



Date: December 30, 2011

To: Chair Stephen Albers and Members of the Board

From: Neel Parikh, Executive Director

Subject: 2012 Board Calendar of Work

Each year the Board has developed a Calendar of Work, planning discussions for the next year. This is your opportunity to take a look at some of the upcoming issues for the year. These issues can be scheduled for discussion on a regular Board agenda. Issues that require longer discussions have generally been introduced during a Study Session and then actions formulated for discussion at a regular Board meeting.

Attached is a draft 2012 Calendar of Work, based on our regular and routine Board activities and decisions. Also attached is the agenda log for 2011, showing you the range of issues that we dealt with in the past year.

Additional Issues Will Come Up During the Year: There are some topics that we know will be on the agenda over the next year. These are:

- **What is our Product?:** The library is implementing a customer survey in January to determine what library services the community values. We also intend to hold follow-up focus groups. Management staff will be working with this information and present information at a Board meeting or a study session to discuss the results of this survey and its implication for the future.
- **Performance Measurement:** It is the management goal this year to implement performance measurements and create a data dashboard for the Board of Trustees. This will include a conversation with the Board confirming the kinds of information that you are interested in seeing.
- **Executive Director Job Description:** I am working on a revised job description.
- **University Place Closing:** We expect that the documents will be compiled early this year in order to close on the University Place library property and complete the requirements of the agreement.
- **Circulation and Library Use Trends:** In the past year there has been a slight decline in circulation and change in collection use. This year, the library purchased a product that will help us evaluate how the collection is used. We will share with the Board an analysis of how our circulation is changing and later in the year, show the use of the collection.

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- **Budget Reduction Planning:** We expect we will need to reduce our 2013 budget by \$2.6 to \$3 million. We are currently beginning to plan for this reduction. I expect that there will be conversations with the Board throughout the year regarding priorities and requests for information to help us develop changes.
 - **Policy Review:** We will continue to evaluate existing policies and bring them to the Board for updating confirmation or review.

POSSIBLE TOPICS: Please come to the Board meeting prepared with topics or issues that you would like to discuss over the next year.

2012 BOARD CALENDAR OF WORK
January 2, 2012

Date	Strategic/Policy	Routine
January 11	<ul style="list-style-type: none"> • University Place Project: 1) Project Update; 2) Architect Fees; 3) Property Closing Process • 2012 Board Calendar of Work • Tobacco-Free Campus Policy • New Circulation Training • Re-Appointment of J.J. McCament to Board of Trustees 	<ul style="list-style-type: none"> • Star Libraries
January 20 - 24	<i>American Library Association (ALA) Mid-Winter Conference, Dallas, TX</i>	
February 8	<ul style="list-style-type: none"> • 2011 Balanced Scorecard and Statistics • 2012 Pierce County Library Foundation Agreement • Circulation Report 	<ul style="list-style-type: none"> • 2012 legislation related to libraries • Puyallup Public Library/Pierce County Library Reciprocal Borrowing: 2011 Report •
March 7	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 2012 Legislation related to libraries •
March 13 – 17	<i>Public Library Association Conference, Philadelphia, PA</i>	
April 11	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 2012 Legislation related to libraries •
April 18 - 20	<i>Washington Library Association Conference, Tulalip</i>	
May 9	<ul style="list-style-type: none"> • 2011 Year-End Financial Review • Resolution to transfer funds to the capital improvement fund 	<ul style="list-style-type: none"> • Balanced Scorecard Report: 1st Quarter • 2012 Legislative Session Report •
June 13	<ul style="list-style-type: none"> • 2010 Capital Projects – Year End Report • Cash Flow • 2011 Mid-Year Budget Process • 	<ul style="list-style-type: none"> • Form 990 Review • PC READS Final Report •
June 21 - 26	<i>American Library Association (ALA) Annual Conference, Anaheim, CA</i>	
July 11	<ul style="list-style-type: none"> • 2011 Mid-Year Capital Improvement Program Budget Adjustment • 2011 Mid-Year Budget adjustments • 	<ul style="list-style-type: none"> • 2012 Assessed Values Report •
August 8	<ul style="list-style-type: none"> • 2012 Budget Process and Preliminary Calendar • 2013 COLA • Board Policy Discussion: Resolution Signatures 	<ul style="list-style-type: none"> • Balanced Scorecard Report, 2nd Qtr • Approval of IRS Form 990 for 2010 •
September 12	<ul style="list-style-type: none"> • 2013 Budget: Estimated revenue and expenditures • 	<ul style="list-style-type: none"> •

<p>October 17</p>	<ul style="list-style-type: none"> • Review of Regular 2013 Draft Revenue and Expenditure <ul style="list-style-type: none"> *2013 pre certification of property tax levy *IPD for 2012 Property Tax Levy *Review of 2013 draft revenue and expenditures • Review of Regular 2013 Capital Improvement Budget and 2013 Capital Improvement Plan • 2013 – 2017 Cash Flow 	<ul style="list-style-type: none"> • Set 2013 Board Meeting Schedule • Director Evaluation: Review Procedures •
<p>November 14</p>	<ul style="list-style-type: none"> • First Public Hearing Regarding 2013 Budget • Review of Draft 2013 Budget and Capital Improvement Plan • Review and approval to certify property taxes to be levied for collection in 2013 • 	<ul style="list-style-type: none"> • Director Evaluation • Resolution: Schedule of Recurring Meetings • Balanced Scorecard: 3rd Quarter Report • Insurance Renewal •
<p>December 12</p>	<ul style="list-style-type: none"> • Second Public Hearing Regarding 2013 Budget • Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund • Resolution to Adopt 2013 Budget • Resolution to Adopt 2013 Capital Improvement Fund Budget • Motion to certify property taxes to be levied for collection in 2013 (if needed) • University Place Library status • Resolution to set 2013 wages for non-represented staff • 2013 Election of Officers • Negotiate 2013 Executive Director Agreement 	<ul style="list-style-type: none"> • Resolution: Cancellation of unredeemed warrants • Pierce County Library Foundation Annual Report •