

Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Board of Trustee Full Board Meeting

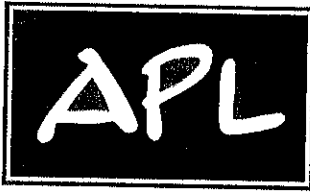
Tuesday, April 22, 2025 @ 6:00 PM APL McGinley Meeting Room

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 (3/18/25), and Regular Full Board of Trustee monthly meeting, (3/25/25.)
6. WVLS – Board member Judy Peterson
7. President’s comments
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 revised policies moved forward from the 4/15/22 COW meeting, including:
 - Collection Development Policy
 - Meeting Room Policy
 - Book Sales Policy
 - Display Policy
 - Unattended Child Policy
 - c. Approval as discussed and moved forward from the 4/15/25 COW meeting, the closing the Koss Investment Acct from the Library Foundation and depositing \$30,000 into the highest interest CoVantage Acct option and the use of the remaining money for the library’s needs.
 - d. Approve the posting of the Antigo Public Library seasonal part-time Front Desk Position, (20 hours), via City HR Dept.
10. Considerations for the next board meeting.
11. Next board meeting will be the APL Annual meeting, May 27 ,2025 @ 6:00 PM.
12. Adjournment

Carol Bardo
APL Board of Trustee President

11/25/2024



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

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.

Antigo Public Library

Board of Trustees

Minutes of March 18, 2025

C.O.W. Meeting @ 6:00 p.m.

McKinley 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 | Excused |
| Cate Listle | Present | |
| Glenda Oginski | Present | |

Others in attendance: Toni Edge, Interim Director

1. Call to order: President Bardo called the meeting to order @6:00 p.m.
2. Roll call: quorum established
3. Pledge of Allegiance
4. Correspondence/public comments: none
5. WLVS Board Member: Judy Peterson
 - a. She attended two meetings. WVLS Board of Trustees. Basic recap of all their things such as library statistics Of 2024 and the budget for the upcoming year.
 - b. The second one – WVLS V-Cat Steering Committee. The vision is to focus on the users of the libraries which involve planning and surveying. Some of the projects won't be completed until 2027. The mission is to "Foster Collaboration" and the vision is "Libraries Achieving More Together."
6. Committee items presented for discussion, review, or action.
 - a. Some of the purchases were books to train the staff on reading with children and programs for them. The book mobile needed new tires. A motion to move the bills and invoices to be paid forward to the regular meeting, 03/25/25 was made by Listle, 2nd by Augustyn. Roll call vote. Bardo,/YES Sinkler/YES Augustyn/YES Jones/YES Rebstock/YES Listle/YES Oginski/YES
Motion carried.
 - b. A Sales Policy was created by Toni with input from attorneys Mike Winters and Robin Stowe along with Teresa Schmidt at DPI. Ms. Schmidt shared other libraries' sales policies highlighting strong and weak points in them. The AVA (Antigo Visual Arts) people have artwork that is for sale hanging in the library. Prior contracts were that the library would collect any sales money and forward it to the AVA. There was some legality in that procedure and some issues with the ALA (American Library Association) policies. The library's Display Policy had a few minor changes for clarification. A motion

to move the Sales/Solicitation and Display/Exhibit policies for approval at the regular meeting on 03/25/2025 was made by Jones, 2nd by Oginski. Voice vote. All, "Ayes."
Motion carried.

7. Next C.O.W. : April 15, 2025 possible discussion on the procedure/policy for having representatives on the board. Maybe Teresa from DPI could be involved. The Room Reservation Policy/form needs to be updated. The kid's room and conference room forms need to be separated and simpler.
8. Adjournment: a motion to adjourn the meeting was made by Oginski, 2nd by Sinkler. Voice vote. All, "Ayes." Motion carried. Meeting adjourned @ 6:29 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of March 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 | Present | |
| Kim Duchan | Present | |
| Cate Listle | Present | |
| Glenda Oginski | Present | |

Others in attendance: Toni Edge, Interim Director. Teresa Schmidt from DPI. County , City, Foundation representatives.

1. Call to Order: President Bardo called the meeting to order @ 6:00 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance
4. Correspondence, Public Comments: One person shared that the board may answer questions asked from the public. It is the board's discretion if they want to provide answers or not.
5. Approve Minutes: A motion to approve the C.O.W. minutes of 02/20/2025 and the Regular minutes of 02/25/2025 was made by Duchan, 2nd by Listle. Voice Vote. All , "Ayes." Motion carried.
6. President's Comments: Carol shared how her grandson commented that the library is his favorite place. A nearby woman shared that she hears this all the time, and how she loves having the books pulled into the different play areas that encourage reading. Last month Toni shared the annual report. At the end of 2023 and the beginning of 2024. Since there are no records of the past annual reports to be found in the library, Carol contacted the Ben Miller from DPI and requested copies of the annual reports for the past seven years. The Task Force will get a copy of these records as well.
7. Guest Speaker: Teresa Schmidt. Ms. Schmidt's serves as the Public Library Administration Consultant, and her job directly manages librarian certification. She based her presentation from questions that were submitted. The two areas of focus were:
 - a. What is a public library and its services?
 - b. What is the DPI's position regarding having a director who is a "certified public librarian" and where does APL sit in its timeline to recruit and hire a qualified and eligible candidate with consideration of the current interim director's temporary certificate and expiration of that certificate?

Her information was concise and explicit of where APL is in the hiring of a permanent director. Since the library has a compliance plan as directed and guided by DPI, and the fact that Toni is on the certification process (timeline until June 2026) as outlined by DPI, she informed the board and audience that the board did not have to post a hiring, but could hire Toni that night. Her full talk is included as an attachment in this month's minutes.

8. Director's report:

- a. Update of the estimated library content purging by previous administration. From the 13,000 that is documented as purged, an updated number won't be completed until there is a full inventory all of the library content it is cataloged correctly.
- b. The cataloging that needs to be done is Young Adult – Sci-Fi (and replace it), Adult/YA Graphic Novel + Manga. Much inventory is still crossed over and needs to be separated. DPI clearly identifies the range as 12 to 18, and 19 and over. Other areas of cataloging clean up involve Adult Non-Fiction, and Children's Picture Books + Easy Readers + Beginning Chapter Books + Juv. Non-Fiction. Having four to five different Children's Librarians over a period of seven years and this has contributed to the confusion and disorder since everyone can have a different process.
- c. A global plan to refill the library will be looking at circulation records. Elizabeth Simek – Circulation and Catalog Specialist – wrote up a cohesive report on how the library selects materials for weeding, the circulation records, and how she orders books. Her report in detail will be on the Library's webpage. Toni and Elizabeth have been noticing a significant drop in courier crates. Normally they were receiving up to seven crates from other libraries bringing in requested books. Now it is down to three and half of those were returns of our books. And since our circulation has not gone down, one can surmise that we are buying books that patrons want, and they do not have to outsource them from other libraries. Additionally, Toni speaks to parents after story hour of what materials they are looking for.
- d. One change this month is stopping the courier system for books that are requested in White Lake that are on the Antigo library's shelves. Now, the books are driven out there via the bookmobile. Prior to that, a book would leave Antigo, go to Marathon Library, and then to White Lake. This took anywhere from seven days to two weeks.
- e. White Lake's book collection has nearly doubled, but there is still a shortage of books for the 6 to 11 year-olds. Amber, the White Lake Access-Service Coordinator, has been working with the White Lake School and partnering programs in the library for them.
- f. Tabitha delivers books to the local retirement/care facilities. Resources are funneled into the large print books. Toni took a field trip the Milwaukee Central Library, and our collection of large print books out numbers theirs. We are working with our elderly to become familiar and comfortable with the e-book version.
- g. Current programming: Tech-Tuesday occurs at the Senior Center. Elcho bookmobile is on Wednesdays. Play Café is Tuesday and Friday. Amber will start going to LaRoyer Child Care facility to do Play Café there for the 3+ ages. She will be using the curriculum, Every Child Ready to Read. Story Time on Wednesday is seeing 15 to 23 people per week which include a story, songs, phonics development, and sensory bins. Usually two to four books are read. It runs for two hours and it will assist parents in working with their children.
- h. Summer Programming: Will start the second week of June.

- i. We have double our performer program and have six this year: R.E.G.I., Two Magician (one who is deaf with an ASL interpreter, Dinosaur Puppets (from Milwaukee), Northwood Turtles, and Story in a Box.
- ii. Story Time will continue on Wednesday and an additional Thursday afternoon from 3:30 to 5:00 will be added. (Two times per week)
- iii. Play Café will meet two times a week on Tuesday and Friday. Each day will have two time slots: 10:30 – 12:00 and 2:30 – 4:00 which makes a total of Play Café four times a week.
- iv. First Chapter Fridays has been created for the 6-11 year-olds readers.
- v. There are four adult art days scheduled such as decorating a quilt square.
- vi. There will be an adult “puzzle-thon”
- vii. There will be extended White Lake hours and activities for those two days.
- viii. The Reading Program will run through the summer until August 16th.
- ix. The webpage will have a listing of all the reading programs, the age groups, and a description of the challenges.
- i. Toni will be posting for the two Paige positions. They need to be ages 16 and over and must live in Langlade County, and can be public, parochial, or home schooled. It will be for 10 hour per week. There is a potential of hiring a seasonal part-time employee for the front desk. We have an increase of patrons and deliveries.
- j. March 8th was the staff last training day. They visited other libraries. One thing our staff noticed was how the other library workers did not greet the patrons as they walked in. They are pleased that our library does this!

9. Discussion and Possible action items.

- a. A motion to pay the bills/invoices that were reviewed and moved forward from the 03/18/2025 COW meeting PLUS a reimbursement for a purchase of \$24.84 by Toni and a payment of \$135 for the DNR park passes for the summer was made by Jones, 2nd by Sinkler. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES
 Jones/YES Rebstock/YES Duchan/YES Litstle/YES Oginski/YES
 Motion carried.
- b. A motion to have the Antigo Library Board direct the City Financial Director to create an account to pay for the monthly city gas and water, Spectrum, and WPS from an automatic debit card. Funds will be taken from the budgeted monies already designated was made by Duchan, 2nd by Listle. Roll call vote. Bardo/YES Sinkler/YES
 Augustyn/YES Jones/YES Rebstock/YES Duchan/YES Litstle/YES
 Oginski/YES Motion carried.
- c. A motion to approve the Sales and Solicitation Policy that was reviewed and moved forward from the 03/18/2025 COW meeting was made by Oginski, 2nd by Rebstock. Voice vote. All, “Ayes.” Motion carried.
- d. A motion to approve the Display and Exhibits Policy that was reviewed and moved forward from the 03/18/2025 COW meeting was made by Rebstock, 2nd by Sinkler. Voice vote. All, “Ayes.” Motion carried.

- e. The next item was the posting of the Antigo Public Library Full-time position, via the city HR department. In light of the information that was given by Ms. Schmidt from DPI this evening a lengthy discussion occurred concerning the freedom to forego the posting for hire and to vote on hiring Toni tonight. Three significant public figures: School Board member - Dave Bardo, County Representative - Roy Dieck, and City Representative - Glenn Bugni all voiced the same opinion that hiring Toni would be the appropriate thing to do. She has demonstrated her competency and skills (qualifications) to direct the Antigo Public Library. Foundation President – Jamie suggested that perhaps expected “procedures” should be followed for the sake of simply following them – not necessarily having a different outcome of the hire. A motion was made to approve the posting for hiring and Antigo Public Library Director via the City HR department was made by Sinkler, 2nd by Jones. Roll call vote. Bardo/NO Sinkler/YES Augustyn/NO
 Jones/No Rebstock/NO Duchan/NO Litstle/NO Oginski/NO
 Motion failed.
- f. A motion was made for the approval of hiring Toni Edge as the Antigo Public Library Director contingent upon her completion of necessary course work for Library Director Certification was mad by Jones, 2nd by Oginski. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Rebstock/YES Duchan/YES Litstle/YES Oginski/YES Motion carried.
10. Considerations for the next meeting: Updating the room reservation policy and creating a communications policy.
11. Next Board Meeting: April 22, 2025 @ 6:00
12. Adjournment: A motion to adjourn the meeting was made by Restock, 2nd by Duchan. Voice vote. All, “Ayes.” Motion carried. Meeting adjourned @ 8:16 p.m.

Nancy Jones, Secretary

DPI representative, Teresa Schmidt – Public Library Administrative Consultant - Presentation

The Antigo Public Library Board of Trustees immediately reached out to Wisconsin's Department of Public Instruction when in April 2024 the serving Library Director and Board President resigned from their positions. Throughout the last year, they have assisted the Library Board and Toni Edge the interim director guiding us and giving us solid advice. This is a summary of her presentation done on March 25, 2025. She based her content on two questions given to her by the Board President and a County Supervisor.

1. What is a public library and its services?
2. What is the DPI's position regarding having a director who is a "certified public librarian" and where does APL sit in its timeline to recruit and hire a qualified and eligible candidate with consideration of the current interim director's temporary certificate and expiration of that certificate?

She advises libraries around the state for their compliances with the state statutes around the issue of librarian certification and continuing education. There are nineteen people on the DPI team.

I. What is a library?

Wisconsin Chapter 43.001 is the beginning of the statutes that define the rules that libraries operate under. The Legislative findings say that they recognize the importance of the free access to knowledge, information, and diversity of ideas; the critical role played by public school, special, and academic libraries in providing that access; the major educational, cultural, and economic asset that is represented in the collective knowledge, information, resources of the state's libraries; and the importance of public libraries to the democratic process. There are also statements in our State Constitution about the importance of freedom of information and the access to that information. These things were not passed recently. This statute was first passed in the early 1980s or the late 1970s. They have been a part of our state government for a very long time.

The legislature and the attorney general have recognized are an issue of state wide concern. What that means is that local municipalities cannot pass ordinances that override state statutes. And the reason they have done that is that the state legislature has recognized the importance of collaboration between libraries, and if libraries are operating under different rules across the state, it makes collaboration much more difficult.

At the same time the state statutes provide for a lot of local control for public libraries. Board appointments are made locally, funding is appropriated locally in a way that the community feels is best, administration including the policies of the library are all set by the local library board. Sometimes, at DPI we get questions about what are the policies a library is required to

have? Can you show me the list of books a library is recommended to have in the state of Wisconsin? Those lists do not exist because it is entirely up to the library's local community to make those kinds of decisions about how they want to manage their libraries, what content is appropriate, what is of interest to their local residents. So, if you ask me for a list of all the books that libraries have, I can point you to the state wide catalog of what the libraries have, but I cannot give you a list of recommended titles because the state does not provide that.

I wanted to get that out there because that is a common misconception that we at the DPI are trying to direct local libraries. We do not. What we do is to help libraries comply with the state statutes they are required to follow.

What does it mean to be a public library?

There are libraries that are not public. They are locally funded entirely by donations, staffed by volunteers – they are rooms of books. And sometimes they have a computer, a copier machine to use, but usually they do not have a ton of services. They can be great options for a very small community, or they can supplement the local public library. They don't have to follow the statutes of a public library.

When you are a public library and you are following the chapter 43 statutes, you are given a suite of resources that benefits your community, including state wide resources like interlibrary loans service, the state wide digital library, access to technology services like WisNet, Badgernet. Some of the things you get for being a public library: Access to those state wide resources, access provided the the department including grant funding, membership in a library system, delivery and shared resources, technology and IT support, computer systems, and training for library staff. It gives you the authority to levy municipal and county taxes. Of course local municipalities can levy for what they wish, but there are additional things that can happen.

The public library has responsibilities. One is the free use of the library. It must be free to the residents. That doesn't mean that you can't charge for anything but the basic information providing function of the library must be free and available for everyone. You have to do reports, have a certified director, have board appointments that follow the law. You have to have a library board that is granted the powers given to it by the state statutes including the exclusive control of the libraries funding, and a board that controls the donations to the library. You also have a system membership agreement.

There are three main types of Wisconsin Public Libraries: Municipal, Joint (what you are), and County consolidated. Basically, a joint library agreement is where two different governing bodies – in your case, the city and the county – got together and have written out an agreement that lays out of how to fund the library, who is in control of certain aspects of the library, who is your fiscal agent, how your board members are appointed, and there are rules

for all of those things within the statutes on how you have to do some of them, but a lot of those things are left up to the local municipalities.

This is a graph that shows the organizations that support libraries around the state. We have fifteen. Let me tell you, other states are jealous of Wisconsin's library system. It was established in the 1970s, and it has allowed us to create collaborations that are much more impactful than in places where they do not have built in networks of collaboration. This library is part of the Wisconsin Valley Library Service. I live in the Northern Waters System. There are fifteen. The smallest area is the Kenosha County which is a single county system. They vary from a small number to over 40 libraries in a Library System.

The services in a system provide:

- Delivery
- Shared Catalog
- Professional development
- Shared resources (anything from a professional collection of materials to an outdoor movie kit that the library can borrow)
- Networking and IT support
- Consulting (for a variety of library issues)

The Wisconsin of Public Instruction Library Services

- ILL (inter library loans) WisCat state wide catalog
- Badger link : online digital resources and data bases
- State aid to Library Systems program. That is about 23 million dollars that is divided up amongst the 15 systems.
- Grants to state programs
- Certification of directors
- Planning and evaluation resources and library trustees
- Public record management
- Annual reporting
- Statutory compliance
- School library services

Other support Agencies

- One I want to mention because it is statutorily created is the Council on Library and Network Development (COLAND). That is an advisory committee to the Governor's office and the Governor appoints officers to that.
- Wisconsin Public Library Consortium

- WILS is a nongovernmental organization – they're not a nonprofit – but they are basically a consulting agency that is a frequent partner to libraries.
- There are many others that we partner with at the DPI to provide various services. Including additional reference support like if a patron comes in and asks a question at the front desk, and the library staff here doesn't know how to get that question answered, they can reach out to their System, and the System can reach out to us.
- Recollection Wisconsin was a history program and the Wisconsin Historical Society are additional partners. Wisconsin Talking Book and Braille Library are services directly available your members as card holders that are being supported.

And all of this comes from being a public library.

Funding for public libraries is highly variable. The info-graphic shows state wide averages. On an average local municipal appropriations make up 63% of the states total funding for libraries. And home county payments – payment from the county to the libraries in their own county make up 23%. Cross county borrowing payments make up only 2%, and the remaining 12% comes from miscellaneous things like grants, donations, and fines and fees.

I point this out. These numbers are not accurate for Antigo, but this is a state wide average. But I am asked all the time, "Where can I find more grants to run the library?" They really do not exist. Most libraries are not using grants to fund the operations of the library. You can apply for grants for special programs, and grants for development around certain topics. For the most part you will not find grants for the daily operation of the library. Most of that is coming from your local municipality or local county payments. And those vary like I said. One library gets 80% of their funding from cross county borrowing. It's just a fluke of geography. They are on the edge of a county, but there's a big city right over there that does not have a good library, so those cross county payments can be highly variable. My library where I worked received nearly nothing from cross county payments.

II. Librarian Certification

This is an issue that is going on right here right now. This is also an issue that I am in charge of at the state library services team. So I am the person who deals with this. It has been my job since July of last year (2024). Before me there was a gap of about five months when my position was open, and during that time, Toni started working here at the Antigo Public Library. I only bring this up because there is a little bit of a gap in communication – NOT gap in communication because we've been communicating– but there may be a little gap in a paper trail. That does not mean that anything that has happened is wrong. I do not want give that impression at all. Librarian certification is...

- Required by Wisconsin Statute 43.09
- Defined by Admin Code PI 6

- Managed by DPI Library Services Team with assistance from library system Continuing Education Validators. Fun fact: My husband is a plumber, and to renew his five year plumbing license, he is required to have I believe 30 hours of continuing education. To renew a librarian's license every five years, you need 100 hours on continuing education. Which I find interesting because you'd think with plumbing that technology has changed, it has to do with human health, and maybe they should have some knowledge, and all of these things are true. But librarians are typically (this may sound a bit self-aggrandizing) but we're typically one of the smartest people in the community. People come to us with their problems – technology – information needs – access to local services – and we have to be able to find and connect them to the answers they need.

There are two aspects to a librarian certificate.

1. Grade
2. Type

The grade is determined by the population that you serve. So Grade 1 is the highest or most demanding grade of librarian certificate to get. It is required for any community with a population of greater than 6,000. Here in Antigo, your county has a population of 19,000 residents or so, and you are clearly in the Grade 1 population.

Then there are temporary and regular certificates. And the rules for temporary certificates are different for the lower Grades 2 and 3 than they are for Grade 1. Grade one is the most stringent. It requires a master's degree in library and information science from an ALA accredited school. In order to get a temporary certificate for a Grade 1 license you have to have that. You can only have a temporary license for one year. So you have to be in one year of completing your degree. And, it is NOT renewable. You only get that one year. People who have just started their program typically are not eligible for Grade 1 certification.

All that being said, it is getting very difficult to hire library directors in the state of Wisconsin. It is not just true for Grade 1 library directors, but it is also true for very small communities who are struggling to get Grade 2 or 3 directors. We have a number of libraries that are out of compliance with this part of the State Statute. I would say there are eight or nine. It's not a huge number because there are 381 libraries in the state. And most of this is because it is difficult to find people who have enough education to qualify for certification, and are willing to work at a price that libraries can afford.

Antigo is currently under what we would call a compliance plan. You are not in compliance with the State Statute because Toni does not hold a librarian certification, but I like I said, you are not alone in the state. So, if you are a Non-compliant library for any reason not just librarian certification, but also for things like board composition, funding issues or anything you are required to follow as a public library you are at risk of loss of services, reduction in funding, or

expulsion from your library system. BUT, libraries that are out of compliance may communicate with our department and develop a compliance plan. What this says to us at the DPI is “we know we are not in compliance, here is why – there is a reason for it – it’s not because we are lazy, or we didn’t feel like looking for anybody” and we DPI are happy to work with libraries to develop a compliance plan.

Before I started working for DPI (July 2024) Toni was in communication with other people there who were filling in the library certification role in our department and had developed a compliance plan to get her from where she was to full compliance with a full Grade 1 certificate. This is the minimum timeline that my predecessor laid out for Antigo concerning Toni. The small gap in documentation is normally we would follow up and ask the Library Board to write a letter saying that they recognize all of this that they are adhering to the plan, and they understood the consequences of not adhering to the plan. I don’t think our department requested that of you. Again, it’s not an issue we are going to yell about. But, I do have the documentation in an email that we talked about this plan.

So, and Interim Director is not required to be certified, and that is what Toni is right now. Honestly, the only difference between and Interim and a Full Director in the eyes of the state is whether they have certification. An Interim Director may hold that position for a few months or a full year. It depends on the search process. Beloit Public Library had an Interim Director for 15 months. It’s not unusual to have an Interim Director serve for a while.

Our proposed timeline to Toni when she began working here was...

- Remain Interim Director until February 28, 2025 (and that the Library Board either hire her as the permanent director do a full search for a director at about this time)
- Accept appointment as Library Director after March 1, 2025
- Apply for Grade 1 Temporary Certification on May 30, 2025. Must complete coursework by May 29, 2026
- Apply for Regular Grade 1 Certification by June 30, 2026.

So because DPI knows you are noncompliant BUT have a compliance plan, we are not withholding serves.

III. She then opened the floor to questions.

“I do understand the three months. What is that?”

When a new director is hired without the word “interim” and they are applying for temporary certification, they have three months to apply. So if I was hired on January 1st I could wait until March 1st to apply for certification.

Normally, a masters degree is about two years if you’re doing it fulltime, and it will take three years if you’re doing it part-time, but again if you come into the program with credits that are already completed and count towards the program, you will accelerate that time.

Really the difference between temporary certification and regular certification is that every type of certificate requires some basic education. It's just that Grade 1 requires a Master's degree. At the lower levels it is a Bachelor's degree plus some library courses or a certain number of college credits with library courses. The Master's degree is the hardest one to get obviously for that Grade 1 certification, takes a little longer, and is also the most strict in the State's Statutes because you're only given one year to get your degree once you have applied for temporary certification. If you're a Grade 2 or 3, you are allowed four years to get your certificate. I didn't write those rules. They have been in place for a while, and would have to be changed by the Legislature. There is little room to wiggle with

"When I had received my Master's degree in Library Science, I had to take 36 credits. As I understand it, it's only 24 are required now?"

It's still around 36. Toni shared the UWM requires 36 and that is the program she is in. Yet, she does not have to take 36 credits because already has two Master's degrees, and her Master's degree in the Humanities and Social Sciences has satisfied some course credits.

There are electives built into the Master's program. When I did my Master's degree and that was only ten years ago, there were specific tracks laid out and you didn't have a lot of wiggle room. But nowadays, there are certain specializations within the Master's degree that you can do some elective courses.

"Based on what I am seeing (from the slideshow timeline), she has a plan that has been approved by DPI, and therefore if the Library Board chooses not to open for hire, they have approval by DPI to keep Toni and give her the opportunity to finish her degree by May 29, 2026?"

Yes, that is a correct summary of what I am trying to explain. And that goes back to that local control issue. The Library Board is free to make the decision to reopen the hiring process and accept applicants from outside the library, or they can make their own decision to be happy with what they have and just retain Toni as the director. This is just the timeline to get Toni certified if the Library Board chooses to retain her as their director.

If the Library Board chooses to go a different direction, we would look at the whole process again where you would be looking for someone with a Grade 1 certification.

"Do you ever think there will be a time where they will look at the requirements and how they are established?"

It's a difficult process because it has to be done by the Legislature. So, that is really the biggest hang-up. There used to be four levels of certification and the lower levels didn't need to take a 100 hours of recertification for example. That is a big issue particularly we have a lot of part-time directors in the southwest part of Wisconsin. We do here, too – any rural area does – so when you tell a library director who is working 20 hours a week that they somehow have to get 20 hours a year of continuing education that is kind of a burden for the library.

The other thing we are looking at which does not require such an elaborate process is there are four courses that Grade 2 and 3 Librarians are required to take in order to be certified, and it is a feeling of many of us that those four courses topics no longer truly align with the actual work of a librarian. There's nothing about HR, administration,... things that take a lot of a librarian's time.

“Are you finding out at DPI that you are having to give out more temporary certifications because there aren't enough people with the degree?”

I haven't been working at DPI long enough to answer that question with 100% accuracy, but my instinct it to say, yes. I almost never certify a Grade 2 or 3 library director who is fully certified right off the bat. Most of them are coming in as temporary and having to complete their courses. There are a lot of reasons for that, but I think the pay disparity between a librarian or a teacher right now is a big part of that. Unless you really love libraries, you don't go to college to be a librarian, and there just aren't a lot of people doing that now to fill these Grade 1 positions. I started as a temporary certified library director.

“We have put on this agenda tonight that we are going to open up and see what happens. Is that in anyway going to impact what Toni is doing in terms of her going forward with her education?”

Not as far as DPI is concerned. If you follow this timeline in compliance, we are happy with it. However, if you told us we haven't bothered looking, or we have a friend of a friend we're just going to bring in that would be a whole different conversation. And we've had those conversations with library boards. I have said to library boards, you have to make a good faith effort to find someone who is qualified.

“Worst case scenario, Toni decides “nah – this is too much- what happens next June 2026?”

If I don't see a temporary certification from Toni by this spring because that is what the compliance plan says, then I would have to contact the Library Board as say, “You are not

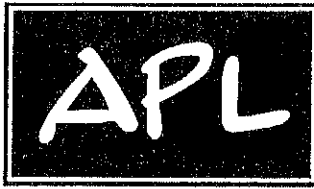
following your compliance plan. Tell me why. What is next?" And in which case I not exactly sure how bad it would have to be before we would take extreme steps since I've only been in this position for about seven months. So, that would be a conversation with my superiors on how we would handle it.

a short discussion/questions amongst the people present about hiring Toni as the interim was rehashed. These were not comments or questions the DPI would have been involved in

There are no red flags of what the Library Board has done.

My contact information is there on the slideshow. If anyone has question, you are free to contact me. I am here to serve library boards and library directors, but I am always happy to hear from other people as well.

Thank you.



2025 – April: Director’s Report

1st Quarter Gate Count Stats:

- January 2025 Patron Gate Count:
 - Average for month – 3,700
 - Average per day - 154
- January 2024 Patron Gate Count:
 - Average for month – 4,316
 - Average per day - 180
- February 2025 Patron Gate Count:
 - Average for month – 3,537
 - Average per day - 168
- February 2024 Patron Gate Count:
 - Average for month – 4,410
 - Average per day - 200
- March 2025 Patron Gate Count:
 - Average for month – 3,948
 - Average per day – 172 per day
- March 2024 Patron Gate Count:
 - Average for month – 4,477
 - Average per day - 195

1st Quarter Sales Breakdown:

- 11 x 17 copies = \$7.20
- BW copies = \$1,195.40
- Color copies = \$359
- Faxing = \$172
- Book Sales = \$920
- Donations = \$95.44

Total Revenue Generated = \$2,749.04

1st Quarter Budget:

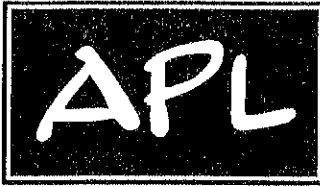
2025 Budget = \$661,581.42 = \$165,395.35 per Qtr.

Spent 1st Quarter = \$141,047.23

Percentage Spent = 21.3%

1st Quarter Circulation Report Stats:

- 2025 = 17,062
- 2024 = 19,384



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Fogeltanz Foundation Funds:

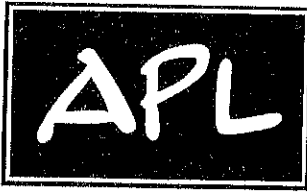
Created in 2013 by Cynthia Taylor to invest and manage a donation in the amount of \$101,048.43. The intent was to keep the funds separated from the City (610) donation fund. The funds belong exclusively to the APL Board of Trustees to disburse as they see fit. – I spoke to Mike Winters today and Nancy Bugni. Winters Law drafted the contract between the APL Board and the Foundation. Nancy Bugni was the APL Board of Trustee President who signed the agreement.

The specific purchases for the library are not nailed down. Decisions will be made between staff on what best suits the needs of patrons within Langlade County and the Board will have the final approval on all purchases, same as every other purchase. The purchases are NOT items that fall within normal operating costs nor are they capital improvements. The agreement between the Library and the Foundation DOES allow for these funds to be used for either operating costs or capital improvements with written approval of the APL Library Board (Agreement IX. E). If they approve the dissolution of the investment account with Koss Investment, the APL Board is expending those funds NOT on any operating cost or capital improvements. They are approving those funds to be expended on improvements to the physical spaces within the library outside of only young children and toddler and improvements to White Lake. They are also making a substantial investment into the digitizing process for the Antigo Daily Journal preserving the rich history of the county for future generations who live here and outside of the county or state. Having spoken with both Lisa Haefs and Glen Bugni on this topic, the project is in alignment with the Vogeltanz intention when they made the initial donation.

“Public libraires are community spaces. Collections and spaces are not the librarians’, nor are they the library’s. They belong to the community members collectively, and, as such, the sensibilities of the community should, to a certain extent, be reflected in the services and collections. This is not to say that “majority rules,” and a public library should be beholden to one viewpoint to the exclusion of others. Rather, the needs and interests of a local community must be considered and balanced with those of the global community when structuring and executing services.” – We have our local city community who has ease of access to the library by proximity. We have our county community who pay for services and may not all have the same access to utilize the library resources. We have a community of individuals born and raised here who go off to college, move for jobs or marriage and are tied to the community by history. Utilizing the remaining amount of the investment account to ensure better services to both the wider local community and the broader community, who may not physically access the library’s historical resources anchors the Antigo Public Library as a community hub that stands against time. We are not in a budget deficit. After more than \$60K was spent in 2024 on toys and furniture for young children and toddlers alone.

Friends of the Library:

For a group that stated publicly at one of our recorded meetings in the fall on 2024 that the Library was not their physical address, we have recently received mail for them.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

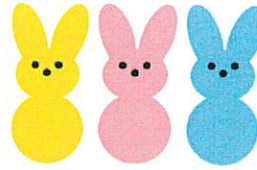
715-623-3724
www.antigopl.org

Updates:

- Narcon
- Schools
- Bookmobile
- Other Community Organizations
- AVA Summer Mural Scavenger Hunt
- Story Time + Play Café
- Writing + HS Projects

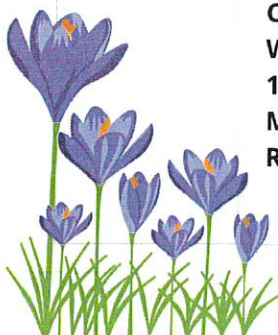
04

children's CALENDAR



APRIL 2025

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|---|---|---|---|---|
| <p>AGES 0-5 --- Children's WI Play Cafe Story Time (Wed) Story Time (Sat)</p> | | <p>1 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>2 Story Time 10AM McGinley Rm. --- Ukulele Club 1:30PM McGinley Rm.</p> | <p>3</p> | <p>4 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>5 Writer's Group 11AM McGinley Rm.</p> |
| <p>AGES 6-11 --- Ukulele Club Afternoon Story Time + Art (Thurs) Pizza + Puzzles Story Time (Sat)</p> | <p>7 Children's Wisconsin 10AM McGinley Rm.</p> | <p>8 Library CLOSED</p> | <p>9 Story Time 10AM McGinley Rm. --- Ukulele Club 1:30PM McGinley Rm.</p> | <p>10 Afternoon Story Time + Art 3:30PM McGinley Rm.</p> | <p>11 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>12 Chess Club 11:30AM- 1PM Library</p> |
| <p>AGES 12-18 --- Ukulele Club Writer's Group Pizza + Puzzles</p> | <p>14 Children's Wisconsin 10AM McGinley Rm.</p> | <p>15 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>16 Story Time 10AM McGinley Rm. --- Ukulele Club 1:30PM McGinley Rm.</p> | <p>17</p> | <p>18 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>19 Pizza + Puzzles 11AM-1PM Library --- Story Time + Art Play 2PM McGinley Rm.</p> |
| | <p>21 Children's Wisconsin 10AM McGinley Rm.</p> | <p>22 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>23 Story Time 10AM McGinley Rm. --- Ukulele Club 1:30PM McGinley Rm.</p> | <p>24 Afternoon Story Time + Art 3:30PM McGinley Rm.</p> | <p>25 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>26</p> |
| | <p>28 Children's Wisconsin 10AM McGinley Rm.</p> | <p>29 Play Cafe 10:30AM - 12PM McGinley Rm.</p> | <p>30 Story Time 10AM McGinley Rm. --- Ukulele Club 1:30PM McGinley Rm.</p> | | | |



antigopl.org

APL 617 Clermont St.
(715) 623-3724

Hours: M-F 9AM - 7PM
Sat: 10AM - 5PM

PRE-READER CHALLENGE



SPRING EDITION 2025

| | | | | |
|------------------------------|-------------------------|-------------------------|--|-------------------------|
| read a book about spring | read a book about worms | read a book about food | read a book with your favorite character | read a book backwards |
| Read a book under the covers | Read the same book 3x | read a book with rhymes | read a book about Wisconsin | read a book to a friend |



| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

COLOR THE CIRCLE WITH YOUR FAVORITE BOOK THAT YOU READ.

Name:

Age:

You did it!!

RETURN TO LIBRARY BY 5/31/25 TO COLLECT PRIZE(S)

Date Returned:

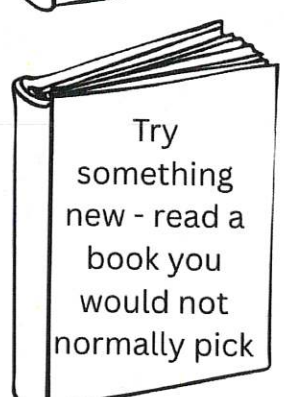
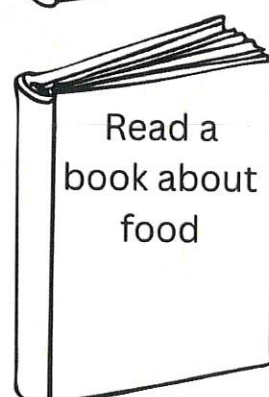
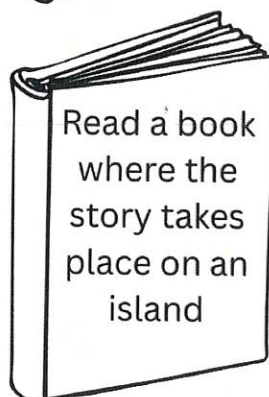
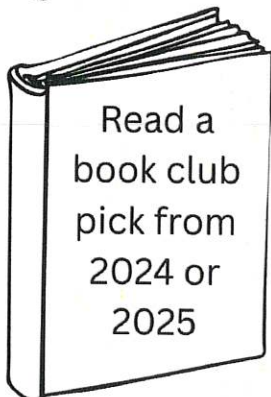
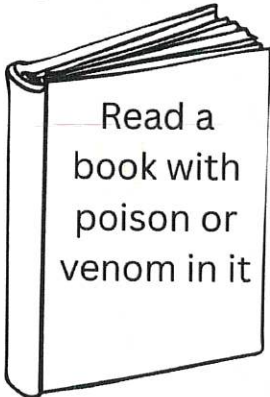
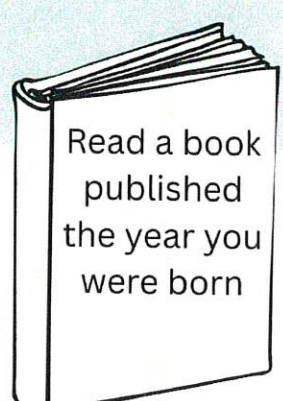
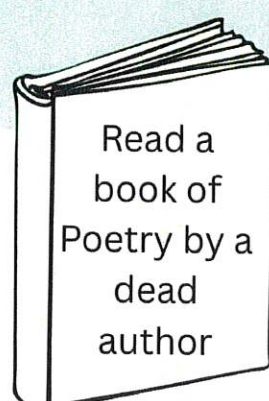
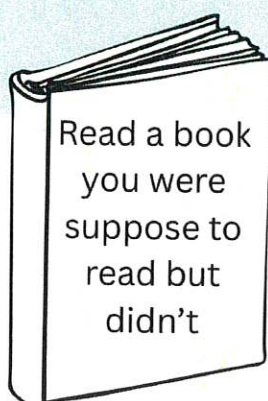
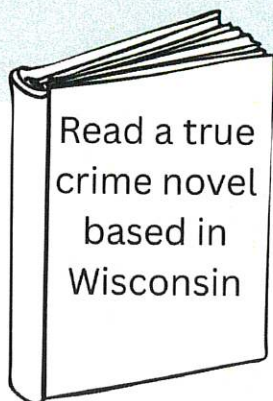
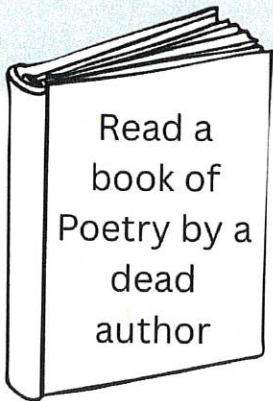
Adult Reader Challenge



You did it!!

RETURN TO LIBRARY BY
5/30/25 FOR A CHANCE
TO WIN A \$25 GIFT CARD
FOR BARNES & NOBLE

SPRING EDITION 2025



Name:

Date Returned:

Phone #:

_____ of 3

Read Harder Challenge

SPRING EDITION 2025



| | | | | |
|--|---|--|---|--|
| Read a book translated from another language | Read a book published 25 years ago in the year 2000 | Read a book translated from another language | Read a book by listening to an audiobook | Read a syfy novel that takes place in another time |
| Read a cookbook or a book about food | Read a book with the name of a city in the title | Read a book written by a Midwest author | Read a book that spans multiple generations | Pick a random book off the shelf and read it |

Of the books you read, which would you recommend and why in five (5) words:

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

| | |
|----------|----------------|
| Name: | Date Returned: |
| Phone #: | # _____ of 3 |



APL BOOK CLUB 2025



The following is the list of books for the 2025 Antigo Public Library Book Club.

| MONTH | BOOK TITLE + AUTHOR | MEET DATE |
|-----------|--|-----------|
| February | The Perfect Storm by Sebastian Junger | 02/05/25 |
| March | The Bee Sting by Paul Murray | 03/05/25 |
| April | The Barn: The Secret History of a Murder in MI. by Wright Thompson | 04/02/25 |
| May | Courage Matters by John McCain and Mark Salter | 05/07/25 |
| June | Cold Sassy Tree by Olive Burns | 06/04/25 |
| July | The Vanishing Half by Brit Bennett | 07/02/25 |
| August | The North Woods by Darrel Mason | 08/06/25 |
| September | Owner of a Lonely Heart by Beth Nguyen | 09/03/25 |
| October | No Time to Spare By Ursula Guin | 10/01/25 |
| November | Be Ready When Luck Happens by Ina Garten | 11/05/25 |
| December | Let Us Descend by Jesmyn Ward | 12/03/25 |
| January | Lone Women by Victor LaValle | 01/07/26 |

THE LITTLE OLD LADY SMUTTY BOOK CLUB – 2025 READING LIST

Meets the 3rd Wednesday of each month in the McGinley Rm. @ 6PM – a group of individuals who need not be old or ladies who like romance and mystery with discussion and book journaling.

| MONTH | TITLE/AUTHOR | MEET DATE |
|-----------|--|-----------|
| January | Death Comes to Marlow by Robert Thorogood | 1/15/25 |
| February | The Next Best Fling by Gabriella Gamez | 2/19/25 |
| March | Irish Parade Murder by Leslie Meier | 3/19/25 |
| April | How to Get a Life in Ten Dates by Jenny L. Howe | 4/16/25 |
| May | Butcher & Blackbird by Brynne Weaver | 5/21/25 |
| June | Done and Dusted by Lyla Sage | 6/18/25 |
| July | She Doesn't Have a Clue by Jenny Elder Moke | 7/23/25 |
| August | Mister Magic by Kiersten White | 8/20/25 |
| September | Scorched by Jennifer L. Armentrout | 9/17/25 |
| October | In the Dream House by Carmen Maria Machado | 10/15/25 |
| November | How is Where the Bodies Are by Jeneva Rose | 11/19/25 |
| December | A Merry Little Meet Cute by Julie Murphy and Sierra Simone | 12/17/25 |

April Invoices to Pay

FUND 285

UTILITIES

| | | |
|-------------------------------------|----------|-------------------|
| City Gas | 04/16/25 | \$907.56 |
| City of Antigo - Water | 04/18/25 | \$271.48 |
| Charter - Spectrum (phone/internet) | 05/07/25 | -\$149.94 |
| Wisconsin Public Services | 4/9/2025 | \$932.99 |
| | | <u>\$1,962.09</u> |

CONTRACTUAL SERVICES

\$0.00
\$0.00

FACILITIES

| | | |
|--|-----------|-----------------|
| Victory Janitorial | 3/21/2025 | \$346.89 |
| Amazon (Door hinge adjustment tool + Vepagoo 30 in 200lb Gas Struts) | 5/9/2025 | \$94.13 |
| | | <u>\$441.02</u> |

OPERATING SUPPLIES

| | | |
|--|----------|-----------------|
| Aspirus Langlade (physical for Amber Sweet hiring) | 02/03/25 | \$321.00 |
| Demco (materials for book processing + ILL supplies) | 04/10/25 | \$302.79 |
| Quill (sharpies for ILL) | 03/10/25 | \$16.99 |
| Amazon (JFJ Easy Pro Video Game, CD, DVD, Blu-ray Repair Machine + stachion) | 05/15/25 | \$282.09 |
| | | <u>\$922.87</u> |

BOOKS + MEDIA

| | | |
|--|----------|-------------------|
| Amazon (adult books) | 05/09/25 | \$20.99 |
| Amazon (adult books) | 03/26/25 | -\$0.01 |
| Amazon (adult books) | 05/16/25 | \$20.28 |
| Amazon (adult books) | 04/14/25 | -\$5.78 |
| Baker & Taylor (adult books) | 04/19/25 | \$70.83 |
| Baker & Taylor (adult books) | 05/02/25 | \$319.16 |
| Amazon (adult books) | 05/15/25 | \$231.15 |
| Amazon (children's books) | 05/15/25 | \$36.45 |
| Amazon (children's books) | 05/25/25 | \$94.97 |
| Amazon (children's books) | 05/21/25 | \$53.97 |
| Amazon (children's books) | 05/15/25 | 146.98 |
| Amazon (children's books) | 05/09/25 | \$96.54 |
| Amazon (children's books) | 05/04/25 | \$32.57 |
| Amazon (children's books) | 05/08/25 | \$390.35 |
| Amazon (library programming - ukulele) | 05/08/25 | \$259.97 |
| Tomahawk Public Library billed book (overdue) | 04/24/25 | \$26.81 |
| Marathon County Public Library (billed book - potty training boys) | 05/12/25 | \$12.34 |
| Marathon County Public Library (collection agency report charge) | 05/02/25 | \$10.00 |
| | | <u>\$1,817.57</u> |

CREDIT CARD CHARGES

| | | |
|--|----------|-------------------|
| City Gas March (\$1,184.29) | 03/17/25 | \$1,218.93 |
| BB Jack (training day lunch) | 03/10/25 | \$104.81 |
| Game and Fish Magazine | 03/13/25 | \$12.00 |
| USPS (ILL Postage) | 03/03/25 | \$17.60 |
| USPS (ILL Postage) | 03/12/25 | \$29.24 |
| Walmart (posterboard for signs) | 03/12/25 | \$8.10 |
| Clermont Printing (received date stamps) | 03/13/25 | \$34.78 |
| NYTimes Subscription | 03/23/25 | \$20.00 |
| SMART Recover (Training for Amber Sweet) | 03/07/25 | \$79.00 |
| City of Antigo Water (March - approved 3/27) | 03/03/25 | \$188.69 |
| Spectrum (March - approved 3/27) | 03/13/25 | \$299.97 |
| | | <u>\$2,013.12</u> |

FUND 610

| | | |
|--|----------|-------------------|
| Demco Aluminum Enclosed Corkboards (Library Display for foyer) | 04/11/25 | \$1,240.64 |
| Amazon (rug for children's area - school rug moved into McGinley Rm for storytime) | 05/25/25 | \$115.99 |
| | | <u>\$1,240.64</u> |

Total Bills To-Date: April 2025

| | |
|---------------------------|-------------------|
| Utilities | 1,962.09 |
| Contractual Services | \$0.00 |
| Facilities | \$441.02 |
| Operating Supplies | \$922.87 |
| Books + Media | \$1,817.57 |
| Credit Card Charges | \$2,013.12 |
| Donation Account Expenses | \$1,240.64 |
| | <u>\$8,397.31</u> |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|---------------------|------------------------------|--------|-------------------|-------------------|--------------------|----------------|
| 610-000-00000-30500 | Estimated Revenue | 0.00 | | | | |
| | 610-000-00000-30500 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 610-000-00000-30501 | Appropriations | 0.00 | | | | |
| | 610-000-00000-30501 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 610-000 FUND BALANCE Totals: | 0.00 | -18,708.98 | 0.00 | 0.00 | -18,708.98 |
| | FUND BALANCE Totals: | 0.00 | -18,708.98 | 0.00 | 0.00 | -18,708.98 |
| | 610 Totals: | 0.00 | 3,181.85 | 42.31 | 0.00 | 3,224.16 |
| | Report Totals: | 0.00 | 3,181.85 | 42.31 | 0.00 | 3,224.16 |

610 purchase

General Ledger

Detailed Trial Balance

User: jjensen
 Printed: 04/14/2025 - 5:43PM
 Period: 03, 2025



| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|-----------------------------|---|--------|-------------------|-------------------|--------------------|----------------|
| 610 | Library-Expendable Trust Fnd | | | | | |
| ASSETS | | | | | | |
| 610-000-00000-10100 | Cash In Bank - LIBRARY EXP TRS | 0.00 | | | | |
| 3/5/2025 CR 3 13 | Library Misc Cash Donations ANTIGO PUBLIC LI # 631948 | | | 5.62 | 0.00 | |
| | Cash Receipts Batch 00104.03.2025 | | | | | |
| 3/12/2025 CR 3 61 | Library Misc Cash Donations ANTIGO PUBLIC LI # 632542 | | | 3.80 | 0.00 | |
| | Cash Receipts Batch 00111.03.2025 | | | | | |
| 3/18/2025 CR 3 90 | Library Misc Cash Donations ANTIGO PUBLIC LI # 633077 | | | 8.20 | 0.00 | |
| | Cash Receipts Batch 00117.03.2025 | | | | | |
| 3/25/2025 CR 3 143 | Library Misc Cash Donations ANTIGO PUBLIC LI # 633866 | | | 24.69 | 0.00 | |
| | Cash Receipts Batch 00124.03.2025 | | | | | |
| 610-000-00000-10100 Totals: | | 0.00 | 21,890.83 | 42.31 | 0.00 | 21,933.14 |
| 610-000-00000-11100 | Temporary Investments | 0.00 | | | | |
| 610-000-00000-11100 Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 610-000 ASSETS Totals: | | 0.00 | 21,890.83 | 42.31 | 0.00 | 21,933.14 |
| ASSETS Totals: | | 0.00 | 21,890.83 | 42.31 | 0.00 | 21,933.14 |
| LIABILITIES | | | | | | |
| 610-000-00000-21100 | Accounts Payable | 0.00 | | | | |
| 610-000-00000-21100 Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 610-000 LIABILITIES Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LIABILITIES Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FUND BALANCE | | | | | | |
| 610-000-00000-30000 | Fund Balance | 0.00 | | | | |
| 610-000-00000-30000 Totals: | | 0.00 | -18,708.98 | 0.00 | 0.00 | -18,708.98 |

| | | |
|-------|---|----------|
| 03/03 | USPS PO 5602400826 ANTIGO WI | 17.00 |
| 03/03 | PSN*CITY OF ANTIGO WI 866-917-7368 WI | 188.69 |
| 03/08 | SMART RECOVERY USA, INC. 440-951-5357 OH | 79.00 |
| 03/10 | SQ *BB JACK'S ANTIGO Antigo WI | 104.81 |
| 03/12 | WAL-MART #3268 ANTIGO WI | 8.10 |
| 03/12 | USPS PO 5602400826 ANTIGO WI | 29.24 |
| 03/12 | CLERMONT PRINTING & OFFIC ANTIGO WI | 34.78 |
| 03/13 | Spectrum 855-707-7328 MO | 299.97 |
| 03/17 | MSB*ANTIGOCITYGAS 715-627-4351 WI | 1,218.93 |
| 03/17 | OSG*GAME & FISH 800-441-1740 IA | 12.00 |
| 03/24 | & NYTIMES 800-698-4637 NY | 20.00 |
| | TONI R EDGE | |
| | TRANSACTIONS THIS CYCLE (CARD 1881) \$2013.12 | |

Credit
card
charges



Welcome to City Gas Company's utility payment portal!
DEBIT AND CREDIT CARDS ONLY!!!

Account Summary

617 CLERMONT ST

Account Number: 8-772207-00

Total Amount Due

\$1,184.29

Due on: 03/18/2025

Make Payment

Last Payment: \$1,600.81 on 03/11/2025

285.620.62001

52176

CC

2/17/25

\$1218.93

Customer Info

ANTIGO
PUBLIC
LIBRARY
director@a
ntigopl.org

Service Address:

617
CLERMONT
ST
ANTIGO ,
WI
54409-1943

Mailing Address:

617
CLERMONT
STREET
ANTIGO ,
WI
54409-1943

- Enroll in Paperless
- Manage Auto Pay
- Manage Wallet
- Link Another Account



Thank you for your payment to City Gas Company - a receipt will be emailed shortly

Thanks for your payment!

A payment was processed and posted successfully to your account. Please print this page for your records.

Your statement will reflect the following information:

| | |
|--------------------|---------------------|
| MSB*AntigoCityGas: | \$1,218.93 |
| Transaction ID: | CC9453224 |
| Date: | 03/17/2025 12:01 PM |

8-772207-00 ANTIGO PUBLIC LIBRARY 617 CLERMONT STREET
 TAX EXEMPT 617 CLERMONT ST
 8772207 715-623-3724 ANTIGO WI 54409-1943

Account balance: 1,184.29
 Balance due: 03/18/2025 1,184.29
 Last payment: 03/11/2025 1,600.81-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Detail Billed Usage Chart Billed Amount Chart Billing Chart

| | 04/01/2025 | 03/03/2025 | 02/03/2025 | 01/02/2025 | 12/02/2024 | 11/04/2024 | 10/02/2024 | 09/03/2024 | 08/02/2024 | 07/02/2024 | 06/04/2024 | 05/02/2024 | 04/02/2024 |
|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| GAS | .00 | 1,168.79 | 1,443.34 | 1,219.08 | 370.60 | 126.47 | 12.32 | 1.59 | .00 | 2.35 | 56.05 | 368.22 | 744.93 |
| GAS usage | 0 | 1,710 | 2,047 | 1,797 | 683 | 262 | 27 | 3 | 0 | 4 | 104 | 679 | 1,012 |
| REFUND | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| FIXED CHARGE | .00 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 | 15.50 |
| TAX | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| Total charges | .00 | 1,184.29 | 1,458.84 | 1,234.58 | 386.10 | 141.97 | 27.82 | 17.09 | 15.50 | 17.85 | 71.55 | 383.72 | 760.43 |
| Previous balance | 2,785.10 | 2,693.42 | 1,620.68 | 528.07 | 141.97 | 27.82 | 17.09 | 15.50 | 17.85 | 71.55 | 383.72 | 760.43 | 840.39 |
| Payments | 1,600.81- | 1,092.61- | 386.10- | 141.97- | .00 | 27.82- | 17.09- | 15.50- | 17.85- | 71.55- | 383.72- | 760.43- | 840.39- |
| Adjustments | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |

- Display
- Amounts
 - Usages
 - Payment detail
 - Adjustment detail
- Summarize by
- Detail
 - Service
 - Service category

bb Jack's Antigo

523 Superior Street
ANTIGO, WI
54409

March 10, 2025
2:23 PM
Tanya

Ticket: Table 5
Receipt: VMn7
Authorization: 09424G

CHASE VISA
AID A0 00 00 00 03 10 10

| | |
|------------------|---------|
| Subtotal | \$80.39 |
| Sales Tax (5.5%) | \$4.42 |

| | |
|-------------------------|----------------|
| Total | \$84.81 |
| Visa 1881 (Contactless) | \$84.81 |

| | |
|-------|---------------|
| Tip | <u>20</u> |
| Total | <u>104.81</u> |

CUSTOMER COPY

285.620.62001

53160 @
3/13/25

COPY

Your OSG Subscription

From OSG Digital Support <digitalsupport@outdoorsg.com>
Date Thu 3/13/2025 3:21 PM
To Antigo Public Library Interim Director <director@antigopl.org>

Thank you for ordering Game & Fish Magazine, an Outdoor Sportsman Group Publication.
Your order is being processed.

Please print this confirmation page for your records. Below is a summary of your order.

ORDER SUMMARY

Bill To:
Toni Edge
617 CLERMONT ST
Antigo, WI 54409

Game & Fish Magazine
Price: \$12.00
Term: 12 issues

Ship To:
(same as billing address)

285.620.62001

53680 (P)

3/13/25

COPY

A separate charge for each publication has been billed to the credit card provided.

AVAILABILITY

Your digital content will be available immediately. If you have created a digital account previously, you can Sign In to all of our magazine applications with that account. If this is your first digital order, you should receive another email shortly with further instructions.

Your first print issue should arrive in 6-8 weeks. Please allow two weeks for your order to process before contacting Magazine Customer Service.

MAGAZINE CUSTOMER SERVICE

If you need to make any changes to your subscription, or would like to make a payment online, please contact Magazine Customer Service at https://w1.buysub.com/servlet/CSGateway?cds_mag_code=GNF



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

03/03/2025 01:16 PM

| Product | Qty | Unit Price | Price |
|---------|-----|------------|-------|
|---------|-----|------------|-------|

| | | | |
|-----------------------------|---|--|--------|
| Library Mail | 1 | | \$4.40 |
| Eau Claire, WI 54701 | | | |
| Weight: 0 lb 4.80 oz | | | |
| Estimated Delivery Date | | | |
| Thu 03/06/2025 | | | |
| Tracking #: | | | |
| 9555 1134 6613 5062 4443 36 | | | |

| | | | |
|-----------------------------|---|--|--------|
| Library Mail | 1 | | \$4.40 |
| Stanley, WI 54768 | | | |
| Weight: 0 lb 5.60 oz | | | |
| Estimated Delivery Date | | | |
| Thu 03/06/2025 | | | |
| Tracking #: | | | |
| 9555 1134 6613 5062 4443 50 | | | |

| | | | |
|-----------------------------|---|--|--------|
| Library Mail | 1 | | \$4.40 |
| Council Bluffs, IA 51503 | | | |
| Weight: 0 lb 4.30 oz | | | |
| Estimated Delivery Date | | | |
| Sat 03/08/2025 | | | |
| Tracking #: | | | |
| 9555 1134 6613 5062 4443 74 | | | |

| | | | |
|-----------------------------|---|--|--------|
| Library Mail | 1 | | \$4.40 |
| Green Bay, WI 54311 | | | |
| Weight: 0 lb 9.20 oz | | | |
| Estimated Delivery Date | | | |
| Wed 03/05/2025 | | | |
| Tracking #: | | | |
| 9555 1134 6613 5062 4443 98 | | | |

Grand Total: \$17.60

Credit Card Remit \$17.60

Card Name: VISA
Account #: XXXXXXXXXXXX1881
Approval #: 08742G
Transaction #: 948
AID: A0000000031010 Chip
AL: VISA CREDIT
PIN: Not Required CHASE VISA

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.



or call 1-800-410-7420.

COPY

285.620.62001

53180 (P)

2/13/25

You could win a \$1000 GiftCard!
Visit survey.walmart.com#7VNNLF14CZFM
For more details, see back of receipt.



WM Supercenter
715-627-1382 Mgr: BRYAN
200 E STATE HIGHWAY 64
ANTIGO WI 54409

ST# 03268 OP# 007597 IE# 14 TR# 00188
ITEMS SOLD 4
TC# 6023 1680 2206 9270 5361



PROJECTBOARD 081012368193 1.92 X
PROJECTBOARD 081012368193 1.92 X
PROJECTBOARD 081012368193 1.92 X
PROJECTBOARD 081012368193 1.92 X
SUBTOTAL 7.68

VOIDED BANKCARD TRANSACTION
TERMINAL # 55015623

TRANSACTION NOT COMPLETE
03/12/25 12:18:49

TAX 1 5.500 % 0.42

VISA TEND 8.10

CHASE VISA **** * 1881 1 1

APPROVAL # 075436
REF # 507100581171
TRANS ID - 465071625716507
VALIDATION - XNP2
PAYMENT SERVICE - E
ATD A000000031010
AAC D064C71B1B780695
TERMINAL # 55015623
*NO SIGNATURE REQUIRED

03/12/25 12:22:52

EFT DEBIT CHANGE DUE 0.00
PAY FROM PRIMARY
0.00 TOTAL PURCHASE

ACCOUNT # **** * 2046 F
WM DEBIT DECLINED DEBIT NOT AVAILABLE

TERMINAL # 55015623
03/12/25 12:19:26

CUSTOMER COPY



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

Low Prices You Can Trust. Every Day.
03/12/25 12:22:52

285.620.62001

53100 (P)

3/13/25

Antigo
Clermont Printing, Inc. 515
Clermont Street
Antigo, WI 54409
Ph: (715) 623-7606
Fax: (715) 623-7607

03/12/25
12:07:09
#0089921-POS
Order
Taker: antpos

| Item number | Qty | UM | Price | Total |
|---------------|-----|----|--------------|--------------|
| MISC STAMP | 3 | EA | 10.99 | 32.97 |
| | | | Subtotal | 32.97 |
| | | | Shipping | 0.00 |
| | | | Sales Tax | 1.81 |
| | | | Total | 34.78 |

Credit 34.78
CardOther
Change Due: 0.00

X

Cardmember Acknowledges Receipt Of Goods and/or
Services In The Amount Of The Total Shown Herein And
Agrees To Perform The Obligations Set Forth By The
Cardmember's Agreement With The Issuer.

THANK YOU

COPY

285.620.62001

53100 ⑩

3/13/25

SMART Recovery Receipt

From SMART Recovery Training <training@smartrecovery.org>

Date Fri 3/7/2025 12:28 PM

To Antigo Public Library Interim Director <director@antigopl.org>

Dear Antigo Public Library,

Thank you for your payment to SMART Recovery. Your receipt is below. Please keep this payment confirmation for your records.

We are sending a separate orientation email to Amber Sweet at asweet@antigopl.org.

Sincerely,
SMART Recovery Training Program

PAYMENT RECEIPT

285.620.62001

53710 @ 4/19/25

Date: Mar 7, 2025

Amount: \$79.00

Paid by: Antigo Public Library

Last Four Digits: *1881

For: Enroll Amber Sweet in Facilitator and Family & Friends Combo

Transaction ID: 120914726597

COPY

SMART Recovery
7304 Mentor Avenue
Suite F
Mentor, OH 44060
440-951-5357

The New York Times

CREDIT CARD RECEIPT 3680A9ED2512

Total Charge

Date

\$20.00

3/23/25

Thank you for your subscription.

We appreciate and are committed to your business with The New York Times in our pursuit of the truth.

Toni Edge
1123 5th Ave
ANTIGO, WI 54409, USA

Account No. 914401773
Service Period 3/23/25 - 4/19/25
Billing Date 3/23/25
Autopay Visa *2125

Previous Balance

\$20.00

Payment received

2/26/25

-\$20.00

Charges

Sunday Home Delivery

3/23/25 - 4/19/25

\$20.00

Total

\$20.00

COPY

285.620.62001

53680

Ⓢ
4/7/25

Payments received after 3/21/25 will not appear on this invoice. Billing adjustments occurring after 3/23/25 will appear on future invoices.

Account No.: 914401773

Subscriber Name: TONI EDGE

Thank you for enrolling
in automatic payments.

Amount Enclosed: \$

To manage your subscription, visit myaccount.nytimes.com or call
1-800-698-4637.



The New York Times

PO BOX 371456

PITTSBURGH PA 15250-7456

Z 04 4201129 032325 037309 914401773000020000

ANTIGO PUBLIC LIBRARY (ERATE)
617 CLERMONT ST
ANTIGO, WI 54409-1943

Invoice Number: 171291101040725
Account Number: 171291101
Invoice Date: 04/07/25
Due Date: 05/07/25
Security Code: 401015

Summary *Account activity from 04/08/2025 through 05/07/2025 details on following pages*

| | |
|--|------------------|
| Previous Statement Balance | \$299.97 |
| Payments | \$-599.91 |
| 03/14/2025 | \$-299.97 |
| 03/18/2025 | \$-299.94 |
| Previous Statement Balance Subtotal | \$-299.94 |
| Adjustments | \$0.00 |
| Prorated Charges | \$0.00 |
| Recurring Charges | \$150.00 |
| One Time Charges | \$0.00 |
| Taxes, Fees & Surcharges | \$0.00 |
| Current Charges Subtotal | \$150.00 |
| BALANCE DUE | \$-149.94 |

HOW TO CONTACT US

For Sales, Support, or Billing questions, please contact us at: 1-888-812-2591

PAYMENT OPTIONS

Checks:
Charter Communications
Box 223085
Pittsburgh PA 15251-2085

ACH/Wire Transfers:

Bank Name: Mellon Bank
ABA Number: 043000261
Account Name: Charter Communications
Account Number: 0001215564
Email remit information to:
DL-CASHMGMT-FL@CHARTER.COM

Credit Cards:

<http://enterprise.spectrum.com/billpay>

To set up an automatic recurring credit card payment:

Call 1-888-812-2591



Thank you for choosing Spectrum Business for enterprise. We value you as our customer and appreciate your prompt payment.

Note: Payments made after 03/28/2025 may not be reflected in the Payments section of this statement. They will appear on the following month's statement.

RECEIVED
4-15-25

285.620.62001
5270 @ 4/15/25

Please detach and enclose this coupon with your payment.



1900 BLUE CREST LN
SAN ANTONIO, TX 78247

6810 0225 NO RP 07 04072025 NNNNNNNY 01 013169 0031

ANTIGO PUBLIC LIBRARY (ERATE)
617 CLERMONT ST
ANTIGO WI 54409-1943

ACCOUNT NUMBER 171291101

| | |
|---------------------------|-------------------|
| DUE DATE | 05/07/25 |
| PREVIOUS BALANCE SUBTOTAL | -\$299.94 |
| CURRENT CHARGES SUBTOTAL | \$150.00 |
| BALANCE DUE | -\$ 149.94 |

AMOUNT PAID

\$



CHARTER COMMUNICATIONS
BOX 223085
PITTSBURGH, PA 15251-2085



0828500100117129110198000014994

Fogeltanz

investment

account disolution

Proposal

Agreement Between the Antigo Public Library Board of Trustees and the Antigo Public Library Foundation

WHEREAS, the Antigo Public Library Board of Trustees (hereafter referred to as Library Board) has received a bequest of \$101,048.43 to be used at the discretion of the Library Board; and,

WHEREAS, the Library Board anticipates receiving additional gifts and/or bequests in the future; and,

WHEREAS, the Library Board has restrictions and limitations on its ability to invest and distribute money and therefore would like to work with the Antigo Public Library Foundation Board (hereafter referred to as the Foundation Board) for such purposes; and,

WHEREAS, it is in the best interest of the Foundation Board to receive the bequest identified above as well as future gifts and bequests on behalf of the Library Board; and,

WHEREAS, both the Library Board and the Foundation Board believe they can work together for the benefit of the Antigo Public Library (hereafter referred to as Library); and,

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE LIBRARY BOARD AND THE FOUNDATION BOARD
that they shall be bound by the following investment policy:

- I. PURPOSE.** This agreement shall provide guidelines regarding the investment and distribution of monies the Library Board provides to the Foundation Board:
- A. The Library Board agrees to provide the Foundation Board with money to invest and thereafter distribute for the Library.
 - B. The Foundation Board agrees to receive money from the Library Board and invest the same pursuant to the guidelines set forth herein and further agrees to keep separate and distinct books and records of any money received and invested on behalf of the Library Board.
 - C. The Foundation Board will obtain the approval of the Library Board prior to any distribution of money, gifts or bequests received from the Library Board.
 - D. The Foundation Board agrees that any expenditure other than for expenses incurred on behalf of its investments and/or accounting expenses shall be pursuant to the requests and recommendations of the Library Board and shall only be allowed by express consent from the Library Board.

V. **TARGET OBJECTIVE** is 5% average rate of return per year based upon the proposed investments in the portfolio. Estimated performance of these investments may or may not be realized and cannot be guaranteed.

VI. **GOAL TIME HORIZON** is the amount of time the Library Board and Foundation Board are willing to meet the target objective for the invested funds: **this time is set at approximately five (5) years.**

VII. **INVESTMENT MANAGEMENT**

- A. The Foundation Board may contract with independent investment advisors, investment counsel or managers, federally-insured financial institutions or trust companies (hereafter collectively referred as Agents) in the investment and reinvestment of funds.
- B. The Foundation Board must exercise reasonable care, skill, and caution in selecting an agent and in establishing the scope and terms for the delegation. The Foundation Board will review the action of the Agent at least twice annually and monitor the performance of all investments.
- C. The Foundation Board shall from time to time review the Investment Guidelines above and advise the Agent what is acceptable as an appropriate mix of asset classes.
- D. The Foundation Board shall provide investment information to the Library Board at least twice annually.

VIII. **WITHDRAWAL OF ANY FUNDS**

- A. Any withdrawal of Cash Funds shall be authorized in writing by one of the following members of each Board, upon concurrence of both full boards:
 - 1. Library Board: Board President, Vice President, or Treasurer
 - 2. Foundation Board: Board President, Vice President, or Treasurer
- B. Any proposed use of the Long-Term Investment Funds or dividends earned must be approved by a majority of the Foundation Board.

IX. **CHANGES OR AMENDMENTS TO THIS AGREEMENT AND INVESTMENT**

POLICY: Changes to this agreement and investment policy must be approved by a majority vote of both the Library Board and the Foundation Board.

E. No distributions from the existing bequest, future gifts, bequests, or the interest therefrom shall be used for normal operating funds or capital improvements without the express written consent of the Library Board.

II. **DEFINITION OF ASSET CATEGORIES.** Two investment categories may be considered for these and future monies:

- A. **Cash Funds:** Funds designated by the Library Board to be invested in an account at a federally-insured Financial Institution.
- B. **Long Term Investment Funds:** These funds will create a mechanism to set aside a portion of unrestricted, larger bequests in order to achieve higher rates of return, thus providing for the long-term financial stability of the Library.

III. **INVESTMENT GUIDELINES**

- A. Monies received from the Library Board shall be invested in a diversified, balanced mix of equity and fixed income assets to pursue a total return consistent with the long-term targets of capital growth and income.
- B. The Foundation Board may invest its own funds into the same vehicles used by money provided by the Library Board; however, such funds will be kept separate from the Library Board's funds at all times.
- C. Risk Tolerance on any investments shall be designated as moderate, as defined below under Maximum Allocation per Asset Class.
- D. Maximum Allocation per Asset Class:

| | |
|------------------------------------|-----|
| 1. Cash | 20% |
| 2. High Grade/Intermediate Bonds | 50% |
| 3. Lo Grade Bonds | 20% |
| 4. International Bonds | 20% |
| 5. Large Cap Stocks | 35% |
| 6. Mid/Small Cap Stocks | 20% |
| 7. International Stocks | 20% |
| 8. Real Estate and/or Alternatives | 20% |

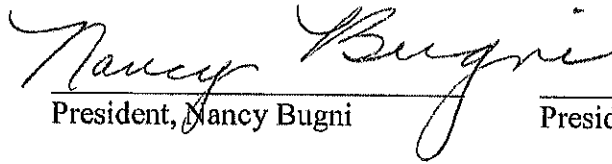
IV. **ASSET CLASS RESTRICTIONS.** The following asset classes are excluded from any investments:

- A. Precious metals and commodities
- B. Any investments that have sales charges or surrender charges
- C. Any investments that are not saleable and/or priced on a daily basis on the US capital markets
- D. Hedge Funds
- E. Derivatives
- F. Securities purchased on margin
- G. Short selling
- H. Warrants

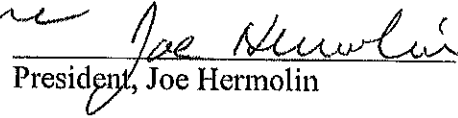
Agreed to by both the Library Foundation and the Foundation Board on this
9th day of December, 2013.

LIBRARY BOARD

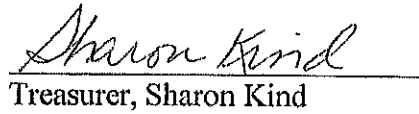
FOUNDATION BOARD



President, Nancy Bugni



President, Joe Hermolin



Treasurer, Sharon Kind



Treasurer, Sam Hardin

The State of Wisconsin
Department of Financial Institutions

ANTIGO PUBLIC LIBRARY FOUNDATION INC

is hereby certified to engage in business as a

CHARITABLE ORGANIZATION

in the State of Wisconsin. This certification was approved
on the 22nd day of August in the year 1997.

The authority granted herein must be renewed
by August 1 of each year by the granting authority.

In witness thereof, the State of Wisconsin
Department of Financial Institutions
has caused this certificate to be issued under
the seal of the Department of Financial Institutions



Handwritten signature of Jay Risch in black ink.

Jay Risch
Secretary, Department of Financial Institutions

Handwritten signature of Mary Ann McCoshen in black ink.

Mary Ann McCoshen
Administrator, Division of Corporate and Consumer Services

This certificate of registration must be displayed conspicuously in the registrant's office or place of business.

This certificate was printed on the 3rd day of July in the year 2018

AV 02 047092 68765H169 A**5DGT
 |||||
 ANTIGO PUBL LIBRARY FOUNDATION
 A NON-PROFIT ORGANIZATION
 617 CLERMONT ST
 ANTIGO WI 54409-1943

Your Financial Consultant :
 BRADY KOSS
 730 FIFTH AVE
 ANTIGO, WI 54409
 (715) 627-1333



INVESTMENT OBJECTIVE
 Income with Moderate Growth

\$62,509.01

\$62,051.68

\$60,490.08

January 1, 2025

February 28, 2025

March 31, 2025

Account Summary

| Strategic Asset Management (1.318-4929) | Current Month 03/01 - 03/31 | Quarter to Date 01/01 - 03/31 | Year to Date 01/01 - 03/31 |
|--|--------------------------------|----------------------------------|-------------------------------|
| Starting Value | \$62,051.68 | \$62,509.01 | \$62,509.01 |
| Inflows | \$0.00 | \$0.00 | \$0.00 |
| Outflows | \$0.00 | (\$3,140.48) | (\$3,140.48) |
| Change in Market Value | (\$1,561.60) | \$1,121.55 | \$1,121.55 |
| Total Ending Value | \$60,490.08 | \$60,490.08 | \$60,490.08 |

047092 1/5



Your Ameriprise statement

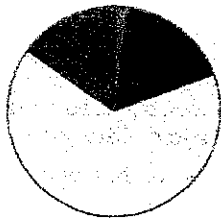
for November 1, 2023 to December 31, 2023

PREPARED FOR ANTIGO PUBL LIBRARY FOUNDATION

Value of your investment accounts

| | This period | This year |
|------------------------------|---------------------|---------------------|
| Beginning value | \$112,059.94 | \$111,190.72 |
| Net deposits & withdrawals | -\$2,653.40 | -\$11,081.97 |
| Dividends, interest & income | \$2,914.12 | \$5,547.76 |
| Change in value | \$13,331.41 | \$19,995.56 |
| Ending value | \$125,652.07 | \$125,652.07 |

Your asset allocation



| Asset class | Value on Dec 31, 2023 | Percent of assets |
|----------------------------|-----------------------|-------------------|
| ● Cash & cash investments* | \$2,536.87 | 2.0% |
| ● Fixed income | \$21,375.84 | 17.0% |
| ○ Equities | \$82,414.98 | 65.6% |
| ● Alternatives | \$19,324.38 | 15.4% |
| Total assets | \$125,652.07 | 100% |

*Cash investments includes cash held inside pooled investments (e.g. mutual funds), as part of a manager's investment strategy, and is not directly accessible unless you sell some of that investment. For details visit ameriprise.com/allocation.

⑤ Cash accessible with banking features in your Ameriprise ONE account: **\$243.13**

633300

Your personal advising team

StrongBridge Wealth Advisors

A private wealth advisory practice of Ameriprise Financial Services, LLC

Rhonda Klement CRPC™ AAMST™

836 Superior St

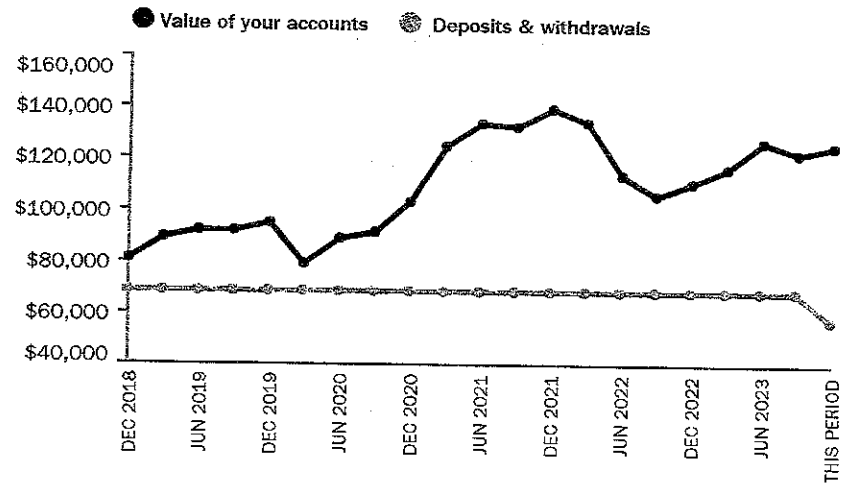
Antigo, WI 54409-2052

715.623.3036

rhonda.klement@ampf.com

www.ameripriseadvisors.com/team/strongbridge-wealth-advisors

Value of your investment accounts over time



This chart provides a five-year view of your account values. The black line shows the value of your accounts, while the gray line shows your net contributions (deposits less withdrawals).



Get all the details online at ameriprise.com. Click the Portfolio tab to find your latest account value, activity and asset allocation. Your Ameriprise financial advisor can help you understand how the stated account value shown here may differ from the amount you'd receive if you sold your assets (after any tax withholding, outstanding loans, pending transactions and potential fees).

Prepare for tax season

With the secure site on ameriprise.com, you can choose to receive your tax documents online only, rather than in the mail. We'll send you an email as soon as they're ready to view. Visit ameriprise.com/edelivery for more information.

collections policy

- no changes
- discussion
re: P. Augustyn



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Collection Development

Approved: August 27, 2024

Purpose

The purpose of this policy is to guide the Antigo Public Library librarians and to inform the public about the principles upon which decisions regarding collection development are made. In general, the Antigo Public Library aims to select and acquire a useful and well-rounded collection of materials to meet the needs of the community.

Policy

The term “materials” refer to physical books, audio recording, films, periodicals, and electronic books. The Antigo Public Library subscribes to the selection principles contained in the Antigo Public Library Bill of Rights and the Freedom to Read Statement as published by the American Library Association and guaranteed by the First and Fourteenth Amendments to the Constitution of the United States.

The ultimate responsibility for selection of Antigo Public Library materials rests with the Director, who operates within the framework of the policies and guidelines determined by the Antigo Public Library Board of Trustees. This responsibility may be shared with other members of the Antigo Public Library staff; however, because the Antigo Public Library Director must be available to answer to the Antigo Public Library Board of Trustees and the public for actual selections made, the Antigo Public Library Director has the authority to reject or select any item.

The Antigo Public Library will not regulate what patrons check out in keeping with the Antigo Public Library’s Access to Materials Policy. Certain titles may deal with what parents deem to be themes too adult for their minor child’s maturity level. In such cases, the parent should help guide the choices made by their child.

Methods of Material Selection- All Collections

- Various sources of information about available materials, in addition to the knowledge and judgment of the staff or public request will be used in the selection process. The sources include professionally recognized periodicals, standard bibliographies, and booklists.
- Care will be exercised when selecting from publishers’ catalogs, sales representatives, standing order plans or leasing agreements where such plans sidestep what is normally considered “good” selection procedure.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Criteria for Selection-Adult materials

To build collections of merit and significance materials must be measured by objectives guidelines, all acquisitions, whether purchased or donated are considered in terms of the following standards, an item need not meet all standards.

- Suitability of physical form for Antigo Public Library use.
- Relevance to community interest and needs.
- Relation to existing collection.
- Opinions of critics, reviewers, teachers, Antigo Public Library staff members and Antigo Public Library Patrons.
- Availability of materials in the subject area.
- Budgetary and space considerations.
- Relation to other materials and existing area of coverage to maintain a well-balanced collection that provides multiple viewpoints.
- Current usefulness or permanent value.
- Public demand.
- Textbooks are generally only considered if there is substantial public interest or if it is the best book on a particular subject.
- Criteria for selection includes literary and artistic work, suitability of content and vocabulary to the age of the intended reader, and the contribution of the book to the balance of the total collection.
- Factual reading should be clearly stated, accurate and up-to date.

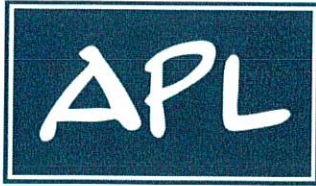
Bias

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias.

Controversial material

The collection must contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. It provides a resource where the individual can examine issues freely and make their own decisions. Selection will not be made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection at serving the interest of the readers.

Responsibility for the materials viewed by minors, rests with their parent or legal guardians. Selection of adult material will not be limited by the possibility that the material may inadvertently come into the possession of minors.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Although materials are carefully selected, differences of opinions may arise regarding suitable material. Patrons are encouraged to bring concerns verbally to the Antigo Public Library Director. Such dialogue may be able to adequately address the concerns with no further action needed. Patrons requesting that material be withdrawn from or restricted within the collection may fill out a "Statement of Concern About Library Resources" form which is available in the Antigo Public Library.

This form should be given to the Antigo Public Library Director for review. The Antigo Public Library Director will form an ad-hoc committee made up of staff, community and no more than two Antigo Public Library Board of Trustee members. Members of this group will read the material in its entirety. The group will meet at a designated time to discuss the material and prepare a report with their recommendations to the board. This report along with the original statement of concern will be placed on the agenda of the next regular Antigo Public Library Board of Trustee meeting. The Antigo Public Library Board of Trustees' decision at that meeting will be final. Items of concern will be kept on the Antigo Public Library shelves until the Antigo Public Library Board of Trustees' decision is made. Due to the need to carefully consider citizen concerns, the Antigo Public Library Board of Trustees' will not be able to discuss more than one item per monthly meeting.

The form is attached to this policy.

Duplication

Depending upon demand, duplicate materials may be purchased.

Replacement

A replacement means an item purchased to take the place of another item previously in the collection of which the last copy has been withdrawn.

It is the Antigo Public Library's policy not to automatically replace all books withdrawn because of loss, age, or damage. Need for replacement in each case is judged by two factors:

- Existence of adequate coverage in the item's field by similar material
- Demand for specific title

Specialized Materials

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

Gifts and memorials

The Antigo Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or outdated information the Antigo Public Library Director can dispose of them as they see fit. The same criteria of selection and withdrawal which are applied to the purchase and de-



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

selection of materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable book plates placed in the book. Specific memorial books can be ordered for the Antigo Public Library on request of a patron if the request meets the criteria established by this policy. It is desirable for gifts of or for specific titles to be offered after consultation with the Antigo Public Library Director. Book selection will be made by the Antigo Public Library Director if no specific book is requested. The Antigo Public Library encourages and appreciates gifts and donations.

By law, the Antigo Public Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt for the items if requested by the donor.

De-selection

The purpose of de-selection is to evaluate the collection in conjunction with the selection of new and replacement materials. An active and continuous de-selection program is essential to keep the collection viable.

Criteria for de-selecting materials

- A. Physical condition – the item is non-repairable
- B. Obsolescence of information or presentation – publication date is greater than six years to date of withdrawal
- C. Replacement by later edition or version
- D. Excess number of duplicate copies – no more than two copies will be retained
- E. Insufficient use – the item has not circulated in a 12-month period or less than 10 circulations total.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library- Statement of Concern About Library Resources

Name _____

Date _____

Address _____

City _____ State _____ ZIP _____

Phone _____

* Do you have a current library card with Antigo Public Library being your home library? Yes / No

* Are you a resident of Langlade county? Yes / No

Do you represent an organization? Yes / No

If yes, how many members are residents of Langlade county? _____

Resources on which you are commenting:

_____ Book _____ Movie _____ Magazine

_____ Content of Library Program _____ Newspaper _____ Other

What department was the material in? _____ Adult _____ Teen _____ Children's

Title _____

Author _____

Publisher _____

Publication date _____

Please answer the following:

* Have you read, listened, or viewed the entire contents of this resource? Yes / No

If not, what

parts? _____



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

What brought this resource to your attention?

What concerns or pleases you about this resource? Please be as specific as possible.

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend that covers the same topic?



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

What would you like the library to do with this material?

Additional comments:

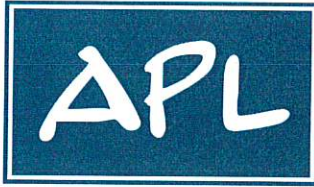
***Starred items must be answered in the affirmative to trigger an assessment of materials.**

Signature of Patron _____

Room Use Policy

Changes

- ① reservations made up to 1 yr. w/completed forms.
- ②. remove public use only.
- ③. separate form for conference room.
- ④. Age for reservation or req. required.
- ⑤ eliminate provided equipment.



Policy: Facility Use and Reservation Form

Approved: April 22, 2025

Purpose: The Antigo Public Library offers a variety of programs for people of all ages as an integral part of its service to the public. Therefore, Antigo Public Library sponsored programs have priority over other uses of the Antigo Public Library facilities. The Antigo Public Library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the Antigo Public Library and, consequently, we encourage public use of our facilities. Space and staff limitations and Antigo Public Library schedules necessarily require regulatory measures which affect the use of our facility.

Expectations are as follows: Keep the space neat and clean. We're proud of our building and you're a part owner. You're responsible for setting up and taking down tables and chairs as needed and for cleaning up after your program. Leave no trace, and we'll be happy to have you back. **No alcoholic beverages are allowed to be consumed on the premises.**

The Antigo Public Library has two rooms that are available for public use and reservation. When not needed by the Antigo Public Library programs and activities, these areas are available as listed below.

- McGinley Room (holds 99). Available by reservation according to the procedures and rules listed on this form. There may be fees associated with the use of this room.
- Small Conference Room (holds 6). Available by reservation according to the procedures and rules listed on this form. There is no fee associated with the use of this room.

Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows:

For Events Taking Place During Library Hours AND After Hours Any public or private for-profit group may request the use of the McGinley meeting room under the following costs:

| | |
|---------------|--|
| Room Usage | \$20.00 per hour |
| Cleaning fees | \$50.00 and loss of ability to use room |
| Damage Fees | Liability will be assessed by City Insurance Agent |

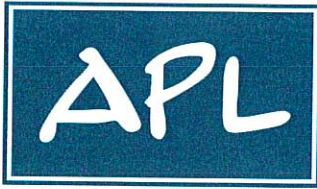
Any 501(c)(3) tax exempt group may reserve and use the McGinley room for no charge.



The following rules shall govern the reservation and use of McGinley Room (and the Conference room as applicable).

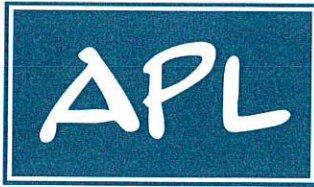
Reservations

- Rooms must be reserved by a business or organization, not an individual unless the individual is using the room for programs that align with the restrictions outlined in this policy.
- Reservations for events scheduled during library hours in the McGinley Room must be made at least three days in advance. All after-hours reservations of the McGinley room need to be received at least one week in advance. This includes meetings starting during Antigo Public Library hours and completing after the Antigo Public Library closing hour.
- Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until a completed Meeting Room Reservation Form is received by the library and approved by the director. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at the time of room booking but will be returned if the booking is not approved. After hours users are subject to a background check for their initial reservation.
- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time.
- Reservations can only be made up to six months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the form once, unless the person responsible changes, the group name, or functions change. If any of these changes are made, a new form will have to be filled out and kept on file, any form used prior will be discarded as it will no longer be valid.
- If the facility has sustained damage through an organization's use, or if the Antigo Public Library personnel must clean the facility after such use, organizations will be billed for any damages.
- All Antigo Public Library, Antigo City Common Council or Langlade County Board of Supervisor committees such as Antigo Public Library Board, sub-committees, municipal bodies, library programs, may book the meeting room an unrestricted number of times. If an Antigo Public Library, Antigo City Common Council, or Langlade County Board of Supervisors event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if an Antigo Public Library-related program arises, the Antigo Public Library reserves the right to ask groups to choose an alternate meeting date or location.
- Cancellations must be made at least **72 hours in advance of the scheduled starting time** of the meeting (except for weather-related problems).
- Antigo Public Library staff can verify room availability for a reservation, but rooms will not be booked until the completed forms are received and approved by the Antigo Public Library director and all applicable fees are paid. Your group only needs to fill out one form per calendar year and can book additional dates at the front desk after the initial form has been approved.



Restrictions

- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- **There can be no charges for attendance at public gatherings, business meetings, or any other programs taking place within the Antigo Public Library building, including and not limited to the McGinley meeting room, and the Conference room. Private events, closed to the public, follow the Sales Policy.**
- **Sales of items or services may be conducted by outside organizations on or within Antigo Public Library property based on the Antigo Public Library Sales Policy.**
- Groups using the facility may not attach anything to the walls or furnishings of the Antigo Public Library without the prior consent of the Antigo Public Library Director.
- Organizations may not use the name or address of the Antigo Public Library as their official address.
- Organizations may be requested to show us a copy of their 501 (c) (3) or incorporation papers for verification purposes.
- Groups using the room for a program being held for or attended by minor children must either require these children to attend with their adult caregiver and/or be prepared to provide the library with waiver/permission forms indicating the child's parent or legal guardian granted permission for the child to be in attendance. This is the responsibility of the group, not the Antigo Public Library. The group must also ensure the group is supervised by two unrelated adults at all times. The organization must also make it clear that the Antigo Public Library is not the sponsor of the program.
- Rooms must be left in the same condition in which they were found, including the arrangement of chairs and tables. Failure to leave the room as found may result in the Antigo Public Library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture.
- The McGinley Room has an occupancy limit of 99 people. The Small Conference room has an occupancy limit of 6 people.
- Any emergency or accident occurring within the group using the Antigo Public Library's facility must be reported to the Antigo Public Library staff on duty at the circulation desk. When these occurrences happen during an after-hours meeting, the group has the responsibility to call 9-1-1 as applicable. For both emergency (911) and non-emergency situations, the group has the responsibility to notify the Antigo Public Library Director of the incident by the next business day. This can be done by emailing director@antigopl.org or calling 715-623-3724.
- The reservation of any room or facility within the Antigo Public Library does not constitute endorsement of the users of said rooms or their beliefs by the Antigo Public Library Board of Trustees, the Antigo Public Library staff or the municipal entities which support the Antigo Public Library. The Antigo Public Library Board of Trustees and the Antigo Public Library staff will



not discriminate based on gender, ethnic group, age, religious beliefs, or sexual preferences for any group wishing to use the facilities, if said group adheres to these policies.

- The Antigo Public Library Board of Trustees reserves the right to review and/or refuse future use of any of the Antigo Public Library facility for a group's previous infringement of the rules or policies governing facility use, including a group's refusal to vacate the premises at least 15 minutes prior to closing time.
- The Antigo Public Library Director reserves the right to reject a reservation request based on Antigo Public Library policy, or exceptional cost to the Antigo Public Library in the case of additional security required, for example. The Antigo Public Library Director may take into consideration the contents of the application, the history of the group's meeting room use, or other pertinent behavior.
- If the Antigo Public Library Director, determines, additional security measures will be needed, the organization shall be required as a condition of such reservation to pay to the Antigo Public Library in advance of the meeting for any or all extraneous costs relating to the meeting the Antigo Public Library may incur.
- Meetings occurring within the facilities must not disrupt the use of the Antigo Public Library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Antigo Public Library Director.
- The cleanup checklist provided to each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.
- Individuals making reservations must be 18 years of age or if they are a minor, have the consent and signature of their legal guardian before a reservation can be made to use either the McGinley Room or the Conference room.

Hours of Availability

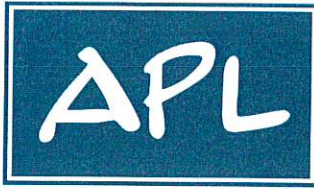
The McGinley meeting room, and the Small Conference room are available during Antigo Public Library hours for regular bookings. Those hours are: Monday – Friday 9AM-7PM, Saturday 10AM-5PM.

After-hours bookings are available for the McGinley room only as follows:

Monday - Friday until 8 p.m.

Saturday until 6 p.m.

Sunday not available.



Conference Room Reservation Form

Name of Group/Individual: _____

e.g. Antigo School, Smith Family, Boy Scout Troop #39, etc.

Purpose of the Reservation: _____

e.g. Private party, Business meeting, Health care seminar, etc.

Select one of the following, either a single reservation or a recurring reservation, and fill out the dates and times completely. **When noting the hours of use, be sure to include time for setup and cleanup.** Reservations can be placed up to 12 months in advance. Additional dates can be added at the bottom of the form if necessary.

| Single Reservation | | Recurring Reservation (no meetings will be scheduled more than 12 months in advance.) | |
|-------------------------|----------|---|----------|
| Date: | | Beginning Date: | |
| Beginning at what hour: | AM or PM | Ending Date: | |
| Ending at what hour: | AM or PM | Day(s) of the week: | |
| | | Beginning at what hour: | AM or PM |
| | | Ending at what hour: | AM or PM |

Name of Contact Person for Group: _____

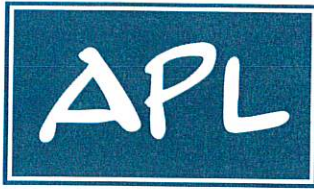
Contact Person's Full Address w/zip: _____

Home Phone of Contact: _____ Business Phone of Contact: _____

Email Address of Contact: _____

Required Acknowledgments (please read before signing):

| | |
|------------------|-------------|
| Signature: _____ | Date: _____ |
|------------------|-------------|



McGinley Meeting Room Reservation Form

Name of Group: _____
e.g. Antigo School, Smith Family, Boy Scout Troop #39, etc.

Purpose of the Reservation: _____
e.g. Private party, Business meeting, Health care seminar, etc.

Will this be an after-hours booking? Yes No

Select one of the following, either a single reservation or a recurring reservation, and fill out the dates and times completely. *When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to 12 months in advance. Additional dates can be added at the bottom of the form if necessary.*

| Single Reservation | | Recurring Reservation (no meetings will be scheduled more than 12 months in advance.) | |
|-------------------------|----------|---|----------|
| Date: | | Beginning Date: | |
| Beginning at what hour: | AM or PM | Ending Date: | |
| Ending at what hour: | AM or PM | Day(s) of the week: | |
| | | Beginning at what hour: | AM or PM |
| | | Ending at what hour: | AM or PM |

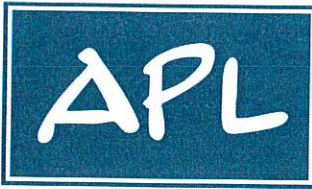
Name of Contact Person for Group: _____

After-hours reservation Driver's license number: _____

Contact Person's Full Address w/zip: _____

Home Phone of Contact: _____ Business Phone of Contact: _____

Email Address of Contact: _____



Required Acknowledgments (please read before signing):

- I have received a copy of the Facility Use Policy of the Antigo Public Library and hereby agree to abide by the rules and regulations included in this policy. I further agree to the following; to see that such rules and regulations are complied with and obeyed by others in the group using this facility; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which, in the judgment of the Antigo Public Library, constitutes damage or destruction beyond normal wear and tear and intended usage; and to identify and forever hold harmless the Antigo Public Library and the Antigo Public Library Board of Trustees, employees, and agents, from any and all claims of any kind, nature or description arising out of the use of any Antigo Public Library facility pursuant to this application or any modification thereof. I consent to have a background check performed per this policy for afterhours room use.
- I acknowledge that official Antigo Public Library usage of meeting rooms takes precedence over use by other parties and that the Antigo Public Library reserves the right to ask any party to reschedule to accommodate these usages.

Signature: _____

Date: _____

Release and Waiver of Claims (please read before signing):

The undersigned hereby releases and forever discharges the City of Antigo, its officers, employees, agents and representatives from any and all actions, causes of action, claims and demands for, upon or by reason of any damage, loss or injury, which may arise or hereafter may be sustained by me as a result of my lifting or moving any tables, chairs, other furniture or equipment, etc. while using the library facility. I understand that by lifting or moving any tables, chairs, other furniture, or equipment, etc., I am risking possible injury to myself.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

Signature: _____

Date: _____



Rental Fees are non-refundable.

(Please check what type of group you represent)

| Check one | Group | Rental Fee |
|--------------------------|---|------------|
| <input type="checkbox"/> | 501(c)(3) non-profit group. | None |
| <input type="checkbox"/> | For all other groups, organizations, programs, private parties and individuals. | \$20.00/hr |

The Antigo Public Library staff reserves the right to determine what rental fees your group should be paying, in keeping with the Antigo Library Facility Use policy.

All fees are due at time of room booking and are non-refundable

Fees Owed:

Make all checks payable to City of Antigo - Library:

| | |
|----------------|----------|
| Rental Fees | \$ _____ |
| Equipment Fees | \$ _____ |
| Total | \$ _____ |

Please initial here to acknowledge the fees owed and when they are due: _____

| Library Staff: | After Meeting: |
|-------------------------------------|----------------------------|
| Reservation Receipt Date: _____ | Checklist Completed: _____ |
| Rental Fees Receipt Date: _____ | Room Condition: _____ |
| Admin Approval/Calendar Date: _____ | Key Fob Returned: _____ |



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Book Sale + Revenue Policy

Change - add bag sales

bags were purchased through
Summer ready shop.

25 → \$9.49 = \$0.38 piece.



Antigo Public Library

Policy: Book Sale Revenue

Approved: 4/22/25

Purpose:

Expressly outline the collection and disbursement of the revenue generated by the sale of discarded and donated materials to the Antigo Public Library.

Policy: BOOK SALE PRACTICES - In alignment with the Antigo Public Library Policy for the Disposition of Withdrawn Materials, Furniture and Equipment all discarded (weeded) books and media from the Antigo Public Library Collection and all books and media items donated to the Antigo Public Library that do not meet the criteria set forth in the Antigo Public Library Policy for Collection Development will be sold within the Antigo Public Library on a designated "Book Sale Bookcase."

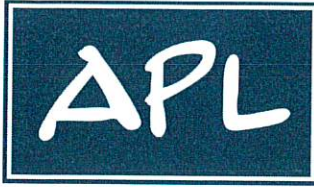
All items available for sale on the Antigo Public Library Bookcase will be sold at an individual cost of \$1 per item. If the item has sat on the Antigo Public Library Bookcase for a period of 90 days without selling, it will be pulled from the Antigo Public Library Bookcase and replaced with another item.

Buy & sell!
Patrons may purchase a "bag sale" – purchasing a bag provided by the Antigo Public Library for a cost of \$20 for book sales. That bag can be filled one time, on the same day as purchase with items from the book sale carts. Patrons may return with the bag and pay an additional \$20 to refill the bag with items from the book sale carts.

Unsold items removed from the Antigo Public Library will be sorted. Those items appropriate for resale via Better World Book Service will be shipped via the Better World Book Service Library program to be sold with a portion of the sales returned to the Antigo Public Library. Those items that are inappropriate for resale via Better World Book Service will be donated.

BOOK SALE REVENUE – The purchase of all Book Sale items located on the Antigo Public Library Book Sale Bookcase will be transacted within the Antigo Public Library using the Square cash register system. The funds collected will be retained in the Square cash register system until deposited with the City of Antigo in compliance with the Antigo Public Library Circulation Desk Procedures.

All revenue generated from the Antigo Public Library Book Sale Bookcase items will be deposited into the Antigo Public Library Property Sales Revenue account managed by the City of Antigo Clerk/Treasurer/Finance Manager (or their designee or the designee representing the municipal body acting as the Antigo Public Library's Fiscal Agent).



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

The Antigo Public Library budget will be amended to include a corresponding Revenue Expense named Property Sales Book Purchases. All revenues generated from the Antigo Public Library Book Sale Bookcase will be expended on the purchase of new book and media materials for the Antigo Public Library collection above and beyond the existing annual budgeted amount within the approved annual Antigo Public Library yearly operating budget for the purchase of books and media materials.

Displays + Exhibits

Policy

Change:

Board approval for Art
replaced w/ commission the
designated by Andy Director.

* recommended change

from Lucas Schmidt
post meeting last month



Policy: DISPLAYS AND EXHIBITS POLICY

Approved: draft 4/22/25

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.



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 a committee designated by the Antigo Public Library Director. The committee will review proposals 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.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

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.



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?

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 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.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

ANTIGO PUBLIC LIBRARY: Display Challenge

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Do you represent yourself? _____

Or an organization? _____

Organization Name: _____

Program you are commenting on:

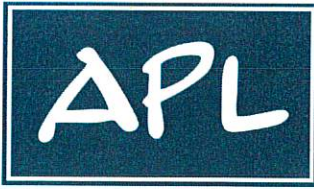
Individual/Organization Presenting the Program: _____

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?



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

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

Unattended
Persons

+

Minors

changes — ages



Policy: Unattended Persons + Minors Policy

Approved: April 22, 2025

Purpose: To provide for the general safety of minors and vulnerable adults using the Antigo Public Library and in order to prevent unneeded disruptions to patrons and services, the following policy will define the parameters surrounding the use of the Antigo Public Library by minors and unaccompanied vulnerable adults.

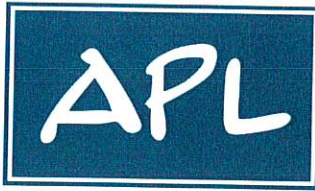
Policy: Unattended Persons with the Antigo Public Library are defined as the following:

- Minor children ages 0-six (6) years of age with a parent or guardian or siblings aged eighteen (18) or over in the physical building of the Antigo Public Library who are not within six feet of the minor child.
- Minor children under the age of twelve (12) years old, who are in the library WITHOUT a responsible adult (other than the library staff), parent, guardian or siblings aged eighteen (18) or over.
- Vulnerable adults are defined as persons aged eighteen (18) and over who are or may be in need of community care services by reason of disability, age or illness; and are or may be unable to take care of and/or unable to protect themselves against significant harm or exploitation.

Under no circumstances are minors up to the age of six (6) to be left unattended in any part of the library. Parents, guardians, or adult siblings who bring these young children to the library may not leave them unattended in one part of the library while the parent, guardians, or adult siblings are in another part of the library.

Minors aged twelve (12) – seventeen (17) and vulnerable adults may use the library unattended if they adhere to the **Patron Code of Conduct** policy. The library will not assume responsibility for children left unattended on library premises; if the child or children are disruptive the Antigo Police Department will be called to return the children home. If the behavior continues library staff will follow the **Patron Code of Conduct** policy.

Unattended Child or Vulnerable Adult in the Library at time of Closing: Attempt to reach the parents/guardian or caregiver if the vulnerable adult chooses to have them called. If unable to reach or there is no parent or guardian listed, staff will call the non-emergency police number 715-627-6411. Two library staff members will wait with the child or vulnerable adult until parent/guardian, or police arrive.



all

Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Unattended Persons Policy

Approved: February 27, 2018

Last Reviewed: November 28, 2023

In order to provide for the general safety of the children using the Antigo Public Library and in order to prevent unneeded disruptions, the following policy will be observed and adhered to:

- Unattended Persons are defined children between the ages of 0 to 6 years who are in the library WITHOUT a responsible adult (other than the library staff), parent, guardian or siblings aged 12 or over and vulnerable adults defined as persons aged 18 and over who are or may be in need of community care services by reason of disability, age or illness; and are or may be unable to take care of and/or unable to protect themselves against significant harm or exploitation.
- Under no circumstances are minors up to the age of 6 to be left unattended in any part of the library, unless attending a library sponsored program that has 1 adult supervisor for every 6 children. Parents, guardians, or siblings who bring these young children in to the library may not leave them unattended in one part of the library while the parent, guardians, aged 12 or older siblings are in another part of the library.
- Minors aged 7-17 and vulnerable adults may use the library unattended as long as they adhere to the **Patron Code of Conduct** policy.
- The library will not assume responsibility for children left unattended on library premises; if the child or children are disruptive a letter of warning will be sent to the parent or guardian on their account. If the behavior continues library staff will follow the **Patron Code of Conduct** policy.

Child or Vulnerable Adult at closing

- Attempt to reach the parents/guardian or caregiver if the vulnerable adult chooses to have them called. If unable to reach or there is no parent or guardian listed, staff will call the non-emergency police number 715-627-6411
- Two library staff members will wait with the child or vulnerable adult until parent/guardian, or police arrive.

PART-TIME SEASONAL CIRCULATION CLERK

PPART-TIME SEASONAL CIRCULATION CLERK ANTIGO PUBLIC LIBRARY

FLSA Status: Non-Exempt

Position Status: Regular Part-Time

Class Title: Circulation Clerk

Starting Wage: \$15.50

Department: Library

Location: Antigo Public Library

APL Board Approval Date: 4/22/25

JOB SUMMARY: The Part-time Seasonal Circulation Clerk is responsible for routine circulation, shelf maintenance and clerical functions using the Antigo Public Library's automated circulation system. Duties include checking books and media in and out, shelving library materials, data inputting, technical trouble shooting for patrons, and telephone answering. This position is also invested with the responsibility of making beginning level library clerical decisions. The work requires that the employee has some knowledge, skill and ability in library clerical functions.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Circulation Desk –
 - Greets and assists Library users in the Circulation area employing effective customer service skills.
 - Performs all Circulation area functions effectively, including and not limited to the following:
 - Checks in, checks out and renews Library materials
 - Informs Library users of the status of their Library records.
 - Processes applications for, and issues, new Library cards.
 - May assist Library users in locating materials.
 - Fields requests for new acquisitions and Interlibrary Loans
 - Receives phone calls, and assists or transfers calls as necessary
 - Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
 - Provides reader's advisory, reference and other patron assistance services.
 - Shelves, shelf-reads and organizes collections.
 - Works proficiently with basic computer software including Office programs, email, Sierra automation system, Aspen online catalog, and Square.
 - Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
 - Informs Library users of Library Conduct and Circulation Policies, enforcing them when appropriate.

4/22/2025

PART-TIME SEASONAL CIRCULATION CLERK

- Possession of a valid driver's license and a driving record free of suspension or revocation in any state.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, cash registers, photocopiers, etc. It requires the ability to work behind a public service desk. When working in the main library the environment may be moderately quiet or moderately loud and active. There are frequent time interruptions including telephone calls, visits from staff, patrons, and other distractions. Close-toed shoes must be always worn as best safety practices.

PHYSICAL REQUIREMENTS:

The physical demands and work environment described here are representatives 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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, talk, see and hear. The employee is occasionally required to kneel, crawl, climb and balance. The employee is frequently required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The work will frequently require working at a keyboard and a computer monitor. The employee must occasionally lift and/or move up to 50 pounds and push or pull objects weighing 100-150 pounds on wheels. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, and depth perception.

WORK SCHEDULE:

This is a part-time position that requires 20 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends. Dependability and diligent attendance are required. Preference will be given to those able to work every Wednesday and Friday from 9AM-3:30PM and Saturday from 9AM-5:30PM. Season runs May – September with potential to be extended.

QUALIFICATIONS:

- High School diploma or equivalency.
- Library skills sufficient to accomplish the duties listed above, or equivalent job experience with those skills or the ability to learn those skills. In particular, the ability to learn the use of the Dewey classification system, and other Library procedures is required.
- Computer skills sufficient to perform the functions of the online catalog and circulation modules of the Library's automated Library system and Square cash register functions.
 - Working knowledge of computers and internet use including but not limited to: Office programs, Google programs, email applications, and other technology needs

PART-TIME SEASONAL CIRCULATION CLERK

of APL patrons. Ability to effectively use a multi-line phone, 10-key calculator, fax machine, scanner, and any other tools or equipment available to patrons and staff for use.

- Excellent public service skills are essential.
- Good clerical skills are required, including keyboarding.
- Excellent oral and written communication skills as well as analytical, time-management and problem-solving skills.
- Flexibility and adaptability, willingness to embrace change and create innovative solutions in resource description.
- Ability to work independently as well as collectively with colleagues in the library and throughout the WVLS consortium.

This policy is subject to the reasonable accommodation provisions of Title VII and the American for Disabilities Act (ADA) and other EEO considerations. If you believe that because of a disability that you may be entitled to a reasonable accommodation or exemption to this policy, please contact mrine@antigo-city.org

If you require an accommodation for any part of the application process, please notify the director at directore@antigopl.org

LOCATION:

Antigo Public Library, 617 Clermont St., Antigo, WI 54409

SUPERVISOR:

Antigo Public Library Director

SELECTION GUIDELINES:

Formal application. Rating of education and experience. Oral interview(s). Reference check. Job related tests.

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. It is subject to change by the employer as the needs of the employer and requirements of the job change.