42113	Adult E-Books	E	119,260.00	2,788.77	97.66
23-2304-42114	Adult Periodicals	E	3,300.00	617.54	81.29
23-2304-42600	Adult Programs	E	2,000.00	7.37	99.63
23-2363-42140	Supplies	E	5,000.00	20.00	99.60
23-2370-47200	Buildings	E	218,296.00	207,241.89	5.06
23-2390-49000	Risk Assessment	E	15,539.00	0.00	100.00
23-2390-49310	Admin Cost Wages	E	99,323.00	-11,954.00	112.04
23-2390-49311	Admin Cost O&M	E	33,108.00	-8,847.00	126.72

Interlibrary Loan Requests

Interlibrary Loan service is only available to Adult Residents, ~~and~~ Adult Non-Residents, and Organization patrons card holders, whose accounts are in good standing. This service is not available to Internet, Juvenile, New, or Homebound patrons card holders.

If a book is not available through the Salt Lake City Library or the Salt Lake County Library, you may [submit a request](#) to borrow it from another library. Only standard-sized books can be submitted as Interlibrary Loan requests. We are unable to fulfill requests for oversized items, textbooks, academic books and journals, or audio-visual materials.

Patrons may only have one interlibrary loan at a time. An interlibrary loan must be returned on time and in good condition before another request can be made.

All Interlibrary Loans will check out for an initial three-week period, unless otherwise requested by the lending library. Renewal requests must be made to the Customer Service Librarian at least 5 business days in advance of an item's due date. There is no guarantee of renewals.

All fees and fines associated with an Interlibrary Loan will be the responsibility of the patron.

Adopted by the Murray Library Board of Trustees August 18, 2021