

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 12/10/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by Janice Seidlitz. Those physically in attendance were Richie Donald, Bob Englebretson, Ben Steppig, and Director Nichole Lauko.

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

Janice Seidlitz 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 \$8393.96. An itemized list of the monthly library statistics included: 146 hours open; 719 Adult Items; 78 Youth Items; 1218 Total Circulation; 5.5 items checked out per hour; 365 loaned items and 620 requested items. There were 91 computer users; 938 in attendance; and 263 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 94, Emma 17, and Adriana 160.75.

Bob Englebretson made the motion to pay the bills and add \$9,000 to payroll. Richie Donald seconded the motion and the motion carried.

6) New Business

AFR review and approval

Richie Donald made a motion to approve the Annual Financial Report. Bob Englebretson seconded the motion and the motion carried.

Treasurer's receipts and disbursements review and approval.

Richie Donald made a motion to approve the Treasurer's Receipts and Disbursements Review. Ben Steppig seconded the motion and the motion carried.

7) Building Committee

8) Fundraising Committee

9) Old Business

10) Upcoming Business for Next Month

- State of Illinois Certification can be filed
- Traffic Survey can be filed
- Per-Capita Grant needs to be submitted by beginning of the month

11) Citizen's Comment

12) Meeting Adjourned

There being no further business, the meeting was adjourned by Janice Seidlitz.

Respectfully submitted.

Benjamin Steppig

A handwritten signature in black ink that reads "Benjamin Steppig". The signature is written in a cursive, flowing style.