



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Board of Trustee Full Board Meeting

Tuesday, Jan. 28, 2025 @ 6:00 PM

APL McGinley Meeting Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments, (informational only)
5. Approval of Library Board of Trustee COW meeting (Nov. 19, 2024), Special Full Board of Trustee Meeting (Nov. 19, 2024), and Regular Full Board of Trustee monthly meeting (Nov. 26, 2024.)
6. WVLS Board of Trustee – Judy Peterson
7. Director's report
8. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed at the 1/23/25 COW meeting.
 - b. Approval of the library board of trustee's annual goals established and moved forward from the 1/23/25 COW meeting.
 - The board will finalize the director's job description and hire a permanent library director.
 - The board will create a library policy handbook to include all policies.
9. Items for consideration for the next Board of Trustee full monthly meeting:
10. Next APL Board of Trustee monthly meeting is scheduled for Feb. 25, 2025 @ 6:00 PM.
11. Adjournment

Carol Bardo

APL Board of Trustee President

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

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

11/25/2024

Antigo Public Library

Board of Trustees

Minutes of November 26, 2024

Regular Meeting @ 6:00 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	present	
Sarah Sinkler, Vice-President	present	
Pam Augustyn, Treasurer	present	
Nancy Jones, Secretary	present	
Christian Radcliff	present	
Barb Rebstock	present	
Kim Duchan	present	
Cate Listle	present	
Glenda Oginski	absent	Excused: Vacation

Others in attendance: Toni Edge, - Interim Director. Public -12

1. Call to Order: President Bardo called the meeting to order @ 6:00 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance:
4. Public Correspondence: Three people shared.
5. Approve Library Board of Trustees Minutes: a motion was made to approve the minutes of the 10/15/24 COW meeting and the 10/22/24 Full board meeting was made Duchan, 2nd by Sinkler. Voice vote. All "Ayes." Motion carried.
6. WVLS Board of Trustees: Judy Peterson attended a meeting that morning and the regular board meeting that included lawyers. At this time she is unable to share publically any specific details of those meetings. She was concerned about the increase of library hours at White Lake. Many snowbirds leave for the winter who visit the library. She's pleased that the library is engaging with the school district and that services will be expanded.
7. Director's Report:
 - a. Toni shared that the outreach for 2025 will focus on the Bookmobile - increasing those services and allocating funds. Currently, it is in Elcho on Wednesdays from 10:30 to 12:30 - at the senior center from 9:00-10:00. Starting next month they will transition the senior center to Tuesdays from 11:00 to 1:00 doing the Bookmobile and Tech Tuesday. It will be visiting Elton on the first Saturday of the month. Reaching out to other surrounding villages and town halls near White Lake will be developed. White Lake School is closer to the library than it is to the school forest. The school is receptive walking the students to the library on a regular basis. Sandy Gallagher, a retired teacher and school board member, has volunteered to begin a Young Adult (8 to 12) book club at the White Lake Library. Up unto this point, White Lake pays ½ of the salary for the part-time employee, branch manager. The full-time Access Services Coordinator will be starting at White Lake will not be supported by the Village.

- b. Engagement will be those activities hosted by the library encouraging reading literacy and STEAM. From parents' request, Play Café will expand to 90 minutes after Story Time. It is held in the McGinley Room. Story time is on hiatus, and when it comes back on January 8th, it will be a more traditional reading format –phonics, literacy (and will be aligned with the district's 4k and 5K programs.
- c. January will start a literacy partnership with the public and homeschool families. "Book Bucks" will be earned as children read 20 minute increments – reading of anything: recipes, menus, newspapers, manuals, and cereal boxes etc. Students will have logs to record times. Additionally, all the paperwork for: 1,000 books before 5k, 100 books before high school, and 100 books before graduation is updated and in the library and in a small standing rack. Updates to book club information and how member recommend a book is there, too.
- d. The monthly calendar will be on the website. (Outlook is not for public viewing)
- e. One of the side rooms was converted for an adolescence computer space and the door was removed since they are minors. Some were using computers on the floor in the children's area and just being adolescents with noise etc. Same expectations at public school are adhered. Some come in every day. There will be an update to request the other private meeting room.
- f. Self-Checkout station. Ours is old. Bibliotheca is having a special on the smaller unit because of relocation. Normally \$11,000. Reduced to \$3,500. We could purchase two and still be substantially under the cost for one. Offer lasts until December 20, 204. Toni visited several libraries and many are going to this format of self-checkout.
- g. Restructure Update. Reducing the part-time staff and hiring two full time (with benefits) will create a savings of \$13,000 (minimally) even with a \$10k and \$15K increase of city and county fees the library is required to pay. The city labor attorney provided a plan to execute the restructure. Toni sent an email to all library staff employees notifying them that the restructure was approved by the board. Each employee was given a letter explaining the elimination of the currently held position, their options, and the process to apply for the two full time positions. Kim Duchan, Library board member, sat in on each meeting with Toni. Only one part-time employee, Tabitha Grisham, applied for a full time job. She was interviewed and offered the job contingent on Board approval. The White Lake position is still open until 12/02/2024. All library positions/employees will be given clear expectations and responsibilities standards. Eventually they will be required to provide a monthly report that will be sent to the city and county representatives.
- h. V-Cat Counsel met last Thursday and approved new guidelines to manage the Book Clubs, and approved a Teacher Institution Application. Two representatives from WVLS will be coming to Antigo for an all-day training on V-Cat. Each employee will have one on one training as well as group. Many new items need to be cataloged, but Elizabeth is the only one qualified. Cleaning up books that are not in the library but on the catalog, books that are not cataloged but are on shelves, and correcting miscataloged books will be addressed. Point – to make books easier to find.
- i. Elcho is starting to expand. Desiree will be starting a writers group and recording data.
- j. Solar. Two parts. Toni spent two hours with Peter and another representative to finalize and send it to OEI.
- k. Antigo Dally Times requested to have their hardbound archives stored in the library. They will be located in the reference area.

- i. Christmas Parade on the 4th. The library is open until 7:00 and salt dough ornament creating will run from 4:00 – 6:30.
 - m. The library will be participating for the first time at the Antigo Public School open house on Tuesday, December 10th.
8. Discussion and Possible Action on the following items.
- a. A motion to approve the payment of the November bills as presented in the 11/16/2024 COW meeting was made by Listle, 2nd by Augustyn. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - b. Since there will be no regular board meeting of the Antigo Public Library Board of Trustees in December, a motion to approve giving President Bardo and Treasurer Augustyn authority to approve the payment of the December 2024 bills made by Jones, 2nd by Radcliff. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - c. A motion was made to approve the increase of the APL cash register cash balance from \$50 to \$100 as presented in the 11/16/2024 COW meeting was made by Radcliff, 2nd by Listle. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - d. A motion was made to approve the use of the Folgeltanz Fund to purchase the remaining items to complete the children's area as presented in the 11/16/2024 COW meeting was made by Duchan, 2nd by Sinkler. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - e. A motion to approve the APL Board of Trustees 2025 meeting calendar to have the Regular meeting on the 4th Tuesday of each month, and the COW on the previous Thursday was made by Jones, 2nd by Duchan. Voice vote. All "Ayes." Motion carried.
 - f. A motion to approve the revised 2025 Budget as presented in the 11/16/2024 COW was made by Radcliff, 2nd by Sinkler. Roll call vote. Bardo/YES Sinkler/YE Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - g. A motion to approve the resignation of the Julie Taylor from Elcho and the full time Circulation Clerk, Tabitha Grisham, was made by Duchan, 2nd by Rebstock. Roll call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
9. The next COW meeting will be on January 23, 2025, and the Regular full board meeting on January 28, 2025.
10. A motion to adjourn the meeting was made by Radcliff 2nd by Duchan. Voice vote. All "Ayes." Motion carried. Meeting adjourned at 7:13 p.m.

Nancy Jones, Secretary

Nancy Jones

Antigo Public Library

Board of Trustees

Minutes of November 19, 2024

COW Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	present	
Sarah Sinkler, Vice-President	present	
Pam Augustyn, Treasurer	present	
Nancy Jones, Secretary	present	
Christian Radcliff	present	
Barb Rebstock	present	
Kim Duchan	present	
Cate Listle	present	
Glenda Oginski	absent	Excused

Others in attendance: Toni Edge, - Interim Director, Brandy Radcliff

1. Call to Order: President Bardo called the meeting to order @ 6:00 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance:
4. Public Correspondence: no one shared
5. Items for Review, Discussion, and/or Action:
 - a. Review of invoices and bills. Toni submitted a few extra that came in after they were sent via email (mostly from Brian and postage for ILL). A middle school teacher recommended that more Spanish books be purchased, and this was accomplished. These books are being used by Spanish speaking students and those wanting to learn Spanish as well. A motion was made to move forward the invoices and bills to the regular full library board meeting on November 26, 2024 was made by Duchan, 2nd by Radcliff. Roll Call vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - b. Review and discuss the purchase of electronic devices. Bardo once again offered the costs involved for such a choice. Augustyn asked Toni if the board having electronic devices would be a time benefit for her. "No." She asked if anyone feels that having their own personal device would be compromised. Jones replied that at this point there are less hostilities and the need to have a library owned device is drastically reduced. It would be better to keep the money in the library. A motion to dismiss the purchase of electronic devices for each board member was made by Rebstock, 2nd by Jones. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - c. Since there is no need to have meetings in December (the board has met its quota for the year), bills still need to be paid. A motion was made to move forward to the full board meeting on November 26, 2024 for authorization of the board president, Bardo, and the board treasurer, Augustyn, to the have authority to approve the payment of the December bills by Sinkler, 2nd by Listle. Roll Call vote: Bardo/YES Sinkler/YES

Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES
Listle/YES Motion carried.

- d. Bardo gave information and examples developing an Antigo Public Library Board of Trustees annual calendar. Highly suggested by DPI. Additionally, there should be an initiation of setting goals. Simply informational. No action taken.
- e. The register has a cash balance of \$50 and this is not enough when patrons use larger bills. A motion to move forward to the full board meeting on November 26, 2024 to approve the increase of the cash register balance from \$50 to \$100 was made by Radcliff, 2nd by Sinkler. Roll Call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
- f. A request was made to Fogeltanz Funds from the Library Foundation to purchase the remaining items needed to complete the children's area. Such items were: Four ceiling baffles and an eight-piece flower blossom set (both used to absorb sound), an interactive tic-tac-tow wall game, and interactive chess wall game, a mobile library book display, two square slat wall displays, other small items ..., and a dishwasher for sanitizing the kids' plastic toys that will be available for "KIT" check outs starting in January. Total cost of \$5774.91. A motion was made to move forward to the full library board meeting on November 26, 2024 for the approval of uses from the Fogeltanz Funds to purchase the remaining items needed for the children's area was made by Listle, 2nd by Duchan. Roll Call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
- g. To review the APL 2025 calendar. Ideas of rescheduling the board's meetings to give more time for all the bills to arrive before those meetings, and giving Toni extra time to prepare. A motion to move the APL 2025 calendar to the full board meeting on November 26, 2024 as is except with the corrections of the COW and regular meetings (as decided Regular Meeting the 4th Tuesday of every month. The COW will be the Thursday BEFORE/preceding/prior the Regular Meeting) was made by Augustyn, 2nd by Sinkler. Voice vote. All "Ayes." Motioned carried.
- h. Restructure / APL Staff Reorganization. Current job titles and work descriptions do NOT reflect what is needed nor is the education and the certification to hold those positions accurate by those who are in those positions. Pay rates/salaries are based on those titles as well of which people are/were unqualified to have. Toni worked with the city labor attorney to evaluate and create true titles and jobs. Changing from part time to full-time positions allow for having persons skilled on multiple levels bringing flexibility of performing tasks and jobs as needed – fluidity of fulfilling tasks at any time. Four positions (three part-time and one full-time will be eliminated, and two full-time employees will be hired). All current part-time employees are eligible to apply first. They have priority since this job is only adding a second Circulation Clerk/Specialist. If none apply, then it will be posted publically. The full-time position at White Lake must be posted publically because it is a new position. Additionally, the library will open an hour earlier starting in December. The hours of operations will run from 9:00 a.m. to 7:00 p.m. Monday through Friday, and Saturday 10:00 to 5:00. A motion was made to move forward the revised Antigo Public Library staff structure to the Special Board Meeting following the COW – to eliminate four positions, to post for two full-time positions, and increase the hours of operation was made by Radcliff, 2nd by Listle. Roll Call vote: Bardo/YES Sinkler/YES Augustyn/YES

Jones/YES Radcliff/YES Rebstock/YES Duchan/YES
 Listle/YES Motion carried.

i. Some of the updated budget items are: health care costs.

Year	Family Plan	Limited Family	Single
2024	\$23,743.58	\$19,272.38	\$9,217.78
2025	\$35,459.53	\$28,717.43	\$13,185.85
Increase of	\$11,715.95	\$9,445.05	\$3,968.07

Kaye Matucheski said the rate increase was substantially higher than anticipated.

- The city administrative fee was \$5,000.00 for near a decade. Next year it will be \$15,000.00 – a \$10,000.00 increase (This fee is the cost for the city to be the library’s fiscal agent). It was investigated to see if it would be cheaper to export our needs to a private entity. It is not. It is more than to have the city do it.
- The county payment for cross county fees. In 2024 the income received was \$13,988.53 and the revenue paid to the county was zero. In 2025 our projected income will be \$15,373.48 and the library is expected to pay that to the county.
- So these two items are an increase of \$25,000.00 to the budget.

Year	Wages and Salaries Full time	Wages and Salaries Part time	Total
2024	\$268,652.80 (6 people)	\$83, 245.70 (7 people)	\$351,898.50
2025 (restructured)	\$294,361.60 (7 people)	\$30,538.50 (3 people)	\$324,900.10
Savings of...			\$26,998.40
Year	Benefits Full time		Total
2024	\$166,485.20 (6 people)		\$166,485.20
2025 (restructured)	\$179,622.58 (7 people)	NOTE: This is the highest estimated cost assuming all employees will take the insurance.	\$179,622.58
Additional cost of...			\$13,137.38
FINAL savings of...			\$13,861.02

A motion was made to review and move forward to the November 26, 2024 full board meeting the updated 2025 budget by Sinkler, 2nd by Radcliff. Roll Call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.

- j. The next COW meeting will be January 23, 2025.
- k. A motion to adjourn the meeting was made by Duchan, 2nd by Radcliff. Voice vote. All “Ayes.” Motion carried. Meeting adjourned at 7:31 p.m

Nancy Jones, Secretary



Antigo Public Library

Board of Trustees

Minutes of November 19, 2024

SPECIAL Meeting : Followed COW @ 6:00 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	present	
Sarah Sinkler, Vice-President	present	
Pam Augustyn, Treasurer	present	
Nancy Jones, Secretary	present	
Christian Radcliff	present	
Barb Rebstock	present	
Kim Duchan	present	
Cate Listle	present	
Glenda Oginski	absent	Excused

Others in attendance: Toni Edge, - Interim Director, Brandy Radcliff

1. Call to Order: President Bardo called the meeting to order @ 7:32 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance:
4. Public Correspondence: none
5. Items for Review, Discussion, and/or Action: A motion to approve the APL staff Reorganization Plan and the posting for hire of two full-time employees, as outlined in the overview presented in the November 19, 2024 COW meeting was made by Duchan, 2nd by Listle. Roll Call vote: Bardo/ YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES
Motion carried.
6. A motion to adjourn the meeting was made by Radcliff, 2nd by Sinkler. Voice vote. All "Ayes."
Motion carried. Meeting adjourned at 7:36 p.m.

Nancy Jones, Secretary



	Budgeted Amount	Total Collected To-Date	Available to Collect
Revenue Guide:	\$725,958.88	\$687,812.34	\$68,287.35 (Fund Balance)

	Spent-To-Date	Available Budget to Expend
Expenditure Guide:	\$725,958.88	\$96,486.91

Difference Between Collected + Expended w/o Fund Balance Applied	\$59,340.37
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2025 – January: Director’s Report

- 2024 Annual Report + Reconciling 2024’s fiscal data over the next two weeks.
- Roy Dieck worked with me to break our budget out into an easier means of understanding what was going where for the County Board and the City – County Task Force.
- The Solar project requires another submission of detailed invoices from Jolma and buy American documentation for the equipment Jolma purchased and utilized for the project.
- Kiara Duncan started on Monday 1/13/25. Amber Sweet started on Monday 1/27/25. We have a work study with the county, Trenton, working four days, 3 hours a week for up to 3 months. He started Monday 1/27/25.
- Website updates: we have a new programs page with all the current programs we are offering. The page will continue to be developed so that patrons can click on the image and go to a page with detailed information about the project. We have a “Library Roles” blog series highlighting the different roles within the library and the staff in that position. So far, we have highlighted the role of children’s librarian and circulation and catalog specialist. Next up will be the business clerk. We are working on a page for reading programs which will include reading challenges for all ages along with continuous programs like 1000 books before 5k and 100 books before H.S. and graduation.
- Engagement: we are slowly seeing increases in attendance for programming. It would be easier to advertise programs if we utilized Facebook. For February we are going to try sending information to the schools and the Boys & Girls Club to share with their families, along with creating a printed poster in a ledger size to post on the bulletin board at the Langlade County Senior Center.
- Middle School Pride Night – 2/13/25

ANTIGO PUBLIC LIBRARY
CHART OF ACCOUNTS / 2025 BUDGET

Category #	BY CLASS		% of Class	% of Total Budget
	EMPLOYEE PAYROL			
51100	Salaries and Wages FT	294,361.60	91%	
51120	Salaries and Wages PT	30,538.50	9%	
	Total Employee Payroll	324,900.10	100%	49%
	FRINGE EMPLOYEE COSTS			
51440	Retirement	22,781.20	13%	
51480	Social Security	20,083.57	11%	
51500	Health Insurance	130,106.21	72%	
51520	Life Insurance	-	0%	
51530	Dental Insurance	6,651.60	4%	
54130	Workers Comp	1,319.00	1%	
54190	Unemployment Comp	-	0%	
	Total Employee Fringe Cost	180,941.58	100%	27%
	LIBRARY SERVICE			
53640	Books Adult	16,900.00	46%	
53650	Books Children	6,000.00	16%	
53680	Periodicals / Newsprint	3,500.00	9%	
53690	Books Young Adult	500.00	1%	
53700	Binding / Microfilm	2,175.00	6%	
53710	Programming	2,300.00	6%	
53740	Electronics	5,000.00	13%	
53900	Miscellaneous Supplies	500.00	1%	
53920	Misc. Library Expense	250.00	1%	
	Total Library Service	37,125.00	100%	6%
	OPERATIONS			
51560	Administrative Costs	15,000.00	18%	
51590	Physical Exam	3,000.00	4%	
52130	Telephone	1,800.00	2%	
52210	Accounting	1,200.00	1%	
52280	Various Contractual Services	39,255.26	48%	
53100	Operating Supplies	5,000.00	6%	
53140	Advertising	300.00	0%	
53160	Travel & Training	200.00	0%	
53180	Postage and Mailing	1,200.00	1%	
53220	Misc Operation Exp	-	0%	
53730	Cross Country Payments	15,373.48	19%	
	Total Operations Expense	82,328.74	100%	12%
	PROPERTY EXPENSE			
52150	Electricity	10,000.00	28%	
52170	Heating	7,500.00	21%	
52190	Water and Sewer	2,900.00	8%	
53300	Equipment Manut	5,000.00	14%	
53540	Building Manut	2,000.00	6%	
54110	Liability Insurance	786.00	2%	
54150	Property Insurance	8,100.00	22%	
57050	Capital Equipment	-	0%	
57070	Capital Improvements	-	0%	
57120	Misc Property Expense	-	0%	
	Total Property Expense	36,286.00	100%	5%
	TOTAL BUDGET 2025	661,581.42		

General Ledger
Revenue Budget For Depts

User: kmatucheski
 Printed: 1/5/2025 6:32:59 PM
 Period 01 - 12
 Fiscal Year 2025



Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	One Year Prior Actual	One Year Prior Budget	One Year Prior Adopted	Approved
285	Library						
410	Taxes						
285-410-00000-41110	General Property Taxes	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00
410	Taxes	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00
430	Intergovernmental						
285-430-00000-43585	Grant Income	0.00	-300.00	-300.00	0.00	0.00	0.00
285-430-00000-43720	County Library Aid	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00
430	Intergovernmental	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00	-306,690.00
460	Public Charges for Services						
285-460-00000-46710	Library Fees	-6,416.24	-10,164.45	-7,963.09	-8,000.00	-8,000.00	0.00
285-460-00000-46715	Library	-21,772.57	0.00	-29,577.00	0.00	0.00	0.00
	DonationsContribut.						
285-460-00000-46716	Library- S. 43.17 Payments	-11,573.36	-15,740.55	-13,988.12	-13,988.53	-13,988.53	-30,746.99
460	Public Charges for Services	-39,762.17	-25,905.00	-51,528.21	-21,988.53	-21,988.53	-30,746.99
480	Miscellaneous Revenue						
285-480-00000-48100	Interest Income	-1,051.04	-3,746.86	-3,783.95	-500.00	-500.00	0.00
285-480-00000-48130	Reimb. Prior Year Expenses	0.00	0.00	0.00	0.00	0.00	0.00
285-480-00000-48220	Lost Book Pymts -Other Library	-259.52	-175.88	-112.92	0.00	0.00	0.00
285-480-00000-48300	Property Sales	0.00	0.00	-514.24	0.00	0.00	0.00
285-480-00000-48400	Insurance Recoveries	0.00	-35,654.00	-1,000.00	0.00	0.00	0.00
285-480-00000-48410	Insurance Dividends	-176.38	-776.32	-579.67	0.00	0.00	0.00
285-480-00000-48515	Misc Reimb Rev-White Lake	-6,354.44	-7,403.04	-7,876.26	-8,000.00	-8,000.00	-8,000.00
285-480-00000-48516	Misc Rev - WVLS Partnership	-3,950.00	-1,550.00	-3,000.00	-6,000.00	-6,000.00	0.00
480	Miscellaneous Revenue	-11,791.38	-49,306.10	-16,867.04	-14,500.00	-14,500.00	-8,000.00
490	Other Financing Sources						
285-490-00000-49225	Library Fund Balance Applied	0.00	0.00	0.00	-68,287.35	-68,287.35	-9,454.43

Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	One Year Prior Actual	One Year Prior Budget	One Year Prior Adopted	Approved
285-490-00000-49300	Transfer From General Fund	0.00	0.00	-7,803.00	-7,803.00	0.00	0.00
285-490-00000-49446	Tran From Library Exp. Trust	0.00	0.00	0.00	0.00	0.00	0.00
285-490-00000-49472	Tran From Cap. ImpEqpt Fund	0.00	0.00	0.00	0.00	0.00	0.00
490	Other Financing Sources	0.00	0.00	-7,803.00	-76,090.35	-68,287.35	-9,454.43
Grand Total		-664,933.55	-688,891.10	-689,878.25	-725,958.88	-718,155.88	-661,581.42
285	Library	-664,933.55	-688,891.10	-689,878.25	-725,958.88	-718,155.88	-661,581.42
Grand Total		-664,933.55	-688,891.10	-689,878.25	-725,958.88	-718,155.88	-661,581.42

General Ledger
Expenditure Budget For Depts

User: kmatucheski
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 Period 01 - 12
 Fiscal Year 2025



Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	One Year Prior Actual	One Year Prior Budget	One Year Prior Adopted	Approved
285	Library						
6200	Special Revenue						
62001	Special Revenue						
285-620-62001-51100	Salaries and/or Wages	211,829.23	225,028.41	223,250.21	264,928.06	264,928.06	294,361.60
285-620-62001-51120	FT	112,668.55	113,976.77	102,239.25	137,629.93	137,629.93	30,538.50
285-620-62001-51120	Salaries P. T. and Seasonal						
285-620-62001-51160	Salaries Overtime	34.10	1,021.73	384.96	0.00	0.00	0.00
285-620-62001-51190	Salaries Severance Pay	13,099.34	5,259.61	16,844.47	7,803.00	0.00	0.00
285-620-62001-51200	Salaries Holiday	11,684.70	12,291.69	9,084.38	0.00	0.00	0.00
285-620-62001-51230	Salaries Vacation	10,899.82	10,098.75	10,452.54	0.00	0.00	0.00
285-620-62001-51240	Salaries Sick Leave	6,694.56	4,825.70	3,984.30	0.00	0.00	0.00
285-620-62001-51440	Employer Cont For Retirement	20,546.60	21,798.80	18,524.73	21,983.56	21,983.56	22,781.20
285-620-62001-51480	Employer Cont Social Security	27,416.80	27,391.87	26,579.62	30,869.63	30,869.63	20,083.57
285-620-62001-51500	Employer Cont Health Ins	76,743.79	108,742.62	85,927.47	118,788.54	118,788.54	130,106.21
285-620-62001-51520	Employer Cont Life Ins	82.91	129.82	101.57	129.36	129.36	0.00
285-620-62001-51530	Employer Cont Dental Ins	4,309.00	4,868.81	3,822.36	4,656.00	4,656.00	6,651.60
285-620-62001-51540	Employer Cont 125 Plan	55.80	125.00	78.71	55.80	55.80	0.00
285-620-62001-51560	Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
285-620-62001-51590	Physical Examinations	897.00	642.00	1,605.00	350.00	350.00	0.00
285-620-62001-51660	Employe Reimbursable Expenses	0.00	0.00	0.00	0.00	0.00	0.00
285-620-62001-52110	Outside Legal Services	1,251.50	2,600.00	7,469.00	0.00	0.00	0.00
285-620-62001-52130	Telephone	1,799.64	2,009.64	1,649.67	2,000.00	2,000.00	1,800.00
285-620-62001-52150	Electricity	12,905.88	13,959.03	3,594.04	15,000.00	15,000.00	10,000.00
285-620-62001-52170	Heating	6,876.47	6,596.79	3,455.23	8,500.00	8,500.00	7,500.00
285-620-62001-52190	Water & Sewer	4,421.27	2,637.64	2,291.23	4,000.00	4,000.00	2,900.00
285-620-62001-52210	Accounting & Auditing	1,074.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00
285-620-62001-52280	Contractual Services	30,422.79	27,148.06	39,573.64	34,000.00	34,000.00	39,255.26
285-620-62001-53040	Equipment Lease	0.00	0.00	0.00	0.00	0.00	0.00
	Purchase						

Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	One Year Prior Actual	One Year Prior Budget	One Year Prior Adopted	Approved
285-620-62001-53100	Office Operating	8,329.19	10,555.73	5,982.59	7,500.00	7,500.00	5,000.00
	Supplies						
285-620-62001-53140	Advertising	1,267.90	605.96	734.45	400.00	400.00	300.00
285-620-62001-53160	Travel & Training	444.81	0.00	385.71	0.00	0.00	200.00
285-620-62001-53180	ILL Postage	675.60	119.83	175.51	400.00	400.00	1,200.00
285-620-62001-53220	Computer Supplies & Repair	92.13	0.00	1,558.24	0.00	0.00	0.00
285-620-62001-53280	Library Outreach-Fuel	533.55	437.66	332.42	750.00	750.00	750.00
285-620-62001-53290	APL Bookmobile	0.00	0.00	0.00	0.00	0.00	1,000.00
285-620-62001-53300	Maintenance						
285-620-62001-53330	Equipment Repair & Maint	25,172.22	6,714.18	2,667.78	5,000.00	5,000.00	5,000.00
285-620-62001-53310	Library Outr-APL	0.00	0.00	0.00	0.00	0.00	500.00
285-620-62001-53540	Bookmobile						
285-620-62001-53540	Building Repairs & Maint	3,774.74	39,866.96	3,243.86	5,000.00	5,000.00	2,000.00
285-620-62001-53630	Fuel	3,205.23	3,945.18	364.35	0.00	0.00	0.00
285-620-62001-53630	Library Prop Sale Book Purchas						
285-620-62001-53640	Library Books-Adult	23,178.45	21,660.09	28,196.36	40,000.00	40,000.00	12,000.00
285-620-62001-53650	Library	13,110.01	7,821.42	4,269.96	0.00	0.00	6,000.00
285-620-62001-53660	Books-Children's						
285-620-62001-53660	Library Patron Requests	390.00	2,533.64	456.20	0.00	0.00	0.00
285-620-62001-53670	Library Books Large	0.00	0.00	128.99	0.00	0.00	4,900.00
285-620-62001-53680	Print						
285-620-62001-53680	Library	244.34	488.68	432.22	0.00	0.00	3,500.00
285-620-62001-53690	NewsPeriodicalsRefer	2,284.08	2,115.69	119.98	0.00	0.00	500.00
285-620-62001-53700	Library Books-Young Adult						
285-620-62001-53700	Library	2,050.00	0.00	2,219.89	0.00	0.00	2,175.00
285-620-62001-53710	MicrofilmDigitiz ADJ						
285-620-62001-53720	Library Programming	1,301.71	728.77	909.22	0.00	0.00	2,300.00
285-620-62001-53730	Library Audio Books	5,779.09	951.28	0.00	0.00	0.00	3,000.00
285-620-62001-53740	Library- Act 150	0.00	0.00	0.00	0.00	0.00	15,373.48
285-620-62001-53740	Library AVElectronic	6,566.71	4,194.15	829.77	0.00	0.00	2,000.00
285-620-62001-53741	Library Youth Materials	0.00	0.00	0.00	0.00	0.00	400.00
285-620-62001-53742	Library Adult Materials	0.00	0.00	0.00	0.00	0.00	400.00
285-620-62001-53750	Summer Reading Program	6,348.24	1,752.96	1,657.65	0.00	0.00	0.00
285-620-62001-53900	Branch Libraries	0.00	0.00	0.00	0.00	0.00	500.00
285-620-62001-53920	Lost Book Fee to Other	297.54	183.33	87.73	300.00	300.00	200.00
285-620-62001-54110	Library						
285-620-62001-54110	Liability Insurance	784.80	742.87	742.50	815.00	815.00	786.00
285-620-62001-54130	Premiums						
285-620-62001-54130	Workers Comp						
285-620-62001-54130	Insurance Prem	1,687.47	1,851.20	1,438.64	1,600.00	1,600.00	1,319.00
285-620-62001-54150	Property Insurance						
285-620-62001-54150	Premiums	6,565.48	7,040.18	7,488.29	7,300.00	7,300.00	8,100.00

Account Number	Description	Three Year Prior Actual	Two Year Prior Actual	One Year Prior Actual	One Year Prior Budget	One Year Prior Adopted	Approved
285-620-62001-54190	Unemployment Benefits						
285-620-62001-55000	Cash ShortOver	0.00	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	0.00
285-620-62001-57070	Capital Improvements	0.00	189,264.68	1,027.62	0.00	0.00	0.00
285-620-62001-57120	Capt	0.00	0.00	69,852.92	0.00	0.00	0.00
	Equip-Replacement						
	Reserve						
285-620-62001-59010	Transfer to General	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	15,000.00
285-620-62001-59630	Fund						
	Tran to Library Exp						
	Trust Fund	0.00	0.00	0.00	0.00	0.00	0.00
62001	Special Revenue	674,797.04	899,727.18	702,415.23	725,958.88	718,155.88	661,581.42
620	Special Revenue	674,797.04	899,727.18	702,415.23	725,958.88	718,155.88	661,581.42
Grand Total		674,797.04	899,727.18	702,415.23	725,958.88	718,155.88	661,581.42
285	Library	674,797.04	899,727.18	702,415.23	725,958.88	718,155.88	661,581.42
Grand Total		674,797.04	899,727.18	702,415.23	725,958.88	718,155.88	661,581.42

550 - LIBRARY AND LIBRARY OUTREACH		2025
55110	GENERAL BUDGET	BUDGET
51100	SALARIES AND/OR WAGES FT	\$ 294,361.60
51120	SALARIES PT AND SEASONAL	\$ 30,538.50
51160	SALARIES OVERTIME	
51190	SALARIES SEVERANCE PAY	
51200	SALARIES HOLIDAY #5110	
51230	SALARIES VACATION #5110	
51240	SALARIES SICK LEAVE #5110	
51440	EMPLOYER CONT-RET PD BY EMPLY	\$ 22,781.20
51480	EMPLOYER CONT.SOCIAL SECURITY	\$ 20,083.57
51500	EMPLOYER CONT.HEALTH INS.	\$ 130,106.21
51520	EMPLOYER CONT.LIFE INS.	X
51530	DENTAL INSURANCE	\$ 6,651.60
51540	EMPLOYER CONT 125 PLAN	X
51560	ADMINISTRATIVE COSTS/ #59010	\$ 15,000.00
51590	PHYSICAL EXAMINATIONS	X
52110	OUTSIDE LEGAL SERVICES	X
52130	TELEPHONE	\$ 1,800.00
52150	ELECTRICITY	\$ 10,000.00
52170	HEATING	\$ 7,500.00
52190	WATER AND SEWER	\$ 2,900.00
52210	ACCOUNTING & AUDITING	\$ 1,200.00
52280	CONTRACTUAL SERVICE	\$ 39,255.26
53040	EQUIPMENT LEASE PURCHASE	X
53100	OFFICE OPERATING SUPPLIES	\$ 5,000.00
53140	ADVERTISING	\$ 300.00
53160	TRAVEL & TRAINING	\$ 200.00
53180	ILL POSTAGE	\$ 1,200.00
53280	LIBRARY OUTREACH - FUEL BOOKMOBILE	\$ 750.00
53290	APL BOOKMOBILE MAINTENANCE	\$ 1,000.00
53300	EQUIPMENT REPAIR & MAINT	\$ 5,000.00
53310	LIBRARY OUTREACH - APL BOOKMOBILE	\$ 500.00
53540	BUILDING REPAIR & MAINT (INCLUDING FUEL FOR MAINTENANCE EQUIPMENT)	\$ 2,000.00
53630	LIBRARY PROPERTY SALE BOOK PURCHASES	
	LIBRARY BOOKS AND MATERIALS	\$ -
	LIBRARY BOOKS - PROPERTY SALE BOOK PURCHASES	X
53640	LIBRARY BOOKS - ADULT (MYS, FIC, NON-FIC, PBK, SYFY, WEST)	\$ 12,000.00
53650	LIBRARY BOOKS - CHILDREN'S (BB, X, EREADER, JBC, JFIC, JGR, JNON-FIC)	\$ 6,000.00
53660	LIBRARY BOOKS - PATRON REQUESTS	X
53670	LIBRARY BOOKS - LARGE PRINT	\$ 4,900.00

53680	LIBRARY NEWSPAPERS + PERIODICALS + REFERENCE	\$	3,500.00
53690	LIBRARY BOOKS - YOUNG ADULT (YAFIC + YANON-FIC)	\$	500.00
53700	LIBRARY MICROFILM/DIGITIZATION OF ADJ	\$	2,175.00
53710	LIBRARY PROGRAMMING (ADULT + YOUTH ENGAGEMENT)	\$	2,300.00
53720	LIBRARY AUDIO BOOKS (ADULT + JUV, FIC + NON-FIC)	\$	3,000.00
53730	ACT150 - CROSS COUNTY PAYMENTS TO LANGLADE COUNTY	\$	15,373.48
53740	LIBRARY AV/ELECTRONIC (ADULT + JUV, FIC + NON-FIC)	\$	2,000.00
53741	YOUTH MATERIALS - GAMES, KITS, + PUZZLES	\$	400.00
53742	ADULT MATERIALS - GAMES, KITS, + PUZZLES	\$	400.00
53750	SUMMER READING PROGRAM		x
53900	BRANCH LIBRARIES	\$	500.00
53920	LOST BOOK FEE TO OTHER LIBRARY	\$	200.00
54110	LIABILITY INSURANCE PREMIUMS	\$	786.00
54130	WORKERS COMP INSURANCE PREM.	\$	1,319.00
54150	PROPERTY INSURANCE PREMIUMS	\$	8,100.00
54190	UNEMPLOYMENT BENEFITS		x
55000	CASH SHORT/ OVER		x
57050	CAPITAL EQUIPMENT		x
57070	CAPITAL IMPROVEMENTS		x
57120	CAPITAL EQUIPMENT REPLAC RESERVE		x
	TOTAL EXPENDITURES	\$	661,581.42
	REVENUE		
	Taxes		
41110	CITY INCOME	\$	306,690.00
	Intergovernmental		
43720	COUNTY INCOME	\$	306,690.00
	Public Charges for Services		
46710	LIBRARY FEES & FINES		
46715	LIBRARY DONATIONS/ CONTRIBUTIONS		
46716	ONEIDA COUNTY	\$	4,429.66
46716	FOREST COUNTY	\$	7,562.39
46716	LINCOLN COUNTY	\$	3,381.46
46716	SHAWANO COUNTY	\$	-
46716	OCONTO COUNTY	\$	-
46716	TOTAL S.43.17 PAYMENTS (cross county)	\$	15,373.48
	Miscellaneous Revenue		
48100	INTEREST INCOME		
48130	REIMB PRIOR YEAR EXPENSES		
48220	LOST BOOK PAYMENTS		
48300	PROPERTY SALES		

48410	INSURANCE DIVIDENDS	
48515	Misc Reim Revenue – White Lake Branch Manager	\$ 8,000.00
48516	WVLS Partnership	
	White Lake School Partnership	
	ALA- TLC grant	
	focus on energy- grant hvac	
	Other Financing Sources	
	Building reconstruction	
	TOTAL REVENUE	\$ 652,126.99
49225	LIBRARY FUND BALANCE APPLIED (carryforward from prior year)	\$ 9,454.43
49300	TRANSFER FROM GENERAL FUND	
49446	TRANS FROM LIBRARY EXP. TRUST	
49472	TRANS FROM CAP IMP/EQUIP FUND	
	TOTAL REVENUES AND APPLIED FUNDS	\$ 661,581.42
	DIFFERENCE IN REVENUES AND EXPENSES	
49225	Audited LIBRARY FUND BALANCE REMAINING	

PRE-READER BINGO



WINTER EDITION 2025

Do 4 activities in a row for Bingo. Bring your bingo into the library for a prize.
Bring it in up to 4 times. Return the completed sheet for a book.

Read a
wordless
book.

Take a walk
outside and
name
objects
that you see.

Do a
puzzle.

Read a
book about
winter.

Sing a
song with
someone.

Read to
a stuffed
animal
or doll.

Attend a
library
activity.

Make
Art!!

Make
Animal
Sounds.

Make up
a song.

Read a
book with
a green
cover.

Tell a
Story.

Tell a library
staff person
your favorite
book.

Read a
picture
book.

Tell a
Joke.

Read a
favorite
book
again.

Name

Age:

You did it!!

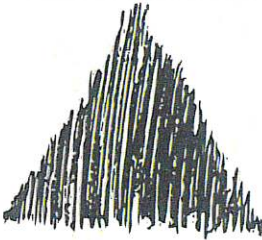
RETURN TO LIBRARY BY
3/31/25 TO COLLECT
PRIZE(S)

Adult Reader Challenge



WINTER EDITION 2025


Do 5 activities in a row for Bingo. Bring it to the library to enter the drawing. Bring it in up to 5 times until complete for multiple entries.

Re-read a favorite childhood book	Finish a book in one sitting.	A classic you've never read.	A historical fiction book.	A book you saw someone reading.
A Young Adult Novel.	A book with a one word title.	Listen to an audio-book.	Read or listen to an APL Staff Rec.	Book Cover with your fav color.
A new release.	A Best Seller		Watch the movie version of a book.	Read a Science Fiction Book
Look up your favorite word in a thesaurus	Read a picture book by Mo Willems	Read a poem aloud.	Read a Fantasy Book	Re-read your favorite book.
Read a "whodunit" romance.	Read a book that takes place in Ireland.	Visit another library in the WVLS system.	Attend a library activity.	Read a book on Libby

Name:

Phone #:

You did it!!

RETURN TO LIBRARY BY 3/31/25 FOR A CHANCE TO WIN A \$25 GIFT CARD FOR BARNES & NOBLE 

Read Harder Challenge



WINTER EDITION 2025

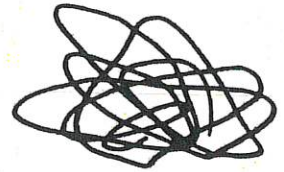
Re-read a favorite childhood book

Read a nonfiction book about nature or the environment.

Read a book about obsession.

Read a holiday romance that is not Christmas.

Read a book about books. fiction or nonfiction.



Read one of your favorite author's favorite books.

Read a stand alone fantasy.

Read a picture book published after 2000.

Read a Manga Adult or YA.

Read a book you know nothing about base solely on the cover.

Read a weird horror.

Read a YA nonfiction book.

Read a "HOWDUNIT" Mystery.



Read a staff pick.



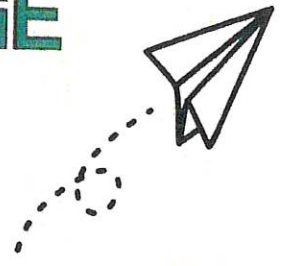
Name: _____

Phone #: _____

You did it!!

RETURN TO LIBRARY BY 3/31/25 FOR A CHANCE TO WIN A \$25 GIFT CARD FOR BARNES & NOBLE

GREEN READING CHALLENGE



7

17

18

8



19

5

9

16

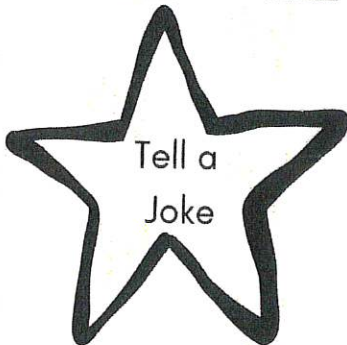
20

4

10

15

3



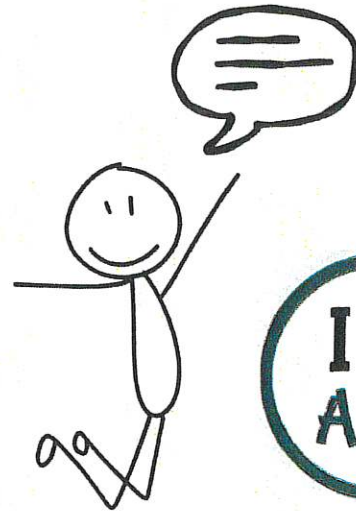
14

2

12

13

1



Name:

School/Grade:

You did it!!

RETURN TO LIBRARY FOR:
\$5 APL BOOK BUCKS



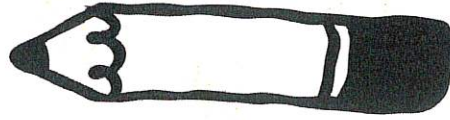
YELLOW READING CHALLENGE



9 10 11 12 13

7

llll



6

23 24

25

14

5

22

4

21

16

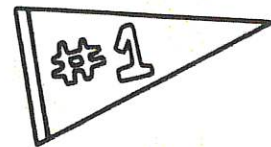


15

3

20

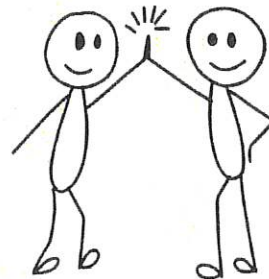
17



2

19

18



1



Name:

School/Grade:

You did it!!

RETURN TO LIBRARY FOR:
\$5 APL BOOK BUCKS



RED READING CHALLENGE

9 10 11 12 13 14 15

8 25 24 23 22 21 16

7 26 20 17

6 27 19 18

5 28

4 29

3

2 30

1

Help make dinner.

Make a book.

Listen to an audiobook / wonderbook

Write a poem.

Tell a joke.

Bring a friend to the library.

$a^2 + b^2 = c^2$

SUCCESS

I ❤️ APL

Name:

School/Grade:

You did it!!

RETURN TO LIBRARY FOR:
\$5 APL BOOK BUCKS



CIRCULATION SPECIALIST/LIBRARIAN

Circulation Specialist/Librarian (AM/PM) **ANTIGO PUBLIC LIBRARY**

FLSA Status: Non-Exempt

Position Status: Regular Full-Time

Class Title: Circulation Clerk

Starting Wage: \$15.45

Department: Library

Location: Antigo Public Library

APL Board Approval Date: 11/19/24

JOB SUMMARY:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

CIRCULATION SPECIALIST/LIBRARIAN

- Informs Library users of Library Conduct and Circulation Policies, enforcing them when appropriate.
- Responsible for Library opening and closing procedures as assigned.
- Assists with special projects, events and outreach.
- Technology – performs basic functions of e-mail applications. Performs basic calendar operations and task management. Understands, uses, and helps others use basic computer hardware and peripherals, mobile devices, and the Internet. Demonstrates information literacy. Understands common security protocols related to Internet use. Understands and performs basic functions and tasks of common software programs. Perform basic word processing operations and basic printing operations from common applications. Maintains awareness of commonly used technologies and applies technology for ongoing learning and collaboration.
- Interpersonal Competencies – develops and maintains effective relationships with others to achieve common goals. Applies effective strategies to manage organizational conflict and difficult coworker and/or patron behaviors. Applies customer service skills to enhance the level of patron satisfaction. Applies effective techniques to address difficult situations with patrons. Understands and acts in accordance with the basic values and ethics of library service, and APL policies specifically. Demonstrates leadership qualities and behavior. Anticipates and adapts to change and challenges effectively.
- Accountability – accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude. Acknowledges and corrects mistakes.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Maintain predictable and regular physical attendance.
- Maintain the ability to travel to and from branch locations within the county.
- Provide truthful, accurate written and verbal communication.
- Provide other duties as assigned.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library materials and bibliographic tools.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to multi-task, create acceptable work product by set deadlines, and work effectively with a variety of people and situations.
- Excellent written and verbal communication skills.
- Ability to pay close attention to details and concentrate on work with frequent interruptions.

CIRCULATION SPECIALIST/LIBRARIAN

- Ability to analyze and creatively solve problems related to the position.
- Flexible, adaptable, and able to flourish in a changing environment.
- Ability to cross-train to perform other duties and responsibilities as required.
- Possession of a valid driver's license and a driving record free of suspension or revocation in any state.

WORK ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

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

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

QUALIFICATIONS:

- High School diploma or equivalency.
- Library skills sufficient to accomplish the duties listed above, or equivalent job experience with those skills or the ability to learn those skills. In particular, the ability to learn the use of the Dewey classification system, and other Library procedures is required.
- Computer skills sufficient to perform the functions of the online catalog and circulation modules of the Antigo Public Library's automated Library system and Square cash register functions.
 - Working knowledge of computers and internet use including but not limited to: Office programs, Google programs, email applications, and other technology needs of APL patrons. Ability to effectively use a multi-line phone, 10-key calculator, fax machine, scanner, and any other tools or equipment available to patrons and staff for use.

CIRCULATION SPECIALIST/LIBRARIAN

- Excellent public service skills are essential.
- Good clerical skills are required, including keyboarding.
- Excellent oral and written communication skills as well as analytical, time-management and problem-solving skills.
- Flexibility and adaptability, willingness to embrace change and create innovative solutions in resource description.
- Ability to work independently as well as collectively with colleagues in the library and throughout the WVLS consortium.
- Candidates are required to pass a background check, physical examination and drug test once job is offered. Background check, physical examination and drug test are paid for by the Antigo Public Library. Until the background check, physical examination and drug test have been conducted and records turned over to the City of Antigo, applicant chosen is not officially hired.

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

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

LOCATION:

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

SUPERVISOR:

Antigo Public Library Director

CURRENT EXPECTED WORK SCHEDULE:

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends. Dependability and diligent attendance are required. The AM position works opening four days a week and Saturdays. The closing position works closing five days a week. Opening shifts begin one hour before the Antigo Public Library opens to the public. Closing shifts end 30 minutes after the Antigo Public Library closes to the public.

SELECTION GUIDELINES:

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position

if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.



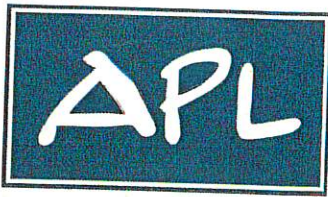
CIRCULATION SPECIALIST (AM) RESPONSIBILITIES:

FLOOR SECTIONS:

- Adult Non-Fiction
- Children's
 - X-books
 - E-readers
 - JBC
 - JFIC
 - JGR
 - JNF
 - BB
- Juv. Kits
- Puzzles for Adults + Children
- All Media

ENGAGEMENT:

- APL Room Reservation Calendar
- Read Harder Challenge
- Pre-reader Bingo
- Adult Bingo
- 1000 Books Before 5K
- 100 Books Before HS
- 100 Books Before Grad
- School Literacy Program: Green/Red/Yellow Challenge
- Toy Station Rotation & Cleaning



RESPONSIBILITIES FOR FLOOR SECTIONS:

- **M**aintain the physical appearance of the shelves and book displays.
 - Non-fiction Display Changed monthly w/books always on display.
 - Children's Display Changed monthly w/books always on display.
 - Media Display Changed monthly w/media always on display.
- **S**helf read each section at least 1x each month.
- **S**helve materials belonging to each section daily.
- **E**nsure puzzles + kids are neatly shelved in the appropriate location.

RESPONSIBILITIES FOR ENGAGEMENT:

- **A**PL Room Calendar – maintain the updated Outlook Calendar shared with Betsy. Maintain records of all patron usage of all APL rooms. Provide a monthly report with stats on room usage. Print the McGinley Rm. Daily Schedule and post it on the white board in the check-in room.
- **1000** Books Before 5k – maintain stock of books for patrons. Notify director of books needing re-stocked. Maintain paperwork for participating patrons. Compile participation stats and include them in the monthly report for the director.
- **100** Books Before H.S. – maintain stock of books for patrons. Notify director of books needing re-stocked. Maintain paperwork for participating patrons. Compile participation stats and include them in the monthly report for the director.
- **100** Books Before Grad – maintain stock of books for patrons. Notify director of books needing re-stocked. Maintain paperwork for participating patrons. Compile participation stats and include them in the monthly report for the director.
- **M**aintain and manage the paperwork for the School Literacy Partnership Program. Keep records of participating patrons and rewards earned. Include stats in monthly report for the director.
- **M**aintain and manage the paperwork for the Adult & Pre-Reader Bingo and the Adult/YA Read Harder Challenge.
- **T**oy Station Rotation + Cleaning – plan weekly toy stations for the children's area. Set up Stations Monday morning for the week. Remove prior week's stations + clean materials in dish washer as needed.
- **P**rovide Monthly report with stats.

January Invoices to Pay

FUND 285

UTILITIES		
Wisconsin Public Services	1/29/2025	\$848.55
City Gas	01/17/25	\$1,092.61
City of Antigo - Water	01/17/25	218.32
Charter - Spectrum (phone/internet)	01/07/25	\$149.97
		<u>\$2,309.45</u>

CONTRACTUAL SERVICES		
		<u>\$0.00</u>

FACILITIES		
Automatic Entrances of Wisconsin	2/9/2025	\$112.88
		<u>\$112.88</u>

OPERATING SUPPLIES		
Kapco (Vinyl Label Protectors)	02/09/25	\$32.70
Quill (desk refill 2025 calendar)	02/05/25	\$9.17
Bibliotheca (RFID tag)	01/22/25	\$1,155.20
Amazon (Speaker for Board Meetings)	02/20/25	\$119.99
Amazon (chalkboard erasers for chalk table)	02/02/25	\$8.25
Amazon (display shelves for books)	02/02/25	113.70
		<u>\$1,439.01</u>

BOOKS + MEDIA		
Baker & Taylor (Adult Books)	02/08/25	\$51.41
Baker & Taylor (Adult Books)	02/02/25	\$143.10
Baker & Taylor (Adult Books)	01/27/25	\$304.42
Baker & Taylor (Adult Books)	01/18/25	\$89.69
Amazon (Children's Books)	03/04/25	\$565.41
Amazon (Children's Books)	03/04/25	\$442.66
Amazon (Children's Books)	03/04/25	\$450.81
Amazon (Children's Books)	03/04/25	\$503.36
Amazon (Children's Books)	03/04/25	\$472.34
Amazon (Adult Books)	03/02/25	144.22
Amazon (Books in Spanish)	02/06/25	\$157.71
Amazon (Children's Books)	02/06/25	\$195.44
Book Page Annual Subscription	02/25/25	\$420.00
Rivistas (Periodical Subscriptions)	02/02/25	\$1,210.91
		<u>\$5,151.48</u>

CREDIT CARD CHARGES		
New York Times Sun. Ed. (12/29-1/25)	12/29/24	\$20.00
Square Advanced Access Plan	01/01/25	\$35.00
		<u>\$55.00</u>

FUND 610		
		<u>\$0.00</u>

Total Bills To-Date: January 2025

Utilities	\$2,309.45
Contractual Services	\$0.00
Facilities	\$112.88
Operating Supplies	\$1,439.01
Books + Media	\$5,151.48
Credit Card Charges	\$55.00
Foundation Expenses	\$0.00
	<u>\$9,067.82</u>

2024 Expenses Paid in 2025 from 2024 Budget

AMAZON (DVD) - Missed Invoice from 8/8/24	05/02/24	\$22.99
AMAZON (DVD) - Missed Invoice from 8/6/24	05/02/24	\$27.73
Outside Legal Services (Rendered in 11/24)	12/26/2024	\$1,242.00
		<u>\$1,292.72</u>



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Antigo Public Library Board of Trustees 2025 Annual Goals

- 1. The APL Board of Trustees will finalize the Library Director's job description, post and hire a permanent Library Director.**
- 2. The APL Board of Trustees will create a handbook containing all library policies.**

Adopted January, 2025