



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes August 19, 2025

The meeting was called to order at 7:00 p.m.

Members present: Mary Bell, Kristy Bower, Sam Marohn, Kathy Rollins, Joan Rusch and Kristina Costigan

Guests present: Cathy Forst

Members absent: Ruth Gruber

The regular order of the meeting was suspended to open the Budget Hearing for 2026. The Hearing was opened at 7:05. Kristina explained the purpose of the hearing is to certify the 2025 Tax Rates to be levied on the December 1, 2025 tax bill. Calculations for revenues to be collected levying the full amount are as follows:

2025 Tax Rate Request Worksheet for 2026 Budget Springfield Township Library

Taxable Value of ALL Properties	\$	927,032,360
Maximum Allowable Millage Levy	x	0.3945
		\$ 365,714.27

Taxable Value of ALL Properties	\$	927,032,360
Maximum Allowable Millage Levy	x	0.4729
		\$ 438,393.60

Total = \$ 804,107.87

2025 Budget	-	\$ 775,000.00
Increase from 2025	\$	29,107.87
Percentage Increase from 2025		3.76%

Since there were no questions or comments from the public, Joan moved to close the hearing and Kristy seconded. Motion passed. The Hearing was closed at 7:10pm and the Library Board moved to the Storytime Room to continue the regular order of the meeting.

Secretary's Report:

The June Joint Board Meeting Minutes and July Board Meeting Minutes were distributed by email. One redundant paragraph was deleted from the June Joint Board Meeting Minutes. The minutes were accepted as amended.

Treasurer's Report:

The bills for July total \$28,507.87.

Mary moved to approve the bills. Joan seconded. Motion passed.

The final total for the June bills was \$95,355.11 once the Amazon bill was finalized and the Applied Printing invoice was received.

There is \$416,205.53 in the regular account and \$180,443.76 in the reserve account for a total of \$596,649.29.

Checks deposited this month for Penal Fines from Oakland County of \$21,913.50 and the second of two state aid payments of \$8,088.72.

Library Director's Report:

July Statistics

Circulation—11,575

Door Count—3,904

New Patrons—58

Patrons—3,469

Collection Total—74,764 (204 new items)

Website Visits—3,663

Springfield Township Library – The Year in Numbers was presented to highlight 2024 Library Statistics. See the attached infographic for additional details.

33,920 Library Visits

14,329 Check-outs

9,350 Program Attendees – Kids, Teens and Adults

Over 300 Library Programs Offered

54,940 Website Visits

10,721 Wi-Fi Sessions

22,678 Digital Items Borrowed

Summer Reading Statistics

Teens – 27 registered, 14 completed program (met goal)

Adults – 9 registered, 27 total entries

Holly, Rose and Groveland Township residents will be able to borrow materials after October 1 once Holly Township Library is officially a member of TLN.

Program Updates

The September activities calendar was distributed and reviewed.

The Township Safety Committee has rescheduled CPR, First Aid, Stop the Bleed and Narcan training for two dates in September with a limit of 10 people per session. Training is optional but encouraged for all staff.

Old Business:

Township / Library Interactions

Library staff, TLN staff and representatives from Teoma Systems will meet on Tuesday, August 26 to investigate options for separating / relocating the Library's IT equipment into a space separate from the Township's IT equipment. Damon Dye from TLN will consult the library on the best options to be presented to the Township Board for approval.

Quotes for new retirement plan options have been requested from Julie Lee from Michigan Benefits Financial and Matt McDonald from MERS. The quote has been received from Julie Lee but Kristina is still waiting on the quote from MERS before presenting the options to the Board.

New Business:

Joan moved to levy the full amount of the millages: 0.3945 and 0.4729. Sam seconded. Motion passed.

The library hired an additional circ staff member to work 10 hours a week. This covers a gap left by another circ staff member who reduced her hours worked per week.

Kristina requested a budget amendment to cover this additional circ staff member that was omitted in the previously approved budget amendments. The request was to increase account no. 271-792-702.020 from \$0 to \$3500.

Mary moved to accept the budget amendment as presented. Joan seconded. Motion passed.

Business was completed. The meeting was adjourned at 8:30pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc