

Antigo Public
Library
617 Clermont Street
Antigo, WI 54409

715-623-3724

Antigo Public Library Board of Trustee Full Board Meeting

Tuesday, March 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 COW meeting (2/20/25), and Regular Full Board of Trustee monthly meeting, (2/25/25.)
6. President's comments
7. Guest Speaker, Teresa Schmidt, Public Library Administration Consultant from DPI, Library services.
8. Director's report
9. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed and moved forward from the 3/18/25 COW meeting.
 - b. Approval of the Sales and Solicitation Policy reviewed and moved forward from the 3/18/25 COW meeting.
 - c. Approval of the Display and Exhibits Policy reviewed and moved forward from the 3/18/25 COW meeting.
 - d. Approve the posting of the Antigo Public Library Full-time Director Position, via City HR Dept. The posting will run April 1 through April 30, 2025.
10. Considerations for the next board meeting.
11. Next board meeting will be April 22 ,2025 @ 6:00 PM.
12. Adjournment

Carol Bardo
APL Board of Trustee President

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.

11/25/2024

Feb. Meeting Minutes

Antigo Public Library

Board of Trustees

Minutes February 20, 2025

C.O.W. 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	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Excused

Others in attendance: Toni Edge, Interim Director

1. Call to order: President Bardo called the meeting to order @ 6:00
2. Roll Call: quorum established
3. Pledge of Allegiance :
4. Correspondence, public comment: none
5. Appoint AD Hoc Committee: Sarah, Kim, Nancy, and Toni will be part of an AD Hoc committee to work on a social correspondence policy for the library
6. Committee items presented for review, discussion and moved forward:
 - a. Review of bills and invoices. It was mentioned that perchance of having a couple of bills being paid automatically from a credit card since our meeting dates do not coincide with the due date and we are getting late charges (WPS, Spectrum, city and water). A motion was made to move to the full board on 02/25/2025 the automatic paying for the utilities by Rebstock, 2nd by Listle. Roll call vote: Bardo/YES Sinkler/YES Jones/YES
Augustyn/YES Rebstock/YES Duchan/YES Listle/YES
Motion carried.
 - b. A motion was made to move the bills forward to the regular meeting on 02/25/2025 by Listle, 2nd by Rebstock. Roll call vote: Bardo/YES Sinkler/YES Jones/YES
Augustyn/YES Rebstock/YES Duchan/YES Listle/YES
Motion carried.
 - c. Working with Kaye, Toni finished the Annual Report. All of their numbers matched. Toni went through the report and created a comparison between 2023 and 2024 for each category/classification of information. Previous year's documentations had been destroyed except "self-directed" activities since those are counted from the worker at the front desk and logged in by Betsy at the end of the day. Safeguards and parameters have been implemented so there is no problem with other information/documentation next year. There are no records for last summer's reading program. The new approach

- with KITS will be easier to record and track engagement. The annual report is due Friday. A scanned copy will be sent to WVLS and they send all the other library packets to DPI in one mailing. Per WVLS instructions the report should be sent prior the approval on 02/25/2025 when at that point the board will approve retrospectively. A motion was made to move the 2024 Annual Report to the full board meeting on 02/25/2025 by Duchan, 2nd by Sinkler. Voice vote: All "Ayes." Motion carried.
- d. Duchan, Sinkler, and Bardo worked on the Library Director's Job description. They began with the previous one from May 2022. They reduced duplication, revised for concise wording, rearranged and divided out categories/work, and added numbering. The maintaining the website job component is always connected with WVLS. What goes on the website should be policy based and the board will be working on a communication policy as well. A motion to move the Director's Job Description to the full board on 02/25/2025 was made by Jones, 2nd by Augustyn. Voice vote: All "Ayes." Motion carried.
 - e. Inclement Weather Policy: The policy will be added to the website and posted on the library doors and bulletin board. It clearly defines the criteria for closure with amounts of snow etc. It does not necessarily follow the public school's criteria since they close for different reasons. A motion was made to move the full board meeting on 02/25/2025 the updated Inclement Weather Policy by Augustyn, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
 - f. The Library Board Annual Calendar and the Library Holiday and Closure Schedule. Judy Peterson from WVLS commented that this was a great idea. Some of the library's closing is for scheduled training of the staff. The dates of the C.O.W. meeting will be changed back to the 3rd Tuesday of each month with the Regular meeting the 4th Tuesday. We did a trial run with the change to the Thursday before the 4th Tuesday to see if some of the problematic due dates of some bills could be rectified. They have not. Therefore, the previous schedule will resume next month. A motion was made to move to the full board meeting on 02/25/2025 the amended APL calendar by Duchan, 2nd by Listle. Voice vote: All "Ayes." Motion carried.
7. March C.O.W. ideas: Duchan will have a Policy Review Calendar. Theresa from DPI has recommended a Display Policy, a Sales Policy, and a Room Rental Policy. This was brought about by the AVA (Antigo Visual Arts) submitting a contract request seeing they display artwork for sale in the library. Theresa will look them over, and then Toni will forward them onto the Mr. Winter and Mr. Stowe, city and county attorneys. Additionally, a sales policy is very different from selling within the library vs the McGinley Room.
 8. Adjournment: a motion to adjourn the meeting was made by Sinkler, 2nd by Rebstock. Voice vote: All "Ayes." Motion carried. Meeting adjourned at 6:51 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of February 25, 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	Absent	Excused
Kim Duchan	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Excused

Others in attendance: Toni Edge, Interim Director

1. Call to Order: President Bardo called the meeting to order @ 6:27 p.m. The Library Foundation's meeting went over their scheduled time.
2. Roll Call: a quorum was established
3. Pledge of Allegiance
4. Correspondence, public comments: none
5. Approval of Library Minutes: A motion to approve the meeting minutes as submitted from the Special meeting on 01/03/2025, the C.O.W. meeting on 01/23/2025, and the Regular Meeting on 01/28/2025 was made by Augustyn, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
6. WVLS Board of Trustee: Judy Peterson – Due to illness, she was unable to attend the Library Legislation Day in Madison. Once the WVLS Board of Trustees have a meeting, she will share any information they obtained from attending.
7. Director's Report: Toni took time to verbally share the annual report. Some points: The productions of physical audiobooks are being discontinued. With the use of Libby and Audible downloads there is no need for CDs. Kits for children will be added in 2025. Highlight some of the positive growths:
 - increase in kid's circulation;
 - Browsing shelves in the children's area;
 - added more children self-directed activities.
 - Changes will be made to keep more accurate records such as the "Items Borrowed from WISCAT" decreased be it was unavailable for almost six months after the retirement of Elizabeth Merry, but it has picked up and the numbers should be better next year.
 - There was a decrease in "Total Child Attendance" because in 2023 the library contracted with White Lake School District, and every classroom service/visit to the school was counted as a "service attendance" to the library.

- DPI has made it easier to count child participation.
 - There are pre-recorded videos that a former employee has created that could be used for daycares and increase the value of going to other sites.
 - Set programs will be developed for the Book Mobile such as : Play café, story time 6-11, parenting book study (ADHD, autism, etc.) games/card games, card making
 - Toni sent copies to DPI (through WVLS), the county board, and the city council
8. Discussion and possible action
- a. A motion was made to approve the updated/amended bills and invoices (a new WPS bill was added on as it arrived the day of our C.O.W. meeting) by Duchan, 2nd by Listle. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES
Duchan/YES Listle/YES Motion carried.
 - b. A motion was made to retroactively approve of the Annual report as presented in the C.O.W. meeting on 02/20/2025 by Duchan, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried.
 - c. A motion was made to approve the library director's job as presented at the C.O.W. meeting on 02/20/2025 with the addition of the pay grade 11 was made by Listle, 2nd by Jones. Voice vote. All "Ayes." Motion carried.
 - d. A motion was made to approve the Inclement Weather Policy as presents at the C.O.W. meeting on 02/20/2025 by Jones, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried.
 - e. A motion was made to approve the amended APL Calendar with the included training days as presented at the C.O.W. meeting on 02/20/2025 by Sinkler, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
 - f. Bardo asked Rebstock to head up the nominating committee with Augustyn and Listle for the election of officers
9. The next COW meeting in March will include the following policy revisions and draft: Display Policy, Room Policy, and Sales Policy
10. Next COW is March 18th and regular meeting March 25, 2025
- a. A motion was made to adjourn the meeting by Duchan, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried. Meeting adjourned at 7:12 p.m.

Nancy Jones, Secretary



2025 – March: Director’s Report

Director Report Requests from Board:

1. Update of the estimated library content purging by previous administration
2. How much of the library content remains to be correctly cataloged?
 - a. Young Adult
 - b. Adult / YA Graphic Novels + Manga
 - c. Adult Non-Fiction
 - d. Children’s Picture Books + Easy Readers + Beginning Chapter Books + Juv. Non-Fiction
3. A very general global plan, going forward to replenish library content (will you be looking at city and county demographics?).

DAY TO DAY UPDATES:

- Current Programming
- Summer Programming
- White Lake Planning
- Staffing
- Previous Training date 3/10
- Next Training date 4/10

Elizabeth Simek – Circulation + Catalog Specialist Report:

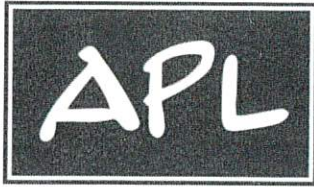
How we select library material for weeding. When weeding we will be following the Disposition of Withdrawn Materials, Furniture and Equipment policy that was approved by the library board on August 27, 2027. There are also a few other things we look at when selecting an item for deletion. First, we look at the condition of the item. Has the item been mended, does it have stains on it, or just look worn or battered. Second, we look at the age of the book. What is the publishing date, is it more than ten years old, should we replace it or get an updated edition of the item, especially with nonfiction books. Third, how many times has the item circulated. We can see the total number of checkouts and renewals, how many times an item has gone out for the current year, and how many times an item has gone out the previous year of each cataloged item in Sierra. If an item has less than 10 total circulations and hasn't gone out in the last year or the current year that item will be considered for deletion. The library will be more selective about what items we are going to delete going forward so we mass deletions of our collections. Once an item is deleted it will be placed in the library's book sale.

We use the Create List function in Sierra to generate a list of library items. Using this tool, we can search various kinds of records, bibliographic, item, or patron, that meet the imputed criteria that will help us get the information we are looking for. For example, say we want to generate a list of large print books that need to be weeded, we can search just for the large print books in the main Antigo Library Branch. This will give a list of all the large print books we have on our shelves. We can restrict that list further by limiting the search to large print books that were published before January 01, 2015. Then we export that list to an Excel spreadsheet and include the call number, author's name, title, barcode, create date (the date the book was cataloged in Sierra), total circulations, last checkout date, due date, and status.

The library has quite a few books that are new or only a couple of years old that have only been checked out once or not at all. This has happened because the purchases for the last few years were ordered by someone who is ordering what they like to read, reflect their personal beliefs, or fits their personal or political agenda and not what our patrons are checking out. Example: there is a new book that came out this month by Bob the Drag Queen titled *Harriet Tubman: live in concert*. The synopsis of the book is: in an age where the greatest heroes from history have magically returned to help save the world, Harriet Tubman returns to create a hip-hop album with a fallen producer, forging powerful music that inspires a divided nation. This book is something I would read but I know that this is not a book that will not get checked out by the demographic of patrons we serve so we will not purchase this book for the library.

Before purchasing a book, we check the author's name in Sierra to see if we have them and how many times their books are going out. Yes, this may take more time, but we want to make sure we are spending our budget responsibly and getting books that our patrons will read. There are some authors that are exceptions to this like Nora Roberts, Danielle Steel, James Patterson, Debbie Macomber, John Sandford, and Stuart Woods. If we didn't purchase their books, patrons would revolt. Patrons are also able to submit purchase requests with circulation desk staff. Sometimes these requests are for old items as well as new ones. If it is an older item, we will first check to see if that item is something we can get through interlibrary loan. If it isn't we will then purchase it if it is still in print.

This year we are ordering more from Amazon more because Baker and Taylor are having supply chain issues. Delivery of some books, especially by popular authors there is a delayed delivery note on the website for titles that they are having trouble getting. This means we will get them just not a week before or on the street date. We are also looking into purchasing from Barnes & Noble to help with this supply chain issue.



Antigo Public
Library
617 Clermont Street
Antigo, WI 54409

715-623-3724

March Financials

February Invoices to Pay

FUND 285		
UTILITIES		
City Gas	PD CC	\$1,184.29
City of Antigo - Water	PD CC	\$188.69
Charter - Spectrum (phone/internet)	PD CC	\$299.97
Wisconsin Public Services	PD CC	\$1,563.76
		<u>\$3,236.71</u>

CONTRACTUAL SERVICES		
		<u>\$0.00</u>

FACILITIES		
Southside Tire (new tires + alignment for BM)	3/10/2025	\$755.69
Wagner Shell (Fuel for BM)	3/3/2025	\$34.14
Shocking Solutions LLC (electric for light mounted above the garage door)	3/19/2025	\$576.28
		<u>\$1,366.11</u>

OPERATING SUPPLIES		
Aspirus Medical Group (KD physical from 1/8 + 1/16)	02/03/25	\$321.00
Quill (kraft envelopes for ILL packages)	03/19/25	\$31.96
Clermont Printing (printer paper)	03/28/25	\$253.75
Amazon (books for training)	04/10/25	\$29.97
Amazon (label maker tape)	04/10/25	\$66.60
Amazon (browsing shelves for Board Books)	04/05/25	\$459.90
USPS (Ill Postage)	03/21/25	\$24.84
		<u>\$1,188.02</u>

BOOKS + MEDIA		
Amazon (games for BM)	04/09/25	\$174.06
Amazon (games for BM)	04/26/25	\$17.98
Amazon (children's books)	04/04/25	\$6.27
Amazon (children's books)	04/21/25	\$228.35
Amazon (children's books)	04/23/25	\$94.45
Library Programming (materials for kits for reading programs)	04/05/25	\$322.00
Library Programming (art cart for youth + adult programming)	04/06/25	\$339.61
Library Programming (art table for children's area)	04/22/25	\$349.60
Library Programming (supplies for Play Café)	04/10/25	\$32.15
Library Programming (materials for story time + Play Café)	04/10/25	\$81.16
Baker & Taylor (adult books)	04/05/25	155.62
Baker & Taylor (adult books)	04/10/25	\$431.48
Baker & Taylor (adult books)	04/12/25	\$215.03
Amazon (adult books + dvds)	04/10/25	\$210.38
Marathon County (damaged book)	03/26/25	\$24.98
Marathon County (damaged book)	04/10/25	\$23.15
State of WI Dept. of Natural Resources	04/13/25	\$135.00
		<u>\$2,841.27</u>

CREDIT CARD CHARGES		
Washington Post Weekly Subscription (12 wk renewal)	02/03/25	\$69.00
AbeBooks (Replace Damaged Reference Book)	02/08/25	\$68.33
USPS (Ill Postage)	02/10/25	\$11.64
Walmart (tote for BM + supplies for V-Day event)	02/13/25	\$75.05
USPS (Ill Postage)	02/18/25	\$27.11
Menards (tote for BM)	02/18/25	\$15.81
Chicago Press (Every Child Ready to Read Program)	02/22/25	\$168.80
New York Times subscription	02/23/25	\$20.00
USPS (Ill Postage)	02/24/25	\$24.84
School Life (engagement materials for summer reading to hand out @ Fair)	02/25/25	\$70.65
Out of Print (summer reading)	03/03/25	\$56.92
Square (monthly charge for service)	03/01/25	\$35.00
		<u>\$643.15</u>

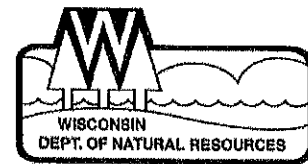
FUND 610		
		<u>\$0.00</u>

Total Bills To-Date: March 2025

Utilities	3,236.71
Contractual Services	\$0.00
Facilities	\$1,366.11
Operating Supplies	\$1,188.02
Books + Media	\$2,841.27
Credit Card Charges	\$643.15
Foundation Expenses	\$0.00
	<u>\$9,275.26</u>

State of Wisconsin
 DEPARTMENT OF NATURAL RESOURCES
 Devil's Lake State Park
 55975 Park Rd
 Baraboo, WI 53913

Tony Evers, Governor
 Telephone 608-266-2621
 Toll Free 1-888-936-7463
 TTY Access via relay - 711



INVOICE
 State of Wisconsin
 Dept of Natural Resources

Bill to:
 Antigo Public Library
 Attn: Toni Edge
 617 Clermont St
 Antigo WI 54409

Invoice: 25LI023
 Invoice Date: 3/14/2025

285.620.62001

Payment terms: NET30
 Due Date: 4/13/2025

*53710 (P)
 3/15/25*

Amount due for daily park passes for library patrons.

Amount Due: \$135.00

For billing questions, or to pay by credit card, please call Dawn Hirst at (608) 356-8301, extension 110.

If mailing payment by check send to: Devil's Lake State Park, 55975 Park Rd, Baraboo WI 53913 Attn: Dawn Hirst

Line	Identifier	Description	Quantity	UOM	Unit Amount	Net Amount
1	Bulk Order	Daily Admission Passes	27	Ea.	\$5.00	\$135.00

COPY

Subtotal: \$135.00

Amount Due: \$135.00



ANTIGO
 501 CLERMONT ST
 ANTIGO, WI 54409-9998
 (800)275-8777

03/21/2025 03:36 PM

Product	Qty	Unit Price	Price
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Library Mail	1		\$4.40
Paducah, KY 42003			
Weight: 0 lb 5.80 oz			
Estimated Delivery Date			
Wed 03/26/2025			
Tracking #:			
9555 1134 6612 5080 0706 48			

Library Mail	1		\$5.11
River Falls, WI 54022			
Weight: 1 lb 7.40 oz			
Estimated Delivery Date			
Mon 03/24/2025			
Tracking #:			
9555 1134 6612 5080 0706 62			

Library Mail	1		\$5.82
Milwaukee, WI 53233			
Weight: 2 lb 1.60 oz			
Estimated Delivery Date			
Wed 03/26/2025			
Tracking #:			
9555 1134 6612 5080 0706 86			

Library Mail	1		\$4.40
Fox Lake, WI 53933			
Weight: 0 lb 12.50 oz			
Estimated Delivery Date			
Wed 03/26/2025			
Tracking #:			
9555 1134 6612 5080 0707 09			

Library Mail	1		\$5.11
Oconto, WI 54153			
Weight: 1 lb 13.10 oz			
Estimated Delivery Date			
Mon 03/24/2025			
Tracking #:			
9555 1134 6612 5080 0707 23			

Grand Total: \$24.84

Debit Card Remit \$44.84

Card Name: MasterCard
 Account #: XXXXXXXXXXXX2046
 Approval #: 006554
 Transaction #: 841
 Receipt #: 029714
 Debit Card Purchase: \$44.84
 Fallback/Swiped

Cash Back -\$20.00

COPY

285.620.62001

53180 (S)

3/25/25

Preview your Mail
 Track your Packages
 Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
 Refunds for guaranteed services only.
 Thank you for your business.

Tell us about your experience.
 Go to: <https://postalexperience.com/Pos>
 or scan this code with your mobile device,



550 - LIBRARY AND LIBRARY OUTREACH		2025	2025 - YTD	2025 - YTD
			February	March
55110	GENERAL BUDGET	BUDGET	BUDGET	BUDGET
51100	SALARIES AND/OR WAGES FT	\$ 294,361.60	\$ 23,185.77	\$ 43,875.50
51120	SALARIES PT AND SEASONAL	\$ 30,538.50	\$ 3,403.38	\$ 5,844.63
51160	SALARIES OVERTIME			\$ 11.59
51190	SALARIES SEVERANCE PAY			
51200	SALARIES HOLIDAY #5110		\$ 2,903.86	\$ 2,903.86
51230	SALARIES VACATION #5110		\$ 1,026.41	\$ 1,107.89
51240	SALARIES SICK LEAVE #5110		\$ 753.75	\$ 2,316.75
51440	EMPLOYER CONT-RET PD BY EMPLY	\$ 22,781.20	\$ 1,940.78	\$ 3,577.57
51480	EMPLOYER CONT.SOCIAL SECURITY	\$ 20,083.57	\$ 2,346.64	\$ 4,197.68
51500	EMPLOYER CONT.HEALTH INS.	\$ 130,106.21	\$ 5,137.77	\$ 10,275.98
51520	EMPLOYER CONT.LIFE INS.	x	\$ 1.42	\$ 5.48
51530	DENTAL INSURANCE	\$ 6,651.60	\$ 227.00	\$ 454.00
51540	EMPLOYER CONT 125 PLAN	x		
51560	ADMINISTRATIVE COSTS/ #59010	\$ 15,000.00		
51590	PHYSICAL EXAMINATIONS	x		
52110	OUTSIDE LEGAL SERVICES	x		
52130	TELEPHONE	\$ 1,800.00	\$ 149.97	\$ 449.91
52150	ELECTRICITY	\$ 10,000.00	\$ -	\$ 1,563.76
52170	HEATING	\$ 7,500.00	\$ -	\$ 1,600.81
52190	WATER AND SEWER	\$ 2,900.00	\$ -	\$ 212.84
52210	ACCOUNTING & AUDITING	\$ 1,200.00		
52280	CONTRACTUAL SERVICE	\$ 39,255.26	\$ 227.14	\$ 1,486.56
53040	EQUIPMENT LEASE PURCHASE	x		
53100	OFFICE OPERATING SUPPLIES	\$ 5,000.00	\$ 549.86	\$ 672.32
53140	ADVERTISING	\$ 300.00		
53160	TRAVEL & TRAINING	\$ 200.00		
53180	ILL POSTAGE	\$ 1,200.00		\$ 50.97
53280	LIBRARY OUTREACH - FUEL BOOKMOBILE	\$ 750.00	\$ 37.95	\$ 37.95
53290	APL BOOKMOBILE MAINTENANCE	\$ 1,000.00		
53300	EQUIPMENT REPAIR & MAINT	\$ 5,000.00	\$ 2,491.80	\$ 3,247.49
53310	LIBRARY OUTREACH - APL BOOKMOBILE	\$ 500.00		
53540	BUILDING REPAIR & MAINT (INCLUDING FUEL FOR MAINTENANCE EQUIPMENT)	\$ 2,000.00		\$ 365.83
53630	LIBRARY PROPERTY SALE BOOK PURCHASES			
	LIBRARY BOOKS AND MATERIALS	\$ -		
	LIBRARY BOOKS - PROPERTY SALE BOOK PURCHASES	x		
53640	LIBRARY BOOKS - ADULT (MYS, FIC, NON-FIC, PBK, SYFY, WEST)	\$ 12,000.00	\$ 144.22	\$ 1,588.30
53650	LIBRARY BOOKS - CHILDREN'S (BB, X, EREADER, JBC, JFIC, JGR, JNON-FIC)	\$ 6,000.00	\$ 2,434.58	\$ 4,557.71
53660	LIBRARY BOOKS - PATRON REQUESTS	x		
53670	LIBRARY BOOKS - LARGE PRINT	\$ 4,900.00		
53680	LIBRARY NEWSPAPERS + PERIODICALS + REFERENCE	\$ 3,500.00	\$ 1,630.91	\$ 1,650.91
53690	LIBRARY BOOKS - YOUNG ADULT (YAFIC + YANON-FIC)	\$ 500.00		\$ 11.02
53700	LIBRARY MICROFILM/DIGITIZATION OF ADJ	\$ 2,175.00		
53710	LIBRARY PROGRAMMING (ADULT + YOUTH ENGAGEMENT)	\$ 2,300.00		
53720	LIBRARY AUDIO BOOKS (ADULT + JUV, FIC + NON-FIC)	\$ 3,000.00		
53730	ACT150 - CROSS COUNTY PAYMENTS TO LANGLADE COUNTY	\$ 15,373.48		
53740	LIBRARY AV/ELECTRONIC (ADULT + JUV, FIC + NON-FIC)	\$ 2,000.00		\$ 196.31
53741	YOUTH MATERIALS - GAMES, KITS, + PUZZLES	\$ 400.00		\$ 47.39
53742	ADULT MATERIALS - GAMES, KITS, + PUZZLES	\$ 400.00	\$ 194.81	\$ 194.81
53750	SUMMER READING PROGRAM	x		
53900	BRANCH LIBRARIES	\$ 500.00		
53920	LOST BOOK FEE TO OTHER LIBRARY	\$ 200.00		\$ 35.80
54110	LIABILITY INSURANCE PREMIUMS	\$ 786.00	\$ 748.20	\$ 748.20
54130	WORKERS COMP INSURANCE PREM.	\$ 1,319.00	\$ 329.75	\$ 329.75
54150	PROPERTY INSURANCE PREMIUMS	\$ 8,100.00	\$ 1,530.50	\$ 7,769.08

54190	UNEMPLOYMENT BENEFITS		x		\$	740.00
55000	CASH SHORT/ OVER		x			
57050	CAPITAL EQUIPMENT		x			
57070	CAPITAL IMPROVEMENTS		x			
57120	CAPITAL EQUIPMENT REPLAC RESERVE		x			
	TOTAL EXPENDITURES	\$	661,581.42	\$	51,396.47	\$ 102,128.65
	REVENUE					
	Taxes					
41110	CITY INCOME	\$	306,690.00	\$	306,690.00	\$ 306,690.00
	Intergovernmental					
43720	COUNTY INCOME	\$	306,690.00	\$	306,690.00	\$ 306,690.00
	Public Charges for Services					
46710	LIBRARY FEES & FINES					
46715	LIBRARY DONATIONS/ CONTRIBUTIONS					
46716	ONEIDA COUNTY	\$	4,429.66	\$	4,429.66	\$ 4,429.66
46716	FOREST COUNTY	\$	7,562.39	\$	7,562.39	\$ 7,562.39
46716	LINCOLN COUNTY	\$	3,381.46	\$	3,381.46	\$ 3,381.46
46716	SHAWANO COUNTY	\$	-	\$	-	\$ -
46716	OCONTO COUNTY	\$	-	\$	-	\$ -
46716	TOTAL S.43.17 PAYMENTS (cross county)	\$	15,373.48	\$	15,373.48	\$ 15,373.48
	Miscellaneous Revenue					
48100	INTEREST INCOME					
48130	REIMB PRIOR YEAR EXPENSES					
48220	LOST BOOK PAYMENTS					
48300	PROPERTY SALES					
48410	INSURANCE DIVIDENDS					
48515	Misc Reim Revenue - White Lake Branch Manager	\$	8,000.00	\$	8,000.00	\$ 8,000.00
48516	WVLS Partnership					
	White Lake School Partnership					
	ALA- TLC grant					
	focus on energy- grant hvac					
	Other Financing Sources					
	Building reconstruction					
	TOTAL REVENUE	\$	652,126.99	\$	652,126.99	\$ 652,126.99
49225	LIBRARY FUND BALANCE APPLIED (carryforward from prior year)	\$	9,454.43	\$	9,454.43	\$ 9,454.43
49300	TRANSFER FROM GENERAL FUND					
49446	TRANS FROM LIBRARY EXP. TRUST					
49472	TRANS FROM CAP IMP/EQUIP FUND					
	TOTAL REVENUES AND APPLIED FUNDS	\$	661,581.42	\$	661,581.42	\$ 661,581.42
	DIFFERENCE IN REVENUES AND EXPENSES					
49225	Audited LIBRARY FUND BALANCE REMAINING					

General Ledger

Summary Trial Balance

User: jjensen
 Printed: 03/17/2025 - 11:40AM
 Period: 02, 2025



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 285	Library					
ASSETS						
285-000-00000-10050	Petty Cash	0.00	150.00	50.00	0.00	200.00
285-000-00000-10100	Cash In Bank - LIBRARY	0.00	52,158.44	889.32	50,781.96	2,265.80
285-000-00000-11100	Temporary Investments	0.00	11,705.50	273.68	0.00	11,979.18
285-000-00000-11112	Temp Inv-Library Capital Proj	0.00	69,296.35	0.00	0.00	69,296.35
285-000-00000-13100	Accounts Receivable	0.00	0.00	0.00	0.00	0.00
285-000-00000-14000	Prepaid Expense	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	133,310.29	1,213.00	50,781.96	83,741.33
LIABILITIES						
285-000-00000-16000	Payroll Due To/From O.Funds	0.00	0.00	0.00	0.00	0.00
285-000-00000-21100	Accounts Payable	0.00	0.00	26,226.27	26,226.27	0.00
285-000-00000-21490	Accrued Payroll	0.00	-9,298.20	0.00	0.00	-9,298.20
285-000-00000-21500	Federal W.H. Tax Payable	0.00	0.00	1,592.55	1,592.55	0.00
285-000-00000-21510	Social Security Payable	0.00	0.00	3,000.40	3,000.40	0.00
285-000-00000-21512	Medicare Tax Payable	0.00	0.00	701.68	701.68	0.00
285-000-00000-21515	State W.H. Taxes Payable	0.00	0.00	822.70	822.70	0.00
285-000-00000-21520	Health Insurance Payable	0.00	0.00	5,708.91	5,708.91	0.00
285-000-00000-21525	Life Insurance Payable	0.00	0.00	88.38	88.38	0.00
285-000-00000-21527	Dental Insurance Payable	0.00	0.00	227.00	227.00	0.00
285-000-00000-21528	Garnishment Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21529	ACH Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21531	Direct Deposit Liability	0.00	0.00	18,228.73	18,228.73	0.00
285-000-00000-21532	PEHP Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21533	United Way Deduction	0.00	0.00	0.00	0.00	0.00
285-000-00000-21534	Disability Deduction	0.00	0.00	0.00	0.00	0.00
285-000-00000-21535	Retirement Payable	0.00	0.00	3,273.58	3,273.58	0.00
285-000-00000-21545	125 Plan Payable	0.00	50.00	0.00	0.00	50.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-000-00000-21550	Deferred Comp Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-26100	Deferred Tax Roll Revenues	0.00	0.00	0.00	0.00	0.00
285-000-00000-26231	Advance from City - OEI Grant	0.00	-229,540.00	0.00	0.00	-229,540.00
	LIABILITIES Totals:	0.00	-238,788.20	59,870.20	59,870.20	-238,788.20
FUND BALANCE						
285-000-00000-30000	Fund Balance	0.00	133,049.84	0.00	0.00	133,049.84
285-000-00000-30500	Estimated Revenue	0.00	0.00	0.00	0.00	0.00
285-000-00000-30501	Appropriations	0.00	0.00	0.00	0.00	0.00
	FUND BALANCE Totals:	0.00	133,049.84	0.00	0.00	133,049.84
REVENUE						
Dept 410	Taxes					
285-410-00000-41110	General Property Taxes	306,690.00	0.00	0.00	0.00	0.00
	285-410 REVENUE Totals:	306,690.00	0.00	0.00	0.00	0.00
Dept 430	Intergovernmental					
285-430-00000-43585	Grant Income	0.00	0.00	0.00	0.00	0.00
285-430-00000-43720	County Library Aid	306,690.00	-76,672.50	0.00	0.00	-76,672.50
	285-430 REVENUE Totals:	306,690.00	-76,672.50	0.00	0.00	-76,672.50
Dept 460	Public Charges for Services					
285-460-00000-46710	Library Fees	0.00	-590.41	0.00	612.54	-1,202.95
285-460-00000-46715	Library Donations/Contribut	0.00	0.00	0.00	0.00	0.00
285-460-00000-46716	Library- S. 43.17 Payments	30,746.99	0.00	0.00	0.00	0.00
	285-460 REVENUE Totals:	30,746.99	-590.41	0.00	612.54	-1,202.95
Dept 480	Miscellaneous Revenue					
285-480-00000-48100	Interest Income	0.00	-300.70	0.00	273.68	-574.38
285-480-00000-48130	Reimb. Prior Year Expenses	0.00	0.00	0.00	0.00	0.00
285-480-00000-48220	Lost Book Pymts -Other Library	0.00	-10.00	0.00	0.00	-10.00
285-480-00000-48300	Property Sales	0.00	-362.08	0.00	276.78	-638.86
285-480-00000-48400	Insurance Recoveries	0.00	0.00	0.00	0.00	0.00
285-480-00000-48410	Insurance Dividends	0.00	0.00	0.00	0.00	0.00
285-480-00000-48515	Misc Reimb Rev-White Lake	8,000.00	-1,032.93	0.00	0.00	-1,032.93

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-480-00000-48516	Misc Rev - WVLS Partnership	0.00	0.00	0.00	0.00	0.00
	285-480 REVENUE Totals:	8,000.00	-1,705.71	0.00	550.46	-2,256.17
Dept 490	Other Financing Sources					
285-490-00000-49225	Library Fund Balance Applied	9,454.43	0.00	0.00	0.00	0.00
285-490-00000-49300	Transfer From General Fund	0.00	0.00	0.00	0.00	0.00
285-490-00000-49446	Tran From Library Exp. Trust	0.00	0.00	0.00	0.00	0.00
285-490-00000-49472	Tran From Cap. Imp/Eqpt Fund	0.00	0.00	0.00	0.00	0.00
	285-490 REVENUE Totals:	9,454.43	0.00	0.00	0.00	0.00
	REVENUE Totals:	661,581.42	-78,968.62	0.00	1,163.00	-80,131.62
EXPENSE						
Dept 620	Special Revenue					
285-620-62001-51100	Salaries and/or Wages FT	294,361.60	23,185.77	20,689.73	0.00	43,875.50
285-620-62001-51120	Salaries P.T. and Seasonal	30,538.50	3,403.38	2,441.25	0.00	5,844.63
285-620-62001-51160	Salaries Overtime	0.00	0.00	11.59	0.00	11.59
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	0.00	0.00	0.00
285-620-62001-51200	Salaries Holiday	0.00	2,903.86	0.00	0.00	2,903.86
285-620-62001-51230	Salaries Vacation	0.00	1,026.41	81.48	0.00	1,107.89
285-620-62001-51240	Salaries Sick Leave	0.00	753.75	1,563.00	0.00	2,316.75
285-620-62001-51440	Employer Cont For Retirement	22,781.20	1,940.78	1,636.79	0.00	3,577.57
285-620-62001-51480	Employer Cont Social Security	20,083.57	2,346.64	1,851.04	0.00	4,197.68
285-620-62001-51500	Employer Cont Health Ins	130,106.21	5,137.99	5,137.99	0.00	10,275.98
285-620-62001-51520	Employer Cont Life Ins	0.00	1.42	4.06	0.00	5.48
285-620-62001-51530	Employer Cont Dental Ins	6,651.60	227.00	227.00	0.00	454.00
285-620-62001-51540	Employer Cont 125 Plan	0.00	0.00	0.00	0.00	0.00
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	0.00	0.00	0.00	0.00	0.00
285-620-62001-51660	Emplye Reimbursable Expenses	0.00	0.00	0.00	0.00	0.00
285-620-62001-52110	Outside Legal Services	0.00	0.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	1,800.00	149.97	299.94	0.00	449.91
285-620-62001-52150	Electricity	10,000.00	0.00	1,563.76	0.00	1,563.76
285-620-62001-52170	Heating	7,500.00	0.00	1,600.81	0.00	1,600.81
285-620-62001-52190	Water & Sewer	2,900.00	0.00	212.84	0.00	212.84
285-620-62001-52210	Accounting & Auditing	1,200.00	0.00	0.00	0.00	0.00
285-620-62001-52280	Contractual Services	39,255.26	227.14	1,259.42	0.00	1,486.56

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-620-62001-53040	Equipment Lease Purchase	0.00	0.00	0.00	0.00	0.00
285-620-62001-53100	Office/Operating Supplies	5,000.00	549.86	122.46	0.00	672.32
285-620-62001-53140	Advertising	300.00	0.00	0.00	0.00	0.00
285-620-62001-53160	Travel & Training	200.00	0.00	0.00	0.00	0.00
285-620-62001-53180	ILL Postage	1,200.00	0.00	50.97	0.00	50.97
285-620-62001-53220	Computer Supplies & Repair	0.00	0.00	0.00	0.00	0.00
285-620-62001-53280	Library Outreach-Fuel Bookmobi	750.00	37.95	0.00	0.00	37.95
285-620-62001-53290	APL Bookmobile Maintenance	1,000.00	0.00	0.00	0.00	0.00
285-620-62001-53300	Equipment Repair & Maint	5,000.00	2,491.80	755.69	0.00	3,247.49
285-620-62001-53310	Library Outr-APL Bookmobile	500.00	0.00	0.00	0.00	0.00
285-620-62001-53540	Building Repairs & Maint/Fuel	2,000.00	0.00	365.83	0.00	365.83
285-620-62001-53630	Library Prop Sale Book Purchas	0.00	0.00	0.00	0.00	0.00
285-620-62001-53640	Library Books-Adult	12,000.00	144.22	1,444.08	0.00	1,588.30
285-620-62001-53650	Library Books-Children's	6,000.00	2,434.58	2,123.13	0.00	4,557.71
285-620-62001-53660	Library Patron Requests	0.00	0.00	0.00	0.00	0.00
285-620-62001-53670	Library Books Large Print	4,900.00	0.00	0.00	0.00	0.00
285-620-62001-53680	Library News/Periodicals/Refer	3,500.00	1,630.91	20.00	0.00	1,650.91
285-620-62001-53690	Library Books-Young Adult	500.00	0.00	11.02	0.00	11.02
285-620-62001-53700	Library Microfilm/Digitiz ADJ	2,175.00	0.00	0.00	0.00	0.00
285-620-62001-53710	Library Programming	2,300.00	0.00	0.00	0.00	0.00
285-620-62001-53720	Library Audio Books	3,000.00	0.00	0.00	0.00	0.00
285-620-62001-53730	Library- Act 150	15,373.48	0.00	0.00	0.00	0.00
285-620-62001-53740	Library AV/Electronic	2,000.00	0.00	196.31	0.00	196.31
285-620-62001-53741	Library Youth Materials	400.00	0.00	47.39	0.00	47.39
285-620-62001-53742	Library Adult Materials	400.00	194.81	0.00	0.00	194.81
285-620-62001-53750	Summer Reading Program	0.00	0.00	0.00	0.00	0.00
285-620-62001-53900	Branch Libraries	500.00	0.00	0.00	0.00	0.00
285-620-62001-53920	Lost Book Fee to Other Library	200.00	0.00	35.80	0.00	35.80
285-620-62001-54110	Liability Insurance Premiums	786.00	748.20	0.00	0.00	748.20
285-620-62001-54130	Workers Comp Insurance Prem	1,319.00	329.75	0.00	0.00	329.75
285-620-62001-54150	Property Insurance Premiums	8,100.00	1,530.50	6,238.58	0.00	7,769.08
285-620-62001-54190	Unemployment Benefits	0.00	0.00	740.00	0.00	740.00
285-620-62001-55000	Cash Short/Over	0.00	0.00	0.00	0.00	0.00
285-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	0.00
285-620-62001-57070	Capital Improvements	0.00	0.00	0.00	0.00	0.00
285-620-62001-57120	Capt Equip-Replacement Reserve	0.00	0.00	0.00	0.00	0.00
285-620-62001-59010	Transfer to General Fund	15,000.00	0.00	0.00	0.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	285-620 EXPENSE Totals:	661,581.42	51,396.69	50,731.96	0.00	102,128.65
	EXPENSE Totals:	661,581.42	51,396.69	50,731.96	0.00	102,128.65
	Fund 285 Totals:	0.00	0.00	111,815.16	111,815.16	0.00
	Report Totals:	0.00	0.00	111,815.16	111,815.16	0.00

General Ledger
Expenditure Guideline

User: jjensen
Printed: 3/17/2025 11:33:41 AM
02/01/2025-02/28/2025



Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285	Library					
620	Special Revenue					
62001	Special Revenue					
285-620-62001-51100	Salaries andor Wages FT	294,361.60	20,689.73	43,875.50	250,486.10	14.91
285-620-62001-51120	Salaries P.T. and Seasonal	30,538.50	2,441.25	5,844.63	24,693.87	19.14
285-620-62001-51160	Salaries Overtime	0.00	11.59	11.59	-11.59	0.00
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	0.00	0.00	0.00
285-620-62001-51200	Salaries Holiday	0.00	0.00	2,903.86	-2,903.86	0.00
285-620-62001-51230	Salaries Vacation	0.00	81.48	1,107.89	-1,107.89	0.00
285-620-62001-51240	Salaries Sick Leave	0.00	1,563.00	2,316.75	-2,316.75	0.00
285-620-62001-51440	Employer Cont For Retirement	22,781.20	1,636.79	3,577.57	19,203.63	15.70
285-620-62001-51480	Employr Cont Social Security	20,083.57	1,851.04	4,197.68	15,885.89	20.90
285-620-62001-51500	Employer Cont Health Ins	130,106.21	5,137.99	10,275.98	119,830.23	7.90
285-620-62001-51520	Employer Cont Life Ins	0.00	4.06	5.48	-5.48	0.00
285-620-62001-51530	Employer Cont Dental Ins	6,651.60	227.00	454.00	6,197.60	6.83
285-620-62001-51540	Employer Cont 125 Plan	0.00	0.00	0.00	0.00	0.00
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	0.00	0.00	0.00	0.00	0.00
285-620-62001-51660	Emplye Reimbursable Expenses	0.00	0.00	0.00	0.00	0.00
285-620-62001-52110	Outside Legal Services	0.00	0.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	1,800.00	299.94	449.91	1,350.09	25.00
285-620-62001-52150	Electricity	10,000.00	1,563.76	1,563.76	8,436.24	15.64
285-620-62001-52170	Heating	7,500.00	1,600.81	1,600.81	5,899.19	21.34
285-620-62001-52190	Water & Sewer	2,900.00	212.84	212.84	2,687.16	7.34
285-620-62001-52210	Accounting & Auditing	1,200.00	0.00	0.00	1,200.00	0.00
285-620-62001-52280	Contractual Services	39,255.26	1,259.42	1,486.56	37,768.70	3.79
285-620-62001-53040	Equipment Lease Purchase	0.00	0.00	0.00	0.00	0.00
285-620-62001-53100	OfficeOperating Supplies	5,000.00	122.46	672.32	4,327.68	13.45
285-620-62001-53140	Advertising	300.00	0.00	0.00	300.00	0.00
285-620-62001-53160	Travel & Training	200.00	0.00	0.00	200.00	0.00
285-620-62001-53180	ILL Postage	1,200.00	50.97	50.97	1,149.03	4.25
285-620-62001-53220	Computer Supplies & Repair	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285-620-62001-53280	Library Outreach-Fuel Bookmobi	750.00	0.00	37.95	712.05	5.06
285-620-62001-53290	APL Bookmobile Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
285-620-62001-53300	Equipment Repair & Maint	5,000.00	755.69	3,247.49	1,752.51	64.95
285-620-62001-53310	Library Outr-APL Bookmobile	500.00	0.00	0.00	500.00	0.00
285-620-62001-53540	Building Repairs & MaintFuel	2,000.00	365.83	365.83	1,634.17	18.29
285-620-62001-53630	Library Prop Sale Book Purchas	0.00	0.00	0.00	0.00	0.00
285-620-62001-53640	Library Books-Adult	12,000.00	1,444.08	1,588.30	10,411.70	13.24
285-620-62001-53650	Library Books-Children's	6,000.00	2,123.13	4,557.71	1,442.29	75.96
285-620-62001-53660	Library Patron Requests	0.00	0.00	0.00	0.00	0.00
285-620-62001-53670	Library Books Large Print	4,900.00	0.00	0.00	4,900.00	0.00
285-620-62001-53680	Library NewsPeriodicalsRefer	3,500.00	20.00	1,650.91	1,849.09	47.17
285-620-62001-53690	Library Books-Young Adult	500.00	11.02	11.02	488.98	2.20
285-620-62001-53700	Library MicrofilmDigitiz ADJ	2,175.00	0.00	0.00	2,175.00	0.00
285-620-62001-53710	Library Programming	2,300.00	0.00	0.00	2,300.00	0.00
285-620-62001-53720	Library Audio Books	3,000.00	0.00	0.00	3,000.00	0.00
285-620-62001-53730	Library- Act 150	15,373.48	0.00	0.00	15,373.48	0.00
285-620-62001-53740	Library AVElectronic	2,000.00	196.31	196.31	1,803.69	9.82
285-620-62001-53741	Library Youth Materials	400.00	47.39	47.39	352.61	11.85
285-620-62001-53742	Library Adult Materials	400.00	0.00	194.81	205.19	48.70
285-620-62001-53750	Summer Reading Program	0.00	0.00	0.00	0.00	0.00
285-620-62001-53900	Branch Libraries	500.00	0.00	0.00	500.00	0.00
285-620-62001-53920	Lost Book Fee to Other Library	200.00	35.80	35.80	164.20	17.90
285-620-62001-54110	Liability Insurance Premiums	786.00	0.00	748.20	37.80	95.19
285-620-62001-54130	Workers Comp Insurance Prem	1,319.00	0.00	329.75	989.25	25.00
285-620-62001-54150	Property Insurance Premiums	8,100.00	6,238.58	7,769.08	330.92	95.91
285-620-62001-54190	Unemployment Benefits	0.00	740.00	740.00	-740.00	0.00
285-620-62001-55000	Cash ShortOver	0.00	0.00	0.00	0.00	0.00
285-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	0.00
285-620-62001-57070	Capital Improvements	0.00	0.00	0.00	0.00	0.00
285-620-62001-57120	Capt Equip-Replacement Reserve	0.00	0.00	0.00	0.00	0.00
285-620-62001-59010	Transfer to General Fund	15,000.00	0.00	0.00	15,000.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	661,581.42	50,731.96	102,128.65	559,452.77	15.44
620	Special Revenue	661,581.42	50,731.96	102,128.65	559,452.77	15.44

General Ledger
Revenue Guideline



User: jjensen
 Printed: 3/17/2025 11:25:58 AM
 02/01/2025-02/28/2025

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285	Library					
410	Taxes					
285-410-00000-41110	General Property Taxes	-306,690.00	0.00	0.00	-306,690.00	0.00
410	Taxes	-306,690.00	0.00	0.00	-306,690.00	0.00
430	Intergovernmental					
285-430-00000-43585	Grant Income	0.00	0.00	0.00	0.00	0.00
285-430-00000-43720	County Library Aid	-306,690.00	0.00	-76,672.50	-230,017.50	25.00
430	Intergovernmental	-306,690.00	0.00	-76,672.50	-230,017.50	25.00
460	Public Charges for Services					
285-460-00000-46710	Library Fees	0.00	-612.54	-1,202.95	1,202.95	0.00
285-460-00000-46715	Library DonationsContribut.	0.00	0.00	0.00	0.00	0.00
285-460-00000-46716	Library- S. 43.17 Payments	-30,746.99	0.00	0.00	-30,746.99	0.00
460	Public Charges for Services	-30,746.99	-612.54	-1,202.95	-29,544.04	3.91
480	Miscellaneous Revenue					
285-480-00000-48100	Interest Income	0.00	-273.68	-574.38	574.38	0.00
285-480-00000-48130	Reimb. Prior Year Expenses	0.00	0.00	0.00	0.00	0.00
285-480-00000-48220	Lost Book Pymts -Other Library	0.00	0.00	-10.00	10.00	0.00
285-480-00000-48300	Property Sales	0.00	-276.78	-638.86	638.86	0.00
285-480-00000-48400	Insurance Recoveries	0.00	0.00	0.00	0.00	0.00
285-480-00000-48410	Insurance Dividends	0.00	0.00	0.00	0.00	0.00
285-480-00000-48515	Misc Reimb Rev-White Lake	-8,000.00	0.00	-1,032.93	-6,967.07	12.91
285-480-00000-48516	Misc Rev - WVLS Partnership	0.00	0.00	0.00	0.00	0.00
480	Miscellaneous Revenue	-8,000.00	-550.46	-2,256.17	-5,743.83	28.20
490	Other Financing Sources					
285-490-00000-49225	Library Fund Balance Applied	-9,454.43	0.00	0.00	-9,454.43	0.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>AvailUncollect</u>	<u>% ExpendCollect</u>
285-490-00000-49300	Transfer From General Fund	0.00	0.00	0.00	0.00	0.00
285-490-00000-49446	Tran From Library Exp. Trust	0.00	0.00	0.00	0.00	0.00
285-490-00000-49472	Tran From Cap. ImpEqpt Fund	0.00	0.00	0.00	0.00	0.00
490	Other Financing Sources	-9,454.43	0.00	0.00	-9,454.43	0.00
285	Library	-661,581.42	-1,163.00	-80,131.62	-581,449.80	12.11

Sales

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Solicitation

Policy

draft



Policy: Sales and Solicitation Policy

Approved: draft 3/18/25

Purpose: The purpose of this policy is to define the parameters of public sales and solicitations within and directly outside the Antigo Public Library.

Policy: With prior approval from the Antigo Public Library Director or their designee, community partners, presenters, and exhibitors may conduct single-use sales within or directly outside of the Antigo Public Library.

Community Non-Profits: Donation opportunities for non-profit organizations may be provided in the Antigo Public Library Building at the discretion of the Antigo Public Library Director or their designee. The Antigo Public Library will not be held responsible for any losses or theft of donations made to other organizations. The Antigo Public Library retains the right to refuse donation displays. Complaints about such refusals can be directed to the Antigo Public Library Board of Trustees via the form in this document.

Examples of this may be basket for donations to the Antigo Area Community Food Pantry, or the Langlade Humane Society.

Sales by Antigo Public Library Presenters: with prior approval of the Antigo Public Library Director, presenters of programs at the Antigo Public Library may sell relevant items after presenting. Visiting performers will not require a local business license to do one-time sales after a performance.

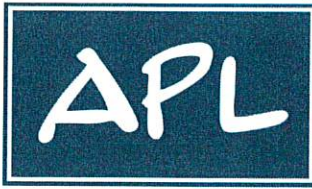
Examples of this may be authors selling their books after a book talk; musicians selling their CDs after a musical performance; animal conservation groups selling miniatures or photos with the animals; horticulturists selling plants after a talk on ecology, conservation, etc.

Artwork Sales: any artwork approved and exhibited (see the Displays and Exhibits Policy) within the Antigo Public Library must be purchased through the artist with no involvement of any Antigo Public Library staff. Artwork displayed in an approved exhibit that is for sale must include the artists' name and contact information for any purchases. The Antigo Public Library will not be responsible or liable for the collection of funds associated with any outside entity.

Non-Library Events within the McGinley Room or Conference Room: The City of Antigo rules governing sales apply. Please see the City of Antigo for any permit or other requirements.

Solicitation: Solicitation by members of the public is not allowed within the Antigo Public Library. No unauthorized solicitation of funds or sales of goods and services are allowed. Donation repositories for individuals will not be displayed in the library; the community bulletin board can be used to display information about how to donate to various causes.

Groups or individuals who wish to solicit to the public on Antigo Public Library property, outside of the building, may do so only if public access to the building is not impeded and building use is not interfered with in any way including loud noise, threatening behavior or otherwise disorderly conduct or violations of the Patron Code of Conduct Policy.

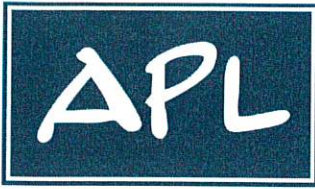


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Petitions, canvassing, surveying, or distribution of literature by members of the public is permitted outside the Antigo Public Library building provided free passage to the library is maintained at all time of at least 10 feet in width, Antigo Public Library patrons and staff members are not interfered with, and all other applicable policies and laws are followed for safe and respectful assembly and political discourse.

The following reasonable time, place, and manner restrictions are established regarding petitions and related speech activities within the Antigo Public Library to support the mission, vision, and values of the Antigo Public Library: the Antigo Public Library prohibits circulating, distributing, or presenting petitions or engaging in related activities with staff or other patrons. Individuals may hand petitions to the circulation desk staff, who will place them in a designated location if space is available.



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ANTIGO PUBLIC LIBRARY: Community Non-Profit Donation Solicitation Form

NAME: _____

ORGANIZATION: _____

EMAIL ADDRESS: _____

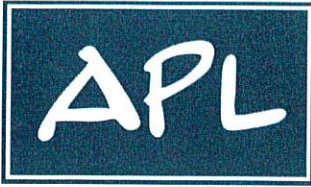
PHONE NUMBER: _____

What event or idea do you/your organization want to raise awareness for with a library donation solicitation?

If your event/organization has any official websites, event pages, or logos please include links:

What date(s) would you/your organization like to have a donation solicitation at the Antigo Public Library:

What is container/how will your organization collect donations? What will the display include?



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ANTIGO PUBLIC LIBRARY: Donation Solicitation Display Liability Waiver and Exhibit Release

Antigo Public Library Donation Solicitation Display Liability Release

I, the undersigned, that by placing a receptacle within the Antigo Public Library for the purpose of soliciting donations for _____ (organization name), and in consideration of the privilege of exhibiting the receptacle in the Antigo Public Library, I hereby release said Library from responsibility for loss, damage, or destruction of said receptacle and any donations contained within while they are in the possession of the Antigo Public Library.

Donation Receptable Display to be held in the _____

During _____

Description of materials displayed for donation solicitation collection:

Name: _____
Signature _____
Address _____

Date _____
Telephone _____

LIBRARY USE ONLY

Date received: _____

Staff Member taking possession of the materials & release: _____

Date picked up: _____

Staff Member releasing items to exhibitor(s): _____

Signature of exhibitor collecting artifact(s): _____

3/17/2025



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ANTIGO PUBLIC LIBRARY: Community Non-Profit Denied Donation Solicitation Complaint Form

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Organization Name: _____

Reason Antigo Public Library Director Provided for Donation Solicitation Denial:

Reasons why your organization should be allowed to solicit donations within the Antigo Public Library:

ANTIGO PUBLIC LIBRARY USE ONLY –

Antigo Public Library Board of Trustee Decision:

Date: _____

Signature of Board President: _____

Signature of Second Board Member: _____

Displays

+

Exhibits

Policy

Draft



DRAFT

Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: DISPLAYS AND EXHIBITS POLICY

Approved: draft 3/18/25

Purpose: The purpose of this policy is to define the parameters of public displays within the Antigo Public Library that ensure the rights of the community to equal access to the Antigo Public Library's public display spaces. As an educational and cultural institution, the Antigo Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, science, educational, civic, artwork or any other material deemed of general interest may be exhibited. Viewpoints or ideas represented in the displays and/or exhibits do not necessarily imply endorsement by the Antigo Public Library, the Antigo Public Library Staff, or the Antigo Public Library Board of Trustees.

Reasons to program with the Antigo Public Library include:

- Supporting literacy of all kinds for everyone.
- Providing public space for in-person dialogue on topics the community cares about.
- Increasing collaboration between local agencies.
- Offering opportunities for more human connections.

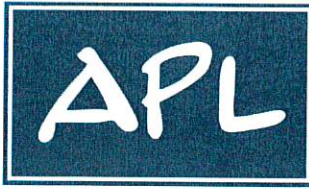
Policy: The Antigo Public Library director shall accept or reject material offered for display based on its suitability and availability.

The Antigo Public Library assumes no responsibility for preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Antigo Public Library are there at the owner's risk. Items must be removed at the time specified by the Antigo Public Library Director or designee. Materials not picked up within thirty (30) days may be disposed of as the Antigo Public Library Director sees fit.

Priority for display spaces is given to the Antigo Public Library collections and Antigo Public Library programs. Community events and partner organizations may be highlighted as space and time allow.

Areas available to the public for displays and exhibits on a continued basis include a single glass exhibit case located nearest to the Clermont St. (West) entrance of the Antigo Public Library, the Conference room located inside the main library, and wall space inside of the main library. The defined wall space for display within the main library is a 10-foot-wide x 7-foot-tall wall on the west side of the building at the end of the wall-mounted book shelving and two 40-inch-wide x 60-inch-tall wall spaces above the public computers, which are located on the southern interior wall. Other areas that may be available for displays and exhibits will be determined by the Antigo Public Library Director or their designee. No admission will be charged, and such displays or exhibits must be open freely to the public. Purely commercial use of display or exhibit space is prohibited.

A release must be signed by the exhibitor(s) before any artifact can be placed in the library.



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The Antigo Public Library Director reserves the right to accept or reject any material offered for display or exhibit. The following factors will be considered in the determination of a display or exhibit proposal:

- Aligning with the Antigo Public Library’s vision, mission, values, and priorities.
- The relationship of the subject matter of the exhibit to a scheduled activity or program on the Antigo Public Library’s calendar.
- The relationship of the subject matter to matters of widespread interest to the citizens of Langlade County.
- Past or scheduled exhibits relating to the same or similar subject.
- The number of competing requests for exhibits during the period requested.
- Number of prior exhibits by the requesting individual or organization.
- Desired date, time and location.

The Antigo Public Library prioritizes programs of arts, cultural, or humanities; programs that encourage civic, digital, and financial literacy and community discourse. If you are interested in presenting a program with the Antigo Public Library, your proposal will reflect these reasons and understand these considerations. If your submission is accepted, an Antigo Public Library representative will contact you to discuss the next steps.

Art exhibit proposals will be reviewed by the Antigo Public Library Board of Trustees for approval. The Board of Trustees will review and select art works to be exhibited based on merit, with priority given to regional artists. Art displays may hang for a maximum of sixty days. An artist does not need to be part of any defined art group to participate. The number of pieces to be hung and displayed will be based on the sizes of the pieces submitted in conjunction with the defined wall space available (as laid out above).

Program timeframe, proposal deadlines:

<i>If the program is in...</i>	<i>The proposal deadline is:</i>
December – February...	August 1 st
March – May...	December 1 st
June -August...	March 1 st
September – November...	May 1 st

Images, audio, and video:

By displaying programs within the Antigo Public Library, the program presenters grant permission to the Antigo Public Library for any images, video, or audio from the event taken by Antigo Public Library staff for Antigo Public Library promotional purposes.

Displays of items, messages, or images that would be legally defined as “obscene” under Wisconsin Statute 944.21 or under the Federal “Miller Test” are not allowed. If a proposal for display is submitted to the Antigo Public Library and the Antigo Public Library director determines that there is a potential issue of “obscenity” within the proposal, said proposal will be forwarded to the Antigo City Attorney and the Langlade County Attorney for review. The Antigo Public Library Director will take the recommendations of the Antigo City Attorney and the Langlade County Attorney to the Antigo Public Library Board of Directors, who will make the final decision on displaying the proposal in question.

3/17/2025



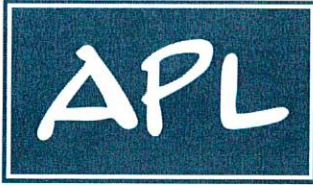
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Public Challenge: A public display challenge refers to a situation where individuals or groups object to the content or themes presented in a public display housed within the Antigo Public Library. A challenge involves expressing dissatisfaction or requesting the removal of items from the display due to their perceived controversial, sensitive, or offensive nature.

Anyone may express a challenge to a public display presented within the Antigo Public Library by completing the Display Challenge form defined within this policy. The challenge will be taken to the Antigo Public Library Board of Trustees at their next scheduled Committee of the Whole meeting for discussion with possible action on the challenge at the Antigo Public Library Board of Trustees next full board meeting.



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ANTIGO PUBLIC LIBRARY: Display Proposal

Do you have an idea for a display at the Antigo Public Library? The Antigo Public Library would love to hear from you. Complete this form and submit your Display Proposal to the Library in person, via email or the USPS.

Priority for display spaces is given to the Antigo Public Library collections and the Antigo Public Library programs. Community events and partner organizations may be highlighted as space and time allow.

The Antigo Public Library staff shall consider the following factors: the relationship of the subject matter of the exhibit to a scheduled activity or program in the Antigo Public Library, the relationship of the subject matter of the exhibit to matters of widespread interest to the citizens of Langlade County, past or scheduled exhibits relating to the same or similar subject, number of competing requests for exhibits during the period requested, number of prior exhibits by the requesting individual or organization, and the date the request was received.

More information about proposing an Antigo Public Library Display Program can be found in the Antigo Public Library's Displays and Exhibits Policy.

NAME: _____

ORGANIZATION: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

What event or idea do you/your organization want to raise awareness for with a library display?

Four horizontal lines for text entry.

If your event/organization has any official websites, event pages, or logos please include links:

Three horizontal lines for text entry.

What date(s) would you/your organization like to have a display at the Antigo Public Library: _____

What is your organization hoping to display?

[] My organization wants to bring items to put on display.

[] My organization wants the library to put books on display.



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ANTIGO PUBLIC LIBRARY: Display Challenge

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Do you represent yourself? _____

Or an organization? _____

Organization Name: _____

Program you are commenting on:

Individual/Organization Presenting the Program: _____

1. What brought this display to your attention?

2. What concerns you about the display?

3. Are there resource(s) you suggest providing additional information and/or other viewpoints on this topic?

4. What action do you request the Antigo Public Library Board of Trustees consider?



DRAFT

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ANTIGO PUBLIC LIBRARY: Display Liability Waiver and Exhibit Release

Antigo Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Antigo Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Antigo Public Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Antigo Public Library.

Exhibition to be held in the _____

During _____

Description of materials loaned

Name: _____

Signature _____

Address _____

Date _____

Telephone _____

LIBRARY USE ONLY

Date received: _____

Staff Member taking possession of the materials & release: _____

Date picked up: _____

Staff Member releasing items to exhibitor(s): _____

Signature of exhibitor collecting artifact(s): _____

3/17/2025