

SPARTA TOWNSHIP LIBRARY BOARD MINUTES

MAY 20, 2025

President Mary-Ann Meyer called the meeting to order at 6:00pm. Also attending were Janet Hayes, Tom Lampen, Dick Beauchamp, Joy Leussenkamp, Jane Ohanesian, and Library Director Merri Jo Tuinstra.

Joy made a motion to approve the Annual Meeting minutes from April 15, 2025, Jane seconded it. Motion passed

Tom made a motion approve the minutes from the April 15 meeting, Dick seconded it. Motion passed.

❖ Treasurers Report: Tom

- April 2025 Financial Report: Income from deposits during the month: \$57,737.40. This includes Quarterly Township support and last year's second half state aid revenue received. State sent it to the Township in error. Summer reading program support started in April. \$700 received last month, \$1,175 more coming in so far in May. Total expenses during the month: \$32,398.73 including \$4,500 for liability insurance, up \$1,000 from last year. Revenue less expenses (MTD): \$25,338.67. Revenue less expenses (YTD): \$25,338.67. Beginning cash balance (month): \$108,177.09. Ending cash balance: \$134,171.98. Total YTD income over budget due to timing of Township payment. Discussion on changing from evenly spread budget to timing driven. Total YTD expenses \$4,900 over budget due to liability insurance payment and Lakeland quarterly payment. Jane made a motion to approve the treasurers report, Joy seconded it. Motion passed.

❖ Library Directors Report: Merri Jo

- BHS Insurance renewal: Tom suggested to have an annual meeting with their representative to go over coverage.
- Travis Pest Control: Annual spray \$175.00.
- Incident Reports: Have new paperwork for employee incidents and patron incidents.
- Advisory Meeting report: Canceled because of lack of business
- Township Board Meeting report: Merri Jo did not attend as she was out of town
- Summer Reading update: Fundraising going very well.
- Youth shelves: Checking into ordering them from Demco. Approximate cost will be \$4600.

- Print copies: Patrons will now be limited to 20 copies and 5 emails to print out. This is because of how it slows everything down and jamming up.
 - Circulation Report: Handouts for yearly, quarterly, and for the month of April
 - ❖ Personnel Committee Report: none
 - ❖ Policy Committee Report: The following policies have been through the policy committee and need approval: 1. Getting a library card. 2. Gifts and Bequeaths 3. Material Selection. Janet made a motion to approve the 3 policies, Jane seconded it. Motion passed.
 - ❖ Old Business: none
 - ❖ New Business: none
- Dick made a motion to adjourn, Joy seconded it. Motion passed. Meeting adjourned at 7:35pm.

Respectfully Submitted,
Janet Hayes, Secretary

**SPARTA TOWNSHIP LIBRARY
FINANCIAL REPORT
MAY 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	205,000
State Aid	-	5,038.40	-	8,000
Memorials, Donations, Grants	262.00	262.00	417	2,500
Youth Donations	-	-	50	300
Summer Reading Program (1)	1,525.00	2,225.00	133	800
Millage	18.88	18.88	-	95,500
Penal Fines	-	-	-	14,000
Misc. (Desk Dp, Refunds, Clover Rec, etc.)	654.10	1,403.10	583	3,500
TOTAL INCOME & TRANSFERS	\$ 2,459.98	\$ 60,197.38	\$ 52,433	\$ 329,600
Expenses:				
Wages	\$ 22,437.46	\$ 37,200.97	\$ 36,878	\$ 192,000
Employer's Share of FICA	1,716.42	2,879.61	2,450	14,700
Electricity	675.66	1,517.76	1,625	9,750
Gas	-	1,256.69	729	4,375
Phone/USF/Internet	124.92	249.84	250	1,500
Water	88.29	170.70	183	1,100
Repair/Maintenance	540.95	1,320.47	1,863	11,175
Service Maintenance-Copier/Printer/Security	326.78	653.56	717	4,300
Office Supplies	417.05	604.62	875	5,250
Cleaning, Maint, Misc. Supplies	75.97	151.10	125	750
Books & DVDs	2,600.78	4,892.87	4,800	28,800
Overdrive & Hoopla	831.41	1,668.47	1,417	8,500
Magazines	89.95	179.90	250	1,500
Liability Insurance	-	4,500.00	3,250	4,250
Other Equipment	-	-	333	2,000
Computers & Software (2)	1,332.00	1,054.92	1,000	6,000
Travel Expenses	54.60	68.90	67	400
Contingency Fund	34.20	66.76	333	2,000
Lakeland Cooperative	-	4,826.12	4,975	20,500
Adult Programs	319.91	419.91	375	2,250
Youth Programs	-	-	433	2,600
Summer Reading Program (3)	1,113.59	1,113.59	567	3,400
Education/Training/Marketing	(25.00)	50.00	83	500
From Donations, Mem, & Grants	-	306.91	333	2,000
TOTAL EXPENSES	\$ 32,754.94	\$ 65,153.67	\$ 63,911	\$ 329,600
REVENUE LESS EXPENSES	\$ (30,294.96)	\$ (4,956.29)		
BEGINNING CASH BALANCE	\$ 134,171.98	\$ 108,177.09		
PLUS/(MINUS) NET REVENUE	(30,294.96)	(4,956.29)		
LESS PERIOD TO DATE CD INTEREST	-	-		
PLUS/(MINUS) PAY LIAB CHANGES	944.54	1,600.76		
ENDING CASH BALANCE	\$ 104,821.56	\$ 104,821.56		
C.D. Balance (as of 5/31/2025):	\$ 42,463.51	Interest rate of 4.00% matures 2/24/2026		

(1) Fundraising has been very successful and will finish well in excess of budget.

(2) May's expense was comprised of the annual subscription for the Quickbooks software.

(3) May's expense included payments of \$935 for summer reading programming.