



## **FY17 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2017: July 1, 2016 – June 30, 2017)**

**Board and Commission Name: Library Board**

**Date prepared: March 1, 2016. Date approved by Council: 5/3/16**

**Prepared by: Library Board and Staff Liaison**

**This work plan will be accomplished in the following time frame:  
from July 1, 2016 to June 30, 2017**

**Chairperson: Michelle Griffin Term: 9/1/2014 to 8/31/2016**

**Members and terms:**

Janet Harris (2 <sup>nd</sup> term)	9/1/14 to 8/31/16
Michelle Griffin (2 <sup>nd</sup> term)	9/1/15 to 8/31/17
Virginia White	9/1/14 to 8/31/16
Tim Langworthy	9/1/14 to 8/31/16

**Department Director: Charlie Kalogeros-Chattan, Community Services**

**Work plan developed in collaboration with Department Director?(Y/N?)Yes**

**Staff Liaison: Steven Thomas**

**Administrative Support provided by: Johneva Martinez**

**Council Liaison: Steve Girrens Reviewed by Council Liaison? Yes**

<b>1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned."</b>
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**New White Rock Branch Library**

Participated in a variety of planning processes and documentation review sessions as part of the creation of a new White Rock Branch Library -- which opened in July, 2015. Participated in events related to the grand opening celebration. Gathered public input related to the building project.

**Library Strategic Planning Process**

Participated in the beginning phases of this project. Activities so far include: reviewing plans of other libraries, reviewing draft of public survey, and discussing an overview of the upcoming process. Upcoming activities may include such things as leading focus groups, reviewing survey results, visiting other libraries, and reviewing the final draft of the document.

**Collaboration with the Art in Public Places Board**

Met frequently with Steve Foltyn from the APP Board. Reviewed a variety of presentations and provided input into process and selections.

**Expansion Space**

The board provided input into appropriate library usage for 3,000 feet of new youth services space created when IM vacated the area.

Provided liaison to Friends of the Los Alamos County Library board.

Completed multi-year liaison to the White Rock Master Plan Implementation Committee with the opening of the new library.

Board members attended a variety of presentations related to their work including Board and Commission Luncheons, presentations from County Staff, etc.

<b>2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: <i>(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)</i></b>
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<b>2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:</b>
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Participate as needed and requested by the Community Services Department Director in the development of a master plan for the Ashley Pond and Library Grounds area.

Review, discuss, and advise on library plans related to the upcoming strategic plan. This will include participating in the public survey and focus group process as well as reviewing the final document. Throughout this, the Library Board will be focused on assisting with the gathering and compilation of public input.

Review and comment on any output from additional relevant management action plans as requested by the department director.

<b>2.2 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:</b>
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The Library Board will participate in a variety of public meetings related to the strategic planning process.

<b>2.3 Other projects/assignments proposed by the Board or Commission: (<i>Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.</i>)</b>
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Review, discuss, and advise on library plans related to the youth services expansion space. As appropriate, continue to serve as an advocate for the library in regards to the space.

Continue to provide liaisons to the Friends of the Los Alamos County Library Board. Study options for additional future partnerships and/or to address community needs and implement as appropriate.

<b>3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.</b>
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There are a number of possible interfaces related to the strategic plan. For example, if the survey is posted on Open Forum, interaction between library staff, library board, and the public information office may occur with some frequency.

In conjunction with the Ashley Pond and Library Grounds project, may interface with the Parks and Recreation Board, the Art in Public Places Board, and the Fuller Lodge Historic Districts Advisory Board.

<b>4.0 List the current subcommittees for this Board or Commission.</b>
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Not applicable.

- 4.1 For subcommittees with members that are not members of the parent board or commission:**  
**List the subcommittee members and their terms.**  
**Explain how sub- committee members are selected or appointed.**  
**Provide a description of each subcommittee's charter or purpose.**  
**Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

**Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:**

ARTICLE V. LIBRARY BOARD

Sec. 8-81. Purpose.

The library board's primary purpose is to receive input from the public and, based on that input, make recommendations to council that support the fulfillment of the library's mission in the community.

In addition, state grants-in-aid to public libraries, 4.5.2 NMAC (7/1/2000) stipulates that the library shall have a library board that is an entity separate from the political subdivision of state government or other type of entity that established it. Therefore, the existence of the library board is part of insuring that the library will be eligible to receive such funding. (Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-82. Membership, terms and qualifications.

The library board will consist of five members. The library manager shall be an ex officio member of the library board. Members will serve for two-year staggered terms beginning on September 1 and ending on August 31.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-83. Duties and responsibilities.

The library board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- (1) Review and recommend to council written public policies to support the purpose, goals and objectives of the library including the collection development policy, which authorizes the library manager and qualified staff to select all books and materials.
- (2) Ensure that library policy states and supports the intellectual freedom of all residents and provides a well-defined public challenge policy and procedure to protect the library from censorship threat.
- (3) Gather and provide public input on:
  - a. Ways and means for improving library services and programs;
  - b. The development of library service objectives and the library's long-range plan; and
  - c. Recommendations for methods and schedules for reviewing library programs and services.

For these purposes, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

- (4) Review all library and library-related matters submitted to the board by council.

(Ord. No. 02-078, § 2, 10-3-2006) Drafted by Library Board February 6, 2012 Approved by County Council March 27, 2012

**Attachment B: Using the chart below, mark the adopted Council Goals or directives related to this Board or Commission:**

**Mark all that apply**

<b>Economic Vitality</b>		
	<u>Financial Sustainability/Economic Vitality:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Maximize our opportunity with respect to the development of the Manhattan Project National Historical Park</li> </ul>	
	<ul style="list-style-type: none"> <li>• Promote a strong and diverse economic base through support of the current business base, recruiting additional businesses and encouraging new business growth</li> </ul>	
	<ul style="list-style-type: none"> <li>• Collaborate with Los Alamos National Laboratory as the area's #1 employer, and support associated spinoff businesses</li> </ul>	
	<ul style="list-style-type: none"> <li>• Market and brand Los Alamos as a scenic destination featuring recreation, science and history,</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Encourage the retention of existing businesses and assist in their opportunities for growth</li> </ul>	
	<ul style="list-style-type: none"> <li>• Support spinoff business opportunities from LANL</li> </ul>	
	<ul style="list-style-type: none"> <li>• Significantly improve the quantity and quality of retail and tourism business</li> </ul>	
	<ul style="list-style-type: none"> <li>• Attract new tourism related business</li> </ul>	
	<ul style="list-style-type: none"> <li>• Revitalize and eliminate blight in the downtown areas of Los Alamos and White Rock</li> </ul>	
<b>Quality of Life</b>		
	<u>Education:</u>	
	<ul style="list-style-type: none"> <li>• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Partner with Los Alamos Public Schools and support, as appropriate, the delivery of their educational services to community standards</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Support the development of quality career, and life-long educational institutions</li> </ul>	X
	<u>Quality Cultural and Recreational Amenities:</u>	
	<ul style="list-style-type: none"> <li>• Create and Implement a comprehensive recreational and cultural plan that includes a range of amenities that support all segments of the Los Alamos community</li> </ul>	X
	<u>Environmental Stewardship:</u>	
	<ul style="list-style-type: none"> <li>• Enhance environmental quality and sustainability balancing costs and benefits</li> </ul>	
	<u>Mobility:</u>	
	<ul style="list-style-type: none"> <li>• Maintain and improve transportation and mobility</li> </ul>	
	<u>Housing:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> -- Promote the maintenance and enhancement of housing stock quality while utilizing available infill opportunities</li> </ul>	
	<ul style="list-style-type: none"> <li>• Promote the creation of a variety of housing options for all segments of the Los Alamos community</li> </ul>	
	<ul style="list-style-type: none"> <li>• Support development of affordable workforce housing</li> </ul>	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall process</li> </ul>	
	<ul style="list-style-type: none"> <li>• Maintain quality essential services and supporting infrastructure</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Invest in staff development to create a high performing organization</li> </ul>	
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> - Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> <li>• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	