



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes July 21, 2026

The meeting was called to order at 6:30 p.m.

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

Members absent: none

Guests present: Janet Christian, Margaret Hanes, Linda McLean

Secretary's Report:

The June 2026 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 July total \$24,995.51. The July bills include the TLN quarterly payment. The prorated monthly insurance premium was \$704.50.

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

The annual tax collection revenue totals \$800,949.00. The state revenue share of \$646.62 was posted this month as well as the audit payment of \$5100.

There is \$589,630.35 in the regular account and \$185,195.35 in the reserve account for a total of \$774,825.70.

Old Business:

Township / Library Communications

IT Equipment Relocation / Access Issues

KMC sent an email to Chris Comstock on 7/10 to suggest alternate solutions from the conversation with Brian Piper – key fob access for LB and KMC with camera and security cage for two separate areas

Facilities Maintenance

There has been no further discussion with the Superintendent and Facilities Manager regarding an agreement as the Supervisor has returned from leave and the Superintendent has returned to his previous position.

Civic Center Steering Committee Meeting

The July Steering Committee Meeting was cancelled due to unavailability of several members. The next meeting is scheduled for Tuesday, August 11 at 1pm. The discussion will focus on how to establish communication methods that allow the committee to stay informed of relevant issues.

Storytime Room Maintenance/Upgrade

Kyle from LDA provided an updated quote of \$55,000 which includes flooring, base molding, demo of carpet wall, paint (small restroom also), acoustic panels, floor pads and “couch” seating, locking Lego table, installation of paper towel/waste receptacle and wood wall toys. Additional cost for already purchased wall toys, paper towel/waste receptacle, doll house and peel and stick wallpaper for the cabinets totals approximately \$6,500. The projected total for the entire project is \$62,375. While the Board approved an amount not to exceed \$60,000, Kristina recommends using funds donated in memory of Jim Banes to cover any amount that exceeds \$60,000.

Liberty & Legacy Event

The event planning is moving along. The library will provide supplies and support for a rocket making craft as well as support the Friends in managing their bookwalk activity. Both activities will be set up in one of the barns alongside games which will be managed by Springfield Township Parks and Recreation volunteers.

Ruth and Cathy F. are working on a photo history display of the Library in honor of its 50 year anniversary. The Library staff is fine-tuning the details of the “Favorite Library Memory” bunting to be displayed in the Library leading up to the event.

Library Fund Balance Policy Review

Kristina presented the draft of a new Fund Balance Policy that would require the Library to maintain a committed fund balance equal to 40% of its annual expenditures. The Board felt the breakdown of the fund balance presented in the policy was more detailed than necessary. Kristina proposed that the fund balance be segmented into two funds: one for the auditor-recommended reserve amount and the other for future large expenditures. Kristina will modify the policy and present the revised policy at the next Board meeting.

Joan motioned to approve the establishment of a minimum fund balance amount equal to 40% of the Library’s annual budget which would be governed by the guidelines presented in the Fund Balance Policy. Kristy seconded. Motion passed.

New Business:

Staff Changes

Deb has been hired as a part-time circulation clerk to replace Cora.

Staff salaries were adjusted to accommodate the addition of a new staff member at starting pay. The overall personnel cost will be reduced, therefore the Board does not require a vote to approve the changes.

Budget Amendments - 2026 Budget Amendment #4 (07.21.2026)

Kristina shared the requested amendments to the budget in the following accounts:

Contributions Indirect (271-010-675.000) increase from \$18,500 to \$73,500

Librarian Asst VI (271-792-702.003) decrease from \$10,000 to \$7,000

Librarian Asst VIII (271-792-702.020) increase from \$8,500 to \$11,000

Other Equipment Purchases Under \$10,000 (271-793-730.000) decrease from \$12,000 to \$8,500

Repairs & Maintenance (271-794-930.000) increase from \$20,500 to \$79,000

Sam moved to accept the amendment as requested. Mary seconded. Motion passed.

Library Director's Report:

June Statistics

Circulation—10,631

YTD Circulation—59,697

Door Count—3,435

YTD Door Count—16,551

Teen Checkouts—280

YTD Teen Checkouts—1,156

Website Visits—4,881

YTD Website Visits—28,627

Patrons—3,359

New Patrons—39

Hoopla—426 items (139 users)

Program Attendance – 928 kids

There has been a substantial increase in library usage over the summer, specifically in juvenile and teen checkouts as well as program attendance. Summer reading participation is high which is rewarding to the staff who work hard to make the program a success.

Program Updates

The August 2026 activities calendar was distributed and reviewed. The August program schedule is reduced in volume as the library is at the end of summer reading.

The August Library Board Meeting will be Tuesday, August 25, 2026 at 6:30pm. The Public Budget Hearing will be held at the beginning of this meeting and the regular Board Meeting will continue immediately after the conclusion of the Budget Hearing.

Business was completed. The meeting was adjourned at 7:45pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc