

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 1/8/25

Time: 6:00 pm

1) Call to Order

The meeting was called to order by President Traci Juhas. Those physically in attendance were Traci Juhas, Bob Englebretson, Roxy Jenkins, Patti French, Janice Seidlitz, Heather Erwin, and Director Nichole Lauko. Ben Steppig was absent.

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

Janice Seidlitz read the Treasurer's Report. Last month's Treasurer's Report was corrected. The report will be filed for audit.

5) Librarian's Report w/ Summary of Statistics Report for the Current Year

Total bills presented were \$2,749.68. An itemized list of the monthly library statistics included: 152 hours open; 838 Adult Items; 96 Youth Items; 1469 Total Circulation; 6.1 items checked out per hour; 373 loaned items and 727 requested items. There were 55 computer users; 831 in attendance; and 285 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 76, Emma 16.5, Adriana 51, and Lylah 4.25.

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

6) New Business

Audit Report and Annual Financial Report will be filed.

Sexual Harassment Training and Open Meetings Act Training will be sent.

Bob Englebretson and Heather Erwin were selected as FOIA Officers.

7) Building Committee

8) Fundraising Committee

9) Old Business

10) Upcoming Business for December

- State of Illinois Certification can be Filed
- Traffic Survey can be Filed

11) Citizen's Comment

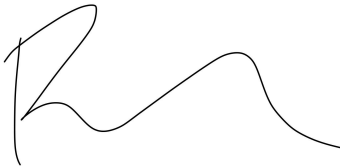
12) Executive Session

13) Meeting Adjourned

There being no further business, the meeting was adjourned by Traci Juhas.

Respectfully submitted.

Roxy Jenkins

A handwritten signature in black ink, appearing to be 'Rox' followed by a long, sweeping flourish that ends in a small hook.