

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

400 Polk County Plaza  
Balsam Lake WI 54810  
December 1, 2010

**NOTE TIME CHANGE**  
12:30 HOLIDAY POT LUCK  
PLEASE BRING A DISH TO PASS  
1:00 p.m. meeting

Call to Order  
Approval of Agenda  
Approval of Minutes  
Public Comment

Approval of November 2010 vouchers  
Financial Report

Director's Report  
    Statistics  
    Activity Report

2011 Budget

2011 Meeting dates

2011 Director Goals/ Evaluation Discussion

Grants update

Friends of the Library Update

Adjournment

If board members are unable to attend, they are asked to please call 485-8680 by 9a.m the day of the meeting. This meeting is open to the public according Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and or participate are asked to notify the county clerk's office (715-485-1226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

MINUTES  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

400 Polk County Plaza  
Balsam Lake WI 54810  
Wednesday, December 1, 2010, 1:00 PM

**Call to Order:** The December 1, 2010 meeting of the Polk County Library Federation Board of Trustees was called to order by Vice President Warren Nelson at 1:15 p.m. Other members present were: Nancy Mansergh, Edna Bjorkman, John Bonneprise. Also present was Library Director Colleen Foxwell and visitor Dr. David Markert. Mr. Deprey was absent.

**Approval of Agenda:** Moved by Mr. Bonneprise, seconded by Ms. Bjorkman. Motion to adopt the agenda carried.

**Approval of Minutes:** The minutes were corrected to show Ms. Mansergh was present for all votes. Motion to approve as corrected was made by Mr. Bonneprise, seconded by Mr. Nelson. The November minutes was approved as corrected

**Public Comment:** None

**Approval of November 2010 Vouchers:** The November vouchers were reviewed, signed and approved. Motion to approve by Ms. Mansergh, seconded by Mr. Nelson. Motion carried.

**Financial Report:** The financial report presented by Director Foxwell was discussed.

**Budget:** With careful management, the 2010 budget will complete the year in balance. Motion to approve the budget as presented was made by Mr. Bonneprise, seconded by Mr. Nelson. Motion carried with appreciation of Ms. Foxwell's good stewardship.

**Expenses:** Total expenses for November was \$1,880.04. Books by mail expense was \$1,729.48. A change in distribution of books by mail catalogs has achieved considerable savings. Volunteer hours at the Library Federation is valued at \$20,725.76 through November 2010.

**Director's Report**

**Statistics:** Director Foxwell presented circulation numbers. Homebound and Jail use is 85.6% of total circulation for year-to-date 2010.

**Activity Report:** Colleen Foxwell presented programs at three health care centers in November. A representative from the Green Bay Packer Foundation came for an on-site visit. The grant was for literacy materials for the Polk County Jail. The library will be notified in December the status of the grant.. She did a bi- monthly scheduled radio program on November 17, and prepared the library budget for consideration by the county administrator. Director Foxwell participated in bringing Michael Perry for a presentation at the Polk County Jail. He was in the area presenting a program at Milltown.

**Meeting Dates:** Library Federation Board meeting dates for 2011 were distributed to board members.

**2011 Director goals/Evaluation Discussion:** County Administrator, Dana Frey, has issued guidelines for performance evaluations. He plans to attend the Library Federation board Meeting on January 5, 2011 to help the Federation set policy-related goals and objectives.

**Grants update:** Grants Awarded – Otto Bremer Foundation \$21,200

Library Services technology Act 23,000

Grants Pending – Bremer grant for technology support through Friends of the

Library which will be increased for ten laptop computers for Village Libraries.  
Green Bay Packer Foundation Grant of \$4,692 to Friends of Library for inmate book materials.

**Friends of Library Report:** The friends have set up a Christmas Boutique at the federation Library and will be selling items at Clear Lake Public Library on December 4 from 9-2 for the Holiday Stroll. Some grants will be provided through their organization.

**Adjournment:** The Federation business completed, a motion to adjourn was made by Mr. Bonneprise, seconded by Ms. Mansergh. Motion carried and the meeting adjourned at 2:30.