

SPARTA CARNEGIE TOWNSHIP LIBRARY BOARD MEETING MINUTES

NOV 18, 2025

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

Joy made a motion to accept the minutes of Oct 21, 2025, Jane seconded it. Motion passed.

- Treasurers Report: Tom
 - October Financial Report: Income from deposits during the month: \$51,632.22. Total expenses during the month: \$41,922.86. This includes the shelving purchase and E-funds rebate. Revenue less expenses (MTD): \$9,709.36. Revenue less expenses (YTD): \$(17,122.27). Beginning cash balance (month): \$80,821.70. Ending cash balance: \$91,445.66. Total YTD income--\$13,000 over budget. Overage was primarily due to last year's state aid payment received in April and higher than anticipated funds raised for summer reading program. Total YTD expenses--\$8,700 over budget. Overage was primarily the purchase of shelving in the children's area, my \$2,400 error in comp budget, purchases of books and DVDs (offset by funds received) and higher than anticipated electrical costs. Total YTD net--\$4,300 better than budget. Jane made a motion to accept the October Financial Report, Dick seconded it. Motion passed.
- Library Directors Report: Merri Jo
 - Parking Lot Update: Parking lot is closed for paving the week of Nov 18. This is affecting the flow of patrons so we are back dating the due date. Concerns are this will affect book drop off and may not have enough parking. Do we need library parking signs? There will be 15 parking spots east of the windows.
 - Scare on the Square: Went very well and was well attended. Ideas for next year is to have official signage and to decorate a car trunk.
 - Advisory Board Meeting report: December—no meeting. January—nothing to report.
 - Township Board Meeting report: December and January meetings nothing to report.
 - Village Council Meeting report: nothing to report
 - Circulation Report: going well

- Library Surveillance cameras: We are switching from VSS to Heimler Consulting (Nick). The reason being was the Greg from VSS was very hard to get ahold of. Nick is very easy to get ahold of and will only charge if he does work.
- Christmas staff bonus: Tom and the Personnel Committee will decide how much to give. Next year will decide at the October meeting.
- Personnel Committee Report: Jane and Janet
 - Cheryl Currier is retiring by Christmas. Le Ann Kitson wasn't interested in filling Cheryl's position for marketing librarian. Kim Umphrey is and will start training soon.
 - Bethany Lovell had her 3rd review and is now hired as a regular employee.
 - Earned sick time is state mandated.
- Policy Committee Report: none
- Old Business
 - Saturday, Dec 13 Santa and Mrs. Claus will be visiting the library.
- New Business
 - Kim will be facilitating the following: Jr. Book Club; Tween Book Club; and the Ladies Book Club. The Ladies Book Club has met twice already with about 10 ladies attending.
- Public Comment: none

Dick made a motion to adjourn, Tom seconded it. Motion passed. Meeting adjourned at 7:15pm.

Respectfully Submitted,

Janet Hayes, Secretary