

AGENDA
POLK COUNTY LIBRARY FEDERATION
BOARD OF TRUSTEES

Serenity House
100 Polk County Plaza
Balsam Lake, WI 54810
715-485-1221

Wednesday, August 3, 2011

1:00 p.m

Call to Order
Approval of Agenda
Approval of Minutes

Public Comment

Financial Report

Approval of July 2011 vouchers

Director's Report
Statistics
Activity Report

2012 Budget and Staffing Process
2012 ACT 150

2011 Director Goals and Objectives: mid-year review

Staffing update: Technical Services Librarian

Friends of the Library Update

Grants update

Project Manager Jail Literacy Update

Items for next month's agenda

Adjournment

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerks' office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential. *If board members are unable to attend, they are asked to please call 485-8680 by 9a.m the day of the meeting*

MINUTES
POLK COUNTY LIBRARY FEDERATION
BOARD OF TRUSTEES
Meeting @
Serenity House
100 Polk County Plaza
Balsam Lake, WI 54810
715-485-1221
Wednesday, August 3, 2011
1:00 p.m

Call to Order: The August meeting of the Polk County Library Federation was called to order at 1:20 p.m. by Vice-Chairman Warren Nelson after a brief tour of the Serenity House facility. Members Present: John Bonneprise, Nancy Mansergh, Cathy Shimon, Duana Bremer, Edna Bjorkman, Warren Nelson. Absent: Nate Deprey. Also present was Director Colleen Foxwell.

Approval of Agenda: Motion to approve by Mr. Bonneprise, seconded by Ms. Mansergh. Motion carried.

Approval of Minutes: Motion to approve by Mr. Bonneprise, seconded by Ms. Mansergh. Motion carried.

Public Comment: None

Financial Report: 2011 Budget and Expense Reports through July were reviewed. The reports show all budget categories for basic library and Books-by-Mail have adequate funds remaining to cover expenses through year-end 2011.

Approval of July 2011 vouchers: Motion to approve by Ms. Mansergh, seconded by Mr. Bonneprise. Motion carried.

Director's Report: Circulation continues over 90% for Books-by-Mail (including jail) through July 2011.

Activity Report: Director Foxwell attended the MORE budget meeting. She presented programs at health care centers: Golden Age, Willow Ridge, United Pioneer Home and at the Adult Development Center.

Director Foxwell supervised the Library Federation book sale at the Polk County Fair. Several of the libraries or Friends groups helped with the sales including Amery Friends, Centuria Public Library, Clear Lake Friends, Milltown Friends, Osceola Public Library and St. Croix Falls Public Library.

2012 ACT 150: The Act 150 payments report was reviews. 2010 data collected in 2011 is used to determine payment for 2012.

2011 Director Goals and Objectives: mid-year review: Director Foxwell will meet with Administrator Dana Frey on August 4 for a mid-year review.

Staffing update: Technical Support Services: A grant-funded position, Technical Services Specialist, Kay Fitzgerald, continues to provide valuable support to Polk County village libraries. Ms. Fitzgerald also conducts much needed computer classes for village library patrons.

Friends of the Library Update: An “ALL FRIENDS” meeting on August 5, 2011 will be at the Amery Public Library from 1-3 p.m. The Friends will be working with Director Foxwell on planning for Money Smart Week. This outreach project will be presented in October. The Federal Reserved developed and supports this effort to teach financial literacy.

Grants update: Waiting for funding on matching grants for technology support from Amery Community Foundation, \$1,000; Polk-Burnett Operation Round-up, \$1,000; Green Bay Packer Foundation, \$5,000. The process for the matching Otto Bremer Foundation grant has begun; the grant deadline is due in the mid-August for continued technology support.

Project Manager Jail Literacy Update: This project manager position is grant funded by LSTA (Library Services Technology Act). Director Foxwell and Project Manager Meyer will meet with the Restorative Justice Committee on August 8, 2011. Book discussion groups to begin this Friday.

The main objective is helping inmates develop critical thinking and problem solving skills.

Items for next month’s agenda: Approval of the 2012 Polk County Library Federation basic Library and Books-by-Mail (including jail) budget.

Basic updates on agenda items.

Adjournment: Motion to adjourn by Mr. Bonneprise, seconded by Mr. Nelson. Motion carried. The meeting adjourned at 2:40 p.m.

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