

**Langlade  
County  
Wisconsin**



Ben Pierce, Co-Chr.  
Steve Maier  
John Medo  
Vacant  
Jason Hilger  
Robin Stowe

Glenn Bugni, Co-Chr.  
Timothy Kassis  
Mary Hayes  
Thomas Bauknecht  
Karin Derauf  
Mike Winter

**City of Antigo**

700 Edison Street  
Antigo, WI 54409  
[Cityofantigo@antigo-city.org](mailto:Cityofantigo@antigo-city.org)  
(715) 623-3633

**Langlade County Board of Supervisors**

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**LIBRARY TASKFORCE AGENDA**

Notice of Meeting

**DATE:** May 13, 2025  
**TIME:** 5:30 PM  
**PLACE:** Antigo Public Library

*Notice: A quorum of the Langlade County Board, City Council, and various committees may be present at this meeting. No business will be discussed nor any action taken by the Langlade County Board or City Council, other than the committee listed on this notice. It is anticipated that discussion and action may occur regarding all items posted on this agenda.*

**Agenda**

*The Chairperson shall determine the order that agenda items are considered.*

1. Call the meeting to order
2. Conduct Roll Call
3. Please silence all cell phones
4. Recite the Pledge of Allegiance
5. Approve/amend the minutes of the Library Taskforce of December 3, 2024
6. City Library Tax Payments
7. Review and Approval of the Joint Library Agreement
8. Next meeting date
9. Adjourn the meeting

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ms. Judy Nagel, Langlade County Clerk, 800 Clermont Street, Antigo, WI 54409. Telephone: (715) 627-6200.

Approved:

Notice of Posting: April 24, 2025



Langlade County Board of Supervisors  
 800 CLERMONT STREET  
 ANTIGO, WI 54409

City of Antigo Alderpersons  
 700 Edison Street  
 Antigo, WI 54409

## JOINT LIBRARY TASKFORCE MEETING MINUTES

**Committee:** Joint Library Taskforce

**Date:** Tuesday, December 3, 2024

**Time:** 5:00 P.M.

**Location:** Antigo Public Library Conference Room

The following discussion was held by the Taskforce at the meeting detailed above:

1. The meeting was called to order at 5:00 pm. This meeting was recorded.
2. Conduct Roll Call: All present.

| Joint City/County Library Taskforce |  |            |                       |
|-------------------------------------|--|------------|-----------------------|
| Name                                | Role                                   | Status     |                       |
| Ben Pierce                          | County Rep Co-Chair                    | Present    |                       |
| Steve Maier                         | County Rep                             | Present    |                       |
| John Medo                           | County Rep                             | Present    |                       |
| Roy Dieck                           | County Rep                             | Present    |                       |
| Jason Hilger                        | Cty. Administrator, County, non-voting | Present    |                       |
| Robin Stowe                         | Corp Counsel, County, non-voting       | Present    |                       |
| Glenn Bugni                         | City Rep Co-Chair                      | Present    |                       |
| Timothy Kassis                      | City Rep                               | Present    |                       |
| Mary Hayes                          | City Rep                               | Present    |                       |
| Thomas Bauknecht                    | Mayor, City Rep                        | Present    |                       |
| Karin Derauf                        | City Administrator, City, non-voting   | Present    |                       |
| Mike Winter                         | City Attorney, City, non-voting        | Absent     |                       |
| Non-Committee Members Present       |  |            |                       |
| Name                                | Interest                               | Name       | Interest              |
| Toni Edge                           | Interim Library Director               | Judy Nagel | County Clerk/Rec Sec. |
| Several Members of the Public       |  |            |                       |

3. Please silence all cell phones
4. Recite the Pledge of Allegiance
5. Invitation to Antigo Public Library: Nancy Jones attended from the Library Board.
6. Approve/amend the minutes of the Library Taskforce of October 15, 2024: Motion by Bugni, second by Maier to approve the previous meeting minutes of October 15, 2024. All ayes, motion carried.
7. Review the Library Budget: Interim Library Director Edge reviewed the 2025 Budget, discussing some of the budget changes from 2024 to 2025: increase in health insurance, increase to the City of Antigo (fiscal agent), library outreach expansion, staffing changes due to restructuring of hours of operation and full-time vs part-time staff, Senior Center Tech Tuesday and bookmobile at the Center weekly. Edge continued to answer questions

## Meeting Minutes (Continued)

regarding the staff changes and the Library Board-approved 2025 budget. Discussion held. Chairman Pierce reminded the Taskforce that the reasons for the meetings: The City/County Library Agreement. Discussion on the last Library Board Meeting and the issues with the public being able to hear at the meeting.

8. **Discuss the Layoff of all part-time Library Staff:** This agenda item was discussed during the 2025 Budget discussions.
9. **Approval of the Joint City/County Library Agreement:** Motion by Bugni, second by Bauknecht to table the approval of the Joint City/County Library Agreement until a future Library Taskforce meeting. All ayes, motion carried.
10. **General Questions for the Interim Library Director Toni Edge:** The Taskforce and the public asked questions of Interim Director Edge. Bugni discussed the lack of hearing for all to hear at the Library meetings belonging to the Library Board. Questions referred to the Library Board should be answered by the Board. Chairman Pierce requests this agenda item be removed from the agenda. Voice vote, 4/4, tie vote defeats the motion, #10 remains on the agenda. Discussion on what items and the reasons the Taskforce was formed. Kassis discussed the ability to replace/remove Library Board members from the Mayor and the County Board Chairman. Library Board Secretary Jones read minutes from the September Board meeting regarding the Elcho and White Lake Library services. Hayes discussed the ordering of library books and Edge explained the process for new Library items. Questions from the Public: Nancy Bugni, Chet Haatvedt, Mary Jo Kawalski
11. **Next Meeting Date:** February 11, 2025, at 5:30 p.m. in the Library Conference Room. Kassis requests to appear by phone for the meeting in February.
12. **Adjourn the Meeting:** Motion by Kassis, second by Bugni to adjourn the December 3, 2024 meeting

### **Parking Lot Items that were discussed at the October 15, 2024 meeting:**

1. Invite the Interim Library Director to discuss/review: the past three years of the current capital budget; operating cost; endowment budget; reciprocity agreements for libraries in adjacent counties; and membership benefits of the WVLS for Llanglade County: Edge: understanding what we are paying for, wants and needs. Edge will provide more information at the December meeting.
2. Review operating costs for APL from the last 10 years. City Administrator Karin Derauf will prepare. Edge: working on a report for actual operating and capital. Edge will present the report at the February 2025 meeting.
3. Discuss restructure of Library CIP: Edge: discussed items such as boiler, bathrooms, sidewalk, and parking lot, current items to maintain. Edge will work with the Library Maintenance Director and City Clerk to establish a list. Edge will provide more at the January meeting.
4. Review a breakdown of the APL Budget per line item: This will be discussed at the December meeting.
5. Review of the last 10 years of Capital Improvement Projects: Funding, CIP, roof history, digitizing the Antigo Journal. Edge will also provide information on CIP in the January meeting.
6. Clarification from Corporation Counsel Stowe on the Memo, dated June 21, 2024, Page 3, section V: Stowe provided information to the Taskforce, no further discussion.
7. Clarification from Corporation Counsel Stowe on the City/County Library Agreement, Page 2, 2(c) on term limits of Library Board members, term date clarification how to ensure overlap start and end dates are clearly defined for members: Stowe provided information to the Taskforce on this, no further discussion.

## Meeting Minutes (Continued)

8. City/County Administrators to review City/County Insurance cost and benefits, refer to the City/County Joint Library Agreement, Pages 2, 3(a): County and City Administrators will present this information in the first quarter of 2025.
9. Permanently establish Library Taskforce, renamed Joint County/City Task Force: This will be discussed further in the first quarter of 2025.
10. Clarification on whether a Multi-County Community Free Sharing Program Opportunity is permissible, Chairman Pierce will report. Edge reported that this is not possible, no further action.
11. The Elcho location compliant with Act 420: Edge, this is not applicable, no further action.
12. Review potential City/County shared opportunities: Kassis: this is not applicable at this time, but can be discussed when the Taskforce discusses #9.
13. Invite Ben Miller, Wisconsin DPI to a joint County Board/ City Council Meeting: Bardo will be in contact with Ben Miller to invite him to the December meeting.
14. Review 4(b)(1) of the Agreement. The City of Antigo should not exempt itself from the Langlade County Library tax, and review the usage of the Library by County/City patrons. This will be discussed on this agenda.

Minutes transcribed and submitted by:  
Judy Nagel, County Clerk, Recording Secretary



**SECOND REVISED AGREEMENT  
ESTABLISHING A JOINT LIBRARY TO SERVE  
THE CITY OF ANTIGO AND THE COUNTY OF LANGLADE**

**TERM: JANUARY 1, 2026 UNTIL DECEMBER 31, 2030**

**WHEREAS**, the City of Antigo and the County of Langlade have entered into an Agreement establishing a joint Library Board, pursuant to Section 43.53 of the Wisconsin Statutes, and

**WHEREAS**, both municipalities desire to enter into an Agreement relating to the matters pertaining to the operation of such joint Board, and

**WHEREAS**, the City of Antigo and the County of Langlade recognize the benefit to the combined community that a joint Library would provide;

**NOW THEREFORE**, the City of Antigo and the County of Langlade do hereby create and establish a joint Library to be known as the Antigo Public Library. The parties agree that the joint Library shall be governed according to the terms and provisions as follows:

**1. LIBRARY SYSTEM**

The joint Library shall be a member of the Wisconsin Valley Library Service (WVLS) that serves an area including all of Langlade County.

**2. LIBRARY BOARD**

- a. The joint Library Board shall consist of nine (9) members.
  1. Three (3) members shall be appointed by the Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council.
  2. Five (5) of its members shall be appointed by the Chair of the Langlade County Board of Supervisors, subject to confirmation by the Langlade County Board of Supervisors. County members shall reside outside the City of Antigo.
  3. One (1) member shall be the Superintendent of the Unified School District of Antigo or his/her designee. The Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council, will appoint this member.
- b. The composition of the Board shall be adjusted every ten (10) years, following the publication of the latest federal decennial census, to reflect the respective populations of the City and County.

- c. The terms of office for appointees shall be three (3) years.

| <u>Seat</u>           | <u>Term Ends</u> | <u>Next Term Ends</u> |
|-----------------------|------------------|-----------------------|
| School Rep / City Apt | 4/30/2026        | 4/30/2029             |
| City Rep              | 4/30/2025        | 4/30/2028             |
| City Apt 1            | 4/30/2027        | 4/30/2030             |
| City Apt 2            | 4/30/2027        | 4/30/2030             |
| County Rep            | 4/30/2025        | 4/30/2028             |
| County Apt 1          | 4/30/2026        | 4/30/2029             |
| County Apt 2          | 4/30/2027        | 4/30/2030             |
| County Apt 3          | 4/30/2025        | 4/30/2028             |
| County Apt 4          | 4/30/2026        | 4/30/2029             |

- d. The joint Library Board shall not have more than one member from the City of Antigo Common Council and not more than one member from the Langlade County Board of Supervisors at any one time serving as a member of the Library Board.
- e. The joint Library Board shall perform all powers and duties as set forth in Wisconsin Statutes Section 43.58.
- f. The joint Library shall conduct all meetings and subsequent business according to the By-Laws of the Antigo Public Library.

**3. OWNERSHIP OF ASSETS**

- a. The City of Antigo and County of Langlade recognize that the Library building and property located at 617 Clermont St., Antigo, WI was an equal and joint investment by both these government entities when it was constructed in 1996-1997. Since that time, the insurance on the building, property and contents of the Library, and liability insurance has been provided by the City of Antigo. Under this Agreement, the City of Antigo will continue to provide insurance on the building, property and contents of the Library, and liability insurance, with the cost of the Library’s portion being charged back to the joint Library.
- b. The acquired and future assets necessary to operate a Public Library, including materials for circulation to the public, shelving, furnishings, equipment, and all other items owned by the Antigo Public Library, shall continue to be jointly and equally owned by the City of Antigo and the County of Langlade.
- c. Upon execution of this Agreement these assets shall be managed by the joint Library Board of the Antigo Public Library per Chapter 43 of Wisconsin Statutes.
- d. The City of Antigo and the County of Langlade shall be jointly responsible to undertake and fund "major" repairs as set forth in the Capital Improvement

Plan (CIP) for the Antigo Public Library building. The Joint Library Taskforce will review and update the five-year CIP with the Library Board each year. The County of Langlade shall be responsible to set the CIP meeting dates and prepare the CIP meeting notices. The CIP plan shall be updated each year and submitted to the City and County for their review and approval, along with recommendations for funding such projects.

- e. "Major repairs" include any work estimated in excess of \$5,000 performed in or upon the building located at 617 Clermont Street, or any of the building's systems, including but not limited to: HVAC, mechanical, electrical, or hydraulic.
- f. The City of Antigo and the County of Langlade shall be jointly responsible to undertake and fund emergency repairs estimated in excess of \$5,000 that are needed in order to comply with applicable safety and building codes.

#### 4. ANNUAL APPROPRIATION

- a. Each year the Library Director shall prepare, and the joint Library Board shall submit, to the City of Antigo and the County of Langlade an appropriation request which identifies the funding for both operating expenses and capital expenditures. Funding for "major" repairs will be addressed in the Capital Improvement Plan (CIP) established for the Antigo Public Library Building, subject to the approval and funding by the City and the County.
- b. The annual appropriation for the Library shall be shared by both governmental entities as follows:
  - 1. The City of Antigo shall fund the joint Library by providing fifty (50) percent of the approved annual budget appropriation for the Antigo Public Library.
  - 2. The County of Langlade shall fund the joint Library by providing fifty (50) percent of the approved annual budget appropriation for the Antigo Public Library. If the County's appropriation exceeds the financial support required by law [Section 43.12 (1)(b)&(3), Wis. Stats.], then the City of Antigo shall not submit an application for exemption from the Langlade County Library tax in that year.
  - 3. When necessary, the joint Library Board may request an increase in funding due to a shortfall in a current operating budget or an increase to a future budget. Any such request must be reviewed and approved by the Joint Library Taskforce prior to submission to both governmental entities and must be agreed to by both entities before either can increase the revenue they allocate to fund the Library.

4. Any funds in excess of the operating budget shall be placed in a non-lapsing fund(s) controlled by the joint Library Board to be used for future projects and/or operating costs. Such funds include: grants provided to the Library; unexpended operating or capital (CIP) funds from any previous year; and revenues collected by the Library. Donations to the Library and investment accounts are held and controlled by the joint Library Board as established in Wisconsin Statutes Section 43.58(7).
- c. As City employees, full-time Library staff are eligible for severance pay upon retirement. Any severance pay, including payouts of paid time off (PTO) or extended leave benefits, must be approved by the Joint Library Taskforce. Under this agreement, the City of Antigo and County of Langlade are each responsible for 50% of the cost of all such severance payouts. These monies are not part of the annual allocation to the Library.

## **5. FISCAL AGENT**

- a. The City of Antigo shall act as fiscal agent for the joint Library, and, as such, may charge the Library for documented annual costs associated with serving as the Library's fiscal agent. These costs are subject to review and approval by the Library Board each year. This paragraph is subject the terms of Wisconsin Statutes Section 43.53(2)(a).
- b. The City Clerk/Treasurer shall receive and disburse funds for the operation and maintenance of the Library as directed by the joint Library Board and according to Wisconsin Statutes Section 43.58.
- c. The City Clerk/Treasurer shall be responsible for payroll, benefit administration, insurance, and financial record keeping and auditing for the Library.

## **6. TERM OF AGREEMENT**

- a. This Agreement shall be in effect from January, 1, 2026 until December 31, 2030.
- b. This Agreement shall be reviewed every two (2) years and shall be subject to renewal for 5-year periods, unless terminated earlier upon providing written notice.
- c. If a party wishes to terminate this Agreement, written notice must be given two (2) years prior to the intended termination date. Any termination must be effective on the 31<sup>st</sup> of December in a designated year not less than two (2) years from the date of notice.

- d. Upon termination of this Agreement prior to the expiration of the stated term, the parties agree that a penalty shall be imposed upon the terminating party, as follows:

If the Library continues to operate as a City Library, then the County as the terminating party shall pay a penalty equivalent to fifty percent (50%) of the total Library budget for each year of the remaining term.

If the Library continues to operate as a County Library, then the City as the terminating party shall pay a penalty equivalent to fifty percent (50%) of the total Library budget for each year of the remaining term.

In addition to the above-listed penalty, (if applicable) the municipality opting out of the Agreement will be required to adjust their levy limit calculation accordingly. This will include completing the necessary paperwork for the transfer of services from one governmental unit to another.

Any amounts paid under this article shall be placed in a non-lapsing fund controlled by the non-terminating party.

- e. Recognizing that the Antigo Public Library was founded and has continued as a municipal Library for more than one hundred years, should the parties mutually decide to dissolve this Agreement, all assets of the Library will revert to City of Antigo ownership. In the event that the City of Antigo wishes to terminate this Agreement and the County wishes to continue to operate the Library as a County Library, then all assets of the Library shall transfer to the County subject to the following-divestment schedule should the County subsequently discontinue operating the Library within 20 years:

After one year of operating a County Library - payment of 50% of the net asset value of the Library (as of the year of withdrawal by the City) to the City of Antigo with a 2.5% reduction of the 50% payment for each succeeding year, with no payment due to the City of Antigo after 20 years of operation as a County Library.

**THIS AGREEMENT** supersedes and replaces all previous agreements entered into between the parties hereto, including all amendments thereto.

**IN WITNESS WHEREOF**, the respective representatives of the parties have signed this Agreement on the dates indicated below, to be effective from January 1, 2026 until December 31, 2030.

**CITY OF ANTIGO**

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
(Date)

Attest:

\_\_\_\_\_  
Kaye Matucheski, City Clerk/Treasurer

\_\_\_\_\_  
(Date)

**COUNTY OF LANGLADE**

\_\_\_\_\_  
Ben Pierce, Chair of the Langlade  
County Board of Supervisors

\_\_\_\_\_  
(Date)

Attest:

\_\_\_\_\_  
Judy Nagel, Langlade County Clerk

\_\_\_\_\_  
(Date)

Approved as to form:

\_\_\_\_\_  
Michael B. Winter, City Attorney

\_\_\_\_\_  
Robin J. Stowe, County Corporation Counsel