

State Library Agency (StLA) Survey Steering Committee  
Hotel Washington  
15<sup>th</sup> and Pennsylvania Avenue, NW  
Washington, DC  
September 15 – 16, 2004  
Minutes

Barratt Wilkins called the meeting to order at 1:05 on September 15

**Participants Present:**

Chair: Barratt Wilkins (Conference Call)

COSLA Members: Suzanne Miller (Vice Chair, MN), J. D. Waggoner (WV).

SDC Representatives: Libby Law (SC), Alan Zimmerman.

**Federal Officers and Staff Participants:**

Mary Chute (IMLS), Rebecca Danvers (IMLS), Michele Farrell (IMLS), Barbara Horton (NCES), Elaine Kroe (NCES), Kim Miller (NCLIS), Bob Molyneux (NCLIS), Johnny Monoco (Census), Patty O'Shea (Census), Cindy Sheckells (Census), Jeff Williams (NCES).

ALA: Denise Davis

Excused: Suzanne Dorinski (NCES), Jeff Owings (NCES), and Peggy Rudd (COSLA,TX)

Mr. Wilkins thanked members for work accomplished between the June and September meetings. He welcomed Denise Davis back to the committee.

**Approval of minutes of June 9-19 meeting**

The following changes were made to the minutes: Page 1 – Jeff Owings reported was changed to Jeff Williams reported for Jeff Owings. Page 3 NCLIS: SASS to be changed to SAS. Suzanne Miller moved that the minutes be accepted as revised. The motion was seconded by Jeff Williams and passed.

The agenda was revised moving the Review of the E-Metric NISO library statistics standards and relevant to StLAS survey and the Review of StLA electronic data elements and decisions on recommendations for inclusion in future surveys to Thursday morning.

**Status of NCES Plans and Development – Mr. Williams**

Jeff Williams was asked to report on the NCES budget plans. The delays in the funding for the FY04 Memorandum of Understanding with NCLIS was related to federal budget issues which funded NCES under a continuing resolution. Mr. Williams indicated that they anticipate the same budget schedule for FY05 but hope for an appropriation by January.

### **Impact of NCES/NCLIS Budget Reduction on Survey – Mr. Williams and Mr. Molyneux**

Bob Molyneux anticipated difficulty in FY05 if there is a delay in the MOU. They were able to work through the delays in FY04 but don't have the same options available for FY05. He does not think this will have any negative impact on the State Library Agency survey.

Mr. Wilkins lead a discussion of the need for an annual State Library Agency Survey. The issues identified were:

### **Justification of Annual Survey of State Library Agencies – Mr. Wilkins and Committee**

- Only Annual survey of State Library Agency vetted by Federal Government
- Trend data difficult to measure if survey changed from an annual survey to a biennial survey
- Staffing turnover issue: Staff turnover would result in more training needs since there would be less opportunity to cross train staff for a biennial survey
- SLA's would lower the priority of the survey it was reduced to a biennial survey.
- Radical changes from one year to another might be missed.
- Current information needed would not be available: relocation of agencies, reorganization of agencies.
- A biennial survey would make it difficult to normalize definitions such as those related to technology
- Continuity of data would be lost
- Radical budget swings from year-to-year if changed to a biennial survey would not be captured.
- State Library Agency is an essential component to the library service picture providing services to libraries and services to citizens: Triad: State Library Agency – Public Libraries – Multi-type Cooperatives.
- State Library Agencies receive 90% of the IMLS funding and as such play a major role in the IMLS program of services. Keeping [state library agencies](#) strong serves the purposed of IMLS: state based planning, funding, staff location and facilities
- International impact of data: framework for defining State Library Agency
- Data is timely: data becomes historic if changed to biennial survey [and decreases impact](#)
- Annual survey of State Library Agencies completes the picture that is not reflected by annual public library survey. Necessary to complete the full picture of the investment in libraries.

The Steering Committee is to continue to add to this list. Barratt Wilkins will write Jeff Owings about the importance of the annual Survey. J.D. Waggoner will discuss writing a letter in support of the continuation of an annual survey with the COSLA Research and Statistical Committee.

## **Final Review of Recommendations and Justification for State Library Agency Survey for 2005 – Ms Rudd and Ms Kroe**

Barratt Wilkins thanked Peggy Rudd, Elaine Kroe, Alan Zimmerman and others for their hard work. The Steering Committee reviewed the recommendations and made the following changes:

[\[References are to “Recommendations for Revisions to StLA Survey Instrument, 13 August 2004”\]](#)

Page 1, Part D, column 1. Add the word “district” to the next to the last sentence. This will now read: The organization may also be termed a network, system, district, or consortium.

Page 1, Part D, column 2: Add the word “consolidated” to the last sentence. The revised sentence will read:.... and avoids confusion with consolidated public library systems.

Page 2. Q5, Certification of Other Staff column 2: Changed to Did not accept [recommended change](#).

Page 2, Q5, 058, column 1: Delete the words, the TELL IT evaluation process

Page 3, Q6, 077a: Switch the information in each of the columns to the other.

Page 4, Part J Q18 Heading: Changes should be included in the heading to read:... state funds distributed to libraries and library cooperatives.

Page 5, Part K Q20 Heading: Changes to the heading should read: ... funds distributed to libraries and library cooperatives.

[Part K Q20 #182 change to Library Cooperatives Serving more than One Type of Library](#)

Page 5, Part L, last sentence: Change wording to read:... Institute of Museum and Library Services and uses guidance developed for that report.

Page 7, Part N, Q30 column 2: After a discussion confirmed the Committees desire to omit the “Local” category. Accepted with omission of “Local” category.

Page 7, Part O, Note: Change to read: practice of the Public Library Development Survey (PLDS)...

Page 7, Q41. The policy issues need to be identified by COSLA. This section will be “grey” in the 2004 survey. Policy Questions need to be identified by March 2004 for the 2005 survey.

The document needs to be reviewed for consistency in punctuation and case. The committee decided to use lower case (web) for world wide web.

### **Identification of Public Policy Issues for 2005 Survey – Committee**

There was a discussion of policy issues. There is an agreement that policy issues need to focus on long term trends.

- Impact of unfunded mandates such as filtering
- [Extent](#) of statewide filtering
- Who is paying for filtering
- Who is making the decisions about filtering
- Governance Issues: Consolidation, Prominence of [agency](#) placement in government [structure](#)
- Funding issues
- Training of Librarians
- Open ended question: What services have been reduced by more than 50% in the last 2 years.
- Open ended question: What are the 3 most important public policy issues [facing state library agencies](#)
- Impact of closing of school libraries
- Connection of museum, libraries and schools
- Staffing school libraries
- Impact on Library Development staff – specialization, working with other types of libraries.

J. D. Waggoner will take the above information to the COSLA Research and Statistics Committee and ask COSLA to identify 2-3 policy issues to bring to the March Meeting. Mr. Waggoner will send the information to the members of the Committee as soon after the October COSLA meeting as possible.

### **Discussion of Cooperative Library Issues – Mr. Zimmerman, Mr. Williams**

[A better definition needs to be developed that meets the needs of all of the players. This is a mutual concern with FSCS. ALA also has an interest in completing the picture of libraries in the United States. As currently defined, consortia, such as buying cooperatives, are embedded in the current library cooperative definition.](#)

Jeff Williams reported that Peggy Rudd (through ASCLA) requested the directory used by NCES for the 1997 survey. The Chief Statistician [initially](#) expressed concerns about confidentiality. Since there are no confidentiality issues NCES is working on a Memorandum of Understanding about how the file will be used. Once this is worked out, the file will be made available.

The June 2004 minutes reported Committee support for the concept of a universe of cooperatives and survey of cooperatives. Barratt Wilkins will ask Peggy Rudd to take the lead on this.

### **IMLS Update – Rebecca Danvers, Mary Chute and Michele Farrell**

The new legislation requires analysis of [the impact of IMLS](#). IMLS is consulting with stakeholders. Several issues and clusters of issues have been identified. The period for comments ends September 20. Structured interviews are planned for follow-up. State Library Agencies are being surveyed. Nine states have not responded. A report is scheduled for January 2005.

IMLS is conducting a digitization survey. Data Collection for State Library Agencies is still open until Monday. (Sept 20)

The deadline for the National Leadership grants is February 1. The three categories for both library grants and museum grants are: 1) Advancing Learning Communities. 2) Building Digital Resources, and 3) Research and Demonstration. Maximum grant awards have been increased to \$1,000,000 from \$500,000.

Michele Farrell reported that the LSTA Coordinator Conference is scheduled for Nov. 8-10 at the Mayflower Hotel. There will be a full day orientation for new LSTA coordinators and chiefs followed by a day and a half conference entitled "Learning States".

Mary Chute reported on the symposium for educators scheduled for October 6 and open to the public. IMLS Issues to be included are how libraries are using e-rate, use of broadband in education, and the National Leadership Grant program.

IMLS is working through the congressional offices on grant workshops. Three have been held: Michigan, East Washington/North Idaho, and Bucks County Pennsylvania. They hope for more and improved NLG applications [and to foster good relations with the museum community](#).

IMLS is conducting a search for an Associate Deputy for Library Programs to replace Jane Heiser, who is retiring. Interviews will be scheduled for late September/early October.

Dr. Martin recently returned from Mexico City where he met with OAS members to discuss culture as an engine for economic growth and the challenges facing cultural organizations. Dr. Martin's work with international groups (OAS and UNESCO) is having a positive impact on raising the profile of IMLS [and libraries](#).

The new deadline for the Libraries in the 21<sup>st</sup> Century grants is December 15.

### **NCLIS Update – Mr. Molyneux**

Mr. Wilkins thanked Bob Molyneux for his extraordinary work with the public library data.

Mr. Molyneux reported that the search for a director or an interim director continues.

The longitudinal data for two sets of StLA files has been posted on the NCLIS web site. One file includes all 800+ data data elements. The other includes the 300+ common data elements in all years.

### **NCES Library Survey Plans – Mr. Williams**

Mr. Williams reported that the 2003 StLA file was released last week. It is on the NCES web site.

Barbara Horton reported that the Chief Statistician has ruled that they can no longer continue the E.D. TAB as it has been done in the past. The 2003 E.D. TAB will include only 8 tables. The information previously included in the E.D. TAB will be released as supplemental tables. Print copies of the E.D. TAB will be distributed as usual. The supplemental tables will be available as PDF files on the web. After considerable discussion Mr. Williams will look into a way to provide print copies of both the E.D. TAB and the supplemental tables to State Library Agencies and to members of the Steering Committee. The Committee thanked the NCES staff for finding a way to continue providing the tables that the State Libraries found so useful.

There was a brief discussion about the archiving of data on the web. Mr. Williams reported that NCES has a requirement to archive web data. The issue then becomes one of access.

### **COSLA Research and Statistics Committee Update – Mr. Waggoner**

J. D. Waggoner reported that COSLA's support for the survey continues to be strong.

The Subcommittee Meeting was recessed until Thursday, September 16 at 9am.

Adjourn Wed at 4:25,

Barratt Wilkins re-convened the meeting at 9am, Thursday, September 16.

### **ALA Office of Research Update – Ms Davis:**

ALA is conducting two surveys: 1) to identify interest of membership and provide guidance for the future. 2) A value survey to measure the impression of a range of services.

The Salary Survey publication will be available shortly with a new format. A second publication will be available for paraprofessional staff salaries. [Salary surveys will move to ALA's Allied and Professional Staff division.](#)

ALA continues to work with NCES on the Academic Library survey.

### **Review of E-Metric NISO library statistics standards and relevance to StLA Survey – Ms Davis:**

Ms Davis reported on the development and decisions that resulted in the Emetrics Elements included in the NISO standard and the re-organization of the Standards for improved access to the information. [www.niso.org/emetrics](http://www.niso.org/emetrics)

A maintenance agency will be named to ensure the information in NISO is kept up-to-date. Historic files will be maintained of definition revisions including discussion points that lead to any changes.

As Emetric measurement matures there is a movement from descriptive statistics to management statistics. Vendors are still providing descriptive data for core elements but special reports are available for management.

There is no progress toward having all vendors report data in the same way. Several vendors cite the NISO Standard Number (PROQUEST, Gale, EBSCO) in their report.

**Review of StLA electronic elements and decision on recommendations for inclusion in future surveys, including virtual visits and licensed database measurements – Ms Davis**

Five key data items identified were:

- Cost (expenditure)
- Number of databases (statewide vs. only available at State Library)
- Source of funding for databases
- Usage
  - Log ins
  - Number of databases
  - Searches
  - Output: Number of uses, views, downloads,
  - Training

Vendor reports are reliable for the following:

- Expenditure per capita
- Number of log-ins to database
- Number of Searches
- Number of full text views (downloads, prints, views)

The Florida State University Emetric site provides information on how they collect the data.

The Committee discussed the addition of an E.D. TAB to include Statewide Database Expenditure per capita.

The Committee wishes to include electronic measures in the survey as soon as possible – 2005 desired but no later than 2006. The need to pre-test items was discussed.

- Barratt Wilkins appointed a committee to work on pre-testing data items. Committee members are: Barratt Wilkins, Denise Davis, Elaine Kroe, Cindy Sheckells, Alan Zimmerman, J. D. Waggoner.

- J. D. Waggoner is to schedule a conference call and have Kim Miller make the arrangements.
- Cindy Sheckells will send another copy of her report on the Emetric issues to the committee members. The committee will use the information from her report to identify States to include in the pre-test.
- A report on the work of the committee will be made to COSLA at their October meeting.

Elaine Kroe needs the final Revision for the State Library Agency Survey Steering Committee Recommendations for revision to StLA Survey Instrument as quickly as possible. Libby Law will insert the revisions into the document prepared by Peggy Rudd and send it to Kim Miller for distribution.

The meeting was adjourned 11:30am.

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To Do List

All: Continue to add points to the list: Justification of Annual Survey of State Library Agencies.

\_\_\_\_\_: Review the “Recommendations for Revisions of the StLA Survey Instrument” document for consistency in punctuation and case.

J. D. Waggoner: Discuss writing a letter in support of the continuation of the annual survey with the COSLA Research and Statistics Committee.

J. D. Waggoner: Share the Public Policy issues discussion with the COSLA Research and Statistics Committee

J. D. Waggoner: Schedule a conference call for the Emetrics Committee and have Kim Miller make the arrangements.

Barratt Wilkins: Write Jeff Williams about the importance of an Annual survey of State Library Agencies.

Jeff Williams: Explore ways to provide print copies of both the E.D. TAB and the supplemental tables to State Library Agencies and to members of the Steering Committee.