

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 10/9/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by President Heather Erwin. Those physically in attendance were Heather Erwin, Richie Donald, Patti French, Bob Englebreton, Roxy Jenkins, Janice Seidlitz, Ben Steppig, and Director Nichole Lauko.

2) Appearances & Correspondence

The library board listened to guest speaker from Litchfield Library, Sara Zumwalt, via Zoom and learned about truth in taxation and other library information.

3) Review and Approval of Secretary's Report

The minutes were approved as read to be filed.

4) Review and Approval of Treasurer's Report

Patti French read the Treasurer's Report. The report will be filed for audit.

5) Librarian's Report w/ Summary of Statistics Report for the Current Year

Total bills presented were \$3934.44. An itemized list of the monthly library statistics included: 176 hours open; 861 Adult Items; 98 Youth Items; 1350 Total Circulation; 5.4 items checked out per hour; 402 loaned items and 693 requested items. There were 89 computer users; 947 in attendance; and 240 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 95, Emma 31, and Adriana 158.35.

Roxy Jenkins made the motion to pay the bills and add \$9,000 to payroll. Janice Seidlitz seconded the motion and the motion carried.

6) New Business

- Finalize holiday hours
 - Janice Seidlitz made the motion to approve the holiday hours presented through 2026. Roxy Jenkins seconded the motion and the motion carried.
- Budget for next fiscal year
 - The board decided to table this topic until we get additional information relevant to taxes for next fiscal year.

7) Building Committee

- Set calendar for meeting with John Chrastka
- The board is meeting on Wednesday, Oct 29th 2025 at 6:00PM at the Millstadt Senior Center.

8) Fundraising Committee

9) Old Business

10) Upcoming Business for Next Month

- Budget for next fiscal year finalization
- Discuss trustee requirements for per capita grant

11) Citizen's Comment

12) Executive Session

13) Meeting Adjourned

There being no further business, the meeting was adjourned by President Heather Erwin.

Respectfully submitted.

Benjamin Steppig

A handwritten signature in black ink that reads "Benjamin Steppig". The script is cursive and fluid, with the first name and last name clearly legible.