

**2015 BOARD OF TRUSTEES CALENDAR OF WORK**

Date	Strategic/Policy	Routine
<b>January 14</b>	<ul style="list-style-type: none"> <li>• 2015 Board of Trustees Calendar of Work</li> <li>• Board Code of Conduct/Ethics</li> <li>• Leadership Academy</li> <li>• Employee Communication Survey</li> <li>• Compensation Study</li> <li>• E-Rate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Statement</li> <li>• 2015 Legislative Day</li> <li>• STAR Libraries</li> <li>• Executive Director Activities</li> </ul>
<b>Jan 30-Feb 3</b> <i>American Library Association (ALA) Mid-Winter Conference, Chicago IL</i>		
<b>February 8</b>	<ul style="list-style-type: none"> <li>• US Open at the Library Preview</li> <li>• Open Hours</li> <li>• Annual Branch Service Plans- 2014 Evaluation</li> <li>• 2015 Library Legislative Day</li> <li>• Trustee Policy on Ethics, Conduct and Responsibilities</li> <li>• Strategic Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Statement</li> <li>• 2015 Legislation Related to Libraries</li> <li>• 2015 Pierce County Library Foundation Agreement</li> <li>• PC Reads Preview</li> <li>• Executive Director Activities</li> <li>• Introduce New R&amp;M Director</li> </ul>
<b>March 11</b>	<ul style="list-style-type: none"> <li>• Fife Library Update - Surrounding Development</li> <li>• Trustee Vacancy Process (Al Rose's term exp. 7/20/15)</li> <li>• Meaningful Metrics</li> <li>• 2015 Work Plan/Strategic Planning Process</li> <li>• Employee Engagement Survey</li> <li>• Employee Communications Work Plan</li> <li>• Leadership Competencies/Development</li> <li>• Compensation Study</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Statement</li> <li>• PC Reads Update</li> <li>• Executive Director Activities</li> <li>• WLA Presentations</li> <li>• Library Legislation</li> </ul>
<b>April 8</b>	<ul style="list-style-type: none"> <li>• Trustee Self-Evaluation</li> <li>• 2014 Reciprocal Borrowing Report</li> <li>• Strategic Action Plan</li> <li>• Key Center iPad Project</li> <li>• Circulation Decline</li> <li>• Repositioning Card Drive Resources</li> <li>• Trustee Branch Visits</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Executive Director Activities</li> </ul>
<b>April 15 - 17</b> <i>Oregon Library Association/Washington Library Association (OLA/WLA) Conference, Marysville WA</i>		
<b>May 13</b>	<ul style="list-style-type: none"> <li>• 2015 Year-End Financial Review</li> <li>• Technology Plan Update</li> <li>• Trustee Self-Evaluation</li> <li>• Strategic Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• ULC Innovations Initiative</li> <li>• IRS Tax Form 990</li> <li>• Summer Reading Program</li> <li>• WLA Attendance</li> <li>• Executive Director Activities</li> </ul>
<b>June 10</b>	<ul style="list-style-type: none"> <li>• 2014 Capital Projects – Year End Report</li> <li>• 2015 Mid-Year Budget Process</li> <li>• Strategic Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• PC Reads Final Report</li> <li>• Our Own Expressions</li> <li>• Executive Director Activities</li> </ul>
<b>June 25 -30</b> <i>American Library Association (ALA) Annual Conference, San Francisco CA</i>		

Date	Strategic/Policy	Routine
<b>July 8</b>	<ul style="list-style-type: none"> <li>• 2015 Mid-Year Budget Adjustment:               <ul style="list-style-type: none"> <li>♦ Operating Budget</li> <li>♦ Capital Improvement Plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• IRS Tax Form 990 Final Review</li> <li>• Evaluate Electronic FYI Packet</li> </ul>
<b>August 12</b>	<ul style="list-style-type: none"> <li>• 2016 Budget: Budget Process and Calendar</li> <li>• 2016 CPIU</li> <li>• 2016 Labor Negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Executive Director Activities</li> </ul>
<b>September 9</b>	<ul style="list-style-type: none"> <li>• 2016 Budget: Estimated Revenue and Expenditures</li> <li>• Long Term Capital Project Projections</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Library Card Campaign</li> <li>• Executive Director Activities</li> </ul>
<b>October 21</b>	<ul style="list-style-type: none"> <li>• 2016 Revenue and Expenditures Draft</li> <li>• 2016 Materials Budget Summary</li> <li>• 2016 Preliminary Levy Certification</li> <li>• 2015 IPD for 2015 Property Tax Levy</li> <li>• 2016 – 2019 Cash Flow</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Statement</li> <li>• Set 2016 Board Meeting Schedule</li> <li>• Pierce County Library Foundation Annual Report</li> <li>• Executive Director Activities</li> </ul>
<b>November 11</b>	<ul style="list-style-type: none"> <li>• First Public Hearing Regarding 2016 Budget</li> <li>• Review of Draft 2016 Budget and Capital Improvement Plan</li> <li>• Review And Approval To Certify Property Taxes To Be Levied For Collection in 2016</li> <li>• Review Of Regular 2015 Capital Improvement Budget And 2016 Capital Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• <i>Resolution:</i> Schedule of Recurring Meetings</li> <li>• Summer Reading Program Report</li> <li>• United Way Day of Caring</li> <li>• Executive Director Activities</li> </ul>
<b>December 9</b>	<ul style="list-style-type: none"> <li>• Second Public Hearing Regarding 2016 Budget</li> <li>• Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund</li> <li>• Resolution to Adopt 2016 Budget</li> <li>• Resolution to Adopt 2016 Capital Improvement Fund Budget</li> <li>• Motion to certify property taxes to be levied for collection in 2016 (if needed)</li> <li>• Resolution to set 2016 wages for non-represented staff</li> <li>• 2016 Election of Officers</li> <li>• Negotiate 2016 Executive Director Agreement</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• <i>Resolution:</i> Cancellation of unredeemed warrants</li> <li>• 2016 Insurance Renewal</li> <li>• Executive Director Activities</li> </ul>

## Pierce County Library FYI Packet

### Pierce County Library

- [Pierce County Library System CFO named 2015 government financial exec of the year](#) (The Bonney Lake Sumner-Courier Herald)
- [Chromebooks Now At Select Pierce County Library Branches!](#) (Sounds Fun Mom)
- Peninsula Light Company [February 2015 newsletter](#) (second page)
- Book Talk Jan Walker (The Tacoma Weekly)

### Other Libraries

- [Puyallup fires library director over unspecified job-performance issues](#) (The Puyallup Herald)

### What's Happening

- [Pierce County property taxes go up 7.7 percent collectively](#) (The News Tribune)
- [We need more STEM majors with liberal arts training](#) (The News Tribune)
- [Future Forecast: Government technology in 2020](#) (American City & County)
- [Tillicum Community garden program looking for new home in Lakewood](#) (The News Tribune)
- [Industrial growth in Lakewood](#) (The Business Examiner)