

Agenda  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

Meeting location  
**St. Croix Falls Public Library**  
**210 North Washington Street**  
**St. Croix Falls WI 54022**  
**715-483-1777**

**Wednesday**  
October 5, 2011  
1 PM

*If board members are unable to attend, they are asked to call 485-8680 by 9 a.m. the day of the meeting.*

Call to Order

Members Present

Approval of Agenda  
Approval of Minutes  
Public Comment

Approval of September 2011 vouchers

Financial Report

Director's Report  
    Statistics  
    Activity Report

Election of officers/ board appointments

2012 Budget- final approval

Staffing update

Friends of the Library Update

Grants update

Items for next month's agenda

Adjournment

This meeting is open to the public according to Wisconsin State Statue 19:83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

**Polk County Library Federation  
Board of Trustees Minutes  
Meeting held**

**At the St. Croix Falls Public Library  
210 North Washington Street  
St. Croix Falls, WI 54022  
Wednesday, October 5, 2011, 1:00 p.m.**

**Call to Order:** The October meeting of the Polk County Library Federation was called to order at 1:20 p.m. by Secretary Edna Bjorkman. Board members present: John Bonneprise, Duana Bremer, Nancy Mansergh, Edna Bjorkman. Also present: Director Colleen Foxwell. Absent: Cathy Shimon, Nate Deprey. Warren Nelson arrived late.

**Approval of Agenda:** Motion to approve by Mr. Bonneprise, Seconded by Ms. Bremer, Motion carried.

**Approval of Minutes:** The September minutes were read by members. Motion to approve by Ms. Mansergh, Seconded by Ms. Bremer, motion carried.

**Public Comment:** None

**Approval of September 2011 Vouchers:** The voucher report was presented. Motion to approve by Mr. Bonneprise, Seconded by Ms. Bremer, motion carried.

**Financial Report:** Basic Library and Books-by-Mail (includes jail) expenditures compared to the 2011 budget was reviewed. All expenditures are within budget.

The new fall Books-by-Mail catalog was presented. It has been redesigned to fit well for distribution as an insert in the Tri-County North Advertiser (Yellow Paper), which reduces postage cost. Catalogs are scheduled for delivery four times a year.

A motion to approve the financial report was made by Mr. Bonneprise, Seconded by Ms. Bremer. Motion carried.

**Director's Report:**

Statistics: Books-by-Mail and walk-in patron circulation increased in September. Jail circulation was down slightly because inmate population was down in September.

Activity Report: Director Foxwell presented eleven programs during September. Tiffany Meyer has twelve volunteers who are training to work with her on jail literacy programs.

Year-to-date volunteers at the library federation have worked 1,036 hours for a valuable contribution of \$15,250.

**Election of Officers/Board Appointments:** The election/appointments was tabled until the November meeting. Motion by Ms. Bremer, Seconded by Mr. Nelson, Motion carried.

**2012 Budget-Final Approval:** Director Foxwell stated there have been no changes since the budget was presented and discussed. The board voted to approve the budget as it was originally presented. Motion by Mr. Bonneprise, Seconded by Mr. Nelson. Motion carried by roll call vote.

**Staffing Update:** No change in staffing levels is expected.

**Friends of the Library Update:** The Friends of the Polk County Libraries held a sale on October 1 at the St. Croix Falls, Fall Festival for matching funds.

The friends support Money Smart Week; presentations will be given at six library locations.

Library Friends will continue working on securing funds to match the Andersen grant.

**Grants Update:** A \$25,000 matching grant has been received from the Katherine and Fred C. Andersen Foundation toward funding a technology support position for Polk County Libraries.

Director Foxwell has submitted a request for a possible \$25,000 grant from Verizon to support the jail literacy position.

Other grant applications are pending.

**Items for next month's agenda:** Final budget approval, Board elections.

The next meeting will be at the Milltown Public Library. 61 West Main, Milltown, MN 54858

**Adjournment:** Motion to adjourn by Ms. Mansergh, Seconded by Mr. Nelson, Motion carried. The meeting was adjourned at 2:45 p.m.