



LOS ALAMOS

where discoveries are made

FY20 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2020: July 1, 2019 – June 30, 2020)

Board and Commission Name: Library Board

Date prepared: March 4, 2019

Date approved by Council: TBD

Prepared by: Library Board

**This work plan will be accomplished in the following time frame:
July 1, 2019 to June 30, 2020**

Chairperson: Jennifer Baker

Members and terms:

Member	Start/End Dates	Term
Jennifer Baker	9/1/2017 – 8/31/2019	2
Rebecca Rodriguez	9/1/2017 – 8/31/2019	1
John Gustafson	9/1/2018 – 8/31/2020	1
Kelly Dolejsi	9/1/2018 – 8/31/2020	1
Whitney Spivey	9/1/2018 – 8/31/2020	1

Department Director: Brian Brogan, Community Services Department

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

Staff Liaison: Eileen Sullivan

Administrative Support provided by: Eva Jacobson

Council Liaison: David Izraelevitz Reviewed by Council Liaison? Yes

Approved by the Library Board 3/4/19

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” and identify the greatest challenges faced by the Board or Commission.

Accomplishments:

- **HVAC Renovation Assistance**
Mesa Public Library was closed to the public from August 20 through December 3, 2018 for the HVAC renovation project. The library board assisted the Library Manager in identifying potential opportunities for community partnerships for the delivery of library programs and services during the closure. Board members engaged with the public at the Farmer’s Market to inform the public of the upcoming renovation and to answer questions regarding the project.
- **Library Policy Review**
The library policies have not been revised since 2010. One of the duties of the library board is to “review and recommend to council written public policies to support the purpose, goals and objectives of the library...” Working with the Library Manager, the library board developed a process and timeline for the review of the library policies and have completed the revision of Sections 1 and 2 of the policies.
- **Promotion of Library Services**
Board members continued to promote library services through attendance at community events including Chamberfest. The board developed plans to host a special community library appreciation event to celebrate the completion of the library renovation project.
- **Review of Public Comments and Suggestions**
The board reviewed public comments and suggestions submitted to the library and recommended action as appropriate.
- **Liaison to Friends of the Los Alamos County Library**
A board member served as a liaison to the Friends of the Los Alamos County Libraries.
- **Board Appointments**
Three new board members were appointed in September of 2018.
- **Board Orientation**
New and existing board members attended an orientation and library tour presented by the Library Manager.
- **Assistant Library Manager Search**
The Library Board Chair served on the interview panel for the new Assistant Library Manager.
- **Library Advocacy**

Approved by the Library Board 3/4/19

The library board drafted a letter in support of libraries for the New Mexico Library Legislative Day in Santa Fe, which was held on January 18, 2019.

▪ **Communication with Boards and Commissions**

The Chair of the library board prepared periodic reports and presented these reports at the boards and commissions luncheons.

▪ **APPB Review**

The board reviewed a proposal by the APPB board to install a public art project at the White Rock Branch Library. The board recommended approval of the project.

Challenges:

The board had difficulty recruiting enough candidates for the vacant board positions to provide a sufficient pool to comply with the political party affiliation restriction.

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:

- Help County Council with planning for appropriate levels of county services. Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them
- Help County Council with protecting and maintaining cultural amenities. Los Alamos County Library System is greatly valued by the community and provides opportunities for recreational and economic growth; appropriately allocating resources to ensure its health and sustainability is important to our citizens.
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.
- Help County Council enhance support and opportunities for the local business environment. The Los Alamos County Library System provides a wide range of database and electronic resources relevant to existing businesses, growing new businesses, and supporting technology start-ups and spin-offs. The library system provides free Wi-Fi access, quiet work spaces, and technology help all of which support business opportunities.

- Help County Council with improving behavioral, mental and physical health and social services are important quality of life components. The Los Alamos County Library System is a safety net for many underserved populations providing information on community resources, health and behavioral topics, and Internet access to allow individuals to access needed government services. The library also provides activities for teens and tweens that provide healthy alternatives to risk taking behavior.
- Review priority rankings created by staff for programming expansion.

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

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: 2017-2020

<p>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.</p>
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- The board will complete the revision of the library policies begun this past year. The proposed timeline for the completion of the review process is:

March 2019 – Review and discuss Sections 1 and 2

April 2019 – Review and discuss Section 3

May 2019 – Review and discuss Sections 4.0 – 4.5

June 2019 – Review and discuss Sections 4.6 – 4.11

July 2019 – Compile recommended revisions

August 2019 – Submit proposed revisions to the County Attorney's Office for legal review

October 2019 – Submit revisions to County Council for adoption

- The New Mexico State Library requires public libraries to submit a strategic plan to the State Library every three years as part of the requirements for receiving state grant-in-aid and GO Bond funding. The next strategic plan will cover July 1, 2020- June 30, 2023 and must be submitted prior to July 1, 2020. The board will assist the Library Manager and staff in the development of the strategic plan.
- Continue to promote library services through attendance at community events and hosting library events. The board will host community-wide annual library appreciation event.
- Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events.

- Periodically review strategic plan to identify areas for potential Library Board involvement related to gathering public input or interfacing with County Council.
- Review priority rankings created by staff for programming expansion and gather public input as appropriate to provide guidance on priorities.

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.

Coordination with the County Attorney's Office may be needed for policy review and revisions.

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

The Library Board may solicit public feedback as needed to provide guidance on library policy and select guideline revisions, for the development of the strategic plan, and program expansion priorities.

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:**

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

Attachment B: Using the chart, place an X in the column on the right if the Council Goal is related to the work of the Board or Commission:

(From 2019 Strategic Leadership Plan)

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 Board or Commission:

Mark all that apply on the chart on the following page.

(From 2019 Strategic Leadership Plan)

Communication and Transparency	
Ongoing Improvement in Communication and Transparency in County Policy Setting	
Increasing the Amount and Types of Housing Options	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	X
Addressing Long-Term Building Vacancies in Key Areas of Our Community	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	
Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
Supporting Social Services Improvement	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	X
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	X
Planning for Appropriate Levels of County Services	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	X