



LOS ALAMOS
where discoveries are made

FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Library Board

Date prepared: February 2, 2018 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, 2018 to June 30, 2019**

Chairperson: Jennifer Baker. Term: 9/1/17 to 8/31/2019

Members and terms:

Rebecca Rodriguez (1 st term)	9/1/17 to 8/31/19
Virginia White (2 nd term)	9/1/16 to 8/31/18
Tim Langworthy (2 nd 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: Eva Jacobsen

Council Liaison: Susan O’Leary ___ Reviewed by Council Liaison? Yes ___

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.”

Promoted Library Services

During FY 18 the board piloted a project in which each board member attended a community event in order to promote library services and have more direct interaction with the community. Several board members worked at the library table during Chamberfest and engaged with local residents. They recruited applications for a board vacancy that was open at the time, and asked patrons and non-patrons about their experience with the libraries, and promoted summer events at the library. Board members hosted library events – film showing, author talks, and art receptions and were instrumental in bringing author J.A. Jance to Los Alamos for a talk and book signing. The board worked with staff liaison to evaluate additional options for library promotion and as appropriate, directly communicate with the public about key library events.

Review of Public Comments and Suggestion

The board reviewed public comments and suggestions submitted to the library and recommended action as appropriate.

Reviewed Monthly Statistics

The board received updates on facilities projects and library services and events, including monthly statistics on key indicators for library services (# of circulations, # of visits, # of public computer uses, # of program attendees, and # of reference transactions). In addition, the board reviewed the use of the new “Hoopla” service (e-books, music and video streaming).

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

One board member was replaced in September of 2017; one board member was reappointed in September of 2017.

Library Manager Search Panel

The Library Board Chair was on one of the interview panels for the new library manager. The new library manager, Eileen Sullivan, started in July 2017 and the board provided support in bringing her up to date on board business.

Library Advocacy

Two library board members attended the New Mexico Library Legislative Day in Santa Fe on January 26th to raise awareness and support for libraries in the state.

Communication with Boards and Commissions

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

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:

None.

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.

Mesa Public Library will be closed to the public from approximately August 20 through November 30 for the HVAC renovation project. The library board will assist the Library Manager in identifying potential opportunities for community partnerships for the delivery of library programs and services during the closure.

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 will review current library policies and recommend changes.

Continue to promote library services through attendance at community events and hosting library events, such as 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.

Tour library facilities and provide input into improvements (seating, furnishings, etc.)

Host one community-wide library appreciation event 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.

Coordination with The County Attorney's Office may be needed for policy review and revision.

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

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.

- Working with the Library Manager, the library board will review current library policies and recommend changes. Public focus groups may be convened for input on policy changes that would affect the public.
- Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events. Library board members will continue to attend library programs and interface with the public. They may assist with the distribution of event flyers.
- 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. The library board may assist with targeted focus groups or public forums to gather input on library policy changes that affect the public and require council approval. The library board may be called upon to convene focus groups to gather input on facilities improvements or input on new programming initiatives
- Host one community-wide library appreciation event annually. The board will host an annual "Love Your Library Day" to celebrate the library. This event will be free and open to the public and advertised through flyers, the library newsletter and other sources.

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

Economic Vitality		
<u>Economic Vitality:</u>		
<ul style="list-style-type: none"> • Priority Area – Build the local tourism economy 		X
<ul style="list-style-type: none"> • Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock 		
<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth 		X
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer 		
<u>Financial Sustainability</u>		
<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth 		
<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL 		
<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail business 		
Quality of Life		
<u>Housing:</u>		
<ul style="list-style-type: none"> • Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate 		
<ul style="list-style-type: none"> • Priority Area -- Support development of affordable workforce housing 		
<u>Education:</u>		
<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation 		X
<ul style="list-style-type: none"> • 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>		
<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community 		X
<u>Environmental Stewardship:</u>		
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities 		
<u>Mobility:</u>		
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 		

Quality Governance	
<u>Operational Excellence:</u>	
<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	X
<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	X
<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
<u>Communication:</u>	
<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
<u>Intergovernmental Relations:</u>	
<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	