

Elkhart Lake Library Board of Trustees  
Meeting Minutes of November 10, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday November 10, 2025. Members present included Mary Farron, Patti Zuelke, Sarah Rudnick, Rob Orth, Lisa Doeber with Adam Engelbertson attending via MS Teams. Rachel Montes, Library Director, was also present. Rachel Karras and Mark Landgraf were absent.

President Sarah Rudnick called the meeting to order at 9:03. Motion was made and seconded ( Patti/Rob) to approve the agenda as posted. The motion passed unanimously.

**PUBLIC COMMENTS/TRUSTEE COMMENTS - None**

**DISPOSITION OF MINUTES** - Motion was made and seconded ( Lisa/ Rob) to approve the minutes as presented for the September 22, 2025 meeting. The motion passed unanimously.

**TREASURER'S REPORT** - Treasurer Patti reported that 2 CDs were renewed.

**LIBRARY DIRECTOR'S REPORT -**

- I. The Income and Expense report - Director Rachel reported that spending was lower in September as the current book seller was no longer in business. October spending was normal with the exception of a charge to Overdrive for Libby use. Motion was made and seconded to approve income and expense report( Mary/ Rob) . The motion passed unanimously.
- II. Third quarter expenses- The board reviewed the third quarter expenses. Spending remains within budget.
- III. Circulation Report - September circulation was up overall, digital usage was up overall. Program attendance was strong. October circulation was down slightly overall, the largest drop was in YA. Digital usage was up overall. Program attendance was strong with coffee hour and storytime consistently well attended. The middle school short story contest was a hit!
- IV. Director's Written Report - Director Rachel reported that the staff were busy with the usual programming along with tagging, weeding and reorganizing. Other staff projects included preparing for Halloween Party, creating book bundles, storytime and maintaining the craft table. Rachel also talked about finding a new book seller as the current supplier, Baker and Taylor had ended business.
  - a. Review of Director's 2025 Goals and Objectives - Director Rachel reviewed G&O discussing many successes.
  - b. Review of Director's 2026 Goals and Objectives - Director Rachel presented her G&O. One focus for 2026 will be marketing. The board agreed to look over goals for 26 and add this to next meeting's agenda for any further discussion.

**NEW BUSINESS -**

- I. Proposed Closed Dates 2026 - The board reviewed closing dates for 2026. A motion was made / seconded ( Patti/ Lisa ) to adopt proposed closing dates for 2026. The motion was approved unanimously.
- II. Hoopla Review - Libraries are getting rid of Hoopla because of the expense. The number of users from outside of the area is increasing.

**OLD BUSINESS -** Motion was made/seconded (Patti/Lisa) for the board to go into closed session in accordance to Wisconsin Statute 19.85 (1) considering employment, promotion, compensation.

**NEXT MEETING -** January 12, 2026 @ 9 am

**CONFIRM ACTION ITEMS**

**ADJOURNMENT -** Motion to adjourn was made and seconded ( Lisa/ Rob ) . Motion was approved unanimously at 10:12.

Respectfully Submitted  
Mary Farron, Secretary