

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date:8/13/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by President Heather Erwin. Those physically in attendance were Janice Seidlitz, Richie Donald, Patti French, Bob Englebretson, Roxy Jenkins, and Director Nichole Lauko. Ben Steppig was not in attendance.

2) Appearances & Correspondence

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 \$3365.57. An itemized list of the monthly library statistics included: 184 hours open; 1066 Adult Items; 92 Youth Items; 1738 Total Circulation; 6.6 items checked out per hour; 423 loaned items and 789 requested items. There were 101 computer users; 1622 in attendance; and 318 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 97.75, Emma 39, and Adriana 160.

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

- Secretary's Audit will be signed and completed.
- Budget suggestion

7) Building Committee

8) Fundraising Committee

9) Old Business

10) Upcoming Business for Next Month

- Enact Budget and Appropriation Ordinance

11) Citizen's Comment

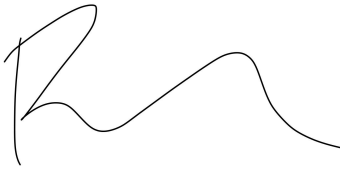
12) Executive Session

13) Meeting Adjourned

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

Respectfully submitted,

Roxy Jenkins

A handwritten signature in black ink, appearing to be the name 'Roxy Jenkins'. The signature is fluid and cursive, starting with a large 'R' and ending with a long, sweeping tail.