

## State Library Agencies Survey Steering Committee

Notes on Meeting Two, March 26, 1993

The State Library Agencies (SLAs) Survey Steering Committee met on March 26, 1993 at the Quality Hotel Capitol Hill, 415 New Jersey Avenue NW in Washington. Mr. Shubert called the meeting to order at 9 a.m. Committee members present were: Ms. Bolt, Mr. Fry, Ms. Kindel, Mr. Lorenz, Ms. Lynch, Mr. Miele, Mr. Shubert, Mr. Wilkins.

Also present were Ms. Kroe of NCES/Library Services Branch; Mr. Lance, Project Consultant; Mr. Wunderly and Mr. Emery of Pinkerton; and Ms. Reszetar of NCLIS.

### 1. Status of NCES Staff Work on the Survey of State Library Agencies and Related Developments

Kindel introduced Elaine Kroe (who will coordinate the state library agency survey), Keith Lance (who is consultant to the project and will carry out tasks under a contract with NCES), and John Wunderly (who will develop the programs and software for electronic collection of data).

Kindel introduced Kroe as the most recent member of NCES' Library Statistics Unit, joining Jeff Williams, Adrienne Chute and Kindel. Kroe comes to the unit from IPEPS (NCES' Integrated Postsecondary Education Data System), where she was manager of the IPEPS universe file. She brings considerable data collection and processing experience, and will be directing the work overall on the SLA Survey.

In introducing Lance, Kindel pointed out his work as a member of the FSCS Steering Committee and as data coordinator and operator of The Library Research Service in Denver. He has agreed to develop the SLA Survey in two phases: an alpha test, including development, pre-testing and finalizing the survey instrument, and a beta test, including trial administration of the survey instrument to all SLAs and analysis of the results and implications for revision of the survey instrument. He will be working closely with Kroe. John Wunderly, of Pinkerton Computer Consultants, is a systems analyst and has been responsible for the development and maintenance of DECTOP and DEC PLUS, the annual public library electronic data system. He will bring this background and expertise to developing such a system for the SLA Survey.

Related Developments. Kindel reported briefly on developments in NCES and announced that the library statistics program office is slated to have branch status. Fry commented on the Department's interest in information on SLAs as they relate to Education Goals and he outlined the purpose and schedule for the survey of youth and children's services (one survey, two parts -- data should be available by December 1993). He recommended that Committee members read the Carnegie report, *A Matter of Time* and emphasized Secretary Riley's interest in knowing how libraries relate to Education Goals.

Kindel reported briefly on the School Library Media Centers Survey (a sample of 14,000 school library media centers), collection of academic library data this year, and the projection of a survey of networks and cooperatives in 1995. She also briefed the Steering Committee on NCES services and the February 1994 Management Information Services conference on electronic data collection. In response to a question, she said she believed the maps of school districts will be available by the end of 1993 as a result of cooperation between the Bureau of the Census and NCES.

Reszetar commented on the significance of the NCLIS hearing on service to children and youth, scheduled this Spring for Boston.

## 2. Contractor's Work

Lance explained that he will develop data elements and definitions and he described the tasks he will carry out under his agreement with NCES. He reviewed the schedule for his work and, in response to questions, said that the Steering Committee members would receive a copy of the agreement on his work.

He discussed his approach to surveys and data collection and said that he appreciated the work Kroe had done in compiling a preliminary draft instrument.

## 3. Discussion of Instrument Drafted by Elaine Kroe

Kroe distributed a March 19 draft of 18 pages which incorporated and rationalized questions asked in several different surveys over the last several years. These included the 1977 "Survey of State Library Agencies" by Barratt Wilkins, the instrument ASCLA uses to compile "The State Library Agencies," and that used for the COSLA "State Library Agencies Financial Survey." She also provided copies of questions used in those surveys.

Kroe said that she reviewed these with an eye to what elements will provide a basis for trend analysis and to the response rate on data elements, noting that some items had response rates considerably lower than 70 percent.

The Steering Committee decided to raise overall questions first, then proceed to look at individual items in the March 19 draft. Overall questions related to the public policy purposes of the survey, commonality and diversity of functions among the SLAs, significance of data and the need to avoid redundancy.

Lance served as recorder as the Steering Committee reviewed data elements in the preliminary draft instrument, suggesting deletions and reworking. Lance has information on newsprint notes. The Steering Committee discarded pages 7,8, and 17 of the March 19 draft.

The Steering Committee agreed that Kroe's draft was helpful because it brought up specific questions on the significance of information and variations among the states. The Steering Committee advised Lance and Kroe to check against the following sections in the *Brief Information about the Survey of State Library Agencies*:

- (1) purpose of the survey [pages 1-2]
- (2) users of survey results [page 2]
- (3) scope of the survey [pages 2-3]

#### 4. Table Shells

Will be discussed at the next meeting.

#### 5. Criteria for Selecting Pre-test States

The pre-test may include up to nine states. These would be states other than those represented on the Steering Committee. The pre-test states should be selected taking into consideration of factors discussed earlier:

- (1) different types of organizational and governance structure, such as:
  - independent board or commission
  - cabinet agency
  - an education department
  - other state department (cultural, economic and tourism administrative or general service, etc.)
- (2) SLAs which operate a major reference library
- (3) large and small SLAs
- (4) SLAs which operate other-than-library functions

#### Other

The Steering Committee reviewed the timeline that appeared in the "Brief Information about the Survey of State Library Agencies." The project is on schedule; the only change needed in the timeline is to change the date "survey instrument drafted" to June 18, 1993, rather than May 30, 1993. Shubert will update the information sheet.

#### Next Meeting

The Steering Committee will meet next during the summer, either on July 17 or August 19. (Subsequent to this meeting, the date was agreed to as August 19.)

--J. Shubert 7/16/93



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## Brief Information about the Survey of State Library Agencies

June 25, 1993

The National Center for Education Statistics (NCES), the National Commission on Libraries and Information Science (NCLIS), and the Chief Officers of State Library Agencies (COSLA) are cooperating in a survey of state library agencies. This cooperation is based upon the recommendations of COSLA of April 1992, continuing discussions throughout 1992, culminating in the appointment of State Library Agencies Survey Steering Committee in November 1992. The Steering Committee met December 18, 1992 and March 26, 1993. This information sheet provides background on the cooperative project.

### Purpose of the Survey

The purpose of this survey is to provide state and federal policy makers with information about state library agencies.

State library agencies (SLAs) are key partners of the U.S. Department of Education and its Office of Library Programs in the administration of the Federal Library Services and Construction Act and other Federal programs aimed at improving research and education in the United States.

Without data on SLAs, the NCES educational data systems are incomplete: SLA programs and services, particularly the planning, coordinating and development responsibilities under Title III ("Interlibrary Cooperation and Resource Sharing") of the Federal Library Services and Construction Act (LSCA) program which SLA administer, affect the capacity of the thousands of public libraries, academic libraries, school libraries, and special libraries vital to the nation. In the words of the theme of the 1991 White House Conference on Library and Information Services, libraries enhance literacy, strengthen democracy and expand productivity. With the potential of the National Research and Education Network and its impact on library services, the leadership of state library agencies is essential as the people of the nation and the states move into the 21st century.

It is vital that data on the services of SLAs be added to the NCES statistical picture because:

- \* The millions of dollars of Federal LSCA funds and significant portions of state aid or state subsidies and contracts are not fully reported without collecting data from state library agencies
- \* The statewide services provided by the state library agencies are not reported

- \* Services provided to state government are not presently covered in any data collection efforts
- \* Often state library agencies use state or Federal funds as leverage to obtain cooperation on major state projects, such as resource sharing. The scope of these cooperative efforts is not captured anywhere.

Data on SLAs will complement NCES data collected regularly on public libraries, academic and school libraries and educational institutions and data collected occasionally on library systems, networks, and library and information services.

A 1977 NCES data collection carried out by Barratt Wilkins of the State Library of Florida provided a picture of SLAs as they stood 15 years ago. This survey will provide a current picture of SLAs and update such information annually.

### Users of the Survey Results

The data collected in the SLA Survey will be useful to (1) Chief Officers of State Library Agencies, (2) policy makers in the executive and legislative branches of Federal and state governments, (3) government and library administrators at Federal, state and local levels, (4) the American Library Association and its members and customers, and (5) library and public policy researchers.

### Scope of the Survey

The survey will collect information on:

- (1) the inputs and outputs of state library agency<sup>1</sup> (SLA) services and operations in both direct library services and library development services.
- (2) resources assigned to such allied operations as archives and records management in those states in which responsibilities are located in the state library

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<sup>1</sup>The "state library agency" is that department, agency or unit of state government designated by law or the Governor as "the state library administrative agency" for the purpose of administering LSCA funds. The functions of such agencies vary among the states; the common characteristic is that it is the state agency responsible for statewide library development; other functions may include operation of a library for government users and/or the public, network operation, interlibrary loan service, etc. For a recent detailed list of functions see attachment A (excerpt from the ASCLA Survey, 1992)

agency<sup>2</sup>; in such instances, data will not include extensive output measurements for such operations.<sup>3</sup>

- (3) SLAs in the 50 states (territorial data will be collected at a later date; complete data is already collected from the District of Columbia as part of the annual FSCS public library survey).
- (4) the organizational and governance structure within which the SLA operates and changes taking place within that structure.

### Process and People Involved in Developing the Survey

The survey is a joint effort of NCES, NCLIS and COSLA (the 50 states).

Elaine Kroe is the NCES Project Director, responsible for overall direction and coordination of the survey. Keith Lance (The Library Research Service, Denver CO) serves as consultant/contractor, responsible to NCES for such deliverables as the survey instrument and the results of a pre-test. John Wunderly of Pinkerton Information Systems is the NCES contractor for design of electronic collection of data. NCES supports the cost of a Steering Committee through Memorandum of Understanding with NCLIS which provides administrative support. The Steering Committee works with federal staff and the survey consultant in developing the survey.

In addition, since this is a cooperative project of COSLA and the federal government, the COSLA statistics and research committees are expected to be informed and consulted at appropriate points.

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<sup>2</sup>This is not an archives or museum study and the survey will collect such data for SLA which are actually operating such services (as do Kentucky, Oklahoma or Virginia). It would not collect such data for SLAs which do not operate such services as in the case of Illinois, Michigan or New York. It may be necessary to identify the scope on a state-by-state basis inasmuch as the Laws of some states invest responsibility for the SLA in a constitutional or other state officer such as a Secretary of State or a Secretary of Education.

<sup>3</sup>Some output data on allied functions may be needed in order to get a better picture of the library and library development operations within SLAs which includes allied operations. In all cases, to the extent feasible and appropriate, input and output data will be consistent with data elements in other NCES surveys.

## The Steering Committee

The Steering Committee for the development of the survey includes chief officers representing:

- (1) different types of organizational and governance structure, such as:
  - independent board or commission
  - cabinet agency
  - an education department
  - other state department (cultural, economic and tourism administrative or general service, etc.),
- (2) SLAs which operate a major reference library,
- (3) large and small SLAs,
- (4) SLAs which operate other-than-library functions, and
- (5) the demography of COSLA, with attention to geographic location, gender, tenure, and interest in statistics.

Chief Officers on the Steering Committee include Nancy Bolt, Richard Cheski, Joseph Shubert, and Barratt Wilkins.

The Steering Committee also includes representation of

ALA (Mary Jo Lynch of the ALA Office of Research)

ASCLA (Tony Miele, President of the State Library Agencies Section)

NCES (Carrol B. Kindel and Elaine Kroe)

NCLIS (Peter Young, Mary Alice Reszetar and John Lorenz)

Office of Library Programs (Ray Fry or his designee)

The Chair of the COSLA Statistics Committee will chair the Steering Committee. After an initial meeting in December 1992, the Steering Committee will complete much of its work by mail, phone, or E-Mail. The Steering Committee will meet twice more in 1993, possibly in March (for detailed discussion of scope and data) and in the Summer (for review of instrument before the pre-test), pending availability of funds.

## Timeline

December 1992

first meeting of the committee for initial discussion of (1) the public policy issues for which the survey will provide information (2) purpose, scope and data problems, (3) proposed data elements, and (4) process, workplans and roles of participants.

February 1993

consultant/contractor appointed

February-March 1993

draft elements and definitions developed by contractor consultant for discussion with Steering Committee in March

March 1993

Steering Committee meets on data elements and definitions

April 1993

continued work on draft elements and definitions by contractor consultant (with input from the Steering Committee by phone calls and phone conferences, mail and e-mail)

June 18, 1993

survey instrument drafted

Summer 1993

steering committee meets for review of instrument before pre-test

September 1993

pretest of survey collection in five states

January 1994

pre-test results available

March 1994

Steering Committee meets for (1) review of the pre-test results and subsequent staff work leading to full data collection, (2) decision relating to the Beta test, and (3) discussion of the format for presentation of data and the analyses expected in the report

June 1994

final instrument and software developed

September 1994

collect data for 1993-94

January 1995

first results of full data

7/16/93

**Charge to The Steering Committee for the  
NCES State Library Agencies Survey**

The Steering Committee for the NCES Survey of State Library Agencies will:

- identify the issues for which the survey will produce policy level information and data,
- develop policies for the survey,
- determine the parameters of the survey,
- identify data elements and definition issues and reach conclusion on them,
- settle on (1) the formats for presentation of data and (2) the analyses expected in the report, and
- otherwise assist in planning and carrying out the SLA survey.

Charge: October 6, 1992

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