



Antigo Public Library Board of Trustee Full Board Meeting

Tuesday, February 25, 2025 @ 6:00 PM

APL McGinley Meeting Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments, (informational only)
5. Approval of Library Board of Trustee minutes for the Special Meeting (1/3/25), COW meeting (1/23/25), and Regular Full Board of Trustee monthly meeting, (1/28/25.)
6. WVLS Board of Trustee – Judy Peterson
7. Director's report
8. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed at the 2/20/25 COW meeting.
 - b. Approve APL Annual Report as presented and moved forward from 2/20/25 COW meeting.
 - c. Approve the Library Director's Job description, as revised and moved forward from the 2/20/25 COW meeting.
 - d. Approve the APL Inclement Weather Policy as reviewed and moved forward from the 2/20/25 Cow meeting.
 - e. Approve the amended APL 2025 Calendar to included scheduled staff training dates and changing the monthly Committee of the Whole to meet to the 3rd Tuesday of each month, as revised and moved forward from the 2/20/25 COW meeting.
 - f. Board President will appoint Nominating Committee for the 2025-26 board officers.
9. Suggestion for the March COW meeting to include review the following policy revisions and draft: review and possibly revise Display Policy, Room Policy and Sales Policy.
Review draft of Communications Policy.
10. Next COW meeting will be March 20,2025 @ 6:00 PM.
11. Adjournment

Carol Bardo
APL Board of Trustee President



Antigo Public
Library
617 Clermont Street
Antigo, WI 54409

715-623-3724

Please Note: Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. Please call the library at 715-623-3724 to arrange for such accommodations.

Physically posted at the Antigo Public Library, Antigo City Hall, and Langlade Courthouse.

Minutes

Antigo Public Library

Board of Trustees

Minutes of January 3, 2025

SPECIAL Meeting : 5:30 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Sarah Sinkler, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
County rep Vacant	*****	
Barb Rebstock	Present	
Kim Duchan	Present	
Cate Listle	Absent	Excused
Glenda Oginski	Present	

Others in attendance: Toni Edge, Interim Director

1. Call to order: President Bardo called the meeting to order @ 5:30 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance
4. Action Items
 - a. A motion to approve the hiring of a full time circulation specialist at Antigo Library was made by Augustyn, and 2nd by Sinkler. Roll call vote: Bardo/YESSinkler/YES Augustyn/YES Jones/YES Rebstock/YES Duchan/YES Oginski/YES
Motion carried.
 - b. A motion to approve the hiring of a full time Service Coordinator at White Lake was made by Oginski, 2nd by Rebstock. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Rebstock/YES Duchan/YES Oginski/YES
Motion carried.
 - c. A motion to adjourn was made by Duchan, 2nd by Sinkler. Voice vote: All "Ayes."
Motion carried. Meeting adjourned at 6:00 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of January 28, 2025

Regular Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Sarah Sinkler, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
County rep Vacant	*****	
Barb Rebstock	Present	
Kim Duchan	Absent	
Cate Listle	Present	Excused
Glenda Oginski	Present	

Others in attendance: Toni Edge, Interim Director

1. Call to Order: President Bardo called the meeting to order at 6:00 p.m.
2. Roll Call: quorum established
3. Pledge of Alligance:
4. Correspondance/public comments: none
5. Previous Minutes: A motion to approve the C.O.W. minutes of 11/19/2024, the Special Meeting minutes of 11/19/2024, and the Regular Meeting of the APL Board of Trustees minutes of 11/26/2024 was made by Sinkler, 2nd by Listle. Voice vote. All "Ayes." Motion carried.
6. WVLS Board of Trustees: Judy Peterson. Judy shared that the final count of 30 people will be traveling to Madison on Library Legislative Day. She's looking forward to sharing and getting to know the other people in a more relaxed environment. There are new boundaries and 40 new legislators that need to be educated. The WVLS group will be presenting to them.
7. Director's Report:
 - a. Toni will be submitting the 2024 Annual report to DPI and reconciling the 2024 fiscal data.
 - b. Roy Dieck worked with Toni to create an easier break out budget for the County Board, City Board, and the Task Force.
 - c. The solar project needs more detailed invoices from Jolma. The library has completed its responsibilities of data submission, and will only be involved in passing on Jolma's information.
 - d. Kiara Duncan (new hire) started on Monday 01/13/2025 and Amber Sweet (new hire) started on 01/27/2025. Additionally, there is a work study person with the county, Trenton. He will be working four days, three hours each week for up to three months.
 - e. The library webpage is taking nice form. Many new programs with the regular ones are on a monthly calendar. Each week is highlighted separately. Detailed information about the roles within the library and staff highlights is explained. Children's Librarian,

- Circulation & Catalog Specialist have been completed, and the next focus will be the Business Clerk.
- f. We are slowly seeing increases in attendance of the programs offered during a relatively slow time of the year. Information is being sent to the Boys & Girls Club and the Antigo School District. A pre-reading bingo engagement was added along with age appropriate challenges. These will be done quarterly.
 - g. The library will be represented at the Middle School Pride Night on 02/13/2025.
 - h. The book mobile and Tech Tuesday is going well.
 - i. The two new self-check-outs have been installed.
 - j. Toni's to do list is to create the expectations for roles/jobs. The Circulation Specialist (a.m. and p.m.) is completed.
8. Discussion and possible action items:
- a. A motion to approve the bills and invoices that were presented at the 01/23/2025 C.O.W. meeting was made by Jones, 2nd by Sinkler. Roll call vote. Bardo/YES
Sinkler/YES Augustyn/YES Jones/YES Rebstock/YES Listle/YES
Oginski/YES Motion carried.
 - b. A motion to approve the APL Library Board of Trustee's annual goals that were established and moved forward from the 01/23/2025 C.O.W. meeting with the correction of adding "Policy" in front of Handbook. 1) The board will finalize the director's job description and hire a permanent library director. 2) The board will create a Library Policy Handbook to include all the policies, was made by Sinkler, 2nd by Oginski. Voice vote. All "Ayes." Motion carried.
9. Next Month: Duchan will have the review calendar and annual calendar with board training scheduled into it ready to go at the next meeting. The next regular meeting is February 25, 2025 at 6:00 p.m.
10. A motion to adjourn the meeting was made by Oginski, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried. Meeting adjourned at 6:29 p.m.

Nancy Jones, Secretary

Director's Report



2025 – February: Director’s Report

ANNUAL REPORT:

Hours of Operation for 2023: 2,652

Hours of Operation for 2024: 2,964

Difference = increase of 312 hours added

Library Collections:

Books in Print for 2023: 42,062

Books in Print for 2024: 42,302

Difference = increase of 240 books in print

Books added in 2023: 2,987

Books added in 2024: 1,977

Difference = decrease of 1,010 books

Physical Audio Materials for 2023: 2,844

Physical Audio Materials for 2024: 2,864

Difference = increase of 20 Physical Audio Materials

Physical Audio Materials added in 2023: 123

Physical Audio Materials added in 2024: 27

Difference = decrease of 96 Physical Audio Materials

Video Materials for 2023: 5,171

Video Materials for 2024: 5,066

Difference = decrease of 105 Video Materials

Video Materials added in 2023: 254

Video Materials added in 2024: 93

Difference = decrease of 161 Video Materials

Other Materials owned for 2023: 364

Other Materials owned for 2024: 370

Difference = increase of 3 Other Materials

Total Physical Items in Collection for 2023: 50,441

Total Physical Items in Collection for 2024: 50,602

Difference = increase of 161 items



Library Services:

Physical Circulation – Total Circulation for 2023: 80,405

Physical Circulation - Total Circulation for 2024: 79,290

Difference = decrease of 1,115

Physical Circulation – Children’s Materials 2023: 29,712

Physical Circulation - Children's Materials 2024: 31,158

Difference = increase of 1,446

Circulation of Other Physical Items for 2023: 857

Circulation of Other Physical Items for 2024: 1,002

Difference = increase of 145

Interlibrary Loans – items provided to for 2023: 8,557

Interlibrary Loans – items provided to for 2024: 7,012

Difference = decrease of 1,545 provided items

Interlibrary Loans – received items for 2023: 8,942

Interlibrary Loans - received items for 2024: 10,083

Difference = increase of 1,141 received items

Items Loaned to Other Libraries via ILS for 2023: 8,273

Items Loaned to Other Libraries via ILS for 2024: 6,899

Difference = decrease of 1,374 items Loaned to Other Libraries via ILS

Items Loaned to Other Libraries via WISCAT for 2023: 284

Items Loaned to Other Libraries via WISCAT for 2024: 113

Difference = decrease of 171 items Loaned to Other Libraries via WISCAT

Items Borrowed from Other Libraries via ILS for 2023: 8,711

Items Borrowed from Other Libraries via ILS for 2024: 9,962

Difference = increase of 1,251 Items Borrowed from Other Libraries via ILS

Items Borrowed from WISCAT for 2023: 231

Items Borrowed from WISCAT for 2024: 121

Difference = decrease of 110 Items Borrowed from WISCAT



Electronic Content Circulation Transactions:

E-Books for 2023: 10,440

E-books for 2024: 10,801 + E-Serials (not broken out in 2023) 2,157 = 12,958

Difference = increase of 2,518 E-Book Circulations

E-Audio for 2023: 8,071

E-Audio for 2024: 9,905

Difference = increase of 1,834 E-Audio Circulations

Children's E-Materials for 2023: 1,202

Children's E-Materials for 2024: 1,589

Difference = increase of 387 Children's E-Materials Circulations

Total E-Materials for 2023: 18,511

Total E-Materials for 2024: 22,863

Difference = increase of 4,352 E-Materials Circulations

Number of Registered Users:

Resident for 2023: 7,366

Resident for 2024: 7,574

Difference = increase of 208 Resident Registered Users

Nonresident for 2023: 850

Nonresident for 2024: 929

Difference = increase of 79 Nonresident Registered Users

Total Registered Users for 2023: 8,216

Total Registered Users for 2024: 8,503

Difference = increase of 287 Registered Users

Reference Transactions for 2023: 7,276

Reference Transactions for 2024: 6,073

Difference = decrease of 1,203 Reference Transactions

Library Visits for 2023: 51,299

Library Visits for 2024: 52,653

Difference = increase of 1,354 Library Visits



Uses of Public Internet Computers:

Number of Public Use Computers for 2023: 14

Number of Public Use Computers for 2024: 12

Difference = decrease of 2 Public Use Computers

Number of Public Use Computers with Internet Access for 2023: 12

Number of Public Use Computers with Internet Access for 2024: 10

Difference of 2 Public Use Computers with Internet Access

Annual Count of Public Computer Use for 2023: 4,120

Annual Count of Public Computer Use for 2024: 4,106

Difference = decrease of 14 instances of Public Computer Use

Uses of Public Wireless Internet for 2023: 19,652

Uses of Public Wireless Internet for 2024: 18,196

Difference = decrease of 1,456 Uses of Public Wireless Internet

Library Programs and Attendance – Total In-Person and Live, Virtual Statistics by Age:

Number of Programs for Young Child (0-5) for 2023: 413

Number of Programs for Young Child (0-5) for 2024: 260

Difference = decrease of 153 Programs for Young Child

*2024 data is not accurate for total programming. We have no recorded data for monthly programs for any of the daycare programs, or summer reading or craft programming. Looking at the reports submitted by the former Youth Engagement Specialist there were no reliable statistics for participation in any programs. All records for the summer reading program were shredded without the correct data recorded by former staff no longer with the library. Data recorded prior to my employment was logged into a Google document that no one employed by the library had access. Steps have been put into place to ensure accurate recording of data for 2025 programming.

Number of Programs for Child (6-11) for 2023: 173

Number of Programs for Child (6-11) for 2024: 104

Difference = decrease of 69 Programs for Child (6-11)

*See the note above

Number of Programs for Child (12-18) for 2023: 3

Number of Programs for Child (12-18) for 2024: 0

Difference = decrease of 3 programs for Child (12-18)

*See the note above

Number of Programs for Adult (19+) for 2023: 30

Number of Programs for Adult (19+) for 2024: 260

Difference = increase of 230 Programs for Adults (19+)



Number of Programs for General Interest (All Ages) for 2023: 41
Number of Programs for General Interest (All Ages) for 2024: 208
Difference = increase of 167 Programs for General Interest (All Ages)

Total Number of Programs for 2023: 660
Total Number of Programs for 2024: 832
Difference = increase of 172 Total Programs

Total Attendance for Young Child (0-5) for 2023: 4,673
Total Attendance for Young Child (0-5) for 2024: 5,876
Difference = increase of 1,203 for Total Attendance for Young Child (0-5)

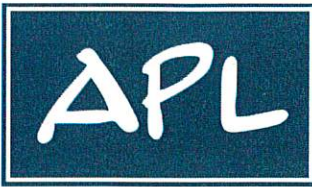
Total Attendance for Child (6-11) for 2023: 2,974
Total Attendance for Child (6-11) for 2024: 1,820
Difference = decrease of 1,154 Total Attendance for Child (6-11)
*See Note Above – difference will reflect missing data from 2024 record keeping

Total Attendance for Child (12-18) for 2023 = 63
Total Attendance for Child (12-18) for 2024 = 0
Difference = decrease of 63 for Total Attendance for Child (12-18)
*See Note Above

Total Attendance for Adult (19+) for 2023: 320
Total Attendance for Adult (19+) for 2024: 1,184
Difference = increase of 864 for Total Attendance for Adult (19+)

Total Attendance for General Interest (All Ages) for 2023: 654
Total Attendance for General Interest (All Ages) for 2024: 210
Difference = decrease of 444 Total Attendance for General Interest (All Ages)
*See Note Above

Total Attendance for All Programs for 2023: 8,684
Total Attendance for All Programs for 2024: 9,090
Difference = increase of 406 Total Attendance for All Programs
*See Note Above



Library Programs and Attendance – Total Program Statistics by Category:

Number of In-Person on Site Programs for 2023: 244

Number of In-Person on Site Programs for 2024: 520

Difference = increase of 276 In-Person on Site Programs

Number of In-Person off Site Programs for 2023: 416

Number of In-Person off Site Programs for 2024: 312

Difference = decrease of 104 In-Person off Site Programs

Total Attendance for In-Person on Site Programs for 2023: 3,427

Total Attendance for In-Person on Site Programs for 2024: 3,266

Difference = decrease of 161 Total Attendance for In-Person on Site Programs

*See Note Above

Total Attendance for In-Person off Site Programs for 2023: 5,257

Total Attendance for In-Person off Site Programs for 2024: 5,824

Difference = increase of 567 Total Attendance for In-Person off Site Programs

Number of Pre-recorded Programs for 2023: 33

Number of Pre-recorded Programs for 2024: 0

Difference = decrease of 33 Pre-recorded Programs

*The Youtube Channel was removed with the Google Account that former employees had access to

Views of Pre-recorded Programs for 2023: 3,464

Views of Pre-recorded Programs for 2024: 0

Difference = decrease of 3,464 Views of Pre-recorded Programs

*The Youtube Channel was removed with the Google Account that former employees had access to

Library Operating Revenue:

City Revenue for 2023: \$306,690

City Revenue for 2024: \$306,690

Difference = \$0 – no change

Home County Appropriation for Library Services for 2023: \$306,690

Home County Appropriation for Library Services for 2024: \$306,690

Difference = \$0 – no change

Other County Payments for Library Services by County

Forest 2023: \$10,109

Forest 2024: \$8,584

Difference = decrease of \$1,525



Lincoln 2023: \$3,716
Lincoln 2024: \$2,971
Difference = decrease of \$745

Oneida 2023: \$1,815
Oneida 2024: \$2,433
Difference = increase of \$618

Total Revenue Received from Other County Payments for Library Services for 2023: \$15,640
Total Revenue Received from Other County Payments for Library Services for 2024: \$13,988
Difference = decrease of \$1,652

Public Library State Funds Received in 2023 (SLP Performer Grant) \$300 + (Cataloging) \$1,050 = \$1,350
Public Library State Funds Received in 2024 (SLP Performer Grant) \$300 + (Cataloging) \$3,000 = \$3,300
Difference = increase of \$1,950

*In 2023 report cataloging is listed under State Funds Received. In 2024 report cataloging is listed under Contract Income from other sources – it is the same income. No cataloging services were rendered in 2024. The \$3,000 income came from payments received in 2024 for 2023 services (confirmed with City Financial Director).

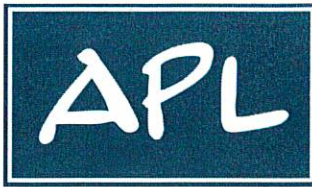
White Lake Branch Manager Shared Salary for 2023: \$7,403
White Lake Branch Manager Shared Salary for 2024: \$7,876
Difference = increase of \$473

Other Funds Carried Forward in 2023: \$49,536
Other Funds Carried Forward in 2024: \$7,803
Difference = decrease of \$41,733

All Other Operating Income for 2023: \$18,275
All Other Operating Income for 2024: \$43,845
Difference = increase of \$25,570

Total Operating Income for 2023: \$705,584
Total Operating Income for 2024: \$690,192
Difference = decrease of \$15,392

Current Year Annual Appropriation Provided by Governing Bodies for the Public Library - 2023: \$613,380
Current Year Annual Appropriation Provided by Governing Bodies for the Public Library - 2024: \$613,380
Difference = \$0 – no change



Library Operating Expenditures:

Salaries and Wages for 2023: \$372,335

Salaries and Wages for 2024: \$366,240

Difference = decrease of \$6,095

Employee Benefits for 2023: \$163,056

Employee Benefits for 2024: \$135,034

Difference = decrease of \$28,022

Library Collections Expenditures for Print Materials for 2023: \$38,516

Library Collections Expenditures for Print Materials for 2024: \$34,493

Difference = decrease of \$4,023

Library Collections Expenditures for Audiovisual Materials for 2023: \$5,074

Library Collections Expenditures for Audiovisual Materials for 2024: \$3,309

Difference = decrease of \$1,765

Library Collections Expenditures for All Other Library Materials for 2023: \$0

Library Collections Expenditures for All Other Library Materials for 2024: \$2,931

Difference = increase of \$2,931

Subtotal for All Library Collection Expenditures for 2023: \$43,590

Subtotal for All Library Collection Expenditures for 2024: \$40,733

Difference = decrease of \$2,857

Contract Services with Other Libraries & Systems (WVLS)

WLPC E-Content Buying Pool for 2023: \$3,853

WLPC E-Content Buying Pool for 2024: \$4,444

Difference = increase of \$591

Overdrive Advantage Donation for 2023: \$1,147

Overdrive Advantage Donation for 2024: \$0

Decrease of \$1,147

V-Cat Annual Maintenance for 2023: \$12,841

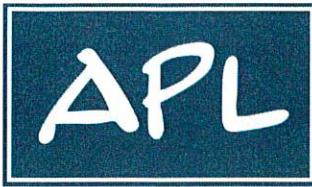
V-Cat Annual Maintenance for 2024: \$12,812

Difference = decrease of \$29

V-Cat Barcodes & Patron Cards for 2023: \$626

V-Cat Barcodes & Patron Cards for 2024: \$440

Difference = decrease of \$186



LeanWI Technology/Enterprise Services for 2023: \$5,700
LeanWI Technology/Enterprise Services for 2024: \$5,700
Difference = \$0 – no change

LeanWI Technology/Equipment Purchased for 2023: \$1,478
LeanWI Technology/Equipment Purchased for 2024: \$8,794
Difference = increase of \$7,316

Movie Licensing Subscription for 2023: \$353
Movie Licensing Subscription for 2024: \$353
Difference = \$0 – no change

Supplies – Miscellaneous for 2023: \$30
Supplies - Miscellaneous for 2024: \$0
Difference = decrease of \$30

Total Cost to WVLS for Services Rendered in 2023: \$26,028
Total Cost to WVLS for Services Rendered in 2024: \$32,543
Difference = \$6,515

Other Operating Expenditures for 2023: \$75,541
Other Operating Expenditures for 2024: \$82,415
Difference = increase of \$6,874

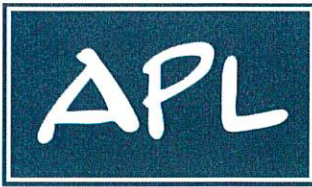
Total Operating Expenditures for 2023: \$680,550
Total Operating Expenditures for 2024: \$656,965
Difference = decrease of \$23,585

Library Capital Expenditures:

Capital Expenditure for 2023: \$0
Capital Expenditure for 2024: \$69,853
Difference = increase of \$69,853

Other Funds Held by the Library Board:

Total Amount of Other Funds at End of Year 2023: \$115,071
Total Amount of Other Funds at End of Year 2024: \$131,586
Difference = increase of \$16,515



Public Library Loans of Material to Nonresidents:

Total Circulation of Materials to Nonresidents in 2023: 11,245

Total Circulation of Materials to Nonresidents in 2024: 10,203

Difference = decrease of 1,042

Circulation to Nonresidents Living in Another County in the Library System for 2023 with a library: 4,381

Circulation to Nonresidents Living in Another County in the Library System for 2024: 3,256

Difference = decrease of 1,125

Circulation to Nonresidents Living in Another County in the Library System for 2023 w/o a library: 2,829

Circulation to Nonresidents Living in Another County in the Library System for 2024 w/o a library: 3,231

Difference = increase of 402 Circulations to Nonresidents in WVLS w/o a Library

Total Circulation to Nonresidents Living in Another County in the Library System for 2023: 7,210

Total Circulation to Nonresidents Living in Another County in the Library System for 2024: 6,487

Difference = decrease of 723 Total Circulations to Nonresidents Living in Another County in WVLS

Circulation to Nonresidents Living in Adjacent County Not in the Library System for 2023: 3,459

Circulation to Nonresidents Living in Adjacent County Not in the Library System for 2024: 3,274

Difference = decrease of 185 Circulations to Nonresidents in Adjacent County Not in WVLS

Circulation to All Other Wisconsin Residents for 2023: 502

Circulation to All Other Wisconsin Residents for 2024: 441

Difference = decrease of 61 Circulations to All Other Wisconsin Residents

Circulations to Persons from Out of the State for 2023: 74

Circulations to Persons from Out of the State for 2024: 1

Difference = decrease of 73 Circulations to Persons from Out of the State

*WVLS moved to create policy guidelines for library cards for out of state patrons with or without property within Wisconsin in 2024.

Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Forest 2023: 1,277

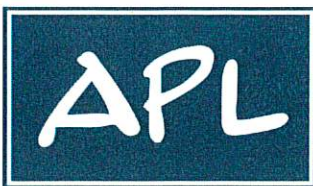
Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Forest 2024: 1,782

Difference = increase of 505 Circulations

Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Lincoln 2023: 571

Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Lincoln 2024: 710

Difference = increase of 139 Circulations



Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Oneida 2023: 748
Circulation to Nonresidents in Adjacent County Who Do Not Have a Local Library – Oneida 2024: 738
Difference = decrease of 10 Circulations

Self-Directed Activities:

Number of Self-Directed Activities for Children (0-5) for 2023: 3
Number of Self-Directed Activities for Children (0-5) for 2024: 11
Difference = increase of 9

Total Self-Directed Participation for Children (0-5) for 2023: 216
Total Self-Directed Participation for Children (0-5) for 2024: 3,468
Difference = increase of 3,252

Number of Self-Directed Activities for Children (6-11) for 2023: 39
Number of Self-Directed Activities for Children (6-11) for 2024: 7
Difference = decrease of 32

Total Self-Directed Participation for Children (6-11) for 2023: 1,117
Total Self-Directed Participation for Children (6-11) for 2024: 2,642
Difference = increase of 1,525

Number of Self-Directed Activities for Young Adults (12-18) for 2023: 1
Number of Self-Directed Activities for Young Adults (12-18) for 2024: 6
Difference = increase of 5

Total Self-Directed Participation for Young Adults (12-18) for 2023: 51
Total Self-Directed Participation for Young Adults (12-18) for 2024: 881
Difference = increase of 830

Number of Self-Directed Activities for Adult (19+) for 2023: 0
Number of Self-Directed Activities for Adult (19+) for 2024: 7
Difference = increase of 7

Total Self-Directed Participation for Adult (19+) for 2023: 0
Total Self-Directed Participation for Adult (19+) for 2024: 1,308
Difference = increase of 1,308

Total Self-Directed Activities for General Interest (All Ages) for 2023: 29
Total Self-Directed Activities for General Interest (All Ages) for 2024: 5
Difference = decrease of 24



Total Self-Directed Participation for General Interest (All Ages) for 2023: 3,451
Total Self-Directed Participation for General Interest (All Ages) for 2024: 1,309
Difference = decrease of 2,142

Total Number of Self-Directed Activities for 2023: 72
Total Number of Self-Directed Activities for 2024: 36
Difference = decrease of 36

Total Participation for Self-Directed Activities for 2023: 4,835
Total Participation for Self-Directed Activities for 2024: 9,607
Difference = increase of 4,772

Continued after the 2023 Report Copy

2023 Report



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2023

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library Antigo Public Library		2. Public Library System Wisconsin Valley Library Service			
3a. Head Librarian First Name Ada	3b. Head Librarian Last Name Demlow	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 6/30/2027	
6a. Street Address 617 Clermont St.	6b. Mailing Address or PO Box 617 Clermont St.	7. City / Village / Town Antigo	8a. ZIP 54409	8b. ZIP4 1943	9. County Langlade
10. Library Phone Number 7156233724	11. Fax Number (715)627-2317	12. Library E-mail Address of Director director@antigopl.org			
13. Library Website URL www.antigopl.org		14. No. of Branches 2	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? Yes				
20. Square Footage of Public Library 18,016	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	51	0	0
19b. Number of winter weeks	26	0	0
19c. Summer hours open per week	51	0	0
19d. Number of summer weeks	26	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,652	0	0

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	413	173	3	30	41	660
Total Attendance	4,673	2,974	63	320	654	8,684

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	413	173	3	30	41
Total Attendance	4,673	2,974	63	320	654
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	244	416	660		
Total Attendance	3,427	5,257	8,684		

11i. Describe the library's in-person programs: We offer three different story times for young children, book clubs and writer's groups for adults and weekly ukulele and chess clubs for intergenerational groups. We offered very robust outreach this year with our youth engagement specialist visiting 3-4 day care classes each week and a weekly visit to a county school where she provides library classes to all grade levels. We also finally had field trips from

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs: We do not currently have live, virtual programs

12h. Describe the library's live, virtual programs: We do not currently have live, virtual programs

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	26	7	0	0	0	33
Total Pre-Recorded Program Views	3,323	141	0	0	0	3,464

13g. Which platforms does the library use to host the library's pre-recorded programs: You Tube

13h. Describe the library's pre-recorded programs: We create videos as part of our hybrid program Tunes and Tales for children 0-3 years of age. These videos reinforce what we are doing in the in-person program. We also create occasional read-alouds for older kids

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	Antigo	\$306,690
Subtotal 1		\$306,690

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$306,690

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Oneida	\$1,815		
Forest	\$10,109		
Lincoln	\$3,716		
Oconto	\$0		
Subtotal 2b			\$15,640

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
SLP Performer Grant	\$300		
		Cataloging	\$1,050
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$1,350

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
Branch Manager Shared Salary	\$7,403		
Subtotal 5	\$7,403		

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

\$49,536

7. All Other Operating Income

\$18,275

8. Total Operating Income Add 1 through 7

\$705,584

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

\$613,380

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

No

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.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$70,200	40.00
Library Services Manager	Manager/Supervisor of Support Staff	Librn. no-MLS	\$47,840	40.00
Community Engagement Specialist	Community Outreach / Engagement	Other	\$37,440	40.00
Community Engagement Specialist	Community Outreach / Engagement	Other	\$47,216	40.00
Facilities Manager	Facility Engineering Manager (Maintenance)	Other	\$49,640	40.00
Library Assistant	Clerk - Public Services	Other	\$18,000	21.00
Library Assistant	Clerk - Public Services	Other	\$18,000	21.00
Library Assistant	Clerk - Public Services	Other	\$18,000	21.00
Library Assistant	Clerk - Public Services	Other	\$18,000	21.00
Library Assistant	Inter-Library Loan Assistant	Other	\$17,680	20.00
Library Assistant	Clerk - Technical Services	Other	\$16,224	20.00
Library Assistant	Branch Manager	Other	\$12,375	15.00
Library Assistant	Branch Manager	Other	\$15,600	20.00
Maintenance Assistant	Janitorial Cleaner	Other	\$1,014	2.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

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) Include maintenance, plant operations, and security		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a			
1.00	1.00	2.00	7.03		9.03


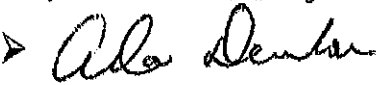
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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. 43.63 (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. 43.62(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. 43.64 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county 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. 43.68(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)8 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 2006, 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
	Sheryl Perkins	2-21-2024
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Ada Demlow	2-21-2024



DAY TO DAY UPDATES:

- Amber is fully trained and working on a schedule of program offerings via the book mobile. She has compiled a list of potential partners throughout the County for book mobile services. She has set up a date for the remainder of the school year for White Lake 4k + 5K to come to the White Lake Library for a story time. She is working on a schedule of library programming to offer at the White Lake branch during their spring break the second week of March. She and I have a meeting with the owners of the Wolf River Roots Coffee shop on Friday 2/28 to discuss Book Mobile service to their location. She is working on developing a book study for parenting related to ADHD and other neurodiversity that could be offered at multiple locations within the county at different times. She is also working on developing the programming for Play Café to make that an option via the Book Mobile – specifically targeting early literacy skills for 0-4 yrs of age. Amber is taking the book mobile to the Senior center and Elcho. She is looking at opportunities in Pickeral, Poler, Langlade, Evergreen, etc.
- Desiree is doing a great job with the ILL requests. We have mail coming and going with patron requests from outside WVLS each week. Mailing those packages at library rate is saving us on postage.
- Kiara and Tabitha continue to work together on the floor. Things are moving more quickly, and the aim is to have all the shifts and changes done before summer with signage making it easier for patrons to find materials. Part of the non-fiction is done. There are still several shelves to finish moving. Oversized is being pulled out into its own section to ensure the books are easier to find and use.
- Elizabeth can spend more time on cataloging now that the basic training for all staff is complete. With the work needed to complete the annual report Elizabeth compiled lists of the physical materials within the library's collection along with the circulation numbers. This ensures that 2025 weeding will be based only on those items that have not circulated according to the collections policy. One thing of note that we are seeing is the cost of adult books especially is increasing and the demand is out-pacing production. It was a frustration discussed at lunch after the last V-CAT meeting on 2/7 – ordering from Baker & Taylor is not a guarantee nor is Amazon. You can put an in-stock item into your cart and by the time you check-out it is "on back order."
- March 10 training day – Kiara, Tabitha, and Desiree will be reading the book: **Principles of Effective Communication in the Workplace: How to communicate effectively in the workplace which build a long lasting relationship and increase productivity among workers**. The three will present on the training day to the rest of the staff what they learned and strategies for interpersonal communication in the library. Each will also independently present one aspect of library procedures. I think moving forward, that this type of training would benefit staff and trustees – having staff present to trustees ensures staff know their job responsibilities inside and out well enough to communicate it to others. It also ensures the trustees have a real understanding of the different moving parts that keep the library running.
- The solar project is still outstanding. Pete Fiala is working with Jolma and OEI to get the invoices needed to finally close out the Grant for city reimbursement.
- Update on Summer Reading Partnership with the APL Foundation.

Bills

February Invoices to Pay

FUND 285		
UTILITIES		
City Gas	02/18/25	\$1,600.81
City of Antigo - Water	02/21/25	\$212.84
Charter - Spectrum (phone/internet)	02/07/25	\$299.94
Wisconsin Public Services	2/27/2025	\$1,051.51
		\$3,165.10

CONTRACTUAL SERVICES		
Clermont Printing (Public + Staff Printing)	2/28/2025	\$1,259.42
		\$1,259.42

FACILITIES		
Amazon (50FT Hose)	3/27/2025	\$39.99
Southside Tire (Replace BM tires + alignment)	3/10/2025	\$755.69
Victory Janitorial (Ice Melt, TP, Handwash, Drain Opener)	1/24/2025	\$325.84
		\$1,121.52

OPERATING SUPPLIES		
Amazon (Toddler Step Stool for Self Check-out)	03/27/25	\$61.98
Wisconsin DWD (unemployment)	02/25/25	\$740.00
Quill (Envelopes for ILL returns)	03/08/25	\$8.49
		\$810.47

BOOKS + MEDIA		
Amazon (Adult Books + Media)	03/24/25	\$18.85
Baker & Taylor (Adult Books)	02/27/25	\$201.88
Baker & Taylor (Adult Books)	02/28/25	\$306.63
Baker & Taylor (Adult Books)	03/04/25	\$196.37
Baker & Taylor (Adult Books)	03/10/25	\$204.08
Baker & Taylor (Adult Books)	03/18/25	\$460.90
Playaway (wonderbooks)	02/28/25	\$506.92
Playaway (wonderbooks)	03/06/25	\$56.99
Playaway (wonderbooks)	03/14/25	\$56.99
Amazon (Children's Books)	03/22/25	\$528.44
Amazon (Children's Books)	03/22/25	\$79.86
Amazon (Children's Books)	03/20/25	\$33.99
Amazon (Children's Books)	03/20/25	\$15.26
Amazon (Children's Books)	03/12/25	\$28.95
Amazon (Children's Books)	03/08/25	\$15.87
Amazon (Children's Books)	03/08/25	\$307.86
Amazon (Children's Books)	03/28/25	\$8.99
Amazon (Children's Kits)	04/04/25	\$47.39
Cengage Learning	06/18/24	\$49.48
Cengage Learning	09/19/24	\$24.74
Colby Community Library (Damaged Book)	03/17/25	\$13.00
Rhineland District Library (Damaged Book)	03/05/25	\$22.80
		\$3,686.24

CREDIT CARD CHARGES		
Wallmart (DVDs)	01/15/25	\$188.48
USPS (ILL mail)	01/28/25	\$23.15
USPS (ILL mail)	01/15/25	\$27.82
Square Monthly Service	02/01/25	\$35.00
NYT Subscription	01/26/25	\$20.00
		\$294.45

FUND 610		
		\$0.00

Total Bills To-Date: January 2025

Utilities	\$3,165.10
Contractual Services	\$1,259.42
Facilities	\$1,121.52
Operating Supplies	\$810.47
Books + Media	\$3,686.24
Credit Card Charges	\$294.45
Foundation Expenses	\$0.00
	\$10,337.20

Annual Report 2024



Wisconsin Department of Public Instruction
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 the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

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 Antigo Public Library		2. Public Library System Wisconsin Valley Library Service			
3b. Head Librarian First Name Toni	3c. Head Librarian Last Name Edge	4a. Certification Grade Grade 2	4b. Certification Type Temporary	5. Certification Expiration Date 6/30/2025	
6a. Street Address 617 Clermont St.	6b. Mailing Address or PO Box 617 Clermont St.	7. City / Village / Town Antigo	8a. ZIP 54409	8b. ZIP4 1943	9. County Langlade
10. Library Phone Number 7156233724	11. Fax Number (715)627-2317	12. Library E-mail Address of Director director@antigopl.org			
13. Library Website URL www.antigopl.org		14. No. of Branches 3	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? Yes				
20. Square Footage of Public Library 18,016	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 39-6005380		

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	
19b. Number of winter weeks	52	0	
19c. Summer hours open per week		0	
19d. Number of summer weeks		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			42,302	1,977	
2. Physical Subscriptions			32		
3. Physical Audio Materials			2,864	27	
4. Physical Video Materials			5,066	93	
5. Other Physical Materials			370		
6. Total Physical Items in Collection			50,602		
		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-serials		No	Yes	No	
9. E-audio		No	Yes	No	
10. E-video		No	No	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>	
79,290	31,158	1,002	7,012	10,083	
			Method for Counting ILL Transactions Categorized 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)			6,899	9,962	
WISCAT			113	121	
Other (includes OCLC, manual tracking or other methods)			0	0	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
10,801	2,157	9,905	0	1,589	22,863
4. Number of Registered Users			5. Overdue Fines		6. Reference Transactions
a. Resident	b. Nonresident	c. TOTAL			a. Method
7,574	929	8,503	No		b. Annual Count
			Actual Count		6,073
			Actual Count		52,653
7. Library Visits				8. Uses of Public Internet Computers	
a. Method				a. Method	
Actual Count				Actual Count	
12				10	
Actual Count				Actual Count	
4,106				18,196	
Actual Count				Actual Count	
9. Uses of Public Wireless Internet					
a. Method				b. Annual Count	
Actual Count				Actual Count	
18,196					

	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	260	104	0	260	208
Total Attendance	5,876	1,820	0	1,184	210

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	520	312	0	0	
Total Attendance	3,266	5,824	0		
Total Program Views				0	

Describe the library's in-person programs:

Three programs for YC = Wisconsin Children's Play & Learn, Story Time, and Play Cafe. Children = Story Time. Adult = book club & writer's group. General Interest = ukulele club, chess club, pizza & puzzles. Off-site children = daycare & elementary school visits. Off-site adult = cards for community, senior center bookmobile Tech help, and Elcho bookmobile.

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

We do not currently have live, virtual programs.

Describe the library's live, virtual programs:

We do not currently have live, virtual programs.

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

We do not currently have pre-recorded programs.

Describe the library's pre-recorded programs:

We do not currently have pre-recorded programs. All content on YouTube and Google had to be deleted after security issues with former employees having irrevocable access to the library used sites.

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	Antigo	\$306,690
Subtotal 1		\$306,690

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$306,690

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Forest	\$8,584		
Lincoln	\$2,971		
Oneida	\$2,433		
Subtotal 2b			\$13,988

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performer Grant	\$300		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$300

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
White Lake Branch Manager Shared Salary	\$7,876	WVLS 2023 Cataloging	\$3,000
Subtotal 5			\$10,876

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

\$7,803

7. All Other Operating Income

\$43,845

8. Total Operating Income Add 1 through 7

\$690,192

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

\$613,380

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

No

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

\$366,240

2. Employee Benefits Include maintenance, security, plant operations

\$135,034

3. Library Collection Expenditures

a. Print Materials

\$34,493

b. Electronic Materials

\$0

c. Audiovisual Materials

\$3,309

d. All Other Library Materials

\$2,931

Subtotal 3

\$40,733

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

Provider	Description	Type	Amount
WVLS	WPLC E-Content Buying Pool	Contract	\$4,444
			\$0
WVLS	V-Cat Annual Maintenance	Contract	\$12,812
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$440
WVLS	LeanWI Technology / Enterprise Services	Contract	\$5,700
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$8,794
WVLS	Movie Licensing Subscription	Contract	\$353
			\$0
			\$0

Subtotal 4 \$32,543

5. Other Operating Expenditures

\$82,415

6. Total Operating Expenditures Add 1 through 5

\$656,965

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	\$0
b. State	0	\$0	\$0
c. Municipal	0	\$0	\$69,853
d. County	0	\$0	\$0
e. Other	0	\$0	\$0

2. Debt Retirement

\$0

3. Rent Paid to Municipality/County

\$0

Total Revenue

\$0

Total Expenditure

\$69,853

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

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

\$131,586

**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.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	No MLS	\$67,212	40.00
Facilities Manager	Janitorial Cleaner	Other	\$54,683	40.00
Catalog Collections Specialist	Cataloger	Other	\$48,422	40.00
ILL Front Desk Specialist	Inter-Library Loan Assistant	Other	\$32,136	40.00
Circulation Specialist (AM)	Library Assistant - Public Services	Other	\$32,136	40.00
Circulation Specialist (PM)	Library Assistant - Public Services	Other	\$32,136	40.00
Business Clerk	Office Support (Top)	Other	\$16,713	20.00
WL Access Services Coordinator	Community Outreach / Engagement Specialist	Other	\$32,136	40.00
WL Branch Manager	Branch Manager	Other	\$16,686	20.00
Maintenance Assistant	Janitorial Cleaner	Other	\$918	2.00
		Other		
		Other		
		Other		
		Other		
		Other		
		Other		
		Other		
		Other		
		Other		

	X. STAFF (cont'd.)	
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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)
0.00	1.00	1.00	7.05	8.05

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>			10,203
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	0	0	0
3. Circulation to Nonresidents Living in Another County in the Library System	3,256	3,231	6,487
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	3,274	0	3,274
5. Circulation to All Other Wisconsin Residents	441	6. Circulation to Persons from Out of the State	1
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	No	

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. Forest	1,782	f. Oneida	738
b. Lincoln	710	g. Shawano	0
c. Marathon	0	h.	
d. Menominee	0	i.	
e. Oconto	0	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	11	7	6
Total Self-Directed Activity Participation	3,468	2,642	881
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	7	5	36
Total Self-Directed Activity Participation	1,308	1,308	9,607
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	
Toni	Edge	director@antigopl.org	
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	
Elizabeth	Simek	esimek@antigopl.org	

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 county 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
	Carol Bardo	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Toni Edge	

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

Langlade

The Antigo Public Library Board of Trustees hereby states that in 2024 the Wisconsin Valley Library Service
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



Carol

Bardo

COMMENTS

SECTION I

14. Number of Branches (only if applicable)

Elcho branch closed 9/30/2024--2025-02-18

15. No. of Bookmobiles Owned

In October of 2024 we closed the Elcho branch and began offering services to Elcho via a bookmobile. It currently goes to two locations - Elcho Wed. 11AM-1PM and the Langlade Senior Center on Tuesdays from 11AM - 1PM--2025-02-10

SECTION II

11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?

WVLS provided the following research databases in 2024 to all member libraries: NovelList Plus, NovelList Select, and Ancestry Library Edition.--2025-02-17

12b. Did the library provide access to online learning platforms purchased via a system, consortium, or cooperative agreement?

WVLS provided the online learning platform Gale Presents: Udemy to all member libraries starting June 2024.--2025-02-17

SECTION V

State Government Revenue

The cataloging program did not continue in 2024.--2025-02-17

Amount

While Cataloging did not continue, we received \$3000 in payment in 2024 from 2023 services rendered.--2025-02-19

6a. Other Funds Carried Forward and Expended

The Board Approved balance from the Fund Account to balance the 2024 Budget.--2025-02-17

Other Revenue

Reimbursement from WVLS for E-Commerce was \$450.06 in 2024.--2025-02-17

Current Year Appropriation

City of Antigo = \$306,690. County of Langlade = \$306,690.--2025-02-14

Other Library Funds

Subtractions

Balance differences reflect what is in the city financials to-be-updated with City Audit in 2025--2025-02-17

SECTION XI

Circulation

Circulations to Menominee County residents who reside outside the town of Menominee = 0.--2025-02-17

Circulation

Prior to 2023 Oconto County residents of the towns of Brazeau, Lena, Maple Valley, and Spruce were counted as not having a local library.--2025-02-17

SECTION XII

4. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?

The main branch library reaches the parking lot. Patrons can park along the building after hours and before hours and access public wifi.--2025-02-17

Participation in Drop-in Activities for Young Children 0-5

Eleven independent stations within the children's area with participation tally by day with total for year.--2025-02-17



FOR THE YEAR 2024

DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Antigo Public Library

3. Branch Email Address

director@antigopl.org

4. Salutation

Ms.

5. Branch Head First Name

Toni

6. Branch Head Last Name

Edge

II. ADDRESS

1. Branch Street Address

617 Clermont St.

2. Branch Mailing Address or PO Box

617 Clermont St.

3. City / Village / Town

Antigo

4a. ZIP Code

54409

4b. ZIP4

1943

5. County

Langlade

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 623-3724

4. Branch Square Footage

18,016

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	57	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



DO NOT FILE WITH DPI

	I. GENERAL INFORMATION	
--	-------------------------------	--

1. Name of Parent Library

2. Legal Name of Branch Elcho Branch		3. Branch Email Address elcholibary@antigopl.org
4. Salutation Ms.	5. Branch Head First Name Julie	6. Branch Head Last Name Taylor

	II. ADDRESS	
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1. Branch Street Address Highway 45 N.		2. Branch Mailing Address or PO Box PO Box 800	
3. City / Village / Town Elcho	4a. ZIP Code 54428	4b. ZIP4 0800	5. County Langlade

	III. BRANCH INFORMATION	
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1. Branch Phone Number Area/No. (715) 275-3225	4. Branch Square Footage 403
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	IV. HOURS OF OPERATION	
--	-------------------------------	--

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	15	0	0
Number of Winter Weeks	40	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



DO NOT FILE WITH DPI

I. GENERAL INFORMATION				
1. Name of Parent Library				
2. Legal Name of Branch White Lake Branch		3. Branch Email Address whitelakelibrary@antigopl.org		
4. Salutation Mr.	5. Branch Head First Name John		6. Branch Head Last Name Listle	
II. ADDRESS				
1. Branch Street Address 615 School St.		2. Branch Mailing Address or PO Box PO Box 8		
3. City / Village / Town White Lake		4a. ZIP Code 54491	4b. ZIP4 0008	5. County Langlade
III. BRANCH INFORMATION				
1. Branch Phone Number Area/No. (715) 882-8525			4. Branch Square Footage 425	
IV. HOURS OF OPERATION				
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)	
Winter hours open per week	20	0	0	
Number of Winter Weeks	52	0	0	
Summer Hours open per week		0	0	
Number of Summer Weeks		0	0	



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Library Director Job Description

Let Us Guide You in Choosing Your Adventure

Position Description

Position Title: Library Director
Department: Library
Date: 2/25/2025

Pay Grade: 11
FLSA Status: Exempt
Position Status: Regular Full Time

General Description

Under direct supervision of the Antigo Public Library Board of Trustees, the library director is responsible for the operations of the library and implementation of its programs including:

- A) Assisting the board with strategic planning and policy development, and managing all library resources, including human resources;
- B) Organizing the acquisitions, access, storage, and control of collections; and
- C) Designing and implementing services and programs for all ages.

Supervision Received

This position works under the direct supervision of the Antigo Public Library Board of Trustees as defined by Chapter 43 of the Wisconsin State Statutes.

Specific Duties and Responsibilities

- **Essential Duties**

1. Adheres to all Board approved policies and other city/county policies
2. Drafts and recommends policy to the Library Board for approval and plans for the implementation of public library goals and objectives as established by the Board
3. Evaluates and administers library services such as circulation, reference, children's programming, community outreach, and public information
4. Provides staff support to the Board of Trustees by assisting with meetings, preparing reports and developing agendas; implements policy as voted on or directed by the Board.
5. Follows fiscal agents purchasing policies and recommends vendors for services
6. Facilitates the development and implementation of the library's long-range service plans
7. Prepares statistical reports on finances, acquisitions, collections, and state annual reports as needed
8. Develops proposals for grants from both public and private sources as applicable
9. Continually investigates the value, cost and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public
10. Attends various City Council and County Board meetings, regular and committee, as needed or directed
11. Performs other duties as assigned

- **Finances**

1. Prepares the draft of the annual library budget. Participates in presentations and explains, as necessary, the proposed budget to the Library Board of trustees, Antigo City Council and Langlade County Board of Supervisors
2. Receives and expends library funds according to the established guidelines and maintains accurate and up-to-date records showing status of library finances
3. Strong competence in administering and developing a complex budget incorporating multiple sources of revenue with varying legal limitations
4. Ability to make decisions in an environment of limited resources and competing claims

- **Computer Related Responsibilities**

1. Ability to become proficient with Integrated Library System (ILS) software within six months of hire
2. Updates and maintains the library's technology plan; makes hard ware and software recommendations to the Library Board of Trustees
3. Understand the V-Cat automation software sufficiently to train staff, recommend enhancements and participate in consortium-level decision-making
4. Web Site and Social Media Development and Maintenance:
 - Promotes access to and use of electronic resources through the website
 - Supervises staff in the updating of webpages
 - Promotes the public's use of the library website as a source of current information about the library and the community
 - Develops and upgrades the library's website, using up-to-date technology and software to enhance content, accessibility and functionality
 - Incorporates new technology with broad appeal to the public including social media

Qualifications

- **Education**

1. Must meet minimum qualifications of a certified Grade 1 Librarian in the State of Wisconsin, and
2. Must maintain Grade 1 Certification throughout tenure of Library Director

- **Required Knowledge**

1. Extensive knowledge of Microsoft software and the Internet
2. Proficient ability to load and troubleshoot software and provide equipment maintenance at an intermediate level
3. Working knowledge of applicable federal and state laws

- **Required Experience**

1. Three years of progressively reasonable public library experience, or
2. Five years of experience in a service institution with comparable demands and responsibilities: i.e., staff supervision, working directly with the public, working with governing boards or bodies is highly desirable

- **Skills and Abilities**

1. Must possess a current valid driver's license
2. Maintains the ability to travel throughout and enter all different properties in jurisdiction
3. Knowledge of public library philosophy, principles and procedures allowing effective recommendations and sound decision making when faced with a wide range of circumstances
4. Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact
5. Ability to make public presentations

Tools and Equipment Used

Personal computer; multi-line phone; 10-key calculator; copy machine; fax machine; scanner; and any other tools and equipment available for use.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear.
- Hand-eye coordination is necessary to operate computers.
- Employees must be able to wait on the public at a counter away from their desk.
- Employee is occasionally required to reach with arms and hands, bend, stoop or squat.
- The employee must use hands to finger, handle, feel or operate objects or controls.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

- In the normal course of work, this position is typically exposed to an office setting that is occasionally quiet but more frequently noisy and fast-paced.
- There are frequent time pressures placed on this position.
- There are frequent time interruptions including telephone calls, greeting and working with the public, and meeting and working with various coworkers from differing departments.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Inclement Weather Policy



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

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www.antigopl.org

Antigo Public Library

Policy: INCLEMENT WEATHER

Approved: February 25, 2025

Purpose of Policy: At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will alter hours of operation. These actions are based on the ability to meet minimal staffing levels and the physical condition of the facility, including the sidewalks and parking lots.

If Langlade County is under a Weather Advisory and more than 3 inches of snow has accumulated from said storm BEFORE the Antigo Public Library Operating Opening Hour (9AM) with continued snowfall and accumulation during the Antigo Public Library Operating Hours (9AM-7PM) expected between 3-6 additional inches, the Antigo Public Library will **NOT** open for that day.

If Langlade County is under a Weather Advisory and more than 3 inches of rain has fallen from said storm BEFORE the Antigo Public Library Operating Opening Hour (9AM) with continued rainfall expected during the Antigo Public Library Operating Hours (9AM-7PM) causing road flooding and hazardous driving conditions for staff and patrons, the Antigo Public Library will **NOT** open for that day.

If Langlade County is under a Weather Advisory with 3 or more inches of snowfall expected prior to the end of daily operating hours for the Antigo Public Library, the Antigo Public Library will close at 4PM. Patrons will be notified. A post will be made to the library website.

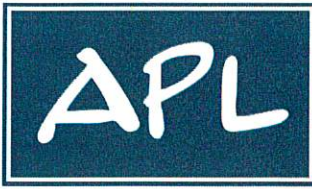
If Langlade County is under a Weather Advisory with 3 or more inches of rainfall expected prior to the end of daily operating hours for the Antigo Public Library, the Antigo Public Library will close at 4PM. Patrons will be notified. A post will be made to the library website.

Weather that does not meet the above stated conditions and impacts the ability of the Antigo Public Library to safely serve the patrons of Langlade County will be made by the Library Director or their designee in conjunction with the Antigo Public Library Board of Trustee President & Vice President or their respective designee(s).

If the decision to alter hours of operation is made, library patrons in the building will be notified immediately. The public will be notified of any closing or changes in hours of operation through the website and notices posted on the Antigo Public Library external doors.

Staff Compensation Related to Inclement Weather Situations: If the library closes, any employee scheduled to work that day will be paid their scheduled wages for the day. Employees not scheduled to work, on sick leave, vacation, or other authorized leave shall not be paid for the closed period.

Amended Calendar



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

2025 Library Holiday and Closure Schedule

Approved: 2/25/2025

January 1	New Year's Day Holiday
January 20	Library Training Day
February 17	Library Training Day
March 10	Library Training Day
April 8	Library Training Day
May 24	Saturday Closure for Memorial Day Holiday
May 26	Memorial Day Holiday
July 4	Independence Day Holiday
August 30	Saturday Closure for Labor Day
September 1	Labor Day Holiday
September 15	Library Training Day
October 13	Library Training Day
November 27	Thanksgiving Day Holiday
November 28	Friday after Thanksgiving Holiday
November 30	Saturday Closure for Thanksgiving
December 24	Closure for Christmas Eve Holiday
December 25	Closure for Christmas Day Holiday
December 31	New Year's Eve Holiday (7 hours) – Close at 4PM

CURRENT LIBRARY HOURS:

Monday - Friday 9AM – 7PM
Saturday 10AM – 5PM

2025 Antigo Public Library Board and Committee Meetings

Committee of the Whole (C.O.W.)	Third Tuesday of Each Month @ 6PM
Full Board of Trustees Meeting	Fourth Tuesday of Each Month @ 6PM

Serving All the People of Langlade County