The Nevada State Council on Libraries and Literacy (SCLL) meeting was held on Monday, October 17, 2016 in the Mission Bay Meeting Room, South Point Hotel and Casino, 9777 S. Las Vegas Blvd., Las Vegas, NV 89183 and via teleconference

**Monday, October 17, 2016**

1. **Call to Order, Announcements, Roll Call**
   Jeannette Hammons
   The meeting was called to order by Ms. Hammons at 9:07 am.
   **Members present:** Jeannette Hammons (chair, via videoconference), Betts Markle, Robert Jones, Sheila Moulton, Margot Chappel, Kathleen Galland-Collins, Connie Lucido, Cris Etchegoyhen (via videoconference), Kim Petersen (via videoconference)
   **Members Excused:** Dee Dee Bossart, Renee Olson
   **Secretary of the Council:** Jeff Kintop
   **Nevada State Library, Archives and Public Records Staff:** Tammy Westergard, Robbie DeBuff, Donna Alexander, Sulin Jones
   **Guests:** David McClure, UNLV Law Library; P.G. Schrader, UNLV; Mehmet Dulger, UNLV

2. **Public Comment**
   Jeannette Hammons
   - No public comment

3. **Consent Agenda**
   Jeannette Hammons
   - Approval of Minutes, January 26 & 27, 2016 SCLL meeting
   **Motion:** Accept the agenda and minutes. Motion to approve by Sheila Moulton; seconded by Kathleen Galland-Collins. Motion passed.

   Jeffrey Kintop
   **Staffing Updates**
   - Jeff Kintop is the new Division Administrator for the Nevada State Library, Archives and Public Records as of May 2016. Mr. Kintop has been with the state since 1963, previously serving as the Assistant Administrator for Archives and Records. He is a certified Archivist, historian, and author.
   - Teri Mark, is the Assistant Administrator for Archives and Records (July, 2016). She is a Certified Records Manager, a Certified Public Manager, and has worked for the State for 14 years, previously as the Records Manager.
   - Tammy Westergard is the new Assistant Administrator for Library and Development Services (August, 2016). She has been recognized by Library Journal as an “agent of change” and a 2016 Mover and Shaker.
   - Donna Alexander took the position of Library Services Technology Act (LSTA) coordinator in April, 2016. Prior to joining the NSLAPR team Donna was the St. Mary’s Medical Center Managing Librarian.

**Proxy Voting**
- Proxy voting allows one Council member to authorize another Council member to vote on his/her behalf in the event of an absence. A sample proxy form is provided, as is NRS 116.311, which outlines specific requirements and stipulations for proxy/absentee voting.
• A proxy vote is not always allowable; LSTA Grant decisions would not be eligible for proxy voting, but leadership votes would. Council would need to determine which action items could be voted on by proxy.
  o Ms. Moulton asked for further clarification of the process and whether proxy has been used in the past or by other state councils. Mr. Kintop said that by designating a proxy, you are authorizing that person to make voting decisions; if discussion leads to a change in perspective, they proxy may alter his/her voting decision. Ms. Chappel said that proxy has not been used by SCPL. Mr. Kintop noted that proxy votes are used by the State Records Committee and that the authorization form has a beginning and end date, so it does expire.
  o Ms. Moulton asked if any person could be a proxy designee or only Council members. Mr. Kintop said only Council members could be authorized to vote on another member’s behalf.
  o Ms. Chappel asked if Ex-Officio Member designees could sign the proxy or must it be signed by the member. Mr. Kintop said that the designee would sign the proxy form.
  o Ms. Hammons noted that proxy voting has never been presented to Council. Ms. Westergard said that it would be an item for possible action at the next meeting.

Council Power and Duties
• As requested by members, NSLAPR will revisit ways that Council can more actively engage in the powers and duties as outlined by NRS 380A.081, specifically #6, Examine and evaluate the programs for literacy in the State and #7, Establish a plan for coordinating programs and activities for promoting and increasing literacy in the State

COSLA
• Mr. Kintop will be attending the annual Chief Officers of State Library Agencies (COSLA) meeting in Minneapolis next week, COSLA and the Institute of Museum and Library Services (IMLS) are moving forward on a data initiative cooperative agreement called Measure that Matter, which will look at data collection practices and result in a national public library data and outcomes action plan. This initiative is the start of a multi-phase effort, addressing the entire library data eco-system of collecting, analyzing, reporting, and using. It will ultimately:
  o Reduce the burden of data collection
  o Eliminate duplication of data collection efforts
  o Improve the timeliness of data release
  o Increase the uptake on sampling surveys
  o Improve the quality of data collected
  o Increase the capacity of public libraries to track and measure outcomes that align with community based measurement systems
  o Identify components of a universal public library services model

• Currently, there is no overarching national plan for the collection, storage, use and dissemination of public library data and service outcomes that equitably engages all stakeholders and validates the purpose and value of public libraries, nor has there has been conversation about whether or how library data can be integrated into other nationally available data sets.

Knight Foundation Update
• In 2015, the Washington, California, and Nevada State Libraries began a collaborative project called the Open Data Initiative to bring open data home through local libraries and were awarded a grant from the Knight Foundation. The grant project would create a
curriculum to train librarians to train their communities on how to harness the power of open data. As Nevada was not able to continue with the project as it was proposed, Washington and California reframed the project and received permission from the Knight Foundation to move forward, with Nevada public libraries still being able to opt-in and receive training. As trusted public institutions, libraries are perfectly situated to integrate and implement open data training.

- Ms. Moulton asked if the Las Vegas Clark County Library’s data initiative, where market segmentation analysis was performed and used to provide targeted user services, was similar to this project. Ms. Westergard said that it was related in theme in that it encourages the use of public data to drive decision making.
- Ms. Hammons mentioned that Community Connect market segmentation analysis software was available to all public libraries through an NSLAPR LSTA statewide initiative.
- Mr. Kintop elaborated that “open data” is freely available government structured data, In the Knight project, libraries become open data portals for their communities. One of the priorities is anticipating which data sets will be of use to, and usable by, the public.
- Ms. Chappel asked how Nevada libraries would participate. Mr. Kintop said that library directors will be notified of the opportunity and that the Knight project managers have been given Nevada library contact information.

- Mr. Kintop added that the General Provisions of the Museum and Library Services Act of 2016 have strong data component. The first two provisions are:
  - Requires the use of data driven tools, including research, analysis and modeling, evaluation, and dissemination, to measure the impact and maximize the effectiveness of library and museum services, build capacity, and better tailor services to address and meet community needs.
  - Provides technical support and assistance to help the library and museum fields in meeting data collection responsibilities; enhances consultation and public engagement in research, data collection, analysis, and dissemination activities; and ensures that disseminated materials are accessible and easy to digest and use.

**NLA/NSLAPR**

- Congratulations to NLA on their 70th Annual Meeting. Mr. Kintop mentioned that NLA is very much a grassroots founded organization and the State Library had to apply to become a member.
- The NLA Government Affairs Committee will be addressing the public library directors at this afternoon’s meeting and will discuss grassroots advocacy with NSLAPR and NLA. NLA’s Board will be discussing the plans for NV Legislative Day (April) and National Legislative day (May). Updates will be provided.

**Seventy-ninth Legislative Session**

- NSLAPR Budget: 5% reductions, which include possible elimination of the World Book encyclopedia statewide database (as there is another encyclopedia product available through Ebsco) and relocation of staff position from Las Vegas to Carson City
  - Mr. Jones said that staff and librarians in the Clark County School District love World Book. From a K12 perspective, World Book is of high value. It connects to standards, has Lexile levels, is visually organized, and is built to accommodate all grade levels, from preK up.
  - Ms. Galland-Collins added that World Book, is easier for second language users.
Mr. Kintop said that NSLAPR has the opportunity to renew the current database subscriptions for one year and go out to bid next year, after the budgets have been finalized.

- Bill Draft Requests
  - 17A3321045: Revises language to clarify that the NSLA Administrator is in the unclassified service

Planning Documents
- Statewide Master Plan
  - Council can help guide both plans
  - Kat Galland-Collins asked about the strategy, and the flexibility of such documents. Mr. Kintop said that the plan would be flexible
  - Ms. Westergard mentioned the Statewide Plan virtual collaboration space being built using the LibGuide Platform.

5. State Library Programs

Tammy Westergard, Robbie DeBuff
- Continuing Education. In 2015, Ms. DeBuff organized a Library Leadership Institute (the first since 2007), focusing on public-school library partnerships, and attended by 38 public, 1 school, and 1 academic librarian. All attendees took a Gallup StrengthsFinder Assessment. A session will be held at NLA to discuss findings. Ms. DeBuff mentioned that in-person training is very staff and time intensive, but can be very impactful. Conference materials are available on the NSLAPR Library Development webpage.
- NCLab. NSLAPR, through a LSTA statewide literacy initiative, acquired NCLab licenses for Nevada public libraries. NCLab is a Nevada grown, self-paced online computer programming and 3D modeling course designed for k-12 schools and public libraries. Continuing Education Workshops were held to train public library staff in how to use the program, and Carson City incorporated it into their Summer Learning Program, which was recognized by YALSA as one of the top 10 in the country.
- Letters About Literature. This Library of Congress national reading and writing contest for students in grades 4-12 had a record 610 participants in 2015-16. Winners are Level 1, Erin Choi; Level 2, Sneha Sridhar; Level 3, Haley Bain. Thank you to judges Jeanette Hammons, Sheila Moulton, Kathleen Galland-Collins, and Kimberly Peterson. Volunteers are needed to judge 2016-17 entries.
- National Book Festival. Children’s book Three in a Tub, by Dyer resident Mary Jane Zakas was selected as Nevada’s title. Her book is self-published, but may have obtained a publisher as a result of the festival.
- Nevada Reads. Fourteen libraries are participating; the 2016-17 title is Grind, by Reno author Mark Maynard. Events are scheduled through February
- Summer Reading Program. Program participation is down slightly; this is a national phenomenon. Conversations are being held nationally about reimagining the program.
- Talking Books Program. In 2015, over 110,000 items were circulated for blind and visually impaired Nevadans. They are also assessing interest in a patron book club, which would meet via a toll free conference call. Cassette book selection ends Dec. 31, 2016, digital books will continue.

6. Report and Discussion: Library Services and Technology Act (LSTA) Program Update

Donna Alexander
- 2015 awarded $1.73M that funded 28 grants, including 8 statewide programs, 8 mini grants ($5k or under) and 12 competitive
• 2016 award of $1.76M is funding 24 grants, including 9 statewide programs, 11 competitive grants and 4 mini grants
• 2017 award is still to be determined. 24 applications have been submitted, 8 statewide, 8 mini grants and 8 competitive grants. Grant applications will first be evaluated by staff for completeness. Application packets will be provided to Council for review before the Winter Holidays.
• LSTA 5 year plan evaluation, 2013-2017. An independent evaluation team from UNLV is reviewing grant projects from three years: FFY 2013, FFY 2014, and FFY 2015. The final evaluation is due March 30, 2017. The 2013-2018 evaluation will be used to inform the next new 2018-2022 plan. Evaluation questions include:
  o Retrospective Questions (progress toward goals)
    ▪ Question 1 – To what extent did Five-Year Plan activities make progress toward each goal? And for goals not achieved, identify key factors (e.g. budget, staffing etc.)
    ▪ Question 2 (NEW) – To what extent did Five-Year Plan achieve results associated with focal areas/intents
      • The focal areas: institutional capacity, information access, lifelong learning, human services, employment and economic development and civic engagement
    ▪ Question 3 (NEW) – Groups that represent a “substantial focus” of Five-Year Plan (10% of resources across multiple years)
      • The groups include: library workforce, individuals living below poverty line, individuals under or unemployed, ethnic or minority populations, immigrants/refugees, individuals with disabilities, individuals with limited functional literacy or information skills, families, children (age 0-5), school aged youth (aged 6 – 17)
  o Process Questions (use of data)
    ▪ Question 1 – How have you used data from the old and new SPR and elsewhere to guide activities?
    ▪ Question 2 – Specify changes made to the Plan and why?
    ▪ Question 3 – How and with whom have you shared data?
  o Methodology Questions
    ▪ Question 1 – How did you implement an independent evaluation?
    ▪ Question 2 - What types of statistical and qualitative methods did you use (validity/reliability
    ▪ Question 3 – Who were your stakeholders and how did you engage them?
    ▪ Question 4 – How will you share your key findings?
  o P.G. Schrader and Mehmet Dulger, members of the LSTA evaluation team, provided a quick highlight of findings to date. Both expressed their appreciation of the scope and depth of the LSTA grant projects and the ingenuity of libraries in maintaining and increasing services in a time a reduced budgets.
• The LSTA 2015 Highlight video, created by Ms. Westergard, is available on YouTube: https://www.youtube.com/watch?v=5Lt3RCoCymA

7. 2016 Report to Governor

Jeanette Hammons

Ms. Hammons noted that she had received information from public libraries and requested that anyone with information about school library programs to please send it via email.
• Ms. Hammons asked if best practices for communicating with photos was provided by Ms. Lambert. Ms. Jones replied that Ms. Lambert was no longer on Council and that those documents hadn't been received.

• Ms. Chappel will provide Early Childhood information, such as the partnerships Early Intervention programs have formed with libraries, using playgroups to integrate children with learning disabilities into the wider population.

• Mr. Kintop will provide information on the Knight Challenge.

• Ms. Westergard and Ms. Alexander will provide LSTA grant highlights.

• The report will be finalized by mid-November.

8. State Council terms and appointments

Ms. Westergard informed Council that Ms. Bossart is being reappointed by the Governor and will be prepared to assume Chair responsibilities in January, and elections will be an agenda action item. She also noted that nearly all Council vacancies have been filled. Ms. Etchegoyhen requested that an up-to-date roster be provided.

9. Revision of Bylaws (for possible action)

• Revision 1: update the agency name from Department of Cultural Affairs to the Division of State Library, Archives and Public Records.

• Revision 2: change Workforce Investment Act on page 1 to read and federal or other programs that support libraries and literacy.

Motion: Accept the bylaw revisions. Motion to approve by Ms. Markle; seconded by Ms. Chappel. Motion passed.

10. Set Council Dates (discussion/for possible action)

January 25 and 26, 2017 are proposed.

Motion: Accept Council dates for January. Motion to approve by Ms. Chappel; seconded by Ms. Galland-Collins. Motion passed.

11. Public Comment

No public comment

12. Adjourn

Meeting adjourned at 11:48 am.