



LOS ALAMOS

County of Los Alamos

Mesa Public Library
2400 Central Avenue

Agenda - Final Library Board

Elizabeth Stelle, Chair; Michelle Altherr, Vice-Chair; Frances Knudson; Brian Reardon; and Sarah Work, Members

Monday, January 6, 2025

5:30 PM

Municipal Building, Rm 110 1000 Central Ave. -
Room 110

Zoom link -

<https://us06web.zoom.us/j/85215643936>

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 [19524-25](#) Minutes from the Library Board Meeting on December 2, 2024.

Presenters: Elizabeth Stelle

Attachments: [A - Draft Lib Board Min Dec 2, 2024](#)

B [19525-25](#) Outdoor Classroom Project presentation

Presenters: Gwen Kalavaza

Attachments: [B - LAC Outdoor Classroom Presentation](#)

C [19526-25](#) Library Board 2025 Workplan Discussion

Presenters: Elizabeth Stelle

Attachments: [C - Library Board Draft Workplan 2025](#)

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. **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 06, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A
Index (Council Goals):
Presenters: Elizabeth Stelle
Legislative File: 19524-25

Title

Minutes from the Library Board Meeting on December 2, 2024.

Recommended Action

I move that the Board approve the Minutes for December 2, 2024.

Attachments

A - Draft Minutes for December 2, 2024

**Los Alamos County
Library Board
Minutes
Dec 2, 2024**

Members Present

Frances Knudson
Beth Stelle
Sarah Work
Michele Altherr – joined at 5:40pm

Others Present

Gwen Kalavaza, Library Manager
Councilor Melanee Hand

Absent:

Brain Reardon

1. Call to Order

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

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

None.

3. Board Business

A. Review and approval of the Nov 4, 2024 Library Board Minutes:

Motion: Board Member Stelle approved the minutes of the Nov 4, 2024 Library Board meeting with one correction for the time of adjournment. Board Member Work seconded the motion. Motion passed with all in favor (3/3).

B. Board elections - Chair

Board member Work nominated Elizabeth Stelle for Chair of the Library Board. Stelle accepted the nomination. Member Knudson seconded and all voted in favor.

C. Board elections - Vice Chair

Board member Stelle nominated Michele Altherr for Vice Chair of the Library Board. Altherr accepted the nomination. Member Knudson seconded and all voted in favor.

D. Liaison to the Friends of the Library

This nomination was tabled until January.

E. Library Staff Presentation – Update on the Library’s Strategic Plan

The Library Board heard a presentation from Library Manager Kalavaza on the progress the library made last year on its strategic plan.

F. Public Input on Outdoor Classroom

The Board brainstormed ways to get input from the public.

G. Library Board Work Plan

The Board reviewed the first two sections of the work plan which is due Jan 31st.

4. Chair and Board Member Reports

A. Chair's Report:

Chair Knudson discussed the shared space on MS Teams for Board documents.

B. Boards & Commission Luncheon Report:

None.

C. Friends of Los Alamos County Library Liaison Report

Member Work attended the Nov 20th Friends meeting where it was voted to give \$20 gift cards to Friends volunteers. Work reported that the Friends made \$50000 in bookstore sales last year.

5. Board/Staff Communications:

Mangers Report: Library Manager Kalavaza reported the following information: Library circulation totals for the month of Nov were 22531 with 8917 of those being digital. The library held 55 programs in Oct with a total attendance of 1277.

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

The next meeting is scheduled for Jan 6, 2025 at the Municipal Building.

7. Adjournment

The meeting adjourned at 6:59pm.

Approved by the Library Board Jan 6, 2025

Elizabeth Stelle, Library Board Chair



County of Los Alamos

Los Alamos, NM 87544
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Staff Report

January 06, 2025

Agenda No.: B
Index (Council Goals):
Presenters: Gwen Kalavaza
Legislative File: 19525-25

Title

Outdoor Classroom Project presentation

Body

Presentation on preliminary designs for an outdoor classroom located at Mesa Public Library

Attachments

B - Outdoor Classroom Project presentation

LOS ALAMOS COUNTY OUTDOOR CLASSROOM PRESENTATION AGENDA



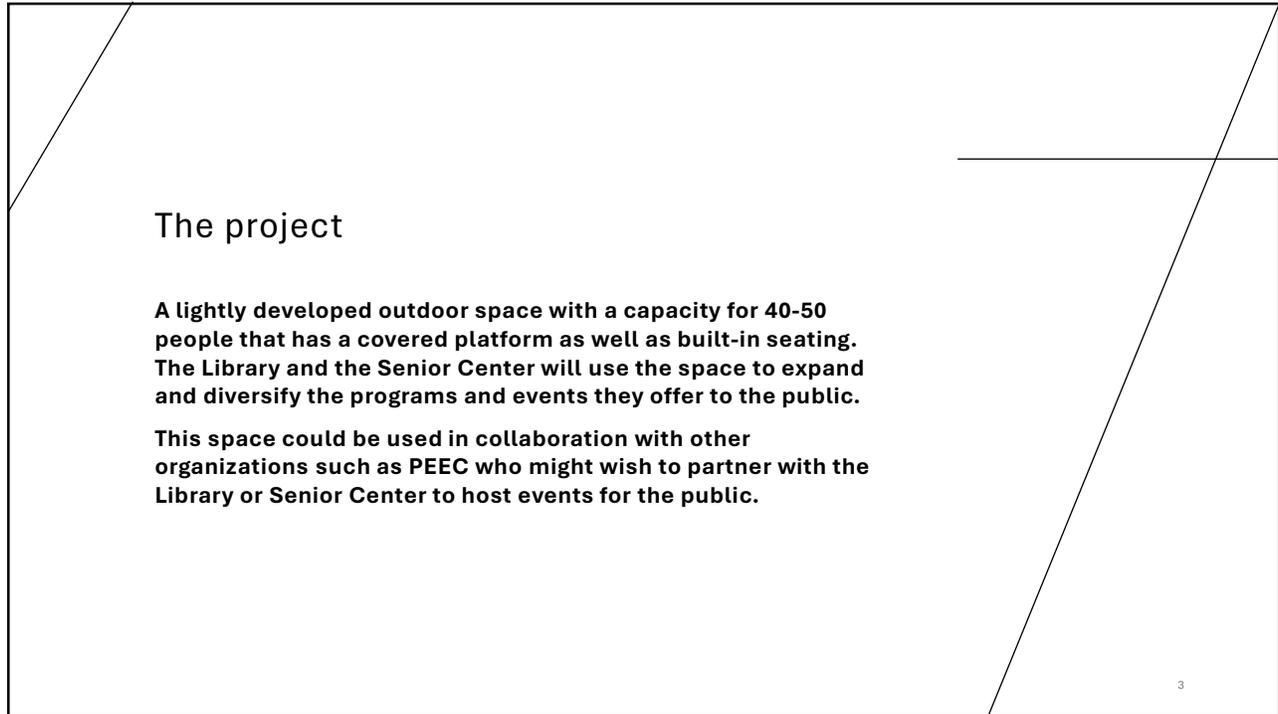
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LOS ALAMOS COUNTY OUTDOOR CLASSROOM PRESENTATION AGENDA

PROJECT INTRODUCTION



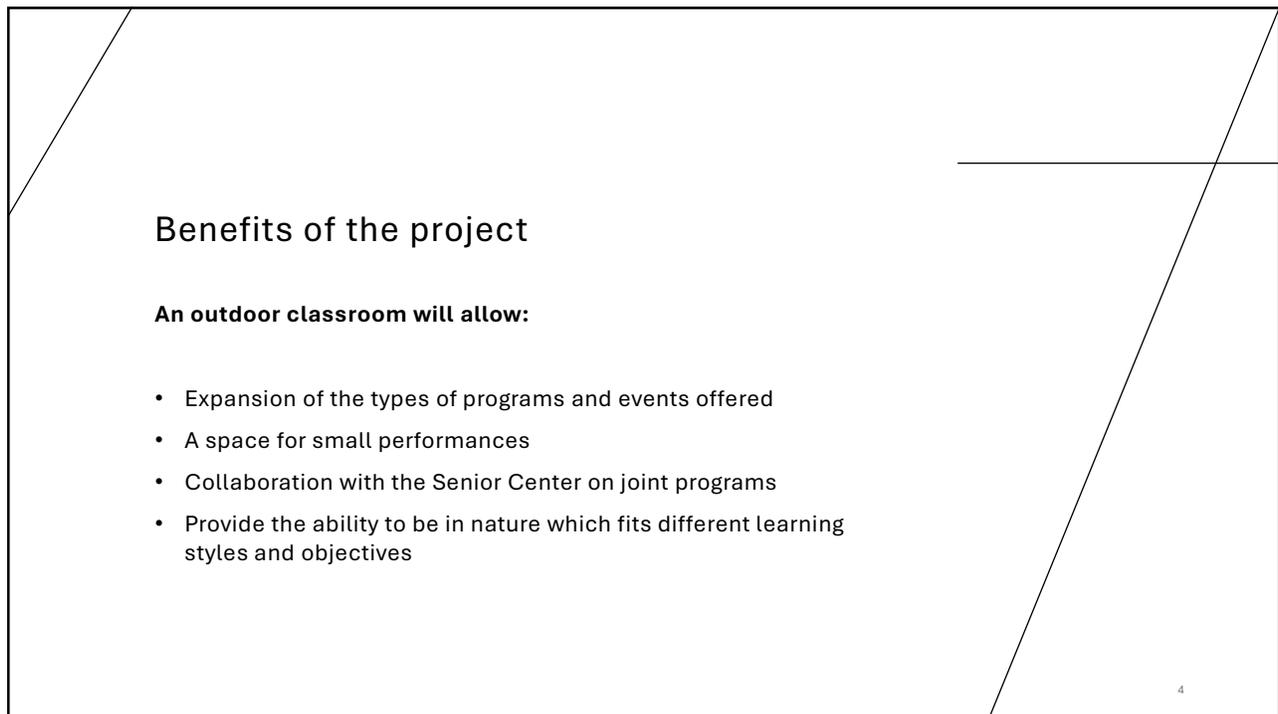
The project

A lightly developed outdoor space with a capacity for 40-50 people that has a covered platform as well as built-in seating. The Library and the Senior Center will use the space to expand and diversify the programs and events they offer to the public.

This space could be used in collaboration with other organizations such as PEEC who might wish to partner with the Library or Senior Center to host events for the public.

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Benefits of the project

An outdoor classroom will allow:

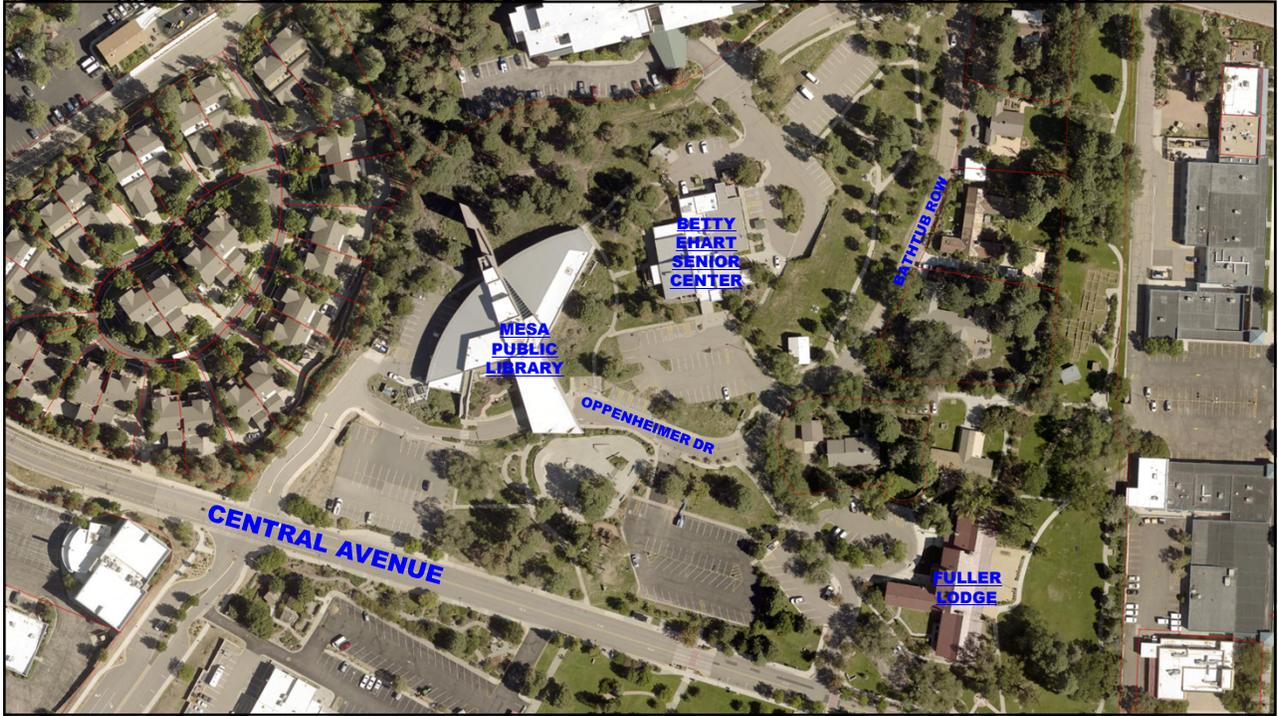
- Expansion of the types of programs and events offered
- A space for small performances
- Collaboration with the Senior Center on joint programs
- Provide the ability to be in nature which fits different learning styles and objectives

4

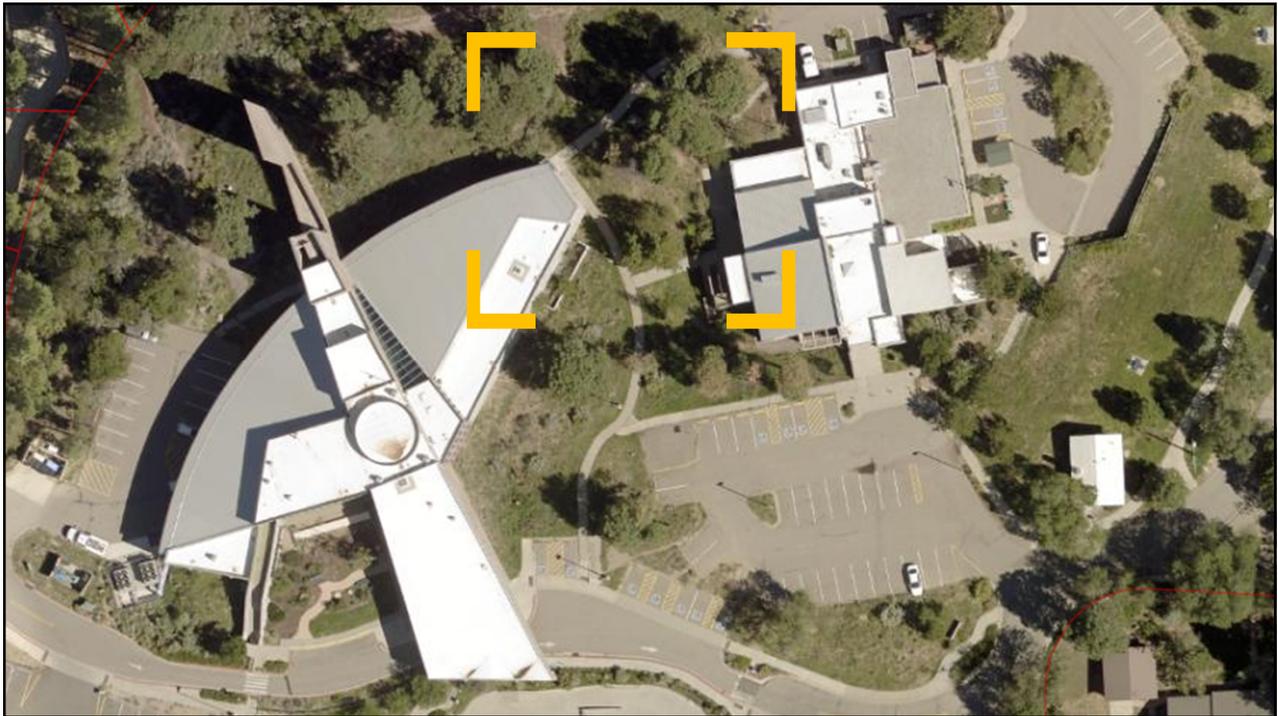
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LOS ALAMOS COUNTY OUTDOOR CLASSROOM PRESENTATION AGENDA

PROJECT LOCATION



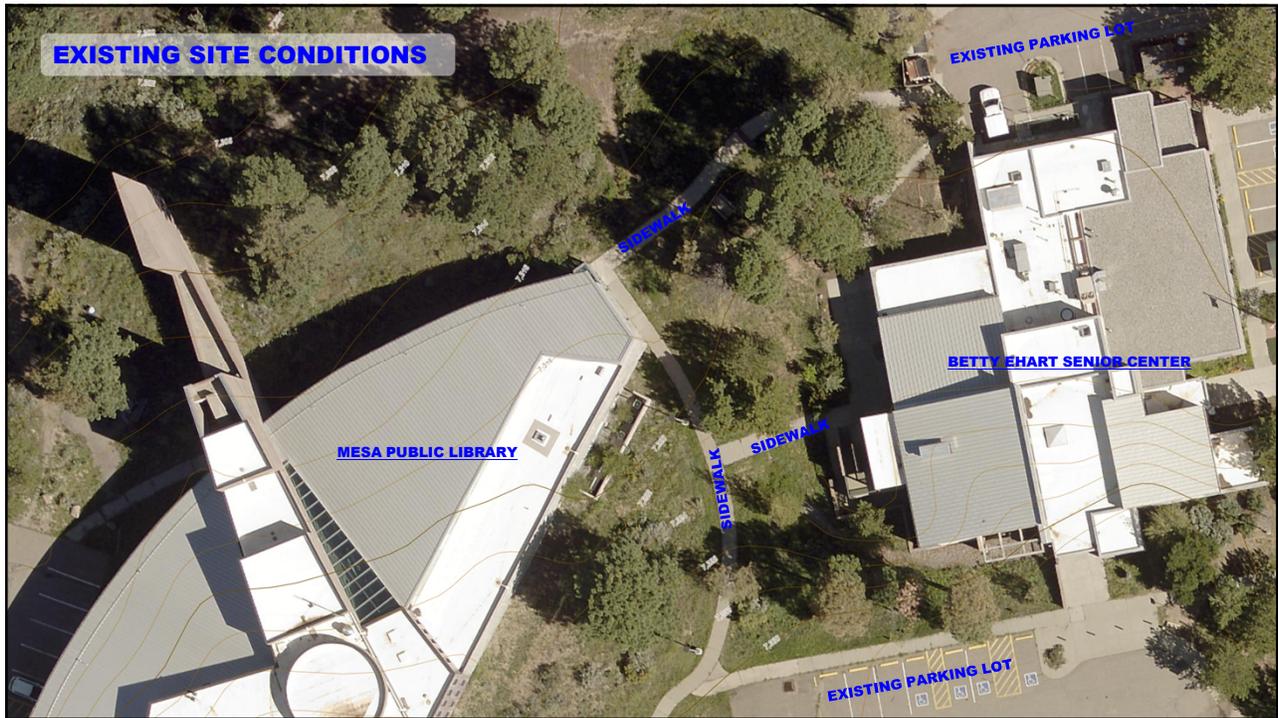
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LOS ALAMOS COUNTY OUTDOOR CLASSROOM PRESENTATION AGENDA

EXISTING SITE CONDITIONS



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EXISTING SITE CONDITIONS

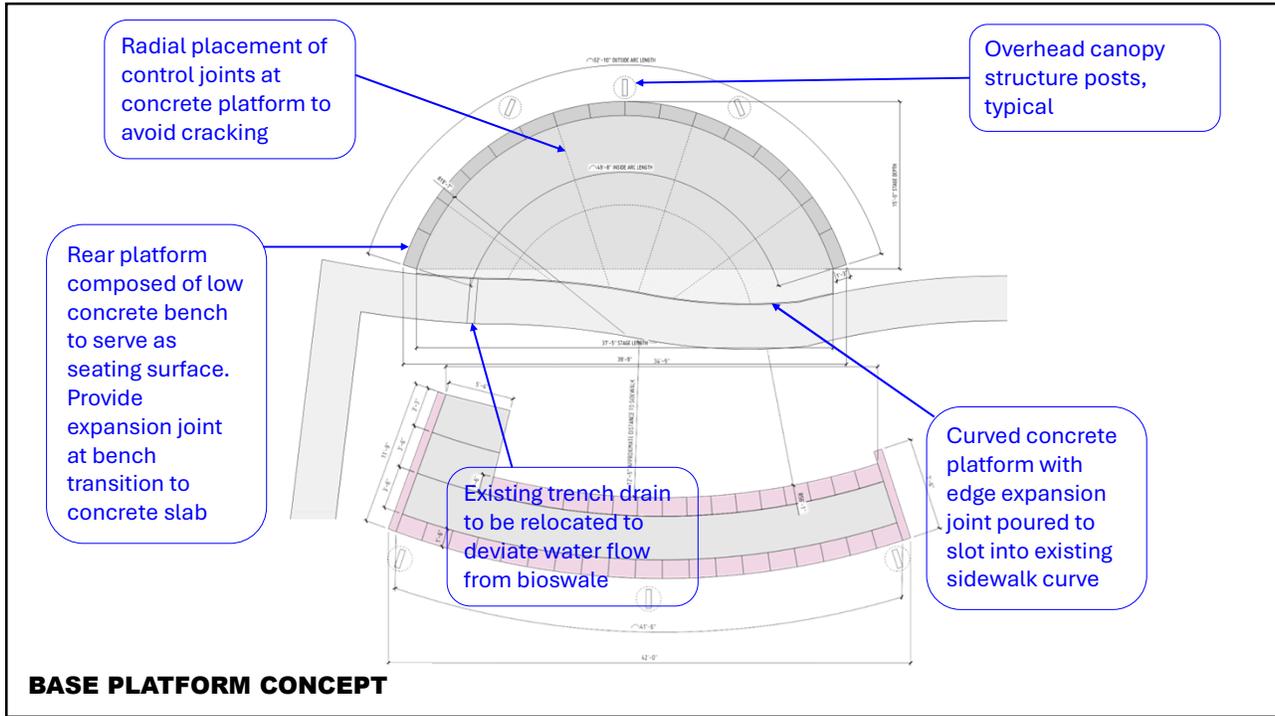


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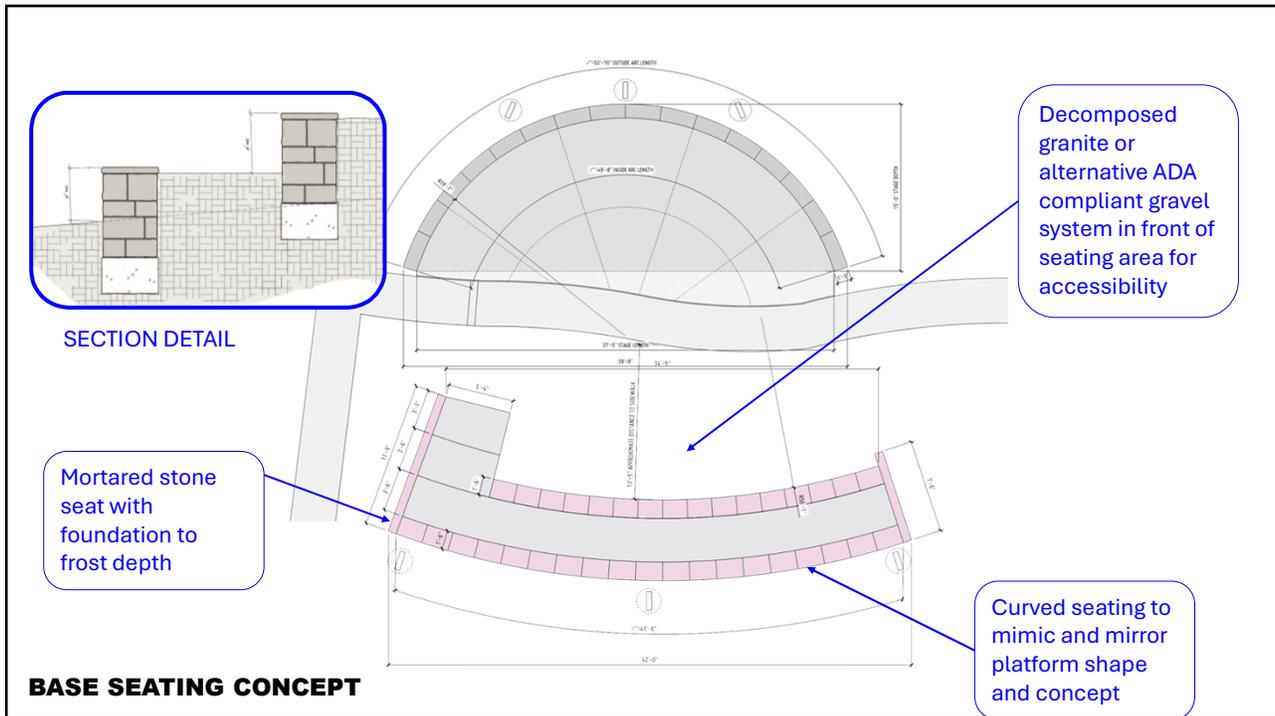
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PLATFORM CONCEPT & FEATURES



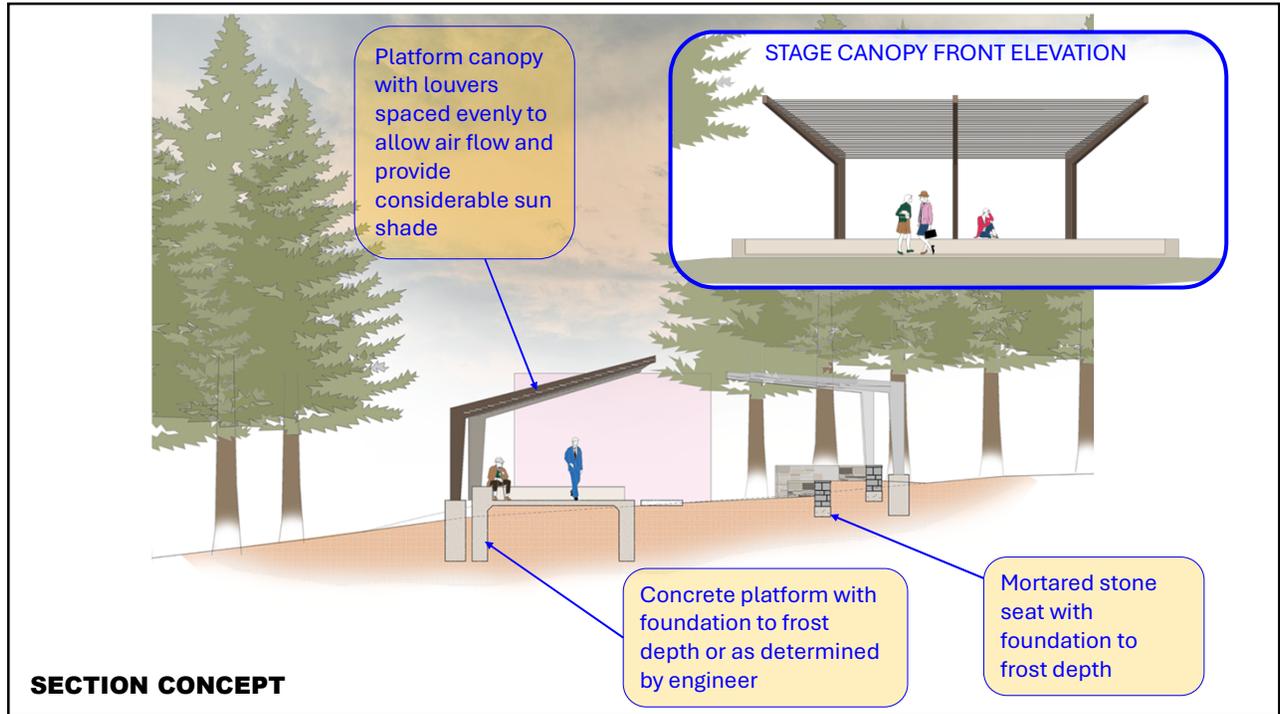
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SEATING CONCEPT & FEATURES



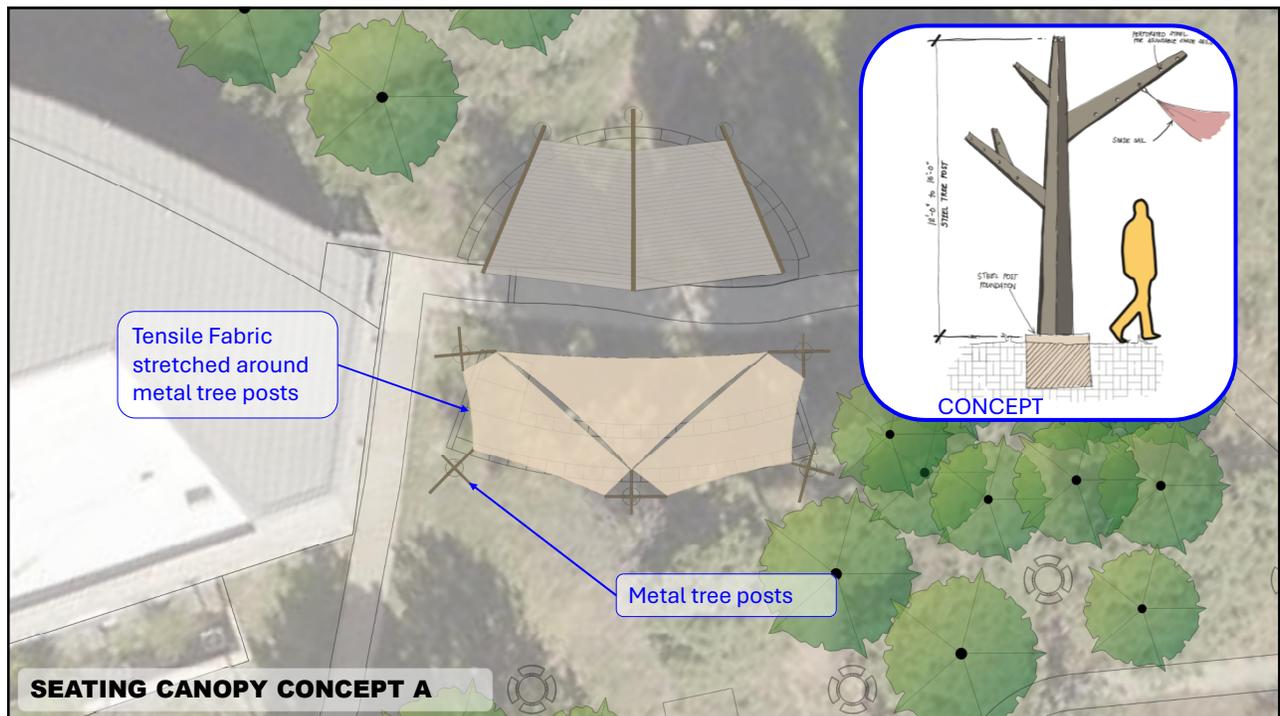
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SECTION CONCEPT



15

SEATING CANOPY CONCEPT A



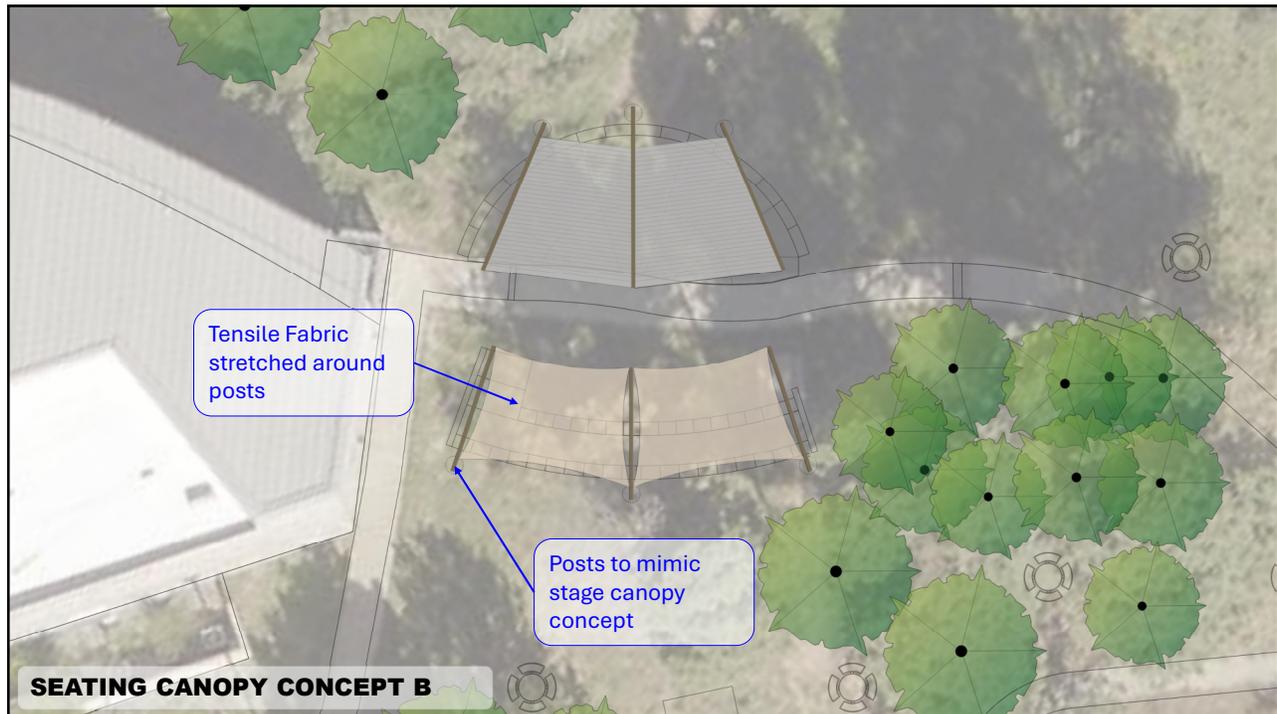
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SEATING CANOPY CONCEPT A - RENDERINGS



17

SEATING CANOPY CONCEPT B



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LOS ALAMOS COUNTY OUTDOOR CLASSROOM PRESENTATION AGENDA

SEATING CANOPY CONCEPT B - RENDERINGS



19

PRESENTATION CONCLUSION

Next steps

Obtain feedback from the public on the project:

- Option A or B
- Furniture groupings and style

Incorporate feedback into the design

Finalize the design and determine the overall cost

As funding permits start construction

20

20



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Staff Report

January 06, 2025

Agenda No.: C
Index (Council Goals):
Presenters: Elizabeth Stelle
Legislative File: 19526-25

Title

Library Board 2025 Workplan Discussion

Recommended Action

[Enter Recommended Action Here (bold)]

Body

Develop the Library Board's 2025 Workplan

Attachments

C - Library Board's 2025 Workplan

Board or Commission Name:

Date Prepared:

Date Approved by Council:

Prepared By:

Purpose:

The purpose of the work plan is to provide a detailed outline of tasks, activities, timelines, and resources required by this Board or Commission to achieve its annual goals. The purpose of most boards is to gather public input, to review policy recommendations by staff when requested, and to make policy recommendations to the County Council.

Process Timeline:

November: County Council Strategic Planning

December: Boards and Commissions review and develop work plans (sole item on December agenda)

January: Finalize and submit work plans for Council review.

Due Date: January 31

Time Frame: This work plan will be accomplished in the following time frame:

January 1, 2025, through December 31, 2025

Members: List members, term start and end dates, and term number. 

Member	Start/End Dates	Term (1st or 2nd)

Chairperson:

Department Director:

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

Staff Liaison:

Administrative Support:

Council Liaison: 

Work plan reviewed by Council Liaison? (Y/N)

1.0 Previous Calendar Year Work Plan Highlights

1.1 List the top five activities for the previous calendar year.

1.1.1

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1.1.2

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1.1.3

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1.1.4

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1.1.5

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1.2 List the top five accomplishments for the previous calendar year.

1.2.1

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1.2.2

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1.2.3

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1.2.4

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1.2.5

1.3 List the lessons learned for the previous calendar year. 

1.3.1

1.3.2

1.3.3

1.3.4

1.3.5

2.0 Calendar Year 2025 Work Plan

2.1 List any special projects or assignments given to this Board/Commission by Council or the Department Director. 

2.1.1

2.1.2

2.1.3

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2.1.4

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2.1.5

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2.2 List other projects and/or activities being proposed by this Board/Commission, in priority order.

2.2.1

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2.2.1

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2.2.2

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2.2.3

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2.2.4

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2.2.5

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2.3 List the guiding documents or plans used by this Board/Commission.

2.3.1

3.0 Identify interfaces with County departments and/or other Boards/Commissions that are necessary to achieve this work plan.

3.1

3.2

3.3

3.4

3.5

4.0 List any special events this Board/Commission plans to participate in that will support this work plan.

4.1

4.2

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4.3

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4.4

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4.5

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5.0 List active Working Groups within this Board/Commission, if any, along with the purpose and member names of each one.

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5.2

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5.3

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5.4

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5.5

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Attachment A

Place an X in the column on the right if the Council priority is related to the work of the Board or Commission:

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 solicit feedback from the community and boards and commissions on County projects, policies, and priorities to promote a culture of open communication and collaboration and foster exceptional customer service.	
Intergovernmental, Tribal, 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.	
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.	
Effective, Efficient, and Reliable Services	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, and efficient implementation.	
Infrastructure Asset Management	
Evaluate the County’s assets and infrastructure and prioritize funding to first maintain and protect those investments and second to inform new investments.	
Employee Recruitment and Retention	
Attract and employ diverse and highly qualified staff; retain staff through development opportunities, compensation, and benefits; and promote staff to address increasingly complex challenges.	
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 changing and 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 opportunities for growth.	
Downtown Revitalization	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the downtown master plans.	
Tourism and Special Events	
Sponsor special events, support major employer and community events, and promote tourism by enhancing amenities, utilizing facilities and contract services, and encouraging overnight stays.	
Community Broadband	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	

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 promote wellbeing in the region.
	Diversity, Equity, and Inclusivity
	Promote diversity, equity, and inclusivity through community awareness training, targeted events, and expanded opportunities for diverse interests.
Mobility	
	Improve and expand access to, and all-ability accommodations for, 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.
Open Space, Parks, and Recreation	
	Manage County open space and maintain and improve parks and recreation facilities, trails, 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 in coordination with community and organizational partners.	
Natural Resource Protection	
	Take actions to protect the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.
Greenhouse Gas Reduction	
	Establish targets for achieving net-zero greenhouse gas emissions and integrate sustainability and resiliency practices into County policies and operations.
Carbon-Neutral Energy Supply	
	Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and phase out natural gas supply by 2070 through energy-efficient, all-electric buildings.
Water Conservation	
	Reduce potable water use and increase non-potable water use and water harvesting for irrigation where suitable.
Waste Management	
	Manage waste responsibly by diversion of solid waste from landfills through recycling, re-use, composting, and waste reduction programs and zero-waste education campaigns; and pursue efficient long-term solutions for disposal of solid waste.