



MURRAY CITY LIBRARY BOARD OF TRUSTEES

NOTICE OF MEETING AND AGENDA

April 19, 2023

05:30 PM

166 E 5300 S Murray, UT

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. 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. boardbudgetreportapr23.pdf
2. library budget worksheets v2.pdf

OLD BUSINESS

Library/Senior Recreation Center Project

Information Item

NEW BUSINESS ITEM(S)

ANNOUNCEMENTS AND QUESTIONS

ADJOURNMENT

NEXT MEETING

The next scheduled meeting will be held on **Wednesday**, _____, 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>.

75% of year lapsed

FULL ACCT	ACCT DESCRIPTION	TYPE	2023 Budget	Remaining	Percent Used
23-0000-31110	Real Property Taxes	R	-2,464,889.00	-174,801.49	92.91
23-0000-31120	Personal Property Taxes	R	-100,000.00	-77,366.61	22.63
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-100,000.00	-18,110.87	81.89
23-0000-31150	Prior Year's Tax Redemptions	R	-15,000.00	6,508.66	143.39
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	-1,091.65	78.17
23-0000-35125	Library Fines	R	-10,000.00	2,306.70	123.07
23-0000-36100	Interest Income	R	-10,000.00	133,173.61	1,431.74
23-0000-36500	Miscellaneous	R	0.00	3,165.29	0.00
23-2301-41100	Regular Employees	E	779,018.00	196,623.35	74.76
23-2301-41110	Seasonal/Part Time Employees	E	163,000.00	80,245.48	50.77
23-2301-41115	Overtime	E	0.00	-214.47	0.00
23-2301-41200	Social Security	E	72,263.00	22,568.26	68.77
23-2301-41300	Group Insurance	E	150,524.00	46,571.91	69.06
23-2301-41400	Retirement	E	168,077.00	45,641.17	72.85
23-2301-41500	Worker Comp	E	770.00	26.72	96.53
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	240.54	97.81
23-2301-42140	Supplies	E	20,000.00	13,654.48	31.73
23-2301-42170	Small Equipment	E	13,800.00	11,019.81	20.15
23-2301-42180	Miscellaneous	E	24,990.00	1,054.73	95.78
23-2301-42505	Building & Grounds Maintenance	E	75,000.00	28,359.65	62.19
23-2301-42510	Equipment Maintenance	E	83,000.00	43,838.50	47.18
23-2301-42730	Credit Card Fees	E	2,000.00	715.36	64.23
23-2301-43000	Professional Services	E	60,000.00	52,543.33	12.43
23-2301-44000	Utilities	E	25,000.00	6,953.67	72.19
23-2301-44010	Internet/Telephone	E	6,500.00	5,324.25	18.09
23-2301-45920	Reserve Buildup	E	430,771.00	430,771.00	0.00
23-2302-42110	Children's Books	E	62,800.00	27,980.66	55.44
23-2302-42111	Children's Audio Visual	E	7,560.00	2,156.06	71.48

23-2302-42112	Children's Audio Books	E	5,400.00	3,443.42	36.23
23-2302-42113	Children's E-books	E	16,200.00	3,568.76	77.97
23-2302-42600	Children's Programs	E	4,000.00	1,411.38	64.72
23-2303-42110	Young Adult Books	E	16,040.00	7,493.13	53.28
23-2303-42112	Young Adult Audio Books	E	12,960.00	11,895.44	8.21
23-2303-42113	Young Adult E-books	E	16,200.00	3,480.24	78.52
23-2303-42600	Young Adult Programs	E	2,000.00	505.36	74.73
23-2304-42110	Adult Books	E	54,000.00	13,831.13	74.39
23-2304-42111	Adult Audio Visual	E	32,400.00	11,594.98	64.21
23-2304-42112	Adult Audio Books	E	11,880.00	2,538.74	78.63
23-2304-42113	Adult E-Books	E	103,680.00	17,607.49	83.02
23-2304-42114	Adult Periodicals	E	2,800.00	858.50	69.34
23-2304-42600	Adult Programs	E	2,000.00	742.84	62.86
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	3,898.00	66.70
23-2390-49310	Admin Cost Wages	E	88,792.00	35,965.00	59.50
23-2390-49311	Admin Cost O&M	E	29,598.00	6,450.00	78.21

Murray City Annual Budget

Fiscal Year 2023/2024

LIBRARY FUND



The Murray City Library is a friendly hometown library funded by the citizens of Murray City by a special property tax dedicated for library services. The Library Board is a seven (7) member board consisting of representatives from each of the five (5) districts of the City and two (2) at-large members. Board members are community volunteers.

STAFFING

	Prior Year Budget FY 21-22	Amended Budget FY 22-23	Annual Budget FY 23-24
Library Director	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Senior Librarian	1.00	1.00	1.00
Librarian	4.00	4.00	4.00
Customer Service Librarian	1.00	1.00	1.00
Assistant Librarian		1.00	1.00
Associate Librarian	1.00	-	-
Library Page	1.00	1.00	1.00
Marketing & Design Specialist	1.00	1.00	1.00
	11.00	11.00	11.00

FUND BALANCE

	Prior Year Actual FY 21-22	Estimated Actual FY 22-23	Amended Budget FY 22-23	Annual Budget FY 23-24
Beginning Fund Balance	\$ 3,732,294	\$ 4,547,165	\$ 4,547,165	\$ 4,977,936
Revenues	2,703,411	3,003,915	2,732,957	2,927,289
Expenditures	(1,888,540)	(1,941,245)	(2,302,186)	(2,363,244)
Transfers In/Out (net)	-	-	-	-
Ending Fund Balance	\$ 4,547,165	\$ 5,609,834	\$ 4,977,936	\$ 5,541,981

Note: The Library intends to construct a new building within the next 5 years. In preparation for this project, the Library Board intends to dedicate \$580,000 per year to a building reserve.

Operational Reserve	\$ 2,227,165	\$ 2,709,834	\$ 2,077,936	\$ 2,061,981
Building Reserve (\$580k per yr.)	\$ 2,320,000	\$ 2,900,000	\$ 2,900,000	\$ 3,480,000

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 21-22	Estimated Actual FY 22-23	Amended Budget FY 22-23	Annual Budget FY 23-24	Change
REVENUES					
23-0000-31110 Real Property Taxes	\$ 2,352,263	\$ 2,464,889	\$ 2,464,889	\$ 2,464,889	0%
23-0000-31120 Personal Property Taxes	120,777	129,018	100,000	100,000	0%
23-0000-31130 Motor Vehicle Fee-In-Lieu	138,659	125,232	100,000	125,000	25%
23-0000-31150 Prior Year's Property Tax	44,665	17,351	15,000	20,000	33%
23-0000-33100 Federal Grants	38,081	16,668	16,668	-	-100%
23-0000-33200 State Grants	11,420	10,940	11,400	12,900	13%
23-0000-34110 Copies and Printing Fees	3,727	4,938	5,000	3,500	-30%
23-0000-35125 Library Fines	13,698	15,289	10,000	15,000	50%
23-0000-36100 Interest Income	(21,568)	213,259	10,000	186,000	1760%
23-0000-36500 Miscellaneous	1,688	6,331	-	-	0%
Total Revenues	2,703,411	3,003,915	2,732,957	2,927,289	7%

Murray City Annual Budget

Fiscal Year 2023/2024

LIBRARY FUND

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 21-22	Estimated Actual FY 22-23	Amended Budget FY 22-23	Annual Budget FY 23-24	Change
TRANSFERS IN AND USE OF FUND BALANCE					
23-0000-39400 Use of Reserves	-	-	-	-	0%
Total Transfers In and Use of Fund Balance	-	-	-	-	0%
Total Revenue, Transfers In, and Use of Fund Balance	2,703,411	3,003,915	2,732,957	2,927,289	
EXPENDITURES					
Personnel					
23-2301-41100 Regular Employees	697,955	739,489	779,018	831,966	7%
23-2301-41110 Part-time Employees	87,212	102,778	163,000	170,000	4%
23-2301-41115 Overtime	38	322	-	-	
23-2301-41200 Social Security	58,535	62,957	72,263	76,848	6%
23-2301-41300 Group Insurance	130,469	130,385	150,524	157,615	5%
23-2301-41400 Retirement	151,716	155,166	168,077	176,638	5%
23-2301-41500 Worker Comp	480	943	770	819	6%
23-2390-49310 Admin Allocate - Wages	78,791	79,241	88,792	95,401	7%
	1,205,196	1,271,280	1,422,444	1,509,287	6%
Operations					
23-2301-42010 Unemployment	-	-	-	-	0%
23-2301-42030 Tuition Reimbursement	-	-	2,500	2,500	0%
23-2301-42040 Service Awards	280	375	500	500	0%
23-2301-42125 Travel & Learning ¹	3,133	10,727	11,000	12,000	9%
23-2301-42140 Supplies ¹	8,465	8,480	20,000	15,000	-25%
23-2301-42170 Small Equipment	3,894	4,170	13,800	13,800	0%
23-2301-42180 Miscellaneous ¹	13,030	23,524	24,990	28,990	16%
23-2301-42505 Bldg. & Grounds Maint	79,113	59,034	75,000	75,000	0%
23-2301-42510 Equipment Maintenance	52,672	53,131	83,000	83,000	0%
23-2301-42730 Credit Card Fees	1,826	1,927	2,000	2,000	0%
23-2301-43000 Professional Services ²	12,673	10,568	60,000	60,000	0%
23-2301-44000 Utilities	22,825	23,895	25,000	30,000	20%
23-2301-44010 Internet/Telephone	1,587	1,373	6,500	6,500	0%
23-2363-42170 Grant Small Equipment	33,281	13,500	3,050	-	-100%
23-2390-49000 Risk Assessment	10,717	11,706	11,706	12,946	11%
23-2390-49311 Admin Allocate - O&M	23,036	34,722	29,598	31,801	7%
	266,533	257,133	368,644	374,037	1%

Note 1. Expenditures were reallocated to align with current needs.

Note 2. The Professional services is for the analysis of potential library sites. This budget is being moved forward from FY2023.

Murray City Annual Budget

Fiscal Year 2023/2024

LIBRARY FUND

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 21-22	Estimated Actual FY 22-23	Amended Budget FY 22-23	Annual Budget FY 23-24	Change
Library Programs³					
23-2302-42110 Children's Books	50,831	62,800	62,800	59,800	-5%
23-2302-42111 Children's Audio Visual	27,983	5,763	7,560	7,560	0%
23-2302-42112 Children's Audio Books	-	1,886	5,400	10,400	93%
23-2302-42113 Children's E-books	22,625	14,148	16,200	16,200	0%
23-2302-42600 Children's Programs	2,852	3,649	4,000	4,000	0%
23-2303-42110 Young Adult Books	12,326	11,797	16,040	14,040	-12%
23-2303-42112 Young Adult Audio Books	-	1,395	12,960	10,000	-23%
23-2303-42113 Young Adult E-Books	-	14,165	16,200	19,160	18%
23-2303-42600 Young Adult Programs	1,479	2,135	2,000	2,000	0%
23-2304-42110 Adult Books	54,159	49,829	54,000	54,000	0%
23-2304-42111 Adult Audio Visual	33,244	22,615	32,400	32,400	0%
23-2304-42112 Adult Audio Books	8,424	9,808	11,880	10,000	-16%
23-2304-42113 Adult E-Books	103,891	111,165	103,680	105,560	2%
23-2304-42114 Adult Periodicals	1,763	2,912	2,800	2,800	0%
23-2304-42600 Adult Programs	718	764	2,000	2,000	0%
	320,294	314,831	349,920	349,920	0%
Capital					
23-2370-47200 Buildings ⁴	62,407	65,000	113,194	130,000	15%
23-2370-47400 Equipment	34,110	33,001	32,816	-	
	96,517	98,001	146,010	130,000	-11%
Total Expenditures	1,888,540	1,941,245	2,302,186	2,363,244	3%
TRANSFERS OUT AND CONTRIBUTION TO FUND BALANCE					
23-2301-45920 Reserve Buildup	814,871	-	430,771	564,045	31%
Total Transfers Out and Contribution of Fund Balance	814,871	-	430,771	564,045	31%
Total Expenditures, Transfers Out, and Contribution to Fund Balance	2,703,411	1,941,245	2,732,957	2,927,289	

Note 3. The line items within each category were adjusted according to current trends. Children's Audio books were increased to purchase Read-a-long books, Young adult E-Audiobooks and Adult E-Audiobooks were increased as

Note 4. The capital is \$80,000 for HVAC replacements, and \$50,000 to update the 30 year old bathrooms.