Millstadt District Library Board Minutes
Place: Village Meeting Room
115 West Laurel St., Millstadt, IL 62260
Date: 10/14/26
Time: 6:00 pm

1) Call to Order
The meeting was called to order by Heather Erwin. Those physically in attendance were Roxy Jenkins, Richie Donald, Janice Seidlitz, 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
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 $4,434.60. An itemized list of the monthly library statistics included: 178 hours open; 1048 Adult Items; 104 Youth Items; 1641 Total Circulation; 6.5 items checked out per hour; 389 loaned items and 669 requested items. There were 32 computer users; 1022 in attendance; and 478 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 101.5, Emma 17, and Adriana 170.25.

Janice Seidlitz made the motion to pay the bills and add $11,000 to payroll. Bob Englebretson seconded the motion and the motion carried.

6) New Business
a) Set library holiday hours
b) 2026-2027 Levy Estimate
c) Janice Seidlitz made a motion to move $75,000 out of the checking account and invest in a certificate of deposit, and to allow Treasurer, Richie Donald, to invest based on the best rates available at the time. Richie Donald seconded the motion and the motion carried.
d) Janice Seidlitz made a motion to open a checking account for Odessy of the Mind for High Schoolers, which the Library will sponsor and Becky Rasmussen will run. Bob Englebretson seconded the motion and the motion carried.

7) Building Committee
Potentially revisit meetings in the Spring

8) Fundraising Committee

9) Upcoming Business for Next Month

a) Candidacy petitions must be filed between November 16-23
b) Levy Hearing and Enactment

10) Citizen's Comment
Jessica Blessing-Patterson was in attendance.

11) Meeting Adjourned
There being no further business, the meeting was adjourned by Heather Erwin.

Respectfully submitted.

Benjamin Steppig

