

Elkhart Lake Library Board of Trustees
Meeting Minutes of January 2025

The monthly meeting of the Elkhart Lake Public Library Board of Trustees was held on January 8, 2025. Members present included Mary Farron, Rachel Karras, Patti Zuelke, Terri Knowles, Sarah Rudnick, and Lisa Doebert with Adam Engelbretson attending via MS Teams. Rachel Montes, Library Director, was also present. Rob Orth was absent.

President Sarah Rudnick called the meeting to order at 9:03. Motion was made and seconded (Rachel K/Terri) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS – Terri reported that the budget for the village was set. She also stated that the board was moving forward on the new public works building and the visitor’s center.

DISPOSITION OF MINUTES – Motion was made and seconded (Lisa/Rachel K) to approve the minutes as presented for the November 2024 meeting. Motion passed unanimously.

TREASURER’S REPORT – Treasurer Patti presented the fourth quarter treasury report. Motion was made and seconded (Terri/Mary) to approve the treasurer’s report. Motion passed unanimously.

LIBRARY DIRECTOR’S REPORT –

- I. The Income and Expense report –
 - a. December 2024 Income and Expense report: Director Rachel reported no unusual expenditures for December. A \$300 donation in the name of Paul Miller will be used for large print books and games.
 - b. Final Expenses 2024: Of note in final expenses are library membership to Wisconsin Maritime Museum and \$2000 for online databases.
 - c. 4th Quarter Financial Report for 2024: Director Rachel reported that most line items for 2024 came in on or below budgeted amounts. Items over budget were expected so their costs were offset by unspent funds. Remaining budgeted money will be added to the library pool.Motion was made and seconded to approve the income and expense report (Terri/Patti). Motion passed unanimously.
- II. Circulation Report – Director Rachel reported that circulation for November was down 18%, but up 3.2% in December. Digital use was down in both months compared to usage in 2023. Program attendance in both months was strong, however the snowy cold weather took its toll on storytime.
- III. Director’s Written Report – Director Rachel reported on various activities and responsibilities of herself and the staff.

NEW BUSINESS –

- I. Review of Library Programming: The board reviewed the variety of library programming both in person and passive, by age group for the past year.
- II. New Shelves: In an effort to create flexible space to accommodate groups of many sizes, ages, etc., Director Rachel presented estimates from two companies for mobile shelving. The Friends of the Library have donated \$8000 toward the project. Motion was made and seconded to approve purchase and cover the cost after the FOL contribution of shelving (Terri/Rachel K). Motion passed unanimously.

OLD OR UNFINISHED BUSINESS – None

NEXT MEETING – February 10, 2025 at 9am

CONFIRM ACTION ITEMS

ADJOURNMENT – Motion to adjourn was made and seconded (Patti/Lisa) at 9:36.

Respectfully submitted,
Mary Farron, Secretary