**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES , October 10, 2024 Minutes**

The Perry Public Library Board of Trustees met in regular session on Thursday, October 10, 2024 at 8:00 a.m.

Board members Kendall Rathje, Margaret Ruggle, Rosa Gonzalez, and Heather Karolus were present. Library Director Misty VonBehren was also present.

Rosa Gonzalez called the meeting to order at 8:02 a.m.

Agenda – Kendall Rathje moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Margaret Ruggle moved to approve the minutes from the September 12, 2024 meeting and Heather Karolus seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts from the period of September 1, 2024 – September 30, 2024, totaling $4856.65, and checks #6643 - #6651, totaling $3716.82. The City of Perry Library Fund Status Report and the September City of Perry Library Claims Report totaling $19060.48 were reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

Old Business –

1. The Board changed the date and time of the monthly board meeting to ensure that all board members have an opportunity to attend in person. Heather Karolus moved to approve the change in the Bylaws with Margaret Ruggle seconding the motion. MCU. The Bylaws of the Perry Public Library Board of Trustees, Section II.A -Board Meetings now reads:

*The Board shall meet on the second Tuesday of every month at 8:00 a.m. in the Perry Public Library’s conference room.*

1. The Board conducted the annual review of the library director, Misty VonBehren. (Copy of Trustee’s Evaluation included).

Board Education:

**Audits:**  According to the Iowa Auditor of State (August 2020): “Cities under 2,000 population with $1 million or more in budgeted expenditures in two consecutive years will be required to have an annual examination. Cities with budgeted expenditures of $1 million or more in a single year will continue to be subject to a periodic examination, not an annual examination. Cities under 2,000 population with less than $1 million of budgeted expenditures will be subject to a periodic examination to be performed at least once every eight years.” As part of the city’s audit, the library may be asked to provide its financial records. In cooperation with its city government, some library boards have requested an audit be done simply as a safeguard of the library’s finances. Also, a city audit may be required if federal funds in excess of $300,000 have been disbursed or expended during the fiscal year. Be aware that sometimes the financial statements of a Friends Group or a Foundation also become part of the library’s audit process.

**Library Director’s Report October 2024 Misty VonBehren**

Statistics:

1. Discussed what statistics to include in the monthly board report.

Annual Report:

1. Full report will be shared at the November meeting.

Hoopla:

1. The monthly cost has been increasing because of the total number of circulations. I would like to investigate ways to reduce this expense.
2. I am going to evaluate the statistical information for the past three years to determine the average cost per patron, average number of circulations per patron, and the overall cost of each month.
3. Full report to the board in November to discuss options of reducing the monthly amount spent.

Iowa Library Conference:

1. Attending conference Wednesday – Will share with the board in November.

Hometown Heritage:

1. Meeting on Friday October 25, 2024

The next normally scheduled meeting is on Tuesday, November 12, 2024, at 8 a.m. in the library’s Community Room. The public is always welcome.

Heather Karolus moved to close the meeting at 8:37 a.m. with Kendall Rathje seconding the motion. MCU

Respectfully submitted, Misty VonBehren, Library Director