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# FY23 Work Plan for Los Alamos County Boards and Commissions

**Fiscal Year 2023: July 1, 2022 – June 30, 2023**

**Board and Commission Name: Library Board**

**Date prepared: 02/01/2022**

**Date approved by Council: 05/24/2022**

**Prepared by: Library Board**

**This work plan will be accomplished in the following time frame: July 01, 2022 - June 30,**

**2023 Chairperson: John W. Nash**

**Members and terms:**

<b>Member</b>	<b>Start/End Dates</b>	<b>Term</b>
Kelly Dolejsi	9/1/20-8/31/2022	2
John Nash	9/1/20-8/31/2022	1
Riz Ali	9/1/20-8/31/2022	1
Renae Mitchell	9/1/2019-8/31/2023	2
Frances Knudson	9/1/2021-8/31/2023	1

**Department Director: Cory Styron, Community Services Department**

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

**Staff Liaison: Eileen Sullivan, Library Manager**

**Administrative Support provided by: JohNeva Martinez, Library Operations**

**Council Liaison: Keith Lepsch**

**Reviewed by Council Liaison? Y**

**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**

- Resumed operations using new COVID protocols and constantly changing situations. Increase use and promotion of technology for community use.
- Celebrated Library staff as part of Library Appreciation Week.
- The board reviewed public comments and suggestions submitted to the library and recommended action to be taken as appropriate.
- Two new board members were appointed in September 2021. Frances Knudson was newly appointed, and Renae Mitchell was appointed for a second term. John Nash and Kelly Dolejsi were elected to continue as chair and vice-chair.
- Board heard reports from library staff on technology and increasing accessibility in the library and provided support as needed.
- The Los Alamos County Library System provides a wide range of online databases and electronic resources relevant to business and economic development as well as free Wi-Fi access throughout the continuing pandemic. The Library Board helped promote these resources and continued expansion.
- The Los Alamos County Library System provided services to underserved populations providing information on community resources, health and behavioral topics during the continuing pandemic. The library also provided virtual and in-person activities for adults, teens, tweens, and children that provided healthy alternatives for being out of the home. The Library Board provided input on service levels and activities during the continuing pandemic.

**Challenges**

The pandemic placed restrictions on board activities, such as promoting library services at community events, assisting with library programs and seeking community input. The Library Board continues to meet by Zoom and is currently developing strategies to resume outreach at public events.

**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 the County Council meet Council strategic priorities by: 1' Providing opportunities for recreation and maintaining cultural amenities.  
  
1' Providing a wide range of database and electronic resources, in the library and online, to the business community. The library provides free Wi-Fi access, quiet workspace, and technology help all of which support business opportunities.  
  
1' Providing a safety-net for many underserved populations providing information on community resources, health and behavioral topics, and computer and internet access needed to use government services. The library also provides activities for teens and tweens that provide healthy alternatives to risk taking behaviors.  
  
1' Providing much needed resources and voice to underserved and often unheard populations in our community, providing them with a safe space to be welcomed and have their voice recognized and supported.
- Review priority rankings created by staff for programming expansion and community engagement and creation of new positions to meet the increasing need for the future of the Los Alamos County Library System.
- Follow-up with user groups on policy and guideline changes.
- Assist library with improving and increasing technology offerings and opportunities.
- Become familiar with the final recommendations for the American Disabilities Act and Community Services Department Integrated Master plans and support the implementation of the plans

**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 Systems Strategic Plan: 2020-2023

**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.**

- Return to promoting library services through the attendance at community events and hosting library events and assisting staff at library events as possible to be done safely.
- Host community listening sessions to gather feedback of where the Los Alamos County Library System is doing well and where there are opportunities for growth and/or change.
- Work with staff liaison to evaluate additional opportunities for library promotion.
- Periodically review the Library 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 gathering public input as appropriate to provide guidance priorities. Potential priority areas for input and outreach may include accessibility, racial equity and inclusivity of library services and programs, development of public technology to enhance user experience and addressing the digital divide, connecting with newcomers to Los Alamos County, lab, and others, supporting local businesses, especially new business starts, and support for the social well-being.
- With input from public, assist library with identifying electronic resource needs, already in place and those desired, and improve knowledge of and access to electronic resources. With input from the public, review existing resources and consider if any should be discontinued.
- Ask library staff to regularly present on specific library topics at board meetings.
- Have representatives of library board attend at least one “all staff” meeting during the course of the year at the invitation of the library.

**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.**

- Coordinate with other Community Service Divisions and County Departments to meet programmatic and service goals. Specifically, the board anticipates coordinating with Social Services and Recreation on programmatic goals.
- Coordinate with the Arts and Public Places board on issues relating to public art in the library.
- Seek ways to interface with the Racial Equity and Inclusivity and the LA Resiliency Environmental Sustainability task forces and/or their final reports and provide input, as appropriate, to assist these groups as well as assisting the library to support the sustainability and racial inclusivity goals of the county.

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

- Solicit public feedback as needed to provide guidance on library policy and select guideline revisions for service and program expansion priorities.
- Provide input for the CSD Integrated Master Plan.
- Seek public input and participate in development of the Library Strategic Plan to be submitted to the New Mexico State Library in June 2023.
- Identify the need for new resources, programs and services and review existing services to determine if they are still relevant and needed.

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

**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:**

There are no subcommittees.

**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 below, place an X in the column on the right if the Council Goal is related to the work of the Planning & Zoning Commission:**

## 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

## Council Goals and Priority Areas

Enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity are overarching goals that will be components of all our efforts as we coordinate with Los Alamos National Laboratory and regional, state, and national entities and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication to better inform and engage the public on County matters and to better interface with regional, state, and national entities.	X
Increasing the Amount and Types of Housing Options	
Increasing the variety of housing options for all segments of the community, from affordable to missing middle to market rate, and pursuing new energy- efficient options and opportunities for utilizing vacant spaces in the Los Alamos townsite and the White Rock town center.	
Protecting Our Environment and Improving Our Open Spaces, Recreational, and Cultural Amenities	
County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their resiliency and sustainability is important to our citizens.	X
Enhancing Support and Opportunities for the Local Business Environment	
Appropriately supporting existing businesses, growing new small businesses, supporting technology start-ups and spin-offs and identifying redevelopment opportunities as a part of these efforts.	X
Supporting Social Services Availability	
Behavioral, mental, and physical health and social services are important for resiliency and quality of life; County support can help address needs for appropriate types and levels of services.	X
Improving Access to High Quality Broadband	
Reliable high-speed broadband service throughout the community is essential. determining appropriate investments will advance County efforts in ensuring this service.	X
Investing in Infrastructure	
Balancing maintenance of existing infrastructure with new investments in utilities, roads, trails, expanded transit options, facilities, and amenities; and promoting sustainable and resilient practices throughout the community, such as carbon-neutral electric generation.	