

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 8/12/26

Time: 6:00 pm

1) Call to Order

The meeting was called to order by Heather Erwin. Those physically in attendance were Roxy Jenkins, Bob Englebretson, Ben Steppig and Director Nichole Lauko. Those not in attendance were Richie Donald and Janice Seidlitz.

2) Appearances & Correspondence

- a. Thank you notes from Kevin Schmidt, the Hoffeditz family
- b. Grant award letter from Alexi Giannoulis, Secretary of State and State Librarian

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

Heather Erwin 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 \$6446.17. An itemized list of the monthly library statistics included: 191 hours open; 1469 Adult Items; 178 Youth Items; 2168 Total Circulation; 9.2 items checked out per hour; 432 loaned items and 826 requested items. There were 129 computer users; 2621 in attendance; and 337 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 113.25, Emma 55.5, and Adriana 511.25.

Roxy Jenkins made the motion to pay the bills and add \$11,000 to payroll. Ben Steppig seconded the motion and the motion carried.

6) New Business

- a. Tentative 2026-2027 Budget Appropriation Ordinance Publication
Roxy Jenkins made a motion to approve the Tentative 2026-2027 Budget Appropriation Ordinance. Bob Englebretson seconded the motion and the motion carried.
- b. Set date for Budget and Appropriation Hearing
Sept 9th, 2026
- c. Board member Election Candidacy information available August 25th, 2026
- d. Secretary's Audit
Roxy Jenkins and Bob Englebretson to sign audit

e. **3D Printer Policy**

Bob Englebretson made a motion to approve the 3D Printer Policy. Roxy Jenkins seconded the motion and the motion carried.

f. **Personal ALA and ILA account for Library**

Bob Englebretson made a motion to approve the purchase of a personal ALA and ILA account for the Library. Roxy Jenkins seconded the motion and the motion carried.

7) Building Committee

Next meeting late fall.

8) Fundraising Committee

9) Old Business

10) Upcoming Business for Next Month

Ordinance 2026-1 Hearing and Passage

11) Citizen's Comment

Jessica Blessing-Patterson was in attendance.

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 signature is written in a cursive, flowing style.