

SPARTA CARNEGIE TOWNSHIP LIBRARY BOARD MEETING MINUTES

OCT 21, 2025

Meeting was called to order by President Mary-Ann Meyer at 6:03pm. Also attending were Dick Beauchamp, Joy Leussenkamp, Tom Lampen, Janet Hayes, Library Director Merri Jo Tuinstra, and guests Marcy Savage and Barb Johnson. Absent was Jane Ohanesian.

Dick made a motion to accept the minutes of Sept 16, 2025, Joy seconded it. Motion passed.

- Treasurers Report: Tom
 - September Financial Report: Income from deposits during the month: \$1,792.17. Total expenses during the month: \$24,642.24. Revenue less expenses (MTD): \$(22,850.07). Revenue less expenses (YTD): \$(26,831.63. Beginning cash balance(month): \$104,913.01. Ending cash balance: \$80,821.70. Janet made a motion to accept the September Financial Report, Joy seconded it. Motion passed.
- Library Directors Report: Merri Jo
 - Open House: There were 52 in attendance. It went very well. Ideas for next time are to adjust the time, have it maybe 4 pm-7pm. Also have it in September for Library card month.
 - Advisory meeting report for Oct 9: Sierra will update to 6.4 on Oct 22 from 9 to midnight. Bibliocommons has added some new features. State Aid will stay the same for this year. Mel will also stay the same for now. Book Distribution Company Baker & Taylor will be closing their doors. Many libraries will be ordering from Ingram or Amazon. BiblioCore & BiblioApp will now have customized home screens. They will also have a new on-line order screen to look more like search results with a filter button. Lakeland has chosen 3 companies for ILS possibilities. They will share more at the next meeting.
 - Township Board Meeting Report for Oct 9: Nothing to report this month involving the library.
 - Village Council Meeting Report for Oct 20: Janet and Dick from Library Board attended. Cityhood: There will be an election for the Charter Commission members to be formed (to write the Charter). Interested members would have to run for it and be elected by village residents. Taxes: (State Mandated) will not be lowered. Millages: These are village controlled. Currently the millage for Sparta Village is 12 mills and has been for 14 years. Millages can go down. Village resident Sue Johnson spoke in favor of the library.

- Holiday closings: Christmas Day is on a Thursday this year so the library will be closed on Friday, Dec 26 to celebrate it.
- Library Activities: October: Scare on the Square-Saturday October 25 9:30-11:00. November: Presentation on Shipwrecks Nov 3 6:30-7:30. December: Santa and Mrs. Claus at the library Saturday Dec 13. January: Quilting and Beginning Genealogy.
- Circulation Report: There will be changes in how different genres will be shelved. For instance all the mystery books will be together, all the romance books will be. August, September and the quarterly reports were handed out.
- Policy Review: The following policies were reviewed and ready to vote on:
 - Wireless Policy
 - Reconsideration of Materials
 - Petty Cash (Cash Box) Purchases Policy
 - Patron Computers-Cell phones Staff Assistance Policy
 - Tours
 - Refund for Lost and Paid Items Policy
 - Scanner Usage
 - Reference and Research Policy
 - Social Media Policy

Tom made a motion to accept all these policies as written, Dick seconded it. Motion passed.

- Personnel Committee Report: none
- Policy Committee Report: none
- Old Business: none
- New Business: none
- Public Comment:
 - Barb: asked about having a movie night in the conference room
 - Marcy: asked about if the library could use the Santa House for activities.

The township owns it and it is not currently being used.

Joy made a motion to adjourn, Janet seconded it. Meeting adjourned at 7:20pm.

Respectfully Submitted,
Janet Hayes, Secretary