

Antigo Public
Library
617 Clermont
Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

**Antigo Public Library Board of Trustees
Board Meeting**

October 28th, 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 Committee of the Whole meeting for September 16th, 2025 and the full board meeting on September 23rd, 2025
6. WVLS –Board Member Judy Peterson
7. Directors Report
8. Discussion and possible action items:
 - a. Review of October bills/invoices to be paid.
 - b. Approval of creating seasonal hours from November 3rd 2025-March 28th 2026 to be Monday to Thursday 9:00 am-5:30 pm, Friday 8:30 am-7:00 pm and Saturday 8:30 am-5 pm.
 - c. Approval to amend the Antigo Public Board of Trustees Bylaws Article IV section 3 to include consent agenda and add subsection 3(a) to define consent agenda use at monthly board meetings.
9. Suggestions for the next APL Board of Trustees meeting.
10. The next Board meeting is November 25th, 2025 at 6:00 PM.
11. Adjournment

Sarah Sinkler
APL Board of Trustees 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 September 16, 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) | Present | |
| Pam Augustyn, Treasurer (county) | Present | |
| Nancy Jones, Secretary (county) | Present | |
| Cindy Tyler (county) | Present | |
| Barb Rebstock (city) | Present | |
| Kim Duchan (county) | Present | |
| Vacant (city) | | |
| 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. Ad-Hoc Policy Handbook Update: Nancy shared that all the policies will be listed under ten categories. We can then take one category per month and review/discuss/update or even create those policies that are listed under that category. By the end of next year all of the policies will have been examined, and then after that, it is a yearly maintenance.
6. Committee items presented to the whole board : for review, discussion to be dismissed, held over, more development or moved on to regular board meeting.
 - a. A motion to move the bills and invoices for payment to the regular board meeting on 09/23/2025 was made by Duchan, 2nd by Bardo. Voice vote. All "Ayes." Motion carried.
 - b. Discussion of Library Director annual evaluation: There are tasks on the job description that are no longer the director's responsibility (i.e. secretary of the minutes) and other things that need to be added to the evaluation. One key element is that the rating is subjective. Measurable data needs (i.e. increased circulation within, patrons) to be included as well as descriptive criteria for selecting a ranking of 1 to 4. Instead of creating an ad-hoc committee, each member will come prepared next week of their suggestions of how to change the format and evaluation items.
 - i. Learning point: we (the library) get charged if a resident goes to another library to check something out. In essence, we are paying for that library "working" for our county.
 - c. A motion to move the Purchasing Policy forward to the regular board meeting on 09/23/2025 was made by Bardo, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.

- d. Revisions were made to the Inclement Weather Policy to include the weather conditions that may impact the raising and lowering of the flag outside the library. A motion to move the Inclement Weather Policy with the revisions forward to the regular board meeting on 09/23/2025 was made by Duchan, 2nd by Bardo. Voice vote. All "Ayes." Motion carried.
- e. Additional components such as 1) a mission statement 2) a current staff list and 3) the agreement between the city and the county should be added to the APL Board of Trustees Handbook
7. Next C.O.W meeting suggestions: Bring revisions of the director evaluation. Revenue
8. Next C.O.W.: October 21, 2025
9. Adjourn: A motion to adjourn the meeting was made by Rebstock, 2nd by Bardo. Voice vote. All "Ayes." Motion carried. Meeting adjourned @ 6:55 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of September 23, 2025

Regular Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Sarah Sinkler- President, Presiding

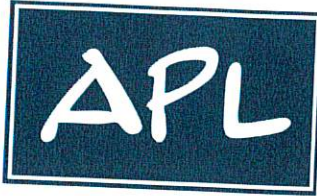
| Name | Attendance | Notes |
|--------------------------------------|-------------------|---------|
| Sarah Sinkler , President (city) | Present | |
| Carol Bardo, Vice President (county) | Present | |
| Pam Augustyn, Treasurer (county) | Present via phone | |
| Nancy Jones, Secretary (county) | Present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

Others in attendance: Toni Edge/ Library Director, Judy Peterson/WVLS Board member

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 08/19/2025 C.O.W. minutes and the 08/26/2025 Regular Board meeting minutes was made by Duchan, 2nd by Tyler. Voice vote. All "Ayes."
Motion carried.
6. WVLS Board Member: Judy Peterson
7. Director's Report:
 - a. Staffing: Kiara resigned on the 19th. Someone is needed at the circulation desk at all times. Tabitha and Toni examined the expectations of for that position. Rather than fill that position full time, it may be more advantageous to go seasonal part-time especially which worked great for the summer. Seth will go to six days @ 40 hours. The staff also supplied reports for the board for the first time which were very thorough and enjoyable to read.
 - b. Training Day: the staff took a trip to the Stevens Point Library to check out their system and software program which is different than ours. They provided a simulation experience where they had to find things using this unfamiliar system. It opened their eyes to see and feel what an inexperienced patron may feel when visiting our library. Wisconsin Rapids Library had done a lot of remodeling during covid and created several work spaces
 - c. Summer recap for WVLS: reviewing things that worked and other things that didn't. One idea is to partner with 4-H groups
 - d. Digitizing: Toni met with Tim Suick, and he will be talking to his sister with a possible donation for this endeavor.

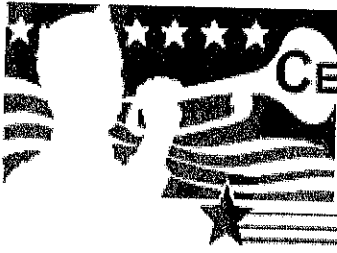
- e. Website: Toni had staff photos taken to be added to the website
 - f. Solar: Toni submitted a 150 page packet for the solar and hopefully this will satisfy it. The library showed that Jolma was clearly informed about the U.S. made products.
 - g. Sierra transfer of server started at 8:01 this morning and was still down after 4:00. Elizabeth will be in at 8:30 tomorrow morning in case it is still down.
8. Discussion and Possible Action Items:
- a. A motion to pay the bills and invoices that were moved forward from the 09/16/2025 C.O.W. meeting was made by Bardo, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
 - b. A motion to approve the Purchasing Policy that was moved forward from the 09/16/2025 C.O.W. meeting was made by Bardo, 2nd by Rebstock. Voice vote. All "Ayes." Motion carried.
 - c. A motion to approve the revisions to the Inclement Weather Policy that was moved forward from the 09/16/2025 C.O.W. meeting was made by Duchan, 2nd by Jones. Voice vote. All "Ayes." Motion carried.
 - d. Toni shared a proposal how to cover the open full-time circulation specialist. The hourly breakdown would be Mon.-Fri. 8:00 a.m. to noon (turn on computers, etc..) then 8:30 to 12:30 (check in books, shelve books) and lastly 12:00 to 4:00 (desk and check-in room). We would hire 3 part-time seasonal circulation specialists for three months and see who is a good fit. A motion to post for three seasonal part-time circulation specialists was made by Bardo, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
9. Considerations for next board meeting: Review library director evaluation. Revenue Policy. Bylaws – put in consent agenda. DPI matrix to add to the binder. Vacancy of board member interview.
10. Next meeting: October 28, 2025
11. Adjournment: A motion to adjourn the meeting was made by Duchan, 2nd by Rebstock. Voice vote. All "Ayes." Motion carried. Meeting adjourned @ 6:34 p.m.

Nancy Jones, Secretary



2025 – October: Director's Report

- Library Flags
 - Issues + Communication
 - Flags, Flag code, + timeline for re-hanging
- Staffing
 - Two student pages hired – Catherine Olson + McKenna Anderson
 - One PT Clerk hired – Kylie Bechtold
- Training
 - Both Tabitha Grisham and Seth Koch are currently taking an online course through UW Madison Extension on Library Customer Service.
- Digitizing
 - Kerry Bloedorn from WJFW came out to do an interview about the project. We have received a few more donations.
- Website
 - Updating some of the pages including staff and the board page to include a link to view and access the new signed joint agreement that goes into effect Jan. 1, 2026
- Solar
 - All materials have been submitted to OEI and awaiting their response. There is no timeline for that response.
- Library
 - Facilities – Jason and Tabitha are doing a great job on general cleaning. We've added a small upholstery cleaner and a larger floor cleaner to start tackling some of the carpet and chair stains.
 - Kevin came out from the County. Assessed the capital needs of the building and brought his crew out to trim back the overgrown shrubs around the building.
 - The library will be providing Kevin with a key fob and security code to access the building for maintenance needs in case of emergency like a broken pipe, etc.
 - Phones – we have contacted one vender on a new phone service. We are looking at others. With staffing shortages and the lack of phone at the circulation desk, staff cannot grab every phone call at this time.
- White Lake – we have begun working with WVLS to transition the branch to book mobile effective January 1st, 2026. As of September 31, 2025 White Lake has seen 277 patrons to Antigo's 36,850 = a total of 37,127 patron visits total for the library for 2025 in which 0.007% were White Lake patrons.
- Financials as of 9/31/25
 - Current balance in our account is \$319,718.54
 - Spent to-date is \$433,850.82
 - Percentage of budget expended is 65.58%



U.S. Department of Veterans Affairs
Washington, D.C. 20420

CELEBRATING AMERICA'S FREEDOMS

Guidelines for Display of the Flag

Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the U.S. flag. While the federal code contains no penalties for misusing the flag, states have their own flag codes and may impose penalties. The language of the federal code makes clear that the flag is a living symbol.



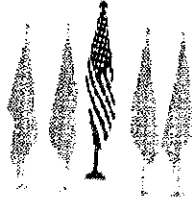
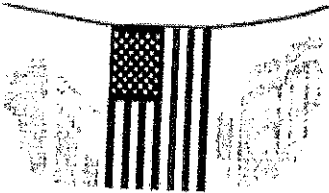
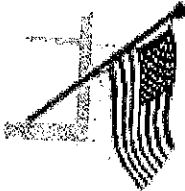
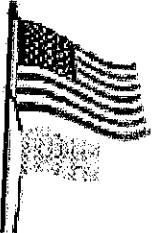
In response to a Supreme Court decision which held that a state law prohibiting flag burning was unconstitutional, Congress enacted the Flag Protection Act in 1989. It provides that anyone who knowingly desecrates the flag may be fined and/or imprisoned for up to one year. However, this law was challenged by the Supreme Court in a 1990 decision that the Flag Protection Act violates the First Amendment free speech protections.

Important Things to Remember

Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness. The flag should not be subject to weather damage, so it should not be displayed during rain, snow and wind storms unless it is an all-weather flag.

It should be displayed often, but especially on national and state holidays and special occasions.

The flag should be displayed on or near the main building of public institutions, schools during school days, and polling places on election days. It should be hoisted briskly and lowered ceremoniously.

| Image | Description |
|---|--|
|  | <p>When carried in procession with other flags the U.S. flag should be either on the marching right (the flag's right) or to the front and center of the flag line. When displayed on a float in a parade, the flag should be hung from a staff or suspended so it falls free. It should not be draped over a vehicle.</p> |
|  | <p>When displayed with another flag against a wall from crossed staffs, the U.S. flag should be on its own right (left to a person facing the wall) and its staff should be in front of the other flag's staff.</p> |
|  | <p>In a group of flags displayed from staffs, the U.S. flag should be at the center and the highest point.</p> |
|  | <p>When the U.S. flag is displayed other than from a staff, it should be displayed flat, or suspended so that its folds fall free. When displayed over a street, place the union so it faces north or east, depending upon the direction of the street.</p> |
|  | <p>When the U.S. flag is displayed from as projecting from a building, the union of the flag should be placed at the peak of the unless the flag is at half-staff. When suspended from a rope extending from the building on a pole, the flag should be hoisted out, union first from the building.</p> |
|  | <p>When flags of states, cities or organizations are flown on the same staff, the U.S. flag must be at the top (except during church services conducted at sea by Navy chaplains)</p> |

Open Positions

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

Date Mon 10/20/2025 7:08 PM

To Melanie Rine <mrine@antigo-city.org>

Cc Sarah Sinkler <sarahasinkler@gmail.com>; Tabitha Grisham <tgrisham@antigopl.org>

Hi Melanie,

We are hiring Kylie Bechtold for the circulation specialist position, and both Catherine Olsen and McKenna Anderson for the page position. If you can call them and get the drug testing and background checks going. Both Catherine and McKenna will need to fill out the paperwork for work permits. Ideally, I'd like all three to be able to begin work by Monday 11/3 if possible.

Can you please re-post the circulation specialist with two open positions and leave it open until the positions are filled...

Thank you,
Toni

Toni Edge
Library Director
Antigo Public Library
617 Clermont St.
Antigo, WI 54409
715-623-3724

Out of Office Tuesday + Wednesday through 12/15/25
Available Mon., Thurs., + Fri 12PM-7PM.
Sat + Sun hours variable.



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Monthly Report

Elizabeth Simek - Catalog + Circulation Specialist



For Large Print Books note circulation trends noticed, new books in, how often shelf reading is needed based on patron activity in the section. For Tech Wednesday @ Senior Center – how many patrons participated, and a brief synopsis of the help required. Purchasing – how much was ordered by type/genre; how much was spent for month; where purchases were made + factors contributing to that decision; any trends/issues/things of note related to purchasing you wish to share. Cataloging – how many items you cataloged in the following categories: adult books, children’s books, adult DVD, children’s DVD, audiobooks. How many items required a marc alert vs. attaching to existing record. Special Programming – any events that you facilitated or participated in. What the even was – brief description + the number of patrons that participated. What worked. What could be improved for the next time. For personal reflections write a summary of a positive experience with a patron or another staff member where you excelled. A summary of an experience that highlighted a growth opportunity for you. A summary of any scheduled or attended training you participated in.

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Large Print | I finished the Large Print project this month except for the few that were checked out when I started it. We have gotten positive feedback from the patrons that use the large print section. They say they are better able to find what they are looking for and like to read. |
| <input type="checkbox"/> | Tech Wednesday @ Senior Center | I met with a total of 21 people at the Senior Center this month for tech help. An ADRC board member came in last week for help setting up her new phone and she plans on mentioning this service at their next board meeting to see if they will let people know about it through them. |
| <input type="checkbox"/> | Purchasing | Baker and Taylor announced that they are going out of business this week. Toni has meetings with an Amazon representative and one from Barns & Noble to get the library set up with their library services. |
| <input type="checkbox"/> | Patron Request Purchases | This month we purchased \$256.86 in patron requests. The surprise of these purchase requests was the Jack Widow series by Scot Blade. He writes like C. J. Box, and his books are constantly going out. |
| <input type="checkbox"/> | Cataloging | This month I cataloged 74 books with existing records. 23 of those records were ones I had to overlay with a complete record. Overlaying is the process in which the cataloger uses z39.50 to find a complete record with the correct information on an existing record. I had to create Marc Alerts for 39 records this also means I had to create 39 WV HD Holds items. 60 of those books were adult books and 39 were children’s books. I started changing the books in our paperback collection to their specific genre locations and call numbers to match their location before Katie at WVLS marks those location codes not usable in Sierra. I have gotten the light romance done and am about halfway (about 198 books) through the romance. We will have light romance, romance, fantasy/Syfy, mystery, and fiction sections for easier browsing. |
| <input type="checkbox"/> | Cooperative Circulation Committee Updates | There was no meeting for me to attend this month. |
| <input type="checkbox"/> | Training | October 13 th the library was closed to the public for a staff training day. We went over expectations for customer service and a refresher on location and item codes. We started Seth and Tabith on working on changing location codes of the X books. We do need to get them both Sierra |

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| | | permissions to add spine labels for with call numbers need to be changed. They are both good at asking questions if they are not sure where an item goes. |
| <input type="checkbox"/> | Special Programming | On the 17 th we had a pumpkin carving event. We had 10 people attend this event. The pumpkins were donated by one of our employee's parents and told us to give away the unused to our patrons. |
| <input type="checkbox"/> | Personal Reflections | I was told that NTC recommends the library for tech help. This makes me proud of not only myself but my coworkers as well for providing consistent and reputable tech help to our patrons. I realize that this also puts pressure on us to continue providing this level of service. |
| <input type="checkbox"/> | Book/Movie Recommendations | I finally watched 28 Years Later the sequel to 28 Days Later. I wasn't sure if I would like it because 28 Days Later is one of my favorite zombie movies, but I was pleasantly surprised. It was just as good as the first one. If you want to read a great book by Indigenous authors try <i>Never whistle at night</i> . This book is about legends passed down for generations. It is a great read for a rainy October night. |

Report due to the director by the 3rd Friday of each month. Print a copy and place it in mailbox. Email a copy to epilecky@antigopl.org for record keeping.



Monthly Report



Desiree Ashby – Ill Specialist + Front Desk Clerk

For each of the sections below note circulation trends noticed, new books in, how often shelf reading is needed based on patron activity in the section. For ILL – how many requests came into APL from other institutions and were processed for the month. How many APL patrons made ILL requests that we were able to fill. For Courier – how many bins came in for the month. How many went out. For Writer’s Group – how many patrons participated and a brief synopsis of the topic covered for the month. APL Book Club – the book discussed for the month + the number of patrons that participated. For General Book Club updates – the number of book clubs currently requesting books. Total number of patrons (based on books requested) participating in all book clubs. Special Programming – any events that you facilitated. What the even was – brief description + the number of patrons that participated. What worked. What could be improved for the next time. For personal reflections write a brief summary of a positive experience with a patron or another staff member where you excelled. A brief summary of an experience that highlighted a growth opportunity for you.

| | | |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | Young Adult | Got the first weeding list done. Just waiting for the remaining books to be sorted so I can start removing the records from the system, and then I can move on to the next list. |
| <input type="checkbox"/> | ILL | As of right now, 21 books requests have been fulfilled of this month. |
| <input type="checkbox"/> | Courier | As of right now, 30 bins have been picked up from us and 33 bins have been dropped off to us. |
| <input type="checkbox"/> | Writer’s Group | If you include me, 3 members in total have shown up this month. We did a couple of writing exercises. |
| <input type="checkbox"/> | APL Book Club | If you include me, 5 members attended this month’s meeting. We talked about No Time To Spare: Thinking About What Matters by Ursula K. Le Guin, which is a assortment of different blog posts she made on her website before she passed away. All member had a very thought and pleasant conversation when discussing the book. |
| <input type="checkbox"/> | General Book Club Updates | So far Elcho (14 members), Senior (4 members), BB’s (10 members) Mattmiller (6 Members), have been consistently contacting me on what books they want for this month. Polar (4 Members) are now calling before ordering books, hopefully this will keep up. Had to remind Wine and Choclates (10 members) that they can’t just order a whole bunch of books without calling the library first. Will have to check into White Lake, have yet to receive a call from them. |
| <input type="checkbox"/> | Special Programming | The second art club was very successful with 9 out of the 12 kids attending the event. |
| <input type="checkbox"/> | D&D Club | First meeting was unsuccessful, only 1 person showed up and was confused about character creation even with my help. |
| <input type="checkbox"/> | Training | Training has been helpful, and it is always good to get a refresher of what is expected in the library! |
| <input type="checkbox"/> | Personal Reflections | A younger patron came into the library and asked me if there were books that I found interesting so that he could read them. When I asked him what his favorite kind of stories he likes to read, his whole face lit up and started talking about all the books he read which were most adventures. I |

| | | |
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| | | then asked if he like dragons, to which he also said yes and then recommended the Wings of Fire series. He looked so happy when I showed him our collection of books. |
| <input type="checkbox"/> | Book/Movie Recommendations | Blood Over Brighthaven by M.L. Wang (A standalone dark academia book about the dangers of blind faith and colonization in a steampunk fantasy setting. The ending was so good and has a believable female protagonist!) |

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Meeting Notes

V-Cat Bibliographic/Interface Committee

October 14, 2025

Meeting was held in the WVLS office and remotely via Zoom.

Committee members present: C. Luebbe (MCPL), A. Puestow (Tomahawk), C. Miller (Rhineland), C. Wendt (Minocqua), D. Ashby (Antigo), E. Mueller (Medford), J. Bauer (MCPL), R. Metzler (WVLS).

Others present: C. Oftedahl (Merrill), E. Scheffer (Rhineland), K. Kirby (Three Lakes), N. Metz-Andrews (MCPL), K. Zimmermann (WVLS).

Meeting was called to order by C. Luebbe at 10:01 a.m.

Additional Sierra material types update

The Committee reviewed the "V-Cat Material Type Additions" document.

- i Spoken Record Subcategories
 - i Audiobook (CD or Cassette)
 - icd Book + CD (Book + CD Audiobook)
 - ip Portable Audiobook (Playaway)
 - ic Audio Card (Single Yoto card or group of Yoto cards)
 - if Audio Figurine (Single Tonie figurine or group of Tonie Figurines)
 - ira Read-Along Book (Vox & Wonderbook)
 - iw WhaZoodle
- r 3-D Object subcategories
 - rp Jigsaw Puzzle
 - 3 Physical Games
- Suggested changes to Material Type labels
 - a Book subcategories
 - b Large Print Book
 - k 2-D Graphic subcategories
 - k ~~2-D~~ Graphic Artwork
 - r 3-D Object subcategories
 - 3 Physical Games
- Icons were selected to go with the new categories. Sierra has a limited number of icons available. Some existing (but unused) icons can be re-purposed. For example: the "Microforms" icon will be used for "ic Audio Card" and "if Audio Figurine" because it resembles a Yoto card.
- However, we must be cautious not to re-use an icon we may need for some other purpose later. The Baker & Taylor situation reminds us that things can change suddenly and in expected ways. For example, if we lost Aspen and were obliged to return to the Sierra Classic catalog, we would probably want to add Overdrive ebooks to the catalog again, and we would need the ebook icon for them.
- Katie pointed out that the new Spoken Record categories are included in the Audiobook scope in the Classic Catalog, and asked whether an additional scope should be created to help differentiate them. Consensus was that a new scope is not needed at this time, but we might be able to rename the scope from Audiobooks to Audio Materials to be more inclusive of the new material types.

- Committee members asked if Sierra has additional icons available, or if we can create/upload our own. (Update 10/21/2025: Katie confirmed: no).
- Reviewed the steps for making the changes, including creating the new material type, making a MARC alert template for it, updating instructions/training, and batch updating current items. Katie and Rachel will keep libraries updated as they make the changes.

Report of ILS Administrator

- Trouble shooting from Sierra migration, including restoration of z39.50 connections with Milwaukee County, IFLS and Northern Waters.
- Baker & Taylor's closure is negatively affecting libraries' supplies of new materials.
- Language has been added to WVLS's Aspen page > Your Account > Titles on Hold: "Our primary book distributor is closing down their operations and this is temporarily impacting the ordering of materials. Many of our orders with that distributor were canceled, but we are busy reordering those books with other companies! They will be on library shelves as soon as possible." V-Cat staff will offer to add this language to libraries' Aspen catalogs.
- May also offer to remove a library's Forthcoming Fiction page temporarily (if desired).
- Katie will survey the libraries about what other changes to the catalog would be helpful in light of the closure.

Allow holds procedure update

- The new procedure is going well. Now working to adjust the Aspen display to make it clearer for patrons.
- Call number field has been changed from "Temporary item for holds only" to "Placeholder for holds only."
- Working to hide the Placeholder/WVLS On the Fly record from Aspen display, while still allowing holds.
- Related issue (MCPL): Order records with a status of "On Order" (not yet paid) display as an additional line in the list of Available Copies. We are working to hide these records from display as well.
- Catalogers, please add a Placeholder/WVLS On the Fly record to bibs on which you are adding a High Demand item. If you spot a bib which has all High-Demand items (and you don't need to add the Placeholder yourself), pass the information to Rachel who will investigate. She may add the Placeholder/WVLS On the Fly record herself, or she may be able to do other cleanup.

Report of ILS Administrator

- Cover images in Sierra and Aspen. Content Café, which supplies many of our cover images, is a Baker & Taylor product, which V-Cat pays for through its Sierra subscription. If it is not sold off separately, it will go out of business along with B&T.
- Content Café and other "library content enrichment" services are "look-up" services, meaning they supply images (or other content) on demand. V-Cat has not purchased the images, only secured access through its subscription. All Content Café-supplied cover images will disappear from the catalog when the company ends.
- Content Café also supplies summary and author notes in addition to cover images. Use of these varies by application:
 - Sierra desktop – Content Café cover images only.
 - Aspen – Content Café cover images, summary, author notes. Aspen also pulls content from other sources: V-Cat Bib records, Novelist Plus/Select subscription,

Accelerated Reader/Renaissance Learning, Bywater Coce Server, Google API, OMDB.

- If Content Café goes away, Aspen will rely more on these other sources.
- Katie and Rachel are testing to see what Aspen might look like without the Content Café service. They turned Content Café off in the Aspen test catalog. Cover images are cached for 2 weeks, so it will take until October 22 or 23 to see the effects.
- V-Cat's subscription to Content Café (through Innovative/Sierra) is paid through August 2026.
- Syndetics is an alternative provider of cover images, and Innovative offers Syndetics to users of its Polaris ILS.
- Katie has reached out to Innovative. We pay them for Content Café (not B&T directly) and that provides an incentive for them to help us. She hopes the money we have paid for Content Café can be put towards a Syndetics subscription instead.
- Whether it is Syndetics or a different product, it is important that V-Cat be proactive in finding a solution as soon as possible.

Report of ILS Support Specialist

- Library of Congress is not working due to the government shutdown, so new records are not coming into OCLC from LC. Unknown impact to cataloging.
- As always, it is important to select a bib record that meets all of our requirements.
- Interlibrary Loan may be affected. LC is not filling any requests, but they were always the last library to fill them anyway. Continue making requests as needed.
- Barcode orders due by the end of the day Wednesday, October 22.
- Last day for item 2025 deletions is Friday, December 5. Have items marked for deletion by this date to guarantee removal before the end of the year.

Request for agenda items

2025 & 2026 meeting dates: December 9, March 10, May 12, August 11, October 13, December 8.

QR codes in books

Series information/Manga numbering

Adjournment

Meeting adjourned 11:18 pm

Notes prepared by C. Luebbe October 27, 2025



Monthly Report

Amber Sweet - White Lake Access Services Coordinator



For each of the sections below note circulation trends noticed, new books in, how often shelf reading is needed based on patron activity in the section...observations made as you check-in items and shelve. For Play Cafe – how many patrons attended per event; books + skills covered. For Story Time – how many patrons attended per week; books + activities covered. For Antigo Child Care Center and Head Start – total participation per location each week. Note any changes that you make in serving the groups outside of the library setting. For Artful Tales – total participation each week; books + art activities covered. Smart Group – participation + skills covered. For Boys & Girls Club – total participation in each event + topics/activities covered. For White Lake Book Mobile Deliveries – total number of patrons served + total number of books delivered. For White Lake After School Programming – total number of students attending + activities covered. White Lake Storytime 4k + 5K – total number of students + books read. Special Programming – any events that you facilitated. What the even was – brief description + the number of patrons that participated. What worked. What could be improved for the next time. For personal reflections write a summary of a positive experience with a patron or another staff member where you excelled. A summary of an experience that highlighted a growth opportunity for you.

| | | 9/29 - 10/17 |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | Children's Books | Themes: Fall (Leaves/Trees, Pumpkins), Construction, Friendship, Robots, Libraries/Books, Shapes |
| <input type="checkbox"/> | Play Cafe | 42 kids for the first 3 weeks of Oct. Themes: fall, friendship, pumpkins, robots, books/libraries, shapes. Early lit focus included songs, themed stories and activities, and play. Leaf shape activity, glued beans, corn kernels, and yarn over their names, rolled ball to each other saying "Here it comes, Name" to kid we sent it to and "thank you, Name" to the one who rolled it. Jack-o-lantern magnets and built robots out of junk. Discussed shapes, did puzzles/playdoh with shapes as the focus. Early lit focus on fine/gross motor skills, making reading fun by using different voices and big gestures, not forcing kids to sit still and be quiet, moving on if they just aren't into it that day (only twice this month), instead, told adults if we show kids logos and letters in everyday life, we are enhancing print awareness. |
| <input type="checkbox"/> | Story Time | 36 kids for the first 3 weeks of Oct. Themes: fall, leaves/trees, pumpkins, books/library. I highlighted play, print awareness, fine motor. Alphabet leaves toy- matching lower and upper case, putting letters in order, paper bag tree craft, tiny book and bookmark scavenger hunt |
| <input type="checkbox"/> | Antigo Child Care Center | 25 kids for the first 3 weeks of Oct. Themes: fall, leaves, pumpkins, robots. glued beans, yarn and corn kernels onto their names on a leaf shape, glued decorations and drew on foam pumpkins to make jack o lantern magnets, colored robot parts and cut them out (this became more of an exercise in proper use of scissors, and they really enjoyed cutting) |
| <input type="checkbox"/> | Head Start | 31 kids for the first 3 weeks of Oct, split into 2 groups. We read about friendship. I asked them to tell me what a friend is and isn't, while I drew a picture representing what we discussed. This group needs movement. |
| <input type="checkbox"/> | Artful Tales w/AVA | 23 kids for the first 3 weeks of Oct. Themes: construction, friendship, and robots. Art projects: cardboard houses, chalk play outdoors, made friendship necklaces. Robot day no one came. |

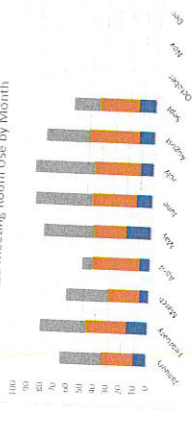
| | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Smart Group | 0. I want to work on building this up. Printed tear-off SMART flyers with my contact info and hung them at the WL community center, APL, the WL branch and the White Lake Market. |
| <input type="checkbox"/> | Boys + Girls Club | 11 teens. Oct. 2 nd Library Resources For Teens Presentation. Brought books that may appeal to them, asked ice breaker questions, ran through my PowerPoint presentation, handed out October schedules and activities, posted DND flyers, and gave out APL engagement goodies. Teens seemed most interested in Origami, Baking, and life skills such as taxes, mortgages etc. |
| <input type="checkbox"/> | Special Programming | Brought 10 books to Phyllis Gilbert 10/17/2025. I've also started bringing books for Sheridy Crandall. 2 have been delivered for her family so far. I am still doing Outreach for Rosalia Gardens |
| <input type="checkbox"/> | White Lake After-School Programming | 44 kids for the first 3 weeks of Oct. We do art twice a week (process art lab, watercolor pumpkins with glued on embellishments, doodle party, cardboard kittens that stand up + wear thread sweaters, build your own robot) STEM (Halloween themes- moon dough/fizzing ghosts, pumpkin structures, playdoh eyeball towers, spider webs, spider races), Book Club (First Cat In Space) pizza, discuss 3 chapters, activity based on what we read- cut out magazines to create our own space suit and describe what powers they gave us, the last 2 weeks I had kids that weren't prepared so I read the 3 chapters to them. I made different voices for each character, and even though these kids are a bit older they all really seemed to enjoy being read to. Then we played outside and cleaned up. |
| <input type="checkbox"/> | White Lake Storytime 4k + 5K | 12 kids for the first 3 weeks of Oct. Pumpkin theme. Magnet jack-o-lanterns; fine motor skills, learned about proper use of glue |
| <input type="checkbox"/> | Training | WVLS Workshop in Tomahawk |
| <input type="checkbox"/> | Personal Reflections | I still need to work on learning fingerplays, songs, and incorporating more movement. Segueing early lit tips into my programs has been a bit of a challenge for me so I want to strengthen that. I also want to think about using more senses to tie in with stories/activities. There will always be more to learn, but I'm really enjoying the process and feeling very blessed to have a job I feel passionate about! |
| <input type="checkbox"/> | Book/Movie Recommendations | I will be better about making note of the books I really enjoy and that the kids respond well too. |

Report due to the director by the 3rd Friday of each month. Print a copy and place it in mailbox. Email a copy to epilecky@antigopl.org for record keeping.

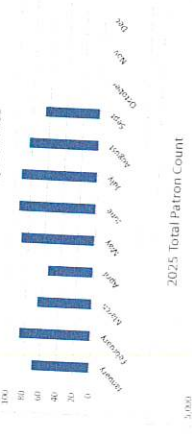
2025

| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
|---|---------|----------|-------|-------|-------|-------|-------|--------|-------|---------|-----|-----|--------|
| MEGinity (other) | 10 | 16 | 7 | 8 | 19 | 12 | 10 | 12 | 13 | | | | |
| MEGinity (Lib) | 24 | 31 | 24 | 35 | 23 | 31 | 34 | 35 | 38 | 30 | | | 107 |
| Conference | 32 | 35 | 32 | 8 | 38 | 43 | 45 | 33 | 20 | 27 | | | 277 |
| After Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 |
| Grounds | 3 | 4 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | 286 |
| Total meeting room | 69 | 86 | 65 | 54 | 85 | 95 | 91 | 83 | 65 | 20 | | | 694 |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Patron Count Antigo | 4,108 | 3,844 | 4,059 | 4,204 | 3,869 | 4,154 | 4,468 | 4,169 | 3,698 | | | | |
| Patron Count White Lake | 38 | 39 | 37 | 37 | 28 | 23 | 24 | 29 | 22 | | | | |
| Total Patron Count | 4,146 | 3,883 | 4,096 | 4,241 | 3,897 | 4,177 | 4,492 | 4,198 | 3,720 | 0 | 0 | 0 | 36,573 |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Patron Count White Lake Branch Patron Count | 38 | 39 | 37 | 37 | 28 | 23 | 24 | 29 | 22 | | | | |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Adult Internet | 307 | 304 | 312 | 364 | 365 | 318 | 384 | 321 | 304 | | | | |
| White Lake Internet | 6 | 10 | 11 | 9 | 9 | 11 | 10 | 4 | 0 | | | | |
| Total Internet | 313 | 314 | 323 | 373 | 372 | 329 | 394 | 325 | 304 | 0 | 0 | 0 | 2,977 |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| White Lake Internet Branch Internet | 6 | 10 | 11 | 9 | 9 | 11 | 10 | 4 | 0 | | | | |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Main Library Internet Branch Internet | 307 | 304 | 312 | 364 | 365 | 318 | 384 | 321 | 304 | | | | |
| Children's Learning Computers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Reference Questions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Phone | 79 | 92 | 119 | 149 | 103 | 78 | 115 | 67 | 51 | | | | |
| In person | 39 | 49 | 123 | 94 | 70 | 87 | 103 | 56 | 33 | | | | |
| Electronic | 9 | 18 | 17 | 10 | 7 | 24 | 35 | 9 | 12 | | | | |
| Total | 127 | 159 | 259 | 253 | 180 | 189 | 253 | 132 | 96 | 0 | 0 | 0 | 1,411 |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Curbside pickup | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Month: | January | February | March | April | May | June | July | August | Sept | October | Nov | Dec | YTD |
| Self directed activities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| Children (0-5) | 56 | 85 | 187 | 167 | 229 | 222 | 251 | 203 | 96 | | | | |
| Youth (6-17) | 7 | 25 | 103 | 78 | 89 | 181 | 150 | 134 | 58 | | | | |
| YA (18-24) | 6 | 3 | 74 | 63 | 39 | 109 | 69 | 61 | 69 | | | | |
| Adults | 122 | 105 | 117 | 133 | 119 | 131 | 169 | 378 | 286 | | | | |
| Total | 191 | 274 | 561 | 508 | 551 | 779 | 719 | 826 | 559 | 0 | 0 | 0 | 4,664 |

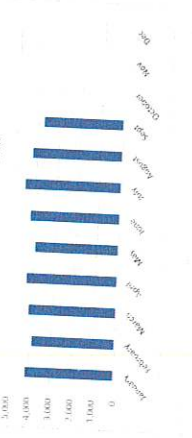
2025 Meeting Room Use by Month



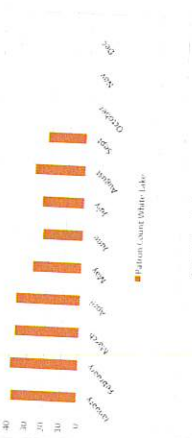
2025 Total meeting room use



2025 Total Patron Count



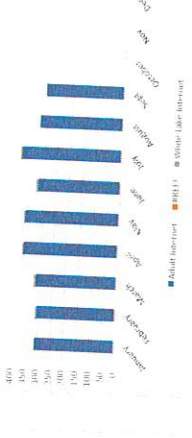
2025 Branch Patron Count



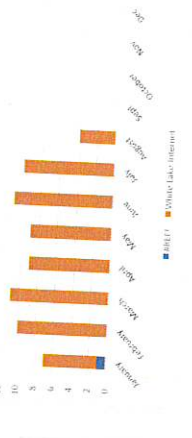
Curbside pick-up



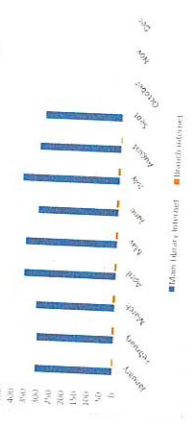
2025 Total Internet Use



2025 Branch Internet Use



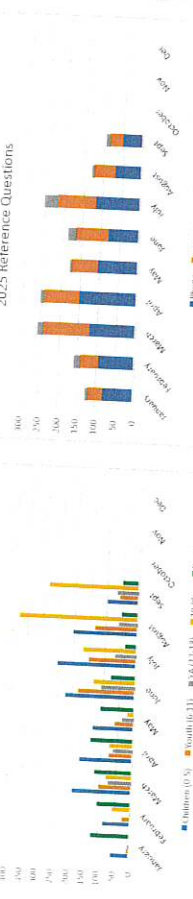
2025 main library internet vs branch internet use



2025 Children's Learning Computers



2025 self-directed activities



2025 Reference Questions



General Ledger
Summary Trial Balance

User: jjensen
Printed: 10/20/2025 - 9:48AM
Period: 09, 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 | 202,652.03 | 77,535.67 | 44,048.92 | 236,138.78 |
| 285-000-00000-11112 | Temp Inv-Library Capital Proj | 0.00 | 13,786.17 | 297.24 | 0.00 | 14,083.41 |
| 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: | | 285,934.55 | 77,832.91 | 44,048.92 | 319,718.54 |
| 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 | 26,339.40 | 26,339.40 | 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 | 1,739.40 | 1,739.40 | 0.00 |
| 285-000-00000-21512 | Medicare Tax Payable | 0.00 | 0.00 | 2,908.38 | 2,908.38 | 0.00 |
| 285-000-00000-21515 | State W.H. Taxes Payable | 0.00 | 0.00 | 680.14 | 680.14 | 0.00 |
| 285-000-00000-21520 | Health Insurance Payable | 0.00 | 0.00 | 769.77 | 769.77 | 0.00 |
| 285-000-00000-21525 | Life Insurance Payable | 0.00 | 0.00 | 2,432.96 | 2,432.96 | 0.00 |
| 285-000-00000-21527 | Dental Insurance Payable | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-000-00000-21528 | Garnishment Payable | 0.00 | 0.00 | 84.00 | 84.00 | 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 | 17,627.74 | 17,627.74 | 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 | 3,046.70 | 3,046.70 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

GL-Summary Trial Balance (10/20/2025 - 9:48 AM)

| 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 | 55,628.49 | 55,628.49 | -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 | -306,690.00 | 0.00 | 0.00 | -306,690.00 |
| | 285-410 REVENUE Totals: | 306,690.00 | -306,690.00 | 0.00 | 0.00 | -306,690.00 |
| Dept 430 | Intergovernmental | | | | | |
| 285-430-00000-43585 | Grant Income | 0.00 | -350.00 | 0.00 | 0.00 | -350.00 |
| 285-430-00000-43720 | County Library Aid | 306,690.00 | -230,017.50 | 0.00 | 76,672.50 | -306,690.00 |
| | 285-430 REVENUE Totals: | 306,690.00 | -230,367.50 | 0.00 | 76,672.50 | -307,040.00 |
| Dept 460 | Public Charges for Services | | | | | |
| 285-460-00000-46710 | Library Fees | 0.00 | -5,873.98 | 19.91 | 579.75 | -6,433.82 |
| 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 | -13,685.10 | 19.91 | 579.75 | -14,244.94 |
| Dept 480 | Miscellaneous Revenue | | | | | |
| 285-480-00000-48100 | Interest Income | 0.00 | -2,381.37 | 0.00 | 297.24 | -2,678.61 |
| 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 | -104.08 | 0.00 | 0.00 | -104.08 |
| 285-480-00000-48300 | Property Sales | 0.00 | -1,790.50 | 0.00 | 303.33 | -2,093.83 |
| 285-480-00000-48400 | Restitution/Ins Recoveries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-480-00000-48410 | Insurance Dividends | 0.00 | -719.61 | 0.00 | 0.00 | -719.61 |
| 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 | -7,327.99 | 0.00 | 600.57 | -7,928.56 |
| 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 | -558,070.59 | 19.91 | 77,852.82 | -635,903.50 |
| EXPENSE | | | | | | |
| Dept 620 | Special Revenue | | | | | |
| 285-620-62001-51100 | Salaries and/or Wages FT | 294,361.60 | 173,139.87 | 18,913.05 | 0.00 | 192,052.92 |
| 285-620-62001-51120 | Salaries P.T. and Seasonal | 30,538.50 | 23,796.61 | 2,309.24 | 0.00 | 26,105.85 |
| 285-620-62001-51160 | Salaries Overtime | 0.00 | 322.70 | 0.00 | 0.00 | 322.70 |
| 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 | 6,728.44 | 1,492.88 | 0.00 | 8,221.32 |
| 285-620-62001-51230 | Salaries Vacation | 0.00 | 3,323.91 | 240.59 | 0.00 | 3,564.50 |
| 285-620-62001-51240 | Salaries Sick Leave | 0.00 | 6,565.30 | 742.08 | 0.00 | 7,307.38 |
| 285-620-62001-51440 | Employer Cont For Retirement | 22,781.20 | 13,738.51 | 1,523.35 | 0.00 | 15,261.86 |
| 285-620-62001-51480 | Employr Cont Social Security | 20,083.57 | 16,052.63 | 1,794.26 | 0.00 | 17,846.89 |
| 285-620-62001-51500 | Employer Cont Health Ins | 130,106.21 | 35,207.22 | 2,189.64 | 0.00 | 37,396.86 |
| 285-620-62001-51520 | Employer Cont Life Ins | 0.00 | 21.95 | 0.00 | 0.00 | 21.95 |
| 285-620-62001-51530 | Employer Cont Dental Ins | 6,651.60 | 1,387.00 | 84.00 | 0.00 | 1,471.00 |
| 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 | 820.50 | 321.00 | 0.00 | 1,141.50 |
| 285-620-62001-51660 | Emplye Reimbursable Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-52110 | Outside Legal Services | 0.00 | -802.00 | 0.00 | 0.00 | -802.00 |
| 285-620-62001-52130 | Telephone | 1,800.00 | 1,199.94 | 0.00 | 0.00 | 1,199.94 |
| 285-620-62001-52150 | Electricity | 10,000.00 | 4,328.09 | 1,616.11 | 0.00 | 5,944.20 |
| 285-620-62001-52170 | Heating | 7,500.00 | 4,528.20 | 0.00 | 0.00 | 4,528.20 |
| 285-620-62001-52190 | Water & Sewer | 2,900.00 | 1,610.99 | 227.45 | 0.00 | 1,838.44 |
| 285-620-62001-52210 | Accounting & Auditing | 1,200.00 | 1,200.00 | 3,731.70 | 0.00 | 4,931.70 |
| 285-620-62001-52280 | Contractual Services | 39,255.26 | 28,423.19 | 0.00 | 0.00 | 28,423.19 |

| Account Number | Description | Budget Amount | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|---------------------|--------------------------------|---------------|-------------------|-------------------|--------------------|----------------|
| 285-620-62001-53040 | Equipment Lease Purchase | 0.00 | 0.00 | | | |
| 285-620-62001-53100 | Office/Operating Supplies | | | 0.00 | 0.00 | 0.00 |
| 285-620-62001-53140 | Advertising | 5,000.00 | 5,480.52 | 1,202.12 | | 6,682.64 |
| 285-620-62001-53160 | Travel & Training | 300.00 | 657.36 | 0.00 | 0.00 | 657.36 |
| 285-620-62001-53180 | ILL Postage | 200.00 | 134.78 | 131.54 | 0.00 | 266.32 |
| 285-620-62001-53220 | Computer Supplies & Repair | 1,200.00 | 615.43 | 43.65 | 0.00 | 659.08 |
| 285-620-62001-53280 | Library Outreach-Fuel Bookmobi | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-53290 | APL Bookmobile Maintenance | 750.00 | 351.16 | 37.90 | 0.00 | 389.06 |
| 285-620-62001-53300 | Equipment Repair & Maint | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-53310 | Library Outr-APL Bookmobile | 5,000.00 | 5,090.66 | 0.00 | 0.00 | 5,090.66 |
| 285-620-62001-53340 | Building Repairs & Maint/Fuel | 500.00 | 257.15 | 0.00 | 0.00 | 257.15 |
| 285-620-62001-53630 | Library Prop Sale Book Purchas | 2,000.00 | 4,079.85 | 1,044.07 | 0.00 | 5,123.92 |
| 285-620-62001-53640 | Library Books-Adult | 0.00 | 582.17 | 0.00 | 0.00 | 582.17 |
| 285-620-62001-53650 | Library Books-Children's | 12,000.00 | 10,784.79 | 1,771.96 | 0.00 | 12,556.75 |
| 285-620-62001-53660 | Library Patron Requests | 6,000.00 | 12,415.55 | 3,514.08 | 3.75 | 15,925.88 |
| 285-620-62001-53670 | Library Books Large Print | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 1,900.24 | 40.00 | 0.00 | 1,940.24 |
| 285-620-62001-53700 | Library Microfilm/Digitiz ADJ | 500.00 | 1,637.84 | 0.00 | 0.00 | 1,637.84 |
| 285-620-62001-53710 | Library Programming | 2,175.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-53720 | Library Audio Books | 2,300.00 | 3,531.98 | 884.89 | 50.00 | 4,366.87 |
| 285-620-62001-53730 | Library- Act 150 | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 1,866.33 | 90.48 | 0.00 | 1,956.81 |
| 285-620-62001-53742 | Library Adult Materials | 400.00 | 593.19 | 0.00 | 0.00 | 593.19 |
| 285-620-62001-53750 | Summer Reading Program | 400.00 | 265.57 | 0.00 | 0.00 | 265.57 |
| 285-620-62001-53900 | Branch Libraries | 0.00 | 2,507.64 | 156.63 | 0.00 | 2,664.27 |
| 285-620-62001-53920 | Lost Book Fee to Other Library | 500.00 | 16.19 | 0.00 | 0.00 | 16.19 |
| 285-620-62001-54110 | Liability Insurance Premiums | 200.00 | 193.92 | 0.00 | 0.00 | 193.92 |
| 285-620-62001-54130 | Workers Comp Insurance Prem | 786.00 | 748.20 | 0.00 | 0.00 | 748.20 |
| 285-620-62001-54150 | Property Insurance Premiums | 1,319.00 | 989.25 | 0.00 | 0.00 | 989.25 |
| 285-620-62001-54190 | Unemployment Benefits | 8,100.00 | 7,769.08 | 0.00 | 0.00 | 7,769.08 |
| 285-620-62001-55000 | Cash Short/Over | 0.00 | 740.00 | 0.00 | 0.00 | 740.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-59630 | Tran to Library Exp Trust Fund | 15,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

GL-Summary Trial Balance (10/20/2025 - 9:48 AM)

General Ledger
Expenditure Guideline

User: jjensen
Printed: 10/20/2025 9:31:10 AM
09/01/2025-09/30/2025



| Account Number | Description | Budget | Period Amt | End Bal | AvailUncollect | % ExpendCollect |
|---------------------|------------------------------|------------|------------|------------|----------------|-----------------|
| 285 | Library | | | | | |
| 620 | Special Revenue | | | | | |
| 62001 | Special Revenue | | | | | |
| 285-620-62001-51100 | Salaries andor Wages FT | 294,361.60 | 18,913.05 | 192,052.92 | | |
| 285-620-62001-51120 | Salaries P.T. and Seasonal | 30,538.50 | 2,309.24 | 26,105.85 | 102,308.68 | 65.24 |
| 285-620-62001-51160 | Salaries Overtime | 0.00 | 0.00 | 322.70 | 4,432.65 | 85.49 |
| 285-620-62001-51190 | Salaries Severance Pay | 0.00 | 0.00 | 0.00 | -322.70 | 0.00 |
| 285-620-62001-51200 | Salaries Holiday | 0.00 | 1,492.88 | 8,221.32 | 0.00 | 0.00 |
| 285-620-62001-51230 | Salaries Vacation | 0.00 | 240.59 | 3,564.50 | -8,221.32 | 0.00 |
| 285-620-62001-51240 | Salaries Sick Leave | 0.00 | 742.08 | 7,307.38 | -3,564.50 | 0.00 |
| 285-620-62001-51440 | Employer Cont For Retirement | 22,781.20 | 1,523.35 | 15,261.86 | -7,307.38 | 0.00 |
| 285-620-62001-51480 | Employr Cont Social Security | 20,083.57 | 1,794.26 | 17,846.89 | 7,519.34 | 66.99 |
| 285-620-62001-51500 | Employer Cont Health Ins | 130,106.21 | 2,189.64 | 37,396.86 | 2,236.68 | 88.86 |
| 285-620-62001-51520 | Employer Cont Life Ins | 0.00 | 0.00 | 21.95 | 92,709.35 | 28.74 |
| 285-620-62001-51530 | Employer Cont Dental Ins | 6,651.60 | 84.00 | 1,471.00 | -21.95 | 0.00 |
| 285-620-62001-51540 | Employer Cont 125 Plan | 0.00 | 0.00 | 0.00 | 5,180.60 | 22.11 |
| 285-620-62001-51560 | Administrative Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 285-620-62001-51590 | Physical Examinations | 0.00 | 321.00 | 1,141.50 | 0.00 | 0.00 |
| 285-620-62001-51660 | Emplye Reimbursable Expenses | 0.00 | 0.00 | 0.00 | -1,141.50 | 0.00 |
| 285-620-62001-52110 | Outside Legal Services | 0.00 | 0.00 | -802.00 | 0.00 | 0.00 |
| 285-620-62001-52130 | Telephone | 1,800.00 | 0.00 | 1,199.94 | 802.00 | 0.00 |
| 285-620-62001-52150 | Electricity | 10,000.00 | 1,616.11 | 5,944.20 | 600.06 | 66.66 |
| 285-620-62001-52170 | Heating | 7,500.00 | 0.00 | 4,528.20 | 4,055.80 | 59.44 |
| 285-620-62001-52190 | Water & Sewer | 2,900.00 | 227.45 | 1,838.44 | 2,971.80 | 60.38 |
| 285-620-62001-52210 | Accounting & Auditing | 1,200.00 | 3,731.70 | 4,931.70 | 1,061.56 | 63.39 |
| 285-620-62001-52280 | Contractual Services | 39,255.26 | 0.00 | 28,423.19 | -3,731.70 | 410.98 |
| 285-620-62001-53040 | Equipment Lease Purchase | 0.00 | 0.00 | 0.00 | 10,832.07 | 72.41 |
| 285-620-62001-53100 | OfficeOperating Supplies | 5,000.00 | 1,202.12 | 6,682.64 | 0.00 | 0.00 |
| 285-620-62001-53140 | Advertising | 300.00 | 0.00 | 657.36 | -1,682.64 | 133.65 |
| 285-620-62001-53160 | Travel & Training | 200.00 | 131.54 | 266.32 | -357.36 | 219.12 |
| 285-620-62001-53180 | ILL Postage | 1,200.00 | 43.65 | 659.08 | -66.32 | 133.16 |
| 285-620-62001-53220 | Computer Supplies & Repair | 0.00 | 0.00 | 0.00 | 540.92 | 54.92 |
| | | | | | 0.00 | 0.00 |

| Account Number | Description | Budget | Period Amt | End Bal | AvailUncollect | % ExpendCollect |
|---------------------|--------------------------------|-------------------|------------------|-------------------|-------------------|-----------------|
| 285-620-62001-53280 | Library Outreach-Fuel Bookmobi | 750.00 | 37.90 | 389.06 | 360.94 | 51.87 |
| 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 | 0.00 | 5,090.66 | -90.66 | 101.81 |
| 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 | 1,044.07 | 5,123.92 | -3,123.92 | 256.20 |
| 285-620-62001-53630 | Library Prop Sale Book Purchas | 0.00 | 0.00 | 582.17 | -582.17 | 0.00 |
| 285-620-62001-53640 | Library Books-Adult | 12,000.00 | 1,771.96 | 12,556.75 | -556.75 | 104.64 |
| 285-620-62001-53650 | Library Books-Children's | 6,000.00 | 3,510.33 | 15,925.88 | -9,925.88 | 265.43 |
| 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 | 40.00 | 1,940.24 | 1,559.76 | 55.44 |
| 285-620-62001-53690 | Library Books-Young Adult | 500.00 | 0.00 | 1,637.84 | -1,137.84 | 327.57 |
| 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 | 834.89 | 4,366.87 | -2,066.87 | 189.86 |
| 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 | 90.48 | 1,956.81 | 43.19 | 97.84 |
| 285-620-62001-53741 | Library Youth Materials | 400.00 | 0.00 | 593.19 | -193.19 | 148.30 |
| 285-620-62001-53742 | Library Adult Materials | 400.00 | 0.00 | 265.57 | 134.43 | 66.39 |
| 285-620-62001-53750 | Summer Reading Program | 0.00 | 156.63 | 2,664.27 | -2,664.27 | 0.00 |
| 285-620-62001-53900 | Branch Libraries | 500.00 | 0.00 | 16.19 | 483.81 | 3.24 |
| 285-620-62001-53920 | Lost Book Fee to Other Library | 200.00 | 0.00 | 193.92 | 6.08 | 96.96 |
| 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 | 989.25 | 329.75 | 75.00 |
| 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 | 5,000.00 | 10,000.00 | 33.33 |
| 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 | 44,048.92 | 433,850.82 | 227,730.60 | 65.58 |
| 620 | Special Revenue | 661,581.42 | 44,048.92 | 433,850.82 | 227,730.60 | 65.58 |

| Account Number | Description | Budget | Period Amt | End Bal | AvailUncollect | % ExpendCollect |
|-----------------------|--------------------|---------------|-------------------|----------------|-----------------------|------------------------|
| 285 | Library | 661,581.42 | 44,048.92 | 433,850.82 | 227,730.60 | 65.58 |

October Invoices to Pay - 2025

FUND 285

UTILITIES - (bills delivered to city for payment 9/3/25)

| | | |
|-------------------------------------|----------|-------------------|
| City Gas | | |
| City of Antigo - Water | 10/16/25 | \$29.28 |
| Charter - Spectrum (phone/internet) | 10/17/25 | \$169.58 |
| Wisconsin Public Services | 11/06/25 | \$150.00 |
| Wisconsin Public Services | 11/06/25 | \$777.41 |
| | 10/15/25 | \$705.99 |
| | | <u>\$1,832.26</u> |

CONTRACTUAL SERVICES - 52280

\$0.00

FACILITIES

| | | |
|---|----------|-----------------|
| Lawn & Snow (mowing) 53540 | | |
| Lawn & Snow (mowing) 53540 | 10/30/25 | \$103.00 |
| Metro Fire Protection (extinguisher inspection) 53540 | 9/31/25 | \$154.58 |
| Victory (soap for wall dispensers) 53540 | 10/19/25 | \$28.00 |
| Victory (papertowel rolls for dispenser + TP) 53540 | 10/17/25 | \$224.05 |
| Victory (tissue and trash bags) 53540 | 11/03/25 | \$101.06 |
| | 11/20/25 | \$71.17 |
| | | <u>\$681.86</u> |

OPERATING SUPPLIES - 53100

| | | |
|---|----------|-----------------|
| Amazon (batteries + paper towels) | 11/16/25 | \$51.82 |
| Amazon (cardboard organizes for genre labels) | 11/28/25 | \$31.99 |
| Amazon (rubber bands + paper clips) | 11/30/25 | \$33.98 |
| BroDart (laminare) | 11/10/25 | \$72.65 |
| BroDart (laminare) | 11/13/25 | \$149.46 |
| CCI (dvd cases) | 11/03/25 | \$80.41 |
| Demco (Metal Lable Peeler) | 10/03/25 | 57.71 |
| Demco (tape) | 11/03/25 | 246.53 |
| | | <u>\$724.55</u> |

BOOKS + MEDIA + PROGRAMMING

| | | |
|----------------------------------|----------|----------|
| Amazon (adult books) 53640 | | |
| Amazon (children's books) 53650 | 11/01/25 | \$17.87 |
| Amazon (children's books) 53650 | 11/05/25 | \$125.93 |
| Amazon (adult books) 53640 | 11/06/25 | \$244.82 |
| Amazon (children's books) 53650 | 11/06/25 | \$528.72 |
| Amazon (children's books) 53650 | 11/11/25 | \$256.13 |
| Amazon (adult books) 53640 | 11/12/25 | \$62.55 |
| Amazon (adult books) 53650 | 11/12/25 | \$46.66 |
| Amazon (adult books) 53650 | 11/13/25 | \$500.91 |
| Amazon (children's books) 53650 | 11/13/25 | \$15.99 |
| Amazon (young adult books) 53690 | 11/13/25 | \$49.08 |
| Amazon (children's books) 53650 | 11/18/25 | \$17.99 |
| Amazon (adult books) 53640 | 11/18/25 | \$417.59 |
| Amazon (children's books) 53650 | 11/18/25 | \$33.83 |
| | 11/19/25 | \$6.89 |

| | | |
|--|----------|--------------------------|
| Amazon (children's books) 53650 | | |
| Amazon (children's books) 53650 | 11/19/25 | \$36.98 |
| Amazon (children's books) 53650 | 11/19/25 | \$77.99 |
| Amazon (children's books) 53650 | 11/19/25 | \$19.89 |
| Amazon (children's books) 53650 | 11/20/25 | \$12.78 |
| Amazon (children's books) 53650 | 11/20/25 | \$16.33 |
| Amazon (children's books) 53650 | 11/21/25 | \$9.99 |
| Amazon (adult books) 53640 | 11/21/25 | \$7.43 |
| Amazon (adult books) 53640 | 11/22/25 | \$16.50 |
| Amazon (children's books) 53650 | 11/25/25 | \$17.60 |
| Amazon (children's books) 53650 | 11/26/25 | \$48.06 |
| Amazon (children's books) 53650 | 11/26/25 | \$53.93 |
| Amazon (children's books) 53650 | 11/26/25 | \$5.99 |
| Amazon (children's books) 53650 | 10/12/25 | -\$1.70 |
| Amazon (children's books) 53650 | 11/27/25 | \$51.77 |
| Amazon (adult books) 53540 | 11/28/25 | \$9.99 |
| Amazon (adult books) 53640 | 11/30/25 | \$167.18 |
| Amazon (adult books) 53640 | 12/03/25 | \$154.06 |
| Amazon (adult books) 53640 | 12/03/25 | \$35.20 |
| Amazon (adult books) 53640 | 12/03/25 | \$32.00 |
| Amazon (children's books) 53650 | 12/04/25 | \$20.34 |
| Amazon (adult books) 53640 | 12/05/25 | \$101.13 |
| Amazon (children's books) 53650 | 12/05/25 | \$11.39 |
| Antigo Daily Journal (annual print subscription) 53680 | 12/05/25 | \$53.95 |
| Baker & Taylor (adult books) 53640 | 11/05/25 | \$138.22 |
| Baker & Taylor (adult books) 53640 | 10/23/25 | \$11.54 |
| Baker & Taylor (adult books) 53640 | 11/16/25 | \$20.39 |
| | 07/08/24 | \$50.59 |
| | | <u>\$3,504.48</u> |

CREDIT CARD CHARGES

| | | |
|--|----------|--------------------------|
| New York Times - 53680 | | |
| Bound to Happen Books (adult books) 53640 | 09/07/25 | \$40.00 |
| Bound to Happen Books (children's books) 53650 | 09/15/25 | \$76.32 |
| Moo (business cards) 610 fund 53710 | 09/15/25 | \$26.96 |
| Walmart (programming materials + movies) 610 - 53710 (\$21.20) 53740 (\$162.05) | 09/16/25 | \$139.26 |
| Barnes & Noble (books + summer programming) | 09/17/25 | \$183.25 |
| Barnes & Noble (books + summer programming) | 09/17/25 | \$213.74 |
| Archie McPhee (programming finger pointers) | 09/17/25 | \$593.79 |
| Wisconsin UWM Registration for Libraries & Customer Service Training (Seth Koch) | 09/27/25 | \$432.30 |
| Square monthly subscription - 53100 | 09/30/25 | \$148.50 |
| | 10/01/25 | \$35.00 |
| | | <u>\$1,889.12</u> |


FUND 610

| | | |
|--|----------|----------|
| Amazon (heavy duty rubber bands for games & puzzles) - 53710 | | |
| Amazon (book kit bags) - 53710 | 11/02/25 | \$128.11 |
| Amazon (puzzles) - 53710 | 11/03/25 | \$38.98 |
| Amazon (fall décor) - 53710 | 11/05/25 | \$59.51 |
| Amazon (shelf for youth programming materials) - 53710 | 11/09/25 | \$187.97 |
| Amazon (gaming tables and a book) - 53710 | 11/10/25 | \$99.99 |
| | 11/12/25 | \$448.73 |

| | | |
|---|----------|-------------------|
| Amazon (gaming table) - 53710 | 11/13/25 | \$84.99 |
| Amazon (puzzles) - 53710 | 11/14/25 | \$16.99 |
| Amazon (hanging curtain lights + fall decor) - 53710 | 11/20/25 | \$243.12 |
| Amazon (fall décor) - 53710 | 11/20/25 | \$32.95 |
| Amazon (puzzles) - 53710 | 11/21/25 | \$19.99 |
| Amazon (puzzles) - 53710 | 11/23/25 | \$15.66 |
| Playaway (wonderbooks) - 53720 | 10/31/25 | \$257.96 |
| Amazon (play kitchen storage supplies on floor) - 53710 | 11/16/25 | \$94.98 |
| Amazon (Halloween candy + bulk candy for floor) - 53710 | 12/05/25 | \$119.82 |
| | | <u>\$1,849.75</u> |

Total Bills To-Date: October 2025

| | |
|---------------------------|--------------------|
| Utilities | 1,832.26 |
| Contractual Services | \$0.00 |
| Facilities | \$681.86 |
| Operating Supplies | \$724.55 |
| Books + Media | \$3,504.48 |
| Credit Card Charges | \$1,889.12 |
| Donation Account Expenses | \$1,849.75 |
| | <u>\$10,482.02</u> |



NOVEMBER 3, 2025 -
MARCH 28, 2026

LIBRARY

WINTER HOURS

WWW.ANTIGOPL.ORG

MONDAY - THURSDAY:

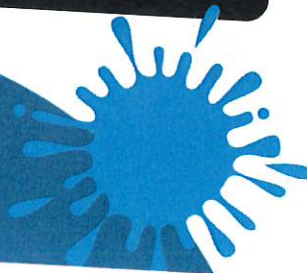
9:00 AM - 5:30PM

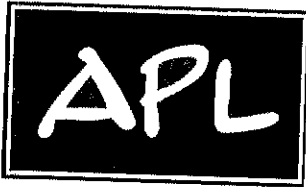
FRIDAY: 8:30AM - 7PM

SATURDAY: 8:30AM - 5PM

I ♥
APL

APL





Antigo Public
Library
617 Clermont
Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

notice of all regular and special meetings, shall perform such other duties as are generally associated with that office. A member of the library staff may be designated by the Board of Trustees secretary to perform any or all of the above duties.

Section 7. The treasurer shall be the disbursing officer of the board and, with the President, shall co-sign all voucher approval documents for funds drawn on trust or endowment accounts. The treasurer shall also chair meetings of the Finance and Personnel Committee.

Adopted: 05/30/07; Amended 12/16/14; Amended 02/23/16; Amended 04/25/17; Amended 12/25/2017; Amended 03/24/2021; Amended 04/27/2021; Amended 05/28/2024

Article IV

Meetings

Section 1. The regular meetings shall be held each month. Every effort will be made to hold regular meetings at an agreed-upon day of the month and time (e.g. fourth Tuesday of the month beginning at 5:15 p.m.); however, to assure a quorum, a regular meeting time may be adjusted.

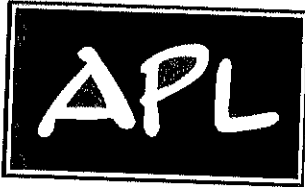
All board and committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (WI Stats. Sections 19.81 to 19.98). Virtual attendance of trustees of public at offices shall be allowed as follows:

Each trustee shall endeavor to attend all board meetings in person. However, circumstances may occasionally arise where board of trustees are unable to attend meetings in person. Such circumstances include:

1. Personal illness or temporary disability
2. Employment or library board business
3. Family member illness or emergency
4. A public health emergency or
5. Other circumstances in which the board approves remote attendance by majority vote.

The board president shall determine whether the trustee has satisfied the above requirements for remote participation. In order to make sure the necessary technology and contact information is in place for the meeting, a board trustee who desires to participate remotely shall provide at least 24-hour advance notice. When attending a board meeting remotely, a trustee shall have the right to vote on all matters before the board at that meeting except for matters in which the demeanor of witnesses is part of the board's decision-making process such as for the disciplinary and personal hearings or any other quasi-judicial proceedings. Remote attendance may either be via video, if available, or telephone, but must be conducted in a manner so that members of the public and news media can effectively monitor it

Serving All the People of Langlade County



Antigo Public
Library
617 Clermont
Street
Antigo, WI 54409

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by means of speakers, or otherwise. The remotely participating trustee must be able to hear the board and public dialogue and the board and public must be able to hear the remotely participating member. If an entire meeting is to be held via telephone conference call, the public and media must be provided with an effective way to monitor such calls such as public distribution at least 24-hour in advance of dial-in information for a conference call.

Section 2. The annual meeting, for the purpose of electing officers, shall be held at the time of the regular meeting in May of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items:

1. Call to Order
2. Correspondence, Appearance, Public Comment
3. Approval of Minutes
4. President's Comments
5. Committee Reports
6. Consent Agenda (if desired)
7. Action on bills
8. Director's Report
9. Unfinished business
10. New Business
11. Adjournment

Section 3a. Consent Agenda. The purpose of the Consent Agenda is to streamline the conduct of meetings by grouping routine, non-controversial items together for collective approval without discussion, unless a board member requests the removal of an item for separate consideration.

A Consent Agenda is a portion of the meeting agenda that allows for the approval of multiple items with one motion and vote. These items are generally considered routine.

Items that can be included in the consent agenda are below: (not an all inclusive list)

- Approval of previous meeting minutes
- Routine correspondence
- Committee reports for information only
- Standard administrative approvals
- Other Items deemed appropriate by the Chair
- Bills approved at the Committee of the Whole meeting
- Hires, resignations, retirements

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The Chair shall prepare the Consent Agenda as part of the meeting agenda and distribute it to members in advance of the meeting. At the meeting, the Chair shall ask if any member wishes to remove an item from the Consent agenda for separate discussion.

Any member may request the removal of an item without providing a reason. The item will then be placed on the regular agenda for individual consideration. After any requested removals, the Chair shall call for a motion to approve the remaining items on the Consent Agenda.

A single motion, second and vote shall approve all items remaining on the consent agenda. The meeting minutes shall reflect the approval of the Consent Agenda and list the items included.

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of three (3) members, for the transaction of business as stated in the call for the meeting. In no case, may less than two hours notice be given.

Section 5. A quorum for the transaction of business at any meeting shall consist of five (5) members of the board present in person.

Section 6. Parliamentary Authority. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

Adopted: 05/30/2007; Amended 12/16/2014; Amended 02/25/2016; Amended 04/25/2014; Amended 12/25/2017; Amended 03/24/2021; Amended 04/27/2021

Article V

Committee

A **Committee of the Whole (COW)** is adopted as the standing committee for the Antigo Public Library Board of Trustees. This structure encompasses a full assembly of all board members present to act as a committee.

The purpose of the **COW** is to allow all the members of the board an opportunity to engage in information discussion and if determined appropriate, recommend a subject to move forward to the full board meeting. The **COW** does not make the final decisions on the item of review. An agenda will be made and followed for each **COW** meeting. The consensus of the members of the **COW** meeting are limited to the following:

1. The Board members can recommend that a subject not be adopted.
2. The Board members can recommend that a subject requires further research, review, and then determine when to reconsider at a given date or length of time.
3. A motion to move the subject forward to the full board meeting for action.

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