

Board or Commission Name: Library Board

Date Prepared: 2/3/25

Date Approved by Council:

Prepared By: Elizabeth Stelle

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) |
|------------------|-------------------|-------------------|
| Michele Altherr | 9/1/24 - 8/31/26 | 1 |
| Frances Knudson | 9/1/21 - 8/31/25 | 2 |
| Brian Reardon | 9/27/23 - 8/31/26 | 1 |
| Elizabeth Stelle | 9/1/22 - 8/31/26 | 2 |
| Sarah Work | 9/1/23 - 8/31/25 | 1 |
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Chairperson: Elizabeth Stelle

Department Director: Cory Styron

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

Staff Liaison: Gwen Kalavaza

Administrative Support: Ying Meng

Council Liaison: Beverly Neal-Clinton

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

1.0 Previous Calendar Year Work Plan Highlights

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

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| 1.1.1 | Promoted library initiatives, such as the Seed Library and Library of Things, as well as the upcoming outdoor classroom project, by sharing information with the public. |
| 1.1.2 | Continued to gather input from the public via several forums, including conversations with patrons at both library branches and feedback at community events (e.g., Farmers' Market, County Fair & Rodeo, Atomicon, Pride Festival). |
| 1.1.3 | Received library updates on a range of topics from library staff at board meetings (e.g., proposed website updates, new digital resources, summer programming). These updates educate board members on library efforts and enable members to better respond to public input. |
| 1.1.4 | Distributed board meeting summaries and library highlights (e.g., Step Up Gallery exhibits) to the community via local media outlets. |
| 1.1.5 | Extended hybrid meetings to White Rock Branch Library (the hybrid option was previously only available for meetings held at the Municipal Building). This promotes accessibility and provides more opportunities to receive input from the public. |

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

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| 1.2.1 | Participated in National Library Week (April 7-13) which included an official designation by Council, a press release, appreciation events with library staff, and a banner displayed on the Diamond Drive overpass. |
| 1.2.2 | Completed review of library system policies, which were reviewed and adopted by Council in January 2025. The revisions aligned the policies with County guidelines and clarified policies on library programming, events, and collaborations. This ensured that the policies highlight the library's motivations for developing these services. |
| 1.2.3 | |
| 1.2.4 | |

1.2.5

1.3 List the lessons learned for the previous calendar year.

1.3.1

Distributing monthly meeting summaries via local media is a useful tool for building engagement with community members, in conjunction with other outreach.

1.3.2

Scheduling ten board meeting instead of twelve proved successful and will be repeated in 2025. The 2025 meeting schedule will continue to include two White Rock meeting locations.

1.3.3

Board members are considering ways to make meetings more efficient by preparing some draft material in advance, while being sure to comply with B&C rules.

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

Resources for starting starting small business.

2.1.2

2.1.3

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2.1.4

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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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| Gather public feedback on the outdoor classroom design. This will include sharing information and resources obtained from board meetings with the public, and generating new ideas for gathering feedback. Board members will also emphasize design features that protect natural resources. |
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2.2.1

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| Gather public feedback on general library issues by engaging with community members at library and community events. |
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2.2.2

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| Participate in National Library Week (April 6-12). This will include appreciation events with library staff and displaying a banner on the Diamond Drive overpass. |
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2.2.3

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| Explore opportunities to collaborate with other county boards and commissions, particularly the Inclusivity Task Force, the Parks and Recreation Board, and the Board of Public Utilities. |
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2.3 List the guiding documents or plans used by this Board/Commission.

2.3.1

Los Alamos County Code, Chapter 8, Sections 8-81 to 8-83, Library Board
Los Alamos County Code, Chapter 3-0, Article 1, Code of Conduct
Los Alamos County Library System Strategic Plan, 2024-2027

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

3.1

Assist library staff with outreach at library and community events.

3.2

Collaborate with the Inclusivity Task Force to find new ways to reach community members.

3.3

Engage with other board and commissions to understand which library services might be relevant to achieving their purposes and help them access these services. In particular, the board sees potential for engagement with the Board of Public Utilities, Environmental Sustainability Board, and staff (e.g., to assist in accessing relevant items from the Library of Things catalog, such as thermal cameras) and the Parks and Recreation Board (e.g., for feedback on the outdoor classroom design).

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

Spring: Pride Festival, Farmers' Market

4.2

Summer: Atomicon, ScienceFest, County Fair & Rodeo, Summer Concert Series, Farmers' Market

4.3

Fall: Farmers' Market

4.4

Winter: WinterFest

4.5

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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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:

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| 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. | X |
| 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. | X X |
| 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. | 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. | |

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| 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. | X |
| Diversity, Equity, and Inclusivity | |
| Promote diversity, equity, and inclusivity through community awareness training, targeted events, and expanded opportunities for diverse interests. | X |
| 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. | X |
| 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. | X |
| 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. | |