

Antigo Public
Library
617 Clermont
Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Board of Trustees

Full Board Meeting

Tuesday, June 24th, 2025 @ 6:00 PM

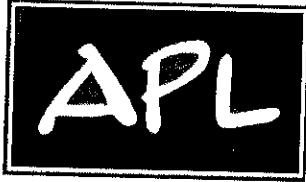
APL McGinley Meeting Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments, (informational only)
5. Approval of APL Library Board of Trustees minutes for the COW meeting on 5/20/2025 and the Full Board of Trustee Annual meeting on 5/27/2025.
6. WVLS –Board Member Judy Peterson
7. Directors Report
8. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed and moved forward from the 6/17/2025 COW meeting.
 - b. Approval of eliminating the open Facility Manager position
 - c. Approval of the creation of a full time Circulation Lead responsible for oversight of the Circulation Specialist team and a part time Cleaner, to not exceed 10 hours per week.
 - d. Review and discussion of 2026 Joint City-County Library financial agreement regarding the language of the board elected representative terms.
 - e. Formation of an ad-hoc committee to review policy development and policy handbook.
9. Considerations for next board meeting.
10. Next board meeting will be July 22nd, 2025 at 6:00 PM
11. Adjournment.

Sarah Sinkler
APL Board of Trustee President

Please note: Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action. Upon reasonable notice, efforts will be made to accommodate the needs of the disabled individuals through sign



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language interpreters or other auxiliary aids. Please call the library at 715-623-3724 to arrange for such accommodations.

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

Minutes



Antigo Public Library

Board of Trustees

Minutes of Tuesday, May 20, 2025

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

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Sarah Sinkler, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
Cindy Tyler	Present	
Barb Rebstock	Present	
Kim Duchan	Present	
Cate Listle	Absent	Excused: In Ohio
Glenda Oginski	Absent	Excused: meeting

Others in attendance: Toni Edge, Library Director; Kaye Matucheski, City Clerk. Judy Peterson, WVLS Board member

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. Introduced new board member: Cindy Tyler
5. Public comments: none
6. Committee Items: presented to the whole board for review and discussion.
 - a. Kaye Matucheski, City Clerk. In previous months, the board had inquired if it were possible to set up a separate account in order to avoid late fee charges since there was always a problem with receiving invoices and paying them within the time frame of Library Board meetings. Kaye explained why this cannot happen. She suggested that it return to the way it had always been done years ago – which was, the city would automatically pay the utility bills for the library as they come in on a weekly basis. There are four utilities: gas, phone (Spectrum), WPS, and water. The credit card can also be put on the automatic payment system with Kaye. Someone from the library would have to submit them to her on Wednesday so they can be sent out on Thursday. A motion to allow the City Clerk, to automatically pay the four utility bills (gas, Spectrum, WPS, water: and the credit card) as they come in was made by Jones, 2nd by Duchan. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Duchan/YES Motion carried.

Toni also followed up with Kaye about the Fogeltanz Fund. Last month there was a motion that once the Fogeltanz Fund account was dissolved a portion of that money would be deposited back in the Foundation's account for digitizing. But according to Wisconsin State Statutes, that is not legal. The Fogeltanz money must go back into the city account (the Library's 610 Trust – the money does not roll over into any other account like the 285 for operating expenses, and the library has explicit control of how

the money is spent). This is where the money was originally designated to – the library. The amount of money earmarked in last month's meeting remains the same for digitizing, library needs, and any remainder being added into the digitizing cost. This is also why we need a Donation Policy, since people can donate to the library directly or to the Foundation.

The discrepancies between the annual reports (2023 and 2024) were also resolved. It was a simple matter of money being logged incorrectly. Some money was in the 610 Trust and other in the 285 operating cost. The 610 account was not included in the report to the DPI in previous years.

- b. A motion to move the bills and invoices to 05/27/2025 full board meeting to be paid was made by Duchan, 2nd by Sinkler. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Duchan/YES Motion carried.
 - c. Student Page vs. 2nd part-time seasonal staff. There was only one applicant for the Page position and he/she was 18. So instead of hiring one part-time seasonal, we would hire two and then do a Page search in the fall. Budget is on track to allow for extra hire. A motion to move the hire a two part-time seasonal employee forward to the full board meeting on 05/27/2025 to was made by Tyler, 2nd by Restock. Voice vote. All "Ayes." Motion carried.
 - d. Officer Election. Brief overview – Rebstock completed compiling a list of those who are interested to fill such positions. Bardo made a script of how to conduct the meeting. Elections will take place next meeting on 05/27/2025.
 - e. Final review of the APL Board. The monthly annual planner has taken shape. Duchan suggested categorizing the type of policies we have and grouping them in logical subtitles. Some policies could be combined or an attachment added. This is the start of creating a Policy Handbook that can be published. A motion to move the APL Board of Trustee Annual Planner with revisions forward to the 05/27/2025 full board meeting was made by Sinkler, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
 - f. APL Board of Trustee's term schedule. Bardo has been working on establishing the correct terms. This requested by the Library Task Force for the City-County agreement with the library. Snafus of when someone steps down on their own accord and another is placed to finish out the term, does that count as one of their appointed terms? If it's longer than 18 months, yes. So, all the starting and stopping of Trustees is confusing. Does the school superintendent have limits? Etc. Judy Peterson suggested contacting WVLS for assistance.
 - g. Trustee Handbook. Bardo made a table of content. Nine handbooks will be made and given to the members. As members leave, the handbook will be passed onto incoming Trustees.
7. Next C.O.W. June 17, 2025. Suggestions: Policy for cash donations. This can be added to current donation policy. Term limits. Review the Bylaws according to the annual calendar. NOTE: June 9th is the summer reading kickoff.
 8. Adjournment: A motion to adjourn the meeting was made by Sinkler, 2nd Rebstock. Voice vote. All "Ayes." Motion carried. Meeting adjourned at 6:55 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of May 27, 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 (city)	Present	
Pam Augustyn, Treasurer (county)	Present	
Nancy Jones, Secretary (county)	Present	
Cindy Tyler (county)	Present	
Barb Rebstock	Present	
Kim Duchan (county)	Present	
Cate Listle (city)	Present via phone	
Glenda Oginski (school)	Absent	Excused: ill

Others in attendance: Toni Edge, Library Director

1. Call Meeting to Order: Bardo called the meeting to order @ 6:00 p.m.
2. Roll Call: According to our Bylaws, a board member is allowed participate remotely, yet, Bardo felt it would be wise to have a motion to approve Listle's involvement. A motion to allow Listle to participate remotely was made by Augustyn, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
3. Pledge of Allegiance:
4. Correspondence/public comment: none
5. Approval of Minutes: A motion to approve the C.O.W. meeting minute of 04/15/2025 and the Regular Library Board of Trustees meeting of 04/22/2025 was made by Duchan, 2nd by Restock. Voice vote. All "Ayes." Motion carried.
6. WVLS Board Member: Judy Peterson. At the Executive Board meeting, they did a performance evaluation of Marla, The Wisconsin Valley Library Director. She received mostly "5s" some "4s" and a couple of "3s." Overall, she does an exceptional job. The auditor's report was very good. They adopted a digital policy. Their "System Information Booklet" was updated, and a copy was given to our library.
7. President's Comments: President Bardo thanked the other members of their hard work and support. We come together with a common goal.
8. Director's Report:
 - a. The library received a check for \$59,503 from Sam (Foundation Treasurer) of the Fogeltanz Funds. It was placed in the 610 Trust account under three separate lines: 30K for digitizing, 10K for "holding" to be added to digitizing if needed, and 19.5K for general spending.
 - b. June 9th is the summer reading kick-off
 - c. There were good applicants for the seasonal part-time positions.

- d. Young Adult Section. There are more than 300 books that have never been circulated. 40% of the Y.A. books have been circulated more than eight times. Some ordering was done, and a more progressive approach will be focused on this area. ALA and DPI define Young Adult as ages 12 – 18. All the books coming in as the publisher defines them 12 – 18 will be going into “Juvenile” unless it is very clear that the central character is older. Books that are 9th grade to age 26 will be “Teen Young Adult” “New Adult.” Books will be organized by genres and stickers like the Adult Section. It will be clear as to what is in the section so patrons are better informed.

They are reviewing the circulation as to what to weed. This summer there will be an Reading Challenge - online reading advisory – so mature content is in it. This is for older teens. Trying different approaches to advertise young adult content and to get this group interested in reading. Also, the 100 books before graduation will have backpacks with 10 books per pack.

There is still a lot of Young Adult and Adult books that need to be cleaned up –organized correctly. Color coded: Yellow – Juvenile, Black – Young Adult Teen, Red – Adult

The public libraries in Minnesota have started to arrange the children’s non-fiction by categories instead of the Dewey Decimal system. We are using their system to transition our children’s non-fiction. New books coming in are automatically transferred to this new system while they work on transferring existing books.

- e. The library is registered for the Langlade County Fair. There will be two tables and fund raising for the digitizing of the Antigo Daily Newspaper archives.
- f. Health Fair is in August.
- g. This fall the Teen Advisory Board coving grades 6th – 12th will begin with Paul Galuska (All Saints principal). Most likely the first couple of years those participating will only be middle school students. They will meet after school Friday afternoons.
- h. Senior Center: for the summer tech support will be moved to Wednesdays because there are more people there that day. Also, the Bookmobile will be on pause for the summer.

9. Discussion/Possible Action Items:

- a. A motion to approve paying the bills and invoices that were moved forward from the 05-20-2025 C.O.W. was made by Jones, 2nd by Tyler. Roll call vote. Bardo/YES
Sinkler/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES
Duchan/YES Listle/YES Motion carried.
- b. A motion for preapproval of the standing four monthly utility bills and credit card bill payments upon arrival was made. Roll call vote: Bardo/YES Sinkler/YES
Augustyn/YES Jones/YES Tyler/YES Rebstock/YES
Duchan/YES Listle/YES Motion carried.
- c. The two seasonal part-time hires was tweaked to take one of the positions and split it. Someone applied who has significant experience in the work currently done by Betsy Pilecky. Betsy has expressed that in the near future she will be relocating to Green Bay closer to her son. So the split will give 10 hours to work as a part-time seasonal business clerk (working with Betsy and filling in when she takes time off). So three seasonal part-time people will split 40 hours per week as such: 20, 10, and 10. A motion of the hiring of three seasonal part-time employees totaling 40 hours (10 hours business clerk, 10 hours front desk, 20 hours front desk) was made by Augustyn, 2nd by Listle. Roll call

vote. Bardo/YES inkler/YES Augustyn/YES Jones/YES
Tyler/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.

- d. A motion to accept the APL Board of Trustees Annual Planner was made by Augustyn, 2nd by Jones. Voice vote. All "Ayes." Motion carried.
 - e. Continue updating the term limit information
 - f. Board of Trustee Handbook. Bardo handed out binders and initial papers and tabs to begin filling the handbook.
 - g. Election of Officers.
 - i. Nominee for President - Sarah Sinkler. "Do you accept?" "Yes." Second by Jones. "Are there any other nominations for President? Are there any other nominations for President? Are there any other nominations for President?" Voice vote for electing Sarah Sinkler for Board President. All "Ayes." Motion carried.
 - ii. Nominee for Vice-President - Carol Bardo. "Do you accept?" "Yes." Second by Duchan. "Are there any other nominations for Vice-President? Are there any other nominations for Vice- President? Are there any other nominations for Vice-President?" Voice vote for electing Carol Bardo for Board Vice-President. All "Ayes." Motion carried.
 - iii. Nominee for Treasurer – Pam Augustyn. . "Do you accept?" "Yes." Second by Tyler. "Are there any other nominations for Treasurer? Are there any other nominations for Treasure? Are there any other nominations for Treasure?" Voice vote for electing Pam Augustyn for Board Treasurer. All "Ayes." Motion carried.
 - iv. Nominee for Secretary – Nancy Jones. "Do you accept?" "Yes." Second by Augustyn. "Are there any other nominations for Secretary? Are there any other nominations for Secretary? Are there any other nominations for Secretary?" Voice vote for electing Nancy Jones for Board Secretary. All "Ayes." Motion carried.
10. Considerations for next month's meeting: Donation Policy. Review of the Bylaws. Trustee training. Robert's Rule review. Ad Hoc for Policy Handbook.
 11. Next board meeting: June 24, 2025
 12. Adjourn: A motion to adjourn the meeting was made by Bardo, 2nd by Listle. Voice vote. All "Ayes." Motion carried. Meeting aduorned at 7:05 p.m

Nancy Jones, Secretary

Director's Report





2025 – April: Director’s Report

Discussion on the Following:

- Programming
- Digitizing Fundraiser
- Resignation of Facilities Mgr + Common Council Agenda for 6/25/25
- Solar Update
- Director’s Temporary Grade 1 Library Certification Approval
- White Lake update

City-Library Relations: as a Joint Library the Antigo Public Library is not a department of the city as a municipal library would be. WI stature clearly outlines the roles of parties in a joint library with one taking on the role of the fiscal agent. WI stature clearly outlines the autonomy and authority of the library board over the employees of a library. Should a governing body undermine that authority or autonomy, the library would be at risk of being expelled from the public library system, consortium membership, and lose all public funding that comes to the library through participation in those systems.

1. WI 43.53 Joint Libraries (2a) states: Name one of the participants as the library’s fiscal agent, who is responsible for the payroll, benefit administration, insurance, and financial record keeping and auditing for the library.

Library Board Composition:

1. WI 43.54 Municipal library board composition (1a) states: Each public library established under s.43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members.



Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the mayor, village president, town chairperson, tribal chairperson or school board chairperson, respectively, with the approval of the municipal governing body. Up to 5 additional members may be appointed under s. 43.60 (s). The City of Antigo is a 4th class city. The nine board composition is based on the Antigo Public Library being a joint library based on signed agreement between the City of Antigo and the County of Langlade.

2. (1b) states: upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3-, and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.
3. (1c) states: the appointing authority shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.
4. (e) A majority of membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum.
5. (1m-a) states: Boards appointed for joint libraries under s. 43.53 shall:
 - a. Consist of 7 to 11 members and be representative of the populations of the participating municipalities.
 - b. Be appointed by the head of the municipal governing body of each participating municipality and county board chairperson of the participating county.



1. WI 43.58 (1): The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.
2. WI 43.58 (2a): The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the bill expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.
3. WI 43.58 (2b): Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting. – this provision is what allows the pre-payment of the four utility bills (Wisconsin Public Service, City Gas, Antigo Water, and Spectrum/Charter) by the City upon receipt of invoices after the approval of last month's motion by the APL Board of Trustees.
4. WI 43.58 (3): Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand



or any part thereof is disallowed, the claimant may bring an action against the municipality or county.

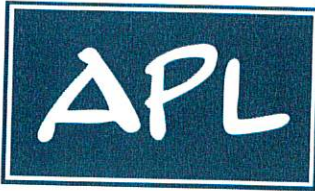
5. WI 43.58 (4): Notwithstanding ss. 59.17 (2) (br) and 59.18 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

Administrative Essentials: A Handbook for Wisconsin Public Library Directors

1. Responsibilities of the Library Board – one of five (5) bullet points highlighted is “Prescribing the duties and compensation of all library employees.” The following statement outlines why library board of trustees govern libraries: “This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players – city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority. The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.



2. Responsibilities of municipal governments – “Another area where misunderstandings can occur between library boards and their municipal or county governing bodies is the area of personnel. This stems from the fact that library boards have the legal authority to prescribe the duties and compensation of all library employees. A library board may choose to make library employee compensation and personnel policies consistent with those of the municipality or county, but they are not required to do so.
3. AE 11: The Library as Employer:
 - a. The Library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
 - b. The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
 - c. The library board has the legal responsibility to approve job descriptions and compensation plans, but the director should have latitude to set compensation, but the director should have latitude to set compensation and make personnel changes within that framework.
 - d. The library will run most effectively when the director is delegated the responsibility for the day-to-day assignment of staff duties.
4. AE 11: Board meetings on personnel issues:
 - a. The library board may also need to consider a personnel issue as part of a grievance process. Your library personnel policy should clearly state how grievances may be brought and the process to be followed. Generally speaking, employees should bring matters of concern about the physical environment in which the employee



works, and conditions of the specific position, procedures to be followed, relationships with other workers or supervisors, and library rules and regulations to the attention of the library director. Occasionally, an employee may be unsatisfied after bringing complaints to the director and may feel that further action should be taken. In such circumstances an appeal to the library board is appropriate. Sometimes the library director is the problem, or part of the problem, that an employee wishes to address, and the situation is of a sensitive nature or involves serious legal concerns. In such cases, a grievance should be addressed in writing to the library board president who can then take up the matter with the library board at the next board meeting or at a special session. The meeting may be conducted in closed session if it meets the requirements of the exemptions to the open meetings law.

- b. Staff Compensation: the ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for employees should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide. Compensation for library staff should be in line with other community positions that require similar training and responsibilities.
- c. Promotions: it is not unusual for a library to promote an existing employee into a vacancy rather than to advertise broadly and hire a candidate from outside the organization. It is good to give existing employees opportunity for advancement, and many collective bargaining agreements will stipulate that positions must be posted within the organization before being advertised. However, be sure that you follow established hiring procedures



and that the employee being promoted meets the minimum qualifications required for the job description for the position.

d. Personal Policy: it is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, as well as rules and conditions of employment for library staff. The policy should include the mission statement of the library, employment expectations, staff development and continuing education opportunities, and evaluation and discipline processes, including termination and grievance procedures. It is important for these policies to be gathered into a written personnel handbook available to all library staff. The policy must be kept up-to-date and regularly reviewed by the library board. These written policies ensure that all employees are treated according to the same rules. Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. **To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.** The library board should also approve a salary schedule that covers all staff and written job descriptions that list the essential job duties of each position, any educational and experience required, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions not only will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues, but also provide an objective basis for performance evaluation to support promotion or discipline.



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- e. Grievance Procedures: The board should establish a grievance or complaint procedure within the personnel policy to address staff complaints about employment issues. Trustees should direct employees who have complaints about the director, policies, or operations to discuss the situation first with their supervisor or the director. If that does not resolve the issue, staff should be encouraged to follow the established policy. Only in extreme situations should staff complaints go directly to the board.



Outlook

Resignation Letter

From Brian Grabowsky <bgrabowsky@antigopl.org>

Date Wed 5/28/2025 11:46 AM

To Antigo Public Library Interim Director <director@antigopl.org>; Sarah Sinkler <sarahsinkler@gmail.com>; Melanie Rine <mrine@antigo-city.org>

 1 attachment (24 KB)

resignation letter.docx;

Subject: Resignation – Brian Grabowsky

To The Library Director, and Library Board

After more than 17 years please accept this letter as formal notification that I am resigning from my position as Facility Manager at the Antigo Public Library

My last day of work will be June 11th; I would like to use up 2 days of vacation on June 12th and June 13th to finish up the week's pay period.

Thank you for the opportunity to serve in this role. I will ensure a smooth transition over the next two weeks.

Sincerely,

Brian Grabowsky



CITY OF ANTIGO
COMMITTEE OF THE WHOLE MEETING

COUNCIL CHAMBERS

CITY HALL, 700 EDISON STREET

Wednesday, June 25, 2025

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items

1. Presentation by Angela Close, Langlade County Economic Development Corporation Regarding Funding Request, 2024 Results and 2026 Work Plan
2. Employee Request to Consider Moving from One Department to Another as a Transfer per the Employee Manual
3. Discuss Grant Writer Position (Referred by Alderperson Bugni)
4. Discussion on the Need for and Funding of a Wastewater Treatment Plant Study (requested by Alderperson Edwards)
5. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and Upon Proper Motion, Council will Convene into Closed Session to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility Regarding the City Administrator's Performance. Upon Completion of Discussion in Closed Session, Council will Reconvene into Open Session to Act on Matters Discussed, If Necessary, and Proceed with the Regular Order of Business.

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact clerk treasurer's office, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. 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.

DATE MAILED: June 19, 2025

THOMAS BAUKNECHT

Brian Grabowsky
937 Deresch Street
Antigo, WI 54409
(715) 216-5630

June 16, 2025

Mayor Tom Bauknecht
City of Antigo Alderpersons
700 Edison Street
Antigo, WI 54409

RE: Transfer of position from the Antigo Public Library to the Antigo Street Department

Dear Mayor Bauknecht and City Alderpersons:

I previously worked at the Antigo Public Library and I applied for the open position within the Street Department.

My intention was never to resign from being a City employee, it was to simply transfer departments.

I was unaware of the exact procedure to transfer departments and submitted a resignation letter to the library. This was unintentional. Please allow me to rescind my resignation and rather approve my request to transfer positions from the Antigo Public Library to the City of Antigo Street Department effective June 16, 2025.

Thank you for your time and consideration. If you have any questions, please do not hesitate to contact me.

Sincerely,



Brian Grabowsky

Attachment: B Grabowsky Request for Transfer Letter (7580 : Employee Request for Transfer)


Employee Manual

From Kaye Matucheski <kmatucheski@antigo-city.org>

Date Fri 6/20/2025 4:06 PM

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

Cc Karin Derauf <kderauf@antigo-city.org>; Mayor <mayor@antigo-city.org>; Melanie Rine <mrine@antigo-city.org>

 1 attachment (117 KB)

Library Minutes 8-8-13 to Approve Employee Handbook.pdf;

Toni:

As we discussed the other day when you were in my office, attached is a copy of the August 8, 2013, Board minutes where the Library Board adopted the City's Employee Manual. There were a few other actions over the years when the City made changes and the Library Board also approved the action.

I am not aware of any Library Board action to replace this employee manual so I believe it is still in effect so we would be required to follow the manual for the Library employees unless we receive documentation that the Board is making an exception.

I did not copy the new Library Board President as I do not have contact information for her.

Please let me know if you have any questions for me.

Kaye M. Matucheski

City Clerk-Treasurer/Finance Director

City of Antigo

700 Edison Street

Antigo, WI 54409

(715) 623-3633 extension 102

kmatucheski@antigo-city.org

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Antigo Public Library
Special Meeting of the Board of Trustees

August 8, 2013

5:00 p.m.

McGinley Room – Antigo Public Library
Minutes

The special meeting of the Antigo Public Library Board was called to order on the above date at 5:00 p.m., Bugni, President, presiding.

Attendance: Beck, Bornemann, Bugni, Gottard, Livingston, Prunty, Scupien, and Spychalla.
Absent: Kind. Also attending: Cynthia Taylor, Library Director, and Amy Lynch, City of Antigo Human Resources Specialist.

City of Antigo Employee Handbook

Bugni noted that the City's Committee of the Whole met on July 31, 2013, and reviewed the draft of the handbook in great detail. Taylor pointed out that the library board could make exceptions to some policies in the handbook for library employees.

Bugni proceeded to review the manual, page by page, giving board members the opportunity to raise questions or concerns. Lynch answered the questions raised. Taylor pointed out areas, like the carry-over of vacation time, which the board could allow with motion at a regular meeting, should the need arise.

It was also noted that the handbook would be effective on January 1, 2014.

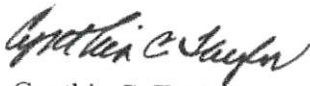
Taylor asked whether the employee cards mentioned in a recent email were required or optional. They are optional, and Taylor noted that staff wear name tags while on duty.

After lengthy discussion and review, Prunty moved that the City of Antigo Employee Handbook be approved as amended; Bornemann seconded. Beck asked for a roll call vote: Beck, no; Bornemann, aye; Bugni, aye; Gottard, aye; Livingston, aye; Prunty, aye; Scupien, aye. Carried.

Lynch offered to speak with the library employees in the fall before all employees are asked to sign to acknowledge the new handbook.

Livingston moved to adjourn the meeting; Scupien seconded. Carried. The meeting was adjourned at 6 p.m.

Respectfully submitted,



Cynthia C. Taylor
Library Director

Bills from C.O.W

June Invoices to Pay

FUND 285

UTILITIES

City Gas		
City of Antigo - Water	06/17/25	\$132.77
Charter - Spectrum (phone/internet)	06/20/25	\$248.49
Wisconsin Public Services		CC
	6/10/2025	\$76.07
		<u>\$457.33</u>

CONTRACTUAL SERVICES

WVLS - Digital Collection Buying Pool	7/6/2025	\$4,631.97
		<u>\$4,631.97</u>

FACILITIES

Lawn & Snow Specialists - fertilizer for crab grass - 53540	6/31/25	\$75.00
Victory Janitorial - cleaning supplies - 53540	6/30/2025	\$342.29
Victory Janitorial - cleaning supplies - 53540	6/16/2025	\$114.61
Southside Tire - Bookmobile a/c repair, - 53290	7/2/2025	\$304.00
		<u>\$835.90</u>

OPERATING SUPPLIES

Amazon (name tags for new staff) - 53100	07/20/25	\$31.56
Amazon (Operating Supplies - 53100 \$47.98, Programming Supplies - paper plates 53710 \$15.64)	07/03/25	\$47.98
Amazon (label maker replacement) - 53100	07/21/25	\$99.99
Amazon (label maker tape) - 53100	07/21/25	\$95.90
Demco (book processing supplies) - 53100	06/21/25	\$214.66
Quill (DVD processing supplies) - 53100	06/11/25	38.36
Quill (processing supplies) - 53100	02/26/25	22.59
		<u>\$551.04</u>

BOOKS + MEDIA

Amazon (Adult Books - April Invoice Past Due/Missed) - 53640	05/27/25	\$337.93
Amazon (Kids Puzzles - 53741 \$289.50, Adult Puzzles - 53742 \$70.76, YA Books - 53690 \$14.24)	07/01/25	\$372.76
Amazon (Adult Books) - 53640	07/02/25	\$31.00
Amazon (Adult Books) - 53640	05/18/25	-\$6.26
Amazon (Children's Books) - 53650	07/02/25	\$19.99
Amazon (Children's Books) - 53650	07/02/25	\$15.99
Amazon (Operating Supplies - 53100 \$47.98, Programming Supplies - paper plates 53710 \$15.64)	07/03/25	\$19.99
Amazon (Young Adult Books) - 53690	07/03/25	\$15.64
Amazon (Young Adult Books) - 53690	07/04/25	\$259.93
Amazon (Adult Books - 53640 \$37.54, Children's Books - 53650 \$37.54)	07/07/25	\$114.41
Amazon (Adult Books) - 53640	07/08/25	69.91
Amazon (Adult Books) - 53640	07/09/25	\$26.04
Amazon (Adult Books) - 53640	07/11/25	\$15.99
Amazon (Children's Books) - 53650	07/11/25	\$28.00
Amazon (YA - 53690 \$92.94, Adult books - 53640 \$209.98)	07/11/25	\$58.97
Amazon (Children's Books) - 53650	07/12/25	\$302.92
Amazon (operating Supplies - circulation desk chair) - 53100	07/16/25	\$18.95
Amazon (Children's Books) - 53650	07/18/25	\$54.84
Amazon (Children's Books) - 53650	07/18/25	\$5.99
Amazon (Children's Book - 53650 \$7.19, Adult Book - 53640 \$11.99)	07/18/25	\$21.99
Amazon (Children's Book - 53650 \$6.99, YA - 53690 \$14.95)	07/19/25	\$19.18
Amazon (Adult Books) - 53640	07/19/25	\$21.94
Amazon (sticky notes large for art for summer YA program) - 53710	07/19/25	\$42.98
Amazon (Children's Books) - 53650	07/21/25	\$79.06
Amazon (Adult Books) - 53640	07/24/25	\$16.99
	07/27/25	\$67.99

Baker & Taylor (Adult Books) - 53640	07/11/25	\$343.85
Baker & Taylor (Adult Books) - 53640	07/05/25	\$270.15
Baker & Taylor (Adult Books) - 53640	06/28/25	\$400.27
		<u>\$3,047.39</u>

CREDIT CARD CHARGES

School Library Journal Subscription - 53100	06/01/25	\$136.99
QR Code Subscription - 53140	05/17/25	\$186.99
New York Times Subscription (2 months) - 53680	05/18/25	\$40.00
Pizza Hut Delivery (Pizza + Puzzles) - 53710	05/17/25	\$33.45
Signs.com (display for tables for engagement) - 53140	05/19/25	\$301.35
Langlade County Fair Registration - 53710	05/30/25	\$365.00
Signs.com (circulation desk signage) - 53100	05/30/25	\$109.02
Collaborative Summer Program (downloadables for toddlers & WL display) - 53750	05/07/25	\$11.58
USPS - ILL Postage - 53180	05/15/25	\$54.93
		<u>\$1,239.31</u>

FUND 610

CC - Ikea - décor & play café materials - 53710	5/9/2025	\$274.03
Amazon - materials for programming - 53710	7/5/2025	\$478.69
Amazon - materials for programming - 53710	7/6/2025	\$1,027.40
Amazon - stools for YA Art Table - 53090	7/10/2025	\$94.99
Amazon - materials for programming - 53710	7/12/2025	\$132.94
Amazon - scheduling materials & floor cushions for reading nooks - 53090	7/20/2025	\$157.54
Amazon - reading program display & organizing for WL - 53100	7/21/2025	\$71.11
Amazon - credit - 53710	6/10/2025	\$154.99
Playaway - audiobooks (wonderbooks for children & YA) - 53720	6/21/2025	\$1,500.77
Playaway - audiobooks (wonderbooks for children & YA) - 53720	7/9/2025	\$270.96
		<u>\$4,163.42</u>

Total Bills To-Date: June 2025

Utilities	457.33
Contractual Services	\$4,631.97
Facilities	\$835.90
Operating Supplies	\$551.04
Books + Media	\$3,047.39
Credit Card Charges	\$1,239.31
Donation Account Expenses	\$4,163.42
	<u>\$14,926.36</u>

Facility Mgr.
Position for
Elimination

FACILITIES + MAINTENANCE MANAGER

Facilities + Maintenance Manager ANTIGO PUBLIC LIBRARY

FLSA Status: Non-Exempt

Position Status: Regular Full-Time

Class Title: Maintenance

Starting Wage: \$18.54

Department: Library

Location: Antigo Public Library

APL Board Approval Date: 11/19/24

JOB SUMMARY:

The Facilities + Maintenance Manager performs clean-up and minor maintenance of the Antigo Public Library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the Antigo Public Library for both its patrons and staff. Troubleshoots and performs minor repairs and responds to emergency calls for service. Works closely with other employees to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs DAILY indoor cleaning –
 - vacuuming, sweeping, mopping the bathroom floors, cleaning and disinfecting the bathrooms, and emptying ALL garbage cans prior to opening every day the library is open to the public.
- Replenishing supply dispensers as needed. Replacing light bulbs as needed. Dust weekly. Wash and clean windows inside and out weekly. Dust and clean all vents bimonthly.
- Move furniture, file boxes, and other items when requested.
- Performs regular outdoor maintenance – shoveling and snow-blowing, mowing the lawn, raking, shrub trimming, watering, and replacing mulch as needed, using the Antigo Public Library equipment designated for each task.
- Maintains building equipment in accordance with system manuals – changing filters, light bulbs, and batteries – as needed.
- Orders supplies and materials as needed.
- Performs minor carpentry, painting, plumbing maintenance work and general repairs as requested by the Antigo Public Library Director.
- Oversee the maintenance and repair of mechanical equipment including the APL Bookmobile.
- Notify the Antigo Public Library Director concerning the need for major repairs to building on electrical, plumbing, structural, heating, ventilating, and solar equipment.
- Contact and meet with contractors to obtain estimates for maintenance projects.
- Maintain file records and reports for all outside contractors.

FACILITIES + MAINTENANCE MANAGER

- Maintain routine daily, weekly, monthly, and annual equipment maintenance and inspection logs. With updated copies provided to the Antigo Public Library Director each month in accordance with the Antigo Public Library Full Board of Trustees meeting schedule.

OVERSIGHT AND COORDINATION OF SAFETY SYSTEMS AND STATUTORY INSPECTIONS:

- Regularly inspects building, facilities and equipment.
- Reports problems to the Antigo Public Library Director.
- Ensures safety monitoring systems are functioning properly.
- Coordinates regular statutory inspections of all alarm and safety systems.

COORDINATION OF MAINTENANCE PURCHASING:

- Maintains inventory of cleaning supplies, materials, and equipment.
- Orders supplies and equipment as needed, maintaining proper documentation and records.
- Prepares budget requests for cleaning and maintenance needs.
- Solicits estimates as needed for special projects.
- Evaluates vendor services seeking the best quality for the best price.
- Oversee the Petty Cash account, making sure there are sufficient funds on hand for mailings and miscellaneous small purchases; requests reimbursement of these funds as needed.

GENERAL DUTIES AND RESPONSIBILITIES:

- Participate in the development of policies and procedures that affect the use of the supplies and facilities. Ensure the safety of the building from fire, flood, and other hazards by participating in the Antigo Public Library Board of Trustees Grounds Committee (if/when formed).
- Assists circulation by emptying the drop boxes daily.
- Cleans and repairs DVD & CD recordings.
- Assists programming by monitoring meeting room schedule and performing preparation and clean-up of programming spaces.
- Assists general administration by running errands, delivering and receiving mail, and other tasks as directed.
- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Maintain predictable and regular physical attendance.
- Maintain the ability to travel to and from the Antigo Public Library for scheduled shifts.
- Provide truthful, accurate written and verbal communication.
- Provide other duties as assigned.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to follow detailed directions.
- Ability to quickly and efficiently carry out custodial tasks according to a regular schedule, proscribed safety procedures and with a minimum of supervision.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Ability to see what needs to be done within scope of job responsibilities and take the initiative to do the work without explicit direction.
- Thorough knowledge of techniques of cleaning and maintaining the interior and exterior of a library building.
- The ability to understand directions or comprehend instructions provided on equipment and chemicals.
- Ability to read building plans and drawings or instructions.
- Knowledge of maintaining, cleaning, and preserving a variety of surfaces; proper use of a wide range of chemicals according to WI state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.
- Ability to do minor plumbing and electrical repairs, carpentry, and painting projects.
- Working knowledge of building systems including security, heating and air conditioning, fire protection equipment, controls operation, and maintenance.
- Working knowledge of lawn and shrub care.
- Ability to evaluate vendor services and products and present conclusions and recommendations to library administration and Trustee Board members.
- Ability to gather statistics, analyze information, and write reports utilizing English grammar rules.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to use computer software and manage computerized files.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Flexible work hours; early mornings, some evenings, and weekend hours.
- Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved for the upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.
- Inside work environment: 75% or more.
- Outside work environment: up to 25%. Winter snow shoveling and sidewalks maintenance. Spring through fall maintenance of grass and shrubs and building exterior upkeep.

FACILITIES + MAINTENANCE MANAGER

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in confined spaces.
- Bending, twisting, and reaching.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Hand/Finger Precision & Grip: using hand tools, painting, hammering, operating switches and valves, keyboarding, writing, filing, and sorting.
- Handling: hoeing a garden plot, sweeping, mopping, dusting, vacuuming with accessories.
- Pushing and Pulling: objects weighing up to 150 pounds
- Sitting, kneeling, crouching, and crawling. Standing, walking, climbing using legs and feet, and stooping.
- Talking and hearing; use of the telephone.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment.
- Mobility: travel to the post office, local merchants, occasional meeting areas, or other branch libraries.

EQUIPMENT USE:

- Basic cleaning equipment, including standard hand tools, broom, feather duster, lawn mower, mop and bucket, shovel, snow blower, gas mower, vacuum cleaner, etc.

QUALIFICATIONS:

- High School Diploma or equivalent, as demonstrated by prior work experience of documented accomplishments.
- Possession of a valid Wisconsin motor vehicle operator's license without record of suspension or revocation in any state.
- Candidates are required to pass a background check, physical examination and a drug test once job is offered. Background check, physical examination and drug test are paid for by the Antigo Public Library. Until the background check, physical examination and drug test have been conducted and records turned over to the City of Antigo, the applicant chosen is not officially hired.

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

FACILITIES + MAINTENANCE MANAGER

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.

FT Circ Spec
Lead position



CIRCULATION SPECIALIST/LIBRARIAN LEAD

Circulation Specialist/Librarian LEAD ANTIGO PUBLIC LIBRARY

FLSA Status: Non-Exempt

Position Status: Regular Full-Time

Class Title: Circulation Clerk

Starting Wage: \$18

Department: Library

Location: Antigo Public Library

APL Board Approval Date: draft 6/17/25

JOB SUMMARY:

The Circulation Specialist/Librarians Lead are responsible for all the Circulation Specialist Job Description skills plus the additional skills of overseeing and managing the circulation specialists' staff under the guidance of the Antigo Public Library Director. The Circ Lead is responsible for maintaining the physical appearance of the Library Floor, the McGinley Room, Conference Room, and the foyer. For ensuring the Circ staff are meeting expectations. For managing all paperwork associated with room usage, program usage, engagement programs, etc. Facilitating patron usage and expectations for room reservations and usage. General cleaning duties associated with Library appearance during operating hours.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Circulation Staff
 - Ensuring circulation staff maintain daily schedule and execute duties associated with that schedule.
 - Addresses any needed changes to the daily schedule that come up, informing the APL Director as needed.
 - Providing guidance and corrections to circulation staff on duties.
 - Training new hires on circulation specialist position.
- Technology –
 - Work with the APL Director to provide statistics and reports on patron usage of library resources and engagement.
 - Weekly deposit for Cash Register.
- General Cleaning & Library Appearance –
 - Vacuuming as needed.
 - Twice daily light bathroom cleaning & re-stocking.
 - Wiping down tables and other surfaces as needed.
 - Ensuring the floor is faced.
- Interpersonal Competencies – develops and maintains effective relationships with others to achieve common goals. Applies effective strategies to manage organizational conflict and difficult coworker and/or patron behaviors. Applies customer service skills to enhance the

CIRCULATION SPECIALIST/LIBRARIAN LEAD

level of patron satisfaction. Applies effective techniques to address difficult situations with patrons. Understands and acts in accordance with the basic values and ethics of library service, and APL policies specifically. Demonstrates leadership qualities and behavior. Anticipates and adapts to change and challenges effectively.

- **Accountability** – accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude. Acknowledges and corrects mistakes.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Maintain predictable and regular physical attendance.
- Maintain the ability to travel to and from branch locations within the county.
- Provide truthful, accurate written and verbal communication.
- Provide other duties as assigned.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library materials and bibliographic tools.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to multi-task, create acceptable work product by set deadlines, and work effectively with a variety of people and situations.
- Excellent written and verbal communication skills.
- Ability to pay close attention to details and concentrate on work with frequent interruptions.
- Ability to analyze and creatively solve problems related to the position.
- Flexible, adaptable, and able to flourish in a changing environment.
- Ability to cross-train to perform other duties and responsibilities as required.
- 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 worn at all times as the best safety practices.

CIRCULATION SPECIALIST/LIBRARIAN LEAD

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.

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 Antigo Public 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 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.
- Candidates are required to pass a background check, physical examination and drug test once job is offered. Background check, physical examination and drug test are paid for by the Antigo Public Library. Until the background check, physical examination and drug test have been conducted and records turned over to the City of Antigo, applicant chosen is not officially hired.

CIRCULATION SPECIALIST/LIBRARIAN LEAD

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 director@antigopl.org

LOCATION:

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

SUPERVISOR:

Antigo Public Library Director

CURRENT EXPECTED WORK SCHEDULE:

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends. Dependability and diligent attendance are required.

SELECTION GUIDELINES:

Formal application. Rating of education and experience. Prior experience working in the Antigo Public Library or another Public Library. 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.

PT Cleaner

Position

JANITORIAL SPECIALIST - PT

Janitorial Specialist - PT ANTIGO PUBLIC LIBRARY

FLSA Status: Non-Exempt

Position Status: Regular Part-Time

Class Title: Janitorial Specialist

Starting Wage: \$18

Department: Library

Location: Antigo Public Library

APL Board Approval Date: 6/24/25

JOB SUMMARY:

The Janitorial Specialist is responsible for coordinating and carrying out all aspects of the cleaning and janitorial duties for the Antigo Public Library. Including trash, disinfecting and deep cleaning of the bathrooms and kitchen. Window washing. Vacuuming. Dusting. Maintaining the general appearance of the Antigo Public Library for daily use to the public in a clean and sanitized environment.

DAILY SPECIFIC DUTIES AND RESPONSIBILITIES:

- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring.
- Vacuum all carpet runners supplied throughout the library, the McGinley room, and the children's Area.
- Spot clean walls, doors, and switch plates as necessary.
- Clean, polish, and disinfect drinking water fountains with non-toxic cleaners.
- Keep the janitor's closet in a clean, neat and orderly condition.
- Turn off lights in areas as cleaning services are completed (unless security lights).
- Assure that all exterior and interior doors are locked each evening and the alarm set upon exiting the building.
- Clean kitchen/breakroom including sink, countertop, table and microwave.
- Clean coffee station located in the main Library and in the McGinley room.
- Clean interior/exterior foyer & door glass weekly or as needed.
- All other routine cleaning as needed.

DAILY RESTROOM CLEANING:

- Empty and clean all paper towel and sanitary disposal receptacles.
- Replace bags as necessary.
- Take collected wastes and deposit into designated on-site dumpsters.
- Wash all receptacles with a germicide solution.
- Wash and polish all mirrors and shelves, spot clean walls, doors and dispensers.
- Includes all bright metal and stainless-steel fixtures and handles.

JANITORIAL SPECIALIST - PT

- Wash all basins, bowls and urinals using a germicidal solution (includes both sides of toilet seats).
- Damp mop hard surfaces with a germicidal solution.
- Fill all toilet tissue holders, soap and towel dispensers as necessary.

WEEKLY GENERAL CLEANING RESPONSIBILITIES:

- Thoroughly clean bathroom walls, stalls and frames using a germicidal solution.
- Dust all horizontal surfaces including desks, bookcases, countertops, chairs, windowsills, baseboard heaters, cabinets, pictures, computer screens, vents and keyboards (desktop areas with papers upon them do not need to be completed weekly).
- Vacuum all carpeted areas including the moving of light furniture as needed.
- Spot clean any areas impacted by spills or mud/debris.
- Brush, vacuum and/or clean all chairs and furniture in the public spaces of the library.

MONTHLY GENERAL CLEANING RESPONSIBILITIES:

- Dust all horizontal surfaces and fixtures located over 6' in height.
- Dust/clean all baseboard trim and dust window blinds.
- Flush/fill all floor drains to assure trap remains effective (includes janitor's room).
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution.
- Deep clean heavy spots on the carpet.

SEMI-ANNUAL GENERAL CLEANING RESPONSIBILITIES:

- Clean air diffusers and return air grills.
- Wash all exterior windows and doorways.
- Clean/shampoo all carpets.
- Dust/clean light diffuser assemblies.

GENERAL

- Maintain prompt, predictable, and regular physical attendance.
- Provide truthful and accurate written and verbal communications.
- Maintain and actively promote, effective working relationships with employees and management.
- Provide advice appropriate to the position to library employees and director.
- Attend seminars, workshops, meetings and training sessions related to duties and responsibilities as needed or requested.

PERIPHERAL DUTIES

- Perform other duties as assigned by director or PIC.

DESIRED MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continued employment

Education and Experience:

- High school diploma or equivalent, as demonstrated by prior work experience of documented accomplishments
- Custodial experience preferred
- Training and experience which provides the necessary knowledge, skills and abilities

Certifications & Licenses

- A valid Wisconsin motor vehicle operator's license without record of suspension or revocation in any state

General Knowledge, Skills, and Abilities

- Ability to follow detailed directions
- Ability to quickly and efficiently carry out custodial tasks according to a regular schedule, proscribed safety procedures and with a minimum of supervision
- Ability to exercise initiative and work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors
- Working knowledge of English grammar and spelling
- Able to maintain confidential information
- Willingness to work to meet deadlines as given
- Strong working knowledge and of computers, knowledge of modern office practices, procedures, and programs and skill of use with listed tools and equipment

Language Skills

- Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact
- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations

Mathematical Skills

- Ability to perform arithmetic computations accurately and quickly
- Ability to interpret information in mathematical, written and diagram form, such as statistical reports

JANITORIAL SPECIALIST - PT

Reasoning Skills

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgements, especially in stressful situations
- Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities
- Ability to think logically and to make decisions

Tools and Equipment Used

Basic cleaning equipment, including standard hand tools, broom, feather duster, mop and bucket, vacuum cleaner, shovel, and any other tools and equipment available for use pertaining to the duties and tasks as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- Ability to work in confined spaces
- Bending/twisting and reaching
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus
- Talking and hearing
- Fingering: using hand tools, painting, hammering, operating switches and valves, writing, sorting
- Handling: sweeping, mopping, dusting
- Lifting and carrying up to 80 pounds
- Pushing and pulling objects weighing up to 150 pounds
- Sitting, kneeling, crouching, and crawling
- Standing, walking, climbing using legs and feet, and stooping
- Physical ability to move furniture and equipment, boxes and container, shovel snow and ice, operate floor cleaning and maintenance equipment

WORK ENVIRONMENT:

- Flexible morning or evening work hours; 10 hours per week minimum 2 hours per shift, max of 4 hours per shift.
- Hazards: use of commercial/industrial cleaning chemicals
- Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings

JANITORIAL SPECIALIST - PT

- Inside work environment: 95% or more
- Outside work environment: up to 5%. Emptying outside refuse containers, occasional winter snow removal and snow melt application.

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

CURRENT EXPECTED WORK SCHEDULE:

This is a part-time position that requires 10 hours per week. A flexible schedule can be accommodated with some required hours outside of Library operating hours.

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.

General Ledger
Detailed Trial Balance

User: jjensen
Printed: 06/13/2025 - 8:42AM
Period: 05, 2025



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285	Library					
ASSETS						
285-000-00000-10050	Petty Cash	0.00				
285-000-00000-10050 Totals:						
285-000-00000-10100	Cash In Bank - LIBRARY	0.00	200.00	0.00	0.00	200.00
5/6/2025	CR 5 30 Library WVLS Lost Books/Wausau (MI) ANTIGO # 638084	0.00				
	Cash Receipts Batch 00105.05.2025			12.00	0.00	
5/6/2025	CR 5 30 Non-Taxable Library Fees ANTIGO PUBLIC LIBR # 638084					
	Cash Receipts Batch 00105.05.2025			41.89	0.00	
5/6/2025	CR 5 30 Library Book Sales ANTIGO PUBLIC LIBRARY # 638084					
	Cash Receipts Batch 00105.05.2025			60.66	0.00	
5/6/2025	CR 5 30 Library Copies ANTIGO PUBLIC LIBRARY # 638084					
	Cash Receipts Batch 00105.05.2025			116.03	0.00	
5/7/2025	GL 5 39 Rec May Shell Fuel Bill Direct ACH Payment					
5/9/2025	AP 5 46 AP Computer Cks 83922-83933, 05/09/2025 Ck# 0			0.00	87.48	
5/9/2025	CH 5 50 Electronic AP Checks Batch: 00001.05.2025			0.00	5,650.45	
5/9/2025	AP 5 58 AP Computer Cks 83934-84055, 05/09/2025 Ck# 0			0.00	4,939.55	
5/9/2025	CH 5 59 Direct Deposit			0.00	1,313.57	
5/13/2025	CR 5 70 Library Copies ANTIGO PUBLIC LIBRARY # 638624			0.00	9,205.07	
	Cash Receipts Batch 00112.05.2025			91.66	0.00	
5/13/2025	CR 5 70 Library Book Sales ANTIGO PUBLIC LIBRARY # 638624					
	Cash Receipts Batch 00112.05.2025			12.32	0.00	
5/16/2025	AP 5 121 AP Computer Cks 84073-84080, 05/15/2025 Ck# 0					
5/20/2025	CR 5 125 Non-Taxable Library Fees ANTIGO PUBLIC LIBR # 639267			0.00	1,727.38	
	Cash Receipts Batch 00119.05.2025			5.00	0.00	
5/20/2025	CR 5 125 Library Copies ANTIGO PUBLIC LIBRARY # 639267					
	Cash Receipts Batch 00119.05.2025			100.28	0.00	
5/20/2025	CR 5 125 Library Book Sales ANTIGO PUBLIC LIBRARY # 639267					
	Cash Receipts Batch 00119.05.2025			14.22	0.00	
5/23/2025	AP 5 138 AP Computer Cks 84081-84090, 05/23/2025 Ck# 0			0.00	285.46	
5/23/2025	CH 5 139 Electronic AP Checks Batch: 00002.05.2025			0.00	4,908.79	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
5/27/2025 AP 5 161	AP Computer Cks 84106-84116, 05/27/2025 Ck# 0					
5/27/2025 CR 5 167	Library WVLS Lost Books/Wausau-MI ANTIGO P # 639783			0.00	23,284.11	
	Cash Receipts Batch 00127.05.2025			15.94	0.00	
5/27/2025 CR 5 167	Non-Taxable Library Fees ANTIGO PUBLIC LIBR # 639783					
	Cash Receipts Batch 00127.05.2025			5.80	0.00	
5/27/2025 CR 5 167	Library Copies ANTIGO PUBLIC LIBRARY # 639783					
	Cash Receipts Batch 00127.05.2025			86.11	0.00	
5/27/2025 CR 5 167	Library Book Sales ANTIGO PUBLIC LIBRARY # 639783					
	Cash Receipts Batch 00127.05.2025			21.80	0.00	
5/31/2025 GL 5 184	Realloc Distribution of May Life Insurance Invoice 1					
5/23/2025 CH 5 202	Direct Deposit			0.00	88.38	
				0.00	9,150.59	
	285-000-00000-10100 Totals:					
285-000-00000-11100	Temporary Investments	0.00	22,254.99			
5/31/2025 GL 5 212	Rec May Interest	0.00		583.71	60,640.83	-37,802.13
				303.20	0.00	
	285-000-00000-11100 Totals:					
285-000-00000-11112	Temp Inv-Library Capital Proj	0.00	12,576.41			
		0.00		303.20	0.00	12,879.61
	285-000-00000-11112 Totals:					
285-000-00000-13100	Accounts Receivable	0.00	69,296.35			
		0.00		0.00	0.00	69,296.35
	285-000-00000-13100 Totals:					
285-000-00000-14000	Prepaid Expense	0.00	0.00			
		0.00		0.00	0.00	0.00
	285-000-00000-14000 Totals:					
		0.00	0.00	0.00	0.00	0.00
	285-000 ASSETS Totals:					
		0.00	104,327.75	886.91	60,640.83	44,573.83
	ASSETS Totals:					
		0.00	104,327.75	886.91	60,640.83	44,573.83
	LIABILITIES					
285-000-00000-16000	Payroll Due To/From O.Funds					
	285-000-00000-16000 Totals:					
285-000-00000-21100	Accounts Payable	0.00	0.00			
5/9/2025 AP 5 45	AP Invoice Batch 00901.05.2025	0.00		0.00	0.00	0.00
5/9/2025 AP 5 46	AP Computer Cks 83922-83933, 05/09/2025 Ck# 0			0.00	10,590.00	
5/9/2025 CH 5 50	Electronic AP Checks Batch: 00001.05.2025			5,650.45	0.00	
5/9/2025 AP 5 57	AP Invoice Batch 00308.05.2025			4,939.55	0.00	
5/9/2025 AP 5 58	AP Computer Cks 83934-84055, 05/09/2025 Ck# 0			0.00	1,313.57	
5/15/2025 AP 5 102	AP Invoice Batch 00314.05.2025			1,313.57	0.00	
				0.00	1,727.38	

GL - Detailed Trial Balance (06/13/2025 - 8:42 AM)

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
5/16/2025 AP 5 121	AP Computer Cks 84073-84080, 05/15/2025					
5/23/2025 AP 5 137	AP Invoice Batch 00952.05.2025			1,727.38	0.00	
5/23/2025 AP 5 138	AP Computer Cks 84081-84090, 05/23/2025			0.00	5,194.25	
5/23/2025 CH 5 139	Electronic AP Checks Batch: 00002.05.2025			285.46	0.00	
5/27/2025 AP 5 159	AP Invoice Batch 00394.05.2025			4,908.79	0.00	
5/27/2025 AP 5 161	AP Computer Cks 84106-84116, 05/27/2025			0.00	23,284.11	
285-000-00000-21100 Totals:				23,284.11	0.00	
285-000-00000-21490	Accrued Payroll	0.00	0.00	42,109.31	42,109.31	0.00
285-000-00000-21490 Totals:		0.00				0.00
285-000-00000-21500	Federal W.H. Tax Payable	0.00	-9,298.20	0.00	0.00	-9,298.20
5/9/2025 PR 5 44	Computer Checks Batch 00901.05.2025	0.00		0.00		
5/9/2025 AP 5 45	PR FEDTX - Payroll Federal Tax Payable			0.00	903.76	
5/23/2025 PR 5 136	Computer Checks Batch 00902.05.2025			903.76	0.00	
5/23/2025 AP 5 137	PR FEDTX - Payroll Federal Tax Payable			0.00	897.89	
285-000-00000-21500 Totals:				897.89	0.00	
285-000-00000-21510	Social Security Payable	0.00	0.00	1,801.65	1,801.65	0.00
5/9/2025 PR 5 44	Computer Checks Batch 00901.05.2025	0.00				
5/9/2025 AP 5 45	PR FICA - Payroll FICA Tax Payable			0.00	1,534.36	
5/9/2025 AP 5 45	PR FICA - Payroll FICA Tax Payable			767.18	0.00	
5/23/2025 PR 5 136	Computer Checks Batch 00902.05.2025			767.18	0.00	
5/23/2025 AP 5 137	PR FICA - Payroll FICA Tax Payable			0.00	1,525.14	
5/23/2025 AP 5 137	PR FICA - Payroll FICA Tax Payable			762.57	0.00	
285-000-00000-21510 Totals:				762.57	0.00	
285-000-00000-21512	Medicare Tax Payable	0.00	0.00	3,059.50	3,059.50	0.00
5/9/2025 PR 5 44	Computer Checks Batch 00901.05.2025	0.00				
5/9/2025 AP 5 45	PR MEDI - Payroll Medicare Tax Payable			0.00	358.82	
5/9/2025 AP 5 45	PR MEDI - Payroll Medicare Tax Payable			179.41	0.00	
5/23/2025 PR 5 136	Computer Checks Batch 00902.05.2025			179.41	0.00	
5/23/2025 AP 5 137	PR MEDI - Payroll Medicare Tax Payable			0.00	356.66	
5/23/2025 AP 5 137	PR MEDI - Payroll Medicare Tax Payable			178.33	0.00	
285-000-00000-21512 Totals:				178.33	0.00	
285-000-00000-21515	State W.H. Taxes Payable	0.00	0.00	715.48	715.48	0.00
5/9/2025 PR 5 44	Computer Checks Batch 00901.05.2025	0.00				
5/9/2025 AP 5 45	PR STATE - Payroll State Tax Payable			0.00	429.47	
5/23/2025 PR 5 136	Computer Checks Batch 00902.05.2025			429.47	0.00	
5/23/2025 AP 5 137	PR STATE - Payroll State Tax Payable			0.00	426.30	
285-000-00000-21515 Totals:				426.30	0.00	

GL - Detailed Trial Balance (06/13/2025 - 8:42 AM)

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-000-00000-21515 Totals:						
285-000-00000-21520	Health Insurance Payable	0.00	0.00	855.77	855.77	0.00
5/9/2025	PR 5 44 Computer Checks Batch 00901.05.2025	0.00				
5/9/2025	AP 5 45 COAHEALT - City of Antigo Health Ins Fund			0.00	5,423.45	
5/9/2025	AP 5 45 COAHEALT - City of Antigo Health Ins Fund			121.66	0.00	
5/9/2025	AP 5 45 COAHEALT - City of Antigo Health Ins Fund			2,948.35	0.00	
5/9/2025	AP 5 45 COAHEALT - City of Antigo Health Ins Fund			2,189.64	0.00	
5/23/2025	PR 5 136 Computer Checks Batch 00902.05.2025			163.80	0.00	
5/23/2025	AP 5 137 COAHEALT - City of Antigo Health Ins Fund			0.00	285.46	
5/23/2025	AP 5 137 COAHEALT - City of Antigo Health Ins Fund			163.80	0.00	
				121.66	0.00	
285-000-00000-21520 Totals:						
285-000-00000-21525	Life Insurance Payable	0.00	0.00	5,708.91	5,708.91	0.00
5/9/2025	PR 5 44 Computer Checks Batch 00901.05.2025	0.00				
5/23/2025	PR 5 136 Computer Checks Batch 00902.05.2025			0.00	44.19	
5/31/2025	GL 5 184 Realloc Distribution of May Life Insurance Invoice)			0.00	44.19	
				88.38	0.00	
285-000-00000-21525 Totals:						
285-000-00000-21527	Dental Insurance Payable	0.00	0.00	88.38	88.38	0.00
5/9/2025	PR 5 44 Computer Checks Batch 00901.05.2025	0.00				
5/9/2025	AP 5 45 COADENTA - City of Antigo Dental Ins Fund			0.00	227.00	
				227.00	0.00	
285-000-00000-21527 Totals:						
285-000-00000-21528	Garnishment Payable	0.00	0.00	227.00	227.00	0.00
		0.00				
285-000-00000-21528 Totals:						
285-000-00000-21529	ACH Payable	0.00	0.00	0.00	0.00	0.00
		0.00				
285-000-00000-21529 Totals:						
285-000-00000-21531	Direct Deposit Liability	0.00	0.00	0.00	0.00	0.00
5/9/2025	PR 5 44 Computer Checks Batch 00901.05.2025	0.00				
5/9/2025	CH 5 59 Direct Deposit			0.00	9,205.07	
5/23/2025	PR 5 136 Computer Checks Batch 00902.05.2025			9,205.07	0.00	
5/23/2025	CH 5 202 Direct Deposit			0.00	9,150.59	
				9,150.59	0.00	
285-000-00000-21531 Totals:						
285-000-00000-21532	PEHP Payable	0.00	0.00	18,355.66	18,355.66	0.00
		0.00				
285-000-00000-21532 Totals:						
285-000-00000-21533	United Way Deduction	0.00	0.00	0.00	0.00	0.00
		0.00				

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-000-00000-21533 Totals:	Disability Deduction	0.00	0.00	0.00	0.00	0.00
285-000-00000-21534 Totals:	Retirement Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21535	44 Computer Checks Batch 00901.05.2025					
	5/9/2025 PR 5					
	5/9/2025 AP 5					
	WISCONSIN4 - Wisconsin Retirement System					
	45 WISCONSIN4 - Wisconsin Retirement System					
	5/9/2025 AP 5					
	45 WISCONSIN4 - Wisconsin Retirement System					
	5/23/2025 PR 5					
	5/23/2025 AP 5					
	136 Computer Checks Batch 00902.05.2025					
	5/23/2025 PR 5					
	5/23/2025 AP 5					
	137 WISCONSIN4 - Wisconsin Retirement System					
	5/23/2025 AP 5					
	137 WISCONSIN4 - Wisconsin Retirement System					
	5/23/2025 AP 5					
285-000-00000-21545 Totals:	125 Plan Payable	0.00	0.00	3,415.94	3,415.94	0.00
285-000-00000-21545	Deferred Comp Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21550 Totals:	Deferred Tax Roll Revenues	0.00	0.00	0.00	0.00	0.00
285-000-00000-26100	Deferred Tax Roll Revenues	0.00	0.00	0.00	0.00	0.00
285-000-00000-26100 Totals:	Advance from City - OEI Grant	0.00	0.00	0.00	0.00	0.00
285-000-00000-26231 Totals:		0.00	-229,540.00	0.00	0.00	-229,540.00
285-000-00000-26231		0.00	-229,540.00	0.00	0.00	-229,540.00
285-000-00000-26231		0.00	-238,838.20	76,337.60	76,337.60	-238,838.20
285-000-00000-30000	Fund Balance	0.00	-238,838.20	76,337.60	76,337.60	-238,838.20
285-000-00000-30000 Totals:		0.00	-238,838.20	76,337.60	76,337.60	-238,838.20
285-000-00000-30500	Estimated Revenue	0.00	121,172.34	0.00	0.00	121,172.34
285-000-00000-30500 Totals:		0.00	121,172.34	0.00	0.00	121,172.34
285-000-00000-30501	Appropriations	0.00	0.00	0.00	0.00	0.00
285-000-00000-30501 Totals:		0.00	0.00	0.00	0.00	0.00
285-000-00000-30501		0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-000	FUND BALANCE Totals:	0.00	121,172.34	0.00	0.00	121,172.34
	FUND BALANCE Totals:	0.00	121,172.34	0.00	0.00	121,172.34
	285 Totals:	0.00	-13,338.11	77,224.51	136,978.43	-73,092.03
	Report Totals:	0.00	-13,338.11	77,224.51	136,978.43	-73,092.03

General Ledger
Detailed Trial Balance

User: jjensen
Printed: 06/13/2025 - 8:44AM
Period: 05, 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				
5/6/2025 CR 5 30	Donation to Library for Children's Books JUNIOR ' # 638039					
	Cash Receipts Batch 00105.05.2025			100.00	0.00	
5/6/2025 CR 5 30	Library Misc Cash Donations ANTIGO PUBLIC LI # 638084					
	Cash Receipts Batch 00105.05.2025			10.42	0.00	
5/13/2025 CR 5 70	Library Misc Cash Donations ANTIGO PUBLIC LI # 638624					
	Cash Receipts Batch 00112.05.2025			2.40	0.00	
5/20/2025 CR 5 125	Library Misc Cash Donations ANTIGO PUBLIC LI # 639267					
	Cash Receipts Batch 00119.05.2025			10.15	0.00	
5/27/2025 AP 5 161	AP Computer Cks 84106-84116, 05/27/2025 Ck# 0					
5/27/2025 CR 5 167	Library Misc Cash Donations ANTIGO PUBLIC LI # 639783			0.00	13,656.63	
	Cash Receipts Batch 00127.05.2025			5.21	0.00	
5/29/2025 CR 5 189	Donation to Library for Digitizing ANTIGO PUBL # 639881					
	Cash Receipts Batch 00128.05.2025			30,000.00	0.00	
5/29/2025 CR 5 189	Donation to Library for Add'l Digitizing Exp or Futu # 639881					
	Cash Receipts Batch 00128.05.2025			10,003.72	0.00	
5/29/2025 CR 5 189	Donation to Library for General Library Purchases / # 639881					
	Cash Receipts Batch 00128.05.2025			19,500.00	0.00	
	610-000-00000-10100 Totals:					
610-000-00000-11100	Temporary Investments	0.00	21,113.19	59,631.90	13,656.63	67,088.46
	610-000-00000-11100 Totals:	0.00	0.00	0.00	0.00	0.00
	610-000 ASSETS Totals:	0.00	21,113.19	59,631.90	13,656.63	67,088.46
	ASSETS Totals:	0.00	21,113.19	59,631.90	13,656.63	67,088.46
LIABILITIES						
610-000-00000-21100	Accounts Payable					
5/27/2025 AP 5 159	AP Invoice Batch 00394.05.2025	0.00				
				0.00	13,656.63	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
5/27/2025 AP 5 161	AP Computer Cks 84106-84116, 05/27/2025					
						Ck# 0
	610-000-00000-21100 Totals:			13,656.63	0.00	
		0.00	0.00			
	610-000 LIABILITIES Totals:			13,656.63	13,656.63	0.00
		0.00	0.00			
	LIABILITIES Totals:			13,656.63	13,656.63	0.00
		0.00	0.00			
FUND BALANCE						
610-000-00000-30000	Fund Balance			13,656.63	13,656.63	0.00
		0.00				
	610-000-00000-30000 Totals:					
610-000-00000-30500	Estimated Revenue	0.00	-18,708.98	0.00	0.00	-18,708.98
		0.00				
	610-000-00000-30500 Totals:					
610-000-00000-30501	Appropriations	0.00	0.00	0.00	0.00	0.00
		0.00				
	610-000-00000-30501 Totals:					
		0.00	0.00			
	610-000 FUND BALANCE Totals:			0.00	0.00	0.00
		0.00	-18,708.98			
	FUND BALANCE Totals:			0.00	0.00	-18,708.98
		0.00	-18,708.98			
	610 Totals:			0.00	0.00	-18,708.98
		0.00	2,404.21			
	Report Totals:			73,288.53	27,313.26	48,379.48
		0.00	2,404.21	73,288.53	27,313.26	48,379.48

General Ledger
Expenditure Guideline

User: jjensen
Printed: 6/13/2025 8:40:21 AM
05/01/2025-05/31/2025



Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285	Library					
620	Special Revenue					
62001	Special Revenue					
285-620-62001-51100	Salaries and/or Wages FT	294,361.60	22,795.64	108,975.57	185,386.03	37.02
285-620-62001-51120	Salaries P.T. and Seasonal	30,538.50	1,909.96	11,602.23	18,936.27	37.99
285-620-62001-51160	Salaries Overtime	0.00	0.00	69.53	-69.53	0.00
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	0.00	0.00	0.00
285-620-62001-51200	Salaries Holiday	0.00	214.66	4,165.34	-4,165.34	0.00
285-620-62001-51230	Salaries Vacation	0.00	72.30	1,180.19	-1,180.19	0.00
285-620-62001-51240	Salaries Sick Leave	0.00	271.22	4,630.09	-4,630.09	0.00
285-620-62001-51440	Employer Cont For Retirement	22,781.20	1,707.97	8,616.36	14,164.84	37.82
285-620-62001-51480	Employer Cont Social Security	20,083.57	1,887.49	9,766.14	10,317.43	48.63
285-620-62001-51500	Employer Cont Health Ins	130,106.21	5,137.99	25,689.95	104,416.26	19.75
285-620-62001-51520	Employer Cont Life Ins	0.00	4.06	17.66	-17.66	0.00
285-620-62001-51530	Employer Cont Dental Ins	6,651.60	227.00	1,135.00	5,516.60	17.06
285-620-62001-51540	Employer Cont 125 Plan	0.00	0.00	0.00	0.00	0.00
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	0.00	0.00	0.00	0.00	0.00
285-620-62001-51660	Employee Reimbursable Expenses	0.00	0.00	642.00	-642.00	0.00
285-620-62001-52110	Outside Legal Services	0.00	0.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	1,800.00	0.00	749.88	1,050.12	41.66
285-620-62001-52150	Electricity	10,000.00	564.48	3,061.23	6,938.77	30.61
285-620-62001-52170	Heating	7,500.00	506.25	4,233.55	3,266.45	56.45
285-620-62001-52190	Water & Sewer	2,900.00	226.80	899.81	2,000.19	31.03
285-620-62001-52210	Accounting & Auditing	1,200.00	1,200.00	1,200.00	0.00	100.00
285-620-62001-52280	Contractual Services	39,255.26	12,446.94	14,196.57	25,058.69	36.16
285-620-62001-53040	Equipment Lease Purchase	0.00	0.00	0.00	0.00	0.00
285-620-62001-53100	Office Operating Supplies	5,000.00	683.57	2,962.21	2,037.79	59.24
285-620-62001-53140	Advertising	300.00	0.00	0.00	300.00	0.00
285-620-62001-53160	Travel & Training	200.00	0.00	134.78	65.22	67.39
285-620-62001-53180	ILL Postage	1,200.00	170.47	376.03	823.97	31.34
285-620-62001-53220	Computer Supplies & Repair	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285-620-62001-53280	Library Outreach-Fuel Bookmobi	750.00	87.48	236.68	513.32	31.56
285-620-62001-53290	APL Bookmobile Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
285-620-62001-53300	Equipment Repair & Maint	5,000.00	265.30	3,512.79	1,487.21	70.26
285-620-62001-53310	Library Outr-APL Bookmobile	500.00	0.00	257.15	242.85	51.43
285-620-62001-53540	Building Repairs & MaintFuel	2,000.00	197.56	1,580.69	419.31	79.03
285-620-62001-53630	Library Prop Sale Book Purchas	0.00	582.17	582.17	-582.17	0.00
285-620-62001-53640	Library Books-Adult	12,000.00	859.09	4,110.38	7,889.62	34.25
285-620-62001-53650	Library Books-Children's	6,000.00	5,911.63	11,650.33	-5,650.33	194.17
285-620-62001-53660	Library Patron Requests	0.00	0.00	0.00	0.00	0.00
285-620-62001-53670	Library Books Large Print	4,900.00	0.00	0.00	4,900.00	0.00
285-620-62001-53680	Library NewsPeriodicalsRefer	3,500.00	0.00	1,840.24	1,659.76	52.58
285-620-62001-53690	Library Books-Young Adult	500.00	1,132.09	1,143.11	-643.11	228.62
285-620-62001-53700	Library MicrofilmDigitiz ADJ	2,175.00	0.00	0.00	2,175.00	0.00
285-620-62001-53710	Library Programming	2,300.00	609.31	2,753.12	-453.12	119.70
285-620-62001-53720	Library Audio Books	3,000.00	0.00	0.00	3,000.00	0.00
285-620-62001-53730	Library- Act 150	15,373.48	0.00	0.00	15,373.48	0.00
285-620-62001-53740	Library AVElectronic	2,000.00	866.40	1,110.12	889.88	55.51
285-620-62001-53741	Library Youth Materials	400.00	55.15	102.54	297.46	25.64
285-620-62001-53742	Library Adult Materials	400.00	0.00	194.81	205.19	48.70
285-620-62001-53750	Summer Reading Program	0.00	0.00	0.00	0.00	0.00
285-620-62001-53900	Branch Libraries	500.00	0.00	0.00	500.00	0.00
285-620-62001-53920	Lost Book Fee to Other Library	200.00	47.85	180.93	19.07	90.47
285-620-62001-54110	Liability Insurance Premiums	786.00	0.00	748.20	37.80	95.19
285-620-62001-54130	Workers Comp Insurance Prem	1,319.00	0.00	659.50	659.50	50.00
285-620-62001-54150	Property Insurance Premiums	8,100.00	0.00	7,769.08	330.92	95.91
285-620-62001-54190	Unemployment Benefits	0.00	0.00	740.00	-740.00	0.00
285-620-62001-55000	Cash ShortOver	0.00	0.00	0.00	0.00	0.00
285-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	0.00
285-620-62001-57070	Capital Improvements	0.00	0.00	0.00	0.00	0.00
285-620-62001-57120	Capt Equip-Replacement Reserve	0.00	0.00	0.00	0.00	0.00
285-620-62001-59010	Transfer to General Fund	15,000.00	0.00	0.00	15,000.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	661,581.42	60,640.83	243,475.96	418,105.46	36.80
620	Special Revenue	661,581.42	60,640.83	243,475.96	418,105.46	36.80

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285	Library	661,581.42	60,640.83	243,475.96	418,105.46	36.80

General Ledger
Expenditure Guideline

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Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
610	Library-Expendable Trust					
	Fnd					
	Special Revenue					
62001	Special Revenue					
610-620-62001-52280	Contractual Services	0.00	0.00	0.00	0.00	0.00
610-620-62001-52450	Computer Software	0.00	0.00	0.00	0.00	0.00
610-620-62001-53090	Equipmentfurnishings	0.00	13,379.34	14,735.97	-14,735.97	0.00
610-620-62001-53100	Office Supplies	0.00	0.00	0.00	0.00	0.00
610-620-62001-53140	Advertising	0.00	0.00	0.00	0.00	0.00
610-620-62001-53180	Postage	0.00	0.00	0.00	0.00	0.00
610-620-62001-53220	Computer Supplies & Repair	0.00	0.00	0.00	0.00	0.00
610-620-62001-53260	Other Operating Supplies	0.00	0.00	0.00	0.00	0.00
610-620-62001-53300	Equipment Repair & Maint	0.00	0.00	0.00	0.00	0.00
610-620-62001-53540	Building Repairs & Maint	0.00	0.00	0.00	0.00	0.00
610-620-62001-53630	Library Books - Outreach	0.00	0.00	0.00	0.00	0.00
610-620-62001-53640	Library Books-adult	0.00	0.00	0.00	0.00	0.00
610-620-62001-53650	Library Books	0.00	0.00	0.00	0.00	0.00
610-620-62001-53660	Library Periodicals	0.00	91.34	91.34	-91.34	0.00
610-620-62001-53670	Library Books-Reference	0.00	0.00	0.00	0.00	0.00
610-620-62001-53690	Library Books - Young Adult	0.00	0.00	0.00	0.00	0.00
610-620-62001-53710	Library Programming	0.00	185.95	185.95	-185.95	0.00
610-620-62001-53720	Audio Books	0.00	0.00	0.00	0.00	0.00
610-620-62001-53740	Library Audio Visual	0.00	0.00	0.00	0.00	0.00
610-620-62001-53750	Summer Reading Program	0.00	0.00	0.00	0.00	0.00
610-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	0.00
610-620-62001-59010	Transfers To General Fund	0.00	0.00	0.00	0.00	0.00
610-620-62001-59570	Tran To Library Fund	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	0.00	13,656.63	15,013.26	-15,013.26	0.00
620	Special Revenue	0.00	13,656.63	15,013.26	-15,013.26	0.00
610	Library-Expendable Trust	0.00	13,656.63	15,013.26	-15,013.26	0.00
	Fnd					

General Ledger
Revenue Guideline

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Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285	Library					
410	Taxes					
285-410-00000-41110	General Property Taxes					
410	Taxes	-306,690.00	0.00	0.00	-306,690.00	0.00
		-306,690.00	0.00	0.00	-306,690.00	0.00
430	Intergovernmental					
285-430-00000-43585	Grant Income	0.00				
285-430-00000-43720	County Library Aid	-306,690.00	0.00	0.00	0.00	0.00
430	Intergovernmental	-306,690.00	0.00	-153,345.00	-153,345.00	50.00
460	Public Charges for Services					
285-460-00000-46710	Library Fees	0.00				
285-460-00000-46715	Library	0.00	-446.77	-3,509.93	3,509.93	0.00
	DonationsContribut.		0.00	0.00	0.00	0.00
285-460-00000-46716	Library- S. 43.17 Payments	-30,746.99	0.00	-7,811.12	-22,935.87	0.00
460	Public Charges for Services	-30,746.99	-446.77	-11,321.05	-19,425.94	25.40
480	Miscellaneous Revenue					
285-480-00000-48100	Interest Income	0.00				
285-480-00000-48130	Reimb. Prior Year Expenses	0.00	-303.20	-1,474.81	1,474.81	0.00
285-480-00000-48220	Lost Book Pymts -Other	0.00	0.00	0.00	0.00	0.00
	Library	0.00	-27.94	-81.09	81.09	0.00
285-480-00000-48300	Property Sales	0.00				
285-480-00000-48400	Insurance Recoveries	0.00	-109.00	-1,229.37	1,229.37	0.00
285-480-00000-48410	Insurance Dividends	0.00	0.00	0.00	0.00	0.00
285-480-00000-48515	Misc Reimb Rev-White	0.00	0.00	-600.18	600.18	0.00
	Lake	-8,000.00	0.00	-2,332.43	-5,667.57	0.00
285-480-00000-48516	Misc Rev - WVLS	0.00				29.16
	Partnership	0.00	0.00	0.00	0.00	
480	Miscellaneous Revenue	-8,000.00	-440.14	-5,717.88	-2,282.12	71.47
490	Other Financing Sources					
285-490-00000-49225	Library Fund Balance	-9,454.43	0.00	0.00	-9,454.43	0.00
	Applied					

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285-490-00000-49300	Transfer From General Fund	0.00	0.00	0.00		
285-490-00000-49446	Tran From Library Exp. Trust	0.00	0.00	0.00	0.00	0.00
285-490-00000-49472	Tran From Cap. ImpEqpt Fund	0.00	0.00	0.00	0.00	0.00
490	Other Financing Sources	-9,454.43	0.00	0.00	0.00	0.00
285	Library	-661,581.42	-886.91	-170,383.93	-9,454.43	0.00
					-491,197.49	25.75

General Ledger
Revenue Guideline

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Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
610	Library-Expendable Trust Fnd					
430	Intergovernmental					
610-430-00000-43585	Grant Income	0.00	0.00	0.00	0.00	0.00
430	Intergovernmental	0.00	0.00	0.00	0.00	0.00
480	Miscellaneous Revenue					
610-480-00000-48100	Interest Income	0.00	0.00	0.00	0.00	0.00
610-480-00000-48607	Donations To Library	0.00	-59,631.90	-63,392.74	63,392.74	0.00
480	Miscellaneous Revenue	0.00	-59,631.90	-63,392.74	63,392.74	0.00
490	Other Financing Sources					
610-490-00000-49250	Fund Balance Applied	0.00	0.00	0.00	0.00	0.00
610-490-00000-49545	Trans from Library Fund	0.00	0.00	0.00	0.00	0.00
490	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
610	Library-Expendable Trust Fnd	0.00	-59,631.90	-63,392.74	63,392.74	0.00

General Ledger
Summary Trial Balance

User: jjensen
Printed: 06/13/2025 - 8:45AM
Period: 05, 2025



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 285	Library					
ASSETS						
285-000-00000-10050	Petty Cash					
285-000-00000-10100	Cash In Bank - LIBRARY	0.00	200.00	0.00	0.00	200.00
285-000-00000-11100	Temporary Investments	0.00	22,254.99	583.71	60,640.83	-37,802.13
285-000-00000-11112	Temp Inv-Library Capital Proj	0.00	12,576.41	303.20	0.00	12,879.61
285-000-00000-13100	Accounts Receivable	0.00	69,296.35	0.00	0.00	69,296.35
285-000-00000-14000	Prepaid Expense	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:					
		0.00	104,327.75	886.91	60,640.83	44,573.83
LIABILITIES						
285-000-00000-16000	Payroll Due To/From O.Funds					
285-000-00000-21100	Accounts Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21490	Accrued Payroll	0.00	0.00	42,109.31	42,109.31	0.00
285-000-00000-21500	Federal W.H. Tax Payable	0.00	-9,298.20	0.00	0.00	-9,298.20
285-000-00000-21510	Social Security Payable	0.00	0.00	1,801.65	1,801.65	0.00
285-000-00000-21512	Medicare Tax Payable	0.00	0.00	3,059.50	3,059.50	0.00
285-000-00000-21515	State W.H. Taxes Payable	0.00	0.00	715.48	715.48	0.00
285-000-00000-21520	Health Insurance Payable	0.00	0.00	855.77	855.77	0.00
285-000-00000-21525	Life Insurance Payable	0.00	0.00	5,708.91	5,708.91	0.00
285-000-00000-21527	Dental Insurance Payable	0.00	0.00	88.38	88.38	0.00
285-000-00000-21528	Garnishment Payable	0.00	0.00	227.00	227.00	0.00
285-000-00000-21529	ACH Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21531	Direct Deposit Liability	0.00	0.00	0.00	0.00	0.00
285-000-00000-21532	PEHP Payable	0.00	0.00	18,355.66	18,355.66	0.00
285-000-00000-21533	United Way Deduction	0.00	0.00	0.00	0.00	0.00
285-000-00000-21534	Disability Deduction	0.00	0.00	0.00	0.00	0.00
285-000-00000-21535	Retirement Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-21545	125 Plan Payable	0.00	0.00	3,415.94	3,415.94	0.00
		0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-000-00000-21550	Deferred Comp Payable	0.00	0.00	0.00	0.00	0.00
285-000-00000-26100	Deferred Tax Roll Revenues	0.00	0.00	0.00	0.00	0.00
285-000-00000-26231	Advance from City - OEI Grant	0.00	-229,540.00	0.00	0.00	-229,540.00
	LIABILITIES Totals:	0.00	-238,838.20	76,337.60	76,337.60	-238,838.20
FUND BALANCE						
285-000-00000-30000	Fund Balance	0.00	121,172.34	0.00	0.00	121,172.34
285-000-00000-30500	Estimated Revenue	0.00	0.00	0.00	0.00	0.00
285-000-00000-30501	Appropriations	0.00	0.00	0.00	0.00	0.00
	FUND BALANCE Totals:	0.00	121,172.34	0.00	0.00	121,172.34
REVENUE						
Dept 410	Taxes					
285-410-00000-41110	General Property Taxes	306,690.00	0.00	0.00	0.00	0.00
	285-410 REVENUE Totals:	306,690.00	0.00	0.00	0.00	0.00
Dept 430	Intergovernmental					
285-430-00000-43585	Grant Income	0.00	0.00	0.00	0.00	0.00
285-430-00000-43720	County Library Aid	306,690.00	-153,345.00	0.00	0.00	-153,345.00
	285-430 REVENUE Totals:	306,690.00	-153,345.00	0.00	0.00	-153,345.00
Dept 460	Public Charges for Services					
285-460-00000-46710	Library Fees	0.00	-3,063.16	0.00	446.77	-3,509.93
285-460-00000-46715	Library Donations/Contribut.	0.00	0.00	0.00	0.00	0.00
285-460-00000-46716	Library- S. 43.17 Payments	30,746.99	-7,811.12	0.00	0.00	-7,811.12
	285-460 REVENUE Totals:	30,746.99	-10,874.28	0.00	446.77	-11,321.05
Dept 480	Miscellaneous Revenue					
285-480-00000-48100	Interest Income	0.00	-1,171.61	0.00	303.20	-1,474.81
285-480-00000-48130	Reimb. Prior Year Expenses	0.00	0.00	0.00	0.00	0.00
285-480-00000-48220	Lost Book Pymts -Other Library	0.00	-53.15	0.00	27.94	-81.09
285-480-00000-48300	Property Sales	0.00	-1,120.37	0.00	109.00	-1,229.37
285-480-00000-48400	Insurance Recoveries	0.00	0.00	0.00	0.00	0.00
285-480-00000-48410	Insurance Dividends	0.00	-600.18	0.00	0.00	-600.18
285-480-00000-48515	Misc Reimb Rev-White Lake	8,000.00	-2,332.43	0.00	0.00	-2,332.43

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-480-00000-48516	Misc Rev - WVLS Partnership	0.00	0.00	0.00	0.00	0.00
	285-480 REVENUE Totals:	8,000.00	-5,277.74	0.00	440.14	-5,717.88
Dept 490	Other Financing Sources					
285-490-00000-49225	Library Fund Balance Applied	9,454.43	0.00	0.00	0.00	0.00
285-490-00000-49300	Transfer From General Fund	0.00	0.00	0.00	0.00	0.00
285-490-00000-49446	Tran From Library Exp. Trust	0.00	0.00	0.00	0.00	0.00
285-490-00000-49472	Tran From Cap. Imp/Eqpt Fund	0.00	0.00	0.00	0.00	0.00
	285-490 REVENUE Totals:	9,454.43	0.00	0.00	0.00	0.00
	REVENUE Totals:	661,581.42	-169,497.02	0.00	886.91	-170,383.93
EXPENSE						
Dept 620	Special Revenue					
285-620-62001-51100	Salaries and/or Wages FT	294,361.60	86,179.93	22,795.64	0.00	108,975.57
285-620-62001-51120	Salaries P.T. and Seasonal	30,538.50	9,692.27	1,909.96	0.00	11,602.23
285-620-62001-51160	Salaries Overtime	0.00	69.53	0.00	0.00	69.53
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	0.00	0.00	0.00
285-620-62001-51200	Salaries Holiday	0.00	3,950.68	214.66	0.00	4,165.34
285-620-62001-51230	Salaries Vacation	0.00	1,107.89	72.30	0.00	1,180.19
285-620-62001-51240	Salaries Sick Leave	0.00	4,358.87	271.22	0.00	4,630.09
285-620-62001-51440	Employer Cont For Retirement	22,781.20	6,908.39	1,707.97	0.00	8,616.36
285-620-62001-51480	Employr Cont Social Security	20,083.57	7,878.65	1,887.49	0.00	9,766.14
285-620-62001-51500	Employer Cont Health Ins	130,106.21	20,551.96	5,137.99	0.00	25,689.95
285-620-62001-51520	Employer Cont Life Ins	0.00	13.60	4.06	0.00	17.66
285-620-62001-51530	Employer Cont Dental Ins	6,651.60	908.00	227.00	0.00	1,135.00
285-620-62001-51540	Employer Cont 125 Plan	0.00	0.00	0.00	0.00	0.00
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	0.00	0.00	0.00	0.00	0.00
285-620-62001-51660	Emplye Reimbursable Expenses	0.00	642.00	0.00	0.00	642.00
285-620-62001-52110	Outside Legal Services	0.00	0.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	0.00	0.00	0.00	0.00	0.00
285-620-62001-52150	Electricity	1,800.00	749.88	0.00	0.00	749.88
285-620-62001-52170	Heating	10,000.00	2,496.75	564.48	0.00	3,061.23
285-620-62001-52190	Water & Sewer	7,500.00	3,727.30	506.25	0.00	4,233.55
285-620-62001-52210	Accounting & Auditing	2,900.00	673.01	226.80	0.00	899.81
285-620-62001-52280	Contractual Services	1,200.00	0.00	1,200.00	0.00	1,200.00
		39,255.26	1,749.63	12,446.94	0.00	14,196.57

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
285-620-62001-53040	Equipment Lease Purchase					
285-620-62001-53100	Office/Operating Supplies	0.00	0.00			
285-620-62001-53140	Advertising	5,000.00	2,278.64	683.57	0.00	0.00
285-620-62001-53160	Travel & Training	300.00	0.00	0.00	0.00	2,962.21
285-620-62001-53180	ILL Postage	200.00	134.78	0.00	0.00	0.00
285-620-62001-53220	Computer Supplies & Repair	1,200.00	205.56	170.47	0.00	134.78
285-620-62001-53280	Library Outreach-Fuel Bookmobi	0.00	0.00	0.00	0.00	376.03
285-620-62001-53290	APL Bookmobile Maintenance	750.00	149.20	87.48	0.00	0.00
285-620-62001-53300	Equipment Repair & Maint	1,000.00	0.00	0.00	0.00	236.68
285-620-62001-53310	Library Outr-APL Bookmobile	5,000.00	3,247.49	265.30	0.00	0.00
285-620-62001-53340	Building Repairs & Maint/Fuel	500.00	257.15	0.00	0.00	3,512.79
285-620-62001-53630	Library Prop Sale Book Purchas	2,000.00	1,383.13	197.56	0.00	257.15
285-620-62001-53640	Library Books-Adult	0.00	0.00	582.17	0.00	1,580.69
285-620-62001-53650	Library Books-Children's	12,000.00	3,251.29	868.57	9.48	582.17
285-620-62001-53660	Library Patron Requests	6,000.00	5,738.70	5,911.63	0.00	4,110.38
285-620-62001-53670	Library Books Large Print	0.00	0.00	0.00	0.00	11,650.33
285-620-62001-53680	Library News/Periodicals/Refer	4,900.00	0.00	0.00	0.00	0.00
285-620-62001-53690	Library Books-Young Adult	3,500.00	1,840.24	0.00	0.00	0.00
285-620-62001-53700	Library Microfilm/Digitiz ADJ	500.00	11.02	1,132.09	0.00	1,840.24
285-620-62001-53710	Library Programming	2,175.00	0.00	0.00	0.00	1,143.11
285-620-62001-53720	Library Audio Books	2,300.00	2,143.81	609.31	0.00	0.00
285-620-62001-53730	Library- Act 150	3,000.00	0.00	0.00	0.00	2,753.12
285-620-62001-53740	Library AV/Electronic	15,373.48	0.00	0.00	0.00	0.00
285-620-62001-53741	Library Youth Materials	2,000.00	243.72	895.90	0.00	0.00
285-620-62001-53742	Library Adult Materials	400.00	47.39	55.15	29.50	1,110.12
285-620-62001-53750	Summer Reading Program	400.00	194.81	0.00	0.00	102.54
285-620-62001-53900	Branch Libraries	0.00	0.00	0.00	0.00	194.81
285-620-62001-53920	Lost Book Fee to Other Library	500.00	0.00	0.00	0.00	0.00
285-620-62001-54110	Liability Insurance Premiums	200.00	133.08	47.85	0.00	0.00
285-620-62001-54130	Workers Comp Insurance Prem	786.00	748.20	0.00	0.00	180.93
285-620-62001-54150	Property Insurance Premiums	1,319.00	659.50	0.00	0.00	748.20
285-620-62001-54190	Unemployment Benefits	8,100.00	7,769.08	0.00	0.00	659.50
285-620-62001-55000	Cash Short/Over	0.00	740.00	0.00	0.00	7,769.08
285-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	740.00
285-620-62001-57070	Capital Improvements	0.00	0.00	0.00	0.00	0.00
285-620-62001-57120	Capt Equip-Replacement Reserve	0.00	0.00	0.00	0.00	0.00
285-620-62001-59010	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	15,000.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00

GL-Summary Trial Balance (6/13/2025 - 8:45 AM)

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	285-620 EXPENSE Totals:	661,581.42	182,835.13	60,679.81	38.98	243,475.96
	EXPENSE Totals:	661,581.42	182,835.13	60,679.81	38.98	243,475.96
	Fund 285 Totals:	0.00	0.00	137,904.32	137,904.32	0.00
	Report Totals:	0.00	0.00	137,904.32	137,904.32	0.00

General Ledger
Summary Trial Balance

User: jjensen
Printed: 06/13/2025 - 8:47AM
Period: 05, 2025



Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 610	Library-Expendable Trust Fnd					
ASSETS						
610-000-00000-10100	Cash In Bank - LIBRARY EXP TRS	0.00	21,113.19	59,631.90	13,656.63	67,088.46
610-000-00000-11100	Temporary Investments	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:					
		0.00	21,113.19	59,631.90	13,656.63	67,088.46
LIABILITIES						
610-000-00000-21100	Accounts Payable	0.00	0.00	13,656.63	13,656.63	0.00
	LIABILITIES Totals:					
		0.00	0.00	13,656.63	13,656.63	0.00
FUND BALANCE						
610-000-00000-30000	Fund Balance	0.00	-18,708.98	0.00	0.00	-18,708.98
610-000-00000-30500	Estimated Revenue	0.00	0.00	0.00	0.00	0.00
610-000-00000-30501	Appropriations	0.00	0.00	0.00	0.00	0.00
	FUND BALANCE Totals:					
		0.00	-18,708.98	0.00	0.00	-18,708.98
REVENUE						
Dept 430	Intergovernmental					
610-430-00000-43585	Grant Income	0.00	0.00	0.00	0.00	0.00
	610-430 REVENUE Totals:					
		0.00	0.00	0.00	0.00	0.00
Dept 480	Miscellaneous Revenue					
610-480-00000-48100	Interest Income	0.00	0.00	0.00	0.00	0.00
610-480-00000-48607	Donations To Library	0.00	-3,760.84	0.00	59,631.90	-63,392.74
	610-480 REVENUE Totals:					
		0.00	-3,760.84	0.00	59,631.90	-63,392.74

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Dept 490	Other Financing Sources					
610-490-00000-49250	Fund Balance Applied	0.00	0.00			
610-490-00000-49545	Trans from Library Fund	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00
	610-490 REVENUE Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	REVENUE Totals:	<u>0.00</u>	<u>-3,760.84</u>	<u>0.00</u>	<u>59,631.90</u>	<u>-63,392.74</u>
EXPENSE						
Dept 620	Special Revenue					
610-620-62001-52280	Contractual Services	0.00	0.00	0.00	0.00	0.00
610-620-62001-52450	Computer Software	0.00	0.00	0.00	0.00	0.00
610-620-62001-53090	Equipment/furnishings	0.00	1,356.63	13,379.34	0.00	14,735.97
610-620-62001-53100	Office Supplies	0.00	0.00	0.00	0.00	0.00
610-620-62001-53140	Advertising	0.00	0.00	0.00	0.00	0.00
610-620-62001-53180	Postage	0.00	0.00	0.00	0.00	0.00
610-620-62001-53220	Computer Supplies & Repair	0.00	0.00	0.00	0.00	0.00
610-620-62001-53260	Other Operating Supplies	0.00	0.00	0.00	0.00	0.00
610-620-62001-53300	Equipment Repair & Maint	0.00	0.00	0.00	0.00	0.00
610-620-62001-53540	Building Repairs & Maint	0.00	0.00	0.00	0.00	0.00
610-620-62001-53630	Library Books - Outreach	0.00	0.00	0.00	0.00	0.00
610-620-62001-53640	Library Books-adult	0.00	0.00	0.00	0.00	0.00
610-620-62001-53650	Library Books	0.00	0.00	0.00	0.00	0.00
610-620-62001-53660	Library Periodicals	0.00	0.00	91.34	0.00	91.34
610-620-62001-53670	Library Books-Reference	0.00	0.00	0.00	0.00	0.00
610-620-62001-53690	Library Books - Young Adult	0.00	0.00	0.00	0.00	0.00
610-620-62001-53710	Library Programming	0.00	0.00	0.00	0.00	0.00
610-620-62001-53720	Audio Books	0.00	0.00	185.95	0.00	185.95
610-620-62001-53740	Library Audio Visual	0.00	0.00	0.00	0.00	0.00
610-620-62001-53750	Summer Reading Program	0.00	0.00	0.00	0.00	0.00
610-620-62001-57050	Capital Equipment	0.00	0.00	0.00	0.00	0.00
610-620-62001-59010	Transfers To General Fund	0.00	0.00	0.00	0.00	0.00
610-620-62001-59570	Tran To Library Fund	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00
	610-620 EXPENSE Totals:	<u>0.00</u>	<u>1,356.63</u>	<u>13,656.63</u>	<u>0.00</u>	<u>15,013.26</u>
	EXPENSE Totals:	<u>0.00</u>	<u>1,356.63</u>	<u>13,656.63</u>	<u>0.00</u>	<u>15,013.26</u>

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	Fund 610 Totals:	0.00	0.00	86,945.16	86,945.16	0.00
	Report Totals:	0.00	0.00	86,945.16	86,945.16	0.00