



Antigo Public Library Board of Trustee Annual Board Meeting

Tuesday, May 27, 2025 @ 6:00 PM APL McGinley Meeting Room

AGENDA

1. Call to Order
2. Roll Call
 - approve member Cate Listle participating remotely
3. Pledge of Allegiance
4. Correspondence, public comments, (informational only)
5. Approval of Library Board of Trustee minutes for the COW meeting (4/15/25), and Regular Full Board of Trustee monthly meeting, (4/22/25.)
6. WVLS – Board member Judy Peterson
7. President’s comments
8. Director’s report
9. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed and moved forward from the 5/20/25 COW meeting.
 - b. Preapproval of the 4 monthly utilities and credit card payments upon arrival.
 - c. Approve APL hiring of 2 seasonal part-time positions, (hours may vary), via City HR Dept.
 - d. Review revisions and possible approval of the APL Board of Trustees Annual Planner.
 - e. Continue update member terms to assure staggered schedule per Library task force.
 - f. Distribute binders for the ongoing Board of Trustee Handbook
 - g. Election of APL Board of Trustees Officers
10. Considerations for the next board meeting.
11. Next board meeting will be June 24, 2025 @ 6:00 PM.
12. Adjournment

Carol Bardo
APL Board of Trustee President

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

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

Antigo Public Library

Board of Trustees

Minutes of April 15, 20025

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

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

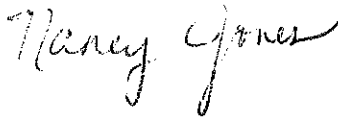
Name	Attendance	Notes
Carol Bardo, President	Present	
Sarah Sinkler, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
County rep Vacant	*****	
Barb Rebstock	Present (late)	Excused: city meeting:
Kim Duchan	Absent	Excused : sick
Cate Listle	Present	
Glenda Oginski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

Others in attendance: Toni Edge, Director

1. Call to order: President Bardo called the meeting to order @ 6:10 p.m.
2. Roll call: quorum was established.
3. Pledge of Allegiance
4. Correspondence:/public comments
5. Committee Items Presented for review, discussion, and possible action:
 - a. A motion was made to move the bills/invoices forward to the 04/22/2025 full board meeting to be paid by Listle, 2nd by Augustyn. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Listle/YES Motion carried.
 - b. Toni shared of the "Miller Test" that is applied to evaluating books for pornography and that this test is part of the Display Policy.
 - c. A motion was made to move forward to the full board meeting on 04/22/2025 the revised Meeting Room Policy for approval by Jones, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried.
 - d. A motion was made to move forward to the full board meeting on 04/22/2025 the revised Book Sales Policy for approval by Sinkler, 2nd by Rebstock. Voice vote. All "Ayes." Motion carried.
 - e. A motion was made to move forward to the full board meeting on 04/22/2025 the revised Display Policy for approval by Jones, 2nd by Listle. Voice vote. All "Ayes." Motion carried.
 - f. A motion was made to move forward to the full board meeting on 04/22/2025 the Unattended Child Policy for approval by Rebstock, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried.

- g. Discussion of the Folgeltanz Funds and who is the overseer of those funds. According to the contract/document the money was given directly to the Library. The Foundation was created after the fact so as to have a "holding" place for the money where it wouldn't be rolled over into the general budget funds. A substantial amount, 30K, would be deposited into an account to be used for the digitizing of the microfiche; the rest would be used to purchase items for the library focusing on adult and young adult needs, and for a desk for an employee at the White Lake Branch. A motion was made to move forward to the full board meeting on 04/22/2025 a closing of the Folgeltanz cost investment account with 30K being deposited into a Folgeltanz CoVantage account earmarked for digitizing, and the remainder money to be used for library purchases by Listle, 2nd by Restock. Roll call vote. Bardo/YES Rebstock/YES Sinkler/YES Augustyn/YES Jones/YES Listle/YES Motion carried.
- h. With summer ramping up and more activities are being offered such as Play Café is two times a week and twice on each of those days, we are in need of seasonal part-time worker for the front desk. Hours would look like: Wednesday and Friday from 9:00 – 3:30 and Saturday from 9:00-5:30. A motion was made to move forward to the full board meeting on 04/22/2025 to post and hire a seasonal part-time front desk clerk position by Sinkler, 2nd by Rebstock. Roll call vote. Bardo/YES Rebstock/YES Sinkler/YES Augustyn/YES Jones/YES Listle/YES Motion carried.
6. Suggestions for future C.O.W. on May 20, 2025. Finalize planner. Communication Policy.
7. Adjournment: A motion was made to adjourn the meeting by Sinkler, 2nd by Listle. Voice vote. All "Ayes." Motion carried. Meeting adjourned @ 7:15 p.m.

Nancy Jones, Secretary



Antigo Public Library

Board of Trustees

Minutes of April 22, 2025

Regular Monthly Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

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

Others in attendance: Toni Edge: Library Director. Library Foundation members Jamie and Mary G.

1. Call to order: President Bardo called the meeting to order @ 6:01 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance
4. Correspondence/Public comment: Jamie shared that the current money balance was 57K, has gone through all types of markets etc.. Mary – money to be used for projects to “enhance the Antigo Public Library, and not to be used to cover operating costs.”
5. Approval of Minutes: a motion to approve the March 18, 2025 C.O.W. meeting minutes and the March 25 Regular Monthly Board meeting minutes was made by Duchan, 2nd by Sinkler. Voice vote. All “Ayes.” Motion carried.
6. WVLS Board member – Judy Peterson. Nothing to report. There was no meeting, but the executive and regular meetings are coming up.
7. President’s Comments:
 - a. In February’s meeting she met with Kaye Matucheski, City Clerk/Treasurer, about getting data from the DPI because of the discrepancies in the balances of the ending of 2023 and the beginning of 2024 Library reports. The Department of Public Instruction sent past Annual Library reports from 2018 to 2024 since no records could be found in the library digital or hard copy files. Bardo is anticipating finding a simple error. Toni has an appointment with Kaye on the 20th of May to go over the records. Since this error took place before the current board, we want to clarify it and resolve the issue. If need be, we could do a forensic audit through the Legislative Audit Bureau if Toni and Kaye cannot find the problem.
 - b. Bardo commented on what an extraordinary group we are. We are all different and bring a variety of skills and opinions to the table, yet we are unified in our support for the library and support for Toni –Director.
8. Director’s Report:

- a. Gate Count. First quarter 2025 – numbers are somewhat down from last year. Some reasons are employees are no longer entering and exiting through it. If a child is carried in by an adult, it counts as one, and that is why you have different numbers for the “in” and “out.”
- b. First quarter for sales. We have generated \$2,749.04 in revenue, and \$920 was from book sales.
- c. First quarter budget. We still have 21.3% of that budget to spend. Where we have increased the budget purchases is with Large Print books, children’s books, and DVDs. Going through Barnes & Noble may cost more because it eliminates using third party sellers on WalMart and Amazon whose DVDs cannot be cataloged. Elizabeth is looking at popular book requests from 23’ and 24’ to see what is missing in our library.
- d. Fogelrenz Funds: As per Toni’s report,
“It was created in 2013 by Cynthia Taylor to invest and manage a donation amount of \$101,048.43. The intent was to keep the funds separated from the City (610) donation fund. The funds belong exclusively to the APL Board of Trustees to disperse as they see fit. I spoke to Mike Winters today and Nancy Bugni. Winters Law drafted the contract between the APL Board and the Foundation. Nancy Bugni was the APL Board of Trustee President who signed the agreement.”
 - i. Note: the agreement between the Library and the Foundation DOES allow for these funds to be used for either operating costs or capital improvements with written approval of the APL Library Board (Agreement IX.E). No part of the money is being used for operation cost. The library is not in a deficit. We went in this year with \$130K in our account beyond was the city and county give us for a budget. So much money was spent in 2024 on children’s toys and furniture (60K) that came from the Fogelrenz money where other age groups had been ignored. Money will be used to enhance spaces at White Lake as well. There will be added a computer for the bookmobile, and Pickere! will be added to the rotation ; a desk for an employee at the White Lake branch.
 - ii. Additionally, 30K will be used to the digitizing of the microfiche. There is still a CD and when it matures the Library Board can make a decision of investing the money or not.
- e. Updates:
 - i. The County Health Department asked to put a Narcon dispensary in the library. Toni reached out to the city council and they agreed it was not the right fit. Toni asked the health department if there is a poster that could be placed on the community board.
 - ii. Having more positive interactions with the local police force: “Coffee with a Cop” will be implemented. The K-9 dog and officer is put off until the fall due to the officer having surgery this summer.
 - iii. Display cabinets. We are purchasing glass display cabinets for the library and both of the the foyers. They will be used for information such as the Humane Society which listed adoptions and giving of donations; AVA and the Senior Center can use it for promotional/informational displays. They also are asking the library to participate in a summer mural scavenger hunt to draw people to the downtown area. There will be prizes of Chamber Bucks.
 - iv. Schools. Toni contacted the middle and high schools to see if students with an instructor would like to do a mural in the game room and the wall above the Young Adult section. Also, and Teen Library Advisory Committee would begin in

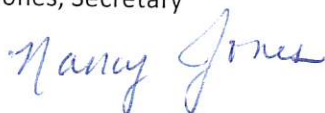
the 2025-2026 school year. Teens would experience job skills such as applying and interviewing, and then be involved in creating book lists, reading challenges, and activities in the library. This experience could be used to enhance resumes' etc.

- v. Bookmobile: still doing the Senior Center and Elcho, and Pickerel this fall. The hot spot should be up and running this week.
- vi. Story Time and Play Café: currently the average is 15 to 24 participants. It is picking up.
- vii. Summer Writing Project. Desiree is starting a summer writing project targeted more for the middle age children. Potentially, there may be a younger writing group and an Anime/Manga writing group.
- viii. The FFA is doing a Dairy Month Display in June and 4-H for July.

9. Discussion and Possible Action Items

- a. A motion to approve paying the invoices and bills reviewed and moved forward from the 04/15/2025 C.O.W. meeting was made by Oginski, 2nd by Listle. Roll call vote.
Bardo/YES Sinkler/YES Augustyn/YES Jones/YES
Rebstock/YES Duchan/YES Listle/YES Oginski/YES Motion carried.
 - b. A motion to approve the revised policies: Meet Room Policy, Book Sales Policy, Display Policy, and the Unattended Child Policy that were moved forward from the 04/15/2025 C.O.W. meeting was made by Duchan, 2nd by Rebstock. Voice vote. All "Ayes." Motion carried. NOTE: the Collection Development Policy was only talked about in the C.O.W. there were no needed changes on it.
 - c. Approval as discussed and moved forward from the 04/15/2025 C.O.W. meeting about closing the Koss Investment Account. A motion was made to close the Koss Investment Account from the Library Foundation and depositing \$30,000 into the Foundations Fund with CoVantage and earmarked for digitizing the remaining money will be deposited into the Library's 610 account. Any remaining unspent balance will also be deposited with the Foundation earmarked for digitizing by the end of the year by Jones, 2nd by Oginski. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES
Jones/YES Rebstock/YES Duchan/YES Listle/YES
Oginski/YES Motion carried.
 - d. A motion was made to approve the posting of the Antigo Public Library seasonal part-time front desk position (20 hours) was made by Sinkler, 2nd by Augustyn. Voice vote. All "Ayes." Motion carried.
10. Considerations for next meeting: Kaye Matucheski requested to be put on the agenda about the bill paying process for the utilities. Finishing the annual planner. Election of officers.
11. Next meeting of the APL Annual Meeting: May 27, 2025 @ 6:00 p.m.
12. Adjourn: A motion was made to adjourn the meeting was made by Sinkler, 2nd by Duchan. Voice vote. All "Ayes." Motion carried. Meeting adjourned @ 7:21 p.m.

Nancy Jones, Secretary



May Invoices to Pay

FUND 285

UTILITIES

Wisconsin Public Services	5/15/2025	\$564.48
City Gas	05/16/25	\$506.25
City of Antigo - Water	05/16/25	220.19
Charter - Spectrum (phone/internet)	06/06/25	\$0.06
		<u>\$1,290.98</u>

CONTRACTUAL SERVICES - 52280

WVLS V-CAT Member Library Fee	5/23/2025	\$12,333.37
		<u>\$12,333.37</u>

FACILITIES

Victory Maintenance (cleaning supplies) - 53540	5/18/2025	\$197.56
Amazon (ceiling tile replacements) - 53300	6/7/2025	\$265.30
		<u>\$462.86</u>

OPERATING SUPPLIES - 53100

Amazon (office chair)	06/06/25	\$89.99
Amazon (label maker tape for shelf labeling)	06/14/25	\$96.45
Amazon (staff name tags)	06/16/25	\$66.07
Amazon (label maker tape for book labels)	06/19/25	\$63.27
Amazon (office chair set)	06/20/25	\$72.99
Amazon (command strips)	06/21/25	\$48.90
CCI Solutions	06/02/25	\$36.98
		<u>\$474.65</u>

BOOKS + MEDIA

Amazon (Children's Books) - 53650	05/25/25	\$94.97
Amazon (Children's Books) - 53650	05/30/25	\$22.00
Amazon (Children's Books) - 53650	06/01/25	\$266.26
Amazon (Children's Books) - 53650	06/01/25	\$297.17
Amazon (Children's Books) - 53650	06/03/25	\$219.31
Amazon (Children's Books) - 53650	06/03/25	\$16.10
Amazon (Children's Books) - 53650	06/03/25	\$131.98
Amazon (Children's Books) - 53650	06/05/25	\$436.20
Amazon (Children's Books) - 53650	06/05/25	\$325.42
Amazon (Children's Books) - 53650	06/05/25	\$369.38
Amazon (Children's Books) - 53650	06/05/25	507.42
Amazon (Children's Books) - 53650	06/05/25	\$410.01
Amazon (Children's Books) - 53650	06/05/25	\$388.11
Amazon (Children's Books) - 53650	06/05/25	\$670.73
Amazon (Children's Books) - 53650	06/05/25	\$391.30
Amazon (Children's Books) - 53650	06/05/25	\$8.99
Amazon (Children's Books) - 53650	06/09/25	\$147.26
Amazon (Children's Books) - 53650	06/10/25	\$28.26
Amazon (Children's Books) - 53650	06/10/25	\$46.10
Amazon (Children's Books) - 53650	06/10/25	\$49.98
Amazon (Children's Books) - 53650	06/10/25	\$75.26
Amazon (Children's Books) - 53650	06/10/25	\$46.85
Amazon (Children's Books) - 53650	06/10/25	\$74.52

Amazon (Children's Books) - 53650	06/10/15	\$15.10
Amazon (Children's Books) - 53650	06/11/25	\$40.50
Amazon (Children's Books) - 53650	06/11/25	\$145.94
Amazon (Children's Books) - 53650	06/17/25	\$6.99
Amazon (Children's Books) - 53650	06/17/25	\$5.56
Amazon (Children's Books) - 53650	06/18/25	\$23.38
Amazon (Children's Books) - 53650	06/18/25	\$17.99
Amazon (Children's Books) - 53650	06/18/25	\$17.99
Amazon (Children's Books) - 53650	06/18/25	\$14.95
Amazon (Children's Books) - 53650	06/18/25	\$20.99
Amazon (Young Adult Books) - 53690	06/14/25	\$50.45
Amazon (Young Adult Books) - 53690	06/17/25	\$53.09
Amazon (Young Adult Books) - 53690	06/12/25	\$18.91
Amazon (Young Adult Books) - 53690	06/17/25	\$677.68
Amazon (Adult Books) - 53640	05/29/25	\$27.90
Amazon (Adult Books) - 53640	04/14/25	-\$5.78
Amazon (Adult Books) - 53640	06/13/25	\$49.29
Amazon (Adult Books) - 53640	04/30/25	-\$3.70
Amazon (Adult Books) - 53640	06/12/25	\$81.84
Amazon (Adult Books + Children's Books purchased via book sale revenue) - 53630	05/27/25	\$362.67
Amazon (Adult Books + Children's Books purchased via book sale revenue) - 53630	05/27/25	\$219.50
Baker & Taylor (juvenile graphic novels) - 53650	06/01/25	\$143.25
Baker & Taylor (Adult Books) - 53640	05/15/25	\$229.01
Baker & Taylor (Adult Books) - 53640	05/21/25	\$123.40
Baker & Taylor (Adult Books) - 53640	05/28/25	\$194.89
Amazon (Children's Books) - 53650	06/20/25	\$18.99
Amazon (Adult Books) - 53640	06/25/25	\$26.97
Amazon (Library Programming - coffee cart supplies) - 53710	05/31/25	\$45.27
Amazon (Library Programming - coffee cart supplies) - 53710	06/12/25	\$305.44
Amazon (Library Youth Materials - kids hiking) - 53741	06/28/25	\$46.88
Amazon (Library Youth Materials - kids hiking) - 53741	06/28/25	\$8.27
Amazon (Children's Books) - 53650	06/27/25	\$9.95
Amazon (Children's Books) - 53650	06/28/25	\$137.15
Baker & Taylor (Adult Books) - 53640	06/06/25	\$57.24
Amazon (Young Adult Books) - 53690	06/29/25	\$331.96
		<u>\$8,543.49</u>

CREDIT CARD CHARGES

USPS (ILL Postage) - 53180	04/22/25	\$68.13
Barnes & Noble (DVD Purchases) - 53740	04/21/25	\$508.33
Square (monthly charge) - 53100	05/01/25	\$35.00
		<u>\$611.46</u>

FUND 610

Demco (6 Narrow Book Trucks) - 53090	5/21/2025	2466.9
Demco (end of range display - LP) - 53090	6/1/2025	577.73
Demco (2 Alum Enclosed Cork Boards) - 53090	6/7/2025	1171.08
Demco (3 mobile displays) - 53090	6/5/2025	3271.45
Amazon (children's area) - 53090	6/19/2025	186.51
Amazon (chair for LP area) - 53090	6/19/2025	185.99
Amazon (adult + youth telescope for library of things) - 53710	6/14/2025	185.95
Amazon (sign display - LP) - 53090	6/14/2025	52.99

Amazon (art storage APL + WL, cork display children's area, + rug for YA area)	6/13/2025	717.97
Amazon (children's chess game LG) - 53090	6/20/2025	31.99
Amazon (set of 2 chairs - LP area) - 53090	6/20/2025	556.73
Amazon (reading cubbies for children's area) - 53090	6/23/2025	2396.95
Amazon (children's seating - story time/play café) - 53090	6/26/2025	\$475.96
Amazon (children's seating + storage - story time/play café) - 53090	6/27/2025	\$464.51
Amazon (supplies for programs + White Lake + floor items) - 53090	6/28/2025	\$622.61
Amazon (play café/story time game) - 6/28/25	6/28/2025	\$154.99
Amazon (children's books - donation made from Woman's Guild) - 53650	6/28/2025	\$91.34
		<u>\$13,611.65</u>

Total Bills To-Date: May 2025

Utilities	1,290.98
Contractual Services	\$12,333.37
Facilities	\$462.86
Operating Supplies	\$474.65
Books + Media	\$8,543.49
Credit Card Charges	\$611.46
Donation Account Expenses	\$13,611.65
	<u>\$37,328.46</u>

OVER-BUDGET PURCHASES

CHILDREN'S BOOKS	INVOICE DUE	AMOUNT
Amazon (Children's Books) - 53650	05/25/25	\$94.97
Amazon (Children's Books) - 53650	05/30/25	\$22.00
Amazon (Children's Books) - 53650	06/01/25	\$266.26
Amazon (Children's Books) - 53650	06/01/25	\$297.17
Amazon (Children's Books) - 53650	06/03/25	\$219.31
Amazon (Children's Books) - 53650	06/03/25	\$16.10
Amazon (Children's Books) - 53650	06/03/25	\$131.98
Amazon (Children's Books) - 53650	06/05/25	\$436.20
Amazon (Children's Books) - 53650	06/05/25	\$325.42
Amazon (Children's Books) - 53650	06/05/25	\$369.38
Amazon (Children's Books) - 53650	06/05/25	507.42
Amazon (Children's Books) - 53650	06/05/25	\$410.01
Amazon (Children's Books) - 53650	06/05/25	\$388.11
Amazon (Children's Books) - 53650	06/05/25	\$670.73
Amazon (Children's Books) - 53650	06/05/25	\$391.30
Amazon (Children's Books) - 53650	06/05/25	\$8.99
Amazon (Children's Books) - 53650	06/09/25	\$147.26
Amazon (Children's Books) - 53650	06/10/25	\$28.26
Amazon (Children's Books) - 53650	06/10/25	\$46.10
Amazon (Children's Books) - 53650	06/10/25	\$49.98
Amazon (Children's Books) - 53650	06/10/25	\$75.26
Amazon (Children's Books) - 53650	06/10/25	\$46.85
Amazon (Children's Books) - 53650	06/10/25	\$74.52
Amazon (Children's Books) - 53650	06/10/15	\$15.10
Amazon (Children's Books) - 53650	06/11/25	\$40.50
Amazon (Children's Books) - 53650	06/11/25	\$145.94
Amazon (Children's Books) - 53650	06/17/25	\$6.99
Amazon (Children's Books) - 53650	06/17/25	\$5.56
Amazon (Children's Books) - 53650	06/18/25	\$23.38
Amazon (Children's Books) - 53650	06/18/25	\$17.99
Amazon (Children's Books) - 53650	06/18/25	\$17.99
Amazon (Children's Books) - 53650	06/18/25	\$14.95
Amazon (Children's Books) - 53650	06/18/25	\$20.99
Baker & Taylor (juvenile graphic novels) - 53650	06/01/25	\$143.25
Amazon (Children's Books) - 53650	06/20/25	\$18.99
Amazon (Children's Books) - 53650	06/27/25	\$9.95
Amazon (Children's Books) - 53650	06/28/25	\$137.15
		\$5,642.31

Budgeted = \$6,000 with \$261.30 remaining = \$5,381.01 over-budget

OVER-BUDGET PURCHASES

YOUNG ADULT BOOKS	INVOICE DUE	AMOUNT
Amazon (Young Adult Books) - 53690	06/14/25	\$50.45
Amazon (Young Adult Books) - 53690	06/17/25	\$53.09
Amazon (Young Adult Books) - 53690	06/12/25	\$18.91
Amazon (Young Adult Books) - 53690	06/17/25	\$677.68
Amazon (Young Adult Books) - 53690	06/29/25	\$331.96
		\$1,132.09

Budgeted = \$400 with \$352.61 remaining = \$779.48 over-budget

**PPART-TIME SEASONAL CIRCULATION CLERK
ANTIGO PUBLIC LIBRARY**

FLSA Status: Non-Exempt

Position Status: Regular Part-Time

Class Title: Circulation Clerk

Starting Wage: \$15.50

Department: Library

Location: Antigo Public Library

APL Board Approval Date: 4/22/25

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

PART-TIME SEASONAL CIRCULATION CLERK

- **Technology** – performs basic functions of e-mail applications. Performs basic calendar operations and task management. Understands, uses, and helps others use basic computer hardware and peripherals, mobile devices, and the Internet. Demonstrates information literacy. Understands common security protocols related to Internet use. Understands and performs basic functions and tasks of common software programs. Perform basic word processing operations and basic printing operations from common applications. Maintains awareness of commonly used technologies and applies technology for ongoing learning and collaboration.
- **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 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.

PART-TIME SEASONAL CIRCULATION CLERK

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

WORK ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

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

WORK SCHEDULE:

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

QUALIFICATIONS:

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

PART-TIME SEASONAL CIRCULATION CLERK

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

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

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

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

LOCATION:

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

SUPERVISOR:

Antigo Public Library Director

SELECTION GUIDELINES:

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

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

APL Library Board of Trustee

Annual Planner

January

- Board develops and/or reviews annual goal(s)
- Director meets with board to review his/her annuals goals/objectives
- Board conducts annual performance review of director
- Policy review
- Update Board of Trustee Handbook Table of Content

February

- Board reviews, approves, and forwards annual report to the City/County
- Board President appoints nominating committee
- Inform appointing authorities of upcoming expiring board terms and provides a list of board-recommended appointees
- Disperse Director's Annual Job Performance Evaluation Forms and discuss process
- DPI Report due
- Policy review

March

- Director's evaluations do and send to City HR
- Funding payments (WI Statutes Section 43.12)
- Policy Review

April

- Appointment of new library board of trustee members made by city/county
- Provide prior year usage and expenditure statistics (WI Statute Section 43.12)
- Discuss budget goals/ needs for next year.
- Policy Review

May

- Board annual meeting, board officers elected

- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises, (if necessary), and approves recommendation
- Orientation of new board members
- Policy review

June

- Review library board of trustees Bylaws and make any necessary amendment
- Robert's Rules review
- Policy review

July

- Draft of budget and funding request approved for upcoming year
- July 1, due date for providing prior year usage and expenditures statistics to county.
- Policy review

August

- Approve Budget
- Discuss and plan board continuing education
- Policy Review

September

- Board representatives attend budget hearings for City/County
- Are there tax levy exemptions to be considered?
- Policy review

October

- Review library policies and approve revisions as needed
- Trustee continuing education session held during meeting
- County approves library appropriation
- Policy review

November

- Budget revised, if necessary, based on actual funding approval
- Director provides board with his/her annual goals and objectives and review prior goals and objectives
- Policy review

December

HAPPY HOLIDAYS!

Antigo Public Library
Board of Trustee Term Limits

Seat:	Term ends:	Next term ends:
Sch Rep - City Appt - Glenda Oginski goginski@antigoschools.org	4/30/2026	4/30/2029
City Rep - Barbara Redstock reb.lobo52@gmail.com	4/30/2027	4/30/2030
City Appt 1- Cate Listle catelistle@aol.com	4/30/2027	4/30/2030
City Appt 2- Sarah Sinkler sarahasinkler@gmail.com	4/30/2028	4/30/2031
County Rep- Carol Bardo carolbardo1957@yahoo.com	4/30/2026	4/30/2029
County appt 1 – Pam Augustyn pamapl24@yahoo.com	4/30/2026	4/30/2029
County appt 2 – Nancy Jones nancyantibrary@gmail.com	4/30/2027	4/30/2030
County appt 3 – Kim Duchan Kim.duchan@outlook.com	4/30/2028	4/30/2031
County appt 4 – Cindy Tyler ctyler@antigoschools.org	4/30/2028	4/30/2031

- c. The terms of office for appointees shall be three (3) years.

<u>Seat</u>	<u>Term Ends</u>	<u>Next Term Ends</u>
School Rep / City Apt	4/30/2026	4/30/2029
City Rep	4/30/2025	4/30/2028
City Apt 1	4/30/2027	4/30/2030
City Apt 2	4/30/2027	4/30/2030
County Rep	4/30/2025	4/30/2028
County Apt 1	4/30/2026	4/30/2029
County Apt 2	4/30/2027	4/30/2030
County Apt 3	4/30/2025	4/30/2028
County Apt 4	4/30/2026	4/30/2029

- d. The joint Library Board shall not have more than one member from the City of Antigo Common Council and not more than one member from the Langlade County Board of Supervisors at any one time serving as a member of the Library Board.
- e. The joint Library Board shall perform all powers and duties as set forth in Wisconsin Statutes Section 43.58.
- f. The joint Library shall conduct all meetings and subsequent business according to the By-Laws of the Antigo Public Library.

3. OWNERSHIP OF ASSETS

- a. The City of Antigo and County of Langlade recognize that the Library building and property located at 617 Clermont St., Antigo, WI was an equal and joint investment by both these government entities when it was constructed in 1996-1997. Since that time, the insurance on the building, property and contents of the Library, and liability insurance has been provided by the City of Antigo. Under this Agreement, the City of Antigo will continue to provide insurance on the building, property and contents of the Library, and liability insurance, with the cost of the Library's portion being charged back to the joint Library.
- b. The acquired and future assets necessary to operate a Public Library, including materials for circulation to the public, shelving, furnishings, equipment, and all other items owned by the Antigo Public Library, shall continue to be jointly and equally owned by the City of Antigo and the County of Langlade.
- c. Upon execution of this Agreement these assets shall be managed by the joint Library Board of the Antigo Public Library per Chapter 43 of Wisconsin Statutes.
- d. The City of Antigo and the County of Langlade shall be jointly responsible to undertake and fund "major" repairs as set forth in the Capital Improvement