



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes October 21, 2025

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

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

Members absent: Mary Bell, Ruth Gruber

Guests present: none

Secretary's Report:

The September Board Meeting Minutes were distributed by email. The minutes were approved as written.

Treasurer's Report:

The bills for October were submitted in two separate batches. The first submission total was \$203.26. The second submission total was \$20,289.95.

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

There is \$294,327.48 in the regular account and \$181,093.44 in the reserve account for a total of \$475,420.92.

Library Director's Report:

September Statistics

Circulation—10,563

Door Count—2,957

Patrons—3,495

New Patrons—44

Collection Total—74,587

Website Visits—3,150

Program Updates

The November activities calendar was distributed and reviewed. The library will be closed November 27-29 for Thanksgiving.

Old Business:

Township / Library Interactions

IT / Server Room

Teoma has provided a revised quote which Kristina has shared with TLN for their input. The total for installing the new rack in the library space and running all new cables within the library space to the new rack location is \$16,529.85. This cost also includes the floor core required from the lower level to the upper level, fiber from the Ciena service delivery switch to the new rack location, two 48-port patch panels, all faceplates and labeling and other additional components. Costs not included in the quote are the installation of an electrical outlet at the new rack location which will be covered by the township and TLN network support to relocate the existing library equipment and install patch cables which will be covered by the library.

The quote will also be reviewed by the Township IT Coordinator and Facilities Manager. Kristina has requested duplication of the 12 library phone cables to allow for any future changes to phone service. This cost has been itemized for a total of \$2,127.85. The Facilities Manager has requested quotes for the electrical that is required at the location of the rack (in the corner above the library staff lockers).

Teoma has stated that “work will be coordinated as to not disrupt any of the Township office and library operations and some work requiring disruption will be done after normal working hours.”

Retirement Plan Transition / EIN

The library has received their EIN via fax from the IRS and expects to receive the official paperwork via USPS within 10 business days.

Kristina is working to submit the retirement plan documents which will be followed by individual staff members meeting with our representative to set up their individual plans.

Kristina has requested quotes for life insurance, long-term disability and accidental death and dismemberment insurance but the library staff will continue to be covered under the township’s plan during the transition to the new EIN.

Kristina has consulted with the library’s lawyer to be sure all appropriate actions are taken with respect to the library’s new EIN.

New Business:

2025 Budget Amendments

Kristina presented 2025 Budget Amendments to the Board for approval. The Revenue adjustments account for lower than expected tax collection revenue and a higher than expected prior year fund balance. The Expenditure adjustments allow for changes to

personnel, equipment purchases (computer replacement), and repairs and maintenance (carpet replacement). The attached Budget report shows all proposed adjustments with highlights.

Sam moved to approve the 2025 Budget Amendments as presented. Kathy seconded. Motion passed.

2026 Library Staff Salaries

Kristina presented a proposed salary schedule for 2026. The standard increase requested for all staff members was 4%. Sam moved to accept the salary schedule as presented. Kathy seconded. Motion passed.

2026 Budget Review

Kristina presented a preliminary budget for 2026. The Library Board will review the budget and share feedback before the next meeting. Some items of note in the budget include:

Based on usage statistics, the library will be cancelling Tumblebooks and Mango Languages for a reduction of approximately \$2200 in Online Subscriptions.

Based on circulation statistics and rising costs, the library will cancel a number of print magazine subscriptions for a reduction of approximately \$700 in Subscriptions. This reduction may be offset by increasing costs of remaining subscriptions but the overall cost for print subscriptions will still be lower than the current costs. Any magazines that are no longer available in print will be available (or equivalent content) via OverDrive in a digital format.

Costs for painting various areas within the library and in common areas are included in Repairs and Maintenance.

The cost to replace outdated library computers and monitors and reupholster chairs within the library space are included in Other Equipment Purchases Under \$10,000.

Food Pantry

The Board discussed the Food Pantry that is in the upper level lobby outside the library. Comments by various Board members included:

This food pantry is more accessible to people than other options in the area because the library hours are plentiful and it is open to any rather than only to those who qualify.

The food pantry also serves as a way for library patrons to provide tangible help for those in need and provide teachable moments for those who want to show their children the joy of giving to those less fortunate.

The Board was concerned that a lot of the burden to keep the pantry stocked falls on a few patrons and library staff members. The Board was also unaware that Neighbor for Neighbor sometimes provides overstock items to help stock the pantry which helps when supply is low.

Some Board members discussed moving the pantry to an area further inside the lobby but felt that might discourage people who might not want to be seen taking things from the food pantry.

The Board would like to see a shelving unit rather than a table to house the food pantry. The library will monitor their email distribution lists for possible shelving units being donated by other libraries that would be appropriate for this purpose.

Business was completed. The meeting was adjourned at 8:40pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc