



## **FY18 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2018: July 1, 2017 – June 30, 2018)**

**Board and Commission Name: Library Board**

**Date prepared: March 6, 2017 (DRAFT). Date approved by Council: \_\_\_\_\_**

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

**This work plan will be accomplished in the following time frame:  
from July 1, 2017 to June 30, 2018**

**Chairperson: Jennifer Baker. Term: 9/1/2015 to 8/31/2017**

**Members and terms:**

Michelle Griffin (2 <sup>nd</sup> term)	9/1/15 to 8/31/17
Virginia White (2 <sup>nd</sup> term)	9/1/16 to 8/31/18
Tim Langworthy (2 <sup>nd</sup> term)	9/1/16 to 8/31/18
Megan Fox	9/1/16 to 8/31/18

**Department Director: Brian Brogan, Community Services**

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

**Staff Liaison: Library Manager**

**Administrative Support provided by: Johneva Martinez**

**Council Liaison: Christine Chandler \_\_\_\_\_Reviewed by Council Liaison? Pending**

**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.”**

**Library Strategic Planning Process**

The Library Board’s most significant role in FY17 revolved around providing support and input into the library’s strategic planning process. The overall process included: 1) Library staff benchmarked best practices and planning processes at libraries across the country; 2) A staff survey was completed; 3) Over 1,000 adult and children’s surveys were returned via Open Forum, print, and email; 4) A series of focus groups was held.

Key board activities related to the planning process included: 1) Meeting with the staff liaison to review the overall process; 2) Leading six community focus groups focused on the areas of facilities, technology, collections, adult services, and youth services; 3) Reviewing progress on the development of goals and objectives throughout the process.

The final document will be created in early 2017 and will guide library operations over the next five years.

**Expansion space**

The Library Board provided input into appropriate library usage for 3,000 feet of new youth services space created when the Information Management division vacated the space. This area has now been fully integrated into library operations and serves as a combination programming space, area for early literacy activities, and after-school area for study and social interaction.

**Liaison to Friends of the Los Alamos County Library**

The Friends donated approximately \$65,000 to the Library last year through their bookstore activities and community donations. Board members also served on the Friends Scholarship Committee.

**Toured and provided input into facilities improvements**

Library Board members toured and made recommendations related to improvements to the periodicals area, reference area, lobby, and public art collection.

**2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(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.)***

**2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:**

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.

**2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.**

Los Alamos County Code, Chapter 8, Sections 8-81 to 8-83, Library Board  
Los Alamos County Code, Chapter 30, Article 1, Code of Conduct  
Los Alamos County Library System Strategic Plan: 2017 (draft)

**2.3 Other projects/assignments proposed by the Board or Commission: (*Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.*) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.**

Pilot a project in which each board member attends a community event in order to promote library services and have more direct interaction with the community.

Each board member will host at least one event annually – with primary candidates to be film showings, author talks, or art receptions.

Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events.

Twice annually, review staff progress on the Strategic Plan. Periodically review plan for areas for potential Library Board involvement that are related to gathering public input or interfacing with County Council.

Host 1-2 staff/library appreciation events annually.

Continue serving as the liaison to the Friends of the Los Alamos County Libraries.  
Continue serving on the Friends Scholarship Committee.

**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.**

Work with staff liaison to consider and explore other options for relevant community connections including with other County Departments and Boards and Commissions.

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.

**4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:**

The Library Board will participate in a variety of public events over the course of FY2018.

**5.0 List the current subcommittees for this Board or Commission.**

Not applicable.

**5.1 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:**

Not applicable.

**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, place an X in the column on the right if the Council Goal is related to the work of the Library Board:

**Mark all that apply**

<b>Economic Vitality</b>	
<u>Economic Vitality:</u>	
• <b>Priority Area</b> – Build the local tourism economy	
• <b>Priority Area</b> - Revitalize and eliminate blight in Los Alamos and White Rock	
• Promote a strong and diverse economic base by encouraging new business growth	
• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
<u>Financial Sustainability</u>	
• Encourage the retention of existing businesses and assist in their opportunities for growth	
• Support spinoff business opportunities from LANL	
• Significantly improve the quantity and quality of retail business	
<b>Quality of Life</b>	
<u>Housing:</u>	
• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
• <b>Priority Area</b> -- Support development of affordable workforce housing	
<u>Education:</u>	
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	X
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	X
<u>Quality Cultural and Recreational Amenities:</u>	
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	X
<u>Environmental Stewardship:</u>	
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
<u>Mobility:</u>	
• Maintain and improve transportation and mobility	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants</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>	X
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Establish and implement a mechanism for effective Utility policy setting and review</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
	<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>	
	<ul style="list-style-type: none"> <li>• Actively pursue land transfer opportunities</li> </ul>	