**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**JUNE 25, 2024**

The meeting was brought to order by President Mary-Ann Meyer at 6:03pm. Also attending were Janet Hayes, Joy Leussenkamp, Dick Beauchamp, Tom Lampen, Library Director Merri Jo Tuinstra and Associate Director Debbie Poling. Absent was Jane Ohanesian.

Joy made a motion to accept the minutes of May 21, 2024, Dick seconded it. Motion passed.

* Treasurers Report: Tom
  + May 2024 Financial Report: Income from deposits during the month: $309.25. Total expenses during the month: $29,759.04. May included 3 payrolls, which early in the year caused a budget variance, same early in the year condition affected electricity. Revenue less expenses (MTD): ($29,449.79. Revenue less expenses (YTD): $(10,060.10). Beginning cash balance (month): $126,450.38. Ending cash balance: $104, 035.18. The plus/(minus) payroll liability changes line was added as a result of the software change in late April from QuickBooks Desktop to QuickBooks Online. Total YTD income- under budget due to timing of millage. Total YTD expenses- over budget due to 3 payrolls in May and timing of payments. Motion made by Janet to accept the treasurer’s report, seconded by Joy. Motion passed.
* Library Directors Report: Merri Jo
  + Atrium skylight: is now fixed. Insurance paid $3,381 and the Township paid the $1000 deductible.
  + West entry door (by conference room): Township voted to pay for the replacement of the door at the cost of $3,845. Glass Image will do the work.
  + Advisory Meeting report: no meeting
  + Township Board Meeting report: Ben Brothers is okayed to sell produce in Library Park.
  + Summer Reading program update: Going very well. Current numbers are 349 which includes 28 teens and 109 18 and older.
  + New student volunteer: Amanda is here for a month. She comes from Comstock Park and our library fit better with her schedule than Comstock Park’s.
  + Beer/Brat Festival parking results: It worked very well with closing at 4pm on Friday and being closed on Saturday. The next event will be the Celtic Festival on Friday Aug 9 and Saturday Aug10. We will close at 4 pm on Friday and be closed on Saturday.
  + New application form: we will be using one that is more professional looking.
* Associate Directors Report: Debbie
  + Circulation Report: A new circulation report was handed out for April as there was a mistake on the previous one. May report was handed out.
* Old Business
  + Merri Jo will check about a safety gate for the upstairs.
* New Business
  + Pet Care and Parade went well. 42 people attended.
  + The zoo visit was postponed until September because of the heat.
  + There will be events once a week through the end of Summer Reading program.

Joy made a motion to adjourn, Dick seconded it. Meeting adjourned at 7:10pm.

Respectfully Submitted,

Janet Hayes, Secretary