

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 9/10/25

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

Ben Steppig read a note from the Millstadt Optimist Club requesting use of the library's new building lot for the annual BBQ-Chili Cook-off for parking purposes on Sunday Oct 12th 2025 from 12:00PM to 5:00PM. The library board decided that under the right conditions (if we have not received heavy rains in the days prior to the event and if the crop has been harvested on the land) that the optimist club can use the new library lot for parking purposes in exchange for a donation.

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 \$7588.73. An itemized list of the monthly library statistics included: 178 hours open; 914 Adult Items; 93 Youth Items; 1457 Total Circulation; 5.5 items checked out per hour; 408 loaned items and 770 requested items. There were 104 computer users; 1378 in attendance; and 281 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 91.5, Emma 31, and Adriana 158.8.

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

6) New Business

- Budget Ordinance
 - Richie Donald made a motion to approve ordinance No. 2025-1. Janice Seidlitz seconded the motion and the motion carried.

7) Building Committee

The board discussed selecting a date to hold a meeting with the Millstadt Senior Center board to start discussions on a shared building between the Millstadt Library and the Millstadt Senior Center.

8) Fundraising Committee**9) Old Business****10) Upcoming Business for Next Month**

- Finalize holiday hours
- Budget for next fiscal year

11) Citizen's Comment**12) 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.