

SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

APRIL 15, 2025

President Mary-Ann Meyer called the meeting to order at 6:45pm. Also attending were Janet Hayes, Tom Lampen, Jane Ohanesian, Joy Luessenkamp, Dick Beauchamp, and Library Director Merri Jo Tuinstra.

Dick made a motion to approve the minutes from the March 18 meeting, Jane seconded. Motion passed.

Joy made a motion to approve the minutes from the March 25 special meeting, Dick seconded it. Motion passed.

- Treasurers Report: Tom
 - March 2025 Financial Report: Income from deposits during the month: \$87,865.44. (Millage check of about \$87,200.00 was received in late March. Next year it is budgeted at about \$95,000.00} Total for the year still \$4,500.00 more than budget. Total expenses during the month: \$27,467.58. This included Children's area gate and installation and a number of tech items for both children and adults. Revenue less expenses (MTD): \$60,397.86. Revenue less expenses (YTD): \$3,819.43. Beginning cash balance (month): \$49,294.12. Ending cash balance: \$108,177.09. Total YTD income ended \$6,000 over budget when cash usage is excluded. Millage and memorials, donations, and grants were over budget. State aid was less than expected. Total YTD expenses ended \$3,200 under budget. Computers and software and a number of other items were under budget. Repairs and maintenance were over budget. Janet made a motion to accept the treasurers report, Jane seconded it. Motion passed.
- Library Directors Report: Merri Jo
 - Circulation reports were not ready
 - Advisory Meeting report
 - Lakeland will be working on establishing common standards for being a part of the Lakeland Coop.
 - R.I.D.E.S. is paid for by Lakeland through fees from all the libraries in the coop. These fees may be affected by the recent government cuts to library funding.
 - The Library of Michigan and Lakeland are currently looking for ways to fund Mel if needed to keep this service for libraries. Cuts are not set in stone yet.

- The Lakeland Board wanted us to know that they do not “upcharge” for any services or payroll they provide. They run a lean budget.
 - Sierra just did an upgrade. Please contact Ann if you have any questions or issues. One of the perks from this new upgrade is a “back button” option when creating a “new” patron card.
 - Biblio App is going to update soon.
 - There will be a Millage Zoom Meeting coming soon(April 29 at 10am)to share information for any libraries with Millage renew coming up.
 - A new program may be coming soon that will send out postcards to new residents in your communities.
 - Patron Point now has a new link on their online app.
 - Township Board meeting report
 - The new lights by the Large Print and a relocated outlet was approved. Northland Electric was contacted on Friday to begin the work.
 - The Board also approved for Northland to check out the light fixture in the old library outside entryway to make sure it is safe. The globe fell and broke in the recent storm.
- Personnel Committee Report
 - PTO
 - Time cards
- Policy Committee Report
 - Went through 3 policies: Material Selection; Library Cards; and Gift and Bequeathments. No changes at this time. Will approve at the May meeting.
- Old Business
 - Closing for Town and Country Days on Friday, May 16 at 1pm. and on Saturday, May 16.
- New Business
 - The Historical Commission purchased a document camera for the Genealogy Room.

Dick made a motion to adjourn the meeting, Tom seconded it. Meeting adjourned at 7:25pm.

Respectfully Submitted,
Janet Hayes, Secretary

SPARTA TOWNSHIP LIBRARY BOARD ANNUAL MEETING MINUTES

APRIL 15, 2025

President Mary-Ann Meyer called to meeting to order at 6:05pm. Also attending were Jane Ohanesian, Joy Leussenkamp, Dick Beauchamp, Tom Lampen, Janet Hayes, and Library Director Merri Jo Tuinstra.

1. Election of Officers

President Mary-Ann Meyer polled the board to affirm that they wanted the same position. The results were:

President:	Mary-Ann	yes
Vice President:	Jane	yes
Treasurer:	Tom	yes
Secretary:	Janet	yes
Trustee:	Dick	yes
Trustee:	Joy	yes

Janet made a motion to approve the elections of officers for the fiscal year 2025-26, Joy seconded it. Motion passed.

2. Committee Appointments

Personnel Committee: Jane and Janet

Policy Committee: Joy and Mary-Ann

Financial: Tom and Dick

3. Goals for 2025-26

- a. Remodel the 3 bathrooms
- b. Replace lights in Carnegie Room (have a quote from Northland Electric)
- c. Replace Tween room windows because of leaking
- d. New shelves in children's area

Jane made a motion to adjourn, Joy seconded it. Motion passed. Meeting adjourned at 6:45pm.

Respectfully Submitted,

Janet Hayes, Secretary

**SPARTA TOWNSHIP LIBRARY
FINANCIAL REPORT
APRIL 2025**

GENERAL ACCT	Income or Expense		2024-2025 Budget	
	Current Month	Year to Date	Year to Date	Total
Income Rec'd:				
Cash Balance Used	\$ -	\$ -	\$ -	\$ -
Sparta Township	51,250.00	51,250.00	17,083	205,000
State Aid (1)	5,038.40	5,038.40	667	8,000
Memorials, Donations, Grants	-	-	208	2,500
Youth Donations	-	-	25	300
Summer Reading Program	700.00	700.00	67	800
Millage	-	-	7,958	95,500
Penal Fines	-	-	1,167	14,000
Misc. (Desk Dp, Refunds, Clover Rec, etc.)	749.00	749.00	292	3,500
TOTAL INCOME & TRANSFERS	\$ 57,737.40	\$ 57,737.40	\$ 27,467	\$ 329,600
Expenses:				
Wages	\$ 14,763.51	\$ 14,763.51	\$ 16,000	\$ 192,000
Employer's Share of FICA	1,163.19	1,163.19	1,225	14,700
Electricity	842.10	842.10	813	9,750
Gas	1,256.69	1,256.69	365	4,375
Phone/USF/Internet	124.92	124.92	125	1,500
Water	82.41	82.41	92	1,100
Repair/Maintenance	779.52	779.52	931	11,175
Service Maintenance-Copier/Printer/Security	326.78	326.78	358	4,300
Office Supplies	187.57	187.57	438	5,250
Cleaning, Maint, Misc. Supplies	75.13	75.13	63	750
Books & DVDs	2,292.09	2,292.09	2,400	28,800
Overdrive & Hoopla	837.06	837.06	708	8,500
Magazines	89.95	89.95	125	1,500
Liability Insurance (2)	4,500.00	4,500.00	354	4,250
Other Equipment	-	-	167	2,000
Computers & Software (3)	(277.08)	(277.08)	500	6,000
Travel Expenses	14.30	14.30	33	400
Contingency Fund	32.56	32.56	167	2,000
Lakeland Cooperative (4)	4,826.12	4,826.12	1,708	20,500
Adult Programs	100.00	100.00	188	2,250
Youth Programs	-	-	217	2,600
Summer Reading Program	-	-	283	3,400
Education/Training/Marketing	75.00	75.00	42	500
From Donations, Mem, & Grants	306.91	306.91	167	2,000
TOTAL EXPENSES	\$ 32,398.73	\$ 32,398.73	\$ 27,467	\$ 329,600
REVENUE LESS EXPENSES	\$ 25,338.67	\$ 25,338.67		
BEGINNING CASH BALANCE	\$ 108,177.09	\$ 108,177.09		
PLUS/(MINUS) NET REVENUE	25,338.67	25,338.67		
LESS PERIOD TO DATE CD INTEREST	-	-		
PLUS/(MINUS) PAY LIAB CHANGES	656.22	656.22		
ENDING CASH BALANCE	\$ 134,171.98	\$ 134,171.98		
C.D. Balance (as of 4/30/2025):	\$ 42,324.36	Interest rate of 4.00% matures 2/24/2026		

- (1) The second half of the state aid payment for 2024/2025 was remitted to Sparta Township in error. They transferred the amount to the library in April.
- (2) The full year of liability insurance coverage was paid in April.
- (3) April's expense was net of \$367 of E-funds rebates.
- (4) The quarterly payment to Lakeland occurred in April.