



# 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*

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Monday, August 1, 2022

5:30 PM

Due to COVID-19 concerns, meeting will be  
conducted remotely. Public can view meeting at  
<https://us06web.zoom.us/j/86016176377>

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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/86016176377>

Or Telephone:

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

Web id: 86016176377

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. [16201-22](#) Minutes from the Library Board Meeting July 11, 2022.

**Presenters:** John Nash

**Attachments:** [A - Draft Lib Board Min 7-11-22 1](#)

- B. [16202-22](#) Discussion and possible action returning to in-person board meetings.

**Presenters:** John Nash

- C. [16203-22](#) Review and possible action on Draft Staff Presentation Schedule.

**Presenters:** Gwen Kalavaza

**Attachments:** [C - Draft Staff Presentation Schedule - FY23](#)

- D. [16204-22](#) Presentation on Withdrawal of Library Materials

**Presenters:** Gwen Kalavaza

**Attachments:** [D - Presentation Withdrawal of Library Materials](#)

**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

August 01, 2022

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):**

**Presenters:** John Nash

**Legislative File:** 16201-22

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### **Title**

Minutes from the Library Board Meeting July 11, 2022.

### **Recommended Action**

**I move that the Board approve the Minutes for July 11, 2022.**

### **Attachments**

A - Draft Minutes for July 11, 2022.

**Los Alamos County  
Library Board  
Draft Minutes  
July 11, 2022**

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

**Members Present**

Frances Knudson  
Riz Ali  
John Nash

**Not Present**

Kelly Dolejsi  
Rena Mitchell

**Others Present**

Gwen Kalavaza, Assistant Library Manager  
JohNeva Martinez

**1. Call to Order**

Chair Nash called the meeting to order at 5:35pm.

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

N/A

**3. Board Business**

**A. Review and approval of the June 6, 2022, Library Board Minutes:**

**Motion:** Board member Knudson moved to approve the minutes of the June 6, 2022, Library Board meeting. Chair Nash seconded the motion. Motion passed with all in favor (3/3).

**B. Creation of Calendar for presentations by library staff.**

Assistant Library Manager Kalavaza would like to create a calendar of topics for library staff to present at the Library Board meetings. Kalavaza asked the board for input on topics. Here are few that will be discussed Possible topics mentioned include volunteers, withdrawal of materials, banned books, collection development, new services, and strategic planning.

**4. Chair and Board Member Reports**

**A. Chair's Report:**

Chair Nash and Manager Sullivan presented to Council on June 21, 2022. Chair Nash partook on the interview panel for the Library Manager, he said the final decision would be made in the next week. Chair Nash noted that there will be some vacancies for the Library Board.

**B. Board, Commission and Committee Luncheon Report**

No meeting this month, next meeting will be held in September.

**C. Friends of Los Alamos County Library Liaison Report**

Nothing new to report this month.

**5. Board/Staff Communications:**

**Mangers Report:** Assistant Library Manager Kalavaza reported that the library held several programs in June, including Tabletop Games, Summer Solstice, and Pride Events with a total of 1,809 attendees. The library will be participating in Science Fest by hosting Story Walks at MPL and the WR Branch. Atomicon is set for July 30<sup>th</sup> from 10-5 at MPL. There were 26,952 physical circulations and 6,559 digital checkouts in June for a total of 33,511 items. There are 5.5 vacancies in the library, and we are actively recruiting.

**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 August 1, 2022, at 5:30 pm via Zoom.

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

N/A

**9. Adjournment**

The meeting adjourned at 6:06 pm.



# County of Los Alamos

## Staff Report

August 01, 2022

Los Alamos, NM 87544  
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**Agenda No.:** B.

**Index (Council Goals):**

**Presenters:** John Nash

**Legislative File:** 16202-22

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### **Title**

Discussion and possible action returning to in-person board meetings.

### **Body**

The Library Board will discuss and possibly take action on returning to in-person board meetings.



# County of Los Alamos

## Staff Report

August 01, 2022

Los Alamos, NM 87544  
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**Agenda No.:** C.

**Index (Council Goals):**

**Presenters:** Gwen Kalavaza

**Legislative File:** 16203-22

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### **Title**

Review and possible action on Draft Staff Presentation Schedule.

### **Body**

The Library Board will review and possibly take action on the Draft Staff Presentation Schedule.

### **Attachments**

C - Draft Staff Presentation Schedule

## **Draft Staff Presentation Schedule - FY23**

August - Withdrawal of materials

September - Summer reading recap and lessons learned

October - Collection development process & acquisitions

November - Our process for request to withdraw items/book banning in general

December - Volunteers





# County of Los Alamos

## Staff Report

August 01, 2022

Los Alamos, NM 87544  
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**Agenda No.:** D.

**Index (Council Goals):**

**Presenters:** Gwen Kalavaza

**Legislative File:** 16204-22

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### **Title**

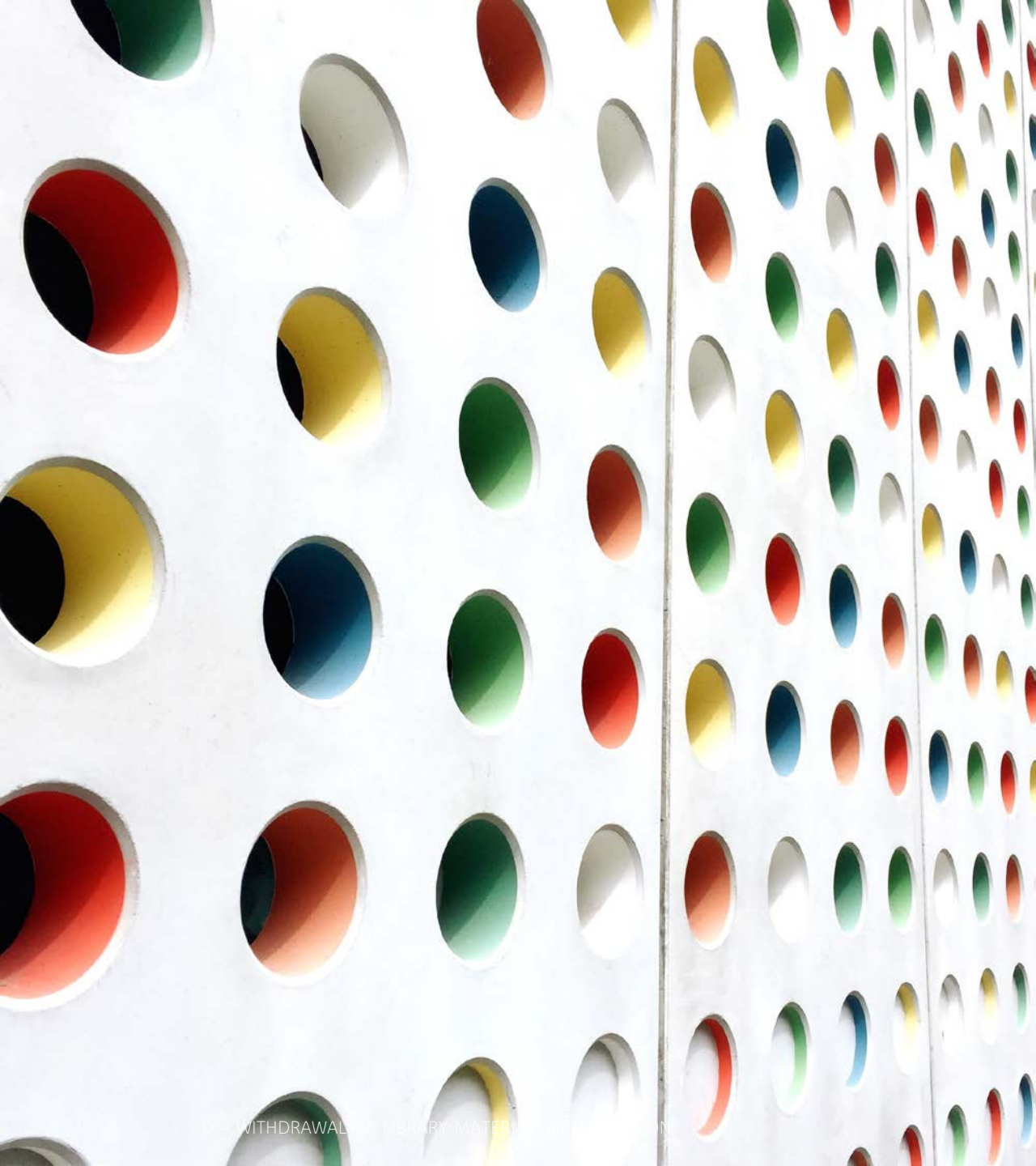
Presentation on Withdrawal of Library Materials

### **Body**

A presentation on the Withdrawal of Library Materials will be given.

### **Attachments**

D - Presentation on Withdrawal of Library Materials



# Weeding

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WITHDRAWAL OF ITEMS FROM  
THE LIBRARY COLLECTION

“A good library is like a  
good haircut. It’s not  
what you cut – it’s what  
you leave.”

## Why libraries should weed

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To remove outdated titles with incorrect or misleading information

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To make shelves more attractive and easier to browse

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To make space for current titles that patrons desire

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To assess collections for gaps in particular subjects or areas

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# Excerpt from Los Alamos Public Library Policies

The Library will maintain a definite and recognizable process for the development of the collection. While the details of the process may change as needs require, the procedures will be defined clearly and be easily available and certain basic elements, as noted below, will be included.

## 4.3.1 Selection responsibility

The Library Manager is responsible for collection development, and is assisted by members of staff, with suggestions from library patrons. Those making selection or withdrawal decisions are guided by professional review and evaluation sources, practical experience, personal knowledge, expert advice, and community needs as reflected in collection usage statistics and individuals' comments.

# From Collection Development Guidelines

## COLLECTION MAINTENANCE

Maintenance of the collection is a fundamental responsibility of all library staff members. Staff members continuously evaluate materials, withdrawing, replacing, or repairing them. As new books are constantly added to the collection, “weeding” of existing materials creates space for the new; keeps the appearance of the collection fresh; keeps the content of the collection up to date; makes it easier for patrons to find what they need; and creates a balanced collection that reflects the changing needs of its community.

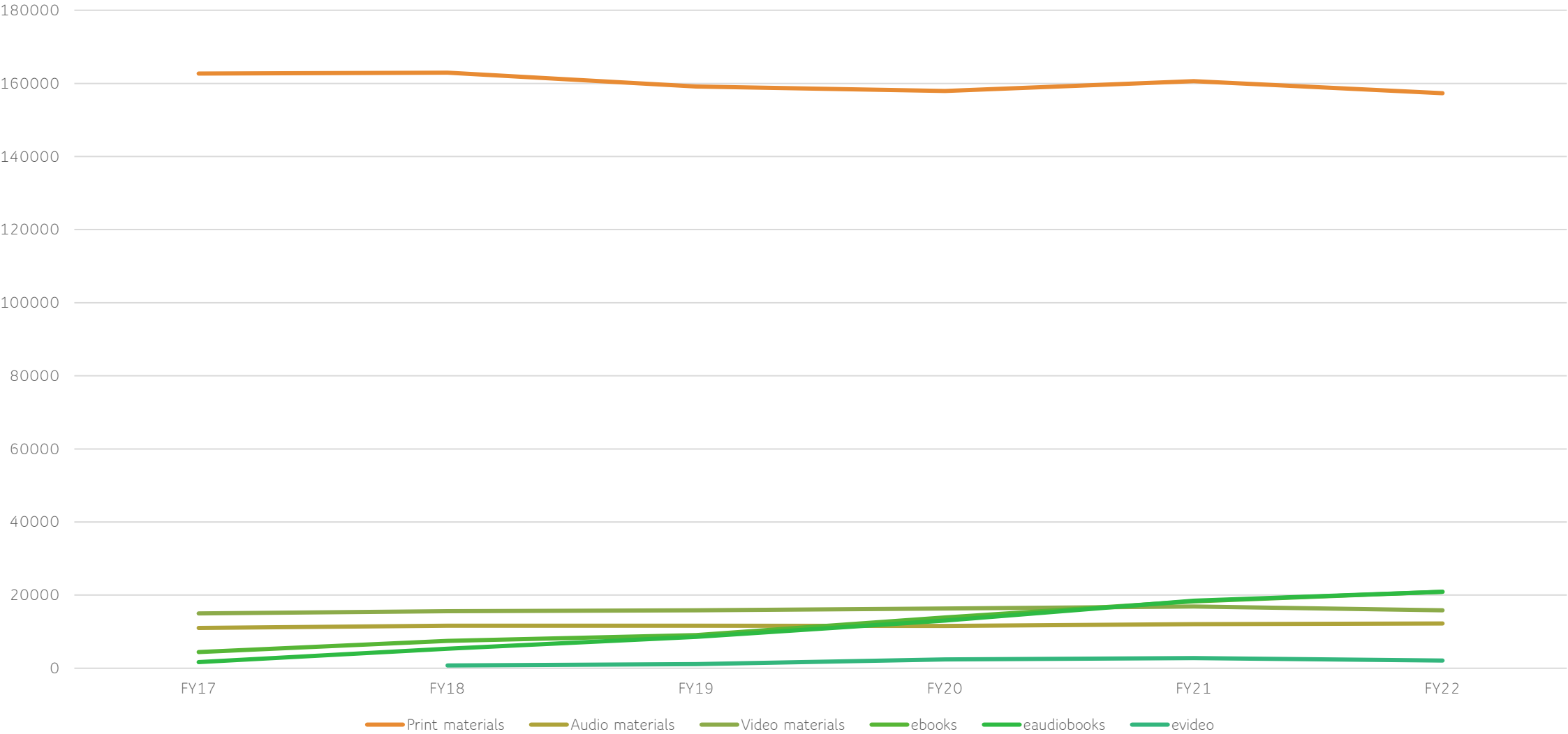
Materials may  
be withdrawn  
from the  
collection if they  
are

- ❑ no longer accurate or factual
- ❑ worn out through use
- ❑ trivial, representing a topic that was popular at a specific point in time
- ❑ seldom used
- ❑ available digitally

Weeding is not employed as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such use of the evaluation function is a violation of the principles of intellectual freedom as expressed in the Library Bill of Rights.



# Number Of Items In Library Collections



# Where do they go?

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Friends of the Library



Baker & Taylor  
Sustainable Shelves Program

