



SPRINGFIELD TOWNSHIP LIBRARY
12000 Davisburg Road
Davisburg, MI 48350

Phone (248) 846-6550
Fax (248) 846-6555
www.springfield.michlibrary.org

Library Board Meeting Minutes December 16, 2025

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

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

Guests present: none

Secretary's Report:

The November Board Meeting Minutes were distributed by email for Board Member review prior to the meeting. The minutes were approved as written.

Treasurer's Report:

The bills for December total \$21,959.22. This includes the quarterly TLN costs.

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

There is \$190,252.42 in the regular account and \$182,048.90 in the reserve account for a total of \$372,301.32.

Library Director's Report:

November Statistics

Circulation—9,556 - 112,880 check-outs for the year!

Door Count—2,351

Patrons—3,506 (44 new)

New Patrons—41

Collection Total—72,941 (195 new)

Website Visits—3,579

Program Updates

The January 2026 activities calendar was distributed and reviewed.

Book Buzz, an outreach program for 4th and 5th graders, was attended by 125 kids.

Old Business:

Township / Library Interactions

Retirement Plan Transition / EIN

Paperwork has been completed for all eligible employees for the new retirement plan and accounts will be active by January 2026. Payroll will transitioned to Library's EIN effective for the February 28, 2026 paycheck.

Facilities Department

The contract with Corporate Cleaning Group will be available for Board approval in January. The cost will go up approximately \$15 per month. The library will assume responsibility for the upper level lobby, hallway and restrooms as well as all spaces within the library footprint. It has been communicated to the Facilities Maintenance Department that the Civic Center Cost Sharing Agreement split of 65% Township / 35% Library will be adhered to for all other maintenance and upkeep costs associated with the shared spaces.

2026 Budget Approval

Kristina presented a Budget Summary Memo for the proposed 2026 Budget as well as the complete 2026 Budget for approval.

Kristina noted that in 2025 money was transferred from the Library's Reserve Account into the General Fund to cover the cost of the furniture upgrades as well as the carpet replacement. The 2026 proposed budget shows no prior year fund balance remaining for the 2026 fiscal year.

Ruth moved to accept the proposed budget for 2026. Joan seconded. Motion passed.

Amendment to Library Addendum re: Retirement Savings Plan

The Board reviewed the proposed text for the 401k Retirement Plan section of the Library Addendum.

Sam moved to accept the change as presented to the Board. Joan seconded. Motion passed.

New Business:

State Aid Report

The FY 2025-2026 State Aid Report has been submitted to the Library of Michigan.

Business was completed. The meeting was adjourned at 8:05pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc