



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes January 20, 2026

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

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

Members absent: Mary Bell

Guests present: none

Secretary's Report:

The December 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 January total \$27,664.67. This includes the 2025 4th quarter TLN charges.

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

Final account totals for 2025 will not be available until the auditor has reviewed end of year reports.

Library Director's Report:

December Statistics

Circulation—9,299 (122,179 check-outs for the year)

Electronic Checkouts—1970 (24,939 for the year)

Door Count—2,454 (32,515 for the year)

Patrons—3,477

Collection Total—72,157

Website Visits—3,858 (52,756 for the year)

Hoopla—1499 users, 3873 items

OverDrive—4392 users, 20,782 items

Activities—404 kids

Program Updates

The February 2026 activities calendar was distributed and reviewed.

The library will be closed Monday, February 16 for Presidents' Day.

Food Pantry

Rockport Library is doing a remodel and the Friends will be picking up three wood shelving units to replace the tables in the lobby currently housing the food pantry. The shelving units will take up less floor space but allow more room for food.

Storytime Room Upgrade

The library has requested a quote from Library Design Associates for an upgrade to the storytime room. The quote will include removal of the carpet from one wall, painting the walls, replacing the flooring and base molding and installing acoustic sound dampening tiles in the storytime room and the in-library single restroom. Additional upgrades to be quoted as itemized sub-projects include wood interactive wall-mounted toys which will be paid for with a patron donation, new tables and chairs, modular seating, additional toy storage, acoustic ceiling tiles and other decorative elements. The replacement of the flooring and carpeted wall will eliminate ongoing maintenance costs incurred to strip and wax the floor and clean the carpet twice per year.

Old Business:

Township / Library Interactions

HVAC Upgrades

It was confirmed at the January 8 Township Board Meeting that all distribution boxes will be replaced as part of the project to replace the roof top units (RTUs) in spring 2026.

New Business:

Approval of Cleaning Contract with Corporate Cleaning

Kristina presented a 3 year contract for Corporate Cleaning with a monthly cost of \$1450 per month which is an increase of \$15 per month from the previous contract. The new contract includes the upper level lobby, hallway and restrooms as well as all spaces within the library footprint. Cleaning services will be provided 5 days per week. All employees are uniformed, insured and fully screened with background checks.

The Library Board is in favor of accepting this agreement and has authorized Kristina to sign the agreement.

50th Anniversary of Springfield Township Library

The library plans to partner with Springfield Township Parks and Recreation, Oakland County Parks and Recreation and Springfield Township to celebrate a number of notable anniversaries including the Library's 50th anniversary, Oakland County Parks and Recreation's 60th anniversary and the United States of America's 250th anniversary. An event is tentatively planned for Saturday, September 26 at the Oakland County Fairgrounds.

Extended Library Hours on Wednesdays

Currently the library does not open until 12pm on Wednesdays. Previously, this time was used for staff meetings and training but this is no longer the case. Library hours will be extended on Wednesdays with the library opening at 10am to match the opening time on all other weekdays. Signage on the exterior building window and the library entrance window will be upgraded to reflect the new hours. This change will take effect once staffing adjustments have been made and no later than June 2026.

Business was completed. The meeting was adjourned at 8:18pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc