

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 9/9/26

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

The Millstadt Optimist Club requested approval for use of the new library lot for parking at the Cook-Off. The board discussed allowing Millstadt Optimist Club to use the site of the new library for parking at the Millstadt Optimist Cook-Off in October pending decent weather and crops being harvested prior to the cook off date. The library is requesting a \$400 donation for the new library fund in return.

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

- a) Total bills presented were \$7793.64. An itemized list of the monthly library statistics included: 180 hours open; 1158 Adult Items; 96 Youth Items; 1759 Total Circulation; 7.3 items checked out per hour; 402 loaned items and 635 requested items. There were 77 computer users; 1019 in attendance; and 557 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 91, Emma 29.75, and Adriana 146.

Janice Seidlitz made the motion to pay the bills and add \$11,000 to payroll.

Richie Donald seconded the motion and the motion carried.

- b) An incident at the library was discussed.

6) New Business

- a) Janice Seidlitz made a motion to move \$29,000 out of the new library account and invest in a 4 month certificate of deposit, and to allow Treasurer, Richie Donald, to invest based on the best rates available at the time. Bob Englebretson seconded the motion and the motion carried.

- b) Nichole discussed hiring a new librarian. The hiring committee will discuss further at a later date.

7) Building Committee

Next meeting late fall.

8) Fundraising Committee

9) Old Business

Board Member Election Candidacy Information available August 25

10) Upcoming Business for Next Month

Set library holiday hours

11) Citizen's Comment

No citizens present.

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 script is cursive and fluid, with the first name and last name clearly legible.