**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