

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 7/9/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by Acting President Janice Seidlitz. Those physically in attendance were Heather Erwin, 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 \$3871.72. An itemized list of the monthly library statistics included: 176 hours open; 1132 Adult Items; 126 Youth Items; 1877 Total Circulation; 7.8 items checked out per hour; 393 loaned items and 744 requested items. There were 116 computer users; 1436 in attendance; and 332 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 81, Emma 77.75, and Adriana 38.25.

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

6) New Business

- Assess Budget and Levy
 - o Patti made a motion to adopt the budget for 2025-2026. Richie Donald seconded and the motion carried.
- New lawyer to retain
 - o Richie Donald made a motion to retain Dennis Walsh as an additional attorney. Patti French seconded and the motion carried.

7) Building Committee

- Sign Quotes
 - Richi Donald made a motion to approve the vinyl sign purchase and installation from Scharf Building Services. Patti French seconded and the

motion carried.

8) Fundraising Committee

9) Old Business

10) Upcoming Business for Next Month

- Semi-Yearly disposal of closed meeting minutes (18 months)

11) Citizen's Comment

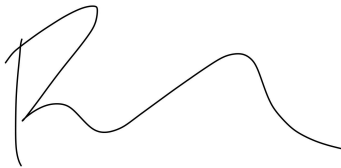
12) Executive Session

13) Meeting Adjourned

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

Respectfully submitted,

Roxy Jenkins

A handwritten signature in black ink, appearing to be the name 'Roxy Jenkins'. The signature is stylized, with a large, looped initial 'R' and a long, sweeping horizontal stroke that ends in a small upward flick.