

## **Millstadt District Library Board Minutes**

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 11/12/25

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, Bob Englebretson, Roxy Jenkins, Janice Seidlitz, Ben Steppig, and Director Nichole Lauko. Patti French was not in attendance.

### **2) Appearances & Correspondence**

Ben Steppig read a letter from the State of Illinois Senate that recognizes Library Trustees as important and essential to communities.

### **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**

Janice Seidlitz 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 \$2947.64. An itemized list of the monthly library statistics included: 188 hours open; 853 Adult Items; 108 Youth Items; 1463 Total Circulation; 5.3 items checked out per hour; 445 loaned items and 717 requested items. There were 101 computer users; 2033 in attendance; and 279 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 94.25, Emma 4.25, and Adriana 173.5.

Janice Seidlitz made the motion to pay the bills and add \$9,000 to payroll. Richie Donald seconded the motion and the motion carried.

### **6) New Business**

- The Board discussed Trustee Requirements for Per Capita Grant
- The Board discussed the budget for the next fiscal year
- The board approved Truth in Taxation (TIT) and set a date for the December hearing.

Janice Seidlitz made the motion to accept Ordinance No. 2025-2 tentative budget as presented. Richie Donald seconded the motion and the motion carried.

## **7) Building Committee**

- The board discussed a date and objectives for the next building meeting. Janice Seidlitz made the motion to approve the Truth in Taxation and set the Truth in Taxation Hearing Date for Wednesday, Dec 10th at 6:00 PM. Roxy Jenkins seconded the motion and the motion carried.

- The board discussed the community survey project scope of work Roxy Jenkins made the motion to approve the cost of \$5806 for the community survey to assess needs and attitudes toward a community center. Janice Seidlitz seconded the motion and the motion carried.

## **8) Fundraising Committee**

## **9) Old Business**

## **10) Upcoming Business for Next Month**

- TIT hearing
- Audit due end of December
- Treasurer's receipts and disbursements due

## **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 signature is fluid and cursive, with "Benjamin" on the top line and "Steppig" on the bottom line.