



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes June 16, 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: Margaret Hanes, Sharon Parke

Secretary's Report:

The 2026 Joint Board Meeting Minutes and the May 2026 Board Meeting Minutes were distributed by email for Board Member review prior to the meeting. The minutes were accepted as written.

Treasurer's Report:

The bills for May total \$16,781.64. The May bills include the wall toys for the Storytime Room.

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

There is \$650,289.14 in the regular account and \$184,960.05 in the reserve account for a total of \$835,249.19.

Kristina presented the audit report to the Board which shows the library's financial position at the end of 2025.

The library's fund balance was \$303,785 which is approximately 36% of the 2026 budget. The auditor recommends the library maintain a fund balance of 50%. The Board will discuss options to increase their fund balance moving forward.

The Board would like to have the auditor present next year's audit report at a Library Board meeting. Kristina will schedule that visit with the auditor for next year.

Old Business:

Township / Library Interactions

IT Equipment Relocation / Access Issues

Kristina met with Brian Piper where he suggested some alternate solutions for access control and other security concerns that were previously addressed by

restricting the Library's access to certain areas within the Civic Center. He asked Kristina to put together a list of access issues and share it with him. Kristina is unsure of the status of this request with the Township Supervisor's planned return from leave.

Facilities Maintenance

Kristina met with Brian Piper and he agreed that the contract shared by Alex was vague and a more specific list of tasks needed to be part of any agreement between both parties. He asked Kristina to put together a list and he was also going to ask Alex to provide a list of tasks. Brian said he would set up a meeting to bring both parties together and work towards a mutually agreeable plan.

Kristina shared a draft document with the Board that outlines daily, weekly, monthly, and yearly tasks the Library requires. Kristina will reach out to Brian but is unsure if that meeting will take place with the Township Supervisor's planned return from leave.

Civic Center Steering Committee Meeting

Ruth said the meeting went well. The goal of the meeting was to establish a basis for the committee. The mutually agreed upon objective is to maintain a forum for communication between Parks and Recreation, the Library, the township and other stakeholders in the Civic Center.

- An email group of core members was established.
- The group plans to meet monthly for the next three months.
- The next Steering Committee meeting is July 14, 2026.

Storytime Room Maintenance

The Library received a \$45,000 donation through the Friends of the Library to be used for a renovation of the Storytime Room. This donation will be combined with additional donations totaling \$10,000, \$1,500 previously budgeted for painting, and \$3,800 previously budgeted for other library renovations for a total of \$60,000 available to spend on Storytime Room renovations.

Kristina met with Kyle from LDA and asked for a revised quote including the following items: new flooring, removal of the carpet on one wall and drywall installation, painting (including the in-library restroom), new base molding, acoustic panels and a tack board installed on the previously carpeted wall, installation of nature-themed wood wall-mounted toys, installation of a paper towel/waste receptacle, a locking lego table, a role-play toy unit (i.e., dollhouse), a corner vinyl seating unit and padded floor cushions.

Ruth moved that Kristina continue to move forward with the project for a cost not to exceed \$60,000. Joan seconded. Motion passed.

Liberty & Legacy Event

Kristina shared samples of the "Favorite Library Memory" bunting that the Library will ask patrons to fill out as a celebration of the Library's 50th Anniversary. This bunting

will be displayed in the library and then moved to the Fairgrounds for the Liberty and Legacy event.

Ruth will work with Cathy F. to put together a photo history display.

New Business:

New Computers

In accordance with the Library's five-year computer replacement plan, Kristina would like approval to purchase three new computers and three new monitors. The new computers will be installed by TLN as staff computers and the old computers will be moved into service as new catalog computers. Prepaid computer support hours with TLN will be used for the installation.

Joan moved to approve the replacement of three computers and three monitors at a cost of \$3100.00. Ruth seconded. Motion passed.

Library Fund Balance Policy

Kristina presented a 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 draft policy is attached.

Board members will review the draft policy and be prepared to discuss it at the next Board meeting.

Library Director's Report:

May Statistics

Circulation—9,540

Door Count—2,886

Patrons—3,359

Hoopla—426 items (139 users)

Program Attendance – 928 kids

Website Visits—4,292

New Patrons—39

Program Updates

The June and July 2026 Summer Reading activities calendars were distributed and reviewed.

Summer Reading began June 1. Touch-a-Vehicle was a big success. Paleo Joe cancelled for personal reasons but Lisa has scheduled Crazy Craig in his place. There are lots of programs in June and July for all ages including End of Summer Ice Cream party on July 29, 2026

Township Superintendent Update

Township Supervisor, Ric Davis, sent an email informing the Township Board that he will be returning to work on July 16, 2026.

Credit Card Acknowledgement Form for Director

Joan signed the Credit Card Acknowledgement Form for Kristina's acceptance of the credit card.

In response to a question from Sam on the credit card, Kristina let the Board know she has a portal with Oxford Bank to monitor each credit card individually. If one card is compromised, it can be cancelled without any of the other cards being affected.

Audit Contract Approval by Township Board

At their June 11, 2026 Board Meeting, the Springfield Township Board voted to approve a three-year agreement with Pfeffer, Hanniford, & Palka for audit services covering fiscal years 2026- 2028 for a cost of \$33,500 for 2026; \$34,000 for 2027; and \$34,500 for 2028. The previous rate for fiscal years 2023-2025 was \$26,300 per year.

Recognition of 50 Years of Library Board Service

Kristy Bower and Ruth Gruber will be recognized for over 50 years of service to the Library at the Township Board Meeting on Thursday, July 9. Kristina asked all Library Board members to attend the meeting.

Board Member Comment:

Ruth shared information with the Board about the following two events. The Library will share this information with patrons on their social media channels.

- United Reading of the Declaration of Independence in honor of America's 250th Anniversary - <https://america250.org/event/sharing-the-spirit-of-america-the-declaration-of-independence-reading/>
- Summer Reading Challenge sponsored by Second Lady Usha Vance - <https://www.whitehouse.gov/read/>

The next Library Board Meeting is scheduled for Tuesday, July 21 at 6:30pm.

The August Library Board Meeting has been rescheduled from August 18 to 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 8:30pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc