

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 5/13/26

Time: 6:00 pm

### **1) Call to Order**

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

### **2) Appearances & Correspondence**

Optimist Bike Rodeo thank you note

### **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**

Richie Donald 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 \$2573.51. An itemized list of the monthly library statistics included: 166 hours open; 767 Adult Items; 82 Youth Items; 1287 Total Circulation; 5.1 items checked out per hour; 347 loaned items and 663 requested items. There were 60 computer users; 1098 in attendance; and 333 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 96, Emma 24.7, and Adriana 171.5.

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**

#### **a. IMRF Resolution 2026-01**

Ben Steppig made a motion to approve the IMRF Resolution 2026-01 as written.

Roxy Jenkins seconded the motion and the motion carried.

#### **b. Annual Reviews**

Heather Erwin and Bob Englebretson will be meeting with Nichole Lauko to perform her annual review. Nichole Lauko will be conducting performance reviews for library staff in the coming weeks.

### **7) Building Committee**

Next meeting on May 19, 2026 at the Senior Center at 5:00PM.

**8) Fundraising Committee**

**9) Old Business**

**10) Upcoming Business for Next Month**

- a. Closed Session Openings
- b. Executive Session for personnel and Compensation
- c. Cost of Non-Residential Cards
- d. Official Meeting Dates for FY 26-27

**11) Citizen's Comment**

**12) Meeting Adjourned**

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

Respectfully submitted.

Benjamin Steppig

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