

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 10/11/23

Time: 7:00 pm

1) Call to Order

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

3) Appearances & Correspondence

Received a letter from JT Milton asking for use of the farm property for a pumpkin toss. Everyone agreed to allow the use.

4) Review and Approval of Secretary's Report

Correction to last month's minutes to note absent members. Patti French made a motion to approve all minutes as read, Janice Seidlitz seconded the motion and the motion carried.

5) Review and Approval of Treasurer's Report

Janice Seidlitz read the Treasurer's Report. The report will be filed for audit.

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

Presented by Nichole Lauko. The 3-day book sale made over \$900! Total bills presented were \$14,743.18. An itemized list of the monthly library statistics included: 170 hours open; 800 Adult Items; 78 Youth Items; 315 Total Circulation; 5.47 items checked out per hour; 225 requested items and 662 loaned items. There were 66 computer users; 1240 in attendance; and 0 e-books. The following is a list of hours worked by the library staff: Nichole 160, Elizabeth 94, Megan 87.75, and Emma 78.5. Heather Erwin made the motion to pay the bills and add \$8,000 to the payroll for a total of \$22,743.20. Ben Steppig seconded the motion and the motion carried.

7) New Business

Approve Ordinance No. 2023-2 Ordinance Levying and Assessing Tax for Millstadt Library District of the County of St. Clair State of Illinois for the Fiscal Year Beginning the 1st Day of July, 2023 and Ending the 30th Day of June, 2024 - Patti French made a motion to approve the budget draft as read and Bob Englebretson seconded. The motion carried.

Finalize Library Holiday Hours - Ben Steppig motioned to approve holiday hours. Heather Erwin seconded and the motion carried.

8) Building Committee

Painting and carpet are done. Book movers have 1-2 more days of work. Then organization will happen. Heather Erwin made a motion to allow Nichole to begin purchasing the new furniture (to include rolling folding tables and storage solution) not to exceed \$15,000. Patti French seconded. The motion carried.

9) Fundraising Committee

The committee is planning a 60th Gala for the library in the year 2024. The library is in search of a musician.

10) Old Business

11) Upcoming Business for October

12) Citizen's Comment

13) Executive Session

14) Meeting Adjourned

There being no further business, the meeting was adjourned by President Traci Juhas.

Respectfully submitted.

Roxy Jenkins