



Tomah Public Library



716 Superior Avenue Tomah, Wisconsin 54660-2098 Phone: (608) 374-7470

MEETING NOTICE

The Tomah Public Library Board of Trustees will hold a meeting on **Thursday, July 23, 2026** at **5:15 p.m.** in the **Council Chambers** on the second floor of City Hall at **819 Superior Avenue**, Tomah, WI 54660.

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes**
- 3. Approval of Bills, Financial Report**
- 4. Public Communication**
- 5. Old Business**
 - a. Velda Felton plaque update**
 - b. Part-time summer page update**
 - c. Maker-space update**
 - d. Director retirement update**
- 6. New Business**
 - a. H/VAC**
 - b. Staffing vacancies/hiring update**
- 7. Adjourn**

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Nichole Jacobs, City Clerk, 819 Superior Avenue, Tomah, Wisconsin 54660.

Tomah Public Library Board of Trustees
Regular Meeting
April 16, 2026

1. **Call to Order:** Meeting called to order at 4:32pm. In attendance: Dr. Paul Skofronick, Emily Brach, Sue Wandschneider, Candice Ziems, Suzanne Baker-Young, Mayor Dwyer, Administrator Morales, and Director Keller
2. **Approval of Minutes:** Motion made to approve minutes from regular meeting January 2026. Second provided. Motion passed by unanimous vote.
3. **Approval of Bills, Financial Report:** Director Keller reports March is when subscriptions are renewed. Motion made to approve financial report. Second provided. Motion passed by unanimous vote.
4. **Public Communications:** None
5. **Old Business:**
 - a. **Meeting with B.J. Rice re. Maker's Space:** Director Keller reports patrons excited for project, a lot of positive feedback. Private donations received for the project. Tomah Lumber has looked at the project space but no quote available yet for materials.
 - b. **Continuing Winding Rivers update:** Director Keller reports circulation numbers : Jan-4859, Feb- 4967, March-5748. Anticipates circulation numbers to increase as public awareness increases. Staff feedback; minor cataloging issues.
6. **New Business:**
 - a. **Story time for special needs children:** Mr. Dave putting together special needs story time.
 - b. **Hiring a part-time page for the summer:** Director Keller reports pulling items for *Winding Rivers* circulation is taking a lot of staff hours and would like to hire a page during the busier summer months. Motion made to recommend to common council a change to city's organizational chart to add a seasonal page position for 20 hours per week. Wages to be paid from trust. Second provided. Motion passed by unanimous vote.
 - c. **Director retirement:** Director Keller updates on the approximate date of her retirement, beginning of August. Discussion ensues in regards to next steps to fill the director position, including recommendations from Administrator Morales in regards to the hiring process and budgeting during the changing of staff . Administrator Morales states the job should be posted by the end of next week, but hiring cannot be approved until funding is approved. A special meeting will be called to further discuss the matter.
7. **Adjourn:** Motion made to adjourn meeting. Second provided. Motion passed by unanimous vote. Meeting adjourned at 5:14pm.

Submitted by Candice Ziems

APRIL 2026

Date	Code	Vendor	Amount
04.24	310	Ace Hardware- carbon monoxide detectors- 2	\$ 100.00
04.30	310	Adobe	\$ 42.00
04.30	221	Alliant Energy	\$ 762.00
04.30	342	Amazon.com (Books: 78 Adult dept)	\$ 1,413.00
04.30	346	Amazon.com (Books: 57 Children's dept)	\$ 676.00
04.30	310	Amazon.com- office supplies	\$ 335.00
04.30	342	AudioEditions (CDSWs: 5 Adult dept)	\$ 205.00
04.30	342	Center Point Large Print (Large Print books: 37 Adult dept)	\$ 370.00
04.30	222	City of Tomah	\$ 146.00
04.01	290	EO Johnson- contract 02-16-26 to 05-15-26	\$ 138.00
04.30	835	GoDaddy- SSL renewal	\$ 240.00
04.17	350	Hunter Security: camera maintenance	\$ 575.00
04.20	310	Kapco: repositionable laminate (7 rolls)	\$ 115.00
04.30	223	Lynxx- monthly telephone charge	\$ 120.00
04.30	290	Lynxx- monthly internet charge	\$ 80.00
04.01	290	MPLC- movie license	\$ 243.00
04.30	290	Otis Elevator: maintenance contract 05-01-26 to 04-30-27	\$ 1,302.00
04.23	310	Sam's Club- programming supplies	\$ 33.00
04.30	209	Skofronick, J.- monthly janitorial charge	\$ 752.00
04.08	310	USPS- postage	\$ 6.00
04.30	310	WalMart- office supplies	\$ 50.00
04.30	310	WalMart- Adult dept movies- 12	\$ 251.00
04.30	220	WE Energy	\$ 179.00
04.30	290	WilKil- monthly pest-control charge	\$ 92.00
			\$ 8,225.00

FRIENDS OF THE LIBRARY

	310	Brick Sip Haus- gift card for adult programming	\$ 20.00
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MAY 2025

Date	Code	Vendor	Amount
05.31	221	Alliant Energy	\$ 850.00
05.31	342	Amazon.com (Books: 43 Adult dept)	\$ 879.00
05.31	346	Amazon.com (Books: 80 Children's dept)	\$ 1,172.00
05.31	222	City of Tomah- monthly water charge	\$ 168.00
05.09	310	DEMCO- book jackets, acrylic display, bookmarks, book bags	\$ 786.00
05.12	350	Derousseau- bleeding system, replaced pressure sensor	\$ 1,080.00
05.13	310	Ebsco- adult dept magazine subscription, (2) rate adjustments	\$ 13.00
05.10	290	EO Johnson- contract 05-16-26 to 08-15-26	\$ 138.00
05.24	290	E.O. Johnson- copier overcharge for 02-16-26 to 05-15-26	\$ 44.00
05.31	223	Lynxx- monthly telephone charge	\$ 119.00
05.31	290	Lynxx- montlhy internet charge	\$ 80.00
05.07	310	Sam's Club- office supplies	\$ 108.00
05.14	350	Shuck Plumbing- cleared toilet clog	\$ 140.00
05.31	290	Skofronick, J.- monthly janitorial charge	\$ 752.00
05.28	290	NEIS- elevator inspection	\$ 93.00
05.03	310	popcorn for movie programming	\$ 18.00
05.11	350	Summit Fire Protection- installed new cellular communicator	\$ 890.00
05.27	290	Summit Fire Protection- annual smoke & heat & alarm inspections	\$ 304.00
05.27	290	Summit Fire Protection- annual alarm and lights inspection	\$ 440.00
05.27	290	Summit Fire Protection- annual dry chemical inspection	\$ 71.00
05.29	310		\$ 20.00
05.13	310	WalMart- Adult dept movies- 7	\$ 147.00
05.13	342	WalMart- Children's dept movie- 1	\$ 15.00
05.31	220	WE Energy	\$ 439.00
05.15	290	WRLS: SWANK movie licensing	\$ 513.00
			\$ 9,279.00

MAY 2025

KRUKAR FUND

FRIENDS OF THE LIBRARY

05.20	310	AMAZON- children's dept books for Summer Reading Program- 63	\$ 504.00
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JUNE 2026

Date	Code	Vendor	Amount
06.30	290	Adobe	\$ 41.99
06.30	310	Ace Hardware	\$ 1.99
06.11	310	Ace Hardware	\$ 13.98
06.30	221	Alliant Energy	\$ 1,102.69
06.30	342	Amazon; Books: 70 Adult dept	\$ 1,329.62
06.30	342	Amazon; DVD: 2 Adult dept	\$ 39.94
06.30	346	Amazon Books: 101 Children's dept	\$ 1,401.15
06.12	310	Amazon; office supplies	\$ 815.41
06.30	222	City of Tomah, water and sewer	\$ 200.60
06.13	342	EBSCO: annual subscriptions, Adult dept.	\$ 65.74
06.30	223	Lynxx (Phone)	\$ 119.85
06.30	290	Lynxx (Internet)	\$ 79.95
06.25	290	National Elevator	\$ 110.00
06.30	576108350	NetSupport, Inc.	\$ 253.47
06.30	576108350	NetSupport, Inc.	\$ 21.12
06.30	342	Playaway Products, Adult dept.	\$ 33.91
06.30	310	Sam's: office supplies	\$ 136.64
06.30	310	Shintia Thomas: office supplies	\$ 23.52
06.30	290	Skofronick, J- cleaning, June	\$ 752.00
06.22	290	Terminix	\$ 91.54
06.30	342	WalMart; DVDs 2, Adult dept	\$ 52.88
06.30	346	WalMart; office supplies	\$ 118.08
06.30	310	WalMart; DVDs 2, Children's dept.	\$ 34.92
06.11	310	Winding Rivers: Barcodes	\$ 57.32
06.11	835	Winding Rivers: Security software, 57610-835	\$ 477.75
06.25	835	Winding Rivers: Anti virus & email software, 57610-835	\$ 76.11
06.25	290	Winding Rivers: Swank Movie License annual fee	\$ 515.00

JUNE 2026

06.02	290	Wisconsin: State of WI E-payment services	\$ 102.25
06.30	220	WE Energy	\$ 67.37
			\$ 8,078.83

KRU KAR FUND

06.30	310	Plaque	\$ 2,062.57
06.15	8200	Wolf Concrete (Landscaping)	\$ 3,700.00

FRIENDS OF THE LIBRARY

06.01	310	4imprint Summer Reading Prizes: Adult dept.	\$334.70
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Circulation Report

Checkouts	Physical	Electronic	Total
March, 2026	5,748	2,628	8,376
April, 2026	5,364	2,467	7,831
May, 2026	5,156	2,474	7,630
June, 2026	6,801	2,505	9,306

Revenue Report

6/30/26	Krukar	5,175.04
6/30/26	Andres	500.00
6/30/26	Andres	1,000.00