



County of Los Alamos

Mesa Public Library
2400 Central Avenue

Agenda - Final Library Board

*John Nash, Chair; Riz Ali; Kelly Dolejsi; Frances Knudson; and
Rena Mitchell, Members*

Monday, January 3, 2022

5:30 PM

Due to COVID-19 concerns, meeting will be
conducted remotely. Public can view meeting at
<https://us06web.zoom.us/j/85332589444>

Members of the public wishing to attend and /or provide public comment can do so via
Zoom or by calling the conference call lines below:

<https://us06web.zoom.us/j/85332589444>

Or Telephone:

US: +1 669 900 6833 or +1 253 215 8782

Web id: 85332589444

1. **CALL TO ORDER/ROLL CALL**

2. **PUBLIC COMMENT**

*This section of the agenda is reserved for comments from the public
on items that are not otherwise included in this agenda.*

3. **BOARD BUSINESS**

- A. [15321-21](#) Minutes from the Library Board Meeting on December 6, 2021.

Presenters: John Nash

Attachments: [Draft Lib Board Min 12-6-21](#)

- B. [15322-21](#) Community Services Integrated Master Plan input and discussion.

Presenters: Cory Styron

- C. [15324-21](#) FY 23 Library Board Work Plan Discussion

Presenters: John Nash

Attachments: [B - FY 23 Library Work Plan v.1](#)

4. **CHAIR AND BOARD MEMBER REPORTS**

- A. **Chair's Report**

B. Board, Commission and Committee Luncheon Report**C. Friends of Los Alamos County Library Liaison Report****5. BOARD & STAFF COMMUNICATIONS****A. Manager's Report****6. COUNCIL LIAISON - QUESTIONS & ANSWERS****7. INFORMATIONAL ITEMS****8. PUBLIC COMMENT**

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.

9. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Library Administrative Office at 662-8240 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

January 03, 2022

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: John Nash

Legislative File: 15321-21

Title

Minutes from the Library Board Meeting on December 6, 2021.

Recommended Action

I move that the Board approve the Minutes for December 6, 2021.

Attachments

A - Draft Minutes for December 6, 2021

**Los Alamos County
Library Board
Draft Minutes
December 6, 2021**

Due to COVID-19 concerns the meeting was conducted remotely via Zoom

Members Present

Kelly Dolejsi
Frances Knudson
Rena Mitchell
John Nash
David Reagor, Council Liaison

Not Present

Riz Ali

Others Present

Eileen Sullivan, Library Manager
JohNeva Martinez, Library Board Admin
Gwen Kalavaza, Assistant Library Manager

1. Call to Order

Chair Nash called the meeting to order at 5:33pm.

2. Public comment/correspondence (for items not on the agenda)

N/A

3. Board Business

A. Review and approval of the November 1, 2021 Library Board Minutes:

Motion: Board member Mitchell, moved to approve the minutes of the November 1, 2021 Library Board meeting. Board member Dolejsi seconded the motion. Motion passed with all in favor (4/4).

B. Library Technology Roadmap Presentation and Discussion

Presenter: Gwen Kalavaza, Assistant Library Manager

Attachment B: Draft Technology Roadmap FY 22

Attachment C: Technology Roadmap PowerPoint

Gwen Kalavaza presented the Technology Roadmap Plan for FY22. The goal of the plan is to receive input and ideas from staff and the Library Board. To give direction to

staff for current and future activities. To help with budget planning, and to gain support for identified activities (see attached presentation for details).

C. FY 23 Board Workplan Discussion

Attachment D: Final FY 22 Library Board

Manager Sullivan shared that the FY23 Work Plan is due in February. The Library Board will review the FY22 Plan and provide input to Manager Sullivan by December 17th, 2021.

4. Chair and Board Member Reports

A. Chair's Report: N/A

B. Board, Commission and Committee Luncheon Report

Chair Nash attended the B&C Luncheon on November 18th. He reported that all B&C meetings were being held via zoom/hybrid for the time being.

C. Friends of Los Alamos County Library Liaison Report

Manager Sullivan attended the Friends Meeting and provide the following update. The bookstore currently has about 12 shifts that are being staffed mostly by volunteers. Due to the pandemic, they are down 13 volunteers, they are currently functioning ok but have shortened their hours for the time being. Melissa Mackey YS Librarian gave an update on the Summer Reading Program. She shared the data and the achievements of the program with the Friends, as they are the primary sponsor of the program. Jessica Jenkins the new Program Specialist was introduced, she did a feature article about the Friends in this month's Library Newsletter. The Block Grant was discussed, they are recovering from sales at the bookstore and feel they should be able to give the Library \$25,000 for this year's block grant. The next meeting will be held in January.

5. Board/Staff Communications:

Mangers Report: Manager Sullivan pulled some data together on circulation trends in 2019. It seems that in person visits and physical circulations have gone down while digital circulations have increased. Circulations were up from last month and seem to be increasing. This month there was a total of 40 programs that were offered. There was a total of 926 participants in the youth, family and all ages programs and 25 participants in the Adult Conversations program. The James Web Telescope Launch Celebration and The Spooky Action at A Distance Exhibit which was a Halloween theme based on physics concepts were two of the programs that were held in addition to the regular on-going programming. There is a small format Plein Air exhibit that is currently on Display in the Step-Up Gallery at Mesa Public Library. Manager Sullivan reported that we are currently down 4.75 FTE'S, and that several recruitments are in the works.

6. Q & A with Council Liaison

Nothing new to report this month.

7. Informational items (time and date of next meeting)

The next meeting is scheduled for January 3, 2022 at 5:30 pm via Zoom.

8. Adjournment

The meeting adjourned at 6:53 pm.



County of Los Alamos

Staff Report

January 03, 2022

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Cory Styron

Legislative File: 15322-21

Title

Community Services Integrated Master Plan input and discussion.

Body

Presenter: Cory Styron, Community Services Director



County of Los Alamos

Staff Report

January 03, 2022

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: John Nash

Legislative File: 15324-21

Title

FY 23 Library Board Work Plan Discussion

Body

The Library Board will discuss the FY 23 Work Plan

Attachments

B - FY 23 Library Work Plan



FY23 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2023: July 1, 2022 – June 30, 2023)

Board and Commission Name: Library

Date prepared: 01/03/2022

Date approved by Council: TBD

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:

Member	Start/End Dates	Term
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
Rena 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?) _____

Staff Liaison: Eileen Sullivan

Administrative Support provided by: JohNeva Martinez

Council Liaison: David Reagor

Reviewed by Council Liaison? _____

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 increases 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 the 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 continuing pandemic continues to place restrictions on the board activities, such as promoting library services at community events, assisting with library programs and seeking community input. It is the last of these that are probably the greatest affected and limiting in the work 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.)*

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 the overarching goals of enhancing the quality of life, economic vitality, environmental sustainability, racial equity and inclusivity and accessibility.
- Help the County Council enhance communication with the public to promote transparency and strengthen trust in County government.
- Help the County Council with protecting and maintaining cultural amenities. Los Alamos County Library System is a greatly valued community asset and provides opportunities for recreational and economic growth; appropriately allocating resources to ensure its health and sustainability is important to our citizens.

- Help the 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 the 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, in the library and online, to existing businesses, growing new businesses and supporting technology start-ups and spin-offs. The library provides free Wi-Fi access, quiet workspaces, and technology help all of which support business opportunities, and we are looking to increase the resources and capabilities in the future.
- Help the County Council with improving behavioral, mental, and physical health and social services which are important quality of life components. The Los Alamos County Library System provides 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.
- Help the County Council address issues around racial equity, inclusivity, and accessibility. The Los Alamos County Library System provides 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.
- Help the County Council is creating a more holistic approach to community services by partnering with other county boards, departments, and agencies to better utilize and promote activities.
- 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.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.
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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: <i>(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)</i> To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.
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- 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.
- To 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 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.

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.

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

- Seek ways to interface with the Racial Equity and Inclusivity and the LA Resiliency Environmental Sustainability task forces 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.
- 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.

5.0 List

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:

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) Drafted by Library Board February 6, 2012 Approved by County Council March 27, 2012

Attachment B

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 partners and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication with the public to promote transparency and strengthen trust in County government.	X
Increasing the Amount and Types of Housing Options	
This includes increasing the variety of housing options for all segments of the community, from affordable to new options for those interested in downsizing or moving closer to central areas of the community and pursuing opportunities for utilization of vacant spaces to address these needs.	X
Protecting, Maintaining, and Improving Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos 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 health and sustainability is important to our citizens.	X
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriately supporting existing businesses, growing new businesses, supporting technology start-ups and spin-offs, and identifying opportunities for utilizing vacant space as a part of these efforts.	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

Improving Access to High Quality Broadband	
Enabling reliable high-speed broadband service throughout the county by determining appropriate investments (e.g., conduct a community needs analysis, evaluate technical options).	X
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, trails, expanded transit options, facilities, and amenities, which will help improve environmental stewardship, sustainability, and quality of life, while allowing for sustainable growth.	X