

2026 - January Invoices to Pay from 2025 Budget

FUND 285

CONTRACTUAL SERVICES

Teach WI	12/31/2025	600.00
Teach WI	12/31/2025	600.00
Teach WI	12/31/2025	600.00
		<u>\$1,800.00</u>

OPERATING SUPPLIES

Wisconsin Valley Library Services (library cards)	12/26/25	\$346.50
Quill (processing + office supplies)	12/17/25	\$79.25
Clermont (repair of typewriter)	12/18/25	\$75.00
The Library Store (processing supplies)	12/17/25	\$230.39
		<u>\$731.14</u>

FACILITIES

Lawn & Snow (snow removal) 53540	12/31/2025	\$1,003.50
		<u>\$1,003.50</u>

BOOKS + MEDIA

Amazon (books) 53640	02/02/26	\$11.99
Amazon (books) 53640	02/03/26	\$56.43
Amazon (books) 53640	02/03/26	\$125.49
Amazon (books) 53640	02/05/26	\$42.02
Amazon (books) 53640	02/11/26	\$90.26
Amazon (books) 53640	02/11/26	\$18.60
Amazon (books) 53640	02/11/26	\$53.72
Amazon (books) 53640	12/28/25	-\$18.60
Amazon (books) 53640	12/28/25	-\$53.72
Amazon (books) 53640	02/13/26	\$44.99
Amazon (books) 53640	02/13/26	\$16.30
Amazon (books) 53640	02/13/26	\$272.69
Amazon (books) 53640	02/14/26	\$284.94
Amazon (books) 53640	02/16/26	\$15.92
Amazon (books) 53640	02/18/26	\$507.34
Amazon (books) 53640	02/18/26	\$209.18
Amazon (books) 53640	02/18/26	\$404.74
Amazon (books) 53640	02/18/26	\$391.23
Amazon (books) 53640	02/18/26	\$455.40
Amazon (books) 53640	02/18/26	\$554.41
Amazon (books) 53640	02/18/26	\$396.41
Amazon (books) 53640	02/18/26	\$304.01
Amazon (books) 53640	02/18/26	\$471.60
Amazon (books) 53640	02/18/26	\$468.69

Amazon (books) 53640	02/18/26	\$507.98
Amazon (books) 53640	02/18/26	\$456.72
Amazon (books) 53640	02/18/26	\$508.31
Amazon (books) 53640	02/18/26	\$359.70
Amazon (books) 53640	02/18/26	\$26.13
Amazon (books) 53640	02/18/26	\$485.79
Amazon (books) 53640	02/18/26	\$451.50
Amazon (books) 53640	02/18/26	\$498.45
Amazon (books) 53640	02/18/26	\$324.15
Amazon (books) 53640	02/18/26	\$172.02
Amazon (books) 53640	02/18/26	\$421.07
Amazon (books) 53640	02/18/26	\$142.55
Amazon (books) 53640	02/18/26	\$11.99
Amazon (books) 53640	02/18/26	\$441.73
Amazon (books) 53640	02/18/26	\$31.73
Amazon (books) 53640	02/18/26	\$385.48
Amazon (books) 53640	02/21/26	\$62.92
Amazon (books) 53640	02/22/26	\$27.99
Amazon (books) 53640	02/24/26	\$74.84
Amazon (books) 53640	01/10/26	-\$23.26
Amazon (books) 53640	02/24/26	\$41.85
Amazon (books) 53640	02/24/26	\$119.49
Amazon (books) 53640	02/24/26	\$194.03
Amazon (books) 53640	02/24/26	\$121.77
Amazon (books) 53640	02/24/26	\$17.87
Amazon (books) 53640	02/24/26	\$53.63
Amazon (books) 53640	02/24/26	\$33.94
Amazon (books) 53640	02/24/26	\$26.13
Amazon (books) 53640	02/24/26	\$73.98
Amazon (books) 53640	02/24/26	\$83.53
Amazon (books) 53640	02/24/26	\$89.60
Amazon (books) 53640	02/24/26	\$172.94
Amazon (books) 53640	02/24/26	\$7.99
Amazon (books) 53640	02/24/26	\$25.33
Amazon (books) 53640	02/24/26	\$40.08
Amazon (books) 53640	02/24/26	\$39.10
Amazon (books) 53640	01/10/26	-\$22.26
Amazon (books) 53640	02/24/26	\$58.67
Amazon (books) 53640	01/10/26	-\$20.72
Amazon (books) 53640	02/25/26	\$52.25
Amazon (books) 53640	02/25/26	\$18.78
Amazon (books) 53640	02/25/26	\$7.55
Amazon (books) 53640	02/25/26	\$10.99
Amazon (books) 53640	02/25/26	\$34.05

Amazon (books) 53640	01/11/26	-\$9.06
Amazon (books) 53640	02/26/26	\$43.68
Amazon (books) 53640	02/26/26	\$10.18
Amazon (books) 53640	02/27/26	\$11.04
Amazon (books) 53640	02/27/26	\$52.91
Amazon (books) 53640	03/01/26	\$42.43
Amazon (books) 53640	03/01/26	46.47
Amazon (books) 53640	03/01/26	\$21.00
Amazon (books) 53640	03/02/26	\$18.99
Amazon (books) 53640	03/03/26	\$36.58
Amazon (books) 53640	03/03/26	\$20.93
Amazon (books) 53640	03/03/26	\$30.74
Amazon (books) 53640	03/03/26	\$30.62
Amazon (books) 53640	03/03/26	\$34.99
Amazon (books) 53640	03/03/26	\$56.90
Amazon (books) 53640	03/03/26	\$36.21
Amazon (books) 53640	03/03/26	\$7.59
Amazon (books) 53640	03/03/26	\$14.47
Amazon (books) 53640	01/17/26	-\$14.47
Amazon (books) 53640	01/17/26	-\$7.59
Amazon (books) 53640	03/04/26	\$8.24
Amazon (books) 53640	03/04/26	\$12.32
Amazon (books) 53640	03/04/26	\$48.67
Amazon (books) 53640	03/04/26	\$17.95
Amazon (books) 53640	03/04/26	\$39.31
Amazon (books) 53640	03/04/26	\$12.99
Amazon (books) 53640	03/04/26	\$97.73
Amazon (books) 53640	03/05/26	\$22.27
Amazon (books) 53640	03/05/26	\$24.74
Amazon (books) 53640	03/05/26	\$24.99
Amazon (books) 53640	03/05/26	\$14.84
Demmer Library (lost/dammaged books) 53920	12/30/26	\$45.00

\$12,626.06

CREDIT CARD CHARGES

Barnes and Noble Booksellers (books) 53640	12/07/25	\$191.17
Little Caeser's Pizza (bookclub WL) 610-53710	12/04/25	\$16.44
Barnes and Noble Booksellers (books) 53640	12/04/25	\$29.00
Barnes and Noble Booksellers (books) 53640	12/11/25	\$30.44
Game & Fish Magazine (53680)	12/11/25	\$17.99
Family DollarStore (library programming décor) 610-53710	12/12/25	\$27.44
Little Caeser's Pizza (bookclub WL) 610-53710	12/11/25	\$14.33
Little Caeser's Pizza (bookclubMSL) 610-53710	12/12/25	\$7.15
Dollar Tree (library programming décor) 610-53710	12/13/25	\$14.77

Target (library programming décor) 610-53710	12/13/25	\$43.24
Wallstreet Journal subscription - 53680	12/18/25	\$411.45
USPS (ILL postage) - 53180	12/18/25	\$21.96
Menards (library programming décor) 610-53710	12/18/25	\$59.31
Walmart (library programming décor) 610-53710	12/17/25	\$65.08
Walmart (library programming décor) 610-53710	12/23/25	\$93.35
New York Times (monthly subscription) 53680	12/28/25	\$40.00
Signs.com (WL signage) 610-53260	12/23/25	\$115.08
		<u>\$1,198.20</u>

FUND 610

Amazon (gingerbread competition supplies) 53710	2/5/2026	\$7.59
Amazon (chairs for WL branch and APL) 53090	2/13/2025	\$483.69
		<u>\$491.28</u>

Total Bills To-Date: December 2025 in January 2026

Utilities	\$0.00
Contractual Services	\$1,800.00
Facilities	\$1,003.50
Operating Supplies	\$731.14
Books + Media	\$12,626.06
Credit Card Charges	\$1,198.20
Foundation Expenses	\$491.28
	<u>\$17,850.18</u>

2026 - January Invoices to Pay

FUND 285

UTILITIES

Wisconsin Public Services	1/12/2026	\$1,408.46
City Gas	01/17/26	\$2,618.02
City of Antigo - Water	01/16/26	\$232.71
Charter - Spectrum (phone/internet)	01/07/26	\$150.00
		<u>\$4,409.19</u>

CONTRACTUAL SERVICES

\$0.00

FACILITIES

\$0.00

OPERATING SUPPLIES

\$0.00

BOOKS + MEDIA

Amazon (books) 53640	02/26/26	\$52.21
Amazon (books) 53640	02/27/26	\$55.84
Amazon (books) 53640	03/02/26	\$21.84
Amazon (books) 53640	03/03/26	\$210.69
Amazon (books) 53640	03/04/26	\$396.07
Amazon (books) 53640	03/04/26	\$597.97
		<u>\$1,334.62</u>

CREDIT CARD CHARGES

Square (monthly billing for register) 53100	01/01/26	\$35.00
		<u>\$35.00</u>

FUND 610

Amazon (wl bookclub books for 2026) 53710	2/27/2026	\$206.16
Amazon (guitar stand for ukulele display) 53710	2/28/2026	\$11.99
Amazon (ms bookclub books for 2026) 53710	03/03/26	\$355.00
		<u>\$355.00</u>

Total Bills To-Date: January 2025

Utilities	\$4,409.19
Contractual Services	\$0.00
Facilities	\$0.00
Operating Supplies	\$0.00
Books + Media	\$1,334.62
Credit Card Charges	\$35.00
Foundation Expenses	\$355.00
	<u>\$6,133.81</u>



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library

Policy: INCLEMENT WEATHER

Approved: September 23, 2025 draft 1/20/26

Purpose of Policy: At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will alter hours of operation. These actions are based on the ability to meet minimal staffing levels and the physical condition of the facility, including the sidewalks and parking lots.

If Langlade County is under a Weather Advisory and more than 3 inches of snow has accumulated from said storm BEFORE the Antigo Public Library Operating Opening Hour with continued snowfall and accumulation during the Antigo Public Library Operating Hours expected between 3-6 additional inches, the Antigo Public Library will **NOT** open for that day.

If Langlade County is under a Weather Advisory and more than 3 inches of rain has fallen from said storm BEFORE the Antigo Public Library Operating Opening Hour with continued rainfall expected during the Antigo Public Library Operating Hours causing road flooding and hazardous driving conditions for staff and patrons, the Antigo Public Library will **NOT** open for that day.

If Langlade County is under a Weather Advisory with 3 or more inches of snowfall expected prior to the end of daily operating hours for the Antigo Public Library, the Antigo Public Library will close at 4PM. Patrons will be notified. A post will be made to the library website or Facebook page.

If Langlade County is under a Weather Advisory with 3 or more inches of rainfall expected prior to the end of daily operating hours for the Antigo Public Library, the Antigo Public Library will close at 4PM. Patrons will be notified. A post will be made to the library website.

If the Langlade County transit suspends service for the day due to icy road conditions creating hazardous driving conditions, the Antigo Public Library will not open.

If the temperature high for a day is forecasted to be below -3 degrees or lower, the Antigo Public Library will not open.

Weather that does not meet the above stated conditions and impacts the ability of the Antigo Public Library to safely serve the patrons of Langlade County will be made by the Library Director or their designee in conjunction with the Antigo Public Library Board of Trustee President & Vice President or their respective designee(s).

If the decision to alter hours of operation is made, library patrons in the building will be notified immediately. The public will be notified of any closing or changes in hours of operation through the website and notices posted on the Antigo Public Library external doors.



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Staff Compensation Related to Inclement Weather Situations: If the library closes, any employee scheduled to work that day will be paid their scheduled wages for the day. Employees not scheduled to work, on sick leave, vacation, or other authorized leave shall not be paid for the closed period.

Display, Maintenance and Care of the U.S. Flag and Wisconsin State Flag on APL Property: The state of Wisconsin and Federal Flag of the United States will fly, be maintained, raised and lowered in accordance with United States Code, Title 4 - FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES CHAPTER 1 - THE FLAG and WI Legislature: 710.18(3)(d). All orders for flying both Flags at full or half staff will be upheld within the Antigo Public Library hours of operation and in ideal weather. In inclement weather when raising or lowering the flag would risk the health and safety of staff, the flag orders will not be filled until such time as the weather has changed to ensure safe handling of the flag for staff.

During winter conditions there may be times where the Flags cannot be adjusted due to weather conditions including icing and frozen ropes and pole.



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Antigo Public Library

Policy: Gift + Donations Policy

Approved: 8/16/25 – **draft 1/20/26**

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 or library lobby. For large number items, please call ahead (715-623-3724) and we can open 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



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gifts will be deposited and maintained in the Antigo Public Library's 610 donation account – 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*.

DEPOSIT PROCESS: All donated funds received by the Antigo Public Library will be processed through the library Square cash register system and submitted to the City via the weekly deposit. Donation funds of any amount will be deposited into the 610 account in contrast with revenue funds deposited into the 285 account.



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Policy: Line of Responsibility: Person-in-Charge Workflow in the Absence of the Director

Approved: July 22, 2025 **draft 1/20/26**

Purpose:

This policy should be used when the Library Director is unavailable.

Policy:

In the absence of the Library Director the line of responsibility extends to and delineates the following individual as the Person-in-Charge (PIC) in descending order:

1. Circulation Specialist Lead
2. Antigo Public Library Director Designee

The PIC role is executed under the following situations:

- Non-emergent – the director is out of the building/off the clock and decisions of insignificant importance to the liabilities of the library are required associated with patron experience and service, opening or closing procedures, or staffing decisions such as illness that require immediate attention, though not emergent attention.
- Emergency situations in which the director is not in the building and physically present and harm will come to an individual(s) on library property if immediate actions are not taken or immediate decisions are not made. The PIC will make all decisions and take all actions within the guidelines of approved APL policies, practices, and procedures. A detailed record of the incident will be provided to the director within 72 hours max for retention of liability records.
- **When the PIC requires duties outside Antigo Public Library business hours and the individual is a non-exempt employee, the employee will account for their time and labor in fifteen (15) minute increments for payment on their current time sheet.**

In the case of extended absences of the Library Director, or vacancy in the position, the Antigo Public Library Board of Trustees will appoint an Interim Antigo Public Library Director who will maintain the responsibilities of the Antigo Public Library Director until the Antigo Public Library Director returns to work or until a permanent replacement has been selected and hired.

Any decisions made that are considered out of the ordinary need to be documented and the Antigo Public Library Director should be notified immediately. If necessary, the Antigo Public Library Board President or Vice President and/or City AND County Attorney should be contacted.

In cases involving subpoenas or search warrants the PIC – Person-in-Charge should make all efforts to contact the Antigo Public Library Director immediately. The PIC – Person-in-Charge must also contact the City of Antigo AND Langlade County Attorney to inform them of the situation. No others should know about the situation.



Policy: Non-Exempt Employee Attendance Policy

Approved: approved 1/27/26

Purpose: The purpose of this policy is to ensure all Antigo Public Library employees are aware of the City of Antigo Handbook expectations regarding employee attendance. Along with clarifying the procedures for calling out, swapping shifts, requesting vacation and other conditions that impact both employee payroll and Antigo Public Library operations.

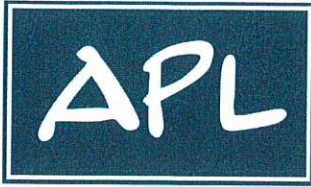
This policy supplements the City of Antigo Employee Handbook adopted by the Antigo Public Library Board of Trustees on November 25, 2025.

Differences in language between what is found within the City of Antigo Employee Handbook and this policy are noted with (LIBRARY POLICY).

UNPAID LEAVE OF ABSENCE: occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job but may not wish to submit a resignation. Under certain circumstances, employees may be eligible for unpaid leave of absence. There are several unpaid leaves for which employees may be eligible:

Election day: we encourage all employees to exercise his or her voting rights in local, state, and national elections. With polls open for long periods, employees are encouraged to vote before or after regular working hours. If an employee has working hours that prohibit the chance to vote, each employee has the option to vote absentee or take unpaid time off to exercise this right. If an employee is taking unpaid time from work to vote, it is imperative that the circulation lead by notified with enough advance notice to maintain coverage.

Family Medical Leave Act (FMLA)/Wisconsin Family Medical Leave Act (WFMLA): family medical leave is an unpaid leave of absence. It may be possible to utilize accrued paid leave during this absence. Please read and refer to City of Antigo Family & Medical Leave Act (FMLA) Policy for complete information regarding this topic. Questions regarding this policy should be directed at the City of Antigo Human Resources. Employees may get paperwork to apply for Family Medical Leave from the City of Antigo Human Resources.



Military Leave of Absence: employees who serve in the U.S. military organizations or the state national guard may take necessary time off to fulfill this obligation. Employees will be granted military leave rights available under the Uniformed Services Employment and Redeployment Rights Act (USERRA) and applicable state law. Please refer to the City of Antigo Employee Handbook for further details.

Personal Leave of Absence: in limited circumstances, the Antigo Public Library may grant a leave of absence for a personal reason, including for continuing education purposes that may benefit the Antigo Public Library's interests but never for the taking of employment elsewhere or establishing a personal business. Employees should request an unpaid leave of absence from the Antigo Public Library Director. A personal leave of absence must not interfere with the operations of the Antigo Public Library. The Director shall defer action to the Antigo Public Library board of trustees for all requests exceeding fourteen (14) calendar days.

If the personal leave of absence is for more than thirty (30) calendar days, then vacation and other benefits will no longer continue to accrue except as permitted in the City of Antigo Employee Handbook policy regarding approved military leave. An employee's failure to return from a leave at the time established by the Antigo Public Library board of trustees will be interpreted as a resignation of employment without notice.

Insurance Premium Payment During Leaves of Absence: the Antigo Public Library may continue to pay the employer share of insurance premiums, if allowed by policy, for employee and dependent coverage for a maximum of six (6) months if an employee is on a recognized disability leave of absence authorized by the Antigo Public Library Director. While on any other type of unpaid leave of absence from the Antigo Public Library, unless otherwise required by law or approved by the Antigo Public Library Board of Trustees, the employee will be responsible for paying the total premiums for their own coverage and that of any dependents. Failure to do so may result in the loss of coverage and possible refusal by the insurance provider to allow the coverage to be reinstated.

PAID LEAVE OF ABSENCE: time off for any reason during a working day will count against any allotted compensatory time, vacation, sick days, or personal days, as determined by the Antigo Public Library Director.



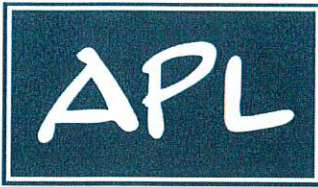
Active Military Duty: regular full-time employees who are activated to military duty shall be paid their Antigo Public Library salary while on military duty, minus any military pay and housing allowances received, unless the military pay and housing allowances equal or exceed the employee's Antigo Public Library salary during the work time missed by the employee. An activated employee may also accumulate sick leave and paid annual leave as though no interruption in city service occurred. Such employees shall be eligible to accrue paid time off benefits while off work on military duty. An employee may receive differential pay and benefits beginning on the date of activation, for a period of not more than 179 days. The Antigo Public Library Board of Trustees may extend that period up to two years from the date of activation, for an individual employee or a group of employees. An employee may use up to 160 hours of accumulated paid leave within thirty (30) days after completion of duty before resuming employment with the Antigo Public Library and carry over to the next year any remaining paid leave accumulated while on duty.

To qualify for the payment offsets and these benefits, an employee must: (1) on or after January 1, 2003, be activated to serve or be serving on military duty in the U.S. armed forces other than for training or reserve purposes; (2) on the date of activation, be a member of either the Wisconsin National Guard or a member of a reserve component of the U.S. armed forces, or recalled to active duty from inactive reserve status; and (3) be on an authorized military leave of absence.

The differential pay and benefits also apply to Antigo Public Library employees who are activated to serve in the U.S. public health service and detailed to duty with the U.S. armed forces.

Funeral (Bereavement) Leave: employees may be allowed to use up to three (3) days of accrued sick leave, as necessary, to make funeral arrangements or attend the funeral of a member of their immediate family. For funeral leave purposes, immediate family is defined as spouse or domestic partner, parent, parent of spouse or domestic partner, child, child of spouse or domestic partner, brother or sister, brother or sister of spouse or domestic partner, grandparents, grandparents of spouse or domestic partner, grandchild, grandchild of spouse or domestic partner.

Holiday: regular full-time employees may be eligible for holiday pay. Regular part-time employees may receive pro-rated holiday pay. Regular part-time employees are eligible to



receive pro-rated holiday pay. No other employees are eligible to receive holiday pay. To qualify for holiday pay, the employee must work the scheduled workday immediately before or after the holiday; except where an approved paid leave of absence has been authorized. Only excused absences will be considered exceptions to this policy. Employees normally scheduled for forty (40) hours per week are allowed eight (8) hours of straight rate pay per holiday.

Employees may take time off to observe personal religious holidays. If available, personal leave or vacation accrual may be used for this purpose, otherwise the time off is without pay. The circulation lead must be notified at least five (5) days in advance.

All holidays will be celebrated on the day designated by the City of Antigo in their approved Employee Handbook. Typically, if the holiday lands on a Saturday, then the Friday before will be considered the holiday, and if the holiday lands on a Sunday, then the Monday following is considered the holiday.

Jury Duty: the Antigo Public Library recognizes the responsibility of each individual to perform civic duties as requested. Employees asked to serve on a jury or appear as a witness in a criminal or civil prosecution will be granted the necessary time off for the period of service. Employees are required to provide the circulation lead with a copy of the jury summons, court order or subpoena within forty-eight (48) hours of receipt.

If the commitment to serve does not encompass an entire day, then the employee is required to be at work to begin and complete their regularly scheduled hours. For each day of jury duty service, the regular full-time employee may receive his or her regular straight time compensation for work time lost, less any amount received for service by the court. Regular part-time employees may be eligible for this benefit. All compensation received for jury duty by the above-mentioned employees is to be turned over to the City of Antigo (the Antigo Public Library's fiscal agent). To receive jury duty pay for work time lost, the employee must present a statement issued by the court of jury service and pay to the City of Antigo Human Resources representative.

Sick Leave: employees are eligible to utilize sick leave during the first (6) months of the introductory period as provided for regular full-time employees, but such employees are not eligible for the Post Employment Health Plan retirement payout or conversion.



Regular full-time employees may accrue one (1) day of sick leave per month or twelve (12) days per year to a maximum of 96 hours per year. The rate of accrual shall be determined by a 2080 hours/year schedule. Four (4) hours per pay period for two (2) pay periods per month. Employees may utilize accumulated sick leave in no less than one-quarter (1/4) of an hour increment. Sick days may accumulate from year to year to a maximum of 960 hours.

Sick leave may only be used with approval when an employee is too sick or injured to perform the employee's job responsibilities, when the employee must seek medical attention or for the purpose of visiting doctors, dentists or other recognized medical practitioners when those appointments and procedures cannot be scheduled outside the normal work day, when the employee's attendance is necessary for an immediate family member who is suffering from an illness or injury or when required by law. For the purposes of sick leave, an immediate family member is a spouse, domestic partner, child, parent, grandparent, or sibling. If another family member can attend to the needs of the immediate family member, then the employee is expected to report for duty and fulfill their responsibilities. Employees must follow the reporting guidelines explained in this policy – Attendance.

Personal Days: a regular full-time employee and regular part-time employee may be eligible to receive three (3) personal days each calendar year. Personal days must be scheduled in the same manner as vacation and may not be carried over or paid out if unused in that calendar year. Employees may use personal days at a minimum of one half (1/2) hour increment or more.

Vacation: vacation time is earned on an employee's anniversary date and must be used before the next anniversary date. Vacation is a time for employees to rest, relax, and pursue special interests. Regular full-time and regular part-time employees are eligible for paid vacation.

Vacation time must be requested by the employee with notice to the circulation lead, and the circulation lead will schedule vacation time when such time can be offered in the interests of the Antigo Public Library. The number of employees on vacation at any one time shall be limited to one (1). Vacation may be taken at a minimum of one-half (1/2) hour increment or more; however, the Antigo Public Library encourages vacation use in full week increments. If a City of Antigo paid holiday falls during an employee's scheduled vacation period, then eligible employees will receive holiday pay.



Vacation time may not be carried over and accumulated in subsequent calendar years. (The Antigo Public Library requires annual vacation usage and rejects the City of Antigo Employee Handbook exception for circumstantial vacation roll-over). The purpose of a vacation is to provide employees with a time to rest and relax, therefore, no additional wages or salary will be paid in lieu of vacation not used (no Library employee exception under City of Antigo resolution 102-19 or 109-20).

An employee terminating their employment with the Antigo Public Library may receive all unused earned vacation pay for the previous year and all earned vacation for the current year, except in the case of an employee who quits or retires and fails to give the minimum required notice. Upon resignation, retirement, termination or any circumstance earning an employee vacation for a portion of a year, the following formula will be used for computing vacation and prorating the portion earned:

Example: employee leaves employment on September 3rd with an anniversary date of:

July 5 through September 3 = 61 days

$61 \text{ days} / 365 \text{ days} = 0.1671$ of year worked

$0.1671 \times 80 \text{ hours (10 days of vacation earned that year)} = 13.368$ or 13.5 hours of vacation earned.

Vacation Schedule for non-exempt employees

Years of Employment	Weeks Earned	1820 hours/year	2080 hours/year
0 years	1 week	35 hours	40 hours
2 years	2 weeks	70 hours	80 hours
7 years	3 weeks	105 hours	120 hours
14 years	4 weeks	140 hours	160 hours
20 years	5 weeks	175 hours	200 hours

EMPLOYMENT SEPARATION AND BENEFIT PAY-OUT CONDITIONS

Employee Separation: there are many reasons an employee may be terminated or choose to terminate his or her employment with the Antigo Public Library. An employee who resigns or who is terminated will receive their final paycheck on their next regularly scheduled payday along with information regarding insurance continuation and other benefits plans. Information regarding health insurance continuation will be sent to the employee's address from the City of Antigo's current COBRA provider.



Resignation with Notice: if an employee decides to resign from the Antigo Public Library, then the employee is expected to advise the circulation lead in writing at least two (2) weeks prior to their date of departure and if an employee decides to retire from the Antigo Public Library, then the employee is expected to advise the circulation lead in writing at least thirty (30) days prior to their departure so that an orderly transition can be made. The circulation lead is expected to give thirty (30) days' notice, in writing to the Antigo Public Library Director prior to their departure. The employee must return all Antigo Public Library property and records and complete required forms. The employee will be paid all wages earned, subject to deduction, up to his or her final day of employment and any accrued but unused vacation. No other paid time. The Antigo Public Library reserves the right to terminate the employee before the given date.

Resignation without Notice: if an employee decides to leave the Antigo Public Library and the employee fails to provide written notice at least two (2) weeks for resignation and thirty (30) days for retirement prior to their date of departure, thirty (30) days for circulation lead, then the employee's resignation will not be treated as a Resignation with Notice. The Antigo Public Library reserves the right to terminate the employee before the given date. The employee must return all Antigo Public Library property and records and complete required forms. The employee will be paid all wages earned, subject to deduction, up to their final day of employment, but the employee will not be paid any accrued but unused vacation. The nonpayment of vacation shall not apply to an employee terminating employment following a period of extended illness during which time it has not been reasonably possible for the employee to give such advanced notice. No other paid time off is paid out to an employee.

Termination: if the Antigo Public Library decides to terminate an employee for reasons other than for violating policies or rules, then the employee will be notified of the employer's decision. The employee must return all Antigo Public Library property and records and complete required forms. The employee will be paid all proper compensation up to his or her final day of employment and any accrued but unused vacation.

Termination for a Policy or Rule Violation: should an employee be terminated for a violation of the policies and rules, then the employee will not be paid for any accrued but unused vacation benefits. The employee must return all Antigo Public Library property and records and complete required forms.

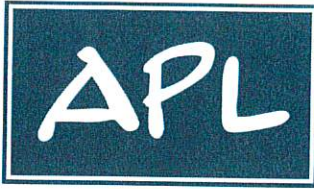


ATTENDANCE: the Antigo Public Library places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the Antigo Public Library. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. There are justifiable reasons to take time off from work and each employee's employment assumes their availability for work. Employees are expected to be at their workstation ready to work at the beginning of their assigned work hours, return from scheduled rest breaks and lunch breaks on time and to work their assigned hours. No work time, other than scheduled work time, shall be worked by a non-exempt employee without authorization of the Antigo Public Library Director. Non-exempt employees are not expected to and should not perform work off-the-clock.

An employee who anticipates being absent or tardy must follow the reporting procedures laid out within this policy. Use of sick leave is only for purposes outlined by this policy and as permitted by law. The misuse of sick leave may be construed as theft and dishonesty, among other rule violations, which warrant serious discipline up to and including discharge.

When an employee may need to use sick leave, the employee must immediately notify the circulation specialist as soon as the need to be absent is known and in all cases prior to the start of the employee's work shift. The employee must communicate with the circulation lead or in their absence, the library director, and indicate the nature of their illness or injury or need for leave, the date the injury or illness commenced, and the expected duration of the absence and, if applicable, the need for the employee's attention to an immediate family member. In the event that the employee is unable to speak with the circulation lead (or director) then the employee must also contact the City Human Resources department. If the need for absence occurs during the workday, then the employee must follow this same procedure.

All of this information from the employee is necessary and important for the Antigo Public Library to determine the employee's eligibility for sick leave and family or medical leave, whether a temporary or permanent replacement for the employee is needed, whether further medical information will be needed to evaluate whether the employee may create a risk to the health and safety of the employee or others in the Antigo Public Library, whether reasonable accommodation may be need to be considered, whether sick leave is the proper leave to use or whether other leave or no leave is appropriate, and whether the Antigo Public Library may consider further inquiries into the use of leave for other business-related reasons including for investigatory purposes. The Antigo Public Library may, with sole and absolute discretion,



require a doctor's certificate verifying the necessity for absences and the specific illness, injury, or other disability to which the absence is attributed.

(LIBRARY POLICY) All absences related to illness, injury, or caring for an immediate family member as laid out earlier in this policy that are more than, equal to, or greater than two (2) workdays within a thirty (30) day period will require written documentation from a doctor that the individual is able to resume normal work duties or is allowed to return to work. The two absences need not be consecutive. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the employer reviews each employee for wage changes or promotion. All absences related to illness, injury, or caring for an immediate family member as laid out earlier in this policy that occurs before or after a scheduled holiday or before or after an employees scheduled vacation will require written documentation from a doctor that the individual is able to resume normal work duties or is allowed to return to work.

In general, two (2) or more unexcused tardiness incidents in a thirty (30) day period constitute habitual tardiness or a pattern of tardiness and will be considered excessive. In general, five (5) or more occurrences of absence in a ninety (90) day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the Antigo Public Library and will carry the same weight as an absence.

An employee is expected to work until their scheduled shift is complete. Employees do not prepare to leave work until their scheduled shift is complete. If an employee is using their scheduled work time to get ready to gather their personal belongings to leave the library at their shift end, the employee will be docked for that un-worked time, using the time they stopped working as their end-of-shift time for their time sheet on that date.

Job Abandonment: absence from work for three (3) consecutive days without notifying the circulation lead or Antigo Public Library Director will be considered a voluntary resignation.

Business Hours: the Antigo Public Library is open for business, regardless of weather conditions, unless the weather conditions trigger the implementation of the Antigo Public Library Inclement Weather Policy. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to



report to work during all weather that does not trigger the APL Inclement Weather policy for Library closures. When weather conditions exist, it will be the responsibility of each employee to contact the circulation lead before the start of their shift if they are unable to report to work on time. Work time missed due to weather conditions that do not trigger the APL Inclement Weather Policy is without regular pay. **(LIBRARY POLICY only in reference to Inclement Weather policy)**

Lunch Period: any employee who is scheduled to work longer than five and one-half (5 1/2) hours may be given a thirty (30) minute unpaid lunch. The time when lunch periods are scheduled will vary depending upon the specific needs of the Antigo Public Library.

RECORDING WORK TIME: each employee is responsible for and required to accurately record their worktime and break time each workday. Each employee will be held accountable for failing to completely and accurately record their time. Each employee should record their timecard only. No one should record hours worked on another person's timecard. Tampering with another person's timecard is cause for disciplinary action, including possible dismissal of both employees.

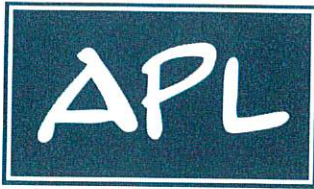
Do not alter another person's record or influence anyone else to alter your record for you. Each employee is responsible for accurately reporting his or her hours of work or use of paid time off. Each employee will be required to verify that the hours on the employee's timecard record are complete and accurate by signing the timecard. Employees should never assume the circulation lead or director or payroll employee would notice or edit any time discrepancy, as this is the employee's responsibility. If you know you will be off work on vacation or out sick, please ensure your timesheet is completed up-to-date and available in the Antigo Public Library S-drive in the staff folder labeled with your name. If possible, print and sign your timecard prior to vacation or scheduled absence. Your timecard should be up-to-date and accessible for the circulation lead or director to access and print for submission to the payroll employee. It is your responsibility to go to Human Resources and sign the timecard upon your return to work.

Scheduled Hours (LIBRARY POLICY): the scheduled hours for each full-time employee shall normally be forty (40) hours per week. Temporary variations in daily and weekly work schedules may be authorized by the circulation lead or Antigo Public Library Director. Any such variations shall be in accordance with Fair Labor Standards Act (FLSA) where applicable.



SCHEDULING TIME OFF: time off requests will be requested in writing a minimum of seven (7) days prior to the requested date off. Vacation time may require advanced notice up to thirty (30) days prior ensuring staff coverage to maintain Antigo Public Library operations. Requests for time off (vacation, personal, or sick leave for appointments and non-emergency health issues, injuries, and immediate family caregiving) will be submitted to the circulation lead. The circulation lead will ensure the library has sufficient staffing for the Antigo Public Library operations by signing off on the time off request form and then submitting the form to the Antigo Public Library director for approval. Once approved by the circulation lead and the Antigo Public Library director, the employee request will be confirmed via email.

Employee Shift Swaps: employees may adjust their schedule by swapping shifts with other employees. The employee initiating the swap will complete the Employee Shift Swap form with their information. The second employee participating in the swap will complete the Employee Shift Swap form with their information. Once both employees have completed the form, it will be submitted to the circulation lead for approval and record keeping. All employee shift swaps must be approved by the circulation lead or in their absence, the Antigo Public Library Director.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Employee Request for Time Off Form

Name: _____

Date: _____

Date(s) Requested off: _____

Is the time off (circle): Paid / Unpaid

If paid (circle): vacation / sick / personal

Circulation Lead Approval: _____

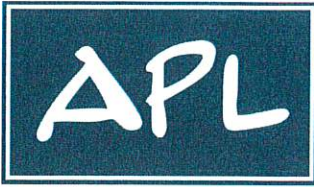
Date approved: _____

Director Approval: _____

Date approved: _____

Date email confirmation sent to employee: _____

(attach copy of email)



Antigo Public Library Employee Shift Swap Form

Name of Employee initiating Swap: _____

Shift Date and time being swapped: _____

Name of Employee agreeing to Swap: _____

Shift Date and time for swap: _____

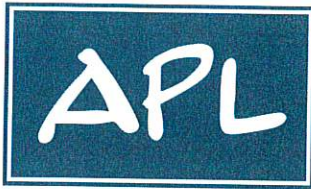
Date request submitted: _____

Circulation Lead Approval: _____

Date approved: _____

Date email confirmation sent to both employees confirming shift swap: _____

(attach copy of email)



Policy: Facility Use and Reservation Form

Approved: April 22, 2025 draft 1-20-26

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

The Antigo Public Library makes one large meeting room and two small conference rooms available to the public on an equal basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Antigo Public Library is in no way affiliated with the events in meeting spaces that are not sponsored by the Antigo Public Library and does not endorse any such events or activities.

USAGE GROUPS AND FEES: the following classes are used to assess precedence to room use and fees.

CLASS A = Antigo Public Library staff, Antigo Public Library Board of Trustees, Antigo Public Library Foundation, WVLS Library System, City of Antigo Government, County of Langlade Government, State Government (non-political activities).

CLASS B = residents and organizations of the City of Antigo and the County of Langlade Not-for-Profit activities and organizations including nonprofit groups, charitable organizations, educational institutions and organizations

CLASS C = residents and organizations of the City of Antigo and the County of Langlade For-Profit activities or social events including birthday, anniversary, showers, and other celebratory parties (non-alcoholic) events, or business meetings.

CLASS D = non-residents of the City of Antigo and the County of Langlade Not-for-Profit activities and organizations including nonprofit groups, charitable organizations, educational institutions and organizations.



CLASS E = non-residents of the City of Antigo and the County of Langlade For-Profit activities or social events including business meetings.

Fees to be paid for room usage					
ROOM	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
McGinley	No fee	\$5	\$25 per hour	\$10	\$50 per hour
Conference	No fee	No fee	No fee	\$5 per hour	\$10 per hour
Fogeltanz	No fee	No fee	No fee	\$5 per hour	\$10 per hour

- Fees are due with completed reservation form at the time of reservation.
- Rooms are rented in hour increments; partial hours will not be prorated.
- Set-up and clean-up must be included in hours reserved. McGinley room reservations include tables and chairs; set-up by Antigo Public Library staff is not included or available.

CANCELLATIONS AND NO-SHOWS: the Antigo Public Library reserves the right to terminate reservations at its sole discretion at any time without liability. Terminated reservations will receive full reimbursement of any fees paid. (Such closures may be due to inclement weather, issues with the facilities, emergencies, etc.)

Individuals or groups who need to cancel or reschedule room use must do so at least two weeks prior to the event in writing in order to receive a refund of fees. Cancellations that are made less than two weeks prior to the event will result in forfeit of fees paid unless the room is rented for the same period. Verbal cancellations (in person or over the phone) will not be accepted.

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

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



- McGinley Room (holds 99). Available by reservation according to the procedures and rules listed on this form.
- Small Conference Room (holds 6). Available by reservation according to the procedures and rules listed on this form.
- Fogeltanz Room (holds 4). Coming soon – Available by reservation according to the procedures and rules listed on this form.

Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows: Any public or private for-profit group may request the use of the McGinley meeting room under the following costs:

Room Usage	see chart for class and fees
Cleaning fees	\$50.00 and loss of ability to use room
Damage Fees	Liability will be assessed by City Insurance
Agent	

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

RESERVATION PROCEDURES AND RULES:

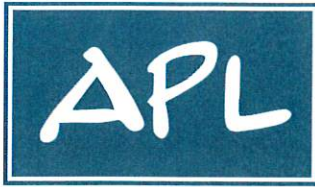
- Applications for the use of the meeting rooms by non-library groups must be made on the appropriate form by an authorized representative of the group. By signing the application, the representative agrees to abide by the Antigo Public Library Policy and will accept joint liability for damages to the meeting room that occur during the time period their organization meets, together with their organization.
- Reservations will only be confirmed after receipt of a fully completed application along with a request for a specific date and payment of fees (where applicable).
- All events taking place within any meeting space inside the Antigo Public Library must be concluded fifteen (15) minutes prior to closing time, including clean-up time, unless the Antigo Public Library Director's approval is given prior to the start of the meeting.
- Class A uses take precedence over other uses. To preserve this precedence, rooms may not be reserved on a regular basis. In addition, rooms may not be reserved more than ninety (90) days in advance without prior approval by the Antigo Public Library Director.
- Dates and times of use are allocated on a first-come, first-served basis.
- Persons/Groups may make one reservation at a time per meeting space. Repeat reservations will not be accepted until the date of the group's meeting and the time that follows the conclusion of that meeting. E.g. Group meets Friday at 6pm. Meeting concludes at 6:45PM. After 6:45PM the group may put in a request for the following Friday if the room is available, for a new reservation date.



- An officer, representative of the scheduling organization or the individual making the reservation must be at least eighteen (18) years of age and must sign the application.
- Repeated cancellations or failure to keep appointments for meetings will be cause for denial of future room reservation requests.
- The Antigo Public Library reserves the right to deny future use of the meeting rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct in this policy. Persons/groups denied use of the meeting rooms may appeal against the decision of the Antigo Public Library Director to the Library Board.
- All Antigo Public Library, Antigo City Common Council or Langlade County Board of Supervisor committees such as Antigo Public Library Board, sub-committees, municipal bodies, library programs, may book the meeting room an unrestricted number of times. If an Antigo Public Library, Antigo City Common Council, or Langlade County Board of Supervisors event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if an Antigo Public Library-related program arises, the Antigo Public Library reserves the right to ask groups to choose an alternate meeting date or location.

GENERAL RULES:

- Reservations for events scheduled during library hours in the McGinley Room must be made at least seven business days in advance. Reservations for the conference room and Fogeltanz room will be accepted day-of based upon availability.
- An adult, aged eighteen (18) years or older must be in attendance during the entire room reservation period.
- Alcohol is not permitted on Antigo Public Library property (interior and exterior). There are no exceptions.
- Smoking, vaping, and use of candles or other flammable items are prohibited without exception.
- Users of the room may not affix anything to the walls without the approval of the Antigo Public Library Director.
- Users of the rooms may not block fire exits in any way.
- Users may not exceed designated maximum room capacity.
- Users of the room are subject to the Antigo Public Library rules, regulations, and policies.
- Noise from the rooms must not be disturbing to other library patrons; this includes cell phone use and videoconferencing. Persons/groups who disturb library activity or library users may be denied future use of meeting rooms for a duration determined by the Antigo Public Library Director.



- The Antigo Public Library reserves the right to monitor all meetings held on its premises.
- Any emergency or accident occurring within the group using the Antigo Public Library's facility must be reported to the Antigo Public Library staff on duty at the circulation desk. When these occurrences happen during an after-hours meeting, the group has the responsibility to call 9-1-1 as applicable. For both emergency (911) and non-emergency situations, the group has the responsibility to notify the Antigo Public Library Director of the incident by the next business day. This can be done by emailing director@antigopl.org or calling 715-623-3724.
- The reservation of any room or facility within the Antigo Public Library does not constitute endorsement of the users of said rooms or their beliefs by the Antigo Public Library Board of Trustees, the Antigo Public Library staff or the municipal entities which support the Antigo Public Library. The Antigo Public Library Board of Trustees and the Antigo Public Library staff will not discriminate based on gender, ethnic group, age, religious beliefs, or sexual preferences for any group wishing to use the facilities, if said group adheres to these policies.
- If the Antigo Public Library Director, determines, additional security measures will be needed, the organization will be required as a condition of such reservation to pay to the Antigo Public Library in advance of the meeting for any or all extraneous costs relating to the meeting the Antigo Public Library may incur.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Antigo Public Library Director.
- The cleanup checklist provided to each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

EQUIPMENT:

- The group shall be responsible for any advanced preparations, for setting up and putting away meeting room furnishings used for its meeting, as well as clearing away their own equipment.

REFRESHMENTS:

- Covered drinks are permitted in all areas of the library, including the game room and meeting rooms, with one exception: no drinks are permitted on tables or the floor next to computer tables.
- Food is permitted in designated areas only and must be noted on reservation applications.
- If caterers are used during events, reservations must include their set-up time. Caterers will not be permitted into the room prior to the reservation time. Caterers will not be allowed to access the Antigo Public Library staff kitchen.



- Candles and warmers using flames are prohibited.
- The Antigo Public Library requests that users inform staff directly of any spills so that necessary carpet and/or furniture cleaning can be done as soon as possible following the event. The renter is responsible for any cleaning fees incurred.

CHILDREN IN RESERVED MEETING ROOMS:

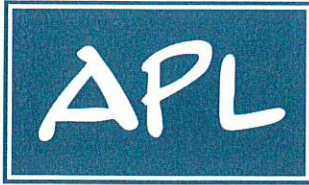
- No minors may be left in a reserved meeting room unattended.
- The Antigo Public Library and staff do not assume any liability for groups or individuals of any age attending a non-library sponsored event or meeting in the Antigo Public Library, including juveniles.
- The Game Room is intended for minors to hang-out and access the children's computers. Any adult over the age of eighteen (18) utilizing that space without accompanying a minor child will be asked to vacate the space.

MARKETING AND COMMUNICATION OF NON-LIBRARY SPONSORED EVENTS:

- The Antigo Public Library will not store materials for groups renting rooms. Items can only be left in the rental room before or after an event if the room has been rented for the time the items are being stored. Any items left on Antigo Public Library property will be disposed of as the Antigo Public Library sees fit. In addition, the individual/group may be charged a fee if staff time is required to manage or dispose of items left on the premises.
- The Antigo Public Library is not responsible for communicating event information regarding events that are not sponsored by the Antigo Public Library. Staff will not receive or deliver phone messages to organizers of events in rented rooms.
- Marketing and fliers: the Antigo Public Library is not required to post any information either written or printed on Library premises or on social media regarding events. At the discretion of the Antigo Public Library Director, when the event meets the mission of the Antigo Public Library itself, the Antigo Public Library may agree to post and/or promote the event.
- Organizations and individuals using Antigo Public Library spaces may not use the Antigo Public Library logo or infer in any way that their event is sponsored by the Antigo Public Library.

PROHIBITED USAGE OF THE LIBRARY ROOMS OR SPACES: the following activities are excluded (exceptions to the exclusions may be made for Antigo Public Library sponsored events or programs presented by groups directly affiliated with the Library).

- Programs involving the sale, advertising, or promotion of products or services (exceptions in cases of display and sales policies).
- Programs intended to recruit persons for later fee-based programs.
- Solicitation of donations or related fundraising activities.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

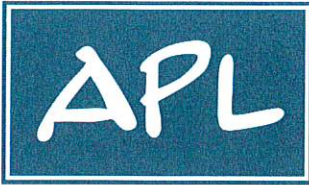
715-623-3724
www.antigopl.org

- Groups charging admission for attendance (unless in collaboration with the Antigo Public Library and/or at the discretion of the Antigo Public Library Director).
- Any purpose which may disrupt normal use of the Antigo Public Library or may cause more than normal wear-and-tear on the facility.
- Return use by a group that has abused the facilities or regulations in its earlier use of the Antigo Public Library's meeting room(s)
- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- Organizations may not use the name or address of the Antigo Public Library as their official address.
- Organizations may be requested to show us a copy of their 501 (c) (3) or incorporation papers for verification purposes.

HOURS OF AVAILABILITY: the McGinley meeting room, and the Small Conference room are available during Antigo Public Library hours for regular bookings. Those hours are:

Winter: Monday – Thursday 9AM-5:30PM, Friday 8:30AM-7PM, Saturday 8:30AM-5PM.

Summer: Monday – Friday 8:30AM-7PM, Saturday 8:30AM-5PM.



Conference/Fogeltanz Room Reservation Form

Name of Group/Individual: _____

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

Purpose of the Reservation:

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

Fill out the date and time completely. *When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to ninety (90) days in advance.*

Single Reservation	
Date:	
Beginning at what hour:	AM or PM
Ending at what hour:	AM or PM

Name of Contact Person for Group: _____

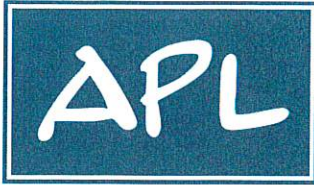
Contact Person's Full Address w/zip: _____

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

Email Address of Contact: _____

By signing this room reservation agreement, you are acknowledging you have read the Antigo Public Library Facility Use Meeting Room Policy and agree to its terms and conditions.

Signature: _____
Date: _____



McGinley Meeting Room Reservation Form

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

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

Fill out the date and time completely. *When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to ninety (90) days in advance.*

Single Reservation	
Date:	
Beginning at what hour:	AM or PM
Ending at what hour:	AM or PM

Name of Contact Person for Group: _____

Contact Person's Full Address w/zip: _____

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

Email Address of Contact: _____

Rental Fees: Please write-in which class your group falls into: _____

Fees to be paid for room usage					
ROOM	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
McGinley	No fee	\$5	\$25 per hour	\$10	\$50 per hour
Conference	No fee	No fee	No fee	\$5 per hour	\$10 per hour
Fogeltanz	No fee	No fee	No fee	\$5 per hour	\$10 per hour

All fees are due at time of room booking – read policy carefully for refund requirements

Make all checks payable to City of Antigo - Library:

Rental Fees Due: \$ _____

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



Required Acknowledgments (please read before signing):

- I have received a copy of the Facility Use Policy of the Antigo Public Library and hereby agree to abide by the rules and regulations included in this policy. I further agree to the following; to see that such rules and regulations are complied with and obeyed by others in the group using this facility; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which, in the judgment of the Antigo Public Library, constitutes damage or destruction beyond normal wear and tear and intended usage; and to identify and forever hold harmless the Antigo Public Library and the Antigo Public Library Board of Trustees, employees, and agents, from any and all claims of any kind, nature or description arising out of the use of any Antigo Public Library facility pursuant to this application or any modification thereof.

- I acknowledge that official Antigo Public Library usage of meeting rooms takes precedence over use by other parties and that the Antigo Public Library reserves the right to ask any party to reschedule to accommodate these usages.

Signature: _____

Date: _____

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

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

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

Signature: _____

Date: _____



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Library Staff:

After Meeting:

Room Requested: _____	
Reservation Receipt Date: _____	Checklist Completed: _____
Rental Fees Receipt Date: _____	Room Condition: _____
Admin Approval/Calendar Date: _____	Repeat Request Submitted: Y / N
	Checked by initials: _____ Date: _____



2026 Library Holiday and Closure Schedule

Approved: **11/25/25** (draft 1/20/26)

January 1	New Year’s Day Holiday
January 19	Library Training Day
February 16	Library Training Day
March 10	Library Training Day
April 14	Library Training Day
May 23	Saturday Closure for Memorial Day Holiday
May 25	Memorial Day Holiday
July 4	Independence Day Holiday
September 5	Saturday Closure for Labor Day
September 7	Labor Day Holiday
September 15	Library Training Day
October 12	Library Training Day
November 26	Thanksgiving Day Holiday
November 27	Friday after Thanksgiving Holiday
November 28	Saturday Closure for Thanksgiving
December 24	Closure for Christmas Eve Holiday
December 25	Closure for Christmas Day Holiday
December 26	Closure for Christmas
December 31	New Year’s Eve Holiday (4 hours) – Close at 1PM

January 1st + 2nd, 2027 New Year's Holiday

CURRENT LIBRARY HOURS:

Winter Hours (Ends 3/28 + Begins 11/2)		Summer Hours (Begin 3/31 + Ends 10/31)	
Monday – Thursday	9AM – 5:30PM	Monday - Friday	8:30AM – 7PM
Friday	8:30AM – 7PM	Saturday	8:30AM – 5PM
Saturday	8:30AM – 5PM		

Antigo Public Library Board and Committee Meetings

Committee of the Whole (C.O.W.)	Third Tuesday of Each Month @ 6PM
Full Board of Trustees Meeting	Fourth Tuesday of Each Month @ 6PM