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**LSTA Advisory Council Meeting
New Jersey State Library Talking Book and Braille Center
Trenton, NJ
November 29, 2016**

Present: Brett Bonfield, Amy Babcock-Landry, Ralph Bingham, Andrew Brenza, Sue Lazzari, Mary K. Lewis, Susan Quinn, Gary Schmidt, Joseph Toth, Wendy Whipple

Absent: None

NJSL Staff: Mary Chute, James Lonergan, Robert Keith, Sheri Shafer, Adam Szczepaniak

Reporting: Ruth Pallante, NJSL

Guests: Bill Wilson and Martha Kyrillidou representing QualityMetrics, LLC

The Library Services and Technology Act (LSTA) Advisory Council meeting was called to order at 1:00 pm by James Lonergan and he stated that although the Council was Advisory and not subject to the Open Public Meetings Act, the meeting was in compliance with the Act.

There are several new members on the council. All attendees introduced themselves.

October 14, 2015 minutes were approved as written.

State Librarians Report – Mary Chute

Mary informed the Council that the meeting would be shorter than usual. After the formal meeting, State Library staff would leave and the Advisory Council members would be meeting with Martha Kyrillidou and be a focus group for the LSTA 5-Year Plan evaluation that QualityMetrics is doing for the State Library. The evaluation is due to IMLS in March of 2017.

Mary indicated that the State Library report in the packet is a basic summary of what the State Library and its bureaus have been doing and working on the last six-months. She highlighted a few of the programs.

She congratulated all who are participating in Career Connections. Working with the Department of Labor and Workforce Development and their grant procedures has been and will be a learning experience for all of us. In the future, Mary hopes there will be a statewide conversation on lessons learned and best practices we can share with other libraries.

She asked Adam to speak briefly about The Talking Book and Braille Center's (TBBC) programs. Adam had put together a packet of material on TBBC for Council members. He said the packet folders had their old name on the front, NJ Library for the Blind and the Handicapped, which

DRAFT

really doesn't define them. TBBC serves anyone in New Jersey who has difficulty reading standard print or trouble holding a book for whatever reason.

Adam highlighted Outspoken Library, the BARD Pilot, Sitecues and Commission for the Blind and Visually Impaired training. More information on them is included in today's packet.

James spoke about Library Support Services. A project that has taken quite a lot of his time is State Library regulations. The Governor's office asked that the State Library send them a proposal to reduce its regulations. The State Library has proposed eliminating or revising chapters or sections in N.J.A.C. 15:21 (eliminating subchapters for programs that have not been funded in years) and 15:22. The proposal was sent to the Governor's office, but we have not heard if the proposal will be acted upon. Because of timing of the request, there was no time for committee review. All proposed amendments and deletions were sent out on NJPubLibs and to LNRB. Once approved they will be submitted to the New Jersey Register for publication, which will then open them up to public comment.

Also of note, N.J.A.C. 15:21 and N.J.A.C. 15:22 expire on November 12, 2017. Both will be reviewed by committees as needed and will follow the Office of Administrative Law process required for readoption.

James discussed the Local Library Support Fund income tax checkoff. \$4,390.81 was raised this year, which means the average check to each library will be \$17.00. If the level of funds raised does not increase substantially, the State Library would like to discuss with the NJ Library Association about the possibility of revising the legislation in the next few years to allow for flexibility in how the funds are used and distributed.

Lifelong Learning has been involved in the Career Connections project, working with libraries receiving the grants and attending Workforce Development Board meetings with them. They have been holding small business workshops.

Mary spoke about the New Jersey Cultural Alliance for Response (NJCAR). The State Library is happy that Karl Niederer of the NJ Historical Commission has been able to dedicate 3 days a week to working on the program as it is a time-consuming, detail-driven project. The State Library would like to see NJCAR work towards becoming an independent organization. NJCAR is now officially written into the statewide emergency management plan.

Fifteen applications have been received for grants for mobile mini-makerspace kits. Awards will be announced soon.

The State Library, in partnership with LibraryLinkNJ is launching a new mental health outreach libguide called *Mental Health Matters*.

As a follow-up to last year's Literacy Boot Camp, "Tutor Training for ESL Conversation Groups" is being offered in partnership with Literacy New Jersey.

DRAFT

The State Library has submitted our draft budget request for State funding, which includes requesting increases, but we haven't heard from Thomas Edison State University or the Department of State if they were included in the final submission.

LSTA Budget Update – Sheri Shafer

Sheri went over the LSTA Grants Year 2015 and 2016 budgets and the Statewide FY 2016 and FY2017 Budgets. Details were in hand-outs in today's packet. She explained that LSTA works on an October 1st to September 30th year and State funds run on a fiscal year July 1st to June 30th. At any one time she can be working with up to 3 years of grants. The State does not pay for fringe benefits for any salary paid from federal funds and Sheri is not given fringe benefits costs until October or November of the fiscal years. This year the State Library was able to budget money for grants to libraries. The grant was offered to those libraries who participated in the Literacy Boot camp. 18 libraries received up to \$2,500 towards library materials in any format which help develop their literacy collections. TBBC spent less than budgeted due to attrition and fringe benefits costing less than budgeted.

Talking Book and Braille Center – Adam Szczepaniak

Adam went into more detail about TBBC services. TBBC staff have spoken at both a Chief Officers of the State Library Agencies (COSLA) meeting and the International Federation of Library Associations and Institutions (IFLA) 2016 Conference. The IFLA programs featured the BARD Downloading Centers Pilot Program in New Jersey Public Libraries and the Outreach Toolkit TBBC developed for Public Libraries to serve those with print impairments. The two IFLA topics are further explained in today's packet. Through the BARD pilot program, TBBC hopes to convince the Library of Congress's National Library Service for the Blind and Visually Impaired (NLS) to allow public libraries nationally to have access to BARD. This leads to the other IFLA program topic: Creating Inclusive Communities. The Outreach Toolkit will help assist public libraries in outreach to NLS-eligible individuals in their communities.

TBBC knows that local public libraries are the heart of their communities and that is why they are excited about getting BARD downloading capability and outreach tools to public libraries. Public libraries are at the front lines in reaching those eligible for TBBC services. Using their local public libraries will also help them feel a part of their community and to be more aware of other programs their local libraries offer.

Adam spoke about the services from the NLS to the printed disabled population. He added that while the NLS featured mainly popular literature, TBBC was addressing additional areas for access. As an example, he spoke of a company called Benetech which is working with the textbook publishing industry to make many current textbooks accessible. He added that Benetech received a 5 year grant from the U.S. Department of Education to grant free access to their program for any student in the United States.

DRAFT

Review of Statewide Database Statistics – Bob Keith

Bob went over the statewide databases statistics that were part of today's packet of information. The statistics are from the last contract year databases. He will have EBSCO update with new database offers at the end of 2016. Rosetta Stone was added to the new contract to add a database public libraries would most use. Just from July to October of this year, the hours of use for the database was 3,700.

Update on LSTA Annual Report and Five-Year Plan 2013-2017, Evaluation of Five-Year Plan 2013-2017 and beginning efforts on new Five-Year Plan 2018-2022 – James Lonergan

James went over the our current 5-year plan goals and proposed activities, where we are to date, and the evaluation that is due in March of 2017. He also mentioned that the new 5-year plan is due to IMLS in June 2017.

With input from the Database Task Force and in negotiations with database providers, it was decided to drop two nursing databases. The information provided in these databases was almost entirely covered across two other databases. Also, the State Library's State Library Information Center subscribes to a high level nursing database.

The report for IMLS has been expanded to include information on what the matching funds were expended for. Outcome based measurement will be used to evaluate programs. It is hoped that it will lead to being able to tell a national story using the same definitions and measurements.

Five year plans are to be evaluated by independent evaluators. New Jersey, along with other states in the mid-Atlantic region have contracted with QualityMetrics. They will evaluate our plan and will be meeting with focus groups (LSTA, LNRB, and TBBC partners and users).

Bill Wilson spoke briefly to the group on his and Martha's backgrounds. This is his fourth round of doing LSTA evaluations and plans. They have both worked in libraries. Because of the timing of evaluations, there are really only three full years of activities to evaluate.

Besides the site-visits and focus-groups, a web-survey has been sent out to libraries. They have received 120 completed surveys. They will also be doing personal interviews with 12 to 15 community stakeholders, scanning the landscape of NJ libraries.

There was discussion on LSTA being due for reauthorization and also discussion on the difficulty of outcome based measurements and the history of how it came about. The basic question to answer in development programs and how to measure outcome is "what do you want to accomplish?" rather than "what you want to count?"

No old business and no new business.

Next meeting date: TBD, early in 2017 to discuss new LSTA 5-year plan.

DRAFT

The meeting was adjourned and turned over to Martha Kyrillidou of QualityMetrics, LLC, for a focus group discussion.