



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

MEETING NOTICE

The Tomah Public Library Board of Trustees will hold a regular meeting on **Thursday, April 10, 2025 at 4:30 p.m.** in the Council Chambers on the second floor of City Hall at 819 Superior Avenue.

AGENDA

1. Call to Order
2. Approval of Minutes
3. Approval of Bills; Financial Report
4. Public Communication
5. Old Business
 - a. Google voice options
 - b. Postage 2019-2025
6. New Business
 - a. Policy for repetitive and excessive overdues
 - b. Impacts of Federal policies on libraries
 - c. Annual Report
 - d. Adult and Children's Programming
7. Adjourn

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 Becki Weyer, City Clerk, 819 Superior Avenue, Tomah, Wisconsin 54660.

**Tomah Public Library Board of Trustees
Regular Meeting
January 16, 2025**

1. **Call to Order:** Meeting called to order at 430pm. In attendance Marge Gigous, Sue Wandschneider, Dr. Paul Skofronick, Becki Weyer, Suzanne Baker-Young, Max Brohaugh, Candice Ziems and Library Director Irma Keller.
2. **Approval of Minutes:** Motion made to approve minutes from last meeting. 2nd provided. Passed by unanimous vote.
3. **Approval of Bills; Financial Report:** Director Keller gives report stating that maintenance budget was over-budget at year's end and inquired about moving funds from other budget categories. Discussion ensues on city policy regarding moving the funds and it is determined that movement of funds over \$2500 require budget amendment by city treasurer.
4. **Public Communication:** None
5. **Old Business:**
 - a. Outside Drainage issue: Director Keller shares quote from Keller construction company in the amount of \$18,890 to reshape landscaping, add downspout, and pour concrete to address the drainage issue. Director Keller also reports that the city public works department can/will address the issue.
6. **New Business:**
 - a. **Staff evaluations:** Director Keller reports that staff evaluations are complete and submitted to the city.
 - b. **Late Notices- notification periods:** Director Keller submits current overdue policy and proposed policy changes. Discussion ensues regarding changes, rough estimates of money owed, and using text or automated messaging for notices. Motion made to approve new late notice policy as submitted. 2nd provided. Motion passed by vote. Dr. Skofronick abstains from vote.
 - c. **Friends of the Library Annual Fundraiser:** Report by Marge Gigous on behalf of Friends of the Library organization.
 - d. **Library Building usage:** Director Keller shares public request to use the library after hours. Discussion ensues on liability, insurance and contracts.
 - e. **Nathan Deming Film:** Local filmmaker showing on Feb. 2nd. 6pm. Followed by questions with director and lead actor.

7. Motion made and seconded to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) for evaluation of Library Director. Motion passed by unanimous vote.
8. Motion to adjourn made and seconded. Passed by unanimous vote. Meeting adjourned at 5:42pm.

JANUARY 2025

Item 3.

Date	Code	Vendor	Amount
01.31	221	Alliant Energy	\$ 820.00
01.31	342	Amazon.com (2 DVDs; Books: 1 Adult dept/ 14 Children's dept)	\$ 312.00
01.31	342	Baker and Taylor (Books: 6 Adult dept/ 122 Children's dept)	\$ 1,505.00
01.31	222	City of Tomah	\$ 146.00
01.25	342	EBSCO- Adult dept magazines, annual subscriptions	\$ 3,858.00
01.25	346	EBSCO- Children's dept magazines, annual subscriptions	\$ 325.00
01.32	835	Follet Software	\$ 883.00
01.21	342	La Crosse Tribune- annual subscription	\$ 223.00
01.31	290	Lynxx (Internet)	\$ 120.00
01.31	290	Lynxx (Phone)	\$ 80.00
01.31	290	Minor, H.	\$ 752.00
01.03	310	Sam's Club	\$ 42.00
01.28	342	WalMart	\$ 113.00
01.28	310	WalMart	\$ 2.00
01.31	342/346	WalMart	\$ 65.00
01.31	220	WE Energy	\$ 721.00
			\$ 9,967.00

KRUKAR FUND

01.31	837	3RT	\$ 1,816.00
-------	-----	-----	-------------

FRIENDS OF THE LIBRARY

01.30	310	Kwik Trip	\$ 66.00
-------	-----	-----------	----------

MARCH 2025

Item 3.

Date	Code	Vendor	Amount
03.31	221	Alliant Energy	\$ 664.00
03.31	342	Amazon.com (Books: 23 Adult dept)	\$ 254.00
03.31	342	Amazon.com	\$ 107.00
03.31	342/ 346	Baker and Taylor (Books: 39 Adult dept; 40 Children's dept)	\$ 1,236.00
03.31	222	City of Tomah	\$ 150.00
03.26	350	Derousseau Heating/ Cooling	\$ 1,260.00
03.31	310	Hardware Hank	\$ 9.00
03.13	310	Kapco	\$ 253.00
03.31	223	Lynxx	\$ 120.00
03.31	290	Lynxx	\$ 80.00
03.31	290	Minor, H.	\$ 752.00
03.07	350	Terminix	\$ 84.00
03.31	342	WalMart	\$ 136.00
03.31	310	WalMart	\$ 161.00
03.31	220	WE Energy	\$ 368.00
			\$ 5,634.00

KRUKAR FUND

03.31	310	3RT	\$ 1,816.00
-------	-----	-----	-------------

FEBRUARY 2025

Item 3.

Date	Code	Vendor	Amount
02.27	221	Alliant Energy	\$ 748.00
02.27	342	Amazon.com (Books: 7 Adult dept)	\$ 167.00
02.27	342	Amazon.com (toner)	\$ 2,287.00
02.19	342	Auto Value	\$ 14.00
02.27	342	Baker and Taylor (Books: 42 Adult dept; 63 Children's dept)	\$ 1,405.00
02.27	222	City of Tomah	\$ 150.00
02.25	350	Canva	\$ 120.00
02.09	290	E.O. Johnson	\$ 125.00
02.27	223	E.O. Johnson	\$ 40.00
02.25	310	Imperial Dade	\$ 78.00
02.27	223	Lynxx	\$ 121.00
02.27	290	Lynxx	\$ 80.00
02.25	290	Minor, H.	\$ 752.00
02.11	310	Net Support	\$ 9.00
02.04	310	Skofronick, T.	\$ 20.00
02.02	310	WalMart	\$ 110.00
02.27	342	WalMart	\$ 73.00
02.27	220	WE Energy	\$ 722.00
			\$ 7,021.00

KRUKAR FUND

01.18	310	3RT	\$ 1,816.00
-------	-----	-----	-------------

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-25)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2024

INSTRUCTIONS: Complete and return electronic, signed copy of this report and attachments to the library system. Confirm with the library system that printed, signed copies are required.

Item 6.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION

1. Name of Library Tomah Public Library		2. Public Library System Winding Rivers Library System			
3b. Head Librarian First Name Irma	3c. Head Librarian Last Name Keller	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 06/30/2029	
6a. Street Address 716 Superior Ave.	6b. Mailing Address or PO Box 716 Superior Ave.	7. City / Village / Town Tomah	8a. ZIP 54660	8b. ZIP4 2098	9. County Monroe
10. Library Phone Number 6083747470	11. Fax Number (608)374-7471	12. Library E-mail Address of Director irma_vargas@yahoo.com			
13. Library Website URL tomahpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 10,179	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	57	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week		0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,964	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			38,830	1,782	
2. Physical Subscriptions			75		
3. Physical Audio Materials			3,951	0	
4. Physical Video Materials			8,613	123	
5. Other Physical Materials			42		
6. Total Physical Items in Collection			51,436		
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		No	Yes	No	
8. E-series		No	Yes	No	
9. E-audio		No	Yes	No	
10. E-video		No	Yes	No	
11. Research Databases		No	Yes	Yes	
12. Online Learning Platforms		No	Yes	Yes	
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
56,581	31,783	7	604	1,130	
			Method for Counting ILL Transactions	Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-series	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
11,032	3,286	10,873	-1	1,457	25,191
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
6,414	5,907	12,321	Yes		
8. Uses of Public Internet Computers			9. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
13	11	Actual Count	3,133		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	146	138	28	25	0
Total Attendance	2,240	2,706	2,466	1,454	0

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	295	42	0	0	
Total Attendance	7,351	1,515	0		
Total Program Views				0	

Describe the library's in-person programs:

Story times for toddlers, baby time, movie screenings, teen Anime club, tiny arts

Which platforms does the library use to host the library's live, virtual programs:

Describe the library's live, virtual programs:

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Paul	Skofronick	327 N. Lawrence Avenue	Tomah	54660	Dr.Paul.Skofronick@gmail
2. Margaret	Gigous	1117 Alden Road	Tomah	54660	gigous@centurylink.net
3. Sue	Wandschneider	808 Lake Street	Tomah	54660	sue.wandschneider@centur
4. Emily	Ashman-Brach	825 Butts Avenue	Tomah	54660	aschem45@hotmail.com
5. Candice	Ziems	114 Monroe Street	Tomah	54660	dziems85@gmail.com
6. Suzanne	Baker-Young	24120 Empire Avenue	Tomah	54660	bakeryoung@gmail.com
7. Max	Brohaugh	1406 Grant Street	Tomah	54660	maxbrohaugh@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Tomah	\$296,035
Subtotal 1		\$296,035

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$176,323

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Jackson	\$6,043		
Juneau	\$10,478		
La Crosse	\$169		
Vernon	\$1,145		
Subtotal 2b			\$17,835

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0

Subtotal 3 \$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5	\$0		

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$6,247

7. All Other Operating Income

\$76,424

8. Total Operating Income Add 1 through 7

\$572,864

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$297,457

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$310,693

2. Employee Benefits Include maintenance, security, plant operations

\$97,913

3. Library Collection Expenditures

a. Print Materials

\$27,681

b. Electronic Materials

\$0

c. Audiovisual Materials

\$1,895

d. All Other Library Materials

\$0

Subtotal 3

\$29,576

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Description	Type	Amount
Winding Rivers Library System	mandatory e-book pool		\$5,276

Subtotal 4 \$5,276

5. Other Operating Expenditures

\$72,198

6. Total Operating Expenditures Add 1 through 5

\$515,656

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	stairs foundation repair	\$50,000	\$50,000
d. County		\$144,665	\$144,665
e. Other	stairs foundation repair	\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$194,665	\$194,665

**VIII. OTHER FUNDS
HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year

\$1,066,356

**IX. FUNDS PAID OR TRANSFERRED TO THE
LIBRARY BOARD FINANCIAL SECRETARY**

1. Total Amount of Section IX Funds at End of Year

\$0

	X. STAFF	
--	-----------------	--

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]

	X. STAFF (cont'd.)	
--	---------------------------	--

b. Other Paid Staff See *Instructions*

[illegible]

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
3.00	0.00	3.00	2.80	5.80

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			28,041
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	610	24,582	25,192
3. Circulation to Nonresidents Living in Another County in the Library System	301	2,463	2,764
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	3	0	3
5. Circulation to All Other Wisconsin Residents	82	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Jackson	899	f.	
b. Juneau	1,441	g.	
c. Vernon	115	h.	
d. La Crosse	8	i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2		2
Total Self-Directed Activity Participation	496		496
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Dave	Deprey	youthservicestpl@gmail.com	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
SinDa	Thomas	tomahadultrlibrarian@yahoo.com	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Paul Skofronick	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Irma Keller	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Monroe

The Tomah Public Library Board of Trustees hereby states that in 2024 the Winding Rivers Library System
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



Paul

Skofronick

17

COMMENTS

SECTION III
3d., E-video Circulation
Kanopy does not provide data at the library level.--2025-02-21
General Interest Synchronous Program Attendance
No general interest programs--2025-02-24