

## Pierce County Library FYI Packet

### Pierce County Library in the News

- [Pierce County Library System selects new deputy director](#) (The Suburban Times)
- [Free program is a must for military-Complimentary Microsoft IT Academy](#) (The Ranger)
- [Tools for Students website gives access to free research tools](#) (The Suburban Times)

**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><i>Jan 30-Feb 3 American Library Association (ALA) Mid-Winter Conference, Chicago IL</i></b>		
<b>February 11</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>• 2014 Reciprocal Borrowing Report</li> <li>• Strategic Planning Process</li> <li>• Fife Library Update - Surrounding Development</li> <li>• E-Rate Program</li> <li>• 2015 Laptop Labs</li> <li>• Trustee Vacancy Process</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Executive Director Activities</li> </ul>
<b><i>April 15 - 17 Oregon Library Association/Washington Library Association (OLA/WLA) Conference, Marysville WA</i></b>		
<b>May 13</b>	<ul style="list-style-type: none"> <li>• 2014 Year-End Financial Review</li> <li>• Repositioning Card Drive Resources</li> <li>• Trustee Branch Visits</li> <li>• Trustee Vacancy Process</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>• Executive Director Activities</li> <li>• PC Reads Results</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>• Legal Counsel</li> <li>• Trustee Vacancy Process</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Our Own Expressions</li> <li>• Executive Director Activities</li> <li>• Regional Trustees' Gathering</li> <li>• Evaluate Electronic FYI Packet</li> </ul>
<b><i>June 25 -30 American Library Association (ALA) Annual Conference, San Francisco CA</i></b>		
<b>July 8</b>	<ul style="list-style-type: none"> <li>• 2015 Mid-Year Accountability Budget Process</li> <li>• Deputy Director Hiring Update</li> <li>• Fife Library Frontage, Access and Connection Project</li> <li>• ACL Evaluation of Pilot/Next Steps</li> <li>• L&amp;I Update</li> <li>• 18 Month Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Dashboard</li> <li>• Monthly Financial Report</li> <li>• Executive Director Activities</li> <li>• 2015 Property Values for 2016 Tax Levy</li> </ul>

Date	Strategic/Policy	Routine
July 8 cont.	<ul style="list-style-type: none"> <li>New Trustee Appointment</li> </ul>	
August 12	<ul style="list-style-type: none"> <li>2015 Mid-year Accountability Budget (Operating &amp; Capital)</li> <li>2016 Budget: Budget Process and Calendar</li> <li>Fiscal Management Policy</li> <li>2016 Contract Negotiations</li> <li>Deputy Director Hiring Update</li> <li>Fixed Function PCs</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>Executive Director Activities</li> </ul>
September 9	<ul style="list-style-type: none"> <li>2016 Budget: Estimated Revenue and Expenditures</li> <li>2016 Contract Negotiations</li> <li>Fiscal Management Policy</li> <li>Deputy Director Hiring Update</li> <li>2016 Work Plan</li> <li>Compensation Study</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Dashboard</li> <li>Monthly Financial Report</li> <li>Executive Director Activities</li> <li>Our Own Expressions</li> <li>WIOA Core Partnership</li> </ul>
October 21	<ul style="list-style-type: none"> <li>2016 Revenue and Expenditures Draft</li> <li>2016 Materials Budget Summary</li> <li>2016 Preliminary Levy Certification and IPD</li> <li>2016 – 2019 Cash Flow</li> <li>Special Purpose Fund Project</li> <li>Fiscal Management Policy</li> <li>Strategic Planning Process</li> <li>2016 Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Dashboard</li> <li>Monthly Financial Statement</li> <li>2016 Board Meeting Schedule</li> <li>Executive Director Activities</li> </ul>
November 18	<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> <li>Special Purpose Fund Project</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>Pierce County Library Foundation Annual Report</li> <li>Summer Reading Program Report</li> <li>United Way Day of Caring</li> <li>Executive Director Activities</li> <li>Library</li> </ul>
December 9	<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>Special Purpose Fund Project</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>Staff Professional Development</li> <li>Executive Director Activities</li> </ul>