



LOS ALAMOS
where discoveries are made

FY24 Work Plan for Los Alamos County Boards and Commissions

Fiscal Year 2024: July 1, 2023 – June 30, 2024

Board and Commission Name: Library Board

Date prepared: February 15, 2023

Date approved by Council: TBD

Prepared by: Library Board

This work plan will be accomplished in the following time frame: July 01, 2023- June 30, 2024
Chairperson: John W. Nash

Members and terms:

Member	Start/End Dates	Term
Beth Stelle	9/1/22-8/31/2024	1
John Nash	9/1/22-8/31/2024	2
Linda Walter	9/1/23-8/31/2024	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: Gwen Kalavaza, Library Manager

Administrative Support provided by: JohNeva Martinez, Library Administration

Council Liaison: Randall Ryt

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

- 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. The board has also begun receiving community feedback at different times and in different libraries once a month.
- Board member served on the steering committee for the development of a Community Services Integrated Master Plan. At the February meeting, Cory Styron gave a presentation about the Community Services Integrated Master Plan. A discussion with the board and Cory occurred at the end of his presentation.
- Three board members were appointed in September 2022. John Nash was reappointed for a second term and Beth Stelle and Linda Walter were newly appointed. John Nash was reelected as chair and Frances Knudson was elected as vice-chair.
- Board heard reports from library staff on the management of the library collections. The ordering process was described. The deletion process was covered. Also discussed was the library's process to handle complaints received from the public.
- Participated in hiring a new Library Manager.
- 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 continued to place restrictions on board activities, such as promoting library services at community events, assisting with library programs and seeking community input. The Board has only recently started meeting in person again, as well as seeking in-person community input. Staffing has also continued to be a problem at the library which has impacted overall operations and continues as a concern of the Board.

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.) PRIORITY FOCUS ITEMS

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:
 - ✓ Providing opportunities for recreation and maintaining cultural amenities.
 - ✓ 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. Also working on other technology issues to meet continuing community needs.
 - ✓ 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.
 - ✓ 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 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 on 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 gather 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 address the digital divide, connecting with newcomers to Los Alamos County, lab, and others, supporting local businesses, especially new business starts.
- With input from the public, assist the 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 the 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 Art in Public Places board on issues relating to public art in the library.

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:

Attachment A

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)

Attachment B

Quality Governance	
Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
Communication and Engagement	
Inform, educate, and engage community members on County projects, policies, and goals to promote a culture of open communication and collaboration and foster exceptional customer service.	X
Intergovernmental and Regional Relations	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	
Fiscal Stewardship	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	X
Operational Excellence	
Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.	
Effective, Efficient, and Reliable Services	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, effective communication, and efficient implementation.	X
Infrastructure Asset Management	
Evaluate the County's assets and infrastructure to first prioritize funding to best maintain and protect those investments and second to inform new investments.	X
Employee Recruitment and Retention	
Attract and employ diverse and highly qualified staff, retain staff through development and growth opportunities, and promote staff to address increasingly complex challenges.	X
Economic Vitality	
Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	
Housing	
Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a growing population, particularly middle- and lower-income households.	
Local Business	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in their opportunities for growth.	X

Downtown Revitalization	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the Los Alamos and White Rock downtown master plans.	
Tourism and Special Events	
Continue sponsoring special events and promoting tourism to support the local business economy by enhancing amenities and utilizing facilities.	X
Community Broadband	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	X
Quality of Life	
Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.	
Health, Wellbeing, and Social Services	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and to sustain Los Alamos County's rating as the healthiest county in New Mexico.	X
Diversity, Equity, and Inclusivity	
Promote diversity, equity, and inclusivity through awareness training, targeted events, and expanded opportunities for diverse interests.	X
Mobility	
Improve and expand access to alternative modes of travel including public transit, cycling, and walking amenities and services.	
Educational, Historical, and Cultural Amenities	
Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	X
Open Space, Parks, and Recreation	
Protect existing open space and maintain and improve parks and recreation facilities and amenities as defined by adopted plans and approved projects.	
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	
Environmental Stewardship	
Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices that enable interaction in productive harmony with the natural environment.	
Natural Resource Protection	
Take actions to protect open space, the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	X

Greenhouse Gas Reduction	
Establish targets for and promote the reduction of greenhouse gas emissions, integrate sustainability and resiliency practices into County operations, and encourage energy-reduction enhancements for new and remodel building projects in the community.	
Carbon-Neutral Energy Supply	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and promote energy efficiency and reductions in natural gas usage.	
Water Conservation	
Reduce potable water use, increase non-potable water use and water harvesting for irrigation where suitable.	
Waste Management	
Manage waste responsibly by diverting waste from landfills through recycling, re-use, composting and waste reduction programs, and zero-waste education campaigns to promote a circular economy.	