



# County of Los Alamos

Mesa Public Library  
2400 Central Avenue

## Agenda - Final Library Board

*John Nash, Chair; Frances Knudson; Renae Mitchell; Elizabeth Stelle; and Linda Walter, Members*

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Monday, December 5, 2022

5:30 PM

Due to COVID-19 concerns, meeting will be conducted remotely. Public can view meeting at  
<https://us06web.zoom.us/j/86856261532>

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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/86856261532>  
US:+1 346 248 7799 or +1 669 444 9171  
Web id: 86856261532

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. [16706-22](#) Minutes from the Library Board Meeting on October 3, 2022.  
  
**Presenters:** John Nash  
**Attachments:** [A - Draft Lib Board Min 10-3-22](#)
- B. [16708-22](#) Board Member Introductions and Election of Officers  
  
**Presenters:** Gwen Kalavaza
- C. [16709-22](#) Return to in-person or hybrid meetings  
  
**Presenters:** John Nash
- D. [16710-22](#) Review and Approval of the 2023 Library Board Meeting Calendar Schedule  
  
**Presenters:** Gwen Kalavaza  
**Attachments:** [2023 Library Board Meeting Calendar](#)
- E. [16711-22](#) Gathering community feedback for library services.

**Presenters:** John Nash

- F. [16712-22](#) Presentation on Collection Development

**Presenters:** Gwen Kalavaza

**Attachments:** [F - Presentation on Collection Development](#)

**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 Election and 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

December 05, 2022

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):**

**Presenters:** John Nash

**Legislative File:** 16706-22

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### **Title**

Minutes from the Library Board Meeting on October 3, 2022.

### **Recommended Action**

**I move that the Board approve the Minutes for October 3, 2022.**

### **Attachments**

A - Draft Minutes for October 3, 2022

**Los Alamos County  
Library Board  
Draft Minutes  
October 3, 2022**

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

**Members Present**

Frances Knudson  
Kelly Dolejsi  
Rena Mitchell

**Not Present**

Riz Ali  
John Nash

**Others Present**

Gwen Kalavaza, Library Manager  
JohNeva Martinez  
Melissa Mackey

**1. Call to Order**

Board Member Dolejsi called the meeting to order at 5:32pm.

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

N/A

**3. Board Business**

**A. Review and approval of the August 1, 2022, Library Board Minutes:**

**Motion:** Board member Knudson moved to approve the minutes of the August 1, 2022, Library Board meeting. Board member Mitchell seconded the motion. Motion passed with all in favor (3/3).

**B. Discussion and possible action returning to in-person or hybrid meetings.**

**Motion:** Board member Knudson moved to continue via Zoom and re-visit at the next meeting. Board member Mitchell seconded the motion. Motion passed with all in favor (3/3).

### **C. Presentation of the Library's Summer Reading Program.**

Melissa Mackey presented on the Summer Reading program, sharing stats, facts and stories related to this summer's events.

## **4. Chair and Board Member Reports**

### **A. Chair's Report:**

Board Member Dolejsi shared that interview's for Library Board vacancies were held in September, they hope to hold the election of officers in November if possible.

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

Board member Dolejsi, shared Chair Nash's notes from the meeting. The county has replaced all the dumpsters with bear proof ones as part of their 2.4 million allocation to save the bears, they also have a pilot program for new bear proof roll carts that are being tested out. The lodger's tax for the county was at a 25-year high last year, those funds are used to encourage visitation to Los Alamos and hotel use. The county will be constructing a new visitor center in White Rock that will have new restrooms as well as a pad for a food truck to park on.

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

No Meeting this month.

## **5. Board/Staff Communications:**

**Mangers Report:** Manager Kalavaza reported that the library held 56 programs in September for a total of 1,400 attendees. Eva Jacobson and Kelly Williams will present at next month's meeting on the Library's Collection Development. The library outdoor locker system has been installed and will hopefully be up and running by the end of October. This system will allow patrons to pick-up their holds 24/7. The WR branch also received an interactive multi touch table that will be installed over the next month. There were 26,237 physical circulations and 6,615 digital checkouts in September for a total of 32,852 items which is up from last September. Manager Kalavaza asked the board to start thinking about the Strategic Plan process and community involvement.

## **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 November 7, 2022, at 5:30 pm via Zoom.

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

Manager Kalavaza shared several comments/complaints from the comment boxes.

## **9. Adjournment**

The meeting adjourned at 6:17 pm.



# County of Los Alamos

## Staff Report

December 05, 2022

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**Agenda No.:** B.

**Index (Council Goals):**

**Presenters:** Gwen Kalavaza

**Legislative File:** 16708-22

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### **Title**

Board Member Introductions and Election of Officers

### **Body**

Introduction of Board Members and Election of Officers



# County of Los Alamos

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**Agenda No.:** C.

**Index (Council Goals):**

**Presenters:** John Nash

**Legislative File:** 16709-22

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### **Title**

Return to in-person or hybrid meetings

### **Body**

The Library Board will discuss the possibility of returning to in-person or hybrid meetings.



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**Agenda No.:** D.

**Index (Council Goals):**

**Presenters:** Gwen Kalavaza

**Legislative File:** 16710-22

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### **Title**

Review and Approval of the 2023 Library Board Meeting Calendar Schedule

### **Body**

The Library Board will review and possibly approve the 2023 schedule.

### **Attachments**

D - 2023 Library Board Meeting Calendar



## **2023 Library Board Meetings**

January 9, 2023

February 6, 2023

March 6, 2023

April 3, 2023

May 1, 2023

June 5, 2023

July 10, 2023

August 7, 2023

September 11, 2023

October 2, 2023

November 6, 2023

December 4, 2023



# County of Los Alamos

## Staff Report

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**Agenda No.:** E.

**Index (Council Goals):**

**Presenters:** John Nash

**Legislative File:** 16711-22

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### **Title**

Gathering community feedback for library services.

### **Body**

The Library Board will discuss ways to gather community feedback regarding library services.



# County of Los Alamos

## Staff Report

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**Agenda No.:** F.

**Index (Council Goals):**

**Presenters:** Gwen Kalavaza

**Legislative File:** 16712-22

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### **Title**

Presentation on Collection Development

### **Body**

A presentation on the Library's Collection Development will be presented.

Presenters: Eva Jacobson and Kelly Williams

### **Attachments**

F - Presentation on Collection Development



# Collection Development

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LOS ALAMOS COUNTY  
LIBRARY SYSTEM

# Collection development defined

Collection development is the addition and deletion of physical, digital, and subscription items from the library.

It also includes curation, assessment, maintenance, and marketing.

Collection size (physical materials):  
more than 185,000 items

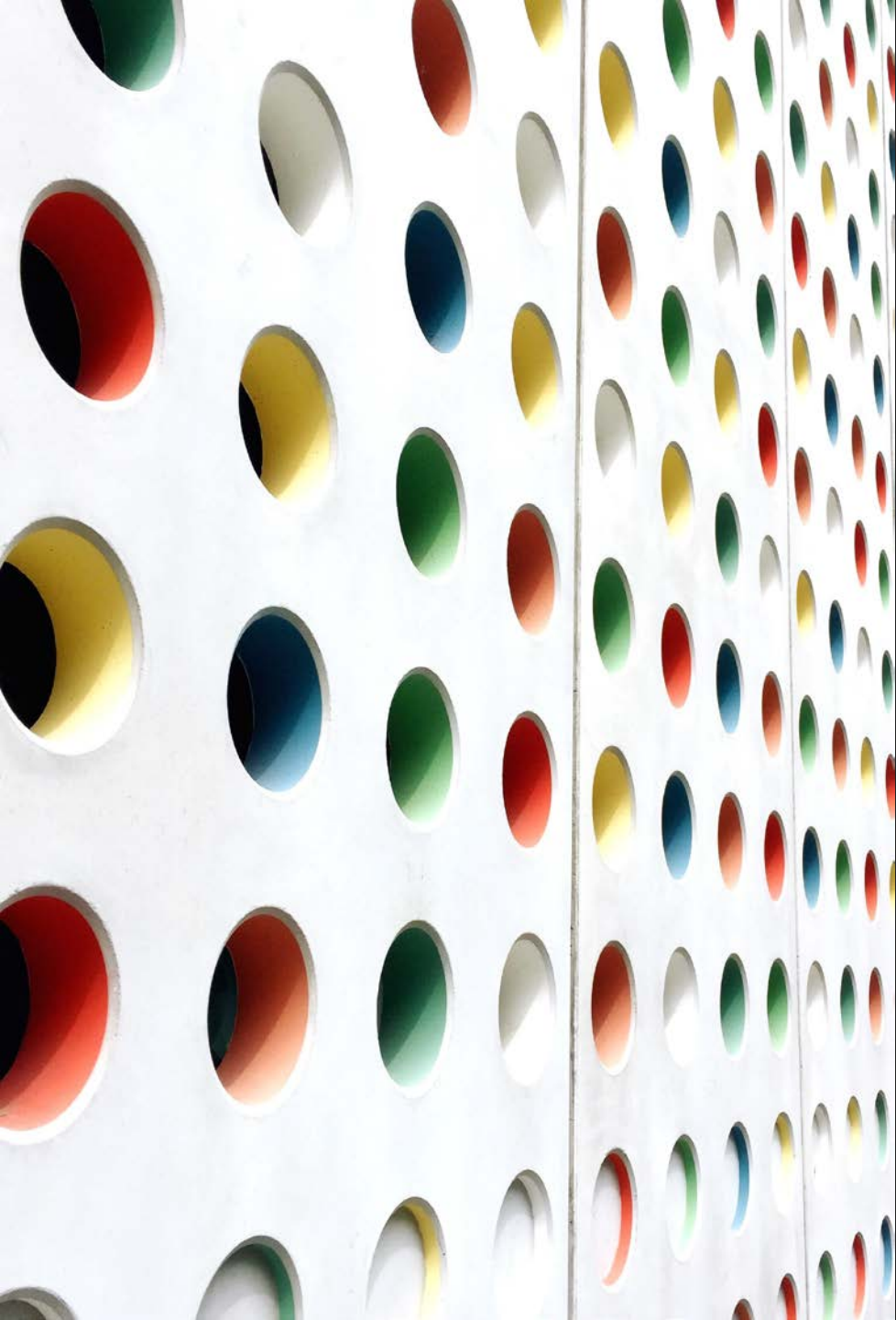
# Collection development models

Specialized or collaborative?

- Dedicated/specialized CD staff

Vs

- System wide CD teams collaborating to select items and curate collections. Every regular staff member serves on at least one CD team.



Intentional collaboration to promote:

- diversity of perspectives, representation and tastes
- minimize bias
- staff knowledge

# CD Teams

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Fiction	Journal Carts (Created by Vendor and Staff) Library and Next Reads
Nonfiction	Journal Carts (Created by Vendor and Staff) Reference, Southwest
Youth Services	Board Books, Picture Books Readers Juvenile & Teen Fiction, Nonfiction and Graphic Novels
Other Collections	Professional, Periodicals, Art, Book Group Kits World Language, ELL Southwest, GN, Large Print, & Audiovisuals



# Collection development guidelines

- Guidelines are submitted to the NM State Library every five years
- Current cycle: 2021-2026
- Document not static

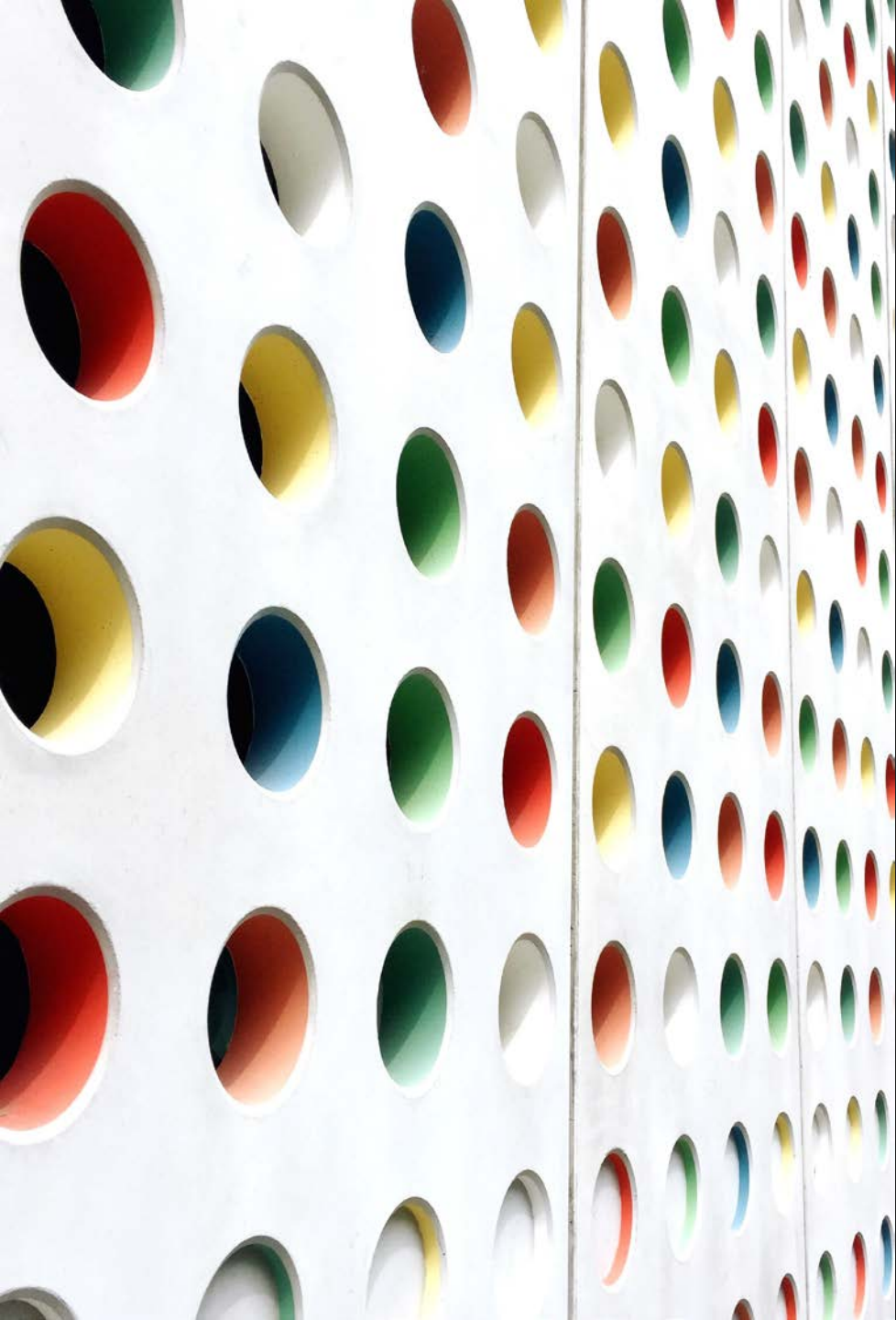
# Collection development guidelines do what?

Based on library policies:

- specify scope and selection criteria
- set forth processes for donations, accessibility, local authors, patron requests, replacements, collection maintenance, and complaint procedure
- Provide overview of collections

# General selection criteria

- community needs, interests, and demand
- reputation, qualifications, and authority of the creators, publisher, or producer
- literary, artistic, or technical merit
- relationship to existing material in the collection
- accessibility from other lending sources
- format appropriate to library use and
- recommendations of reviewers
- price (within limits of budgets for materials)
- suitability of subject, style, and reading level for the intended audience
- appropriateness and effectiveness of format to content
- accuracy of content
- date of publication
- special effort to obtain material representing all sides of lived experience including a balanced examination of controversial issues and current topics
- inclusion of resources from self-published, independent, small, and local producers
- multiple formats to accommodate access for users with different needs
- content created by and representative of marginalized and underrepresented groups
- content in the major languages used in the community that the library serves, when possible



## Complaint process and censorship

The Library adheres to the principles of the Library Bill of Rights

CD guidelines specify the process of complaint including a "Request for Reconsideration" form



# Our Vendors

We routinely evaluate our vendors based on reliability, availability, quality of their products, services, shipping charges, and cost. We assign a primary vendor for each group of collections to assist in streamlining our selection and cataloging process.

# Our Current Major Vendors

Adult Collections: Baker & Taylor

Youth Collections: Ingram

AudioVisuals: Midwest Tapes

# Other Vendors

Sometimes our major preferred vendors will not offer an item we want to add to our collection. When this happens, we have several other vendors we use to acquire items for our collection.

Additionally, we utilize specialized vendors for our world languages, art, and some audiovisual collections.

Alternate vendors include (but are not limited to) : Workspace Art, Salem Press, Grey House Publishing, National Braille Press





# The Selection Process

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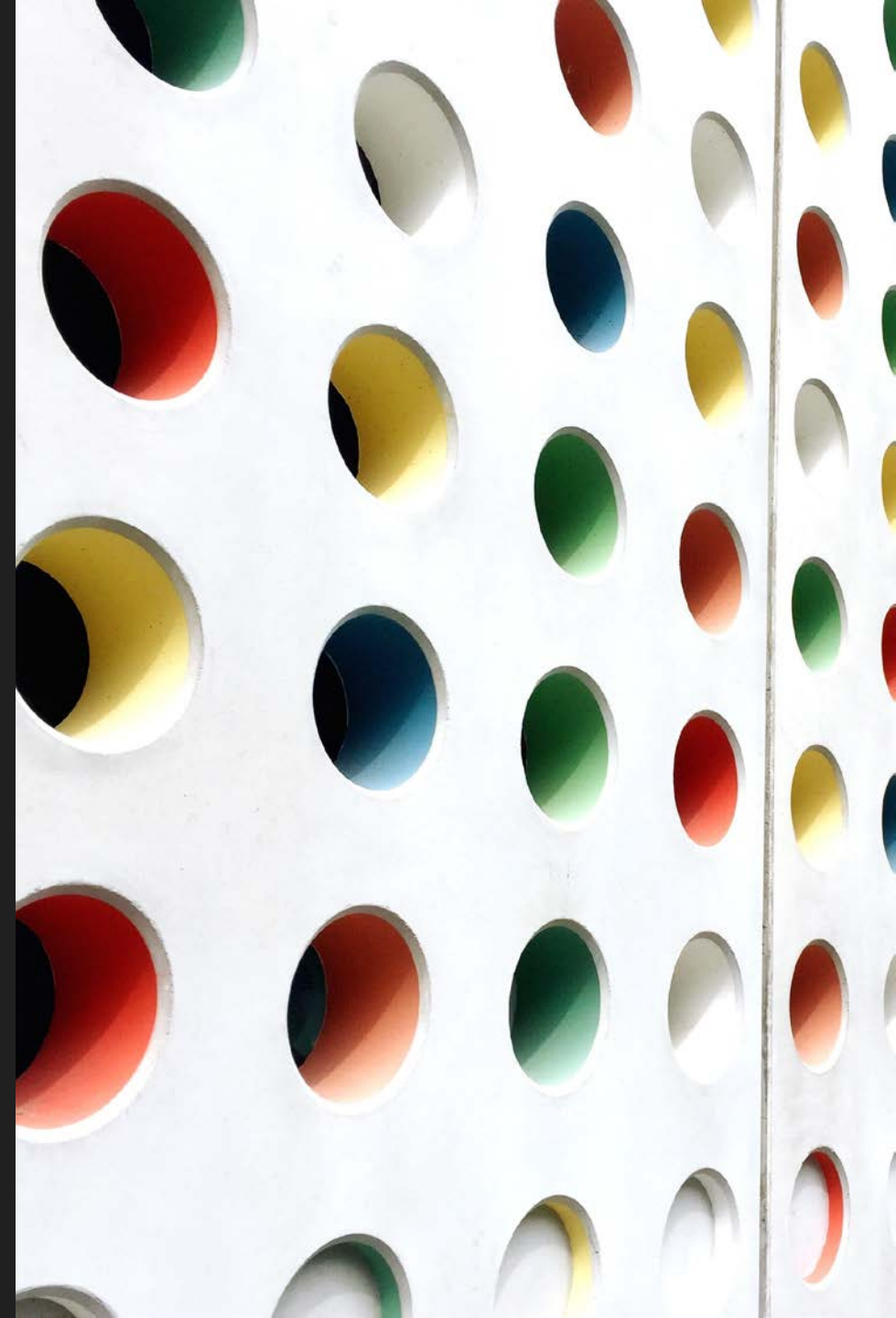
- Each CD Team creates cart(s) for each month.
- Team members work to evaluate each item in the cart to determine the work's value added to our collection(s).
- Then the CD team leader will evaluate the team evaluation of the items and submit their finalized carts to acquisitions for purchasing.
- Once carts are submitted to acquisitions they are reviewed and purchased.



# Ordering, Processing, and Cataloging

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- When ordering, each item is assigned a collection fund and location code.
- When items arrive, they are inspected and barcoded.
- Once items are received, they are sent to the catalogers to be correctly entered in our integrated library system (card catalog).
- Finally, spine labels, stickers, and theft detection and other final processing are completed to prepare the item to circulate.



# Electronic Resources

**Databases:** Udemy, Creativebug, Consumer Reports, NYT, and many more

- Requires yearly purchases with contract negotiations. Our budget for databases is approximately \$30,000.

**Hoopla:** eBooks, eAudiobooks, Movies, TV, and Music

- A subscription service we budget around \$4,500 monthly.

**Overdrive:** eBooks, eAudiobooks, and Magazines

- This is a curated collection of digital materials we own limited lending rights. We spend approximately \$8,900 monthly on eBooks and eAudiobooks.
- The magazine access is \$5,000 yearly for thousands of titles.



# Purchasing Digital Content

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Publishers treat eBooks and eAudiobooks very differently for libraries.

Libraries are usually not allowed to purchase their digital book collections outright, like an individual consumer.

Libraries are required to purchase the lending rights for their digital content.

The terms of the lending rights are controlled by the publisher of the digital content.



# Library Lending Models for eBook & eAudiobooks

- **One Copy One User:**  
lending rights do not expire, allows one use at a time
- **Metered Access:**  
lending rights controlled by time or number of checkouts.  
[24 months or 24 check outs]
- **Cost per Circ:**  
library must pay a set charge each time a digital book is checked out.

## **Simultaneous Use:**

**Allows for unlimited users for a set amount of time or checkouts.**





# Library Costs

On average libraries are charged **2 ½ times more** than individual consumers for any eBook or eAudiobook they purchase the lending rights to allow their patrons to have access to check out.

# Hoopla Vs. Libby

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## HOOPLA

We do not own or control the any content on Hoopla.

We pay per checkout for patrons to have access to Hoopla's content.

Offering eBooks, eAudiobooks, music, television shows, comics (graphic novels), movies

## LIBBY

We purchase the lending rights to all content on Libby.

We can have total control on the content within our digital collection on Libby.

Offering eBooks, eAudiobooks, and magazines

# Collections Budgets

Print: \$170,550

All Digital: \$191,248

Total Collection Budget:

\$370,798

