

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, August 26th, 2025 @ 7:00 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 Committee of the Whole meeting on July 15th, 2025 and the full board meeting on July 22nd, 2025.
6. Presentation by Robin Stowe, Langlade County Corporate Counsel: Overview of Parliamentary Procedure
7. WVLS –Board Member Judy Peterson
8. Directors Report
9. Discussion and possible action item(s):
 - a. Approval of bills/invoices.
 - b. Approval of using the City of Antigo's vacation schedule based on the Library Director's hire date as Interim Director on May 29th, 2024.
 - c. Approval to fill open position with internal candidate.
 - d. Approval of the new Donation Policy.
 - e. Approval of the new Purchasing Policy with revisions.
 - f. Approval of changing the opening hours to 8:30 a.m. Monday to Saturday effective September 2nd, 2025 to meet Tier 1 standards
 - g. Approval of closing the library on Tuesday, September 23rd, 2025 due to technology upgrades being completed on the computer systems.
10. Considerations for next board meeting.
11. Next board meeting will be September 23rd, 2025 at 6:00 PM.
12. 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 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.

Antigo Public Library

Board of Trustees

Minutes of July 15, 2025

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

McGinley Room, Antigo Public Library

Sarah Sinkler- President, Presiding

Name	Attendance	Notes
Sarah Sinkler , President (city)	Present	
Carol Bardo, Vice President (county)	Absent	Excused
Pam Augustyn, Treasurer (county)	Present	
Nancy Jones, Secretary (county)	Present	
Cindy Tyler (county)	Present	
Barb Rebstock (city)	Present	
Kim Duchan (county)	Present	
Cate Listle (city)	Absent	Handed in resignation letter before meeting
Glenda Oginski (school)	Absent	Excused

Others in attendance: Toni Edge, Library Director

1. Call to Order: President Sinkler called the meeting to order @ 6:00 p.m.
2. Roll Call: Quorum established
3. Pledge of Allegiance:
4. Correspondence – Public Comment: none
5. Committee Items Presented to the Whole Board:
 - a. It was noted the amount of money that is paid to WVLS. Yes, it is high, but there is no other consortium to join, and DPI will not allow us to change without repercussions. A motion to move the bills and invoices to the full board meeting on 07/22/2025 for payment was made by Augustyn, 2nd by Rebstock. Roll call vote: Sinkler/YES
Augustyn/YES Jones/YES Tyler/YES Rebstock/YES
Duchan/YES Motion carried.
 - b. Review of the updated Line of Responsibility Policy. Because of the changes from a Facility's Manager and shifting it to a Circulation Specialist/Lead, there is a different flow chart for who is in charge when the Director is absent from the building. Now it goes as: Director → Collection Catalog Specialist/Liberian → Circulation Specialist/Lead → ILL Front Desk Specialist → Circulation Specialist. A motion to move the updated Line of Responsibility Policy to the regular board meeting on 07/22/2025 was made by Duchan, 2nd by Augustyn. Voice vote. All, "Ayes." Motion carried.
 - c. Discussion of an Antigo Public Library Personnel Policy Handbook. Toni shared that Oshkosh had a solid personnel handbook. It was very detailed and dealt with issues of holidays, vacation, and sick time whereas the city's is vague (2015 version). Other items that would be essential with personnel are having a probationary time and a signature page at the end of the handbook that declares the employee has read the handbook. Toni will have draft for September C.O.W. meeting taking the current City Handbook

and using Oshkosh's as a guide, and it will be in place by January 2026. Toni will submit it for review to the two attorneys for legal input/accuracy.

- d. Discussion of APL Policy Handbook. Nancy shared two approaches. One sheet had subtitles/categories that policies would fit under, and the other was a simple alphabetizing of the policies. This is the starting point. The Ad Hoc committee will meet after August 15, 2025 and finalize things to present.
6. Closed Session: A motion was made to go into closed session pursuant to Section 19.85 (1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to consider specific employee compensation for the 2026 budget @ 6:25 by Rebstock, 2nd by Tyler. Roll call vote. Sinkler/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Duchan/YES Motion carried.
In closed session there was discussion of employee compensation for the next 2026 budget.
7. Suggestions for next C.O.W. The development of a Purchasing Policy (there was a good example in the month's packet). The condition of the parking lot (Barb brought this issue up to the City Council. They are concerned. Lawn & Snow Company will do our lawn for \$50 and snow for \$70. Director evaluation. Ad Hoc Policies.
8. Next C.O.W. August 19, 2025
9. Adjournment: A motion to adjourn the meeting was made by Rebstock, 2nd by Tyler. Voice vote. All, "Ayes." Motion carried. Meeting adjourned at 7:27 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of July 22, 2025

Regular Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Sarah Sinkler- President, Presiding

Name	Attendance	Notes
Sarah Sinkler , President (city)	Present	
Carol Bardo,Vice President (county)	Present	
Pam Augustyn, Treasurer (county)	Present	
Nancy Jones, Secretary (county)	Present	
Cindy Tyler (county)	Present	
Barb Rebstock (city)	Present	
Kim Duchan (county)	Absent	
Vacant(city)		
Glenda Oginski (school)	Present	

Others in attendance: Toni Edge, Library Director

1. Call to Order: President Sinkler called the meeting to order @ 6:00 p.m.
2. Roll Call: Quorum established
3. Pledge of Allegiance:
4. Correspondence – Public Comment: none
5. Approve Minutes: A motion to approve the 06/17/2025 C.O. W. minutes and the 06/24/2025 Regular Board minutes was made by Bardo, 2nd by Tyler. Voice vote. All “Ayes.” Motion carried.
6. WVLS Board Member, Judy Peterson: Has nothing to report until September.
7. Director’s Report:
 - a. Solar: More stuff was sent to OEI. They replied that the invoices are still the same and that nothing had been changed. They want to know when will it (city invoices from Jolma electric – the ones who installed the panels) be fixed. Kaye and Toni went over some of the solar stuff for taxes. The 990 tax form will cost \$10K, but we will receive \$60 plus back once it has been submitted. That is a profit of \$50K which will come in handy when the three boilers need to be replaced. Kaye and Toni found a grant return of \$11,000 that needs to be transferred to the library.
 - b. Cleaner Interview: Elizabeth and Tabatha took the top candidate around the library. Idea of removing the urinal in the men’s bathroom and installing another stall. Also, teens are hanging out in the bathrooms and vaping. The bathroom needs to be made less accommodating for that activity.
 - c. Fair: Tabatha and Toni will start Wednesday. One of our tables is missing, and Toni had to order another one. There will be a beanbag toss, coloring sheets, prizes, and bookmarks and magnets with the QR code for the library for digitizing will be handed out. There will be a.m./p.m. shifts with two people on each shift.
 - d. Story Teller in a Box will be on Saturday.

- e. Raffle: When you are buying tickets, you must hold a raffle and use a license. Ticket sales would be one for \$1, six for \$5, and 30 for \$20. Board members contributed money or items for the baskets. The rummage sale will have an early- bird offer to come in on Wednesday with a \$5 entry fee. The rest of the sale will run Thursday, Friday, and Saturday with a bake sale on Saturday. Promotion for the event would be on the webpage, Facebook – the city park’s events, radio, and flyers. August 6th -9th.
 - f. Future ideas: to have a quarterly community organization dinner. An outreach to meet different members who serve the community (aldermen, teachers, police, county board) and build bridges. Realistically, it could start out once every six months.
 - g. Toni talked to the County about the budget will meet with the City later (August-September).
 - h. Amber will be transitioning to take over all the early childhood story time and will be going to the WVLS training. She’s doing a great job. Toni will be focusing on the 7 to 11 age group.
 - i. Fall programming: The County asked who is using the library’s programs – story time has more county home schooling families. Play Café and Wisconsin kids see more city home families and daycares coming in. Saturday’s have higher numbers when there are animals in the presentation. There is more participation when the event/program is very specific as to what is being offered. If it is too vague, less people attend. Toni will be making changes to address this. She would like to start the bookmobile in Pickerel in the fall.
 - j. The Mayor was informed of Cate’s resignation (city) from the library board.
8. Discussion and Possible Action:
- a. A motion to pay the invoices and bills that are moved forward from the 07/15/2025 C.O.W. meeting was made by Tyler, 2nd by Bardo. Roll call vote. Sinkler/YES
Bardo/YES Augustyn/YES Jones/YES Tyler/YES
Rebstock/YES Oginski/YES Motion carried.
 - b. A motion to approve the updated Line of Responsibility Policy that was moved forward from the 07/15/2025 C.O.W. meeting was made by Oginski, 2nd by Rebstock. Voice vote. All “Ayes.” Motion carried.
 - c. With paying properly filing the tax documents concerning the solar, we will receive a \$61,000 tax REFUND. This federal tax form is required by OEI. A motion that the City can pay \$10,000 the company who will do the filing of the 990 tax form for the solar project was made by Bardo, 2nd by Jones. Roll call vote. Sinkler/YES Bardo/YES
Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Oginski/YES
Motion carried.
9. Ideas for next meeting: Purchasing Policy. Robin Stowe for Robert’s Rules. Seasonal workers will be ending.
10. Next Meeting: August 26, 2025 @ 6:00 p.m.
11. Adjournment: A motion to adjourn was made by Oginski, 2nd by Rebstock. Voice vote. All, “Ayes.” Motion carried. Meeting adjourned @ 7:07 p.m.

Nancy Jones, Secretary

August Invoices to Pay - 2025

FUND 285

UTILITIES

City Gas	08/16/25	\$0.00
City of Antigo - Water	08/22/25	\$241.88
Charter - Spectrum (phone/internet)	09/06/25	\$150.00
Wisconsin Public Services	8/11/2025	\$829.60
		<u><u>\$1,221.48</u></u>

CONTRACTUAL SERVICES - 52280

Clermont Printing - patron printing contract payment	8/21/2025	\$258.85
Clermont Printing - patron printing contract payment	8/21/2025	\$440.66
WI Department of Administration - Elcho Teach (we will have 1-2 invoices come in as they are for past services)	7/13/2025	\$600.00
All American Dumpster Rental & Service	9/7/2025	\$1,368.00
		<u><u>\$2,667.51</u></u>

FACILITIES

Amazon (batteries, bathroom cleaning + general cleaning supplies) - 53540	9/5/2025	\$90.46
Lawn & Snow (mowing 7/9, 7/14, 7/29) -53540	8/31/2025	\$154.50
Shultz Heating & Cooling (a/c maintenance - 53300)	8/14/2025	\$263.75
Shultz Heating & Cooling (a/c maintenance - 53300)	8/31/2025	\$1,080.18
Victory Janitorial Inc. (restroom supplies - 53540)	8/16/2025	\$279.52
Victory Janitorial Inc. (restroom supplies including replacement toilet paper dispenser after the roll hanger was stolent - 53540)	9/8/2025	\$80.00
		<u><u>\$1,948.41</u></u>

OPERATING SUPPLIES - 53100

Amazon (brochure holders + display stands)	09/05/25	\$112.74
Amazon (card stock + ledger paper)	09/08/25	\$79.24
Amazon (batteries, folding display table in 2 sizes, folding chairs for events)	09/08/25	\$222.74
Amazon (wobble stool - ergonomic active sitting - replace director chair)	09/26/25	\$119.99
Aspirus Medical Group (new hire physical x3 - 51590)		\$178.50
Clermont Printing (11x17 paper pack)	08/17/25	\$19.79
Clermont Printing (11x17 paper pack)	08/16/25	19.79
Demco (office supplies + processing materials)	08/15/25	388.43
		<u><u>\$1,141.22</u></u>

BOOKS + MEDIA + PROGRAMMING

Amazon (adult books - 53640)	09/02/25	\$85.30
Amazon (adult books - 53640)	09/16/25	\$26.73
Amazon (children's books - 53650)	08/29/25	\$63.32
Amazon (children's books - 53650)	08/31/25	\$11.79
Amazon (children's books - 53650)	07/20/25	\$17.99
Amazon (children's books - 53650)	09/04/25	\$97.08
Amazon (children's books - 53650)	09/18/25	\$78.95
Amazon (children's books - 53650)	09/24/25	\$8.99
Amazon (cups + mugs for McGinley rm. Programming - 53710)	08/31/25	\$48.90
Baker & Taylor (adult books - 53640)	09/14/25	\$416.14

Baker & Taylor (adult books - 53640)	09/05/25	\$331.74
Baker & Taylor (adult books - 53640)	08/30/25	\$289.19
Baker & Taylor (adult books - 53640)	08/23/25	\$375.32
Baker & Taylor (adult books - 53640)	08/16/25	\$421.56
Lynn E. Marcks - Attic Trunk Show Sat. 7/26 (53750)	07/26/25	\$160.00
Strutz Entertainment - Dinosaur Dimensions Show Wed. 8/13 (53750)	09/13/25	\$495.00
Northwoods Wildlife Center - Turtle Presentation July (53750)	09/01/25	\$236.90
		<u>\$3,164.90</u>

CREDIT CARD CHARGES

Barnes & Noble (Bad Guy books for drawing challenge partnership w/theatre - 53750)	08/01/25	\$6.99
USPS (Ill postage - 53180)	07/18/25	\$21.96
Walmart (lighting for display cases in hallway - 53100)	07/18/25	\$47.00
Walmart (external drive to back-up director computer - 53100)	07/21/25	\$101.28
Walmart (display items for fair + health fair booth) - 53710	07/21/25	\$6.82
Barnes & Noble (dvd purchases for youth & adult - 53740)	07/15/25	\$756.22
Menard's (window washing kit - 53540)	07/25/25	\$38.21
Eventgroove (raffle tickets - 53140)	07/30/25	\$169.05
Square (53100)	08/01/25	\$35.00
The NYT (monthly subscription charge - 53680)	07/13/25	\$20.00
Sticker Mule (swag for fair + health fair - 53750)	07/09/25	\$370.16
		<u>\$1,572.69</u>

FUND 610

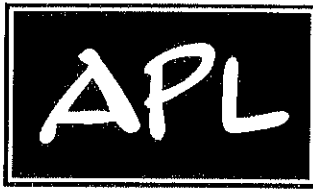
Playaway (wonderbooks - 53720)	9/10/2025	\$183.97
		<u>\$183.97</u>

Total Bills To-Date: August 2025

Utilities	1,221.48
Contractual Services	\$2,667.51
Facilities	\$1,948.41
Operating Supplies	\$1,141.22
Books + Media	\$3,164.90
Credit Card Charges	\$1,572.69
Donation Account Expenses	\$183.97
	<u>\$11,900.18</u>

ADVANTAGE ARCHIVES FIRST BATCH OF REELS TO DIGITIZE - 52 REELS @ \$10,140

are completed, they will invoice us for payment. Which will be paid from the 610 count with a portion of the initial \$30K from the Fogeltanz set aside for the project.



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Antigo Public Library

Policy: Gift + Donations Policy

Approved: Draft – 8/19/25

Purpose of Policy: Gifts and donations from community members enhance library services and support the Antigo Public Library mission to welcome all people to learn, connect, and explore, and help us serve our community with resources for lifelong learning and engagement. This policy specifies the types of donations the Antigo Public Library accepts and the ways that the library will put those donations to use.

Policy: The Antigo Public Library welcomes donations of books, other library materials, and monetary donations. All donations become the property of the Antigo Public Library. The Antigo Public Library reserves the right to utilize donated materials and funds in whatever way best benefits the collection and services of the Antigo Public Library.

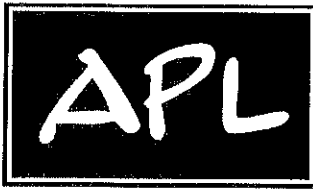
Donations of Books, Media, and Puzzles: Donations help add new titles to the collection, provide replacements for worn, damaged, or lost items, and expand the collection of puzzles available to patrons. The Antigo Public Library accepts new and used books and media, along with intact jigsaw puzzles and games. Donated materials may be added to the library collection, sold in accordance with the Antigo Public Library's Book Sale Policy, or recycled.

All donated materials must be delivered to the library. In general, material donations should be less than three (3) years old and in good condition (i.e. not musty, moldy, damp, etc.). Older materials may be accepted for sale, for replacement of a worn item within the collection if the item is still in demand, or as part of the historical reference collection.

Donated items can be placed inside the donation bin within the library lobby. For large number items, please call ahead (715-623-3724) and we can open up the garage door for delivery.

Monetary + Other Donations: The Antigo Public Library accepts gifts of money, real property, securities, personal property, art, antiques or other valuables which may be accepted and approved by the Antigo Public Library Board of Trustees. The Antigo Public Library will NOT accept any items which are not outright gifts.

Monetary gifts shall be made by check to the Antigo Public Library. Cash donations are also accepted at the circulation desk of the Antigo Public Library and entered into the Cash register. Monetary gifts over \$10,000 require acceptance by the Library Board of Trustees. All monetary gifts will be deposited and maintained in the Antigo Public Library's 610 donation account –



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keeping the gift separated from the Antigo Public Library's 285 operating account. Monetary gifts will be used exclusively for Collection and Programming except when the Antigo Public Library Board of Trustees and the donor together determine a different, most appropriate use of the gift. An example of this would be the Antigo Daily Journal Fundraising project wherein donors note on check the intent of the gift and the Antigo Public Library Board of Trustees have approved the fundraising project and gifts received for that purpose. Additional examples include donations accepted for memorial and honor book purchases and program sponsorships.

To make a monetary gift to the library please make out checks to:

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

In-kind Donation: The Antigo Public Library accepts non-cash donations. Many individuals, businesses, and non-profit organizations generously support library programs throughout the year with goods and services. For more information, email the Library Director at director@antigopl.org.

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to assess the value of these items. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS Publication 56, *Income Tax Deduction for Contributions*.