



SPRINGFIELD TOWNSHIP LIBRARY  
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## Library Board Meeting Minutes March 17, 2026

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

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

Members absent: none

Guests present: Christine Crimmins

### **Secretary's Report:**

The February 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 March total \$13,557.17. This includes \$819.88 for plumbing repairs in the staff restroom.

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

There is \$715,531.91 in the regular account and \$183,225.91 in the reserve account for a total of \$898,757.82.

The Library's tax collection total is shown on the balance sheet but the deposits shown in the general ledger in December and January are not yet reflected on the operating statement. Once the audit has been completed, Kristina will request new operating statements for the end of each month for reference.

The auditor recommended that an additional Revenue account be added to the budget to account for Friends contributions separately from other contributions. He also recommended adding Expenditure accounts to reflect which programs and services are paid for with contributions and which are paid for out of the Library's state and local revenues. We will plan to implement these changes in next year's budget.

Joan moved to accept the Treasurer's Report and Sam seconded. Motion passed.

### **Library Director's Report:**

February Statistics

Circulation—9,088

Door Count—2,316

Patrons—3,433

New Patrons—27

Collection Total—72,621 (389 added this month)

Website Visits—6,432

Hoopla Checkouts—356 items; 138 users

Participants in Library Programs—227

## Program Updates

The April 2026 activities calendar was distributed and reviewed.

The library will be closed April 3 through April 5 for Easter.

## Holly Township Library – District Library Update

The Holly Township Library Director met with Kristina to discuss what would happen if Rose and Groveland Townships choose not to join Holly Township Library in their bid to become a District Library. Kristina said that Springfield Township Library would return to charging a non-resident fee if those townships forgo the opportunity to join the Holly District Library. In this eventuality, the Library Board would reevaluate the non-resident fee and adjust it to be comparable to the average Springfield Township taxpayer cost for the library millage.

## **Old Business:**

### Township / Library Interactions

#### Retirement Plan / Payroll Transition - EIN

Payroll transition should be complete by the end of March.

#### Building Insurance

Kristina met with the insurance agent from Allied who recommended the Library be added as a named insurer on the insurance policy. Kristina asked about the allocation of the Business Personal Property (BPP) breakdown between the Township and the Library and he suggested Kristina ask the township. When Kristina asked to discuss the BPP breakdown, the Township shared that the value of the BPP was based on what was already in place with Brown & Brown. The Township also suggested that the Library investigate the possibility of a separate Library insurance policy.

The auditor suggested that the Library work with the insurance agent to determine the cost for a separate library policy.

#### Building / Door Access

Discussions on key fob permissions for the meeting room and the Access Control Module continue with Kristina requesting the Township Supervisor's written policy.

The IT Equipment Relocation project is on hold as the Township IT Coordinator investigates alternate options.

### Storytime Room Maintenance / Upgrade

The Board has decided to table to discussion on Storytime Room upgrades. The Board will revisit this project in the fall if the budget allows.

**New Business:**

2026 Budget Amendment #2

With the change to our own payroll account with Paylocity, the library will be billed directly for the payrolls costs. The cost will be approximately \$90 per month plus \$7 per W2 for an estimated cost of \$1,300 per year. Kristina requested that the Board approve the addition of an expense line for Contracted Payroll Expenses (271-972-801.000) at a funded amount of \$1,300.

Joan motioned to approve the budget amendment as presented. Ruth seconded. Motion passed.

Joint Board Meeting and Future Board Meeting Start Time

There is going to be a joint meeting with the Library, Parks and Recreation, and the Township. The proposed meeting date is Tuesday, May 12 with a start time of 5:00pm or 5:30pm. The Library Board is amenable to this date with either start time. The Library Board will still hold their regular monthly Board meeting on Tuesday, May 19.

The Library Board will be changing the start time of all future Board meetings from 7:00pm to 6:30pm. The new meeting start time will be effective for the next Board meeting on Tuesday, April 21. Kristina will communicate this change to be adjusted on the website, social media, the Township website, and in-library signage. Kristina will also publish a Public Notice in the Oakland Press of the amended meeting start time.

Business was completed. The meeting was adjourned at 8:20pm.

Respectfully submitted,  
Kathleen Rollins, Secretary

KFR/kmc