

Notes on Meeting  
**Steering Committee for the Survey of State Library Agencies**  
**December 5-6, 2001**

The Steering Committee for the Survey of State Library Agencies met on Wednesday and Thursday, December 5-6, 2001 at the Embassy Suites Chevy Chase Pavilion, 4300 Military Road, NW, in Washington, DC. Mr. Shubert called the meeting to order at 1 p.m. on Wednesday.

Present were: Denise **Davis** (NCLIS Statistics and Surveys Director), Michelle Farrell (IMLS Office of Library Services), Patricia **Garner** (Census), Liz **Gibson**, (California State Library Library Development Services Bureau), Bruce **Kingma** (Associate Dean of Academic Affairs, Syracuse University School of Information Studies), Elaine **Kroe** (NCES), Libby **Law** (Data Coordinator, South Carolina State Library), Mary Jo **Lynch** (Director, ALA Office for Research and Statistics), Kim **Miller** (NCLIS) Suzannne **Miller** (State Librarian of South Dakota), Kim **Miller** (NCLIS/LSP), Johnny **Monaco** (Census), Amy **Owen** (Utah State Library Director), Jeffrey **Owings** (NCES Associate Commissioner for Library Surveys, Longitudinal Studies, and Elementary/Secondary Studies Division), Joannel **Porter** (NCES), Cindy **Shekells** (Census), Joseph F. **Shubert** (New York State Librarian *Emeritus*), , Diana Ray **Tope** (FSCS Steering Committee, Georgia), Barratt **Wilkins** (Chair, COSLA Research and Statistics Committee and Florida State Librarian), Jeff **Williams** (NCES), and Alan **Zimmerman** (Data Coordinator, Wisconsin Department of Public Instruction). *(All individuals listed here were present for the entire meeting, except for Mr. Owings, who was present only on Wednesday, December 5).*

Also present on December 6 was Michelle **Farrell** (IMLS Office of Library Services).

Excused were Kate **Nevins** (ASCLA, SOLINET) and Robert S. **Willard** (NCLIS Executive Director).

**(1) Introductions**

Members and guests introduced themselves. Mr. Shubert noted that Peggy Rudd had resigned from the Steering Committee because of the press of other responsibilities. He welcomed Ms. Gibson, Dr. Kingma and Ms. Miller as new members of the Steering Committee.

**(2) Chair's Remarks**

Mr. Shubert noted that the meeting that had earlier been scheduled for September 12-13 had been cancelled because of the emergency ensuing from the September 11 terrorist attacks in Washington and New York City. The agenda for this meeting is the same as that prepared in August for the canceled September 12-13 meeting.

He emphasized the importance of the scheduled discussion of technology-based data and continued discussion of longitudinal data and Steering Committee discussion of use of StLA data for public policy question research. Inasmuch as there will not be a discussion of IMLS data, we will not use Agenda Item 12 for discussion of “the complementary Nature of IMLS and StLA Published Data...” and, instead, can discuss follow-up on the public policy question research in the time that had been reserved for Item 12.

### **(3) Recent Developments and Plans in NCES**

Mr. Owings pointed out the interest that Gary Phillips, the Acting NCES Acting Commissioner, demonstrated in libraries as part of education and in data on library use, as evidenced in remarks Mr. Phillips made at the FSCS Professional Development Conference on December 3. He also expressed pleasure at the timely publication of the FY 2000 data and the way in which NCES and Census staffs are handling the library surveys. He spoke of his goals for (1) increased timeliness of reporting and publication and (2) a streamlined, integrated website for all NCES data. He responded to questions on delays in adjudication and release of the FSCS data.

He expressed pleasure at the response to the new plan for collecting FSCS public library data, developed in consultation with the FSCS Steering Committee, representatives of COSLA and the Census Bureau, and NCLIS staff. The plan identifies two groups of States, based on their fiscal year cycles. One group submits its FY 2001 data by April 15, 2002; the other by July 32, 2002. The plan is intended to:

1. Meet the needs of States, accommodating three fiscal year cycles;
2. Meet the needs of Census, promoting data submission on a flow basis; and
3. Meet the timeliness requirements of NCES to improve the Library Statistics program through timelier reporting and publishing of library data and related publications.

Regarding the StLA survey, Mr. Williams described the principal result of maintaining a firm date by which the States are to submit data via the website -- data are coming in earlier, and this will result in more timely publication of the data.

He also noted that:

- The StLA survey was the first to use web-based submission, resulting in more timely publication of our data.
- Academic library data will be available earlier as a result of separating the library survey from the IPEDS survey.
- There are now peer comparison tools on the website for both public and academic library data.
- Household Education Surveys are now on the website.
- The current population data from the 2000 Census are also on the web.

Mr. Williams also distributed a two-page information sheet about “What do we know about State data collection on library support for home schooling and charter schools?” based on an ESSI sample-survey that gathered information through four questions related to charter schools from FSCS State Data Coordinators in nine States (the

number was determined by OMB guidelines for a sample study). Data Coordinators in nine other States provided information in response to seven questions related to home schooling.

The overall goal of the study was to identify areas of continued review in order to establish a series of meaningful questions to include on future NCEs surveys (possibly Fast Response Survey System or as a special section of the FSCS annual survey). The study was to evaluate the questions themselves, and to assess the extent that States are collecting information about support of home schooling and charter schools.

#### **(4) Appropriations Prospects for NCLIS**

Mr. Willard was unable to attend the Steering Committee meeting because the Commission and the Museum Services Board are having their annual joint meeting on the two days that the Steering Committee is meeting. Ms. Davis reported for him.

She reported that the NCLIS staff and Commissioners are optimistic that FY 2002 funding would be forthcoming and that NCLIS would continue operations as usual. She expressed Mr. Willard's thanks to all those who contacted their legislators in support of NCLIS continuation.

She also reported briefly on NCLIS interest in, and work-in-progress on, preparedness for emergencies affecting libraries, and continuing attention to the library needs of people with disabilities. NCEs and Census staffs are on line to electronic services to people with disabilities, and school library media services.

#### **(5) Recent Developments and Plans in the NCLIS Library Statistics and Surveys Office**

Ms. Davis reported on revision of Z39.7 the Library Statistics standard and international statistics developments. Ms. Davis chairs the revision committee, formed in early fall, 2001 with representatives from major library interests.

She also provided a September 5, 2001 briefing sheet that provides a "Public Library Network Statistics National Data Collection Model Project Update" by John Carlo Brett. It describes the field test of network statistics and data collection processes now underway in cooperation with several public libraries in each State, regional consortia, and State library agencies (or other agencies) that provide Statewide licensing agreement for public library access to online database resources. He will provide a later update at the ALA Midwinter meeting in January, 2002.

Ms. Davis reported that European and other international library organizations are interested in the work of Bertot and McClure in developing measures of electronic services.

#### **(6) Current Thinking on a Library Statistics Program Cross Cutting Group to deal with Over-Arching questions.**

There was no report or discussion on this matter.

**(7) The 2000 Survey E.D. Tabs and Release of the 2001 Survey**

Ms. Kroe reported that the **FY 2000 E.D. Tabs** was released on the website on November 14, 2001. Few imputations were needed. Census provided paper copies of the E.D. Tabs for the Steering Committee. Several members of the Steering Committee commented on the quality of, and the additions to, the “Highlights” section.

**Status of the 2001 Survey**

The deadline for submitting FY2001(the close-out) is February 15, 2002. The 2001 Survey information package was mailed September 24, 2001, Registration/data collection on the Web began October 15.

As of December 5, 2001, eight States had “locked” their data (Alaska, Delaware, Indiana, Louisiana, Ohio, Pennsylvania, Utah, and Wyoming. Twenty other States are registered and have submitted some data. Thirteen States are registered but inactive, and ten States are inactive and not yet registered.

**(8) Preparations for the FY 2002 Survey**

Ms. Kroe provided information on a proposed change in collecting and reporting data on StLA hours of library service in Question 6 (and reported in Table 9). The change is proposed because Mr. Wilkins and others expressed concern about reporting “average number of public services hours per outlet of State library agency outlets open to the general public.” Mr. Wilkins cited three examples of what appears to be misleading information in table 9:

- Table 9 shows Oklahoma with 15 hours per week, while the Oklahoma website shows the agency open a minimum of 40 hours a week.
- New Jersey is shown with 9 hours per week, while the New Jersey State Library website shows 40 hours per week service.
- Kentucky is shown with 11 hours per week, while the State’s website shows reference service open 40 hours per week.

Mr. Wilkins pointed out that the averaging of the hours of service because doing so results in confusing and misleading data.

Ms. Kroe recommended that we start collecting in the 2002 survey (1) the total number of hours open in a typical week for all StLA outlets, regardless of whom they serve; and (2) the total number of hours that the main or central StLA outlet is open in typical week to serve the general public and/or State government employees. She provided the current wording of Question 6 (with 4 cells to provide information) and the suggested revision with four cells to provide information.

After discussion, the Steering Committee concurred with Ms. Kroe’s recommendation.

The Steering Committee noted that the major change in the 2002 survey is the inclusion of the “technology and technology-based service data elements approved by the Steering Committee approved March 29, 2001. Mr. Zimmerman and Ms. Davis are a task force responsible for reviewing and finalizing those data elements by March 1, 2002.

## **Recess**

The Steering Committee recessed at 5 p.m. and reconvened at 8:30 a.m.

## **(9) COSLA Research and Statistics Developments**

Mr. Wilkins reported that the COSLA Research and Statistics Committee is focused on information needed to ensure the LSTA re-authorization, needed in 2002. LSTA. He noted that members of the committee include Ms. Miller, and Ms. Owen. Other members are Peggy Rudd (Texas) Edwin Gleaves (Tennessee), Lamar Veatch (Georgia), and Jim Schepke (Oregon) and Gary Wolfe (Pennsylvania).

## **(10) Response to the Bertot-McClure Electronic Use Measures Recommendations**

Mr. Shubert noted that the Bertot-McClure electronic use measures had come up several times in the previous day's meeting and that several members of the Steering Committee had heard John Bertot's presentation at the FSCS meeting earlier in the week. At that meeting there was spirited discussion of the changing environment and two concerns: (1) the need for other surveys to collect the kind of data that the StLA survey will collect in 2002 in order to have a picture of change and use across types of libraries, and (2) the need to move ahead in developing indicators and measures of outcomes and service quality.

The Steering Committee briefly discussed instances of problems in which database service providers say they cannot provide needed data. In some cases, the problems may stem from not having the right negotiators to assure the reporting of the needed data. Bertot was quoted as having said that librarians must be "fleet of foot" in the rapidly changing environment. Ms. Owen observed that States and territories are at different points in their adoption of technologies and re-focusing of services. Discussions at the 2002 ALA Midwinter meeting may take us to next steps.

## **(11) Data Categories with Longitudinal or Trend Value**

In March 2001, the Steering Committee agreed that seven-year longitudinal data for income and State aid income and expenditure should be included in the FY 2001 E.D. Tabs. Mr. Shubert reviewed discussions preceding that decision and noted that the Steering Committee had first recommended to Mr. Planchon inclusion of longitudinal data in September 1998, when the Committee and Mr. Planchon approved recommendations developed by a task force on improving the StLA E.D. Tabs. That task force was chaired by Ms. Nevins.

Following the March, 2001 meeting, Mr. Williams suggested that trend data are not usually included in E.D. Tabs. and that a separate folder might be appropriate. He also suggested that Mr. Shubert look at a special publication reporting an analysis of public library data. Mr. Shubert had done so, and clarified that we are not requesting the kind of major study represented by that 150-page report. Mr. Williams indicated that preparation of the longitudinal data identified in March 2001 might be done for NCES by an outside group in a relatively short time. A multi-year compilation undertaken at this point would include data from just before the LSTA program became operational and the first four years of the LSTA program.

Following discussion, Mr. Williams agreed to preparation of a report of longitudinal data for the six-year period, 1995-2000, with tables and a summary comments on the data, prepared in a format rather like "Highlights" in the StLA E.D. Tabs.

The document will present national and State data for the following:

- Total income, including State aid, from all sources - dollars and per capita
  - State source income - dollars, per capita, and percent of total income
  - Federal sources income – dollars, per capita, and percent of total income
  - Other sources income – dollars, per capita, and percentage of total
- State Aid income and expenditure
- Total from State sources – dollar and per capita
  - Of the State sources total, aid for public libraries
  - Of the State sources total, other aid for library services

Mr. Williams and Ms. Davis will work together on the financing and arrangements to accomplish this undertaking in a timely manner, with the expectation of a publication by the middle of 2002.

### **(12) Data for Continued Testing of the StLA Data for Public Policy Questions**

The Steering Committee returned to discussion of the next steps in the testing the usefulness of StLA data in research on public policy questions. After discussion, it appeared that the best alternative for producing a second "working paper" that focuses on the kinds of policy questions identified by the Steering Committee in 1997 and 1999 under the headings of *Funding*, *Federal Impact*, and *Change* would be to have a university or independent researcher engaged by the NCLIS Statistics and Surveys Office to conduct the study under the general direction/advice of a small Steering Committee task force.

Dr. Kingma suggested that a group of graduate students might work on the project under the direction of an expert such as Donald King, who will be teaching a research course at Syracuse in early 2002. The Steering Committee responded favorably to the suggestion. Mr. Williams pointed out that the report to be produced on longitudinal data will be useful to the people developing the Working Paper. The Steering Committee agreed that it is important to move ahead rapidly on both undertakings.

**(13) Follow-up Discussion on Matters From Earlier Meetings**

Ms. Miller provided a revised information sheet on The John G. Lorenz Award for Timely and Accurate Submission of StLA Data. Thirty-three States qualified for Lorenz Awards 2000 (as compared with 24 awards to States in 1997).

Mr. Willard presented the 2000 Lorenz awards on October 22, 2001 at the COSLA Meeting in Salt Lake City, Utah.

**(14) New Business**

Ms. Davis provided background on the new GASB 34 accounting rules for government financial reporting. The Government Accounting Standards Board (GASB) sets the rules that accounting firms follow when doing public sector audits. The new GASB 34 rules affect the reporting of capital funds and the depreciation of capital assets. Brief discussion ensued.

**(15) Adjournment and Next Meetings**

The meeting was adjourned at 11 a.m. on Thursday, December 6.

The Committee will meet next in Washington, March 27-28, 2002. The meeting will begin about noon on Wednesday the 27<sup>th</sup> and conclude at noon on Thursday the 28<sup>th</sup>. The Committee will also meet in Phoenix on December 10, 2002

J. Shubert, January 16, 2002  
StLA Notes on Meeting Dec 5-6. 2001