

**State Library Agency Survey Steering Committee**

Residence Inn Alexandria – Old Town  
1456 Duke Street, Alexandria, VA 22314  
September 20(pm)-21(am), 2006

**Minutes**

Participants Present: \* represents one day attendance

Chair: Barratt Wilkins

Chief Officers: Carolyn Ashcraft, Suzanne Miller (Vice Chair), Peggy Rudd and Jan Walsh

ALA: Denise Davis

NCES: Barbara Holton, Elaine Kroe, and Jeffrey Williams

NCLIS: Neal Kaske, and Kim Miller

Census: Patricia O’Shea and Cindy Sheckells

IMLS: \*Mary Chute, \*Rebecca Danvers, Mary Downs and \*George Smith

FSCS Representatives: Alan Zimmerman

Other Experts: Libby Law (Secretary) and Diana Ray Tope

Synergy Enterprises, Inc. (SEI): Carol Coy and Gordana Vukovic

The meeting was called to order. The chair expressed regret with delays involved in sending the agenda and complemented IMLS on progress made on the implementation plan.

**Minutes:** Peggy Rudd moved to adopt the minutes as corrected. Neal Kaske seconded the motion and it passed.

Corrections to the minutes:

Page 1:

Correction to spelling of Patricia O’Shea

Page 3:

First paragraph under NCES Partners Report should read: ...Teacher salary/benefits data, which excludes school librarians...

Page 4:

2<sup>nd</sup> item under NCLIS Partners Report should read: ...documents the critical role of school...

3<sup>rd</sup> item under IMLS Partners Report should read: National Award for Library Services closed.

3<sup>rd</sup> item under ALA Partners Report should read: Denise Davis is working with the ALA attorney to develop a permission process to release...

Page 5:

2<sup>nd</sup> paragraph under Report on e-metric data elements and approval process by OMB should read: A concurrent session will be held at the FSCS December Conference for the SDCs also responsible for the State Library Agency Survey.

1<sup>st</sup> paragraph under Additional Issues: Correct spelling from STLAS to StLAS and from SDS to SDCs

**E-Metric Data Collection:** There was a discussion about the OMB decision to denying authorization for collection of the E-metric data elements and the possibility of having COSLA collect these data items independently. The data items were collected in earlier surveys, but because of identified problems, NCES decided to drop the items in the 2<sup>nd</sup> year. COSLA Research and Statistics Committee worked on testing the e-metric data items and getting them accepted by COSLA. Cindy Sheckells will provide information about the problems encountered during the first year or collection of the data items. The data items will be included in the IMLS' clearance package for 2007 (data to be collected in October 2007). Alan Zimmerman will work with Rebecca Danvers on this.

**Task Force on Part L and Part N:** There was a discussion of the issues, the need to document shift in priorities over time, and the possibility of having COSLA contract with LRS for a fast response survey. Further discussion was postponed until the March meeting. Task Force includes: Carolyn Ashcraft (chair), Michele Farrell, Neal Kaske, Elaine Kroe, Cindy Sheckells, Barratt Wilkins, and Alan Zimmerman.

Jeff Williams proposed the "grey-out" of Part N. Cindy Sheckells was asked to send problems and comments to the committee members.

Carolyn Ashcraft will query committee members regarding Part L and will develop recommendations for Part N.

**IMLS Draft Consolidation Plan for Library Statistics and NCLIS – Report on next step:**

IMLS received 25 responses to the draft transition plan released this summer. Although the number of comments received was not large, many were from national associations representing a broad constituency. Concerns included the need to maintain a strong federal voice on information policy, support for the value of the data collection, and support for the continued role of Census in the process. The timeline continues to be an issue. IMLS has submitted a budget request that includes funding for the surveys and will continue work on the 2007 transition plan.

The August conference call with the research community reaffirmed the value of the data collection, the necessity of coordination and collection of statistics at the federal level, the importance of consistency, standardization and use of data, the desire to see continued improvement, sampling to get more data on discrete issues, data elements on connectivity and electronic use, improvement of time lag, cross analysis, use of log files for access to users, and expanded web sites to link to state web sites.

Interest was expressed about seeing the individual responses to the plan. Comments must be reviewed for privacy issues by the general counsel before individual comments can be released.

Suzanne Miller will send a copy of the COSLA response to Carolyn Ashcraft, Peggy Rudd, and Jan Walsh.

**StLA Survey Steering Committee Response to Consolidation Plan:**

Concern was expressed about staffing and the need for a high level person to operate the program. No detail staffing plan is available, however indications are that Dr. Radice is committed to a high level leadership for this program with statistics separated and distinct from other programs. Support was expressed for maintaining a non-partisan and accountable statistics program.

There is no intent to spread existing funding for the statistics program across an additional program, however the library statistics program may serve as a model for the museum community. IMLS is looking at state museums/state museum associations as potential partners.

Concern was expressed about ensuring that the legislation includes all the authority needed by IMLS. IMLS was asked to highlight legislative changes needed including policy authority transfer and share the information with the library community – ALA Washington Office, Chief Officers (COSLA), NISO, IFLA, and Library Associations.

**“The Survey of State Library Agencies: The Survey and Its Steering Committee”  
Report on Review:**

This document serves as the organization by-laws. The process to add/change data elements was discussed. Susan Miller will incorporate this into the bylaws: “The Survey of State Library Agencies: The Survey and Its Steering Committee” document for the March meeting.

**StLA Survey Steering Committee update at December FSCS Conference 2006:**

Suzanne Miller with assistance from Denise Davis, Elaine Kroe, Cindy Sheckells, and Alan Zimmerman will conduct a concurrent session at the FSCS Conference for the SDCs who also submit the StLA Survey. The training will focus on the new e-metric measures and problem areas identified by NCES, Census and the SDCs.

Suzanne Miller and Peggy Rudd will develop a survey to identify state issues. Kim Miller will distribute the survey. Suzanne will notify Chief Officers to expect the survey.

Cindy Sheckells will provide a list of problem areas identified by Census. The e-metric data elements will also be sent to COSLA and SDCs prior to the conference.

**Update from Partners:**

**IMLS Update:**

Transition: Consolidation of the program continues to be a high priority. Dr. Anne-Imelda Radice is committed to making the consolidation work and has agreed to attend the Award’s presentation at the 2006 FSCS Professional Development Conference and provide the keynote address for the 2007 conference. Carol Scannelli, Counselor to the Director and chief facilitator of the transition, attended the August NCLIS meeting as Dr. Radice’s official representative. Rebecca

Danvers, Director of the Office of Research and Technology, continues to work closely with representatives of NCES and the U.S. Census Bureau to build the foundation for a smooth transition of the statistical program. IMLS staff attended the COSLA Leadership Institute in Madison, Wisconsin.

Digital Readiness and Cultural Heritage Institutions: The report of the Canada-U.S. Dialogue on Digital Cultural Heritage has been issued. Dr. Radice presided at the meeting (New York Public Library, May 4-5) which was a follow-up to the 2005 meeting held in Gatineau, Canada. Joyce Ray, Associate Deputy for Library Service, serves as the primary IMLS representative to the partnership. Participants included practitioners and educators in the library, museum, and archival communities in the U.S. and Canada.

Commission on Cyberinfrastructure: IMLS partnered with the Andrew W. Mellon Foundation to convene a discussion of the draft report on the Commission on Cyberinfrastructure for the Humanities and Social Sciences. The June 8 meeting brought together staff from IMLS, the National Endowment of the Humanities, the National Science Foundation, and the National Historical Publications and Records Commission, as well as other stakeholder organizations such as the Library of Congress, the Coalition for Networked Information, and private foundations including the Getty Trust and the Teagle Foundation. The final report will be released in the fall. The draft final report is available on the ACLS Web site at: <http://www.acls.org/cyberinfrastructure/>

OBE Task Force:

- A second session with the leaders in last fall's Outcome-Based Evaluation (OBE) Task Force on Summer Reading is planned to further develop and refine the survey instruments and allow IMLS to provide a stronger grounding in social science research methodology for the participants. There will be a teleconference next month to discuss problems and the future direction. The report should be released shortly. Karen Motylewski is the product coordinator.
- Eight states are working on the OBE-Continuing Education project. Training is more complex because of the many variables. IMLS is developing 2 logic models based on changing attitudes and data. The logic models will be on the extranet.
- IMLS will host an OBE basic training workshop September 11-12 for eight states.

Fall Conference: There will be no annual Fall Conference this year.

State Visits: IMLS will focus on state visits and plans to visit 20 states in addition to the 4 already visited.

Extranet Enhancements: Provides "one stop" access to everything SLAs need to know to properly administer the LSTA program including all the statutes, regulations, and forms, as well as training information.

LSTA Five-Year Plan 2008-2012: Plans are due from the states in June 2007.

Guidelines and resource materials to help the SLAs in planning are posted on the extranet.

Grant Writing Training: George Smith and Terri Brown provided grant application training in the Pacific area. The results were an improvement in the applications received by IMLS.

Discretionary Grants:

- National Leadership Grants: Twenty-five of the 109 applications were awarded.

- Laura Bush 21<sup>st</sup> Century Librarian Program. Thirty-five of the 111 applications have been funded. First Lady Laura Bush announced that IMLS has awarded \$20,869,145 in grants under this program and Dr. Anne-Imelda Radice announced the 35 recipients at the ALA Annual Conference in New Orleans.
- Partnership for a Nation of Learners: About twelve of 65 applications will be funded. This program was initiated in 2005 by IMLS in collaboration with the Corporation for Public Broadcasting (CPB) to encourage museums, public broadcasters, and libraries to work together to serve their communities and address lifelong learning needs and opportunities.
- Partnerships: Big Read with NEA, Digital Humanities with NEH, Book Festival with Library of Congress/Center for the Book, and Nation of Learners with Corporation of Public Broadcasters.

Workforce Study: The process was delayed awaiting OMB clearance, which is not complete. Data collection is being done and the instruments are being sent out.

## NCLIS

Health communication and role of libraries: The program recognizes outstanding library programs in each state. A grand prize of \$20,000 was awarded and nine finalists each receiving \$1,000. The Libraries and Information Health Forum sponsored by NCLIS and the National Library of Medicine was held on May 3.

Digitized information and the role of libraries: In March, NCLIS and the University of Michigan sponsored a national symposium to explore the impact of large-scale digitization on libraries, universities, government, information policy, publishing and education.

Adequacies and deficiencies of library services: One of the NCLIS statutory mandates is to provide a “report card” on American libraries, an assessment of our Nation’s library and information services. NCLIS continues to explore and develop an appraisal/assessment mechanism for evaluating library and information service delivery and to establish a matrix with some degree of uniformity to 1) measure quality of library service and 2) encourage further research.

Relationship between school libraries and educational achievement: NCLIS is working to expand the “Battle of the Books” activities in partnership with Borders Books, Scholastic, the Chicago Public Schools Department of Libraries, Quills Literacy Foundation, and Rotary International.

Library and information services for the aging: A position paper about libraries and the elderly was presented at the 2005 White House Conference on Aging.

Disaster preparedness and the role of libraries: NCLIS is investigating prototype program to identify how libraries can participate in disaster preparedness and serve as a community “knowledge nexus” for emergency preparedness and disaster response information.

Universal Service (Section 245) Telecommunication Act of 1996 (E-Rate): A recent NCLIS study of the E-Rate program provides an overview of the legislation.

Internet neutrality (“net neutrality”): A NCLIS study, “Internet Neutrality: Exploring the Legislative Issues in the Context of Libraries,” identifies policy issues.

**ALA:**

Salary surveys: The Non-MLS survey, which includes 64 functional areas and types of positions, is now available. The MLS survey should be available in October. A searchable database of the data is being developed for subscription access.

Demographic study of 1990-2000 census of the occupation "library": The study indicates there is a reduction in male librarians and an age shift (age-skewing). The anticipated large retirement of librarians did not occur and new librarians were not brought into the profession. The article in "American Libraries" by Joe Mika that suggested an unrealistic crisis in the profession was based on data that was 3 years old.

NISO Z39.7: There is a standard review committee process for NISO Z39.7 which should speed up the process for this.

Diversity Counts: Information will be available on the ALA website on October 10.

**Census:**

The StLA Survey keyholder information will be mailed to chief officers on October 2 with collection to begin October 16. The deadline for the Lorenz award is January 16. Data collection closes February 16.

**NCES:**

NCES met with IMLS and Census to review the details of the transition and discussed details about the transfer of the files, publications, help with web base application. Census will develop software for the 2007 collection (October 2007).

**State Library Agencies Survey:**

- Fiscal Year 2005 State Library report will be a "first look report". "First look reports" are an attempt to speed up release of data and are used to release comprehensive data files for secondary use. Data is adjudicated/reviewed but not subject to the most comprehensive/analytical reviews required for the release of an E.D. Tab. Outside review adds 6 weeks to the time line. Release is expected the end of November with the release of supplemental tables by Census shortly thereafter.
- First Look Report: The StLA Survey First Look Report will have the same structure as last year. Contents will include a page of highlights, 10-15 tables, technical notes and methodology. There will be supplemental tables released by Census at the same time or shortly thereafter. The supplemental tables can not be released until after the release of the First Look Report. Data files will be available after the release of the First Look Report and Supplemental Tables. The 2004 data file was released within 2 days of the publications.
- 2006 data: NCES will be responsible for data collected and release of draft tables in March/April 2007. Plans will include a simultaneous process for review by NCES and IMLS. NCES will handle the imputation and final tables for 2006. The data files will be transferred to IMLS October 1, 2007. IMLS will be ready to release this quickly.

- 2007 data: Census will have the software ready to go October 1. The current web data collection tool was developed by a private contractor (KForce, formerly Pinkerton). Census hopes to receive the source codes from the contractor.

Academic Survey: NCES will continue web-based collection for academic libraries in even years. The 2004 E.D. Tab. report should be available within the next couple of months.

School Library-Media Center Survey: The School library- media center survey is conducted every 4 years. 2003-04 is the most recent data available. NCES is developing a 2007-08 school library-media center, sampling about 9,000 schools. The questionnaire is finalized. Barbara Holton will notify the Steering Committee when the questionnaire is available. AASL is also conducting a school library survey.

Public Libraries in the United States: Fiscal Year 2004: The E.D. Tab was released August 2006. It is an E.D. TAB. The 2005 report may be a First Look Report.

#### **COSLA:**

Salary Survey: The Chief Officer salary survey is complete.

E-metric: Failure to add the e-metric data items to the survey was a big disappointment, particularly after the SLAs put so much effort into pre-testing the data elements and agreed to report the data nationally.

#### **The National Archives and the San Diego Supercomputer Center Sign Landmark Agreement Preserve Critical Data:**

The Library Assessment Initiative Update and the paper “Choosing the Best Tools for Evaluating Your Library” will be presented at the Library Assessment Conference, September 26-28. The purpose of the paper is to educate the library community about the various tools available. Steering Committee members reviewed and discussed the list of 10 questions, the use of the tool, the relationship to ALA’s planning and measuring for results, and how public and school libraries fit in. Concern was expressed about the academic language.

#### **Library Networks, Cooperatives and Consortia Study:**

The base line study was done in the Fall 2005 and Spring 2006. The universe has been reduced from 360 to 250. Public Libraries that serve as networks are excluded from the study. Known cooperatives that did not respond to a base line survey are being contacted. There will be a searchable database. ALA will provide a PDF of the final report and on-demand printing for a cost of about \$10. ASCLA will work with the ALA Office of Research and Statistics to maintain the universe file. The study is still on target. The funding cycle ends in September 2007.

#### **Old Business:**

FSCS Library Closing Issue: The Steering Committee discussed temporary closing of public libraries related to natural disasters and how information about the closings will be reported. The decision is that the information should be part of the FSCS Survey.

The Lorenz award will be distributed at the October COSLA meeting. A total of 32 awards will be presented. Two states (Maine and New Mexico) will be receiving the award for the first time.

The Chief Officers will be reminded that the survey is coming and they need to respond to it in a timely way.

**New Business:**

The next meeting will be March 2007. Steering Committee members are to let Kim Miller know dates that would work best.

The meeting was adjourned.

State Library Agency Survey Steering Committee  
Residence Inn Alexandria – Old Town  
1456 Duke Street  
Alexandria, VA 22314  
September 20-21, 2006  
**Draft To Do List**

Carolyn Ashcraft: Chair taskforce to recommend changes to Part L and identify policy issues for part N of the survey. Members of the taskforce are: Carolyn Ashcraft (chair), Michele Farrell, Neal Kaske, Elaine Kroe, Cindy Sheckells, Barratt Wilkins, and Alan Zimmerman

Neal Kaske: Re-send the e-mail about the National Archives and the San Diego Supercomputer Center Sign Landmark Agreement Preserve Critical Data to steering committee members

Neal Kaske: Provide information to members of the steering committee about the status of the Net neutrality and e-rate reports and its posting on the web

Kim Miller: Make corrections to the minutes as adopted.

Kim Miller: Distribute StLA Survey training needs survey.

Suzanne Miller and Peggy Rudd: Develop a StLA Survey training needs survey to be sent to SDCs (Committee: Suzanne Miller, Barratt Wilkins, Elaine Kroe, Peggy Rudd, and Cindy Sheckells). Suzanne Miller will also notify COSLA members that the survey is being sent to SDCs.

Suzanne Miller and/or Peggy Rudd: Send e-metric data items to Chief Officers and SDCs prior to the FSCS Conference and encourage them to identify issues for discussion.

Suzanne Miller: Revise to the StLA Survey Steering Committee bylaws: “The Survey of State Library Agencies: The Survey and Its Steering Committee” for discussion at the March meeting.

Peggy Rudd and Suzanne Miller: Develop a StLA Survey training needs survey to be sent to SDCs (Committee: Suzanne Miller, Barratt Wilkins, Elaine Kroe, Peggy Rudd, and Cindy Sheckells)

Cindy Sheckells: Send edit issues and concerns about Part L & Part N to members of the steering committee.

Cindy Sheckells: Send e-metric issues and concerns to members of the steering committee.

Cindy Sheckells: Provide a list of problem areas identified by Census for discussion at the FSCS Conference.

Alan Zimmerman: Send a copy of the e-metric data items and definitions to Rebecca Danvers (IMLS) and work with Rebecca Danvers on e-metric data elements to be included in OMB Clearance package.