

Elkhart Lake Library Board of Trustee  
Meeting Minutes of July 14, 2025

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday July 14, 2025. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Mark Landgraf, Sarah Rudnick, Adam Engelbertson, Lisa Doebert. Rachel Montes, Library Director, was also present. Rob Orth was absent.

President Sarah Rudnick called the meeting to order at 9:00. Motion was made and seconded (Lisa/Rachel K) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - None

DISPOSITION OF MINUTES - Motion was made and seconded (Mark/Lisa) to approve the minutes as presented for the June meeting. Motion passed unanimously.

TREASURER'S REPORT - Treasurer Patti presented the 2nd quarter report. Her report showed interest added to savings and checking and a service charge. The board discussed renewing one CD that matures in August. Motion was made and seconded (Mary/Lisa) to approve the treasurer's report. Motion passed unanimously.

LIBRARY DIRECTOR'S REPORT -

- I. The Income and Expense report - Director Rachel presented the July report of expenses. Most of July's expenses went to support the summer library program with the exception of the contract for the copier. This expense was over the budgeted amount but the income from copier use should cover the overage. Motion was made and seconded to approve income and expense report (Patti/Mark). Motion passed unanimously.
- II. Quarterly Budget Report - Second quarter budget report shows the library expenses well within the budgeted amounts.
- III. Circulation Report - Director Rachel reported that physical circulation was up almost 4% while the door counter showed patronage up 25.5%. Program attendance remains strong. Summer library program registration has increased by over 40 registrants over 2024.
- IV. Director's Written Report- Director Rachel reported on the various activities her staff is supporting including summer activities for kids, weekly shows, and workshops. Director Rachel talked about her committee of joint library services. They will be researching how other counties have included digital circulation in their plans for reimbursement to libraries. The Friends of the Library Annual Book Sale was announced. It is scheduled for Friday July 25th from 12-3 pm and again on Saturday July 26 from 9-3.

NEW BUSINESS - Director Rachel mentioned that she will need a budget committee. Mary, Patti and Lisa volunteered. A meeting will be set up for sometime in the week of the 18th of August.

OLD BUSINESS - None

NEXT MEETING - Monday August 11th at 9am

CONFIRM ACTION ITEMS - None

ADJOURNMENT - Motion to adjourn was made and seconded (Mary / Lisa ). Motion passed unanimously. Adjournment at 9:20.

Respectfully Submitted  
Mary Farron, Secretary