



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Board of Trustees

Full Board Meeting

Tuesday, August 27, 2024 @ 6:00 PM

McGinley Meeting Room APL

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments (informational only)
5. Approval of Library Board of Trustees meeting minutes, July 23, 2024 (review digital and /or hardcopy packets)
6. WVLS Board of Trustees – Judy Peterson (informational only)
7. Presentation: Glenn Bugni, Antigo City Alderman, (Ward 7), will present a brief, introductory summary of “Robert’s Rules of Order” to the board and public.
8. Director’s Report
9. Approve for payment the invoices/bills review at the 8/20/24 COW meeting
10. The following items were reviewed and moved forward to this full board meeting for approval:
 - a. Approve updated Bylaws as presented
 - b. Approve “Public Records Request” and Request/Fee Schedule page for public posting, as presented
 - c. Review and approve corrected “Circulation Policy” as presented
 - d. Review and approve corrected “Facility Use and Reservation Policy” as presented
 - e. Review and approve corrected “Collection Policy” as presented
 - f. Review and approve corrected Disposition of Withdrawn Materials, Furniture, and Equipment Policy” as presented
 - g. Info note: A motion to table the electronic device purchase and review at the Nov. COW meeting. It was unanimously agreed upon. This topic will be revisited in Nov. 2024. Motion needed ?
 - h. Approve purchase as reviewed of the Square Register Package, equipment cost \$1,959.00, plus the cost of receipt printer paper, \$89.00 for pkg of 25 rolls.
 - i. Approve updated full-time and part-time job descriptions, with plan to review in 6months, at Feb., 2025 COW meeting.

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- j. Approve the posting of 2 full-time positions, Circulation Specialist and an Inter-Library Loan/Front desk Specialist, as presented.
 - k. Review and approve the final adoption of library staff pay scales, starting rate and schedule of increases.
 - l. Approve the Line of Responsibility as presented
 - m. Approve the updated 2024-25 library schedule as presented
 - n. Information: An updated and legally approved APL and Friends of the Library agreement was reviewed and it was decided that a meeting with the current "Friends" leaders should be scheduled to review and determine a mutual direction, before the Sept., 2024 Full Board Meeting.
11. Items to consider for next full board meeting
 12. Next full Library Board of Trustees meeting Sept. 24, 2024 @ 6:00 PM
 13. Adjournment

Carol Bardo, President

APL Board of Trustees

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

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Antigo Public Library

Board of Trustees

Minutes of meeting held Tuesday, July 23, 2024

Regular Full Board Meeting : 6:30 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President - Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Carol McDougal, Vice-President	Present	
Pam Augustyn, Treasurer	Absent	vacation
Nancy Jones, Secretary	Present	
Christian Radcliff	Arrived 12 minutes later	emergency
Barb Rebstock	Present	
Sarah Sinkler	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Medical emergency

Others in attendance: Toni Edge, Interim Director, Mary Griffin – Friends of the Library, Judy Peterson – WVLS, public

1. Call to Order: President Bardo called the meeting to order @ 6:30 p.m.
2. Roll Call: quorum established.
3. Pledge:
4. Public: One person shared concerns of the hours of operation changes. .
5. Previous Minutes: A motion was made by McDougal approve the minutes as corrected:
 - a. Full Board Meeting June 25, 2024
 - b. COW (committee of the whole) July 16, 2024

2nd by Listle. All in favor vote – all ayes. Motion carried.
6. WVLS: No meeting this month. The next one will take place in August.
7. Friends of the Library: Mary Griffin handed out the membership form and explained that the Friends is a small scale fundraising entity to support library programs, purchase supplies, and volunteer. On the 4th of July, three members walked in the parade. There are 58 paid members. There is \$910 in donations. Most recent expenditures were for the Early Literature Center (instruments and supplies). No meeting in July. There is no true board or president of this group. There is a core of seven people who trade off being the leader of the meeting. Mary does fill the role of treasurer. Mary Jo is in charge of the book sales. Meetings are held the second Thursday of each month @ 6:00 p.m. Future goals of having a brat stand to raise money.
8. Approval of Invoices (Note: this is out of numerical order on agenda because Toni was still at the Library Task Force meeting)

A motion was made to approve the invoices that were presented at the COW meeting on 7-16-2024 by Rebstock, 2nd by Sinkler. Roll call vote – All voted YES. Motion carried.
9. Discussion and Possible Action:
 - a. A motion was made to approve the amended Article V Bylaw was made by Jones, 2nd by Radcliff. All in favor vote – all ayes. Motion carried. (Note: this changed standing committees to a Committee of the Whole)

- b. A motion to approve the APL Fund Balance Policy as provided from the COW meeting was made by Listle, 2nd by Sinkler. All in favor vote. All "ayes." Motion carried.
 - c. A motion was made to approve the temporary adoption cost fees using the City of Antigo's Open Records costs and include the hour corrections until the APL Policy and Fee are completed by Jones, second by Radcliff. All in favor vote. All "ayes." Motion carried.
 - d. Staff Organizational Chart. Toni shared a document describing the job titles and status (full-time vs. part-time) based on a library of our size. Front desk, Inner Library Loan/Catalog Specialist, Outreach and Engagement Youth Specialist and Adult Librarian, and Facilities Manager.
 - e. A motion was made to approve the consideration of another part-time hire from the pool of 9 candidates from the June interviews was made by Rebstock, 2nd by Sinkler. All in favor vote. All "ayes." Motion carried.
 - f. A motion was made to approve the purchase of electronic devices for the use of the Library Board of Trustees (This is just the initial gathering of information. Details such as the "owner," what line item it would be, any tech support, City or County IT person, and type of device need to be addressed) was made by McDougal, 2nd by Listle. Roll call vote. Bardo/Yes McDougal/Yes Jones/Yes Radcliff/Yes Sinkler/Yes Listle/Yes Rebstock/Abstain. Motion carried.
 - g. There was a question if patrons have been surveyed about the change in the library hours as well at the staff input. One staff wanted it 9:00 to 7:00 (adding an hour every day). Programs that currently start at 10:00 will remain at that time since the employee can check in at 9:30 to prep etc. A motion was made to change the operational hours of the library starting on August 12, 2024 – Mon-Fri (10:00 to 7:00 and Sat 10:00 to 5:00) by McDougal, 2nd by Radcliff. All in favor vote. All "ayes." Motion carried.
10. Director's Report:

- a. Solar project: Toni will be having a zoom meeting with a representative on Monday the 29th because there is concern about the "readings" – numbers. The batteries are taking in the correct amount of energy but the computers are not reporting accurately.
- b. Clermont Printing: They will be sending Toni a copy of our contract with them. Currently, Clermont charges the library 20 cents per copy, we charge \$1.00 per copy from a patron, and Clermont services the machines for free. There is only a receipt copy. So they are looking into changes of separating the copies into PUBLIC vs STAFF. This would be a more accurate representation of the revenue monies from the public vs an employee using it. Also, employees would log in with a code for tracking purposes.
- c. Baker & Taylor: Five large boxes arrived that week that were duplicates. The company has a shipping method called "Automatically Yours" which is based on a future publishing date of the book. These books were set up in November of 2023. So, the auto shipment was stopped until September to review what has been ordered manually and automatically. Elizabeth will be reviewing what books/authors our patrons request and check out the most. New books are displayed on the "new shelf" for four months. Currently, the library has used \$19K of the \$40K budgeted for new books.
- d. Staff is scheduled to run a table at the Langlade County Fair Thursday to Saturday 11:00 to 5:00 and Sunday from 11:00 to 4:00
- e. The Library Task Force was curious about the furniture purchases. There was some confusion about the two bariatric chairs for \$3264.56. One invoice said "prepaid – credit card" but when the chairs arrived there was an invoice that stated they needed to be paid. This was the accurate. Toni needs to meet with Jamie from the Foundation for payment. Although the chairs are costly, it is a needed addition.
- f. Signs: new signs need to be ordered and placed in the library assisting patrons of the new arranging and movement of books. Logical thought into the flow of patrons finding

their holds and self-checkout, the A-frame display of upcoming events, the children's non-fiction, and others were given serious consideration as Toni observed and monitored the use of the floor space by the patrons.

- g. Old furnishings. After Labor Day all the old furniture that is no longer needed or used will be set up, pictures taken, and put up for sale. First consideration will be to WVLS and if there are any libraries within the system that would like to purchase. After that it will be open to the public - City and County public auction.
 - h. Updating APL website. There are two things that need to be addressed.
 - i. The Foundation. Information will be given such as: how it started and the family's intent; what it is; and what it does. There are people on the Foundation who were there at its inception. It would be imperative to get accurate information from them. The family had parameters that the money was not to be used for operational costs, and that the city did not control it.
 - ii. The City - County - Library agreement. This information will be under the new category of Library History (not under the Library Board). An important inclusion educating how the library was started and is funded.
 - i. The digitizing of the total Antigo Daily Journal will take more money than originally thought. Toni will be meeting with Lisa Haefs from the Board of the Historical Society about possible funding from them.
 - j. New Hires: Desiree started last week. Jumped right in and loves it. Jenifer will start at the end of the week/early next week. Then with one more part-time hire, all should be on staff by August 10th. And they will write up a short bio about themselves for the website.
 - k. Regi Activity: There were 66 children and 34 adults. Next week is Art in a Suitcase.
 - l. WVLS is thinking about creating a partnership with Northern Lakes. This will save the library about \$2,000 a year if the expansion takes place, and it also double the amount of books available.
 - m. The Library Task Force will be conducting their next month's meeting at the library to get a firsthand experience of the changes and updates. They had a lot of questions for Toni when she was with them earlier tonight.
 - i. The mayor had a question about the Elcho library. Toni said there would be a thorough evaluation of data such as the physical library numbers and an outreach approach. Surveys will be mailed out to residents/patrons, and then start some focus groups. If it looks like a book mobile is a better fit, we will start going to Elcho town meetings for presenting and informing.
 - ii. They also wanted to see a policy changes where the sale of donated and weeded books goes to the library. Previous policy it went to the Foundation, then it was changed to the Friends of the Library.
11. Items for Next Meeting
- a. "Square"
 - b. Review remaining Bylaws - an annual event
 - c. Update the job descriptions
 - d. Review of Public Records and costs
 - e. Set up annual calendar
 - f. Update of computer information
12. A motion was to adjourn the meeting was made by Sinkler, 2nd by Radcliff. All in favor vote. All "ayes." Motion carried. Meeting adjourned at 8:01 p.m.

Nancy Jones, Secretary

Program Development –

- Senior Center: I met with Kim McCann on 8/20 to discuss partnering with them for outreach services.
 - We are going to pilot the APL Bookmobile beginning Wednesday 9/4. Patrons will be able to request book holds be delivered to the Senior Center on Wednesdays between 9-9:45AM to allow those who come into town for swimming and then head home before the library opens at 10AM to stop in at the Senior Center and check out their holds. As we move forward with the location codes needed for the Bookmobile Collection and the equipment updates, there will be a small selection of library books that can also be perused and checked out. To begin with, it will be those books requested. I will be doing the Senior Center programming at this point with Desiree Ashby. Desiree is doing the APL Book club. She will be taking on the Senior Center Book club as well. Helping to facilitate the Bookmobile will allow her to further develop relationships with patrons related to her outreach programs.
 - We spoke about starting up a “Reading Buddies” program where seniors will sign up and then come to the library and read to/with school age children.
 - We also discussed doing a “Cards for Community” program similar to what is offered in White Lake where the seniors can make cards to be delivered to assisted living facilities, schools, and other local organizations.
 - Lastly, would be the occasional puzzle challenge at the library wherein we would provide the puzzles for the seniors to complete at the Senior Center.
 - USDA – Staff will attend the USDA Elementary Open House on Tuesday 8/27 from 3:30PM-6PM. They will be handing out library card applications, September Reading Charts to earn Antigo Public Library Book Bucks + Prizes and have a Newsletter Sign-up sheet. Staff will also attend the Middle School and I will be at the High School on Wednesday 8/28 from 3:30PM – 6PM doing the same. In September we will begin a Library Services Program with the USDA Elementary schools once a week serving 4k + 5k. I have also emailed the H.S. Principal to set up a meeting for the development of a volunteer and/or work study program.
 - Parochial Schools – I have reached out to All Saints and will be reaching out to Peace for story time and other services.
 - Daycares – Kristie has been reaching out to the Daycares for story time programming.
 - Assisted Living – Elizabeth has been teaching Kristie what is needed to service these communities so that Kristie can transition to providing them as Elizabeth moves into full time cataloging.
 - Home Health Deliveries – see above.

Staffing – Desiree and Tabitha have been wonderful additions to the staff. I continue to assess and revise the schedule and positions as we look at best practices and developing procedural practices associated with different jobs and services. We have some skill deficits to sort out and a deeper look at the services role as we move towards the February re-evaluation of job descriptions and evaluative procedures.

Cash Register Issues – While documenting the \$500 discrepancy in our cash receipts on 8/16/24 it was discovered that we had a cash envelope in drawer labeled “donations \$85.” This envelope contained \$232. There was a corresponding excel sheet going back to 2010 in which the funds in this envelope were used to balance the cash register. This practice will no longer continue. All the funds and corresponding documentation was submitted to Jeanne at City Hall to be deposited into our revenue account under donations. This highlights some of the practices that will be eliminated with the purchase of Square as our cash register. As it allows an inventory including donations so that all revenue is documented and accounted for in our daily and weekly deposits.

CASH
Register
Issues



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RE: Cash Drawer Balance off by \$518 for 8/16/24

On Friday 8/16/2024 [Jana Volrath] had a patron paying a fine for a lost book in the amount of \$18. She typed in \$518 instead and then duplicated the transaction to correct it resulting in the cash register being off by \$518.

In the process of trying to find out why there was such a huge discrepancy, it was also discovered that there was a cash envelope in the desk drawer that was labeled "Donations - \$85." This envelope has contained \$232 dollars in cash. Additionally, there was a large bag of change that is also being submitted for deposit. This unaccounted-for revenue has been being used to balance the drawer. I am attaching the corresponding record.

Toni Edge
Interim Director
8/26/24

File : Cash register

Day/Date	short	over	Explanation
Monday 11/29/10	\$ 3.00		
Thurs, 12/02/10		\$ 3.55	
Friday 12/03/10	\$ 0.89		
Saturday 12/04/10	\$ 3,960.00		obviously no money was taken from friends for this
Tuesday, 12/07/10	\$ 5.49		
Wed., 12/08/10	\$ 5.49		
Thurs, 12/09/10	\$ 4.49		
friday 12/10/10	\$ 63.20		
Saturday 12/18/10		\$ 0.80	
Thurs., Dec. 30	\$ 0.02		
Tuesday, 1/05/11	\$ 0.40		
Thursday, 1/06/11		\$ 0.10	
Friday, 1/07/11		\$ 0.40	
Wed., 1/12/	\$ 0.60		
Thurs, 1/13/11			Correct count
Fri., 1/14/11			Correct count
Sat 01/15/11	\$ 10.95		10.00 was entered 2x by SN. MP entered an .80 inst
Monday 1/17/11		\$ 0.40	Not sure what the problem was
Tuesday 1/18/11		\$ 10.00	Not sure what the problem was
Wednesday 1/19/11			Correct count
Thursday 1/20/11			Correct count
Friday, 1/21/11		\$ 0.35	
Friday 1/21/11	\$ 1.00		DEPOSIT
Saturday 1/22/2011		\$ 1.00	cash over not sure why
Monday, 1/24/2011			Correct count
Tuesday, 1/25/2011		\$ 0.10	
Wed., 1/26/2011	\$ 0.30		
Thurs./1/27/2011	\$ 3.50		Not sure what the problem was
Sat 01/29/11		\$ 0.11	cash over not sure why
Mon./1/31/11			Correct count
Tues., 2/1/11			Correct count
Wed., 2/2/11		\$ 0.15	
Thurs., 2/3/11			Correct count
Fri. 02/04/11			Correct count
	\$ 4,059.33	\$ 16.96	
Sat 02/05/11	\$ 0.05		cash short
Mon/2/07/11			Correct count
Tues/2/08/11			Correct count
Wed, 2/09/11			Correct count
Thu, 2/10/11			Correct count
Fri 2/11/11			Correct count
Fri 2/11/11		\$ 1.10	short deposit

sat 02/12/11	\$	1.00	
Mon/2/14/11			Correct count
Tues/2/15/11			Correct count
Wed, 2/16/11			Correct count
Thu, 2/17/11		\$	0.01
Fri, 2/18/11	\$	9.30	
Friday deposit	\$	9.30	
Sat 02/19/11			correct count
Mon, 02/21/11			correct count
Tues, 02/22/11			correct count
Wed, 02/23/11		\$	0.20
Thu, 2/24/11		\$	0.99
Fri, 2/25/11			Correct count
Sat 02/26/11			Correct count
Mon/02/28/11			Correct count
Tue, 03/01/11			Correct count
Wed, 03/02/11	\$	0.10	
Thurs,/03/03/11		\$	0.10
Friday 3/4/11	\$	0.20	
Sat 3/05/2011			correct count
Mon, 03/07/11	\$	0.30	
Tues, 03/08/11			correct count
Wed, 03/09/11			correct count
Thurs,/03/10/11			correct count
Fri./03/11/11			correct count
Sat 03/11/2011	\$	4.10	Deb error
Mon., 03/14/2011			Correct count
Tuesday 3/15/11		\$	6.00
Wed, 3/16/11		\$	0.05
Thu, 3/17/1	\$	1.00	
Fri. 03/18/11			Correct count
Sat 03/18/11		\$	0.20 cash over not sure why
Mon, 3/21/11			Correct count
Tues, 3/22/11			Correct count
Thurs/24/11			Correct count
Fri 3/25/11			Correct count
sat 3/26/11			Correct count
Mon, 3/28/11			\$1.00
Tue, 3/29/11		\$	2.00
Wed, 3/30/11			Correct count
Thurs, 3/31/11			Correct count
Fri, 04/01/11			Correct count
Sat 04/02/11			Correct count
Mon, 04/04/11	\$	0.02	
Tues, 04/05/11		\$	0.01
Wed, 04/06/11	\$	1.80	??
Thur, 04/07/11		\$0.10	??

Fri 04/08/11	\$	0.21	
Sat.04/09/11			Correct count
Mon, 4/11/11			Correct count
Tues, 4/12/11			Correct count
Wed, 4/13/11			Correct count
Thurs, 4/14/11			Correct count
Fri, 4/15/11			Correct count
Sat 4/16/11			Correct count
Mon, 4/18/11	\$	0.14	
Tue, 4/19/11			Correct
Wed, 4/20/11	\$	0.20	
Thur,04/21/11		\$	0.10
Fri 04/22/11			Correct
Sat 04/23/11			Correct count
Mon, 4/25/11			Correct count
Tues, 4/26/11	\$	1.00	
Wed, 4/27/11			Correct cpunt
Thurs, 4/28/11		\$	0.25
Fri. 04/29/11			correct
Sat 04/30/11		\$	2.00
Mon, 5/2/11			cash over not sure why
Tues, 5/3/11		\$	0.40
Wed, 5/4/11			Correct count
Thurs, 5/5/11			Correct count
Fri, 5/06/11	\$	0.01	
sat 05/07/11			correct count
Mon, 5/9/11			correct count
Tue, 5/10/11			correct count
Wed, 5/11/11			correct count
Thurs, 5/12/11		\$	0.90
Fri, 5/13/11			correct count
Sat 05/14/11		\$	0.20
Mon, 5/16/11			cash over not sure why
Tue, 5/17/11	\$	0.10	correct count
Wed, 5/18/11	\$	0.05	
Thurs, 5/19/11	\$	0.05	
Sat 05/21/11		\$	0.25
Mon, 05/23/11			cash over not sure why
			Correct count
Wed, 5/25/11			Correct count
Thu, 5/26/11			Correct count
Sat 05/28/11		\$	0.10
Tues. 05/31/11			cashover
Wed. 06/01/11			Correct count
Thurs. 06/02/11		\$	0.20
Fri. 6/3/11	\$	0.20	cash over
Mon,6/6/11			short
			Correct count

Tues,6/7/11			Correct count
Wed, 6/8/11		\$ 0.55	
Thurs. 06/09/11	\$ 1.00		Short
Fri. 06/10/11		\$ 1.00	cash over
Sat 06/11/11	\$ 71.45		cash short .05 plus 71.40 from Thurs daily total
Mon, 6/13/11			Correct count
Tues, 6/14/11			Correct count
Wed, 6/15/11	\$ 0.20		short
Thur/6/16/11			Correct count
Sat 6/18/11			Correct count
Mon, 6/20/11			Correct count
Tue, 6/21/11			Correct count
Wed, 6/22/11			Correct count
Thurs, 6/23/11			Correct count
Fri. 06/24/11			Correct count
Sat 06/25/11			Correct count
Mon, 6/27/11			Correct count
Tues, 6/28/11			Correct count
Wed, 6/29/11		\$ 0.10	
Thurs, 6/30/11			Correct count
Fri, 07/01/11		(\$0.45)	
Sat 07/02/11			Correct count
Tues, 07/05/11			Correct count
Wed, 07/06/11			Correct count
Thurs, 07/07/11			Correct count
Fri, 07/08/11			Correct count
Sat 07/09/11			Correct count
Mon 07/11/11		\$ 4.05	4.00 change not given to patron on Sat.
Tue, 07/12/11		\$0.10	cash over .10
Wed, 7/13/11			Correct count
Thur, 7/14/11			Correct count
Sat 07/16/2011			Correct count
Mon, 7/18/2011			Correct count
Tue, 7/19,2011			Correct count
Wed, 7/20/2011			Correct count
Thur, 7/21/2011			Correct count
Fri, 7/22/2011		\$ 0.10	
Sat 07/23/2011			Correct count
Mon, 07/25/2011			Correct count
Tue, 7/26/2011			Correct count
Wed, 7/27/2011			Correct count
Thu, 7/28/2011	\$ 0.45		??
Sat 07/30/2011			Correct count
Mon, 8/01.2011	\$1.00		
Tue, 8/02/2011	\$ 0.30		
Wed, 8/03/2011			Correct count
Thu, 8/04/2011		\$ 0.30	

(4)

Fri. 8/05/11	\$	0.20	
sat 08/06/11			short
Mon, 8/08/11			0.29 cash over
Tue, 08/09/11			Correct count
Wed, 08/10/11			Correct count
Thurs/ 08/11/11			Correct count
Sat 08/13/2011			Correct count
Mon/08/15/11			Correct count
Tue, 08/16/2011	\$	0.01	
Wed, 08/17/2011			Correct count
Thurs, 08/18/2011	\$	0.01	
Sat 08/20/2011			Correct count
Mon, 08/22/2011	\$	0.25	cashover
Tue, 08/23/2011			Correct count
Wed, 08/24/2011			Correct count
Thu, 08/25/2011			Correct count
Sat, 08/27/2011			Correct count
Mon, 08/29/2011			Correct count
Tue, 08/30/2011			Correct count
Wed, 08/31/2011			Correct count
Thurs/9/01/2011			Correct count
Fri, 9/02/2011			Correct count
Sat, 9/03/2011			Correct count
Tues, 9/06/2011			\$0.10 cashover
Wed, 9/07/2011			Correct count
Thur, 9/08/2011			Correct count
Friday 9/09/2011	\$	0.30	Correct count
sat 09/10/11			under
Mon, 9/12/11			Correct count
Tues, 9/13/11			Correct count
Wed, 9/14/11			Correct count
Thurs 9/15/11			Correct count
Fri 9/16/11	\$	0.20	
			Correct count
Mon 9/19/11			
Tuesday 9/20/11			correct count
Wed. 9/21/11	\$	0.12	correct count
Thurs. 9/22/11			
Fri. 9/23/11			correct count
Tues, 9/27/11			correct count
Wed. 9/28/11			correct count
Fri. 9/30/11			correct count
Tues. 10/04/11	\$	0.10	correct count
Wed. 10/05/11			
Thurs. 9/22/11			correct count
Mon 10/10/11			correct count
Tues 10/11/11	\$	0.40	
	\$	0.15	

Wed. 10/12/11	\$	2.00	
Thurs., 10/13/11	\$	2.00	
Mon, 10/17/11			correct count
Tue, 10/18/11		\$ 0.10	
Wed. 10/19/11			correct count
Thurs. 10/20/11			correct count
Sat, 10/22/11		\$ 1.00	??
Tues, 10/25/11			correct count
Wed. 10/26/11			correct count
Thurs. 10/27/11			correct count
			correct count
Mon. 10/31/11			
Tues. 11/1/11			correct count
Wed. 11/2/11			correct count
Thurs. 11/3/11			correct count
Fri. 11/4/11			
Monday 11/7/11			correct count
Wed, 11/9/11			correct count
Sat, 11/12/11	\$	2.00	
Tues, 11/15/11			correct count
Monday 11/28/11			correct count
Tues, 11/29/12			correct count
Wed. 11/30/12			correct count
Thurs. 12/01/11			correct count
Friday 12/02/11			correct count
Sat, 12/03/11			correct count
Mon 12/05/11			correct count
Tues 12/06/11			correct count
Thurs, 12/8/11			correct count
Sat 12/10/11			correct count
Mon. 12/12/11			correct count
Tue, 12/13/11			correct count
Wed 12/14/11			correct count
Thurs 12/15/11			correct count
Fri 12/16/11			correct count
Sat, 12/17/11			correct count
Mon 12/19/11			correct count
Tues 12/20/11			correct count
Tues 12/21/11	\$	0.80	
Tues, 12/27/11			correct count
Wed 12/28/11			correct count
Thurs. 12/29/11			correct count
Fri 12/30/11		\$ 0.20	
Tue, 01/03/12			correct count
Wed 01/04/12	\$	0.40	
Thurs. 01/05/12			correct count

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Fri 1/6/12			correct count
Sat 01/07/12		\$ 0.10	
Mon 1/9/12			correct count
Tue. 1/10/12			correct count
Wed 1/11/12			correct count
Thurs. 1/12/12			correct count
Fri. 1/13/12		\$0.75	
Mon 1/16/12			correct count
Tues/1/17/12			correct count
Wed 1/18/12	\$	0.10	
Thurs. 1/19/12			correct count
Friday 1/20/12			correct count
Mon 1/23/12			correct count
Wed 1/25/12			correct count
Fri 1/27/12			correct count
Sat 1/28/12		\$ 1.00	
Mon 1/30/12		\$ 0.36	
Tuesday 1/31/12			correct count
Wed 2/1/12			correct count
Thur, 2/2/12			correct count
Wed, 2/8/12			correct count
Thur, 2/9/12			correct count
Mon. 2/13/12			correct count
Tues. 2/14/12			correct count
Wed, 2/15/12			correct count
Thurs. 2/16/12			correct count
Fri. 02/17/12			correct count
Mon, 2/20/12		\$ 1.00	
Tuesday 2/21/12			correct count
Wed. 2/22/12			correct count
Tue, 2/28/12			correct count
Mon. 3/5/12	\$	1.00	
Tues 3/6/12			correct count
Wed 3/7/12		\$ 0.60	
Thurs/3/8/12			correct count
Sat 3/10/12	\$	0.60	
Mon. 3/12/12	\$	0.50	
Tues 3/13/12	\$	0.20	
Wed 3/14/12			correct count

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Thurs/3/15/12	\$	0.15	
Fri 3/16/12			correct count
Sat 3/17/12		\$0.60	
Mon	\$	0.55	
Tuesday 3/20			correct count
Wednesday, 3/21	\$	0.01	
Thursday 3/22			correct count
Fri 3/23/12	\$	1.00	
Fri 3/23/12	\$	0.25	DEPOSIT
Tues, 3/27/12			correct count
Wed. 3/28/12	\$	0.11	
Thurs. 3/29/12			correct count
Sat. 3/31/12			correct count
Mon 4/2/12	\$	0.10	
Wed 4/4/12			correct count
Th 4/5/12			correct count
Mon 4/9/12			correct count
Tuesday 4/19/12			correct count
Wed. 4/18			correct count
Thursday 4/19			correct count
Friday 4/20 Deposit	\$	0.11	
Saturday 4/22			correct count
Monday 4/24			correct count
Tuesday 4/25			correct count
Wed. 4/26			correct count
Thursday 4/26			correct count
Friday 4/27 Deposit			correct count
Saturday 4/28			correct count
Mon 4/30			correct count
Tues. 5/1			correct count
Wed. 5/2			correct count
Fri 5/4/12 DEPOSIT	\$	0.15	
Mon 5/7/12			correct count
Tues/5/08/12			correct count
Wed. 5/9/12			correct count
Thur 5/10/12			COrrrect count
Fri 5/11/12 DEPOSIT			correct count
Sat 5/12/12		\$0.01	
Mon 5/14/12			correct count



Thurs. 5/17/12				correct count
Friday 5/18/12				correct count
Sat. 5/19/12			\$ 14.10	unnecessary refund to correct mistake on Friday ahk
Mon. 5/21/12				correct count
Tues 5/22/12	\$	0.05		
Wed. 5/23/12				correct count
Thurs. 5/24/12				correct count
Friday 5/25/12			\$ 0.01	
Fri 5/25/12 Deposit				correct count
Sat. 5/26/12				correct count
Tues 5/29/12				correct count
Wed. 5/30/12				correct count
Thurs 5/31/12	\$	0.10		
Friday 6/01/12				correct count
Fri 6/01/12 Deposit				correct count
Sat 6/02/12	\$	0.20		
Mon 6/4/12	\$	0.20		
Wed. 6/6/12	\$	0.01		
Thurs. 6/7/12				correct count
Fri 6/8/12 DEPOSIT	\$	5.00		
Sat 6/09/12			\$ 0.10	
Mon 6/11/12			\$ 0.05	
Tues, 6/12/12				correct count
Wed. 6/13/12				correct count
Thurs. 6/14/12				correct count
Fri 6/15/12 DEPOSIT				correct count
Mon 6/18/12				correct count
Wed 6/20/12	\$	0.20		
Fri., 6/22/12			\$ 1.00	
Sat 6/23/12			\$ 0.05	
Tuesday 6/26/12				correct
Wed 6/27/12				correct
Fri., 6/29/12	\$	0.10		under-deposit
Mon 7/2/12				correct count
Thurs. 7/5				correct count
Mon 7/9/12				correct count
Tues 7/10/12				correct count
Wed. 7/11/12				correct count
Friday 7/13/12				correct count
Sat. 7/14/12				correct count
Mon 7/16				correct count

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Tues 7/17/12			correct count
Wed 7/18/12			correct count
Thurs. 7/19/12			correct count
Friday 7/20/12			correct count
Sat. 7/21/12			correct count
Mon 7/23/12	\$	1.89	
Tues. 7/24/12			correct count
Wed 7/25/12			correct count

Wed 8/1/12			correct count
Fri. 8/3/12			correct count

Mon 8/6/12	\$	0.20	
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Wed 8/8/12			correct count
Thurs. 8/9/12			correct count
Friday 8/10/12	\$	0.10	in deposit
Sat. 8/11/12		\$0.06	
Monday 8/13/12			correct count
Tuesday, 8/14/12			correct count
Wed 8/15/12			correct count

Thurs. 8/16/12	\$	0.20	
Friday 8/17/12	\$0.01		

Mon 8/20/12	\$	0.10	
Tues 8/21/12	\$	0.10	

10/15/2012	\$	12.00	???
10/16/2012			Correct Count
10/19/2012			Correct Count
11/2/2012			Correct Count
11/9/2012	\$	0.25	added .25
11/20/2012	\$	0.10	???
11/24/2012	\$	0.10	
12/21/2012	\$	1.00	added 1.00
1/23/2013			Correct Count
1/25/2013			Correct Count
2/7/2013	\$	1.30	
2/9/2013		\$1.01	
2/12/2013			Correct Count
2/14/2013			Correct Count

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2/25/2013		\$2.95	
2/26/2013	\$	0.15	
3/5/2013			\$ 0.80
3/8/2013			\$0.80
3/16/2013			Correct Count
3/23/2013		\$1.00	
3/28/2013	\$	1.00	
4/10/2013	\$	0.05	
4/13/2013		\$4.00	
5/3/2013			correct count
5/4/2013	\$	0.10	
5/14/2013		\$	4.50
5/18/2013			Correct Count
5/31/2013		\$	0.60
5/31/2013	\$	0.35	
7/18/2013		\$	4.00
7/19/2013		\$	0.05
7/22/2013		\$	0.40
7/27/2013		\$	0.10
7/31/2013		\$	0.10
8/10/2013	\$	0.45	
8/19/2013		\$	0.25
9/7/2013	\$	0.90	
9/19/2013		\$	0.10
9/21/2013		\$	0.05
9/24/2013		\$5.05	
9/28/2013			
10/16/2013	\$	0.05	
10/30/2013	\$	0.10	
11/1/2013	\$	0.05	
11/30/2013		\$	0.15
1/25/2014	\$	1.00	
2/1/2014		\$	0.15
2/22/2014		\$	0.95
2/26/2014		\$	0.05
3/4/2014	\$	0.25	
3/19/2014		\$	1.00
3/21/2014		\$	0.26
3/26/2013		\$	0.60
4/3/2014	\$	0.45	
4/8/2014	\$	0.10	
4/12/2014		\$	0.05
4/16/2014		\$	0.04
4/17/2014	\$	0.06	
4/24/2014		\$	9.40 ??????
4/30/2014		\$	0.30
5/8/2014	\$	0.10	

5/9/2014		\$	0.10
5/23/2014		\$	0.15
6/12/2014		\$	3.00
6/16/2014		\$	0.20
6/20/2014	\$	0.50	
		\$	0.25
	\$	3.00	
7/5/2014	\$	0.15	
7/24/214	\$	0.05	
7/31/2014	\$	3.00	
8/14/2014	\$	0.90	
8/15/2014		\$	0.05
8/20/2014		\$	0.10
8/22/2014		\$1.00	
8/25/2014		\$	5.00
9/5/2014	\$	0.05	
9/15/2014		\$0.15	
9/16/2014		\$0.25	
9/17/2014		\$	0.25
9/18/2014		\$	0.05
9/23/2014		\$	0.10
9/24/14		\$	1.00
10/1/2014	\$	1.00	
10/17/2014	\$	0.10	\$ 5.00 for wk
10/27/2014		\$	0.05
11/5/2014	\$	1.00	
11/29/2014	\$	0.10	
12/5/2014		\$	0.05
12/11/2014	\$	0.10	
12/13/2014		\$	1.25
12/15/2014			
12/18/2014		\$	0.20
12/19/2014		\$	2.48
12/26/2014		\$	0.45
12/30/2014		\$	0.55
1/2/2015	\$	0.25	
1/3/2015	\$	1.00	
1/9/2015	\$	0.10	
1/10/2015	\$	0.60	
1/16/2015		\$	0.60
1/19/2015	\$	0.01	
1/23/2015	\$	0.04	
1/24/2015	\$	0.05	
1/28/2015		\$	0.05
1/29/2015	\$	0.10	
2/10/2015		\$0.15	
2/11/2015	\$	0.10	

2/12/2015		\$	0.10
2/16/2015		\$	0.11
2/20/2015	\$	0.50	
2/23/2015	\$	4.00	
3/3/2015		\$	1.80
3/6/2015	\$	1.90	
3/9/2015		\$	0.05
3/11/2015		\$	0.50
3/12/2015	\$	0.20	
3/13/2015		\$	3.00
3/14/2015			\$0.20
3/16/2015	\$	0.20	
3/19/2015	\$	0.25	
3/20/2015		\$	0.25
3/24/2015		\$	0.05
3/25/2015		\$	0.18
3/26/2015	\$	0.10	
4/1/2015		\$	0.10
4/2/2015		\$	0.11
4/8/2015		\$	0.20
4/13/2015		\$	1.00
4/14/2015	\$	5.00	
4/17/2015		\$	0.70
5/2/2015	\$	0.05	
5/4/2015		\$	0.10
5/6/2015		\$	0.10
5/8/2015		\$	9.90
5/11/2015	\$	0.05	
5/12/2015		\$	0.20
5/14/2015		\$	0.01
5/21/2015		\$	0.01
5/29/2015		\$	0.05
6/4/2015	\$	0.25	
6/6/2015	\$	0.50	
6/22/2015	\$	0.20	
6/30/2015			\$4.45
7/9/2015		\$	0.21
7/22/2015	\$	0.10	
7/29/2015	\$	0.15	
7/30/2015		\$	0.10
8/4/2015		\$	0.15
8/8/2015		\$0.10	
8/18/2015	\$	0.15	
8/19/2015		\$	0.20
9/1/2015	\$	0.25	
9/3/2015	\$	0.75	
9/21/2015		\$	0.10

9/23/2015		\$	0.50	
9/24/2015	\$	0.50		
9/30/2015		\$	0.20	
10/6/2015		\$	1.00	
10/14/2015		\$	0.05	
10/19/2015	\$	0.11		
10/20/2015		\$	0.05	
10/24/2015		\$0.60		
10/29/2015	\$	0.15		
11/2/2015		\$	0.01	
11/3/2015		\$	0.20	
11/5/2015	\$	1.05		
11/20/2015	\$	0.05		
12/3/2015	\$	0.20		
12/28/2015		\$	0.05	
12/29/2015		\$	0.20	
1/6/2015	\$	1.00		
1/9/2015	\$	7.30		dva noted cash register error
1/11/2015		\$	0.50	
1/13/2015		\$	4.95	
1/15/2016		\$	0.15	
1/15/2016		\$	1.55	WEEKLY DEPOSIT
1/20/2016	\$	0.05		
1/22/2016		\$	3.18	WEEKLY DEPOSIT
1/27/2016	\$	0.01		
1/28/2016	\$	1.00		
1/29/2016		\$	0.04	
1/29/2016		\$	0.95	WEEKLY DEPOSIT
2/2/2016	\$	0.05		
2/8/2016		\$	2.80	
2/9/2016	\$	0.10		
2/19/2016	\$	0.02		
2/22/2016	\$	0.15		
2/23/2016	\$	0.20		
2/24/2016		\$	0.20	
3/1/2016		\$	0.25	
3/5/2016		\$	0.05	
3/7/2016		\$	2.05	
3/10/2016		\$	4.00	
3/11/2016	\$3.95			WEEKLY DEPOSIT
3/14/2016		\$	0.25	
3/15/2016	\$	3.15		
4/1/2016	\$	1.10	\$	0.90
4/14/2016	\$	0.30		
4/15/2016		\$	0.75	
4/22/2016		\$	0.09	
4/22/2016		\$	0.08	

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4/26/2016		\$	0.11
4/27/2016		\$	0.05
4/28/2016	\$	0.10	
5/5/2016		\$	0.05
5/6/2016		\$	0.05
5/13/2016			\$0.25
5/18/2016		\$	0.15
5/21/2016	\$	0.05	
5/25/2016	\$	0.10	
5/28/2016	\$	0.05	
6/1/2016	\$	0.70	
6/7/2016		\$	0.25
6/16/2016	\$	1.05	
6/20/2016	\$	0.05	
6/27/2015		\$	0.21
6/28/2016		\$	0.10
6/30/2016		\$	0.88
7/1/2016		\$	0.11
7/7/2016		\$	0.50
7/8/2016	\$	0.05	
7/9/2016	\$	1.70	
7/19/2016		\$5.00	
7/21/2016		\$	0.30
7/22/2016	\$	0.30	
7/28/2016		\$	0.25
8/4/2016	\$	0.10	
8/5/2016	\$	0.95	
8/9/2016	\$	0.04	
8/20/2016		\$	0.02
8/23/2016			\$15.00
8/24/2016		\$	5.00
10/5/2016	\$	1.75	
10/15/2016		\$	0.75
10/18/2016	\$	0.10	
10/20/2016	\$	0.35	
10/25/2016		\$	0.20
10/28/2016	\$	1.25	
10/29/2016		\$	1.00
11/9/2016	\$	0.06	
11/11/2016	\$	0.30	
11/19/2016	\$	0.40	
11/22/2016	\$	0.20	
11/23/2016		\$	1.00
11/29/2016		\$	0.05
12/1/2016		\$	0.01
12/3/2016	\$	0.05	
1206/2016	\$	0.10	

Because someone took a Canadian nickle

12/9/2016	\$	0.75		
12/10/2016			\$	1.00
12/20/2016			\$	0.05
12/29/2016	\$	0.10		
1/5/2017			\$	3.00
1/6/2017			\$	1.00
1/16/2017			\$	0.90
1/21/2017			\$	0.10
1/23/2017	\$	0.10		
1/26/2017	\$	3.10		
1/26/2017				\$0.20
1/28/2017	\$	0.10		
2/2/2017			\$	0.90
2/10/2017			\$	0.10
2/14/2017			\$	1.05
2/23/2017			\$	0.10
2/25/2017	\$	0.10		
3/1/2017	\$	0.05		
3/2/2017	\$	0.10		
3/3/2017		\$0.01		Deposit
3/4/2017			\$	0.42
3/7/2017	\$	1.00		
3/10/2017	\$	0.30		
3/13/2017	\$	0.30		
3/17/2017			\$	0.05 Deposit
3/23/2017	\$	0.25		Canadian quarter
3/29/2017			\$	0.15
3/30/2017	\$	0.05		
3/31/2017			\$	0.05
4/6/2017	\$	0.05		
4/11/2017	\$	2.00		
4/12/2017		.5		
4/21/2017	\$	0.89		
4/21/2017			\$	1.30 Deposit
4/28/2017	\$	0.15		
5/4/2017	\$	0.30		Canadian quarter
5/5/2017			\$	1.00 Deposit
7/16/2017			\$	3.50 Cash register did not print, duplicate entries
5/31/2017	\$	1.15		
6/3/2017				\$0.35
6/14/2017			\$	0.45
6/15/2017	\$	0.10		
6/16/2017	\$	0.40		
6/21/2017	\$	0.05		
6/27/2017	\$	1.10		
6/30/2017			\$	1.00 Deposit
7/1/2017				\$1.00 Daily

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7/6/2017		\$	2.35	
7/7/2017	\$	4.70		daily
			\$	0.25 Deposit
7/8/2017	\$	0.05		
7/11/2017			\$	1.00
7/14/2017	\$	0.20		daily
7/19/2017			\$	0.10
7/20/2017	\$	0.05		
7/24/2017			\$	0.10
8/1/2017			\$	0.21
8/2/2017			\$	0.10
8/3/2017	\$	0.20		
8/7/2017			\$	0.01
8/8/2017	\$	0.25		
8/10/2017			\$	0.60
8/15/2017			\$	1.00
17-Aug	\$	0.05		
30-Aug	\$	7.15		
9/2/2017			\$	0.15
9/13/2020			\$	0.40
9/28/2017			\$	0.50
10/2/2017	\$	0.40		
10/4/2017			\$	1.25
10/6/2017	\$	1.05		
10/6/2017			\$	0.40 WEEKLY DEPOSIT
10/12/2017			\$	0.07
10/13/2017	\$	0.55		
10/16/2017	\$	0.35		
10/17/2017	\$	0.05		
10/18/2017			\$	0.10
10/31/2017	\$	2.15		
11/2/2017			\$	2.60
11/3/2017		\$10.00		
11/4/2017			\$10.00	
11/6/2017			\$	1.55
11/8/2017			\$	0.15
11/10/2017			\$	9.75
11/27/2017	\$	0.10		
12/5/2017	\$	0.90		
12/6/2017	\$	0.40		
12/9/2017			\$	0.90
12/16/2017			\$0.60	
12/20/2017	\$	0.15		
12/29/2017			\$	1.00
1/2/2018	\$	0.10		
1/5/2017			\$	0.05 WEEKLY DEPOSIT
1/6/2018	\$	0.50		

1/15/2018	\$	0.10	
1/18/2018	\$	0.15	
1/19/2018	\$	0.50	
1/27/2018	\$	2.00	
1/30/2018	\$	0.20	
1/31/2018		\$	0.20
2/1/2018	\$	0.05	
2/5/2018		\$	0.20
2/7/2018	\$	5.00	
2/8/2018		\$	4.90
2/12/2018		\$	1.00
2/14/2018		\$	4.90
2/27/2018		\$	0.50
2/28/2015	\$	0.49	
3/1/2018		\$	0.85 WEEKLY DEPOSIT
	\$	0.25	
3/9/2018		\$	0.50
3/12/2018			\$0.30
	\$	0.21	
		\$	0.55
3/19/2018	\$	0.05	
3/20/2018		\$	0.10
3/23/2018	\$	0.25	
3/28/2018	\$	9.90	
3/29/2018		\$	1.00
3/30/2018	\$	2.00	daily cash
4/3/2018		\$	3.00
4/5/2018	\$	0.30	
4/6/2018	\$	0.50	
13-Apr		\$	3.10
	\$	3.00	
4/20/2018	\$	0.05	daily
4/20/2018		\$	0.05 WEEKLY DEPOSIT
4/21/2018		\$	5.50
4/24/2018			\$0.10
4/25/2018	\$	0.10	
4/26/2018		\$	1.00
4/27/2018		\$0.11	WEEKLY DEPOSIT
4/30/2018	\$	0.05	
5/4/2018	\$	0.10	
5/4/2018	\$	0.20	WEEKLY DEPOSIT
5/8/2018	\$	0.19	
5/9/2018		\$	0.10
5/10/2018		\$	0.05
5/10/2018			\$0.09 WEEKLY DEPOSIT
5/12/2018		\$	0.18
5/17/2018	\$	0.65	

5/21/2018	\$	0.05	
5/30/2018	\$	0.25	
6/1/2018			\$ 0.10 daily cash
6/7/2018	\$	0.01	
6/8/2018			\$ 0.11 daily cash
6/8/2018	\$	10.09	WEEKLY DEPOSIT
6/15/2018			\$ 2.60 daily cash
6/15/2018			\$2.90 WEEKLY DEPOSIT
6/19/2018			\$ 1.00
6/22/2018	\$	0.85	WEEKLY DEPOSIT
6/30/2018			\$ 2.00 daily cash
7/6/2018	\$	26.80	WEEKLY DEPOSIT
7/7/2018			\$0.75 daily cash
7/9/2018	\$	0.20	daily cash
7/12/2018			\$ 0.25 daily cash
7/14/2018			\$0.08 daily cash
7/16/2018			\$ 0.05 cash
7/17/2018	\$	3.00	
7/20/2018			\$ 3.00 WEEKLY DEPOSIT
7/25/2018			\$ 2.85 daily
7/26/2018	\$	0.75	daily
7/27/2018	\$	0.15	
7/27/2018	\$	3.09	WEEKLY DEPOSIT
8/11/2018	\$	0.50	daily cash
8/15/2018			\$ 0.95
8/16/2018			\$ 0.05
8/17/2018	\$	0.85	WEEKLY DEPOSIT
8/24/2018			\$ 0.05
8/24/2018			\$ 0.15 WEEKLY DEPOSIT
8/28/2018	\$	22.55	??
8/31/2018	\$	1.00	WEEKLY DEPOSIT
9/1/2018			\$0.10 daily cash
9/5/2018			\$ 0.55
9/6/2018	\$	0.10	
9/7/2018	\$	0.45	WEEKLY DEPOSIT
9/8/2018			\$ 9.85 daily cash
9/10/2018	\$	0.30	daily cash
9/14/2018			\$ 1.00 DAILY
9/17/2018	\$	4.80	
9/18/2018			\$ 3.75
9/19/2018			\$ 1.00
9/22/2018			\$ 0.60 daily cash
9/25/2018			\$ 0.15
9/28/2018	\$	1.00	WEEKLY DEPOSIT
9/29/2018		\$1.90	
10/1/2018	\$	0.10	daily cash
10/3/2018	\$	0.10	

10/5/2018	\$	0.02		daily
10/5/2018			\$	10.00 WEEKLY DEPOSIT
10/19/2018			\$	0.05 WEEKLY DEPOSIT
10/26/2018			\$	0.25 WEEKLY DEPOSIT
10/31/2018	\$	0.10		daily
11/2/2018		\$9.96		WEEKLY DEPOSIT
11/3/2018	\$	0.05		daily
11/14/2018	\$	0.30		daily
11/15/2018	\$	1.50		
11/16/2018	\$	0.05		daily
11/17/2018			\$0.71	Daily
11/27/2018			\$	12.03 daily
12/1/2018			\$	0.27 daily
12/6/2018			\$	0.05
12/17/2018	\$	0.10		
12/18/2018			\$	0.30
12/29/2018			\$	0.05
1/2/2019	\$	0.25		
1/4/2019	\$	0.90		
1/5/2019			\$	0.40
1/9/2019	\$	0.20		
1/16/2019			\$	0.10
1/17/2019	\$	0.10		
1/29/2019	\$	0.25		Daily
2/1/2019			\$	0.15 daily
2/2/2019			\$	0.16
2/6/2019			\$	0.15 daily
2/7/2019			\$	11.35 Daily
2/8/2019			\$	0.65 daily
2/9/2019	\$	0.15		daily
2/14/2019	\$	0.15		daily
2/15/2019	\$	0.55		
2/15/2019			\$	1.05 WEEKLY DEPOSIT
2/18/2019			\$	0.55 daily/Canadian coins accepted
2/19/2019			\$	1.10
2/20/2019	\$	0.50		daily
2/25/2019	\$	0.70		daily
			\$	0.10 daily
			\$	0.10
	\$	0.05		daily
			\$	5.80 daily
2-Mar			\$	0.30 daily
3/5/2019	\$	0.04		daily
3/6/2019	\$	0.90		DAILY
3/7/2019			\$	5.05 daily
3/9/2019			\$	4.70
3/11/2019			\$	0.36 daily

3/12/2019			\$	0.26	
3/13/2019	\$	0.10			daily
3/18/2019	\$	0.45			daily
3/19/2019			\$	0.05	
3/21/2019			\$	1.70	
3/22/2019	\$	1.10			WEEKLY DEPOSIT
3/22/2019			\$	0.95	daily
3/25/2019			\$	1.50	daily
3/27/2019			\$	4.90	daily
3/28/2019			\$	1.30	daily
3/29/2019	\$	0.05			daily
3/30/2019	\$	0.10			daily
4/1/2019			\$	3.95	daily
4/2/2019	\$	7.75			daily
4/3/2019	\$	0.75			daily
4/5/2019			\$	37.96	WEEKLY DEPOSIT
4/9/2019			\$	0.30	daily
4/12/2019			\$	0.25	daily
4/12/2019			\$	0.15	WEEKLY DEPOSIT
4/13/2019			\$	0.55	daily
4/15/2019			\$	0.25	daily
4/16/2019	\$	9.35			
4/17/2019			\$	10.00	
4/18/2019			\$	0.10	
4/19/2019	\$	1.74			daily
4/19/2019	\$	2.05			WEEKLY DEPOSIT
4/25/2019	\$	1.00			
4/26/2019	\$	0.15			daily
4/27/2019			\$	0.20	
4/30/2019			\$	1.90	daily
5/1/2019	\$	0.30			daily
5/3/2019	\$	2.64			WEEKLY DEPOSIT
5/6/2019	\$	0.21			Daily
5/7/2019	\$	0.44			Daily
5/14/2019				\$0.90	Daily
5/15/2019	\$	0.30			daily
5/23/2019	\$	0.85			daily
5/24/2019			\$	0.10	daily
31-May	\$	0.50			daily
6/1/2019	\$	2.00			daily
6/4/2019			\$	1.95	daily
6/11/2019			\$	0.10	daily
6/18/2019	\$	0.02			daily
6/19/2019	\$	1.15	\$	1.15	
6/20/2019			\$	0.03	
6/21/2019			\$	1.16	WEEKLY DEPOSIT
6/22/2019	\$	0.10			daily

6/26/2019	\$	0.75		daiy
6/27/2019			\$	0.01 daily
6/28/2019			\$	0.20 daily
7/10/2019	\$	0.95		daily
7/12/2019			\$	0.01
7/16/2019			\$	0.75 daily
7/17/2019			\$	0.08 daily
7/18/2019			\$	0.56
7/24/2019	\$	0.10		daily
7/26/2019			\$	4.15 daily
7/27/2019	\$	0.20		daily
7/30/2019			\$	0.01 daily
7/30/2019			\$	0.11 PM count
7/31/2019			\$	0.10 AM count
8/6/2019			\$	0.01 AM count
8/7/2019	\$	0.75		AM count
8/7/2019	\$	0.15		PM count
8/8/2019			\$	0.45 PM count
8/16/2019			\$	16.50 AM count
8/19/2019			\$	0.01 WEEKLY DEPOSIT
8/21/2019			\$	0.75 daily
8/21/2019			\$	0.50 afternoon cash
8/22/2019	\$	0.50		
8/22/2019			\$	0.10 afternoon cash
8/24/2019			\$	65.00 daily
8/26/2019	\$	0.06		daily
8/28/2019	\$	1.60		
28-Aug	\$	0.05		am
30-Aug			\$	0.80 Deposit
9/5/2019			\$	0.05 PM count
9/6/2019			\$	3.00 WEEKLY DEPOSIT
9/6/2019			\$	0.15 PM count
9/11/2019			\$	1.00 PM count
0913/2019			\$	0.91 WEEKLY DEPOSIT
9/13/2019			\$	0.05 PM count
9/16/2019			\$	0.25 daily
9/17/2019	\$	1.10		
17-Sep			\$	0.10 PM count
9/18/2019	\$	0.05		daily
9/18/2019			\$	0.05
9/20/2019			\$	0.73 WEEKLY DEPOSIT
9/22/2019	\$	1.75		daily
9/24/2019			\$	0.20 daily
9/25/2019	\$	0.10		PM count
9/26/2019	\$	0.95		PM count
9/27/2019			\$	0.75
9/27/2019			\$	0.30 WEEKLY DEPOSIT

9/27/2019		\$	0.30 PM count
9/28/2019	\$	0.50	
10/1/2019		\$	0.04 PM count
2-Oct		\$	0.05 am
2-Oct		\$	1.50 PM count
10/3/2019	\$	0.20	
10/4/2019		\$	0.25 PM count
10/11/2019		\$	0.20
10/11/2019		\$	0.98 WEEKLY DEPOSIT
10/12/2019		\$	0.01
10/14/2019		\$	0.15 daily
10/16/2019		\$	1.80 daily AM
10/16/2019		\$	0.40 PM count
10/17/2019	\$	0.75	daily
10/18/2019		\$	0.30 WEEKLY DEPOSIT
10/22/2019		\$	0.10 PM count
10/24/2019	\$	0.05	PM count
10/25/2019	\$	0.99	
28-Oct		\$	0.15 AM count
30-Oct	\$	0.10	am count
10/31/2019	\$	5.15	
10/31/2019	\$	0.25	PM count
11/1/2019		\$	0.25
11/2/2019		\$	0.01 AM
11/4/2019	\$	0.01	AM
11/5/2019		\$	0.95 PM count
11/6/2019	\$	2.30	AM count
11/6/2019		\$	5.00 PM count
11/7/2019		\$	0.20
11/12/2019		\$	0.10 PM count
11/15/2019	\$	3.45	PM count
11/16/2019	\$	0.04	AM count
11/20/2019		\$	0.50 PM count
11/520/19		\$	0.40 PM count
11/26/2019	\$	0.10	PM count
12/2/2019	\$	1.00	PM count
12/2/2019		\$	1.00
12/7/2019		\$	1.00
12/11/2019	\$	0.40	AM count
12/11/2019	\$	0.80	PM count
12/12/2019	\$	6.00	
12/16/2019	\$	0.20	AM count
12/16/2019		\$	5.20 PM count
12/17/2019	\$	5.00	AM Count
12/17/2019		\$	0.40 PM count
12/23/2019		\$	0.10 AM count
12/31/2019	\$	0.10	AM count

1/4/2020		\$	0.26	
1/7/2020	\$	0.05		
1/8/2020		\$	1.05	AM
1/9/2020		\$	0.34	am
1/15/2020		\$	0.25	am
1/15/2020		\$	5.80	PM count
1/16/2020		\$	2.40	PM count
1/17/2020	\$	1.25		am
1/23/2020		\$	0.03	am
1/28/2020		\$	0.20	am
1/29/2020		\$	0.20	AM
2/1/2020	\$	4.99		
2/4/2020	\$	0.10		am
2/5/2020	\$	0.10		PM count
		\$	0.10	am
2/15/2020	\$	0.15		AM
2/10/2020	\$	0.05		PM count
2/11/2020		\$	0.01	
..		\$	0.77	AM
2/15/2020	\$	1.00		am
2/17/2020	\$	0.10		AM
2/19/2020		\$	0.01	
2/21/2020	\$	0.10		am
2/21/2020	\$	36.04		DEPOSIT
2/21/2020	\$	1.00		PM count
2/22/2020		\$	0.40	AM count
2/24/2020		\$	6.00	AM count
2/24/2020		\$	0.30	PM count
2/25/2020				correct count
2/25/2020	\$	0.10		PM count
2/26/2020		\$	0.70	
2/26/2020		\$	0.10	
2/27/2020	\$	0.43		AM count
2/27/2020		\$	0.05	PM count
2/28/2020	\$	-	\$	- correct amount
2/28/2020		\$	0.10	PM count
2/29/2020	\$	0.10		AM count
3/2/2020	\$	0.30		AM count
3/2/2020		\$	0.40	PM count
3/3/2020		\$	2.92	PM count
3/4/2020				AM count
3/4/2020		\$	1.50	PM count
3/5/2020				
3/5/2020	\$	0.20		PM count
3/6/2020		\$	0.20	am count
3/6/2020		\$	0.60	PM count
3/7/2020	\$	-	\$	- AM count

3/10/2020				correct count
3/10/2020				PM CORRECT AMOUNT
3/11/2020	\$	1.00		AM count
3/12/2020				am correct
3/12/2020				pm CORRECT AMOUNT
3/13/2020				2:30 PM Correct amount
3/14/2020	\$	-		AM Count
6/2/2020	\$	0.08		AM
6/3/2020			\$ 0.01	AM
6/11/2020			\$ 0.10	
6/17/2020			\$ 10.00	
6/30/2020			\$ 5.00	AM
7/1/2020	\$	0.20		AM
7/7/2020	\$	0.20		AM
7/9/2020			\$ 6.40	
7/10/2020			\$ 4.30	WEEKLY DEPOSIT
7/14/2020	\$	0.10		
7/15/2020	\$	0.07		
7/17/200	\$	0.25		
7/21/2020			\$ 0.25	
8/4/2020			\$ 0.10	
8/5/2020	\$	0.05		AM Count
8/6/2020			\$ 0.05	
8/14/2020			\$ 0.01	AM Count
8/28/2020			\$ 0.90	
8/31/2020	\$	0.20		AM Count
9/11/2020	\$	0.10		AM Ounct
9/15/2020			\$ 0.10	am count
9/17/2020			\$ 4.00	am count
9/18/2020			\$ 1.00	AM Count
9/22/2020	\$	0.07		AM Count
9/23/2020			\$ 0.07	
10/7/2020			\$ 0.13	AM count
10/8/2020			\$ 2.07	WEEKLY DEPOSIT
10/16/2020			\$ 0.05	
10/20/2020			\$ 0.95	AM Count
10/21/2020			\$ 1.05	am count
10/27/2020			\$ 0.10	am
10/28/2020			\$ 0.12	am
10/29/2020			\$ 0.50	am
11/3/2020	\$	0.20		am
11/6/2020	\$	1.00		am
11/10/2020			\$ 1.05	am
11/20/2020	\$	0.10		am
12/1/2020			\$ 19.40	am
12/1/2020	\$	1.00		am
12/3/2020			\$ 0.80	am

12/8/2020	\$	4.90		am
12/9/2020			\$	5.00 am
12/15/2020			\$	0.70 am
12/29/2020			\$	6.00 AM
1/4/2021			\$	0.20
1/6/2021			\$	7.10
1/13/2021			\$	0.01
1/20/2021	\$	0.35		am
1/26/2021	\$	1.20		am
2/2/2021			\$	2.10 am
2/3/2021	\$	2.00		am
2/9/2021	\$	0.50		am
2/10/2021	\$	0.10		am
2/11/2021	\$	1.00		
2/16/2021			\$	0.06 am
2/17/2021	\$	0.10		am
2/23/2021			\$	0.55 am
3/3/2021			\$	0.10
3/9/2021			\$	0.30
3/11/2021	\$	0.35		
3/12/2021	\$	0.10		
3/16/2021	\$	1.00		
3/17/2021			\$	3.50
3/19/2021	\$	0.06		
3/23/2021			\$	0.01
3/24/2021			\$	0.10
4/2/2021	\$	1.00		
4/6/2021	\$	0.10		am
4/7/2021			\$	1.05
4/8/2021			\$	1.10
4/9/2021			\$	0.20
4/14/2021			\$	0.01
5/12/2021	\$	0.20		
5/14/2021	\$	1.00		am
5/18/2021	\$	2.80		am
5/21/2020	\$	0.05		
5/26/2021			\$	0.20 am
6/9/2021	\$	1.00		
6/17/2021			\$	1.05 am
6/28/2021	\$	0.10		am
6/29/2021			\$	0.10
7/1/2021	\$	0.45		
7/7/2021			\$	0.05
7/12/2021			\$	0.01
7/14/2021			\$	0.90 am
7/15/2021	\$	1.15		AM
7/16/2021	\$	0.60		

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7/20/2021		\$	1.00	AM
7/27/2021	\$	0.50		
8/4/2021	\$	1.00	\$	1.00 AM
8/5/2021	\$	0.10		AM
8/6/2021	\$	1.60		AM
8/9/2021			\$	1.90 AM
8/10/2021			\$	0.10 AM
8/11/2021	\$	0.70		
8/18/2021			\$	0.10 AM
8/23/2021			\$	0.46 AM
8/26/2021	\$	0.25		AM
8/31/2021		\$0.15		AM
9/13/2021	\$	0.20		AM
9/14/2021	\$	1.00	\$	1.00 AM
9/15/2021	\$	1.00		AM
9/21/2021			\$	0.04 AM
9/27/2021	\$	0.10		AM
10/1/2021	\$	0.05		am
10/4/2021			\$	0.05 AM
10/14/2021			\$	0.01 AM
10/22/2021	\$	8.95		AM
11/1/2021	\$	0.25		AM
11/10/2021			\$	0.05 am
11/16/2021			\$	0.20 AM
11/30/2021	\$	0.10		am
12/1/2021	\$	1.91		am
12/6/2021			\$	2.99 am
12/9/2021	\$	0.25		am
12/13/2021			\$	0.10 am
12/14/2021	\$	0.05		am
12/15/2021			\$	0.05 am
12/27/2021			\$	1.00 am
1/18/2022	\$	0.10		am
	\$	0.10		am
2/25/2022			\$	0.10 am
1/31/2022			\$	0.10 am
2/8/2022	\$	3.40		am
2/14/2022	\$	0.10		am
2/14/2022			\$	0.10 PM
2/15/2022			\$	0.10 am
2/19/2022	\$	0.10		am
2/21/2022			\$	0.10 am
2/22/2022	\$	0.10		am
3/1/2022	\$	0.09		am
3/9/2022			\$	0.90 am
3/11/2022			\$	1.00
3/24/2022	\$	0.25		am

3/26/2022	\$	0.20		am
3/28/2022	\$	0.05		am
3/29/2022			\$ 0.05	am
3/31/2022			\$ 0.05	am
4/1/2022	\$	-	\$ -	am
4/6/2022			\$ 2.95	am
4/7/2022	\$	3.00		am
4/12/2022	\$	1.00		am
4/20/2022	\$	0.99		am
4/25/2022			\$ 0.05	am
4/26/2022	\$	0.99		am
5/10/2022	\$	0.80		am
5/13/2022	\$	0.60		am
5/18/2022	\$	0.25		am
5/19/2022			\$ 0.25	am
5/24/2022	\$	1.70		am
5/25/2022			\$ 0.10	am
5/27/2022	\$	9.60		am
5/31/2022			\$ 10.20	am
6/1/2022	\$	1.60		am
6/15/2022	\$	1.00		am
6/16/2022			\$ 0.25	am
6/25/2022			\$ 0.20	am
6/29/2022	\$	0.20		am
7/13/2022			\$0.05	AM
7/14/2022	\$	10.00		AM
7/19/2022	\$	1.00		AM
7/20/2022			\$ 0.05	AM
7/23/2022			\$ 0.05	am
9/1/2022	\$	0.10		am
9/15/2022	\$	0.15		Am
9/17/2022	\$	0.20		Am
9/22/2022			\$ 0.60	AM
9/27/2022	\$	2.20		AM
10/6/2022	\$	12.05		AM
10/18/2022	\$	0.05		AM
10/25/2022			\$ 0.10	AM
11/7/2022			\$ 0.25	AM
11/29/2022	\$	2.40		AM
12/17/2022	\$	1.50		AM
1/4/2023	\$	0.95		AM
1/11/2023			\$0.20	AM
1/12/2023	\$	0.45		AM
1/29/2023	\$	2.90		AM
2/1/2023			\$ 0.11	AM
			\$ 0.50	AM
2/6/2023	\$	0.34		AM

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2/6/2023		\$	0.25	AM
2/8/2023		\$	0.20	AM
	\$	1.00		AM
		\$	1.20	AM
	\$	0.20		AM
3/20/2023	\$	0.10		AM
3/22/2023		\$	0.50	AM
3/24/2023	\$	1.40		AM
3/27/2023		\$	3.35	AM
3/28/2023	\$	1.00		AM
3/30/2023		\$	0.10	AM
		\$	0.50	AM
	\$	0.75		AM
		\$	1.00	AM
	\$	9.00		Am
		\$	0.05	AM
		\$	0.35	AM
		\$	9.31	AM
4/28/2023		\$	0.01	AM
5/3/2023		\$	0.05	AM
5/5/2023	\$	0.75		AM
5/6/2023	\$	0.20		AM
5/17/2023		\$	0.10	AM
		\$	0.35	AM
	\$	2.00		AM
5/25/2023		\$	1.00	AM
		\$	0.25	AM
	\$	0.25		AM
6/7/2023	\$	0.01		AM
6/21/2023		\$	0.50	AM
	\$	0.40		AM
7/7/2023		\$	0.10	AM
		\$	0.10	AM
	\$	1.00		AM
7/21/2023		\$	1.00	AM
7/22/2023		\$	1.00	AM
	\$	0.98		AM
	\$	0.50		AM
8/1/2023	\$	0.35		AM
8/2/2023	\$	0.05		AM
8/8/2023		\$	0.05	AM
8/11/2023		\$	0.25	
	\$	0.10		AM
8/15/2023		\$	50.00	AM
8/22/2023		\$	0.15	AM
8/31/2023		\$	10.00	AM
9/5/2023	\$	0.10		AM

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9/6/2023		\$	0.60	AM
9/8/2023		\$	3.10	AM
9/9/2023		\$	0.10	AM
09.19.23		\$0.95		AM
09.21.23	\$	0.03		AM
9/22/2023		\$	0.25	AM
09.26.23			\$1.39	AM
9/27/2023		\$	0.10	AM
09.28.2023		\$0.40		AM
10.03.23		\$0.10		AM
10/4/2023		\$	1.00	AM
10.05.23	\$	0.78		AM
10/6/2023		\$	0.75	AM
10.13.23		\$	0.20	AM
10.19.23	\$	0.10		AM
10.25.23		\$	1.00	AM
10/25/2023		\$	0.10	am
11/4/2023	\$	0.75		AM
11/6/2023		\$	0.20	AM
11.07.23		\$	3.00	AM
11.09.23	\$	0.25		AM
11/10/2023		\$	0.25	AM
11.14.23		\$	0.10	AM
11/16/2023		\$	5.70	AM
11.21.23	\$	0.12		AM
11.22.23		\$	0.05	am
11.29.23	\$	0.90		AM
12.07.23		\$	0.25	AM
12.09.23	\$	0.10		AM
12.11.23	\$	0.14		AM
12/14/2023		\$	0.05	AM
12.19.23	\$	0.05		AM
12.20.23		\$	0.05	AM
12/29/2023	\$	0.05		AM
1/2/2024	\$	1.05		AM
1/3/2024		\$	1.05	AM
01.04.24	\$	0.25		AM
1/19/2024		\$	0.20	AM
1/29/2024	\$	1.00		AM
1/30/2024		\$	1.00	AM
01.31.24	\$	0.10		AM
02.06.24	\$	0.10		AM
02.07.24	\$	0.05		AM
02.08.24		\$	0.75	AM
2/9/2024	\$	1.25		AM
2/10/2024		\$	0.10	AM
02.14.24	\$	0.05		AM

02.17.24		\$	0.20	AM
2/19/2024	\$	0.80		AM
2/23/2024		\$	0.75	AM
02.27.24		\$	0.55	AM
02.28.24		\$	0.45	AM
3/1/2024		\$	0.10	AM
3/4/2024		\$	0.05	AM
03.05.24	\$	0.05		AM
03.06.24	\$	0.30		AM
3/8/2024	\$	0.45		AM
3/9/2024		\$	0.10	AM
3/11/2024		\$	0.05	AM
03.14.24		\$	9.75	AM
3/16/2024		\$	1.00	AM
03.19.24		\$	0.05	AM
03.26.24	\$	0.30		AM
04.09.24	\$	0.03		AM
04.11.24	\$	0.05		AM
4/13/2024	\$	0.05		AM
04.23.24	\$	1.00		AM
04.24.24	\$	1.05		AM
4/25/2024		\$	3.15	AM
4/27/2024		\$	2.60	AM
04.30.24	\$	0.99		AM
05.01.24		\$	0.25	AM
05.02.24		\$	0.99	AM
05.09.24		\$	0.10	AM
5/10/2024		\$	0.20	AM
5/13/2024		\$	1.10	AM
05.14.24		\$	0.15	AM
05.15.24	\$	0.05		AM
5/18/2024	\$	0.50		AM
05.28.24		\$	0.05	AM
05.29.24	\$	0.30		AM
05.30.24		\$	0.01	AM
06.02.24	\$	0.30		AM
06.11.24		\$	0.10	AM
06.17.24	\$	0.30		AM
06.18.24		\$	0.31	AM
06.20.24		\$	1.00	AM
6/21/2024		\$	0.20	AM
6/24/2024		\$	0.05	AM
07.02.24	\$	0.05		AM
7/5/2024		\$	5.00	AM
07.11.24	\$	1.00		AM
07.17.24		\$	0.15	AM
07.18.24		\$	0.05	AM

07.20.24		\$	0.13	AM
7/22/2024	\$	0.10		AM
07.23.24		\$	10.00	AM
07.26.24	\$	2.66		AM
07.29.24	\$	0.10		AM
7.30.24	\$	0.05		AM
7/31/2024		\$	1.04	AM
8/2/2024	\$	0.05		AM
08.06.24		\$	0.25	AM
08.07.24		\$	0.18	AM
8/8/2024	\$	0.25		AM
8/9/2024	\$	5.30		AM
8/15/2024	\$	0.10		AM
8/16/2024	\$	0.10		AM
8/19/2024	\$	0.80		AM
8/20/2024	\$	10.15		AM
8/21/2024	\$	0.20		AM
8/21/2024	\$	0.20		PM
8/22/2024	\$	1.80		pm
8/23/2024				
8/23/2024	\$	13.80		pm

22
02

File 1 Donations

02.26.23	\$	2.40	
	\$	0.05	
02.27.24	\$	0.55	
	\$	0.60	
	\$	0.20	
02.28.24	\$	0.45	
02.28.24	\$	3.00	
03.02.24	\$	4.60	
3/4/2024	\$	0.05	Over from Cash Register
3/4/2024	\$	1.00	Donation
	\$	0.30	Donation
03.05.24	\$	1.80	Donation
03.05.24	\$	1.40	Donation
03.06.24	\$	0.60	Donation
03.06.24	\$	20.00	Donation
	\$	0.80	Donation
03.06.24	\$	0.20	Donation
03.07.24	\$	0.60	Donation
03.08.24	\$	0.05	Donation
	\$	0.40	Donation
	\$	0.05	Donation
	\$	0.10	Donation
03.09.24	\$	0.10	Donation
03.11.24	\$	0.60	Donation
03.12.24	\$	0.20	Donation
03.13.24	\$	1.20	Donation
03.13.24	\$	0.10	Donation
	\$	4.00	Donation
	\$	0.10	Donation
	\$	0.20	Donation
03.14.24	\$	0.10	Donation
	\$	0.25	Donation
03.15.24	\$	0.05	Donation
	\$	0.05	Donation
	\$	1.00	Donation
03.16.24	\$	0.20	Donation
03.18.24	\$	8.00	Donation
03.19.24	\$	0.40	Donation
03.19.24	\$	0.60	Donation
03.19.24	\$	0.95	Donation
3/20/2024	\$	0.75	Donation
	\$	0.15	Donation
	\$	0.60	Donation
3/23/2024	\$	0.35	Donation

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3/25/2024	\$	0.20	Donation
	\$	0.50	Donation
03.26.24	\$	6.60	Donation
	\$	0.95	donation
03.27.24	\$	0.04	Donation
03.28.24	\$	5.20	Donation
03.29.24	\$	1.00	Donation
03.29.24	\$	0.80	Donation
3/29/2024	\$	1.00	Donation
3/29/2024	\$	0.10	Donation
4/1/2024	\$	1.00	Donation
	\$	0.05	Donation
04.02.24	\$	0.05	Donation
	\$	0.05	Donation
04.04.24	\$	1.00	Donation
	\$	0.05	Donation
04.05.24	\$	0.05	Donation
	\$	0.05	Donation
04.06.24	\$	0.20	Donation
04.08.24	\$	0.40	Donation
04.09.24	\$	0.60	Donation
04.11.24	\$	5.00	Donation
04.11.24	\$	0.80	Donation
	\$	0.80	Donation
4/15/2024	\$	0.25	Donation
4/15/2024	\$	0.55	donation
	\$	0.80	Donation
	\$	0.05	Donation
04.16.24	\$	0.80	Donation
04.18.24	\$	0.50	Donation
04.19.24	\$	1.80	Donations
	\$	0.90	Donation
04.24.24	\$	0.10	Donation
4/25/2024	\$	0.15	donation
04.25.25	\$	0.20	Donation
	\$	0.40	Donation
04.27.24	\$	1.00	Donation
	\$	0.10	donation
04.29.24	\$	0.60	Donation
05.01.24	\$	3.50	DONATIONS
05.02.24	\$	0.10	Donations
	\$	0.20	Donations
05.04.24	\$	0.10	Donations
05.06.24	\$	0.50	Donations

	\$	0.20	Doations
	\$	0.10	Donations
	\$	0.05	Donations
05.07.24	\$	0.40	Donations
05.07.24	\$	0.20	Donations
05.08.24	\$	0.80	Donations
	\$	0.02	Donations
	\$	0.05	Donations
05.09.24	\$	2.00	Donation
	\$	0.05	Donations
5/10/2024	\$	0.15	Donations
5/11/2024	\$	8.00	Donation
5/11/2024	\$	0.60	Donation
	\$	0.10	Donation
	\$	40.00	donation
05.13.24	\$	8.40	Donation
	\$	0.40	donation
	\$	0.20	Donation
	\$	0.05	Donation
	\$	0.25	Donation
	\$	0.40	Donation
05.14.24	\$	0.50	Donation
	\$	1.00	Donation
	\$	0.90	Donation
	\$	0.60	Donation
05.17.24	\$	10.00	Donation
05.21.24	\$	0.20	Donation
05.22.24	\$	0.10	Donation
	\$	0.80	Donation
05.23.24	\$	0.50	Donation
05.24.24	\$	0.30	Donation
05.28.24	\$	2.00	Donation
	\$	0.20	Donation
	\$	0.05	Donation
5/30/2024	\$	0.10	Donation
	\$	4.00	Donation
06.01.24	\$	0.05	Donation
	\$	0.03	Donation
6/3/2024	\$	0.10	Donation
	\$	1.20	Donation
	\$	0.20	Doations
	\$	0.50	Donations
6/4/2024	\$	0.50	Donations
06.05.24	\$	0.05	Donations

06.06.24	\$ 0.10	Donations
06.07.24	\$ 0.40	Donations
	\$ 0.10	Donations
6/10/2024	\$10.00	Donationss
	\$ 0.60	donations
	\$ 0.20	Donations
	\$ 0.05	Donations
6/12/2024	\$ 0.05	donations
6/13/2024	\$ 0.05	Donations
	\$ 0.20	Donations
	\$ 9.80	Donation
	\$ 1.40	Donations
06.14.24	\$ 0.05	Donations
6/15/2024	\$ 0.20	Donations
6/17/2024	\$ 0.21	Donations
	\$ 0.50	Donations
	\$ 0.05	Donations
6/21/2024	\$ 0.10	Donations
6/22/2024	\$ 0.35	Donations
	\$ 0.05	Donations
6/24/2024	\$ 0.20	Donations
	\$ 0.80	Donations
	\$ 10.00	Donations
6/25/2024	\$ 0.10	Donations
	\$ 1.00	Donations
6/26/2024	\$ 0.05	Donations
	\$ 0.40	Donations
	\$ 0.05	Donations
6/27/2024	\$ 0.20	Donations
	\$ 0.80	Donations
7/1/2024	\$ 0.80	Donations
7/2/2024	\$ 0.20	Donations
7/8/2024	\$ 0.20	Donations
	\$ 0.05	Donations
7/9/2024	\$ 19.80	Donations
7/10/2024	\$ 1.00	Donations
	\$ 0.25	Donations
7/11/2024	\$ 2.40	Donations
7/13/2024	\$ 1.05	Donations
7/17/2024	\$ 1.00	Donations
	\$ 0.20	Donations
07.18.24	\$ 18.00	Donations
07.19.24	\$ 0.05	Donations
07.24.24	\$ 0.50	Doations

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	\$	0.40	Donations
07.25.24	\$	1.00	Donations
07.31.24	\$	0.20	Donations
	\$	0.60	Doations
	\$	0.60	Donations
08.3.24	\$	0.20	Donations
08.05.24	\$	0.80	Donations
	\$	1.80	Donations
08.09.24	\$	0.05	Donations
	\$	0.40	Donations
08.10.24	\$	1.00	Donations
08.13.24	\$	0.10	Donations
08.14.24	\$	0.06	Donations
08.21.24	\$	0.05	Donations
	\$	0.80	Donations
08.26.24	\$	0.10	Donations



Finances + Budget – See Attached. The Draft budget is still a draft. I spoke with Kaye, who provided information on 2025 health insurance increases, and other items to address within the budget. I also spoke with Marla from WVLS about the cross-county agreements and with Supervisor Pierce and have made changes to the 2025 Draft to accommodate those changes. The next step for the 2025 Budget will be to balance and amend the 2024 Budget to know what is needed to balance the 2025 Budget and make needed adjustments accordingly.

Finances

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Budget

August Invoices to Pay

FUND 285

Wisconsin Public Services	8/7/2024	\$130.46
City Gas	8/1/2024	\$15.50
City of Antigo - Water	07/31/24	\$240.88
Charter - Spectrum (phone/internet)	08/07/24	\$149.97
Domain Networks (APL Website Domain Annual Renewal)	07/29/24	\$289.00
Victory Janitorial	08/08/24	\$171.04
Wisconsin Valley Library Services (New Computers)	07/24/24	\$8,793.55
Cengage Learning (Western Books)	7/24/2024	\$49.48
Baker & Taylor (Books)	7/16/2024	\$912.12
Baker & Taylor (Books)	8/6/2024	\$217.74
Baker & Taylor (Books)	08/12/24	\$69.11
Playaway (Wonderbooks)	08/02/24	\$787.87
Demco (Rolling Book Cart 2x small, 1x large)	8/8/2024	\$1,615.38
Clermont Printing (office supplies)	08/08/24	\$9.79
Amazon (DVDS)	08/05/24	\$221.28
Amazon (Juvenile + Teen books for 100 books before HS)	07/27/24	\$401.50
Amazon (Patron Requested Book)	07/16/24	\$6.06
Credit Card Charge (Periodical Subscription)	08/05/24	\$92.00
Credit Card Charge (Periodical Subscription)	08/05/24	\$31.65
Credit Card Charge (Newspaper Subscription \$20 every 4 weeks)	08/05/24	\$20.00
Credit Card Charge (Newspaper Subscription)	08/05/24	\$69.00
		<u>\$14,293.38</u>

AMAZON INVOICES PLACED PRIOR (SR Purchases)

	05/02/24	53.91
	05/21/24	34.18
	05/28/24	221.17
	05/15/24	26.95
	05/02/24	57.91
		<u>394.12</u>

FUND 610

Kl.Com (Bariatric Chair x2)	06/25/24	<u>3,264.56</u>
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	14,293.38
	394.12
	<u>3,264.56</u>
Total Invoices for August 2024:	<u>17,952.06</u>

General Ledger
Expenditure Guideline

User: kmatucheski
Printed: 8/26/2024 10:01:06 AM
07/01/2024-07/31/2024



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	264,928.06				
285-620-62001-51120	Salaries P.T. and Seasonal	137,629.93	17,625.67	128,837.04	136,091.02	48.63
285-620-62001-51160	Salaries Overtime	0.00	7,908.77	66,106.28	71,523.65	48.03
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	376.23	-376.23	0.00
285-620-62001-51200	Salaries Holiday	0.00	0.00	15,216.10	-15,216.10	0.00
285-620-62001-51230	Salaries Vacation	0.00	734.40	6,373.20	-6,373.20	0.00
285-620-62001-51240	Salaries Sick Leave	0.00	432.23	7,335.55	-7,335.55	0.00
285-620-62001-51440	Employer Cont For Retirement	21,983.56	479.52	3,055.29	-3,055.29	0.00
285-620-62001-51480	Employr Cont Social Security	30,869.63	1,309.82	12,098.13	9,885.43	55.03
285-620-62001-51500	Employer Cont Health Ins		2,002.84	16,169.54	14,700.09	52.38
285-620-62001-51520	Employer Cont Life Ins	118,788.54	7,757.12	60,456.02	58,332.52	50.89
285-620-62001-51530	Employer Cont Dental Ins	129.36	9.36	65.05	64.31	50.29
285-620-62001-51540	Employer Cont 125 Plan	4,656.00	341.00	2,615.36	2,040.64	56.17
285-620-62001-51550	Health Ins-Retiree Buyout	55.80	4.65	55.46	0.34	99.39
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	350.00	0.00	0.00	0.00	0.00
285-620-62001-51660	Emplye Reimbursable Expenses	0.00	0.00	321.00	29.00	91.71
285-620-62001-52110	Outside Legal Services	0.00	0.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	2,000.00	149.97	7,469.00	-7,469.00	0.00
285-620-62001-52150	Electricity	15,000.00	0.00	1,049.79	950.21	52.49
285-620-62001-52170	Heating	8,500.00	0.00	2,736.82	12,263.18	18.25
285-620-62001-52190	Water & Sewer	4,000.00	17.85	3,252.85	5,247.15	38.27
285-620-62001-52200	Work Permits	0.00	240.88	1,365.16	2,634.84	34.13
285-620-62001-52210	Accounting & Auditing	1,200.00	0.00	0.00	0.00	0.00
285-620-62001-52220	Stop Loss & Admin Charges	0.00	0.00	1,200.00	0.00	100.00
285-620-62001-52270	Computer Contract	0.00	0.00	0.00	0.00	0.00
285-620-62001-52280	Contractual Services	34,000.00	8,545.30	29,136.51	4,863.49	85.70
285-620-62001-52290	EngineeringArchitect Fees	0.00	0.00	0.00	0.00	0.00
285-620-62001-52450	Computer Software	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285-620-62001-52480	Databases	0.00	0.00	0.00	0.00	0.00
285-620-62001-53040	Equipment Lease Purchase	0.00	0.00	0.00	0.00	0.00
285-620-62001-53100	Office Supplies	7,500.00	201.97	3,993.39	3,506.61	53.25
285-620-62001-53120	Subscriptions & Dues	0.00	0.00	0.00	0.00	0.00
285-620-62001-53140	Advertising	400.00	230.00	604.45	-204.45	151.11
285-620-62001-53160	Travel & Training	0.00	0.00	0.00	0.00	0.00
285-620-62001-53180	Postage	400.00	0.00	66.19	333.81	16.55
285-620-62001-53220	Computer Supplies & Repair	0.00	0.00	29.97	-29.97	0.00
285-620-62001-53260	Other Operating Supplies	0.00	0.00	89.96	-89.96	0.00
285-620-62001-53280	Fuel	750.00	13.61	166.23	583.77	22.16
285-620-62001-53300	Equipment Repair & Maint	5,000.00	0.00	2,079.40	2,920.60	41.59
285-620-62001-53340	Building Repairs & Maint	5,000.00	414.39	2,199.32	2,800.68	43.99
285-620-62001-53630	Library Books - Outreach	0.00	0.00	0.00	0.00	0.00
285-620-62001-53640	Library Books-Adult	40,000.00	4,379.61	25,394.98	14,605.02	63.49
285-620-62001-53650	Library Books-Children's	0.00	0.00	0.00	0.00	0.00
285-620-62001-53660	Library Periodicals	0.00	0.00	0.00	0.00	0.00
285-620-62001-53670	Library Books-Reference	0.00	0.00	0.00	0.00	0.00
285-620-62001-53680	Library Newspapers	0.00	0.00	0.00	0.00	0.00
285-620-62001-53690	Library Books-Young Adult	0.00	0.00	0.00	0.00	0.00
285-620-62001-53700	Library Binding & Microfilm	0.00	0.00	119.98	-119.98	0.00
285-620-62001-53710	Library Programming	0.00	0.00	0.00	0.00	0.00
285-620-62001-53720	Library Audio Books	0.00	0.00	71.97	-71.97	0.00
285-620-62001-53730	Library- S. 43.17	0.00	0.00	0.00	0.00	0.00
285-620-62001-53740	Library AVElectronic	0.00	0.00	0.00	0.00	0.00
285-620-62001-53750	Children's Programming	0.00	0.00	367.89	-367.89	0.00
285-620-62001-53900	Branch Libraries	0.00	895.00	895.00	-895.00	0.00
285-620-62001-53920	Lost Book Fee to Other Library	300.00	0.00	60.84	239.16	20.28
285-620-62001-54110	Liability Insurance Premiums	815.00	0.00	742.50	72.50	91.10
285-620-62001-54130	Workers Comp Insurance Prem	1,600.00	359.66	1,078.98	521.02	67.44
285-620-62001-54150	Property Insurance Premiums	7,300.00	0.00	7,488.29	-188.29	102.58
285-620-62001-54190	Unemployment Benefits	0.00	0.00	0.00	0.00	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	1,027.62	1,027.62	-1,027.62	0.00
285-620-62001-57120	Capt Equip-Replacement Reserve	0.00	0.00	69,852.92	-69,852.92	0.00
285-620-62001-59010	Transfer to General Fund	5,000.00	0.00	0.00	5,000.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	718,155.88	55,081.24	481,620.26	236,535.62	67.06
620	Special Revenue	718,155.88	55,081.24	481,620.26	236,535.62	67.06

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>AvailUncollect</u>	<u>% ExpendCollect</u>
285	Library	718,155.88	55,081.24	481,620.26	236,535.62	67.06

		2022 Passed (personnel amended 11/30)		2023 Budget Passed on 11/15/22		2024 Budget Passed on 11/28/23		
550 - LIBRARY AND LIBRARY OUTREACH		2022	2022 ACTUAL	2023	2023 ACTUAL	2024	2024 ACTUAL YTD 08/2024	2025
55110	GENERAL BUDGET	BUDGET		BUDGET		BUDGET		BUDGET
51100	SALARIES AND/OR WAGES FT	\$ 261,724.12	\$211,829.23	\$ 262,818.90	\$225,028.41	\$ 264,928.06	\$ 128,837.04	\$ 273,936.00
51120	SALARIES PT AND SEASONAL	\$ 128,749.45	\$112,668.55	\$ 129,621.66	\$113,976.77	\$ 137,629.93	\$ 66,106.28	\$ 81,956.10
51160	SALARIES OVERTIME		\$34.10		\$1,021.73		\$376.23	
51190	SALARIES SEVERANCE PAY		\$13,099.34		\$5,259.61		\$15,216.10	
51200	SALARIES HOLIDAY #5110		\$11,684.70		\$12,291.69		\$6,373.20	
51230	SALARIES VACATION #5110		\$10,899.82		\$10,098.75		\$7,335.55	
51240	SALARIES SICK LEAVE #5110		\$6,694.56		\$4,825.70		\$3,055.29	
51460	EMPLOYER CONT-RET PD BY EMPLY (51440)	\$ 22,227.44	\$20,546.60	\$ 23,495.56	\$21,798.80	\$ 21,983.56	\$ 12,098.13	\$ 21,202.25
51480	EMPLOYER CONT.SOCIAL SECURITY	\$ 29,871.23	\$27,416.80	\$ 30,021.72	\$27,391.87	\$ 30,869.63	\$ 16,169.54	\$ 23,459.42
51500	EMPLOYER CONT.HEALTH INS.	\$ 81,921.00	\$76,743.79	\$ 98,692.43	\$108,742.62	\$ 118,788.54	\$ 60,456.02	\$ 113,714.70
51520	EMPLOYER CONT.LIFE INS.	\$ 63.68	\$82.91	\$ 63.68	\$129.82	\$ 129.36	\$ 65.05	\$ 45.84
51530	DENTAL INSURANCE	\$ 4,164.00	\$4,309.00	\$ 4,164.00	\$4,868.81	\$ 4,656.00	\$ 2,615.36	\$ 7,493.40
51540	EMPLOYER CONT 125 PLAN	\$ 53.40	\$55.80	\$ 53.40	\$125.00	\$ 55.80	\$ 55.46	\$ 53.40
51550	HEALTH INSURANCE-RETIREE BUYOUT							\$ -
51560	ADMINISTRATIVE COSTS/ #59010	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
51590	PHYSICAL EXAMINATIONS	\$ 160.00	\$299.00	\$ 160.00	\$642.00	\$ 350.00	\$ 321.00	\$ 642.00
52110	OUTSIDE LEGAL SERVICES			\$ -	\$2,600.00		\$ 7,469.00	\$ -
52130	TELEPHONE	\$ 2,000.00	\$1,799.64	\$ 2,000.00	\$2,009.64	\$ 2,000.00	\$ 1,049.79	\$ 1,800.00
52150	ELECTRICITY	\$ 15,000.00	\$9,802.23	\$ 15,000.00	\$13,959.03	\$ 15,000.00	\$ 2,736.82	\$ 10,000.00
52170	HEATING	\$ 8,500.00	\$8,396.94	\$ 8,500.00	\$6,596.79	\$ 8,500.00	\$ 3,252.85	\$ 7,500.00
52190	WATER AND SEWER	\$ 3,000.00	\$3,231.62	\$ 4,000.00	\$2,637.64	\$ 4,000.00	\$ 1,365.16	\$ 2,500.00
52210	ACCOUNTING & AUDITING	\$ 1,074.00	\$700.00	\$ 1,200.00	\$0.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
52220	STOP LOSS & ADMIN CHARGES	\$ -						\$ -
52270.00	COMPUTER CONTRACT						\$289	\$289
52280	CONTRACTUAL SERVICE	\$ 31,000.00	\$32,004.04	\$ 31,000.00	\$27,148.06	\$ 34,000.00	\$ 29,136.51	\$ 37,400.00
52290	ENGINEERING/ ARCHTECT FEES	\$ -						\$ -
53040	EQUIPMENT LEASE PURCHASE	\$ -						\$ -
53100	OFFICE SUPPLIES	\$ 9,000.00	\$10,855.06	\$ 7,500.00	\$10,555.73	\$ 7,500.00	\$ 3,993.39	\$ 4,000.00
53120	SUBSCRIPTIONS & DUES	\$ 500.00	\$567.34	\$ -				\$ -
53140	ADVERTISING	\$ 400.00	\$666.09	\$ 400.00	\$605.96	\$ 400.00	\$ 604.45	\$ 1,600.00
53160	TRAVEL & TRAINING	\$ 1,500.00	\$60.88	\$ -				\$ 1,600.00
53180	POSTAGE	\$ 600.00	\$620.72	\$ 800.00	\$119.83	\$ 400.00	\$ 66.19	\$ 50.00
53220	COMPUTER SUPPLIES & REPAIR	\$ 3,000.00	\$10,175.55	\$ -			\$ 29.97	\$ 100.00
53260	OTHER OPERATING SUPPLIES	\$ -					\$ 89.96	\$ -
53280	FUEL	\$ 400.00	\$341.64	\$ 750.00	\$437.66	\$ 750.00	\$ 166.23	\$ 500.00
53300	EQUIPMENT REPAIR & MAINT	\$ 5,000.00	\$8,443.70	\$ 5,000.00	\$6,714.18	\$ 5,000.00	\$ 2,079.40	\$ 2,500.00
53540	BUILDING REPAIR & MAINT	\$ 5,000.00	\$2,898.11	\$ 5,000.00	\$39,866.96	\$ 5,000.00	\$ 2,199.32	\$ 2,500.00
	LIBRARY BOOKS AND MATERIALS	\$ 23,000.00		\$ 46,975.00		\$ 42,000.00	\$ 25,394.98	\$ -
53630	LIBRARY BOOKS - OUTREACH		\$ 3,205.23		\$3,945.15			\$ 1,000.00
53640	LIBRARY BOOKS - ADULT		\$ 23,178.45		\$21,660.09			\$ 12,600.00
53650	LIBRARY BOOKS - CHILDREN'S		\$ 13,110.01		\$7,821.42			\$ 19,700.00

53660	LIBRARY BOOKS - PERIODICALS		\$ 390.00		\$2,533.64			\$ 500.00
53670	LIBRARY BOOKS - REFERENCE							\$ 1,200.00
53680	LIBRARY NEWSPAPERS		\$ 244.34		\$488.68			\$ 1,200.00
53690	LIBRARY BOOKS - YOUNG ADULT		\$ 2,284.08		\$2,115.69		\$ 119.98	\$ 2,800.00
53700	LIBRARY BINDING & MICROFILM		\$ 2,050.00					\$ -
53710	LIBRARY PROGRAMMING		\$ 1,301.71		\$728.77		\$ 71.97	\$ -
53720	LIBRARY AUDIO BOOKS		\$ 5,779.09		\$951.28			\$ 6,000.00
53740	LIBRARY AV/ELECTRONIC		\$ 6,566.71		\$4,194.15		\$ 367.89	\$ 6,240.00
53750	CHILDREN'S PROGRAMMING	\$ 2,500.00	\$ 6,348.24	\$ 2,000.00	\$1,752.96	\$ -	\$ 895.00	\$ 3,500.00
53900	BRANCH LIBRARIES			\$ -				
53920	LOST BOOK FEE TO OTHER LIBRARY	\$ 300.00	\$ 297.54	\$ 300.00	\$183.33	\$ 300.00	\$ 60.84	\$ 200.00
54110	LIABILITY-INSURANCE PREMIUMS	\$ 801.00	\$ 784.80	\$ 815.00	\$742.50	\$ 815.00	\$ 742.50	\$ 742.50
54130	WORKERS COMP INSURANCE PREM.	\$ 1,596.00	\$ 1,687.47	\$ 1,600.00	\$1,851.20	\$ 1,600.00	\$ 1,078.98	\$ 1,600.00
54150	PROPERTY INSURANCE PREMIUMS	\$ 6,845.00	\$ 6,565.48	\$ 7,188.00	\$7,040.18	\$ 7,300.00	\$ 7,488.29	\$ 7,500.00
54190	UNEMPLOYMENT BENEFITS							
55000	CASH SHORT/ OVER							
57050	CAPITAL EQUIPMENT						\$ 1,027.62	
57070	CAPITAL IMPROVEMENTS						\$ 69,852.92	
57120	CAPITAL EQUIPMENT REPLAC RESERVE							
	CROSS COUNTY PAYMENTS TO LANGLADE COUNTY							\$ 15,373.48
	TOTAL EXPENDITURES	\$ 654,950.32	\$660,720.91	\$ 694,119.35	\$705,462.10	\$ 720,155.88	\$ 481,909.26	\$ 681,198.09
	REVENUE							
	Taxes							
41110	CITY INCOME	\$ 306,690.00		\$ 306,690.00		\$ 306,690.00		\$ 306,690.00
	Intergovernmental							
43720	COUNTY INCOME	\$ 306,690.00		\$ 306,690.00		\$ 306,690.00		\$ 306,690.00
	Public Charges for Services							
46710	LIBRARY FEES & FINES	\$ 5,000.00		\$ 6,000.00		\$ 8,000.00		
46715	LIBRARY DONATIONS/ CONTRIBUTIONS	\$ -						
		\$ -						
46716	ONEIDA COUNTY	\$ 2,165.97		\$ 1,915.14		\$ 2,433.05		\$ 4,429.66
46716	FOREST COUNTY	\$ 6,041.22		\$ 10,109.38		\$ 8,584.41		\$ 7,562.39
46716	LINCOLN COUNTY	\$ 1,546.19		\$ 3,716.41		\$ 2,971.07		\$ 3,381.46
46716	SHAWANO COUNTY					\$ -		\$ -
46716	OCONTO COUNTY	\$ 1,820.20		\$ -		\$ -		\$ -
46716	TOTAL S.43.17 PAYMENTS (cross county)	\$ 11,573.58		\$ 15,740.93		\$ 13,988.53		\$ 15,373.48
	Miscellaneous Revenue							
48100	INTEREST INCOME	\$ 800.00		\$ 500.00		\$ 500.00		
48130	REIMB PRIOR YEAR EXPENSES							
48220	LOST BOOK PAYMENTS							
48300	PROPERTY SALES							
48410	INSURANCE DIVIDENDS							
48515	Misc Reim Revenue - White Lake Branch Manager	\$ 3,566.00		\$ 7,000.00		\$ 8,000.00		\$ 8,000.00
48516	WVLS Partnership	\$ 5,200.00		\$ 2,000.00		\$ -		
	White Lake School Partnership					\$ 6,000.00		

	ALA- TLC grant					
	focus on energy- grant hvac					
	Other Financing Sources					
	Building reconstruction					
	TOTAL REVENUE	\$ 639,519.58		\$ 644,620.93	\$ 649,868.53	\$ 652,126.99
49225	LIBRARY FUND BALANCE APPLIED (carryforward from prior year)			49,498.42		
49300	TRANSFER FROM GENERAL FUND				\$ 41,573.00	
49446	TRANS FROM LIBRARY EXP. TRUST				\$ -	
49472	TRANS FROM CAP IMP/EQUIP FUND				\$ -	
	TOTAL REVENUES AND APPLIED FUNDS	\$ (15,430.74)			\$ 28,714.35	
	DIFFERENCE IN REVENUES AND EXPENSES			0.00	\$ 720,155.88	
49225	Audited LIBRARY FUND BALANCE REMAINING	\$ (15,430.74)		\$ 120,257.00	TBD	

2019-2023 Act 420 Payments

County & Library	2019		2020		2021		2022		2023	
	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices
CLARK		\$51,419		\$73,535		\$80,985		\$68,956		\$68,272
Abbotsford	\$2,059		\$1,690		\$1,583		\$4,743		\$5,736	
Colby	\$3,372		\$5,754		\$4,382		\$3,939		\$3,418	
Dorchester	\$2,640		\$2,905		\$2,596		\$3,063		\$3,361	
Granton	\$398		\$533		\$824		\$416		\$163	
Greenwood	\$0		\$0		\$0		\$0		\$0	
Loyal	\$0		\$0		\$0		\$0		\$0	
Neillsville	\$0		\$0		\$0		\$0		\$0	
Owen	\$5,273		\$5,481		\$3,512		\$3,128		\$4,381	
Thorp	\$6,088		\$12,001		\$9,161		\$7,328		\$10,016	
Withee	\$2,212		\$3,160		\$2,155		\$1,056		\$798	
Total	\$22,042	\$51,419	\$31,524	\$73,535	\$24,213	\$80,985	\$23,673	\$68,956	\$27,873	\$68,272
FOREST		\$12,120		\$14,352		\$13,810		\$11,266		\$17,697
Crandon	\$0		\$2,656		\$3,820		\$6,755		\$3,092	
Laona	\$0		\$0		\$0		\$0		\$0	
Wabeno	\$0		\$0		\$0		\$0		\$0	
Total	\$0	\$12,120	\$2,656	\$14,352	\$3,820	\$13,810	\$6,755	\$11,266	\$3,092	\$17,697
LANGLADE		\$14,329		\$7,380		\$6,653		\$8,628		\$15,983
Antigo	\$10,787		\$29,402		\$11,388		\$11,572		\$15,640	
Total	\$10,787	\$14,329	\$29,402	\$7,380	\$11,388	\$6,653	\$11,572	\$8,628	\$15,640	\$15,983
LINCOLN		\$18,258		\$16,946		\$19,074		\$19,407		\$24,427
Merrill	\$4,254		\$3,647		\$6,800		\$6,084		\$2,971	
Tomahawk	\$44,974		\$41,949		\$38,125		\$33,210		\$34,082	
Total	\$49,228	\$18,258	\$45,596	\$16,946	\$44,925	\$19,074	\$39,294	\$19,407	\$37,053	\$24,427
MARATHON*		\$0		\$0		\$0		\$0		\$0
MCPL	\$0		\$0		\$0		\$0		\$0	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ONEIDA		\$50,856		\$49,189		\$44,378		\$36,774		\$38,407
Minocqua	\$48,245		\$57,140		\$58,544		\$58,406		\$57,661	
Rhineland	\$22,429		\$24,167		\$24,194		\$20,195		\$31,158	
Three Lakes	\$297		\$2,556		\$4,264		\$2,618		\$4,065	
Total	\$70,971	\$50,856	\$83,863	\$49,189	\$87,002	\$44,378	\$81,219	\$36,774	\$92,884	\$38,407
TAYLOR		\$33,153		\$41,139		\$35,999		\$31,365		\$37,649
Gilman	\$1,552		\$2,422		\$4,431		\$4,508		\$5,824	
Medford	\$6,839		\$5,921		\$5,949		\$5,703		\$4,942	
Rib Lake	\$10,685		\$6,867		\$9,306		\$10,050		\$6,417	
Stetsonville	\$120		\$460		\$922		\$541		\$243	
Westboro	\$250		\$334		\$464		\$524		\$0	
Total	\$19,446	\$33,153	\$16,004	\$41,139	\$21,072	\$35,999	\$21,326	\$31,365	\$17,426	\$37,649
Grand Total	\$172,474	\$180,135	\$209,045	\$202,541	\$192,420	\$200,899	\$183,839	\$176,396	\$193,968	\$202,435

*Until such time that Marathon County Public Library (a consolidated county) invoices an adjacent county for circulations to that county's nonresidents, it will not receive a reimbursement. Should MCPL invoice an adjacent county for nonresident circulations, libraries in counties adjacent to Marathon County may invoice MCPL for the same.

April 26, 2024

To: County Clerk, Oneida

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Oneida County Residents

The Antigo Public Library provides the following statement of service provided to Oneida County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 748

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Oneida County residents in 2023 was \$6328.08. Payment of at least 70 percent of that cost (4429.66) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Circ to residents w/o library	100% Reimbursement	70% Reimbursement
Oneida	748	6328.08	4429.66

If you have questions, please contact Ada Demlow at 715-623-3724

April 26, 2024

To: County Clerk, Forest County

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Forest County Residents.

The Antigo Public Library provides the following statement of service provided to Forest County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 1,277

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Forest County residents in 2023 was \$10,803.42. Payment of at least 70 percent of that cost (7562.39) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Circ to residents w/o library	100% Reimbursement	70% Reimbursement
Forest	1277	10,803.42	7562.39

If you have questions, please contact Ada Demlow at 715-623-3724

April 26, 2024

To: County Clerk, Lincoln

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Lincoln County Residents

The Antigo Public Library provides the following statement of service provided to Lincoln County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 571

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Lincoln County residents in 2023 was \$4830.66. Payment of at least 70 percent of that cost (3381.46) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Circ to residents w/o library	100% Reimbursement	70% Reimbursement
Lincoln	571	4830.66	3381.46

If you have questions, please contact Ada Demlow at 715-623-3724

Friends of the Library – The agreement has been updated to reflect the changes requested at the C.O.W. meeting on Tuesday 8/20/24. Attached is the emailed letter sent to Mary Griffith regarding the intention of the Antigo Public Library's intent to change the MOU – Memorandum of Understanding between the Friends and the Antigo Public Library. The email was sent on today, Tuesday 8/27/24 @ 9AM.

Friends

Group



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

RE: Letter of Intent to Change MOU between The Friends and the Antigo Public Library.

Hi Mary,

I am following up with you regarding the Friends of the Library. Attached you will find an update M.O.U. – Memorandum of Understanding. The current M.O.U. signed on March 23, 2024, with the Friends Group (which mirrors the template MOU published by the ALA) indicates that it cannot be modified or terminated without the mutual agreement of both parties. This provision conflicts with the statutory authority of Library Boards in Wisconsin and is unenforceable. It is the desire of the Antigo Public Library Board of Trustees and the Antigo Public Library Administration to continue to develop a working relationship with the Friends group. To do that, an explicit M.O.U. is required. While there is room for negotiation, the attached M.O.U. reflects the intentions of the Antigo Public Library Board of Trustees and Administrations views on where to begin developing that relationship. Please read it over carefully. Discuss it with the membership of your organization and respond back by Tuesday September 17, 2024 @ 6PM.

If the Antigo Public Library Board of Trustees does not receive a response from the Friends Group by Tuesday September 17, 2024 @ 6PM then the Antigo Public Library Board of Trustees will move forward and provide notice that the M.O.U. (3/23/24) is no longer in effect.

Additionally, the paperwork the Antigo Public Library has for The Friends has the Antigo Public Library as the physical address for the Friends. The Friends group must have a different physical address separated from the Antigo Public Library. As stated by you at the 8/20/24 C.O.W. meeting, that change has already been made. Please provide a copy of that paperwork, registered with the State of Wisconsin Department of Financial Institutions by Tuesday September 17, 2024 @ 6PM, if not sooner.

If representatives of the Friends wish to sit down and meet to discuss these changes. Please let me know some dates and times that would be convenient to set up an appointment.

Sincerely,

Toni Edge
Interim Director
Antigo Public Library
617 Clermont St.
Antigo, WI 54409
715-623-3724
director@antigopl.org

Serving All the People of Langlade County



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617 Clermont Street
Antigo, WI 54409

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**MEMORANDUM OF UNDERSTANDING BETWEEN THE ANTIGO PUBLIC LIBRARY BOARD OF TRUSTEES
AND THE FRIENDS OF THE ANTIGO PUBLIC LIBRARY**

This Memorandum of Understanding, by and between the Antigo Public Library Board of Trustees and the Friends of the Antigo Public Library, Inc. (hereinafter referred to as "the Friends"), and together known as the "Parties," is to define and facilitate a cooperative and productive relationship between the Parties. This Memorandum of Understanding shall replace all other Agreements, Memoranda of Understanding, or Contracts that may be in existence between the Parties.

WHEREAS, the Friends is organized for charitable purposes to promote, raise funds for, and distribute funds to the Antigo Public Library for the benefit and support of the Antigo Public Library; and

WHEREAS the Antigo Public Library Board of Trustees encourages and supports the Friends as they work to increase community awareness and use of the Antigo Public Library; as they encourage gifts, endowments and memorials for the Antigo Public Library, as they provide direct financial assistance; as they raise money and campaign for Antigo Public Library programs and services that benefit the whole community; and

WHEREAS it is in the mutual interest of the Parties to work toward supporting, improving, and promoting the Antigo Public Library.

NOW THEREFORE, in consideration of the above, the Parties agree as follows:

1. Permission to Solicit Using the Name of the Antigo Public Library: The Antigo Public Library Board of Trustees is giving the Friends written permission to use the name of the Antigo Public Library in connection with its charitable fund-raising activities. The Antigo Public Library agrees to accept such contributions raised by the Friends subject to the terms of this Memorandum of Understanding. The Antigo Public Library reserves the right to revoke this written permission at any time.
2. Resources:
 - a. The Antigo Public Library Board of Trustees has made donations to the Friends of Antigo Public Library materials that are discarded from the Antigo Public Library collection, pursuant to the Antigo Public Library Policy for the Disposition of Withdrawn Materials, Furniture, and Equipment, AND materials that are donated to the Antigo Public Library pursuant to the Antigo Public Library Policy for Donations. The Antigo Public Library Board of Trustees is ceasing in making these donations or providing resources to the Friends in accordance with the updated Antigo Public Library Policy for the Disposition of Withdrawn Materials, Furniture, and Equipment.
 - b. The Friends acknowledges that the Antigo Public Library Board of Trustees has de-selected it as the recipient of such donations and resources.



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- c. Nothing in this Memorandum of Understanding shall prohibit the Friends from receiving donations of materials or money from individuals or groups other than the Antigo Public Library Board of Trustees and the Antigo Public Library, provided that those donations are used in accordance with the following: It is understood and agreed by the Parties that money received by the Friends shall be used primarily to support the Antigo Public Library. The Antigo Public Library Board of Trustees encourages the Friends to distribute funds promptly and to make plans for future distributions.
 - d. The Friends shall make all donations through the financial division of the Antigo Public Library Administration. In the event that a donation is designated for use in connection with a specific event (e.g. a children's program), the Antigo Public Library will process the donation and coordinate directly with the relevant vendor for that program. The Friends acknowledges the importance of routing all donations and program activities through the Antigo Public Library Administration so that the Antigo Public Library can ensure compliance with City of Antigo procurement, access, and insurance requirements. All funds received from the Friends will be deposited and distributed through the 610 Donation Fund. Said funds will not be utilized for Antigo Public Library General Operating Costs.
3. Organization of the Friends
- a. Incorporation: The Friends shall incorporate with the Wisconsin Department of Financial Institutions – Corporate and Consumer Services Bureau and the Wisconsin Department of Revenue. The Friends shall provide to the APL Board a Certificate or some other evidence of its registration.
 - b. Governing Documents:
 - i. The Friends shall operate in accordance with its Articles of Incorporation and Bylaws, which shall provide that the primary purpose of the corporation is to promote, support, raise funds for, and distribute funds to the Antigo Public Library for the benefit and support of the Antigo Public Library. The Friends will file its Articles of Incorporation with the State. Those documents will provide a physical address for The Friends that is not the physical address of the Antigo Public Library.
 - ii. The Articles of Incorporation and Bylaws of the Friends shall provide that, in the event that the Friends elect to dissolve, or become inactive and not hold a board meeting for the period of six months, all remaining assets of the corporation, after necessary expenses are paid, will be distributed to the Antigo Public Library Board of Trustees for the benefit of the Antigo Public Library, or to the Antigo Public Library Foundation to be used for the benefit of the Antigo Public Library.
 - c. Tax Exempt Status: The Friends shall comply with all requirements of the Internal Revenue Code to become and remain an approved 501(c)(3) charitable tax-exempt



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organization. The Friends shall promptly advise the Antigo Public Library Board of Trustees if its 501(c)(3) status changes. The Friends shall maintain copies of financial records, in paper or electronic form, as required for its charitable tax-exempt status. The Friends shall make such records available to the Antigo Public Library upon request on an annual basis.

- d. Sales Tax: The Friends shall comply with all requirements to be exempt from payment and collection of Wisconsin Sales and Use Tax.
- e. The Friends acknowledge that the Friends is not covered by the City of Antigo Volunteer Insurance Program or the Antigo Public Library Liability Insurance Program. The Friends agrees to consult with its own insurance agent to determine and obtain appropriate insurance coverage based on the Friends structure and activity.

4. Communication and Coordination

- a. The Parties acknowledge the joint goal of good communication and transparency between the Antigo Public Library Board of Trustees, the Antigo Public Library and the Friends.
- b. The Antigo Public Library will meet quarterly with the Friends to discuss issues of importance to the Friends, which may include goals, concerns, strategic planning initiatives, and funding priorities, in order to work collaboratively toward the goal of supporting the Antigo Public Library. The Antigo Public Library will assign a staff member to attend Friends' Board meetings, when possible. The Antigo Public Library Board of Trustees invites members of the Friends to address the Board at its meetings, pursuant to Antigo Public Library Board of Trustees policy.
- c. The Antigo Public Library will provide the Friends a report annually describing the use of the monetary donations made by the Friends over the previous year.
- d. The Antigo Public Library will engage in a prompt manner with the Friends on its proposals and requests, to the extent possible.
- e. The Friends shall designate a point of contact for communication and coordination of activities with the Antigo Public Library. Unless advised otherwise, the President of the Friends will be the point of contact.
- f. The Friends will self-report to the Antigo Public Library on a quarterly basis financial information to include revenue, donations, expenses, cash/bank account balances and reserves.

5. Term and Termination

- a. This Memorandum shall continue in effect until December 31, 2025 unless it is terminated before that date. The Parties agree to extend this Memorandum of Understanding for additional two-year periods on such terms and conditions that may be mutually agreeable.
- b. Either party may terminate this Agreement upon three month written notice to the other party.



Antigo Public Library
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Antigo, WI 54409

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Antigo Public Library Board of Trustees

Full Board Meeting

Tuesday, August 27, 2024 @ 6:00 PM

McGinley Meeting Room APL

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments (informational only)
5. Approval of Library Board of Trustees meeting minutes, July 23, 2024 (review digital and /or hardcopy packets)
6. WVLS Board of Trustees – Judy Peterson (informational only)
7. Presentation: Glenn Bugni, Antigo City Alderman, (Ward 7), will present a brief, introductory summary of “Robert’s Rules of Order” to the board and public.
8. Director’s Report
9. Approve for payment the invoices/bills review at the 8/20/24 COW meeting
10. The following items were reviewed and moved forward to this full board meeting for approval:
 - a. Approve updated Bylaws as presented
 - b. Approve “Public Records Request” and Request/Fee Schedule page for public posting, as presented
 - c. Review and approve corrected “Circulation Policy” as presented
 - d. Review and approve corrected “Facility Use and Reservation Policy” as presented
 - e. Review and approve corrected “Collection Policy” as presented
 - f. Review and approve corrected Disposition of Withdrawn Materials, Furniture, and Equipment Policy” as presented
 - g. Info note: A motion to table the electronic device purchase and review at the Nov. COW meeting. It was unanimously agreed upon. This topic will be revisited in Nov. 2024. Motion needed ?
 - h. Approve purchase as reviewed of the Square Register Package, equipment cost \$1,959.00, plus the cost of receipt printer paper, \$89.00 for pkg of 25 rolls.
 - i. Approve updated full-time and part-time job descriptions, with plan to review in 6months, at Feb., 2025 COW meeting.

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- j. Approve the posting of 2 full-time positions, Circulation Specialist and an Inter-Library Loan/Front desk Specialist, as presented.
 - k. Review and approve the final adoption of library staff pay scales, starting rate and schedule of increases.
 - l. Approve the Line of Responsibility as presented
 - m. Approve the updated 2024-25 library schedule as presented
 - n. Information: An updated and legally approved APL and Friends of the Library agreement was reviewed and it was decided that a meeting with the current "Friends" leaders should be scheduled to review and determine a mutual direction, before the Sept., 2024 Full Board Meeting.
11. Items to consider for next full board meeting
 12. Next full Library Board of Trustees meeting Sept. 24, 2024 @ 6:00 PM
 13. Adjournment

Carol Bardo, President

APL Board of Trustees

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

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Antigo Public Library

Board of Trustees

Minutes of meeting held Tuesday, July 23, 2024

Regular Full Board Meeting : 6:30 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President - Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Carol McDougal, Vice-President	Present	
Pam Augustyn, Treasurer	Absent	vacation
Nancy Jones, Secretary	Present	
Christian Radcliff	Arrived 12 minutes later	emergency
Barb Rebstock	Present	
Sarah Sinkler	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Medical emergency

Others in attendance: Toni Edge, Interim Director, Mary Griffin – Friends of the Library, Judy Peterson – WVLS, public

1. Call to Order: President Bardo called the meeting to order @ 6:30 p.m.
2. Roll Call: quorum established.
3. Pledge:
4. Public: One person shared concerns of the hours of operation changes. .
5. Previous Minutes: A motion was made by McDougal approve the minutes as corrected:
 - a. Full Board Meeting June 25, 2024
 - b. COW (committee of the whole) July 16, 2024

2nd by Listle. All in favor vote – all ayes. Motion carried.
6. WVLS: No meeting this month. The next one will take place in August.
7. Friends of the Library: Mary Griffin handed out the membership form and explained that the Friends is a small scale fundraising entity to support library programs, purchase supplies, and volunteer. On the 4th of July, three members walked in the parade. There are 58 paid members. There is \$910 in donations. Most recent expenditures were for the Early Literature Center (instruments and supplies). No meeting in July. There is no true board or president of this group. There is a core of seven people who trade off being the leader of the meeting. Mary does fill the role of treasurer. Mary Jo is in charge of the book sales. Meetings are held the second Thursday of each month @ 6:00 p.m. Future goals of having a brat stand to raise money.
8. Approval of Invoices (Note: this is out of numerical order on agenda because Toni was still at the Library Task Force meeting)

A motion was made to approve the invoices that were presented at the COW meeting on 7-16-2024 by Rebstock, 2nd by Sinkler. Roll call vote – All voted YES. Motion carried.
9. Discussion and Possible Action:
 - a. A motion was made to approve the amended Article V Bylaw was made by Jones, 2nd by Radcliff. All in favor vote – all ayes. Motion carried. (Note: this changed standing committees to a Committee of the Whole)

- b. A motion to approve the APL Fund Balance Policy as provided from the COW meeting was made by Listle, 2nd by Sinkler. All in favor vote. All “ayes.” Motion carried.
- c. A motion was made to approve the temporary adoption cost fees using the City of Antigo’s Open Records costs and include the hour corrections until the APL Policy and Fee are completed by Jones, second by Radcliff. All in favor vote. All “ayes.” Motion carried.
- d. Staff Organizational Chart. Toni shared a document describing the job titles and status (full-time vs. part-time) based on a library of our size. Front desk, Inner Library Loan/Catalog Specialist, Outreach and Engagement Youth Specialist and Adult Librarian, and Facilities Manager.
- e. A motion was made to approve the consideration of another part-time hire from the pool of 9 candidates from the June interviews was made by Rebstock, 2nd by Sinkler. All in favor vote. All “ayes.” Motion carried.
- f. A motion was made to approve the purchase of electronic devices for the use of the Library Board of Trustees (This is just the initial gathering of information. Details such as the “owner,” what line item it would be, any tech support, City or County IT person, and type of device need to be addressed) was made by McDougal, 2nd by Listle. Roll call vote. Bardo/Yes McDougal/Yes Jones/Yes Radcliff/Yes Sinkler/Yes Listle/Yes Rebstock/Abstain. Motion carried.
- g. There was a question if patrons have been surveyed about the change in the library hours as well at the staff input. One staff wanted it 9:00 to 7:00 (adding an hour every day). Programs that currently start at 10:00 will remain at that time since the employee can check in at 9:30 to prep etc. A motion was made to change the operational hours of the library starting on August 12, 2024 – Mon-Fri (10:00 to 7:00 and Sat 10:00 to 5:00) by McDougal, 2nd by Radcliff. All in favor vote. All “ayes.” Motion carried.

10. Director’s Report:

- a. Solar project: Toni will be having a zoom meeting with a representative on Monday the 29th because there is concern about the “readings” – numbers. The batteries are taking in the correct amount of energy but the computers are not reporting accurately.
- b. Clermont Printing: They will be sending Toni a copy of our contract with them. Currently, Clermont charges the library 20 cents per copy, we charge \$1.00 per copy from a patron, and Clermont services the machines for free. There is only a receipt copy. So they are looking into changes of separating the copies into PUBLIC vs STAFF. This would be a more accurate representation of the revenue monies from the public vs an employee using it. Also, employees would log in with a code for tracking purposes.
- c. Baker & Taylor: Five large boxes arrived that week that were duplicates. The company has a shipping method called “Automatically Yours” which is based on a future publishing date of the book. These books were set up in November of 2023. So, the auto shipment was stopped until September to review what has been ordered manually and automatically. Elizabeth will be reviewing what books/authors our patrons request and check out the most. New books are displayed on the “new shelf” for four months. Currently, the library has used \$19K of the \$40K budgeted for new books.
- d. Staff is scheduled to run a table at the Langlade County Fair Thursday to Saturday 11:00 to 5:00 and Sunday from 11:00 to 4:00
- e. The Library Task Force was curious about the furniture purchases. There was some confusion about the two bariatric chairs for \$3264.56. One invoice said “prepaid – credit card” but when the chairs arrived there was an invoice that stated they needed to be paid. This was the accurate. Toni needs to meet with Jamie from the Foundation for payment. Although the chairs are costly, it is a needed addition.
- f. Signs: new signs need to be ordered and placed in the library assisting patrons of the new arranging and movement of books. Logical thought into the flow of patrons finding

their holds and self-checkout, the A-frame display of upcoming events, the children's non-fiction, and others were given serious consideration as Toni observed and monitored the use of the floor space by the patrons.

- g. Old furnishings. After Labor Day all the old furniture that is no longer needed or used will be set up, pictures taken, and put up for sale. First consideration will be to WVLS and if there are any libraries within the system that would like to purchase. After that it will be open to the public - City and County public auction.
- h. Updating APL website. There are two things that need to be addressed.
 - i. The Foundation. Information will be given such as: how it started and the family's intent; what it is; and what it does. There are people on the Foundation who were there at its inception. It would be imperative to get accurate information from them. The family had parameters that the money was not to be used for operational costs, and that the city did not control it.
 - ii. The City – County – Library agreement. This information will be under the new category of Library History (not under the Library Board). An important inclusion educating how the library was started and is funded.
- i. The digitizing of the total Antigo Daily Journal will take more money than originally thought. Toni will be meeting with Lisa Haefs from the Board of the Historical Society about possible funding from them.
- j. New Hires: Desiree started last week. Jumped right in and loves it. Jenifer will start at the end of the week/early next week. Then with one more part-time hire, all should be on staff by August 10th. And they will write up a short bio about themselves for the website.
- k. Regi Activity: There were 66 children and 34 adults. Next week is Art in a Suitcase.
- l. WVLS is thinking about creating a partnership with Northern Lakes. This will save the library about \$2,000 a year if the expansion takes place, and it also double the amount of books available.
- m. The Library Task Force will be conducting their next month's meeting at the library to get a firsthand experience of the changes and updates. They had a lot of questions for Toni when she was with them earlier tonight.
 - i. The mayor had a question about the Elcho library. Toni said there would be a thorough evaluation of data such as the physical library numbers and an outreach approach. Surveys will be mailed out to residents/patrons, and then start some focus groups. If it looks like a book mobile is a better fit, we will start going to Elcho town meetings for presenting and informing.
 - ii. They also wanted to see a policy changes where the sale of donated and weeded books goes to the library. Previous policy it went to the Foundation, then it was changed to the Friends of the Library.

11. Items for Next Meeting

- a. "Square"
- b. Review remaining Bylaws – an annual event
- c. Update the job descriptions
- d. Review of Public Records and costs
- e. Set up annual calendar
- f. Update of computer information

12. A motion was to adjourn the meeting was made by Sinkler, 2nd by Radcliff. All in favor vote. All "ayes." Motion carried. Meeting adjourned at 8:01 p.m.

Program Development –

- Senior Center: I met with Kim McCann on 8/20 to discuss partnering with them for outreach services.
 - We are going to pilot the APL Bookmobile beginning Wednesday 9/4. Patrons will be able to request book holds be delivered to the Senior Center on Wednesdays between 9-9:45AM to allow those who come into town for swimming and then head home before the library opens at 10AM to stop in at the Senior Center and check out their holds. As we move forward with the location codes needed for the Bookmobile Collection and the equipment updates, there will be a small selection of library books that can also be perused and checked out. To begin with, it will be those books requested. I will be doing the Senior Center programming at this point with Desiree Ashby. Desiree is doing the APL Book club. She will be taking on the Senior Center Book club as well. Helping to facilitate the Bookmobile will allow her to further develop relationships with patrons related to her outreach programs.
 - We spoke about starting up a “Reading Buddies” program where seniors will sign up and then come to the library and read to/with school age children.
 - We also discussed doing a “Cards for Community” program similar to what is offered in White Lake where the seniors can make cards to be delivered to assisted living facilities, schools, and other local organizations.
 - Lastly, would be the occasional puzzle challenge at the library wherein we would provide the puzzles for the seniors to complete at the Senior Center.
 - USDA – Staff will attend the USDA Elementary Open House on Tuesday 8/27 from 3:30PM-6PM. They will be handing out library card applications, September Reading Charts to earn Antigo Public Library Book Bucks + Prizes and have a Newsletter Sign-up sheet. Staff will also attend the Middle School and I will be at the High School on Wednesday 8/28 from 3:30PM – 6PM doing the same. In September we will begin a Library Services Program with the USDA Elementary schools once a week serving 4k + 5k. I have also emailed the H.S. Principal to set up a meeting for the development of a volunteer and/or work study program.
 - Parochial Schools – I have reached out to All Saints and will be reaching out to Peace for story time and other services.
 - Daycares – Kristie has been reaching out to the Daycares for story time programming.
 - Assisted Living – Elizabeth has been teaching Kristie what is needed to service these communities so that Kristie can transition to providing them as Elizabeth moves into full time cataloging.
 - Home Health Deliveries – see above.

Staffing – Desiree and Tabitha have been wonderful additions to the staff. I continue to assess and revise the schedule and positions as we look at best practices and developing procedural practices associated with different jobs and services. We have some skill deficits to sort out and a deeper look at the services role as we move towards the February re-evaluation of job descriptions and evaluative procedures.

Cash Register Issues – While documenting the \$500 discrepancy in our cash receipts on 8/16/24 it was discovered that we had a cash envelope in drawer labeled “donations \$85.” This envelope contained \$232. There was a corresponding excel sheet going back to 2010 in which the funds in this envelope were used to balance the cash register. This practice will no longer continue. All the funds and corresponding documentation was submitted to Jeanne at City Hall to be deposited into our revenue account under donations. This highlights some of the practices that will be eliminated with the purchase of Square as our cash register. As it allows an inventory including donations so that all revenue is documented and accounted for in our daily and weekly deposits.

CASH Register Issues



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RE: Cash Drawer Balance off by \$518 for 8/16/24

On Friday 8/16/2024 **Jana Volrath** had a patron paying a fine for a lost book in the amount of \$18. She typed in \$518 instead and then duplicated the transaction to correct it resulting in the cash register being off by \$518.

In the process of trying to find out why there was such a huge discrepancy, it was also discovered that there was a cash envelope in the desk drawer that was labeled "Donations - \$85." This envelope has contained \$232 dollars in cash. Additionally, there was a large bag of change that is also being submitted for deposit. This unaccounted-for revenue has been being used to balance the drawer. I am attaching the corresponding record.

Toni Edge
Interim Director
8/26/24

File: Cash register

Day/Date	short	over	Explanation
Monday 11/29/10	\$ 3.00		
Thurs, 12/02/10		\$ 3.55	
Friday 12/03/10	\$ 0.89		
Saturday 12/04/10	\$ 3,960.00		obviously no money was taken from friends for this
Tuesday, 12/07/10	\$ 5.49		
Wed., 12/08/10	\$ 5.49		
Thurs, 12/09/10	\$ 4.49		
friday 12/10/10	\$ 63.20		
Saturday 12/18/10		\$ 0.80	
Thurs., Dec. 30	\$ 0.02		
Tuesday, 1/05/11	\$ 0.40		
Thursday, 1/06/11		\$ 0.10	
Friday, 1/07/11		\$ 0.40	
Wed., 1/12/	\$ 0.60		
Thurs, 1/13/11			Correct count
Fri., 1/14/11			Correct count
Sat 01/15/11	\$ 10.95		10.00 was entered 2x by SN. MP entered an .80 inst
Monday 1/17/11		\$ 0.40	Not sure what the problem was
Tuesday/1/18/11		\$ 10.00	Not sure what the problem was
Wednesday/1/19/11			Correct count
Thursday/1/20/11			Correct count
Friday, 1/21/11		\$ 0.35	
Friday 1/21/11	\$ 1.00		DEPOSIT
Saturday 1/22/2011		\$ 1.00	cash over not sure why
Monday, 1/24/2011			Correct count
Tuesday, 1/25/2011		\$ 0.10	
Wed., 1/26/2011	\$ 0.30		
Thurs./1/27/2011	\$ 3.50		Not sure what the problem was
Sat 01/29/11		\$ 0.11	cash over not sure why
Mon./1/31/11			Correct count
Tues., 2/1/11			Correct count
Wed., 2/2/11		\$ 0.15	
Thurs., 2/3/11			Correct count
Fri. 02/04/11			Correct count
	\$ 4,059.33	\$ 16.96	
Sat 02/05/11	\$ 0.05		cash short
Mon/2/07/11			Correct count
Tues/2/08/11			Correct count
Wed, 2/09/11			Correct count
Thu, 2/10/11			Correct count
Fri 2/11/11			Correct count
Fri 2/11/11		\$ 1.10	short deposit

sat 02/12/11	\$	1.00	
Mon/2/14/11			Correct count
Tues/2/15/11			Correct count
Wed, 2/16/11			Correct count
Thu, 2/17/11		\$	0.01
Fri, 2/18/11	\$	9.30	
Friday deposit	\$	9.30	
Sat 02/19/11			correct count
Mon, 02/21/11			correct count
Tues, 02/22/11			correct count
Wed, 02/23/11		\$	0.20
Thu, 2/24/11		\$	0.99
Fri, 2/25/11			Correct count
Sat 02/26/11			Correct count
Mon/02/28/11			Correct count
Tue, 03/01/11			Correct count
Wed, 03/02/11	\$	0.10	
Thurs,/03/03/11		\$	0.10
Friday 3/4/11	\$	0.20	
Sat 3/05/2011			correct count
Mon, 03/07/11	\$	0.30	
Tues, 03/08/11			correct count
Wed, 03/09/11			correct count
Thurs,/03/10/11			correct count
Fri./03/11/11			correct count
Sat 03/11/2011	\$	4.10	Deb error
Mon., 03/14/2011			Correct count
Tuesday 3/15/11		\$	6.00
Wed, 3/16/11		\$	0.05
Thu, 3/17/11	\$	1.00	
Fri. 03/18/11			Correct count
Sat 03/18/11		\$	0.20 cash over not sure why
Mon, 3/21/11			Correct count
Tues, 3/22/11			Correct count
Thurs/24/11			Correct count
Fri 3/25/11			Correct count
sat 3/26/11			Correct count
Mon, 3/28/11			\$1.00
Tue, 3/29/11		\$	2.00
Wed, 3/30/11			Correct count
Thurs, 3/31/11			Correct count
Fri, 04/01/11			Correct count
Sat 04/02/11			Correct count
Mon, 04/04/11	\$	0.02	
Tues, 04/05/11		\$	0.01
Wed, 04/06/11	\$	1.80	??
Thur, 04/07/11		\$0.10	??

Fri 04/08/11	\$	0.21	
Sat.04/09/11			Correct count
Mon, 4/11/11			Correct count
Tues, 4/12/11			Correct count
Wed, 4/13/11			Correct count
Thurs, 4/14/11			Correct count
Fri, 4/15/11			Correct count
Sat 4/16/11			Correct count
Mon, 4/18/11	\$	0.14	
Tue, 4/19/11			Correct
Wed, 4/20/11	\$	0.20	
Thur,04/21/11		\$ 0.10	
Fri 04/22/11			Correct
Sat 04/23/11			Correct count
Mon, 4/25/11			Correct count
Tues, 4/26/11	\$	1.00	
Wed, 4/27/11			Correct cpunt
Thurs, 4/28/11		\$ 0.25	
Fri. 04/29/11			correct
Sat 04/30/11		\$ 2.00	cash over not sure why
Mon, 5/2/11			Correct count
Tues, 5/3/11		\$ 0.40	
Wed, 5/4/11			Correct count
Thurs, 5/5/11			Correct count
Fri, 5/06/11	\$	0.01	
sat 05/07/11			correct count
Mon, 5/9/11			correct count
Tue, 5/10/11			correct count
Wed, 5/11/11			correct count
Thurs, 5/12/11		\$ 0.90	
Fri, 5/13/11			correct count
Sat 05/14/11		\$ 0.20	cash over not sure why
Mon, 5/16/11			correct count
Tue, 5/17/11	\$	0.10	
Wed, 5/18/11	\$	0.05	
Thurs, 5/19/11	\$	0.05	
Sat 05/21/11		\$ 0.25	cash over not sure why
Mon, 05/23/11			Correct count
Wed, 5/25/11			Correct count
Thu, 5/26/11			Correct count
Sat 05/28/11		\$ 0.10	cashover
Tues. 05/31/11			Correct count
Wed. 06/01/11			Correct count
Thurs. 06/02/11		\$ 0.20	cash over
Fri. 6/3/11	\$	0.20	short
Mon,6/6/11			Correct count

Tues,6/7/11			Correct count
Wed, 6/8/11		\$ 0.55	
Thurs. 06/09/11	\$ 1.00		Short
Fri. 06/10/11		\$ 1.00	cash over
Sat 06/11/11	\$ 71.45		cash short .05 plus 71.40 from Thurs daily total
Mon, 6/13/11			Correct count
Tues, 6/14/11			Correct count
Wed, 6/15/11	\$ 0.20		short
Thur/6/16/11			Correct count
Sat 6/18/11			Correct count
Mon, 6/20/11			Correct count
Tue, 6/21/11			Correct count
Wed, 6/22/11			Correct count
Thurs, 6/23/11			Correct count
Fri. 06/24/11			Correct count
Sat 06/25/11			Correct count
Mon, 6/27/11			Correct count
Tues, 6/28/11			Correct count
Wed, 6/29/11		\$ 0.10	
Thurs, 6/30/11			Correct count
Fri, 07/01/11		(\$0.45)	
Sat 07/02/11			Correct count
Tues, 07/05/11			Correct count
Wed, 07/06/11			Correct count
Thurs, 07/07/11			Correct count
Fri, 07/08/11			Correct count
Sat 07/09/11			Correct count
Mon 07/11/11		\$ 4.05	4.00 change not given to patron on Sat.
Tue, 07/12/11		\$0.10	cash over .10
Wed, 7/13/11			Correct count
Thur, 7/14/11			Correct count
Sat 07/16/2011			Correct count
Mon, 7/18/2011			Correct count
Tue, 7/19,2011			Correct count
Wed, 7/20/2011			Correct count
Thur, 7/21/2011			Correct count
Fri, 7/22/2011		\$ 0.10	
Sat 07/23/2011			Correct count
Mon, 07/25/2011			Correct count
Tue, 7/26/2011			Correct count
Wed, 7/27/2011			Correct count
Thu, 7/28/2011	\$ 0.45		??
Sat 07/30/2011			Correct count
Mon, 8/01.2011	\$1.00		
Tue, 8/02/2011	\$ 0.30		
Wed, 8/03/2011			Correct count
Thu, 8/04/2011		\$ 0.30	

Fri. 8/05/11	\$	0.20	short
sat 08/06/11		\$	0.29 cash over
Mon, 8/08/11			Correct count
Tue, 08/09/11			Correct count
Wed, 08/10/11			Correct count
Thurs/ 08/11/11			Correct count
Sat 08/13/2011			Correct count
Mon/08/15/11	\$	0.01	
Tue, 08/16/2011			Correct count
Wed, 08/17/2011	\$	0.01	
Thurs, 08/18/2011			Correct count
Sat 08/20/2011	\$	0.25	cashover
Mon, 08/22/2011			Correct count
Tue, 08/23/2011			Correct count
Wed, 08/24/2011			Correct count
Thu, 08/25/2011			Correct count
Sat, 08/27/2011			Correct count
Mon, 08/29/2011			Correct count
Tue, 08/30/2011			Correct count
Wed, 08/31/2011			Correct count
Thurs/9/01/2011			Correct count
Fri, 9/02/2011			Correct count
Sat, 9/03/2011		\$0.10	cashover
Tues, 9/06/2011			Correct count
Wed, 9/07/2011			Correct count
Thur, 9/08/2011			Correct count
Friday 9/09/2011	\$	0.30	under
sat 09/10/11			Correct count
Mon, 9/12/11			Correct count
Tues, 9/13/11			Correct count
Wed, 9/14/11			Correct count
Thurs 9/15/11	\$	0.20	
Fri 9/16/11			Correct count
Mon 9/19/11			correct count
Tuesday 9/20/11			correct count
Wed. 9/21/11	\$	0.12	
Thurs. 9/22/11			correct count
Fri. 9/23/11			correct count
Tues, 9/27/11			correct count
Wed. 9/28/11			correct count
Fri. 9/30/11			correct count
Tues. 10/04/11	\$	0.10	
Wed, 10/05/11			correct count
Thurs. 9/22/11			correct count
Mon 10/10/11	\$	0.40	
Tues 10/11/11	\$	0.15	

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Wed. 10/12/11	\$	2.00	
Thurs., 10/13/11	\$	2.00	
Mon, 10/17/11			correct count
Tue, 10/18/11	\$	0.10	
Wed. 10/19/11			correct count
Thurs. 10/20/11			correct count
Sat, 10/22/11	\$	1.00	??
Tues, 10/25/11			correct count
Wed. 10/26/11			correct count
Thurs. 10/27/11			correct count
			correct count
Mon. 10/31/11			
Tues. 11/1/11			correct count
Wed. 11/2/11			correct count
Thurs. 11/3/11			correct count
Fri. 11/4/11			
Monday 11/7/11			correct count
Wed, 11/9/11			correct count
Sat, 11/12/11	\$	2.00	
Tues, 11/15/11			correct count
Monday 11/28/11			correct count
Tues, 11/29/12			correct count
Wed. 11/30/12			correct count
Thurs. 12/01/11			correct count
Friday 12/02/11			correct count
Sat, 12/03/11			correct count
Mon 12/05/11			correct count
Tues 12/06/11			correct count
Thurs, 12/8/11			correct count
Sat 12/10/11			correct count
Mon. 12/12/11			correct count
Tue, 12/13/11			correct count
Wed 12/14/11			correct count
Thurs 12/15/11			correct count
Fri 12/16/11			correct count
Sat, 12/17/11			correct count
Mon 12/19/11			correct count
Tues 12/20/11			correct count
Tues 12/21/11	\$	0.80	
Tues, 12/27/11			correct count
Wed 12/28/11			correct count
Thurs. 12/29/11			correct count
Fri 12/30/11	\$	0.20	
Tue, 01/03/12			correct count
Wed 01/04/12	\$	0.40	
Thurs. 01/05/12			correct count

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Fri 1/6/12			correct count
Sat 01/07/12	\$	0.10	
Mon 1/9/12			correct count
Tue. 1/10/12			correct count
Wed 1/11/12			correct count
Thurs. 1/12/12			correct count
Fri. 1/13/12		\$0.75	
Mon 1/16/12			correct count
Tues/1/17/12			correct count
Wed 1/18/12	\$	0.10	
Thurs. 1/19/12			correct count
Friday 1/20/12			correct count
Mon 1/23/12			correct count
Wed 1/25/12			correct count
Fri 1/27/12			correct count
Sat 1/28/12	\$	1.00	
Mon 1/30/12	\$	0.36	
Tuesday 1/31/12			correct count
Wed 2/1/12			correct count
Thur, 2/2/12			correct count
Wed, 2/8/12			correct count
Thur, 2/9/12			correct count
Mon. 2/13/12			correct count
Tues. 2/14/12			correct count
Wed, 2/15/12			correct count
Thurs. 2/16/12			correct count
Fri. 02/17/12			correct count
Mon, 2/20/12	\$	1.00	
Tuesday 2/21/12			correct count
Wed. 2/22/12			correct count
Tue, 2/28/12			correct count
Mon. 3/5/12	\$	1.00	
Tues 3/6/12			correct count
Wed 3/7/12	\$	0.60	
Thurs/3/8/12			correct count
Sat 3/10/12	\$	0.60	
Mon. 3/12/12	\$	0.50	
Tues 3/13/12	\$	0.20	
Wed 3/14/12			correct count

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Thurs/3/15/12	\$	0.15	
Fri 3/16/12			correct count
Sat 3/17/12		\$0.60	
Mon	\$	0.55	
Tuesday 3/20			correct count
Wednesday, 3/21		\$	0.01
Thursday 3/22			correct count
Fri 3/23/12		\$	1.00
Fri 3/23/12	\$	0.25	DEPOSIT
Tues, 3/27/12			correct count
Wed. 3/28/12		\$	0.11
Thurs. 3/29/12			correct count
Sat. 3/31/12			correct count
Mon 4/2/12	\$	0.10	
Wed 4/4/12			correct count
Th 4/5/12			correct count
Mon 4/9/12			correct count
Tuesday 4/19/12			correct count
Wed. 4/18			correct count
Thursday 4/19			correct count
Friday 4/20 Deposit		\$	0.11
Saturday 4/22			correct count
Monday 4/24			correct count
Tuesday 4/25			correct count
Wed. 4/26			correct count
Thursday 4/26			correct count
Friday 4/27 Deposit			correct count
Saturday 4/28			correct count
Mon 4/30			correct count
Tues. 5/1			correct count
Wed. 5/2			correct count
Fri 5/4/12 DEPOSIT	\$	0.15	
Mon 5/7/12			correct count
Tues/5/08/12			correct count
Wed. 5/9/12			correct count
Thur 5/10/12			COrrrect count
Fri 5/11/12 DEPOSIT			correct count
Sat 5/12/12		\$0.01	
Mon 5/14/12			correct count



Thurs. 5/17/12				correct count
Friday 5/18/12				correct count
Sat. 5/19/12			\$ 14.10	unnecessary refund to correct mistake on Friday ahk
Mon. 5/21/12				correct count
Tues 5/22/12	\$	0.05		
Wed. 5/23/12				correct count
Thurs. 5/24/12				correct count
Friday 5/25/12			\$ 0.01	
Fri 5/25/12 Deposit				correct count
Sat. 5/26/12				correct count
Tues 5/29/12				correct count
Wed. 5/30/12				correct count
Thurs 5/31/12	\$	0.10		
Friday 6/01/12				correct count
Fri 6/01/12 Deposit				correct count
Sat 6/02/12	\$	0.20		
Mon 6/4/12	\$	0.20		
Wed. 6/6/12	\$	0.01		
Thurs. 6/7/12				correct count
Fri 6/8/12 DEPOSIT	\$	5.00		
Sat 6/09/12			\$ 0.10	
Mon 6/11/12			\$ 0.05	
Tues, 6/12/12				correct count
Wed. 6/13/12				correct count
Thurs. 6/14/12				correct count
Fri 6/15/12 DEPOSIT				correct count
Mon 6/18/12				correct count
Wed 6/20/12	\$	0.20		
Fri., 6/22/12			\$ 1.00	
Sat 6/23/12			\$ 0.05	
Tuesday 6/26/12				correct
Wed 6/27/12				correct
Fri., 6/29/12	\$	0.10		under-deposit
Mon 7/2/12				correct count
Thurs. 7/5				correct count
Mon 7/9/12				correct count
Tues 7/10/12				correct count
Wed. 7/11/12				correct count
Friday 7/13/12				correct count
Sat. 7/14/12				correct count
Mon 7/16				correct count

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Tues 7/17/12			correct count
Wed 7/18/12			correct count
Thurs. 7/19/12			correct count
Friday 7/20/12			correct count
Sat. 7/21/12			correct count
Mon 7/23/12	\$	1.89	
Tues. 7/24/12			correct count
Wed 7/25/12			correct count

Wed 8/1/12			correct count
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Fri. 8/3/12			correct count
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Mon 8/6/12	\$	0.20	
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Wed 8/8/12			correct count
Thurs. 8/9/12			correct count
Friday 8/10/12	\$	0.10	in deposit
Sat. 8/11/12		\$0.06	
Monday 8/13/12			correct count
Tuesday, 8/14/12			correct count
Wed 8/15/12			correct count

Thurs. 8/16/12	\$	0.20	
Friday 8/17/12	\$0.01		

Mon 8/20/12	\$	0.10	
Tues 8/21/12	\$	0.10	

10/15/2012	\$	12.00	???
10/16/2012			Correct Count
10/19/2012			Correct Count
11/2/2012			Correct Count
11/9/2012	\$	0.25	added .25
11/20/2012	\$	0.10	???
11/24/2012	\$	0.10	
12/21/2012	\$	1.00	added 1.00
1/23/2013			Correct Count
1/25/2013			Correct Count
2/7/2013	\$	1.30	
2/9/2013		\$1.01	
2/12/2013			Correct Count
2/14/2013			Correct Count

2/25/2013		\$2.95	
2/26/2013	\$	0.15	
3/5/2013			\$ 0.80
3/8/2013			\$0.80
3/16/2013			Correct Count
3/23/2013		\$1.00	
3/28/2013	\$	1.00	
4/10/2013	\$	0.05	
4/13/2013		\$4.00	
5/3/2013			correct count
5/4/2013	\$	0.10	
5/14/2013		\$	4.50
5/18/2013			Correct Count
5/31/2013		\$	0.60
5/31/2013	\$	0.35	
7/18/2013		\$	4.00
7/19/2013		\$	0.05
7/22/2013		\$	0.40
7/27/2013		\$	0.10
7/31/2013		\$	0.10
8/10/2013	\$	0.45	
8/19/2013		\$	0.25
9/7/2013	\$	0.90	
9/19/2013		\$	0.10
9/21/2013		\$	0.05
9/24/2013		\$5.05	
9/28/2013			
10/16/2013	\$	0.05	
10/30/2013	\$	0.10	
11/1/2013	\$	0.05	
11/30/2013		\$	0.15
1/25/2014	\$	1.00	
2/1/2014		\$	0.15
2/22/2014		\$	0.95
2/26/2014		\$	0.05
3/4/2014	\$	0.25	
3/19/2014		\$	1.00
3/21/2014		\$	0.26
3/26/2013		\$	0.60
4/3/2014	\$	0.45	
4/8/2014	\$	0.10	
4/12/2014		\$	0.05
4/16/2014		\$	0.04
4/17/2014	\$	0.06	
4/24/2014		\$	9.40 ??????
4/30/2014		\$	0.30
5/8/2014	\$	0.10	

5/9/2014		\$	0.10
5/23/2014		\$	0.15
6/12/2014		\$	3.00
6/16/2014		\$	0.20
6/20/2014	\$	0.50	
		\$	0.25
	\$	3.00	
7/5/2014	\$	0.15	
7/24/214	\$	0.05	
7/31/2014	\$	3.00	
8/14/2014	\$	0.90	
8/15/2014		\$	0.05
8/20/2014		\$	0.10
8/22/2014		\$1.00	
8/25/2014		\$	5.00
9/5/2014	\$	0.05	
9/15/2014		\$0.15	
9/16/2014		\$0.25	
9/17/2014		\$	0.25
9/18/2014		\$	0.05
9/23/2014		\$	0.10
9/24/14		\$	1.00
10/1/2014	\$	1.00	
10/17/2014	\$	0.10	\$ 5.00 for wk
10/27/2014		\$	0.05
11/5/2014	\$	1.00	
11/29/2014	\$	0.10	
12/5/2014		\$	0.05
12/11/2014	\$	0.10	
12/13/2014		\$	1.25
12/15/2014			
12/18/2014		\$	0.20
12/19/2014		\$	2.48
12/26/2014		\$	0.45
12/30/2014		\$	0.55
1/2/2015	\$	0.25	
1/3/2015	\$	1.00	
1/9/2015	\$	0.10	
1/10/2015	\$	0.60	
1/16/2015		\$	0.60
1/19/2015	\$	0.01	
1/23/2015	\$	0.04	
1/24/2015	\$	0.05	
1/28/2015		\$	0.05
1/29/2015	\$	0.10	
2/10/2015		\$0.15	
2/11/2015	\$	0.10	

2/12/2015		\$	0.10
2/16/2015		\$	0.11
2/20/2015	\$	0.50	
2/23/2015	\$	4.00	
3/3/2015		\$	1.80
3/6/2015	\$	1.90	
3/9/2015		\$	0.05
3/11/2015		\$	0.50
3/12/2015	\$	0.20	
3/13/2015		\$	3.00
3/14/2015			\$0.20
3/16/2015	\$	0.20	
3/19/2015	\$	0.25	
3/20/2015		\$	0.25
3/24/2015		\$	0.05
3/25/2015		\$	0.18
3/26/2015	\$	0.10	
4/1/2015		\$	0.10
4/2/2015		\$	0.11
4/8/2015		\$	0.20
4/13/2015		\$	1.00
4/14/2015	\$	5.00	
4/17/2015		\$	0.70
5/2/2015	\$	0.05	
5/4/2015		\$	0.10
5/6/2015		\$	0.10
5/8/2015		\$	9.90
5/11/2015	\$	0.05	
5/12/2015		\$	0.20
5/14/2015		\$	0.01
5/21/2015		\$	0.01
5/29/2015		\$	0.05
6/4/2015	\$	0.25	
6/6/2015	\$	0.50	
6/22/2015	\$	0.20	
6/30/2015			\$4.45
7/9/2015		\$	0.21
7/22/2015	\$	0.10	
7/29/2015	\$	0.15	
7/30/2015		\$	0.10
8/4/2015		\$	0.15
8/8/2015		\$0.10	
8/18/2015	\$	0.15	
8/19/2015		\$	0.20
9/1/2015	\$	0.25	
9/3/2015	\$	0.75	
9/21/2015		\$	0.10

9/23/2015		\$	0.50	
9/24/2015	\$	0.50		
9/30/2015		\$	0.20	
10/6/2015		\$	1.00	
10/14/2015		\$	0.05	
10/19/2015	\$	0.11		
10/20/2015		\$	0.05	
10/24/2015		\$0.60		
10/29/2015	\$	0.15		
11/2/2015		\$	0.01	
11/3/2015		\$	0.20	
11/5/2015	\$	1.05		
11/20/2015	\$	0.05		
12/3/2015	\$	0.20		
12/28/2015		\$	0.05	
12/29/2015		\$	0.20	
1/6/2015	\$	1.00		
1/9/2015	\$	7.30		dva noted cash register error
1/11/2015		\$	0.50	
1/13/2015		\$	4.95	
1/15/2016		\$	0.15	
1/15/2016		\$	1.55	WEEKLY DEPOSIT
1/20/2016	\$	0.05		
1/22/2016		\$	3.18	WEEKLY DEPOSIT
1/27/2016	\$	0.01		
1/28/2016	\$	1.00		
1/29/2016		\$	0.04	
1/29/2016		\$	0.95	WEEKLY DEPOSIT
2/2/2016	\$	0.05		
2/8/2016		\$	2.80	
2/9/2016	\$	0.10		
2/19/2016	\$	0.02		
2/22/2016	\$	0.15		
2/23/2016	\$	0.20		
2/24/2016		\$	0.20	
3/1/2016		\$	0.25	
3/5/2016		\$	0.05	
3/7/2016		\$	2.05	
3/10/2016		\$	4.00	
3/11/2016		\$3.95		WEEKLY DEPOSIT
3/14/2016		\$	0.25	
3/15/2016	\$	3.15		
4/1/2016	\$	1.10	\$	0.90
4/14/2016	\$	0.30		
4/15/2016		\$	0.75	
4/22/2016		\$	0.09	
4/22/2016		\$	0.08	

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4/26/2016		\$	0.11
4/27/2016		\$	0.05
4/28/2016	\$	0.10	
5/5/2016		\$	0.05
5/6/2016		\$	0.05
5/13/2016			\$0.25
5/18/2016		\$	0.15
5/21/2016	\$	0.05	
5/25/2016	\$	0.10	
5/28/2016	\$	0.05	
6/1/2016	\$	0.70	
6/7/2016		\$	0.25
6/16/2016	\$	1.05	
6/20/2016	\$	0.05	
6/27/2015		\$	0.21
6/28/2016		\$	0.10
6/30/2016		\$	0.88
7/1/2016		\$	0.11
7/7/2016		\$	0.50
7/8/2016	\$	0.05	
7/9/2016	\$	1.70	
7/19/2016		\$5.00	
7/21/2016		\$	0.30
7/22/2016	\$	0.30	
7/28/2016		\$	0.25
8/4/2016	\$	0.10	
8/5/2016	\$	0.95	
8/9/2016	\$	0.04	
8/20/2016		\$	0.02
8/23/2016			\$15.00
8/24/2016		\$	5.00
10/5/2016	\$	1.75	
10/15/2016		\$	0.75
10/18/2016	\$	0.10	
10/20/2016	\$	0.35	
10/25/2016		\$	0.20
10/28/2016	\$	1.25	
10/29/2016		\$	1.00
11/9/2016	\$	0.06	
11/11/2016	\$	0.30	
11/19/2016	\$	0.40	
11/22/2016	\$	0.20	
11/23/2016		\$	1.00
11/29/2016		\$	0.05
12/1/2016		\$	0.01
12/3/2016	\$	0.05	
12/6/2016	\$	0.10	

Because someone took a Canadian nickle

12/9/2016	\$	0.75		
12/10/2016			\$	1.00
12/20/2016			\$	0.05
12/29/2016	\$	0.10		
1/5/2017			\$	3.00
1/6/2017			\$	1.00
1/16/2017			\$	0.90
1/21/2017			\$	0.10
1/23/2017	\$	0.10		
1/26/2017	\$	3.10		
1/26/2017				\$0.20
1/28/2017	\$	0.10		
2/2/2017			\$	0.90
2/10/2017			\$	0.10
2/14/2017			\$	1.05
2/23/2017			\$	0.10
2/25/2017	\$	0.10		
3/1/2017	\$	0.05		
3/2/2017	\$	0.10		
3/3/2017		\$0.01		Deposit
3/4/2017			\$	0.42
3/7/2017	\$	1.00		
3/10/2017	\$	0.30		
3/13/2017	\$	0.30		
3/17/2017			\$	0.05 Deposit
3/23/2017	\$	0.25		Canadian quarter
3/29/2017			\$	0.15
3/30/2017	\$	0.05		
3/31/2017			\$	0.05
4/6/2017	\$	0.05		
4/11/2017	\$	2.00		
4/12/2017		.5		
4/21/2017	\$	0.89		
4/21/2017			\$	1.30 Deposit
4/28/2017	\$	0.15		
5/4/2017	\$	0.30		Canadian quarter
5/5/2017			\$	1.00 Deposit
7/16/2017			\$	3.50 Cash register did not print, duplicate entries
5/31/2017	\$	1.15		
6/3/2017				\$0.35
6/14/2017			\$	0.45
6/15/2017	\$	0.10		
6/16/2017	\$	0.40		
6/21/2017	\$	0.05		
6/27/2017	\$	1.10		
6/30/2017			\$	1.00 Deposit
7/1/2017				\$1.00 Daily

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7/6/2017		\$	2.35	
7/7/2017	\$	4.70		daily
			\$	0.25 Deposit
7/8/2017	\$	0.05		
7/11/2017			\$	1.00
7/14/2017	\$	0.20		daily
7/19/2017			\$	0.10
7/20/2017	\$	0.05		
7/24/2017			\$	0.10
8/1/2017			\$	0.21
8/2/2017			\$	0.10
8/3/2017	\$	0.20		
8/7/2017			\$	0.01
8/8/2017	\$	0.25		
8/10/2017			\$	0.60
8/15/2017			\$	1.00
17-Aug	\$	0.05		
30-Aug	\$	7.15		
9/2/2017			\$	0.15
9/13/2020			\$	0.40
9/28/2017			\$	0.50
10/2/2017	\$	0.40		
10/4/2017			\$	1.25
10/6/2017	\$	1.05		
10/6/2017			\$	0.40 WEEKLY DEPOSIT
10/12/2017			\$	0.07
10/13/2017	\$	0.55		
10/16/2017	\$	0.35		
10/17/2017	\$	0.05		
10/18/2017			\$	0.10
10/31/2017	\$	2.15		
11/2/2017			\$	2.60
11/3/2017		\$10.00		
11/4/2017				\$10.00
11/6/2017			\$	1.55
11/8/2017			\$	0.15
11/10/2017			\$	9.75
11/27/2017	\$	0.10		
12/5/2017	\$	0.90		
12/6/2017	\$	0.40		
12/9/2017			\$	0.90
12/16/2017				\$0.60
12/20/2017	\$	0.15		
12/29/2017			\$	1.00
1/2/2018	\$	0.10		
1/5/2017			\$	0.05 WEEKLY DEPOSIT
1/6/2018	\$	0.50		

1/15/2018	\$	0.10	
1/18/2018	\$	0.15	
1/19/2018	\$	0.50	
1/27/2018	\$	2.00	
1/30/2018	\$	0.20	
1/31/2018		\$	0.20
2/1/2018	\$	0.05	
2/5/2018		\$	0.20
2/7/2018	\$	5.00	
2/8/2018		\$	4.90
2/12/2018		\$	1.00
2/14/2018		\$	4.90
2/27/2018		\$	0.50
2/28/2015	\$	0.49	
3/1/2018		\$	0.85 WEEKLY DEPOSIT
	\$	0.25	
3/9/2018		\$	0.50
3/12/2018			\$0.30
	\$	0.21	
		\$	0.55
3/19/2018	\$	0.05	
3/20/2018		\$	0.10
3/23/2018	\$	0.25	
3/28/2018	\$	9.90	
3/29/2018		\$	1.00
3/30/2018	\$	2.00	daily cash
4/3/2018		\$	3.00
4/5/2018	\$	0.30	
4/6/2018	\$	0.50	
13-Apr		\$	3.10
	\$	3.00	
4/20/2018	\$	0.05	daily
4/20/2018		\$	0.05 WEEKLY DEPOSIT
4/21/2018		\$	5.50
4/24/2018			\$0.10
4/25/2018	\$	0.10	
4/26/2018		\$	1.00
4/27/2018		\$0.11	WEEKLY DEPOSIT
4/30/2018	\$	0.05	
5/4/2018	\$	0.10	
5/4/2018	\$	0.20	WEEKLY DEPOSIT
5/8/2018	\$	0.19	
5/9/2018		\$	0.10
5/10/2018		\$	0.05
5/10/2018			\$0.09 WEEKLY DEPOSIT
5/12/2018		\$	0.18
5/17/2018	\$	0.65	

5/21/2018	\$	0.05	
5/30/2018	\$	0.25	
6/1/2018			\$ 0.10 daily cash
6/7/2018	\$	0.01	
6/8/2018			\$ 0.11 daily cash
6/8/2018	\$	10.09	WEEKLY DEPOSIT
6/15/2018			\$ 2.60 daily cash
6/15/2018			\$2.90 WEEKLY DEPOSIT
6/19/2018			\$ 1.00
6/22/2018	\$	0.85	WEEKLY DEPOSIT
6/30/2018			\$ 2.00 daily cash
7/6/2018	\$	26.80	WEEKLY DEPOSIT
7/7/2018			\$0.75 daily cash
7/9/2018	\$	0.20	daily cash
7/12/2018			\$ 0.25 daily cash
7/14/2018			\$0.08 daily cash
7/16/2018			\$ 0.05 cash
7/17/2018	\$	3.00	
7/20/2018			\$ 3.00 WEEKLY DEPOSIT
7/25/2018			\$ 2.85 daily
7/26/2018	\$	0.75	daily
7/27/2018	\$	0.15	
7/27/2018	\$	3.09	WEEKLY DEPOSIT
8/11/2018	\$	0.50	daily cash
8/15/2018			\$ 0.95
8/16/2018			\$ 0.05
8/17/2018	\$	0.85	WEEKLY DEPOSIT
8/24/2018			\$ 0.05
8/24/2018			\$ 0.15 WEEKLY DEPOSIT
8/28/2018	\$	22.55	??
8/31/2018	\$	1.00	WEEKLY DEPOSIT
9/1/2018			\$0.10 daily cash
9/5/2018			\$ 0.55
9/6/2018	\$	0.10	
9/7/2018	\$	0.45	WEEKLY DEPOSIT
9/8/2018			\$ 9.85 daily cash
9/10/2018	\$	0.30	daily cash
9/14/2018			\$ 1.00 DAILY
9/17/2018	\$	4.80	
9/18/2018			\$ 3.75
9/19/2018			\$ 1.00
9/22/2018			\$ 0.60 daily cash
9/25/2018			\$ 0.15
9/28/2018	\$	1.00	WEEKLY DEPOSIT
9/29/2018		\$1.90	
10/1/2018	\$	0.10	daily cash
10/3/2018	\$	0.10	

10/5/2018	\$	0.02		daily
10/5/2018			\$	10.00 WEEKLY DEPOSIT
10/19/2018			\$	0.05 WEEKLY DEPOSIT
10/26/2018			\$	0.25 WEEKLY DEPOSIT
10/31/2018	\$	0.10		daily
11/2/2018		\$9.96		WEEKLY DEPOSIT
11/3/2018	\$	0.05		daily
11/14/2018	\$	0.30		daily
11/15/2018	\$	1.50		
11/16/2018	\$	0.05		daily
11/17/2018			\$0.71	Daily
11/27/2018			\$	12.03 daily
12/1/2018			\$	0.27 daily
12/6/2018			\$	0.05
12/17/2018	\$	0.10		
12/18/2018			\$	0.30
12/29/2018			\$	0.05
1/2/2019	\$	0.25		
1/4/2019	\$	0.90		
1/5/2019			\$	0.40
1/9/2019	\$	0.20		
1/16/2019			\$	0.10
1/17/2019	\$	0.10		
1/29/2019	\$	0.25		Daily
2/1/2019			\$	0.15 daily
2/2/2019			\$	0.16
2/6/2019			\$	0.15 daily
2/7/2019			\$	11.35 Daily
2/8/2019			\$	0.65 daily
2/9/2019	\$	0.15		daily
2/14/2019	\$	0.15		daily
2/15/2019	\$	0.55		
2/15/2019			\$	1.05 WEEKLY DEPOSIT
2/18/2019			\$	0.55 daily/Canadian coins accepted
2/19/2019			\$	1.10
2/20/2019	\$	0.50		daily
2/25/2019	\$	0.70		daily
			\$	0.10 daily
			\$	0.10
	\$	0.05		daily
			\$	5.80 daily
2-Mar			\$	0.30 daily
3/5/2019	\$	0.04		daily
3/6/2019	\$	0.90		DAILY
3/7/2019			\$	5.05 daily
3/9/2019			\$	4.70
3/11/2019			\$	0.36 daily

3/12/2019		\$	0.26	
3/13/2019	\$	0.10		daily
3/18/2019	\$	0.45		daily
3/19/2019		\$	0.05	
3/21/2019		\$	1.70	
3/22/2019	\$	1.10		WEEKLY DEPOSIT
3/22/2019		\$	0.95	daily
3/25/2019		\$	1.50	daily
3/27/2019		\$	4.90	daily
3/28/2019		\$	1.30	daily
3/29/2019	\$	0.05		daily
3/30/2019	\$	0.10		daily
4/1/2019		\$	3.95	daily
4/2/2019	\$	7.75		daily
4/3/2019	\$	0.75		daily
4/5/2019		\$	37.96	WEEKLY DEPOSIT
4/9/2019		\$	0.30	daily
4/12/2019		\$	0.25	daily
4/12/2019		\$	0.15	WEEKLY DEPOSIT
4/13/2019		\$	0.55	daily
4/15/2019		\$	0.25	daily
4/16/2019	\$	9.35		
4/17/2019		\$	10.00	
4/18/2019		\$	0.10	
4/19/2019	\$	1.74		daily
4/19/2019	\$	2.05		WEEKLY DEPOSIT
4/25/2019	\$	1.00		
4/26/2019	\$	0.15		daily
4/27/2019		\$	0.20	
4/30/2019		\$	1.90	daily
5/1/2019	\$	0.30		daily
5/3/2019	\$	2.64		WEEKLY DEPOSIT
5/6/2019	\$	0.21		Daily
5/7/2019	\$	0.44		Daily
5/14/2019			\$0.90	Daily
5/15/2019	\$	0.30		daily
5/23/2019	\$	0.85		daily
5/24/2019		\$	0.10	daily
31-May	\$	0.50		daily
6/1/2019	\$	2.00		daily
6/4/2019		\$	1.95	daily
6/11/2019		\$	0.10	daily
6/18/2019	\$	0.02		daily
6/19/2019	\$	1.15	\$	1.15
6/20/2019		\$	0.03	
6/21/2019		\$	1.16	WEEKLY DEPOSIT
6/22/2019	\$	0.10		daily

6/26/2019	\$	0.75		daiy
6/27/2019			\$	0.01 daily
6/28/2019			\$	0.20 daily
7/10/2019	\$	0.95		daily
7/12/2019			\$	0.01
7/16/2019			\$	0.75 daily
7/17/2019			\$	0.08 daily
7/18/2019			\$	0.56
7/24/2019	\$	0.10		daily
7/26/2019			\$	4.15 daily
7/27/2019	\$	0.20		daily
7/30/2019			\$	0.01 daily
7/30/2019			\$	0.11 PM count
7/31/2019			\$	0.10 AM count
8/6/2019			\$	0.01 AM count
8/7/2019	\$	0.75		AM count
8/7/2019	\$	0.15		PM count
8/8/2019			\$	0.45 PM count
8/16/2019			\$	16.50 AM count
8/19/2019			\$	0.01 WEEKLY DEPOSIT
8/21/2019			\$	0.75 daily
8/21/2019			\$	0.50 afternoon cash
8/22/2019	\$	0.50		
8/22/2019			\$	0.10 afternoon cash
8/24/2019			\$	65.00 daily
8/26/2019	\$	0.06		daily
8/28/2019	\$	1.60		
28-Aug	\$	0.05		am
30-Aug			\$	0.80 Deposit
9/5/2019			\$	0.05 PM count
9/6/2019			\$	3.00 WEEKLY DEPOSIT
9/6/2019			\$	0.15 PM count
9/11/2019			\$	1.00 PM count
0913/2019			\$	0.91 WEEKLY DEPOSIT
9/13/2019			\$	0.05 PM count
9/16/2019			\$	0.25 daily
9/17/2019	\$	1.10		
17-Sep			\$	0.10 PM count
9/18/2019	\$	0.05		daily
9/18/2019			\$	0.05
9/20/2019			\$	0.73 WEEKLY DEPOSIT
9/22/2019	\$	1.75		daily
9/24/2019			\$	0.20 daily
9/25/2019	\$	0.10		PM count
9/26/2019	\$	0.95		PM count
9/27/2019			\$	0.75
9/27/2019			\$	0.30 WEEKLY DEPOSIT

9/27/2019		\$	0.30 PM count
9/28/2019	\$	0.50	
10/1/2019		\$	0.04 PM count
2-Oct		\$	0.05 am
2-Oct		\$	1.50 PM count
10/3/2019	\$	0.20	
10/4/2019		\$	0.25 PM count
10/11/2019		\$	0.20
10/11/2019		\$	0.98 WEEKLY DEPOSIT
10/12/2019		\$	0.01
10/14/2019		\$	0.15 daily
10/16/2019		\$	1.80 daily AM
10/16/2019		\$	0.40 PM count
10/17/2019	\$	0.75	daily
10/18/2019		\$	0.30 WEEKLY DEPOSIT
10/22/2019		\$	0.10 PM count
10/24/2019	\$	0.05	PM count
10/25/2019	\$	0.99	
28-Oct		\$	0.15 AM count
30-Oct	\$	0.10	am count
10/31/2019	\$	5.15	
10/31/2019	\$	0.25	PM count
11/1/2019		\$	0.25
11/2/2019		\$	0.01 AM
11/4/2019	\$	0.01	AM
11/5/2019		\$	0.95 PM count
11/6/2019	\$	2.30	AM count
11/6/2019		\$	5.00 PM count
11/7/2019		\$	0.20
11/12/2019		\$	0.10 PM count
11/15/2019	\$	3.45	PM count
11/16/2019	\$	0.04	AM count
11/20/2019		\$	0.50 PM count
11/520/19		\$	0.40 PM count
11/26/2019	\$	0.10	PM count
12/2/2019	\$	1.00	PM count
12/2/2019		\$	1.00
12/7/2019		\$	1.00
12/11/2019	\$	0.40	AM count
12/11/2019	\$	0.80	PM count
12/12/2019	\$	6.00	
12/16/2019	\$	0.20	AM count
12/16/2019		\$	5.20 PM count
12/17/2019	\$	5.00	AM Count
12/17/2019		\$	0.40 PM count
12/23/2019		\$	0.10 AM count
12/31/2019	\$	0.10	AM count

1/4/2020		\$	0.26	
1/7/2020	\$	0.05		
1/8/2020		\$	1.05	AM
1/9/2020		\$	0.34	am
1/15/2020		\$	0.25	am
1/15/2020		\$	5.80	PM count
1/16/2020		\$	2.40	PM count
1/17/2020	\$	1.25		am
1/23/2020		\$	0.03	am
1/28/2020		\$	0.20	am
1/29/2020		\$	0.20	AM
2/1/2020	\$	4.99		
2/4/2020	\$	0.10		am
2/5/2020	\$	0.10		PM count
		\$	0.10	am
2/15/2020	\$	0.15		AM
2/10/2020	\$	0.05		PM count
2/11/2020		\$	0.01	
..		\$	0.77	AM
2/15/2020	\$	1.00		am
2/17/2020	\$	0.10		AM
2/19/2020		\$	0.01	
2/21/2020	\$	0.10		am
2/21/2020	\$	36.04		DEPOSIT
2/21/2020	\$	1.00		PM count
2/22/2020		\$	0.40	AM count
2/24/2020		\$	6.00	AM count
2/24/2020		\$	0.30	PM count
2/25/2020				correct count
2/25/2020	\$	0.10		PM count
2/26/2020		\$	0.70	
2/26/2020		\$	0.10	
2/27/2020	\$	0.43		AM count
2/27/2020		\$	0.05	PM count
2/28/2020	\$	-	\$	- correct amount
2/28/2020		\$	0.10	PM count
2/29/2020	\$	0.10		AM count
3/2/2020	\$	0.30		AM count
3/2/2020		\$	0.40	PM count
3/3/2020		\$	2.92	PM count
3/4/2020				AM count
3/4/2020		\$	1.50	PM count
3/5/2020				
3/5/2020	\$	0.20		PM count
3/6/2020		\$	0.20	am count
3/6/2020		\$	0.60	PM count
3/7/2020	\$	-	\$	- AM count

3/10/2020			correct count
3/10/2020			PM CORRECT AMOUNT
3/11/2020	\$	1.00	AM count
3/12/2020			am correct
3/12/2020			pm CORRECT AMOUNT
3/13/2020			2:30 PM Correct amount
3/14/2020	\$	-	AM Count
6/2/2020	\$	0.08	AM
6/3/2020		\$	0.01 AM
6/11/2020		\$	0.10
6/17/2020		\$	10.00
6/30/2020		\$	5.00 AM
7/1/2020	\$	0.20	AM
7/7/2020	\$	0.20	AM
7/9/2020		\$	6.40
7/10/2020		\$	4.30 WEEKLY DEPOSIT
7/14/2020	\$	0.10	
7/15/2020	\$	0.07	
7/17/200	\$	0.25	
7/21/2020		\$	0.25
8/4/2020		\$	0.10
8/5/2020	\$	0.05	AM Count
8/6/2020		\$	0.05
8/14/2020		\$	0.01 AM Count
8/28/2020		\$	0.90
8/31/2020	\$	0.20	AM Count
9/11/2020	\$	0.10	AM Ounct
9/15/2020		\$	0.10 am count
9/17/2020		\$	4.00 am count
9/18/2020		\$	1.00 AM Count
9/22/2020	\$	0.07	AM Count
9/23/2020		\$	0.07
10/7/2020		\$	0.13 AM count
10/8/2020		\$	2.07 WEEKLY DEPOSIT
10/16/2020		\$	0.05
10/20/2020		\$	0.95 AM Count
10/21/2020		\$	1.05 am count
10/27/2020		\$	0.10 am
10/28/2020		\$	0.12 am
10/29/2020		\$	0.50 am
11/3/2020	\$	0.20	am
11/6/2020	\$	1.00	am
11/10/2020		\$	1.05 am
11/20/2020	\$	0.10	am
12/1/2020		\$	19.40 am
12/1/2020	\$	1.00	am
12/3/2020		\$	0.80 am

12/8/2020	\$	4.90		am
12/9/2020			\$	5.00 am
12/15/2020			\$	0.70 am
12/29/2020			\$	6.00 AM
1/4/2021			\$	0.20
1/6/2021			\$	7.10
1/13/2021			\$	0.01
1/20/2021	\$	0.35		am
1/26/2021	\$	1.20		am
2/2/2021			\$	2.10 am
2/3/2021	\$	2.00		am
2/9/2021	\$	0.50		am
2/10/2021	\$	0.10		am
2/11/2021	\$	1.00		
2/16/2021			\$	0.06 am
2/17/2021	\$	0.10		am
2/23/2021			\$	0.55 am
3/3/2021			\$	0.10
3/9/2021			\$	0.30
3/11/2021	\$	0.35		
3/12/2021	\$	0.10		
3/16/2021	\$	1.00		
3/17/2021			\$	3.50
3/19/2021	\$	0.06		
3/23/2021			\$	0.01
3/24/2021			\$	0.10
4/2/2021	\$	1.00		
4/6/2021	\$	0.10		am
4/7/2021			\$	1.05
4/8/2021			\$	1.10
4/9/2021			\$	0.20
4/14/2021			\$	0.01
5/12/2021	\$	0.20		
5/14/2021	\$	1.00		am
5/18/2021	\$	2.80		am
5/21/2020	\$	0.05		
5/26/2021			\$	0.20 am
6/9/2021	\$	1.00		
6/17/2021			\$	1.05 am
6/28/2021	\$	0.10		am
6/29/2021			\$	0.10
7/1/2021	\$	0.45		
7/7/2021			\$	0.05
7/12/2021			\$	0.01
7/14/2021			\$	0.90 am
7/15/2021	\$	1.15		AM
7/16/2021	\$	0.60		

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7/20/2021		\$	1.00	AM
7/27/2021	\$	0.50		
8/4/2021	\$	1.00	\$	1.00 AM
8/5/2021	\$	0.10		AM
8/6/2021	\$	1.60		AM
8/9/2021			\$	1.90 AM
8/10/2021			\$	0.10 AM
8/11/2021	\$	0.70		
8/18/2021			\$	0.10 AM
8/23/2021			\$	0.46 AM
8/26/2021	\$	0.25		AM
8/31/2021		\$0.15		AM
9/13/2021	\$	0.20		AM
9/14/2021	\$	1.00	\$	1.00 AM
9/15/2021	\$	1.00		AM
9/21/2021			\$	0.04 AM
9/27/2021	\$	0.10		AM
10/1/2021	\$	0.05		am
10/4/2021			\$	0.05 AM
10/14/2021			\$	0.01 AM
10/22/2021	\$	8.95		AM
11/1/2021	\$	0.25		AM
11/10/2021			\$	0.05 am
11/16/2021			\$	0.20 AM
11/30/2021	\$	0.10		am
12/1/2021	\$	1.91		am
12/6/2021			\$	2.99 am
12/9/2021	\$	0.25		am
12/13/2021			\$	0.10 am
12/14/2021	\$	0.05		am
12/15/2021			\$	0.05 am
12/27/2021			\$	1.00 am
1/18/2022	\$	0.10		am
	\$	0.10		am
2/25/2022			\$	0.10 am
1/31/2022			\$	0.10 am
2/8/2022	\$	3.40		am
2/14/2022	\$	0.10		am
2/14/2022			\$	0.10 PM
2/15/2022			\$	0.10 am
2/19/2022	\$	0.10		am
2/21/2022			\$	0.10 am
2/22/2022	\$	0.10		am
3/1/2022	\$	0.09		am
3/9/2022			\$	0.90 am
3/11/2022			\$	1.00
3/24/2022	\$	0.25		am

3/26/2022	\$	0.20		am
3/28/2022	\$	0.05		am
3/29/2022			\$	0.05 am
3/31/2022			\$	0.05 am
4/1/2022	\$	-	\$	- am
4/6/2022			\$	2.95 am
4/7/2022	\$	3.00		am
4/12/2022	\$	1.00		am
4/20/2022	\$	0.99		am
4/25/2022			\$	0.05 am
4/26/2022	\$	0.99		am
5/10/2022	\$	0.80		am
5/13/2022	\$	0.60		am
5/18/2022	\$	0.25		am
5/19/2022			\$	0.25 am
5/24/2022	\$	1.70		am
5/25/2022			\$	0.10 am
5/27/2022	\$	9.60		am
5/31/2022			\$	10.20 am
6/1/2022	\$	1.60		am
6/15/2022	\$	1.00		am
6/16/2022			\$	0.25 am
6/25/2022			\$	0.20 am
6/29/2022	\$	0.20		am
7/13/2022			\$	0.05 AM
7/14/2022	\$	10.00		AM
7/19/2022	\$	1.00		AM
7/20/2022			\$	0.05 AM
7/23/2022			\$	0.05 am
9/1/2022	\$	0.10		am
9/15/2022	\$	0.15		Am
9/17/2022	\$	0.20		Am
9/22/2022			\$	0.60 AM
9/27/2022	\$	2.20		AM
10/6/2022	\$	12.05		AM
10/18/2022	\$	0.05		AM
10/25/2022			\$	0.10 AM
11/7/2022			\$	0.25 AM
11/29/2022	\$	2.40		AM
12/17/2022	\$	1.50		AM
1/4/2023	\$	0.95		AM
1/11/2023			\$	0.20 AM
1/12/2023	\$	0.45		AM
1/29/2023	\$	2.90		AM
2/1/2023			\$	0.11 AM
			\$	0.50 AM
2/6/2023	\$	0.34		AM

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2/6/2023		\$	0.25	AM
2/8/2023		\$	0.20	AM
	\$	1.00		AM
		\$	1.20	AM
	\$	0.20		AM
3/20/2023	\$	0.10		AM
3/22/2023		\$	0.50	AM
3/24/2023	\$	1.40		AM
3/27/2023		\$	3.35	AM
3/28/2023	\$	1.00		AM
3/30/2023		\$	0.10	AM
		\$	0.50	AM
	\$	0.75		AM
		\$	1.00	AM
	\$	9.00		Am
		\$	0.05	AM
		\$	0.35	AM
		\$	9.31	AM
4/28/2023		\$	0.01	AM
5/3/2023		\$	0.05	AM
5/5/2023	\$	0.75		AM
5/6/2023	\$	0.20		AM
5/17/2023		\$	0.10	AM
		\$	0.35	AM
	\$	2.00		AM
5/25/2023		\$	1.00	AM
		\$	0.25	AM
	\$	0.25		AM
6/7/2023	\$	0.01		AM
6/21/2023		\$	0.50	AM
	\$	0.40		AM
7/7/2023		\$	0.10	AM
		\$	0.10	AM
	\$	1.00		AM
7/21/2023		\$	1.00	AM
7/22/2023		\$	1.00	AM
	\$	0.98		AM
	\$	0.50		AM
8/1/2023	\$	0.35		AM
8/2/2023	\$	0.05		AM
8/8/2023		\$	0.05	AM
8/11/2023		\$	0.25	
	\$	0.10		AM
8/15/2023		\$	50.00	AM
8/22/2023		\$	0.15	AM
8/31/2023		\$	10.00	AM
9/5/2023	\$	0.10		AM

9/6/2023		\$	0.60	AM
9/8/2023		\$	3.10	AM
9/9/2023		\$	0.10	AM
09.19.23		\$0.95		AM
09.21.23	\$	0.03		AM
9/22/2023		\$	0.25	AM
09.26.23			\$1.39	AM
9/27/2023		\$	0.10	AM
09.28.2023		\$0.40		AM
10.03.23		\$0.10		AM
10/4/2023		\$	1.00	AM
10.05.23	\$	0.78		AM
10/6/2023		\$	0.75	AM
10.13.23		\$	0.20	AM
10.19.23	\$	0.10		AM
10.25.23		\$	1.00	AM
10/25/2023		\$	0.10	am
11/4/2023	\$	0.75		AM
11/6/2023		\$	0.20	AM
11.07.23		\$	3.00	AM
11.09.23	\$	0.25		AM
11/10/2023		\$	0.25	AM
11.14.23		\$	0.10	AM
11/16/2023		\$	5.70	AM
11.21.23	\$	0.12		AM
11.22.23		\$	0.05	am
11.29.23	\$	0.90		AM
12.07.23		\$	0.25	AM
12.09.23	\$	0.10		AM
12.11.23	\$	0.14		AM
12/14/2023		\$	0.05	AM
12.19.23	\$	0.05		AM
12.20.23		\$	0.05	AM
12/29/2023	\$	0.05		AM
1/2/2024	\$	1.05		AM
1/3/2024		\$	1.05	AM
01.04.24	\$	0.25		AM
1/19/2024		\$	0.20	AM
1/29/2024	\$	1.00		AM
1/30/2024		\$	1.00	AM
01.31.24	\$	0.10		AM
02.06.24	\$	0.10		AM
02.07.24	\$	0.05		AM
02.08.24		\$	0.75	AM
2/9/2024	\$	1.25		AM
2/10/2024		\$	0.10	AM
02.14.24	\$	0.05		AM

02.17.24		\$	0.20	AM
2/19/2024	\$	0.80		AM
2/23/2024		\$	0.75	AM
02.27.24		\$	0.55	AM
02.28.24		\$	0.45	AM
3/1/2024		\$	0.10	AM
3/4/2024		\$	0.05	AM
03.05.24	\$	0.05		AM
03.06.24	\$	0.30		AM
3/8/2024	\$	0.45		AM
3/9/2024		\$	0.10	AM
3/11/2024		\$	0.05	AM
03.14.24		\$	9.75	AM
3/16/2024		\$	1.00	AM
03.19.24		\$	0.05	AM
03.26.24	\$	0.30		AM
04.09.24	\$	0.03		AM
04.11.24	\$	0.05		AM
4/13/2024	\$	0.05		AM
04.23.24	\$	1.00		AM
04.24.24	\$	1.05		AM
4/25/2024		\$	3.15	AM
4/27/2024		\$	2.60	AM
04.30.24	\$	0.99		AM
05.01.24		\$	0.25	AM
05.02.24		\$	0.99	AM
05.09.24		\$	0.10	AM
5/10/2024		\$	0.20	AM
5/13/2024		\$	1.10	AM
05.14.24		\$	0.15	AM
05.15.24	\$	0.05		AM
5/18/2024	\$	0.50		AM
05.28.24		\$	0.05	AM
05.29.24	\$	0.30		AM
05.30.24		\$	0.01	AM
06.02.24	\$	0.30		AM
06.11.24		\$	0.10	AM
06.17.24	\$	0.30		AM
06.18.24		\$	0.31	AM
06.20.24		\$	1.00	AM
6/21/2024		\$	0.20	AM
6/24/2024		\$	0.05	AM
07.02.24	\$	0.05		AM
7/5/2024		\$	5.00	AM
07.11.24	\$	1.00		AM
07.17.24		\$	0.15	AM
07.18.24		\$	0.05	AM

07.20.24		\$	0.13	AM
7/22/2024	\$	0.10		AM
07.23.24		\$	10.00	AM
07.26.24	\$	2.66		AM
07.29.24	\$	0.10		AM
7.30.24	\$	0.05		AM
7/31/2024		\$	1.04	AM
8/2/2024	\$	0.05		AM
08.06.24		\$	0.25	AM
08.07.24		\$	0.18	AM
8/8/2024	\$	0.25		AM
8/9/2024	\$	5.30		AM
8/15/2024	\$	0.10		AM
8/16/2024	\$	0.10		AM
8/19/2024	\$	0.80		AM
8/20/2024	\$	10.15		AM
8/21/2024	\$	0.20		AM
8/21/2024	\$	0.20		PM
8/22/2024	\$	1.80		pm
8/23/2024				
8/23/2024	\$	13.80		pm

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02

File 1 Donations

02.26.23	\$	2.40	
	\$	0.05	
02.27.24	\$	0.55	
	\$	0.60	
	\$	0.20	
02.28.24	\$	0.45	
02.28.24	\$	3.00	
03.02.24	\$	4.60	
3/4/2024	\$	0.05	Over from Cash Register
3/4/2024	\$	1.00	Donation
	\$	0.30	Donation
03.05.24	\$	1.80	Donation
03.05.24	\$	1.40	Donation
03.06.24	\$	0.60	Donation
03.06.24	\$	20.00	Donation
	\$	0.80	Donation
03.06.24	\$	0.20	Donation
03.07.24	\$	0.60	Donation
03.08.24	\$	0.05	Donation
	\$	0.40	Donation
	\$	0.05	Doantion
	\$	0.10	Donation
03.09.24	\$	0.10	Donation
03.11.24	\$	0.60	Donation
03.12.24	\$	0.20	Donation
03.13.24	\$	1.20	Donation
03.13.24	\$	0.10	Donation
	\$	4.00	Donation
	\$	0.10	Donation
	\$	0.20	Donation
03.14.24	\$	0.10	Donation
	\$	0.25	Donation
03.15.24	\$	0.05	Donation
	\$	0.05	Donation
	\$	1.00	Donation
03.16.24	\$	0.20	Donation
03.18.24	\$	8.00	Donation
03.19.24	\$	0.40	Donation
03.19.24	\$	0.60	Donation
03.19.24	\$	0.95	Donation
3/20/2024	\$	0.75	Donation
	\$	0.15	Donation
	\$	0.60	Donation
3/23/2024	\$	0.35	Donation

1

3/25/2024	\$	0.20	Donation
	\$	0.50	Donation
03.26.24	\$	6.60	Donation
	\$	0.95	donation
03.27.24	\$	0.04	Donation
03.28.24	\$	5.20	Donation
03.29.24	\$	1.00	Donation
03.29.24	\$	0.80	Donation
3/29/2024	\$	1.00	Donation
3/29/2024	\$	0.10	Donation
4/1/2024	\$	1.00	Donation
	\$	0.05	Donation
04.02.24	\$	0.05	Donation
	\$	0.05	Donation
04.04.24	\$	1.00	Donation
	\$	0.05	Donation
04.05.24	\$	0.05	Donation
	\$	0.05	Donation
04.06.24	\$	0.20	Donation
04.08.24	\$	0.40	Donation
04.09.24	\$	0.60	Donation
04.11.24	\$	5.00	Donation
04.11.24	\$	0.80	Donation
	\$	0.80	Donation
4/15/2024	\$	0.25	Donation
4/15/2024	\$	0.55	donation
	\$	0.80	Donation
	\$	0.05	Donation
04.16.24	\$	0.80	Donation
04.18.24	\$	0.50	Donation
04.19.24	\$	1.80	Donations
	\$	0.90	Donation
04.24.24	\$	0.10	Donation
4/25/2024	\$	0.15	donation
04.25.25	\$	0.20	Donation
	\$	0.40	Donation
04.27.24	\$	1.00	Donation
	\$	0.10	donation
04.29.24	\$	0.60	Donation
05.01.24	\$	3.50	DONATIONS
05.02.24	\$	0.10	Donations
	\$	0.20	Donations
05.04.24	\$	0.10	Donations
05.06.24	\$	0.50	Donations

	\$	0.20	Doations
	\$	0.10	Donations
	\$	0.05	Donations
05.07.24	\$	0.40	Donations
05.07.24	\$	0.20	Donations
05.08.24	\$	0.80	Donations
	\$	0.02	Donations
	\$	0.05	Donations
05.09.24	\$	2.00	Donation
	\$	0.05	Donations
5/10/2024	\$	0.15	Donations
5/11/2024	\$	8.00	Donation
5/11/2024	\$	0.60	Donation
	\$	0.10	Donation
	\$	40.00	donation
05.13.24	\$	8.40	Donation
	\$	0.40	donation
	\$	0.20	Donation
	\$	0.05	Donation
	\$	0.25	Donation
	\$	0.40	Donation
05.14.24	\$	0.50	Donation
	\$	1.00	Donation
	\$	0.90	Donation
	\$	0.60	Donation
05.17.24	\$	10.00	Donation
05.21.24	\$	0.20	Donation
05.22.24	\$	0.10	Donation
	\$	0.80	Donation
05.23.24	\$	0.50	Donation
05.24.24	\$	0.30	Donation
05.28.24	\$	2.00	Donation
	\$	0.20	Donation
	\$	0.05	Donation
5/30/2024	\$	0.10	Donation
	\$	4.00	Donation
06.01.24	\$	0.05	Donation
	\$	0.03	Donation
6/3/2024	\$	0.10	Donation
	\$	1.20	Donation
	\$	0.20	Doations
	\$	0.50	Donations
6/4/2024	\$	0.50	Donations
06.05.24	\$	0.05	Donations

06.06.24	\$ 0.10	Donations
06.07.24	\$ 0.40	Donations
	\$ 0.10	Donations
6/10/2024	\$10.00	Donationss
	\$ 0.60	donations
	\$ 0.20	Donations
	\$ 0.05	Donations
6/12/2024	\$ 0.05	donations
6/13/2024	\$ 0.05	Donations
	\$ 0.20	Donations
	\$ 9.80	Donation
	\$ 1.40	Donations
06.14.24	\$ 0.05	Donations
6/15/2024	\$ 0.20	Donations
6/17/2024	\$ 0.21	Donations
	\$ 0.50	Donations
	\$ 0.05	Donations
6/21/2024	\$ 0.10	Donations
6/22/2024	\$ 0.35	Donations
	\$ 0.05	Donations
6/24/2024	\$ 0.20	Donations
	\$ 0.80	Donations
	\$ 10.00	Donations
6/25/2024	\$ 0.10	Donations
	\$ 1.00	Donations
6/26/2024	\$ 0.05	Donations
	\$ 0.40	Donations
	\$ 0.05	Donations
6/27/2024	\$ 0.20	Donations
	\$ 0.80	Donations
7/1/2024	\$ 0.80	Donations
7/2/2024	\$ 0.20	Donations
7/8/2024	\$ 0.20	Donations
	\$ 0.05	Donations
7/9/2024	\$ 19.80	Donations
7/10/2024	\$ 1.00	Donations
	\$ 0.25	Donations
7/11/2024	\$ 2.40	Donations
7/13/2024	\$ 1.05	Donations
7/17/2024	\$ 1.00	Donations
	\$ 0.20	Donations
07.18.24	\$ 18.00	Donations
07.19.24	\$ 0.05	Donations
07.24.24	\$ 0.50	Doations

4

	\$	0.40	Donations
07.25.24	\$	1.00	Donations
07.31.24	\$	0.20	Donations
	\$	0.60	Doations
	\$	0.60	Donations
08.3.24	\$	0.20	Donations
08.05.24	\$	0.80	Donations
	\$	1.80	Donations
08.09.24	\$	0.05	Donations
	\$	0.40	Donations
08.10.24	\$	1.00	Donations
08.13.24	\$	0.10	Donations
08.14.24	\$	0.06	Donations
08.21.24	\$	0.05	Donations
	\$	0.80	Donations
08.26.24	\$	0.10	Donations

Finances + Budget – See Attached. The Draft budget is still a draft. I spoke with Kaye, who provided information on 2025 health insurance increases, and other items to address within the budget. I also spoke with Marla from WVLS about the cross-county agreements and with Supervisor Pierce and have made changes to the 2025 Draft to accommodate those changes. The next step for the 2025 Budget will be to balance and amend the 2024 Budget to know what is needed to balance the 2025 Budget and make needed adjustments accordingly.

Finances

+

Budget

August Invoices to Pay

FUND 285		
Wisconsin Public Services	8/7/2024	\$130.46
City Gas	8/1/2024	\$15.50
City of Antigo - Water	07/31/24	\$240.88
Charter - Spectrum (phone/internet)	08/07/24	\$149.97
Domain Networks (APL Website Domain Annual Renewal)	07/29/24	\$289.00
Victory Janitorial	08/08/24	\$171.04
Wisconsin Valley Library Services (New Computers)	07/24/24	\$8,793.55
Cengage Learning (Western Books)	7/24/2024	\$49.48
Baker & Taylor (Books)	7/16/2024	\$912.12
Baker & Taylor (Books)	8/6/2024	\$217.74
Baker & Taylor (Books)	08/12/24	\$69.11
Playaway (Wonderbooks)	08/02/24	\$787.87
Demco (Rolling Book Cart 2x small, 1x large)	8/8/2024	\$1,615.38
Clermont Printing (office supplies)	08/08/24	\$9.79
Amazon (DVDS)	08/05/24	\$221.28
Amazon (Juvenile + Teen books for 100 books before HS)	07/27/24	\$401.50
Amazon (Patron Requested Book)	07/16/24	\$6.06
Credit Card Charge (Periodical Subscription)	08/05/24	\$92.00
Credit Card Charge (Periodical Subscription)	08/05/24	\$31.65
Credit Card Charge (Newspaper Subscription \$20 every 4 weeks)	08/05/24	\$20.00
Credit Card Charge (Newspaper Subscription)	08/05/24	\$69.00
		<u>\$14,293.38</u>

AMAZON INVOICES PLACED PRIOR (SR Purchases)

	05/02/24	53.91
	05/21/24	34.18
	05/28/24	221.17
	05/15/24	26.95
	05/02/24	57.91
		<u>394.12</u>

FUND 610

KI.Com (Bariatric Chair x2)	06/25/24	<u>3,264.56</u>
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14,293.38

394.12

3,264.56

Total Invoices for August 2024: **17,952.06**

General Ledger
Expenditure Guideline

User: kmatucheski
Printed: 8/26/2024 10:01:06 AM
07/01/2024-07/31/2024



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	264,928.06	17,625.67	128,837.04	136,091.02	48.63
285-620-62001-51120	Salaries P.T. and Seasonal	137,629.93	7,908.77	66,106.28	71,523.65	48.03
285-620-62001-51160	Salaries Overtime	0.00	0.00	376.23	-376.23	0.00
285-620-62001-51190	Salaries Severance Pay	0.00	0.00	15,216.10	-15,216.10	0.00
285-620-62001-51200	Salaries Holiday	0.00	734.40	6,373.20	-6,373.20	0.00
285-620-62001-51230	Salaries Vacation	0.00	432.23	7,335.55	-7,335.55	0.00
285-620-62001-51240	Salaries Sick Leave	0.00	479.52	3,055.29	-3,055.29	0.00
285-620-62001-51440	Employer Cont For Retirement	21,983.56	1,309.82	12,098.13	9,885.43	55.03
285-620-62001-51480	Employr Cont Social Security	30,869.63	2,002.84	16,169.54	14,700.09	52.38
285-620-62001-51500	Employer Cont Health Ins	118,788.54	7,757.12	60,456.02	58,332.52	50.89
285-620-62001-51520	Employer Cont Life Ins	129.36	9.36	65.05	64.31	50.29
285-620-62001-51530	Employer Cont Dental Ins	4,656.00	341.00	2,615.36	2,040.64	56.17
285-620-62001-51540	Employer Cont 125 Plan	55.80	4.65	55.46	0.34	99.39
285-620-62001-51550	Health Ins-Retiree Buyout	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	350.00	0.00	321.00	29.00	91.71
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	0.00	7,469.00	-7,469.00	0.00
285-620-62001-52130	Telephone	2,000.00	149.97	1,049.79	950.21	52.49
285-620-62001-52150	Electricity	15,000.00	0.00	2,736.82	12,263.18	18.25
285-620-62001-52170	Heating	8,500.00	17.85	3,252.85	5,247.15	38.27
285-620-62001-52190	Water & Sewer	4,000.00	240.88	1,365.16	2,634.84	34.13
285-620-62001-52200	Work Permits	0.00	0.00	0.00	0.00	0.00
285-620-62001-52210	Accounting & Auditing	1,200.00	0.00	1,200.00	0.00	100.00
285-620-62001-52220	Stop Loss & Admin Charges	0.00	0.00	0.00	0.00	0.00
285-620-62001-52270	Computer Contract	0.00	0.00	0.00	0.00	0.00
285-620-62001-52280	Contractual Services	34,000.00	8,545.30	29,136.51	4,863.49	85.70
285-620-62001-52290	EngineeringArchitect Fees	0.00	0.00	0.00	0.00	0.00
285-620-62001-52450	Computer Software	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	AvailUncollect	% ExpendCollect
285-620-62001-52480	Databases	0.00	0.00	0.00	0.00	0.00
285-620-62001-53040	Equipment Lease Purchase	0.00	0.00	0.00	0.00	0.00
285-620-62001-53100	Office Supplies	7,500.00	201.97	3,993.39	3,506.61	53.25
285-620-62001-53120	Subscriptions & Dues	0.00	0.00	0.00	0.00	0.00
285-620-62001-53140	Advertising	400.00	230.00	604.45	-204.45	151.11
285-620-62001-53160	Travel & Training	0.00	0.00	0.00	0.00	0.00
285-620-62001-53180	Postage	400.00	0.00	66.19	333.81	16.55
285-620-62001-53220	Computer Supplies & Repair	0.00	0.00	29.97	-29.97	0.00
285-620-62001-53260	Other Operating Supplies	0.00	0.00	89.96	-89.96	0.00
285-620-62001-53280	Fuel	750.00	13.61	166.23	583.77	22.16
285-620-62001-53300	Equipment Repair & Maint	5,000.00	0.00	2,079.40	2,920.60	41.59
285-620-62001-53540	Building Repairs & Maint	5,000.00	414.39	2,199.32	2,800.68	43.99
285-620-62001-53630	Library Books - Outreach	0.00	0.00	0.00	0.00	0.00
285-620-62001-53640	Library Books-Adult	40,000.00	4,379.61	25,394.98	14,605.02	63.49
285-620-62001-53650	Library Books-Children's	0.00	0.00	0.00	0.00	0.00
285-620-62001-53660	Library Periodicals	0.00	0.00	0.00	0.00	0.00
285-620-62001-53670	Library Books-Reference	0.00	0.00	0.00	0.00	0.00
285-620-62001-53680	Library Newspapers	0.00	0.00	0.00	0.00	0.00
285-620-62001-53690	Library Books-Young Adult	0.00	0.00	0.00	0.00	0.00
285-620-62001-53700	Library Binding & Microfilm	0.00	0.00	119.98	-119.98	0.00
285-620-62001-53710	Library Programming	0.00	0.00	71.97	-71.97	0.00
285-620-62001-53720	Library Audio Books	0.00	0.00	0.00	0.00	0.00
285-620-62001-53730	Library- S. 43.17	0.00	0.00	0.00	0.00	0.00
285-620-62001-53740	Library AVElectronic	0.00	0.00	367.89	-367.89	0.00
285-620-62001-53750	Children's Programming	0.00	895.00	895.00	-895.00	0.00
285-620-62001-53900	Branch Libraries	0.00	0.00	0.00	0.00	0.00
285-620-62001-53920	Lost Book Fee to Other Library	300.00	0.00	60.84	239.16	20.28
285-620-62001-54110	Liability Insurance Premiums	815.00	0.00	742.50	72.50	91.10
285-620-62001-54130	Workers Comp Insurance Prem	1,600.00	359.66	1,078.98	521.02	67.44
285-620-62001-54150	Property Insurance Premiums	7,300.00	0.00	7,488.29	-188.29	102.58
285-620-62001-54190	Unemployment Benefits	0.00	0.00	0.00	0.00	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	1,027.62	1,027.62	-1,027.62	0.00
285-620-62001-57070	Capital Improvements	0.00	0.00	69,852.92	-69,852.92	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	5,000.00	0.00	0.00	5,000.00	0.00
285-620-62001-59630	Tran to Library Exp Trust Fund	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	718,155.88	55,081.24	481,620.26	236,535.62	67.06
620	Special Revenue	718,155.88	55,081.24	481,620.26	236,535.62	67.06

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>AvailUncollect</u>	<u>% ExpendCollect</u>
285	Library	718,155.88	55,081.24	481,620.26	236,535.62	67.06

		2022 Passed (personnel amended 11/30)		2023 Budget Passed on 11/15/22		2024 Budget Passed on 11/28/23		
550 - LIBRARY AND LIBRARY OUTREACH		2022	2022 ACTUAL	2023	2023 ACTUAL	2024	2024 ACTUAL YTD 08/2024	2025
55110	GENERAL BUDGET	BUDGET		BUDGET		BUDGET		BUDGET
51100	SALARIES AND/OR WAGES FT	\$ 261,724.12	\$211,829.23	\$ 262,818.90	\$225,028.41	\$ 264,928.06	\$ 128,837.04	\$ 273,936.00
51120	SALARIES PT AND SEASONAL	\$ 128,749.45	\$112,668.55	\$ 129,621.66	\$113,976.77	\$ 137,629.93	\$ 66,106.28	\$ 81,956.10
51160	SALARIES OVERTIME		\$34.10		\$1,021.73		\$376.23	
51190	SALARIES SEVERANCE PAY		\$13,099.34		\$5,259.61		\$15,216.10	
51200	SALARIES HOLIDAY #5110		\$11,684.70		\$12,291.69		\$6,373.20	
51230	SALARIES VACATION #5110		\$10,899.82		\$10,098.75		\$7,335.55	
51240	SALARIES SICK LEAVE #5110		\$6,694.56		\$4,825.70		\$3,055.29	
51460	EMPLOYER CONT-RET PD BY EMPLY (51440)	\$ 22,227.44	\$20,546.60	\$ 23,495.56	\$21,798.80	\$ 21,983.56	\$ 12,098.13	\$ 21,202.25
51480	EMPLOYER CONT.SOCIAL SECURITY	\$ 29,871.23	\$27,416.80	\$ 30,021.72	\$27,391.87	\$ 30,869.63	\$ 16,169.54	\$ 23,459.42
51500	EMPLOYER CONT.HEALTH INS.	\$ 81,921.00	\$76,743.79	\$ 98,692.43	\$108,742.62	\$ 118,788.54	\$ 60,456.02	\$ 113,714.70
51520	EMPLOYER CONT.LIFE INS.	\$ 63.68	\$82.91	\$ 63.68	\$129.82	\$ 129.36	\$ 65.05	\$ 45.84
51530	DENTAL INSURANCE	\$ 4,164.00	\$4,309.00	\$ 4,164.00	\$4,868.81	\$ 4,656.00	\$ 2,615.36	\$ 7,493.40
51540	EMPLOYER CONT 125 PLAN	\$ 53.40	\$55.80	\$ 53.40	\$125.00	\$ 55.80	\$ 55.46	\$ 53.40
51550	HEALTH INSURANCE-RETIREE BUYOUT							\$ -
51560	ADMINISTRATIVE COSTS/ #59010	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
51590	PHYSICAL EXAMINATIONS	\$ 160.00	\$299.00	\$ 160.00	\$642.00	\$ 350.00	\$ 321.00	\$ 642.00
52110	OUTSIDE LEGAL SERVICES			\$ -	\$2,600.00		\$ 7,469.00	x
52130	TELEPHONE	\$ 2,000.00	\$1,799.64	\$ 2,000.00	\$2,009.64	\$ 2,000.00	\$ 1,049.79	\$ 1,800.00
52150	ELECTRICITY	\$ 15,000.00	\$9,802.23	\$ 15,000.00	\$13,959.03	\$ 15,000.00	\$ 2,736.82	\$ 10,000.00
52170	HEATING	\$ 8,500.00	\$8,396.94	\$ 8,500.00	\$6,596.79	\$ 8,500.00	\$ 3,252.85	\$ 7,500.00
52190	WATER AND SEWER	\$ 3,000.00	\$3,231.62	\$ 4,000.00	\$2,637.64	\$ 4,000.00	\$ 1,365.16	\$ 2,500.00
52210	ACCOUNTING & AUDITING	\$ 1,074.00	\$700.00	\$ 1,200.00	\$0.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
52220	STOP LOSS & ADMIN CHARGES	\$ -						\$ -
52270.00	COMPUTER CONTRACT						\$289	\$289
52280	CONTRACTUAL SERVICE	\$ 31,000.00	\$32,004.04	\$ 31,000.00	\$27,148.06	\$ 34,000.00	\$ 29,136.51	\$ 37,400.00
52290	ENGINEERING/ ARCHTTECT FEES	\$ -						\$ -
53040	EQUIPMENT LEASE PURCHASE	\$ -						\$ -
53100	OFFICE SUPPLIES	\$ 9,000.00	\$10,855.06	\$ 7,500.00	\$10,555.73	\$ 7,500.00	\$ 3,993.39	\$ 4,000.00
53120	SUBSCRIPTIONS & DUES	\$ 500.00	\$567.34	\$ -				\$ -
53140	ADVERTISING	\$ 400.00	\$666.09	\$ 400.00	\$605.96	\$ 400.00	\$ 604.45	\$ 1,600.00
53160	TRAVEL & TRAINING	\$ 1,500.00	\$60.88	\$ -				\$ 1,600.00
53180	POSTAGE	\$ 600.00	\$620.72	\$ 800.00	\$119.83	\$ 400.00	\$ 66.19	\$ 50.00
53220	COMPUTER SUPPLIES & REPAIR	\$ 3,000.00	\$10,175.55	\$ -			\$ 29.97	\$ 100.00
53260	OTHER OPERATING SUPPLIES	\$ -					\$ 89.96	\$ -
53280	FUEL	\$ 400.00	\$341.64	\$ 750.00	\$437.66	\$ 750.00	\$ 166.23	\$ 500.00
53300	EQUIPMENT REPAIR & MAINT	\$ 5,000.00	\$8,443.70	\$ 5,000.00	\$6,714.18	\$ 5,000.00	\$ 2,079.40	\$ 2,500.00
53540	BUILDING REPAIR & MAINT	\$ 5,000.00	\$2,898.11	\$ 5,000.00	\$39,866.96	\$ 5,000.00	\$ 2,199.32	\$ 2,500.00
	LIBRARY BOOKS AND MATERIALS	\$ 23,000.00		\$ 46,975.00		\$ 42,000.00	\$ 25,394.98	\$ -
53630	LIBRARY BOOKS - OUTREACH		\$ 3,205.23		\$3,945.15			\$ 1,000.00
53640	LIBRARY BOOKS - ADULT		\$ 23,178.45		\$21,660.09			\$ 12,600.00
53650	LIBRARY BOOKS - CHILDREN'S		\$ 13,110.01		\$7,821.42			\$ 19,700.00

53660	LIBRARY BOOKS - PERIODICALS		\$ 390.00		\$2,533.64			\$ 500.00
53670	LIBRARY BOOKS - REFERENCE							\$ 1,200.00
53680	LIBRARY NEWSPAPERS		\$ 244.34		\$488.68			\$ 1,200.00
53690	LIBRARY BOOKS - YOUNG ADULT		\$ 2,284.08		\$2,115.69		\$ 119.98	\$ 2,800.00
53700	LIBRARY BINDING & MICROFILM		\$ 2,050.00					\$ -
53710	LIBRARY PROGRAMMING		\$ 1,301.71		\$728.77		\$ 71.97	\$ -
53720	LIBRARY AUDIO BOOKS		\$ 5,779.09		\$951.28			\$ 6,000.00
53740	LIBRARY AV/ELECTRONIC		\$ 6,566.71		\$4,194.15		\$ 367.89	\$ 6,240.00
53750	CHILDREN'S PROGRAMMING	\$ 2,500.00	\$ 6,348.24	\$ 2,000.00	\$1,752.96	\$ -	\$ 895.00	\$ 3,500.00
53900	BRANCH LIBRARIES			\$ -				
53920	LOST BOOK FEE TO OTHER LIBRARY	\$ 300.00	\$ 297.54	\$ 300.00	\$183.33	\$ 300.00	\$ 60.84	\$ 200.00
54110	LIABILITY INSURANCE PREMIUMS	\$ 801.00	\$ 784.80	\$ 815.00	\$742.50	\$ 815.00	\$ 742.50	\$ 742.50
54130	WORKERS COMP INSURANCE PREM.	\$ 1,596.00	\$ 1,687.47	\$ 1,600.00	\$1,851.20	\$ 1,600.00	\$ 1,078.98	\$ 1,600.00
54150	PROPERTY INSURANCE PREMIUMS	\$ 6,845.00	\$ 6,565.48	\$ 7,188.00	\$7,040.18	\$ 7,300.00	\$ 7,488.29	\$ 7,500.00
54190	UNEMPLOYMENT BENEFITS							
55000	CASH SHORT/ OVER							
57050	CAPITAL EQUIPMENT						\$ 1,027.62	
57070	CAPITAL IMPROVEMENTS						\$ 69,852.92	
57120	CAPITAL EQUIPMENT REPLAC RESERVE							
	CROSS COUNTY PAYMENTS TO LANGLADE COUNTY							\$ 15,373.48
	TOTAL EXPENDITURES	\$ 654,950.32	\$660,720.91	\$ 694,119.35	\$705,462.10	\$ 720,155.88	\$ 481,909.26	\$ 681,198.09
	REVENUE							
	Taxes							
41110	CITY INCOME	\$ 306,690.00		\$ 306,690.00		\$ 306,690.00		\$ 306,690.00
	Intergovernmental							
43720	COUNTY INCOME	\$ 306,690.00		\$ 306,690.00		\$ 306,690.00		\$ 306,690.00
	Public Charges for Services							
46710	LIBRARY FEES & FINES	\$ 5,000.00		\$ 6,000.00		\$ 8,000.00		
46715	LIBRARY DONATIONS/ CONTRIBUTIONS	\$ -						
		\$ -						
46716	ONEIDA COUNTY	\$ 2,165.97		\$ 1,915.14		\$ 2,433.05		\$ 4,429.66
46716	FOREST COUNTY	\$ 6,041.22		\$ 10,109.38		\$ 8,584.41		\$ 7,562.39
46716	LINCOLN COUNTY	\$ 1,546.19		\$ 3,716.41		\$ 2,971.07		\$ 3,381.46
46716	SHAWANO COUNTY					\$ -		\$ -
46716	OCONTO COUNTY	\$ 1,820.20		\$ -		\$ -		\$ -
46716	TOTAL S.43.17 PAYMENTS (cross county)	\$ 11,573.58		\$ 15,740.93		\$ 13,988.53		\$ 15,373.48
	Miscellaneous Revenue							
48100	INTEREST INCOME	\$ 800.00		\$ 500.00		\$ 500.00		
48130	REIMB PRIOR YEAR EXPENSES							
48220	LOST BOOK PAYMENTS							
48300	PROPERTY SALES							
48410	INSURANCE DIVIDENDS							
48515	Misc Reim Revenue - White Lake Branch Manager	\$ 3,566.00		\$ 7,000.00		\$ 8,000.00		\$ 8,000.00
48516	WVLS Partnership	\$ 5,200.00		\$ 2,000.00		\$ -		
	White Lake School Partnership					\$ 6,000.00		

	ALA- TLC grant					
	focus on energy- grant hvac					
	Other Financing Sources					
	Building reconstruction					
	TOTAL REVENUE	\$ 639,519.58		\$ 644,620.93	\$ 649,868.53	\$ 652,126.99
49225	LIBRARY FUND BALANCE APPLIED (carryforward from prior year)			49,498.42	\$ 41,573.00	
49300	TRANSFER FROM GENERAL FUND				\$ -	
49446	TRANS FROM LIBRARY EXP. TRUST				\$ -	
49472	TRANS FROM CAP IMP/EQUIP FUND				\$ 28,714.35	
	TOTAL REVENUES AND APPLIED FUNDS	\$ (15,430.74)			\$ 720,155.88	
	DIFFERENCE IN REVENUES AND EXPENSES			0.00		
49225	Audited LIBRARY FUND BALANCE REMAINING	\$ (15,430.74)		\$ 120,257.00	TBD	

2019-2023 Act 420 Payments

County & Library	2019		2020		2021		2022		2023	
	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices	Receipts	Invoices
CLARK		\$51,419		\$73,535		\$80,985		\$68,956		\$68,272
Abbotsford	\$2,059		\$1,690		\$1,583		\$4,743		\$5,736	
Colby	\$3,372		\$5,754		\$4,382		\$3,939		\$3,418	
Dorchester	\$2,640		\$2,905		\$2,596		\$3,063		\$3,361	
Granton	\$398		\$533		\$824		\$416		\$163	
Greenwood	\$0		\$0		\$0		\$0		\$0	
Loyal	\$0		\$0		\$0		\$0		\$0	
Neillsville	\$0		\$0		\$0		\$0		\$0	
Owen	\$5,273		\$5,481		\$3,512		\$3,128		\$4,381	
Thorp	\$6,088		\$12,001		\$9,161		\$7,328		\$10,016	
Withee	\$2,212		\$3,160		\$2,155		\$1,056		\$798	
Total	\$22,042	\$51,419	\$31,524	\$73,535	\$24,213	\$80,985	\$23,673	\$68,956	\$27,873	\$68,272
FOREST		\$12,120		\$14,352		\$13,810		\$11,266		\$17,697
Crandon	\$0		\$2,656		\$3,820		\$6,755		\$3,092	
Laona	\$0		\$0		\$0		\$0		\$0	
Wabeno	\$0		\$0		\$0		\$0		\$0	
Total	\$0	\$12,120	\$2,656	\$14,352	\$3,820	\$13,810	\$6,755	\$11,266	\$3,092	\$17,697
LANGLADE		\$14,329		\$7,380		\$6,653		\$8,628		\$15,983
Antigo	\$10,787		\$29,402		\$11,388		\$11,572		\$15,640	
Total	\$10,787	\$14,329	\$29,402	\$7,380	\$11,388	\$6,653	\$11,572	\$8,628	\$15,640	\$15,983
LINCOLN		\$18,258		\$16,946		\$19,074		\$19,407		\$24,427
Merrill	\$4,254		\$3,647		\$6,800		\$6,084		\$2,971	
Tomahawk	\$44,974		\$41,949		\$38,125		\$33,210		\$34,082	
Total	\$49,228	\$18,258	\$45,596	\$16,946	\$44,925	\$19,074	\$39,294	\$19,407	\$37,053	\$24,427
MARATHON*		\$0		\$0		\$0		\$0		\$0
MCPL	\$0		\$0		\$0		\$0		\$0	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ONEIDA		\$50,856		\$49,189		\$44,378		\$36,774		\$38,407
Minocqua	\$48,245		\$57,140		\$58,544		\$58,406		\$57,661	
Rhineland	\$22,429		\$24,167		\$24,194		\$20,195		\$31,158	
Three Lakes	\$297		\$2,556		\$4,264		\$2,618		\$4,065	
Total	\$70,971	\$50,856	\$83,863	\$49,189	\$87,002	\$44,378	\$81,219	\$36,774	\$92,884	\$38,407
TAYLOR		\$33,153		\$41,139		\$35,999		\$31,365		\$37,649
Gilman	\$1,552		\$2,422		\$4,431		\$4,508		\$5,824	
Medford	\$6,839		\$5,921		\$5,949		\$5,703		\$4,942	
Rib Lake	\$10,685		\$6,867		\$9,306		\$10,050		\$6,417	
Stetsonville	\$120		\$460		\$922		\$541		\$243	
Westboro	\$250		\$334		\$464		\$524		\$0	
Total	\$19,446	\$33,153	\$16,004	\$41,139	\$21,072	\$35,999	\$21,326	\$31,365	\$17,426	\$37,649
Grand Total	\$172,474	\$180,135	\$209,045	\$202,541	\$192,420	\$200,899	\$183,839	\$176,396	\$193,968	\$202,435

*Until such time that Marathon County Public Library (a consolidated county) invoices an adjacent county for circulations to that county's nonresidents, it will not receive a reimbursement. Should MCPL invoice an adjacent county for nonresident circulations, libraries in counties adjacent to Marathon County may invoice MCPL for the same.

April 26, 2024

To: County Clerk, Oneida

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Oneida County Residents

The Antigo Public Library provides the following statement of service provided to Oneida County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 748

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Oneida County residents in 2023 was \$6328.08. Payment of at least 70 percent of that cost (4429.66) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Clrc to residents w/o library	100% Reimbursement	70% Reimbursement
Oneida	748	6328.08	4429.66

If you have questions, please contact Ada Demlow at 715-623-3724

April 26, 2024

To: County Clerk, Forest County

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Forest County Residents.

The Antigo Public Library provides the following statement of service provided to Forest County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 1,277

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Forest County residents in 2023 was \$10,803.42. Payment of at least 70 percent of that cost (7562.39) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Circ to residents w/o library	100% Reimbursement	70% Reimbursement
Forest	1277	10,803.42	7562.39

If you have questions, please contact Ada Demlow at 715-623-3724

April 26, 2024

To: County Clerk, Lincoln

From: Ada Demlow, Library Director

Antigo Public Library

RE: Reimbursement for library services to Lincoln County Residents

The Antigo Public Library provides the following statement of service provided to Lincoln County residents of municipalities without a local library.

2023 Total Circulation: 80,405

2023 Total Qualifying Expenditures (without federal expenditures): \$680,550

2023 Circulation to Forest County residents without a local library: 571

Using the formula found in Wisconsin Statutes 43.12 (1) Antigo Public Library's cost for service to Lincoln County residents in 2023 was \$4830.66. Payment of at least 70 percent of that cost (3381.46) is required by March 1, 2025. Thank you for your cooperation in helping us provide library services to your residents.

County	2023 Circ to residents w/o library	100% Reimbursement	70% Reimbursement
Lincoln	571	4830.66	3381.46

If you have questions, please contact Ada Demlow at 715-623-3724

Friends of the Library – The agreement has been updated to reflect the changes requested at the C.O.W. meeting on Tuesday 8/20/24. Attached is the emailed letter sent to Mary Griffith regarding the intention of the Antigo Public Library’s intent to change the MOU – Memorandum of Understanding between the Friends and the Antigo Public Library. The email was sent on today, Tuesday 8/27/24 @ 9AM.

Friends

Group



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

RE: Letter of Intent to Change MOU between The Friends and the Antigo Public Library.

Hi Mary,

I am following up with you regarding the Friends of the Library. Attached you will find an update M.O.U. – Memorandum of Understanding. The current M.O.U. signed on March 23, 2024, with the Friends Group (which mirrors the template MOU published by the ALA) indicates that it cannot be modified or terminated without the mutual agreement of both parties. This provision conflicts with the statutory authority of Library Boards in Wisconsin and is unenforceable. It is the desire of the Antigo Public Library Board of Trustees and the Antigo Public Library Administration to continue to develop a working relationship with the Friends group. To do that, an explicit M.O.U. is required. While there is room for negotiation, the attached M.O.U. reflects the intentions of the Antigo Public Library Board of Trustees and Administrations views on where to begin developing that relationship. Please read it over carefully. Discuss it with the membership of your organization and respond back by Tuesday September 17, 2024 @ 6PM.

If the Antigo Public Library Board of Trustees does not receive a response from the Friends Group by Tuesday September 17, 2024 @ 6PM then the Antigo Public Library Board of Trustees will move forward and provide notice that the M.O.U. (3/23/24) is no longer in effect.

Additionally, the paperwork the Antigo Public Library has for The Friends has the Antigo Public Library as the physical address for the Friends. The Friends group must have a different physical address separated from the Antigo Public Library. As stated by you at the 8/20/24 C.O.W. meeting, that change has already been made. Please provide a copy of that paperwork, registered with the State of Wisconsin Department of Financial Institutions by Tuesday September 17, 2024 @ 6PM, if not sooner.

If representatives of the Friends wish to sit down and meet to discuss these changes. Please let me know some dates and times that would be convenient to set up an appointment.

Sincerely,

Toni Edge
Interim Director
Antigo Public Library
617 Clermont St.
Antigo, WI 54409
715-623-3724
director@antigopl.org



**MEMORANDUM OF UNDERSTANDING BETWEEN THE ANTIGO PUBLIC LIBRARY BOARD OF TRUSTEES
AND THE FRIENDS OF THE ANTIGO PUBLIC LIBRARY**

This Memorandum of Understanding, by and between the Antigo Public Library Board of Trustees and the Friends of the Antigo Public Library, Inc. (hereinafter referred to as “the Friends”), and together known as the “Parties,” is to define and facilitate a cooperative and productive relationship between the Parties. This Memorandum of Understanding shall replace all other Agreements, Memoranda of Understanding, or Contracts that may be in existence between the Parties.

WHEREAS, the Friends is organized for charitable purposes to promote, raise funds for, and distribute funds to the Antigo Public Library for the benefit and support of the Antigo Public Library; and

WHEREAS the Antigo Public Library Board of Trustees encourages and supports the Friends as they work to increase community awareness and use of the Antigo Public Library; as they encourage gifts, endowments and memorials for the Antigo Public Library, as they provide direct financial assistance; as they raise money and campaign for Antigo Public Library programs and services that benefit the whole community; and

WHEREAS it is in the mutual interest of the Parties to work toward supporting, improving, and promoting the Antigo Public Library.

NOW THEREFORE, in consideration of the above, the Parties agree as follows:

1. Permission to Solicit Using the Name of the Antigo Public Library: The Antigo Public Library Board of Trustees is giving the Friends written permission to use the name of the Antigo Public Library in connection with its charitable fund-raising activities. The Antigo Public Library agrees to accept such contributions raised by the Friends subject to the terms of this Memorandum of Understanding. The Antigo Public Library reserves the right to revoke this written permission at any time.
2. Resources:
 - a. The Antigo Public Library Board of Trustees has made donations to the Friends of Antigo Public Library materials that are discarded from the Antigo Public Library collection, pursuant to the Antigo Public Library Policy for the Disposition of Withdrawn Materials, Furniture, and Equipment, AND materials that are donated to the Antigo Public Library pursuant to the Antigo Public Library Policy for Donations. The Antigo Public Library Board of Trustees is ceasing in making these donations or providing resources to the Friends in accordance with the updated Antigo Public Library Policy for the Disposition of Withdrawn Materials, Furniture, and Equipment.
 - b. The Friends acknowledges that the Antigo Public Library Board of Trustees has de-selected it as the recipient of such donations and resources.



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- c. Nothing in this Memorandum of Understanding shall prohibit the Friends from receiving donations of materials or money from individuals or groups other than the Antigo Public Library Board of Trustees and the Antigo Public Library, provided that those donations are used in accordance with the following: It is understood and agreed by the Parties that money received by the Friends shall be used primarily to support the Antigo Public Library. The Antigo Public Library Board of Trustees encourages the Friends to distribute funds promptly and to make plans for future distributions.
 - d. The Friends shall make all donations through the financial division of the Antigo Public Library Administration. In the event that a donation is designated for use in connection with a specific event (e.g. a children's program), the Antigo Public Library will process the donation and coordinate directly with the relevant vendor for that program. The Friends acknowledges the importance of routing all donations and program activities through the Antigo Public Library Administration so that the Antigo Public Library can ensure compliance with City of Antigo procurement, access, and insurance requirements. All funds received from the Friends will be deposited and distributed through the 610 Donation Fund. Said funds will not be utilized for Antigo Public Library General Operating Costs.

3. Organization of the Friends

- a. Incorporation: The Friends shall incorporate with the Wisconsin Department of Financial Institutions – Corporate and Consumer Services Bureau and the Wisconsin Department of Revenue. The Friends shall provide to the APL Board a Certificate or some other evidence of its registration.
- b. Governing Documents:
 - i. The Friends shall operate in accordance with its Articles of Incorporation and Bylaws, which shall provide that the primary purpose of the corporation is to promote, support, raise funds for, and distribute funds to the Antigo Public Library for the benefit and support of the Antigo Public Library. The Friends will file its Articles of Incorporation with the State. Those documents will provide a physical address for The Friends that is not the physical address of the Antigo Public Library.
 - ii. The Articles of Incorporation and Bylaws of the Friends shall provide that, in the event that the Friends elect to dissolve, or become inactive and not hold a board meeting for the period of six months, all remaining assets of the corporation, after necessary expenses are paid, will be distributed to the Antigo Public Library Board of Trustees for the benefit of the Antigo Public Library, or to the Antigo Public Library Foundation to be used for the benefit of the Antigo Public Library.
- c. Tax Exempt Status: The Friends shall comply with all requirements of the Internal Revenue Code to become and remain an approved 501(c)(3) charitable tax-exempt



organization. The Friends shall promptly advise the Antigo Public Library Board of Trustees if its 501(c)(3) status changes. The Friends shall maintain copies of financial records, in paper or electronic form, as required for its charitable tax-exempt status. The Friends shall make such records available to the Antigo Public Library upon request on an annual basis.

- d. Sales Tax: The Friends shall comply with all requirements to be exempt from payment and collection of Wisconsin Sales and Use Tax.
- e. The Friends acknowledge that the Friends is not covered by the City of Antigo Volunteer Insurance Program or the Antigo Public Library Liability Insurance Program. The Friends agrees to consult with its own insurance agent to determine and obtain appropriate insurance coverage based on the Friends structure and activity.

4. Communication and Coordination

- a. The Parties acknowledge the joint goal of good communication and transparency between the Antigo Public Library Board of Trustees, the Antigo Public Library and the Friends.
- b. The Antigo Public Library will meet quarterly with the Friends to discuss issues of importance to the Friends, which may include goals, concerns, strategic planning initiatives, and funding priorities, in order to work collaboratively toward the goal of supporting the Antigo Public Library. The Antigo Public Library will assign a staff member to attend Friends' Board meetings, when possible. The Antigo Public Library Board of Trustees invites members of the Friends to address the Board at its meetings, pursuant to Antigo Public Library Board of Trustees policy.
- c. The Antigo Public Library will provide the Friends a report annually describing the use of the monetary donations made by the Friends over the previous year.
- d. The Antigo Public Library will engage in a prompt manner with the Friends on its proposals and requests, to the extent possible.
- e. The Friends shall designate a point of contact for communication and coordination of activities with the Antigo Public Library. Unless advised otherwise, the President of the Friends will be the point of contact.
- f. The Friends will self-report to the Antigo Public Library on a quarterly basis financial information to include revenue, donations, expenses, cash/bank account balances and reserves.

5. Term and Termination

- a. This Memorandum shall continue in effect until December 31, 2025 unless it is terminated before that date. The Parties agree to extend this Memorandum of Understanding for additional two-year periods on such terms and conditions that may be mutually agreeable.
- b. Either party may terminate this Agreement upon three month written notice to the other party.



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- c. Should this Memorandum of Understanding be terminated for any reason, the Friends will promptly separate its activities from the Antigo Public Library Board of Trustees and the Antigo Public Library and revise its governing documents appropriately.

6. Additional Provisions

- a. Laws: The Friends shall comply with all federal, state, and local laws, including laws governing charitable organizations and the solicitation of charitable contributions.
- b. License Agreement: The Friends shall execute separate permitting or licensing with the City of Antigo or County of Langlade and abide by any conditions imposed with respect to the Friends' use of Antigo Public Library property or facilities, or activities in public spaces such as the City of Antigo July 4th Parade, the Langlade County Fair, the Langlade Health Walk, the City of Antigo Christmas Parade and Chili Cook-off, etc.
- c. Indemnification: The Friends shall indemnify and hold harmless the Antigo Public Library Board of Trustees, the City of Antigo, and the County of Langlade from and against all losses, damages, expenses, claims, demands, suits, and actions by any party against the Antigo Public Library Board of Trustees, the City of Antigo, and the County of Langlade based on any intentional or negligent action or omission to act by any member or agent of the Friends in connection with any work or activities performed or conducted by the Friends.
- d. Abrogation: This Memorandum shall not be abrogated, changed, or modified without the written consent of the Friends and the Antigo Public Library Board of Trustees.
- e. Public Communication: The Friends shall make it clear in any and all of its public communications that it is not an agency of the Antigo Public Library or the City of Antigo or the County of Langlade government. The Friends agrees that the Antigo Public Library is authorized to use the name and logo, in any, of the Friends for purposes relating to this Memorandum of Understanding. The Parties agree to use such names and logos, if any, only in a favorable way and in a manner as to emphasize the benefits that this relationship provides to the community. Each party agrees that it shall not participate in activities that would portray the other party in a disparaging or unfavorable way. The Friends will not have on its Board or in any leadership capacity any individual who has had negative legal action, interference, or citation levied against them in association with the APL for a minimum of three years' time to date.
- f. Immunity: Nothing herein shall be deemed to constitute a waiver of applicable sovereign immunity on the part of the Antigo Public Library Board of Trustees.

7. Notices

- a. Notices hereunder and reports and other documents to be furnished by the Friends in accordance with the terms herein shall be given in writing only directed to the following addresses:
 - i. If to the Friends:



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

ii. If to the Antigo Public Library Board of Trustees: 617 Clermont St, Antigo WI
54409

- b. Every such notice shall be deemed to have been given on the date on which it is received or refused by the party to whom it is sent. Any changes of address shall be given in accordance with the terms herein and shall not be effective until five business days after the date received.

IN WITNESS WHEREOF, the APL Board and the Friends have caused this Memorandum to be executed as of the date appearing by their signatures.

Friends of the Antigo Public Library

BY _____

DATE: _____

Board of Trustees of the Antigo Public Library

BY _____

DATE: _____



State of Wisconsin
DEPARTMENT OF FINANCIAL INSTITUTIONS
Division of Corporate & Consumer Services

FILING FEE \$15.00

Please check box to request + \$25.00
Optional Expedited Service

FORM **113C**
Mandatory

**APPOINTMENT OF AGENT
UNINCORPORATED NONPROFIT ASSOCIATION**
Sec. 184.10, Wis. Stats.

1. Name of the association:
Note: the name must include the words "unincorporated association" or "unincorporated assoc." or end with the abbreviation "U.A." or "UA"

Friends of the Antigo Public Library, UA

1a. (IF APPLICABLE) If the association has previously filed this form with the Department under a different entity name, enter the entity name under which the association previously filed this form:

2. Address of the association, including street name and number, city, state, and ZIP code:

617 Clermont Street, Antigo, WI 54409

3. Name of registered agent:	Street address of registered office in Wisconsin:
Ada E. Demlow	617 Clermont Street, Antigo, WI 54409

4. Check the applicable box below:

Appointment - The person named in this statement has accepted the appointment to act as an agent authorized to receive service of process on behalf of the association.

Resignation - The above-named individual resigns as an agent of the unincorporated nonprofit association.

5. (IF APPLICABLE) Check the box below if this statement amends or restates a previously filed appointment of agent to receive service of process.

Amends - This statement supersedes and takes the place of any original, amended, or restated statement previously filed.

Restates - This statement supersedes and takes the place of any original, amended, or restated statement previously filed.

6. Date: 3/5/24 Ada E Demlow
(Signature)

Title: Director

Contact Information:

Ada E. Demlow

Name

617 Clermont Street

Mailing Address

Antigo

WI

54409

City

State

Zip Code

director@antigopl.org

(715) 623-3724

Email Address

Phone Number

INSTRUCTIONS (Refer to section 184.10, Wis. Stats., for document content)

Please use **BLACK** ink. Submit one original to State of WI-Dept. of Financial Institutions, Box 93348, Milwaukee WI, 53293-0348, together with a check for the \$15.00 filing fee, payable to the department. Please check box, and include additional \$25.00, if requesting optional expedited service. Filing fee is non-refundable. (If sent by Express or Priority U.S. mail, please mail to State of WI-Dept. of Financial Institutions, Division of Corporate and Consumer Services, 4822 Madison Yards Way, 4th Fl., North Tower, Madison WI, 53705.) This document can be made available in alternate formats upon request to qualifying individuals with disabilities. Upon filing, the information in this document becomes public and might be used for purposes other than those for which it was originally furnished. If you have any questions, please contact the Division of Corporate & Consumer Services at 608-261-7577, hearing-impaired may call 711 for TTY, or by email at DFICorporations@dfi.wisconsin.gov.

This form is provided pursuant to section 184.10 of the Wisconsin Statutes, which provides that an unincorporated nonprofit association may appoint a person as agent to receive service of process by filing a statement with the Department of Financial Institutions on form provided by the department.

Item 1. Enter the current name of the unincorporated nonprofit association. Under section 184.10(2)(a) of the Wisconsin Statutes, the name must contain the words "unincorporated association" or "unincorporated assoc." or end with the abbreviation "U.A." or "UA".

Item 1a (IF APPLICABLE). If the association has previously filed an Appointment of Agent form with the Department under a different entity name, enter the former name under which it previously filed the form.

Item 2. If the association maintains an address in Wisconsin, enter that address in Item 2. If the association does not have an address in Wisconsin, enter an out-of-state address for the association.

Item 3. If this form is being filed by an association appointing an agent (or amending or restating a previously filed appointment), provide the name and address of the agent designated by the association to receive service of process on its behalf. The address must reflect the agent's physical location where process may be served in this state, i.e., street name, number, city, and ZIP code in Wisconsin.

If this form is being filed by a person resigning as an authorized agent for an association, enter your name and address as they appeared on the previously filed Appointment of Agent form that originally appointed you to serve as an agent for the association.

Item 4. Mark the applicable box to indicate whether the person identified in item 3 has accepted an appointment as an agent for the association, or whether that person is resigning as an agent for the association.

Memorandum of Understanding

The following will constitute an operating agreement between the Friends of the Antigo Public Library (Friends) and the Antigo Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends and the Antigo Public Library Administration. The Friends mission is to support advocacy, fundraising and volunteerism to support the services and programs of the Library. As an unincorporated association, however, it is legally distinct entity and is not part of the Library.

The Library agrees to provide the Friends with our goals and strategic plans and discuss with the Friends how their support and resources might help forward these goals and plans.

The Library agrees to provide the Friends with an annual budgeting wish list for programs and other anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide space in the library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library, its policies, and intellectual freedom.

The Friends agree to include a member from the library's administration, board, or staff as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support the Antigo Public Library and its branches, and those funds should supplement and not supplant public funding.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library.

The Friends agree that some volunteer tasks they provide may require the volunteer to complete an application and background check form.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Approved:

Date: 23 March 2024

Library Director: *Alia S. [Signature]*

Library Board President: *Shirley O. [Signature]*

Friends Coordinating Team Member: *Phyllis [Signature]*

Friends Coordinating Team Member: *Mary Jo [Signature]*

Friends Coordinating Team Member: *Mary Jo Kawalaki*
Judy H. Demlow

out-
reach

August Outreach Report

August 26, 2024

Tabitha Grisham started this month. She is our new desk clerk. I have been training her for the past couple weeks. She has caught on very quickly and we are happy with her progress. Desiree continues to excel at her new position and is excited to start accepting ILL requests.

Slowly I am getting through the cataloging that was backed up with Samantha leaving. By the end of the week, I will have that completed and will be able to start on getting location codes and call numbers changed for the selected items for our new parenting collection. After the parenting section is completed, we will move on to the Bookmobile collection. We have the location codes set up and we are just waiting for some equipment (receipt printer and a Wi-Fi hotspot).

I started training Kristie Heistad on how to do the outreach. We started with Elcho Nutrition Site. I introduced her to all our patrons who go there and stopped at the Elcho Branch Library to check in with Julie. Kristie and I also had a table at the Langlade County Health Fair on August 22nd.

Count for the Health Fair

Adult: 124

Kids: 161

Summer bingo numbers and winners

Adult: 1

Winner: Jasmine Miller

Teen: 3

Winner: Gavyn Jensen

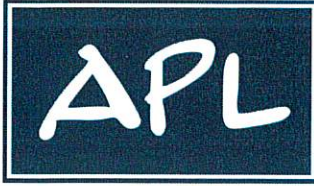
Youth: 5

Winner: Rosalie Eller



Antigo Public Library table at the Langlade County Health Fair

circulation Policy



Antigo Public
Library
617 Clermont Street
Antigo, WI 54409

715-623-3724

Policy: Circulation

Approved: 8/27/2024

Purpose:

This policy is necessary to ensure that all patrons are treated equally in all aspects of service including but not limited to registration, material access, and circulation.

Policy:

Registration

Antigo Public Library cards are issued free to all WI residents. No fee will be charged for changes of name, address, and phone numbers. To receive a card, an applicant must furnish one piece of identification with their current address. Acceptable identification includes a driver's license, state ID, current military ID, passport, or an Alien Green Card. If the acceptable identification does not have a current address on it, a bill, paystub or rent certificate with the current address and a dated within the last month will be sufficient as proof of address, along with the ID. If a current address is unavailable there will be a circulation limit of 2 items at one time.

Minors, defined under 18 (WI state Statute 990.01(20)), must have their Antigo Public Library Card application signed by a parent or legal guardian. Parents or legal guardians who wish to limit items that their minor children (under 18, as stated in WI state Statute 990.01(20) check out need to speak to library staff to have appropriate message placed on that minor's card. Antigo Public Library staff will do their best to honor the parent's or legal guardian's wishes as long as it does not cause undue hardship on Antigo Public Library staff or degrade Antigo Public Library service for other Antigo Public Library patrons.

Parents and legal guardians may request library records relating to the use of the Antigo Public Library's documents or other materials, resources, or services by that child (up until the date of that child's 16th birthday. Upon the child's 16th birthday, the parents and legal guardians may not access that information) in accordance with Wisconsin State Statute 43.30. Records of items checked out are only available if the patron opts into that service from their account screen. The Antigo Public Library does not keep records of items checked out.

Institutional/ Teacher Cards

The Antigo Public Library maintains a copy of the card and issues the other copy to the responsible party. The Antigo Public Library will assume that the person presenting the card has permission to check out materials on it. Teachers and parents who homeschool will be treated the same as teachers in institutions with longer loan periods, and no fines will be assessed for overdue material. Items owned by Antigo Public Library may be checked out for six weeks upon request by holders of Teacher cards. Items not owned by Antigo Public Library will have the standard loan periods.

Lost or Forgotten Cards

When borrowing materials from the Antigo Public Library patrons should make their best effort to consistently present their physical library card upon check-out. If a patron does not have their physical



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library card on them, they may check out materials without the card if the patron's phone number, address and birth date are verbally verified by the patron or they have a valid photo ID to present that verifies the patrons name, address, and date of birth. No patron will be refused service if they can accurately verify their identity. The Antigo Public Library reserves the right to refuse service to those with insufficient identification or who cannot accurately verify their phone number, address and birth date.

Antigo Public Library cards will be renewed annually on a patron's date-of-birth to check for changes to each patron's personal information and notice preferences in accordance with Wisconsin Valley Library Services (WVLS) policies. Patrons may get one free replacement card per year to replace lost or damaged cards. Additional cards will be replaced at a cost to patrons of \$5 per replacement card after the first free replacement card per year. Children may read down the replacement cost by completing the following requirement:

- The child must read inside the Antigo Public Library in view of the circulation desk for a period of 15 minutes per \$1 – the "cost" for the replacement card for a child (a patron who is less than 18 years of age) totals 75 mins.

Patrons are responsible for all uses made of their Antigo Public Library card. Patrons over the age of 18 must have their own Antigo Public Library card unless approved by the Antigo Public Library Administrator or Person-in-Charge (PIC). Patrons may **only** pick up holds with verbal permission of card holder. The Antigo Public Library will assume that anyone in possession of another person's card is authorized by that person to use it to check out and renew materials and to inspect any of their records. Any loss or theft of a patron's library card should be reported as soon as possible. Patrons who utilize another patron's card without consent are committing theft under WI State Statute 943.201.

Patron statement of responsibility on Antigo Public Library registration form and on Antigo Public Library card:

I accept responsibility for all materials borrowed on this card and for any associated charges. I agree to comply with library policies and will report a lost or stolen card or change of address or name immediately. Parents are responsible for all use of this card by minor children.

Loan periods for items are based on decisions made together by member libraries with WVLS. Current loan periods are available on the Antigo Public Library website.

The Antigo Public Library reserves the right to have some materials only be available for in-house use. This will be indicated on the item.

Material Renewals

Renewals can be made online, via phone, email, text message or in person. An item may be renewed two times unless it has been requested by another patron.

Patrons can renew their own materials twice online under two conditions:

- The material is not already due or overdue
- No one else has placed a hold on that item



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Antigo, WI 54409

715-623-3724

Reserves

Patrons may place materials on reserve, by either asking a library staff member or by making the request themselves online. The reserve or “hold” lists are first come, first served.

Number of checkouts

All patrons (Adult and Juvenile) and Institution/Teacher cards may only have a total of 50 items checked out at one time.

Overdue Materials, Fines and Lost Materials

At 30 days overdue an overdue item will be deemed lost, and the patron will be charged by the Antigo Public Library for the replacement of that item. All lost items will be billed to the patron’s account. The account will not be able to be used until the items are paid for or returned.

Patrons are allowed to check out materials and place reserves until their fees reach \$10.00. A block will be placed on the patron’s card until the fees are below \$10.00.

Patrons are reminded about overdue notices via mail, email, text message or phone call. However, this is a courtesy and failure to receive a notice does not negate the patron’s obligation for any fees associated with overdue materials.

Notices are sent on the following schedule:

- First notice 7 days after due date
- Second notice 14 days after first notice
- Third notice 21 days after first notice (bill for replacement)

Lost or Damaged Materials

The library has full discretion to levy a full replacement cost if damage renders the item unlikely to be selected by patrons or no longer usable. There may also be partial replacement fees for damaged labels, cases, missing discs, artwork, barcodes, and/or security tape.

Electronic Equipment checkout

The Antigo Public Library has some electronic equipment available for in-house checkout which may be used by individuals who have a library card in good standing, over the age of 12, and/or a current photo ID. Because of the value of this equipment, we may ask you to leave your driver’s license or other form of photo ID at the Circulation desk until equipment is returned in the same condition as it was when checked out. Checkout times will vary by battery life and time limits when other patrons are waiting. Cost of replacement will. Be based on the cost of a replacement item of equal value.

Denial of Access for Persons Convicted of Sexually Related Crimes

Whereas the Wisconsin Department of Corrections has advised convicted sex offenders that they are subject to the “Rules of Community Supervision (Rules)” And, whereas these Rules include the following:



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Antigo, WI 54409

715-623-3724

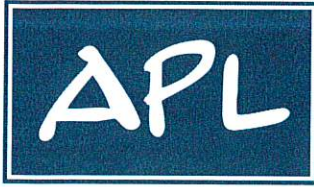
- You shall not have any contact with anyone under the age of 18 unless it is supervised and approved of in advance by your agent.
- You shall not reside near, visit, be employed at, or be on the premises of any parks, schools, campgrounds, video arcades, day care centers, swimming pools, beaches, fairs/festivals, malls (shopping or pedestrian) or other places where children tend to congregate, without prior approval of your agent.

Therefore, the Board of Trustees of the Antigo Public Library authorizes the library staff to deny circulation privileges to all persons on the Langlade County list of sex offenders. The county list shall be updated monthly by the Probation and Parole Agent serving in Langlade County.

Facility

use

Policy



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Facility Use and Reservation Form

Approved: August 27, 2024

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.

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 your back. **No alcoholic beverages are allowed to be consumed on the premises.**

The Antigo Public Library has three rooms that are available for public use. 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. There may be fees associated with the use of this room.
- Small Conference Room (holds 6). Available by reservation according to the procedures and rules listed on this form. There is no fee associated with the use of this room.
- Small Game Room (holds 6). Available for 2-hour time slots on a first come, first served basis. Patrons sign in at the front desk upon arrival. If no one is waiting to use the room when their 2 hours are up, they may stay in the room for an extended period. If the patron has exceeded the two-hour time period and another patron requests usage of the room, the patron occupying the room will be given a 15-minute notice to exit the room and make it available for the next patron.

Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows:

For Events Taking Place During Library Hours AND After Hours Any public or private for-profit group may request the use of the meeting room under the following costs:

<u>Room Usage</u>	\$20.00 per hour
Cleaning fees	\$50.00 and loss of ability to use room
Damage Fees	Liability will be assessed by City Insurance Agent

Any 501(c)(3) tax exempt group may reserve and use the McGinley room for no charge.



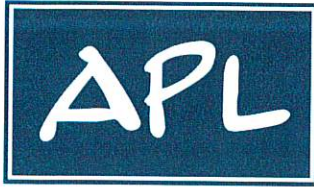
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The following rules shall govern the reservation and use of McGinley Room.

Reservations

- Rooms must be reserved by a business or organization, not an individual unless the individual is using the room for programs that align with the restrictions outlined in this policy.
- Reservations for events scheduled during library hours in the McGinley Room must be made at least three days in advance. All after-hours reservations of the McGinley room need to be received at least one week in advance. This includes meetings starting during Antigo Public Library hours and completing after the Antigo Public Library closing hour.
- Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until a completed Meeting Room Reservation Form is received by the library and approved by the director. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at the time of room booking but will be returned if the booking is not approved. After hours users are subject to a background check for their initial reservation.
- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time.
- Reservations can only be made up to six months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the form once, unless the person responsible changes, the group name, or functions change. If any of these changes are made, a new form will have to be filled out and kept on file, any form used prior will be discarded as it will no longer be valid.
- If the facility has sustained damage through an organization's use, or if the Antigo Public Library personnel must clean the facility after such use, organizations will be billed for any damages.
- 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.
- Cancellations must be made at least **72 hours in advance of the scheduled starting time** of the meeting (except for weather-related problems).
- Antigo Public Library staff can verify room availability for a reservation, but rooms will not be booked until the completed forms are received and approved by the Antigo Public Library director and all applicable fees are paid. Your group only needs to fill out one form per calendar



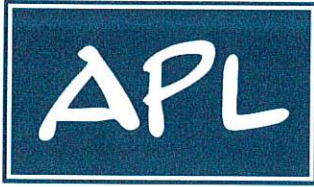
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year and can book additional dates at the front desk after the initial form has been approved.

Restrictions

- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- **There can be no charges for attendance at public gatherings, business meetings, or any other programs taking place within the Antigo Public Library building, including and not limited to the McGinley meeting room, the Conference room, and the Game room.**
- **No sales of items or services may be conducted by outside organizations on or within Antigo Public Library property.**
- Groups using the facility may not attach anything to the walls or furnishings of the Antigo Public Library without the prior consent of the Antigo Public Library Director..
- 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.
- Rooms can be reserved for public gatherings, business meetings, and other programs that are free of any and all solicitation of funds. This means, there can be no charge for individuals to attend the event AND no materials of any kind can be offered for sale during the event. This is a reiteration of the above mentioned restrictions to ensure full transparency and expected practices by any and all outside groups, organizations, programs, or individuals temporarily utilizing the Antigo Public Library facilities..
- Groups using the room for a program being held for or attended by minor children must either require these children to attend with their adult caregiver and/or be prepared to provide the library with waiver/permission forms indicating the child's parent or legal guardian granted permission for the child to be in attendance. This is the responsibility of the group, not the Antigo Public Library. The group must also ensure the group is supervised by two unrelated adults at all times. The organization must also make it clear that the Antigo Public Library is not the sponsor of the program.
- Rooms must be left in the same condition in which they were found, including the arrangement of chairs and tables. Failure to leave the room as found may result in the Antigo Public Library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture.
- The McGinley Room has an occupancy limit of 99 people. The Small Conference room has an occupancy limit of 6 people. The Small Game Room has an occupancy limit of 6 people.
- 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



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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.
- The Antigo Public Library Board of Trustees reserves the right to review and/or refuse future use of any of the Antigo Public Library facility for a group's previous infringement of the rules or policies governing facility use, including a group's refusal to vacate the premises at least 15 minutes prior to closing time.
- The Antigo Public Library Director reserves the right to reject a reservation request based on Antigo Public Library policy, or exceptional cost to the Antigo Public Library in the case of additional security required, for example. The Antigo Public Library Director may take into consideration the contents of the application, the history of the group's meeting room use, or other pertinent behavior.
- If the Antigo Public Library Director, determines, additional security measures will be needed, the organization shall 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.
- Meetings occurring within the facilities must not disrupt the use of the Antigo Public Library by others.
- 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.

Hours of Availability

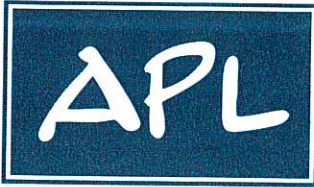
The McGinley meeting room, the Small Conference room, and the Game room are available during Antigo Public Library hours for regular bookings.

After-hours bookings are available for the McGinley room only as follows:

M-F until 8 p.m.

Saturday until 6 p.m.

Sunday not available.

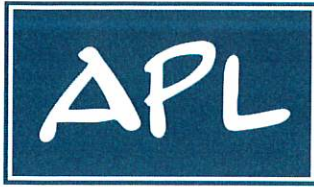


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Equipment

- The Antigo Public Library has a variety of special equipment available for meeting room use. Organizations wishing to use special equipment should inform the library staff of their need at the time they submit a reservation form. The Antigo Public Library equipment is not available for after-hours meetings.
- Special Electronic Equipment Available: video conferencing equipment, microphones, microphone pack.
- There is a charge for the use of some special electronic equipment. These charges are intended for replacement of equipment as they deteriorate. Charges are listed on the meeting room form.
- The Antigo Public Library cannot provide operators for any equipment other than the video conferencing equipment.
- To provide a satisfactory experience with the video conferencing equipment, an Antigo Public Library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group.
- No equipment may be removed from the library.



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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.

Will this be an after-hours booking? Yes No

Check the room you are interested in reserving:

<input type="checkbox"/> McGinley Room (holds 99)	<input type="checkbox"/> Small Conference Room(holds 6)
--	--

Select one of the following, either a single reservation or a recurring reservation, and fill out the dates and times completely. **When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to 6 months in advance. Additional dates can be added at the bottom of the form if necessary.**

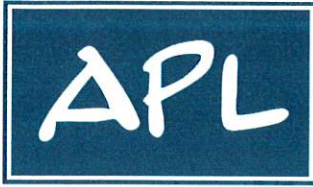
Single Reservation		Recurring Reservation (no meetings will be scheduled more than 6 months in advance.)	
Date:		Beginning Date:	
Beginning at what hour:	AM or PM	Ending Date:	
Ending at what hour:	AM or PM	Day(s) of the week:	
		Beginning at what hour:	AM or PM
		Ending at what hour:	AM or PM

Name of Contact Person for Group: _____

After-hours reservation Driver's license number: _____

Contact Person's Full Address w/zip: _____

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



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

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www.antigopl.org

Email Address of Contact:

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 consent to have a background check performed per this policy for afterhours room use.

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: _____

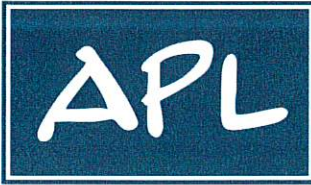
Release and Waiver of Claims (please read before signing):

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: _____

Signature: _____ Date: _____



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Rental Fees are non-refundable.

(Please check what type of group you represent)

Check one	Group	Rental Fee
<input type="checkbox"/>	501(c)(3) non-profit group.	None
<input type="checkbox"/>	For all other groups, organizations, programs, private parties and individuals.	\$20.00/hr

Please check if below if you wish for the Antigo Public Library to supply the equipment/technology for your meeting:

Check Desired	Equipment or Electronic Access	Fee
<input type="checkbox"/>	70" Smart whiteboard, camera, tablet – videoconferencing equipment package	\$5.00

To provide a satisfactory experience with the video conferencing equipment, an Antigo Public Library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group.

Use of the Antigo Public Library's videoconferencing equipment for two-way interactive programs, meetings, or conferences requires that reservations are made far enough in advance to arrange a web conferencing connection (e.g., GoTo Meeting).

The Antigo Public Library staff reserves the right to determine what rental fees your group should be paying, in keeping with the Antigo Library Facility Use policy.

All fees are due at time of room booking and are non-refundable



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Fees Owed:

Make all checks payable to City of Antigo - Library:

Rental Fees	\$ _____
Equipment Fees	\$ _____
Total	\$ _____

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

Library Staff:	After Meeting:
Reservation Receipt Date: _____	Checklist Completed: _____
Rental Fees Receipt Date: _____	Room Condition: _____
Admin Approval/Calendar Date: _____	Key Fob Returned: _____

Additional meeting dates can extend six months from initial meeting date:

Post Meetings Admin/Staff notes (i.e. dates called about key fob return or other issues)

Collection

Dev.

Policy



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Policy: Collection Development

Approved: August 27, 2024

Purpose

The purpose of this policy is to guide the Antigo Public Library librarians and to inform the public about the principles upon which decisions regarding collection development are made. In general, the Antigo Public Library aims to select and acquire a useful and well-rounded collection of materials to meet the needs of the community.

Policy

The term "materials" refer to physical books, audio recording, films, periodicals, and electronic books. The Antigo Public Library subscribes to the selection principles contained in the Antigo Public Library Bill of Rights and the Freedom to Read Statement as published by the American Library Association and guaranteed by the First and Fourteenth Amendments to the Constitution of the United States.

The ultimate responsibility for selection of Antigo Public Library materials rests with the Director, who operates within the framework of the policies and guidelines determined by the Antigo Public Library Board of Trustees. This responsibility may be shared with other members of the Antigo Public Library staff; however, because the Antigo Public Library Director must be available to answer to the Antigo Public Library Board of Trustees and the public for actual selections made, the Antigo Public Library Director has the authority to reject or select any item.

The Antigo Public Library will not regulate what patrons check out in keeping with the Antigo Public Library's Access to Materials Policy. Certain titles may deal with what parents deem to be themes too adult for their minor child's maturity level. In such cases, the parent should help guide the choices made by their child.

Methods of Material Selection- All Collections

- Various sources of information about available materials, in addition to the knowledge and judgment of the staff or public request will be used in the selection process. The sources include professionally recognized periodicals, standard bibliographies, and booklists.
- Care will be exercised when selecting from publishers' catalogs, sales representatives, standing order plans or leasing agreements where such plans sidestep what is normally considered "good" selection procedure.



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Criteria for Selection-Adult materials

To build collections of merit and significance materials must be measured by objectives guidelines, all acquisitions, whether purchased or donated are considered in terms of the following standards, an item need not meet all standards.

- Suitability of physical form for Antigo Public Library use.
- Relevance to community interest and needs.
- Relation to existing collection.
- Opinions of critics, reviewers, teachers, Antigo Public Library staff members and Antigo Public Library Patrons.
- Availability of materials in the subject area.
- Budgetary and space considerations.
- Relation to other materials and existing area of coverage to maintain a well-balanced collection that provides multiple viewpoints.
- Current usefulness or permanent value.
- Public demand.
- Textbooks are generally only considered if there is substantial public interest or if it is the best book on a particular subject.
- Criteria for selection includes literary and artistic work, suitability of content and vocabulary to the age of the intended reader, and the contribution of the book to the balance of the total collection.
- Factual reading should be clearly stated, accurate and up-to date.

Bias

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias.

Controversial material

The collection must contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. It provides a resource where the individual can examine issues freely and make their own decisions. Selection will not be made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection at serving the interest of the readers.

Responsibility for the materials viewed by minors, rests with their parent or legal guardians. Selection of adult material will not be limited by the possibility that the material may inadvertently come into the possession of minors.



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Although materials are carefully selected, differences of opinions may arise regarding suitable material. Patrons are encouraged to bring concerns verbally to the Antigo Public Library Director. Such dialogue may be able to adequately address the concerns with no further action needed. Patrons requesting that material be withdrawn from or restricted within the collection may fill out a "Statement of Concern About Library Resources" form which is available in the Antigo Public Library.

This form should be given to the Antigo Public Library Director for review. The Antigo Public Library Director will form an ad-hoc committee made up of staff, community and no more than two Antigo Public Library Board of Trustee members. Members of this group will read the material in its entirety. The group will meet at a designated time to discuss the material and prepare a report with their recommendations to the board. This report along with the original statement of concern will be placed on the agenda of the next regular Antigo Public Library Board of Trustee meeting. The Antigo Public Library Board of Trustees' decision at that meeting will be final. Items of concern will be kept on the Antigo Public Library shelves until the Antigo Public Library Board of Trustees' decision is made. Due to the need to carefully consider citizen concerns, the Antigo Public Library Board of Trustees' will not be able to discuss more than one item per monthly meeting.

The form is attached to this policy.

Duplication

Depending upon demand, duplicate materials may be purchased.

Replacement

A replacement means an item purchased to take the place of another item previously in the collection of which the last copy has been withdrawn.

It is the Antigo Public Library's policy not to automatically replace all books withdrawn because of loss, age, or damage. Need for replacement in each case is judged by two factors:

- Existence of adequate coverage in the item's field by similar material
- Demand for specific title

Specialized Materials

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

Gifts and memorials

The Antigo Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or outdated information the Antigo Public Library Director can dispose of them as they see fit. The same criteria of selection and withdrawal which are applied to the purchase and de-



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selection of materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable book plates placed in the book. Specific memorial books can be ordered for the Antigo Public Library on request of a patron if the request meets the criteria established by this policy. It is desirable for gifts of or for specific titles to be offered after consultation with the Antigo Public Library Director. Book selection will be made by the Antigo Public Library Director if no specific book is requested. The Antigo Public Library encourages and appreciates gifts and donations.

By law, the Antigo Public Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt for the items if requested by the donor.

De-selection

The purpose of de-selection is to evaluate the collection in conjunction with the selection of new and replacement materials. An active and continuous de-selection program is essential to keep the collection viable.

Criteria for de-selecting materials

- A. Physical condition – the item is non-repairable
- B. Obsolescence of information or presentation – publication date is greater than six years to date of withdrawal
- C. Replacement by later edition or version
- D. Excess number of duplicate copies – no more than two copies will be retained
- E. Insufficient use – the item has not circulated in a 12-month period or less than 10 circulations total.



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Antigo Public Library- Statement of Concern About Library Resources

Name _____

Date _____

Address _____

City _____ State _____ ZIP _____

Phone _____

* Do you have a current library card with Antigo Public Library being your home library? Yes / No

* Are you a resident of Langlade county? Yes / No

Do you represent an organization? Yes / No

If yes, how many members are residents of Langlade county? _____

Resources on which you are commenting:

_____ Book _____ Movie _____ Magazine

_____ Content of Library Program _____ Newspaper _____ Other

What department was the material in? _____ Adult _____ Teen _____ Children's

Title _____

Author _____

Publisher _____

Publication date _____

Please answer the following:

* Have you read, listened, or viewed the entire contents of this resource? Yes / No

If not, what parts? _____



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What brought this resource to your attention?

What concerns or pleases you about this resource? Please be as specific as possible.

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend that covers the same topic?



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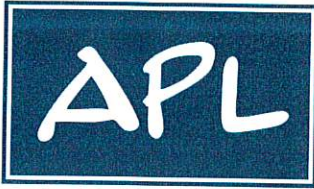
What would you like the library to do with this material?

Additional comments:

***Starred items must be answered in the affirmative to trigger an assessment of materials.**

Signature of Patron _____

Disposition
of
Furniture
+
Materials



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Policy: Disposition of Withdrawn Materials, Furniture and Equipment

Approved: August 27, 2024

Purpose

The Antigo Public Library receives funding which is sometimes used to purchase furniture, equipment, and Antigo Public Library materials. To assure that the circle of benefit remains within the Antigo Public Library's realm, it is the policy of the Antigo Public Library to dispose of withdrawn materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the Antigo Public Library and to the extent possible, the best interests of the community.

An electronic inventory of all furnishings and equipment will be created by the end of year, December 31, 2024. All future purchases will be documented in this inventory. It will be maintained and updated quarterly to ensure accuracy for tax and liability purposes. This inventory will include the date purchased, the cost, and the funds used for the purchase for all purchases made from January 1, 2024 forward in perpetuity.

When the Antigo Public Library Director or Antigo Public Library Board of Trustee approved designee determines an item of furniture or equipment no longer has value to the Antigo Public Library, it will be removed from inventory and disposed of in one of the following ways:

- The Antigo Public Library staff, in accordance with the Antigo Public Library Collection Development policy will determine the appropriate books to be weeded from the collection. Books in good condition will be retained by the Antigo Public Library for sale in quarterly book sales wherein the income earned from those sales will be deposited into the Antigo Public Library's Revenue Account for Property Sales. Items that are unable to be sold may be disposed of utilizing Better World Books Services.
- Computer/tech equipment purchased through WVLS that is no longer of use to the Antigo Public Library, will be returned to WVLS. Should WVLS refuse the return, the items will be cleared and recycled.
- Furniture and supplies no longer of use to the Antigo Public Library will be offered for sale to other libraries via WVLS. Items that do not sell via WVLS will then be offered for sale to the public. Any items that remain unsold after both avenues have been exhausted will be split between the City of Antigo and the County of Langlade for use or sale at auction.



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- Items not covered by the above will be sold through auction or publicly advertised sale with any processed from such sale being deposited into the Antigo Public Library Revenue Account for Property Sales.
- Weeding done by the Antigo Public Library staff will be capped at 2-10% of the total collection by location code per year. Any weeding of Antigo Public Library materials in excess of 10% of the total collection by location code per year must have the approval of the Antigo Public Library Board of Trustees.