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FY22 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2022: July 1, 2021 – June 30, 2022)

Board and Commission Name: Library Board

Date prepared: March 25, 2021 Date approved by Council: TBD

Prepared by: Library Board

**This work plan will be accomplished in the following time frame:
July 1, 2021 to June 30, 2022**

Chairperson: John Nash

Members and terms:

Member	Start/End Dates	Term
Renae Mitchell	9/1/2019 – 8/31/2021	1
Rebecca Rodriquez	9/1/2019 – 8/31/2021	2
John Nash	9/1/2020 – 8/31/2022	1
Kelly Dolejsi	9/1/2020 – 8/31/2022	2
Riz Ali	9/1/2020 – 8/31/2022	1

Department Director: Cory Styron, Community Services Department

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

Staff Liaison: Eileen Sullivan

Administrative Support provided by: JohNeva Martinez

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:

- **Review of Public Comments and Suggestions**
The board reviewed public comments and suggestions submitted to the library and recommended action as appropriate.
- **Liaison to Friends of the Los Alamos County Library**
Board members served as liaisons to the Friends of the Los Alamos County Libraries.
- **Board Appointments**
Three board members were appointed in September of 2020. John Nash and Riz Ali were newly appointed and Kelly Dolejsi was appointed for a second term.
- **Help County Council with Protecting and Maintaining Cultural Amenities**
The board provided input on adapting library services during COVID-19 to ensure that the library continued to provide opportunities for recreational and economic growth and that resources were appropriately allocated to ensure its health and sustainability.
- **Help County Council Enhance Support and Opportunities for the Local Business Environment**
The Los Alamos County Library System provided a wide range of online databases and electronic resources relevant to businesses and economic development as well as free Wi-Fi access throughout the pandemic. The library board helped promote these resources.
- **Help County Council with Improving Behavioral, Mental and Physical Health and Social Services**
The Los Alamos County Library System provided service to underserved populations providing information on community resources, health and behavioral topics during the COVID-19 pandemic. The library closed to the public on March 16, 2020. Internet access by reservation began September 8, 2020 while the library remained closed to other use. The library also provided virtual activities for teens and tweens that provided healthy alternatives to risk taking behavior. The library board provided input on service levels during the pandemic.

Challenges:

Due to COVID-19 restrictions, the library board did not meet from April 2020 through June 2020. Several planned board activities such as promoting library services at

community events, assisting with library programs, and seeking community input for strategic plan development were cancelled or delayed.

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 County Council meet the overarching goals of enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity.
- Help County Council enhance communication with the public to promote transparency and strengthen trust in County government.
- Help County Council with protecting and maintaining cultural amenities. Los Alamos County Library System is greatly valued by the community and provides opportunities for recreational and economic growth; appropriately allocating resources to ensure its health and sustainability is important to our citizens.
- Help 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 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 relevant to existing businesses, growing new businesses, and supporting technology start-ups and spin-offs. The library system provides free Wi-Fi access, quiet work spaces, and technology help all of which support business opportunities.
- Help 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 is a safety net for many underserved populations providing information on community resources, health and behavioral topics, and Internet access to allow individuals to access needed government services. The library also provides activities for teens and tweens that provide healthy alternatives to risk taking behavior.
- Review priority rankings created by staff for programming expansion and community engagement.

- Follow up with user groups on policy and guideline changes.
- Assist Library with improving technology offerings for the public

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: 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.

- Continue to promote library services through attendance at community events and hosting library events. Assist staff at library events as appropriate.
- Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events.
- Periodically review 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 on 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 through LANL, support for local businesses, and support for 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:

- The Los Alamos County Library System Strategic Plan 2020-2023 was updated and submitted to the New Mexico State Library in June of 2020. The intent of the

strategic planning process was to provide the framework to ensure that library programs, resources and services meet community needs now and in the future, and to position the library to inspire and support community change. The strategic planning team consisted of the Library Manager and six librarians representing all functional areas of the library. The planning team met several times for targeted discussions on critical issues, programming and outreach, marketing, and governance. During the planning process, the library engaged all library staff to identify our shared values. In addition, the plan incorporated information gathered from a number of sources including the LAC GAP Analysis.

The planning process was disrupted by the COVID-19 pandemic which prevented the library from having face-to-face meetings with community members and curtailed some scheduled planning team discussions. However, the library plans to continue with these activities. The library views strategic planning as an ongoing process and facilitates a periodic review process in its strategic initiatives. The library has recently hired a Community Engagement Librarian and plans to use the Harwood Institute process for facilitating community conversations. The Library Board will be invited to participate in these conversations. In addition, the library will participate in the Community Services Department's Master planning initiative and anticipates that the Library Board will assist in public involvement meetings as part of this process.

- The Library Board will seek ways to interface with the LA Resiliency Environmental Sustainability (LARES) and Racial Equity and Inclusivity Task Force and provide input, as appropriate, to assist the Library with supporting the sustainability and racial equality and inclusivity goals of the County.
- The Library Board may solicit public feedback as needed to provide guidance on library policy and select guideline revisions and for service and program expansion priorities.

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:
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<u>Attachment A:</u> 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, place an X in the column on the right if the Council Goal is related to the work of the Board or Commission:
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(From 2019 Strategic Leadership Plan)

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: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Board or Commission:

Mark all that apply on the chart on the following page.

Council Goals and Priority Areas

Attachment B

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.	
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).	
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.	
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