Meeting: Thursday, June 21, 2007 2-5:30pm, WCC Room 156
Friday, June 22, 2007 9am-12:30pm, WCC Room 209-B

Meeting started @ 2:07pm

1. Preliminaries
   a. Introductions
   b. Logistics (breaks, other)
   c. Minutes approval, Midwinter meeting, Seattle
   d. Rita Pellen moved, Leslie Manning seconded
   e. Agenda review, any new items

Information Items

2. NCES update (Phan and Holton)
   a. NCES news relevant to the Library Statistics Program and the Academic survey (Phan)
   b. Working with Census, web software will change (look and feel). There is too much clutter, and the redesign will save time in submitting data. The ALS committee could help with this review.
   c. Public library survey will move to IMLS. IMLS will have a new office for handling research studies.
   d. Moving the ALS back into IPEDS will not happen due to legislation making IPEDS mandatory.
   e. Barbara and Tai are the only NCES staff working on library surveys in the future.

3. Census update (Patty O'Shea and Laura Hardesty)
   a. 2006 survey
      i. Survey Closed on April 20th
      ii. Not Applicable Institutions
      iii. We have about 276 not applicable institutions compared to 171 in 2004.
      iv. NCES and Census really tried hard this time to identify the Not Applicable institutions in the Universe.
      v. We had the call center start calling a lot earlier March 16 of possible Not Applicable institutions. They identified a total of 50 N/As
      vi. NCES added some text in the reminder letters sent out about being N/A and to contact us if you think it applies to your institutions.
      vii. All of the micro-level editing (on the record level) was completed by June 13, 2007.
      viii. The macro-level editing (checks on the whole file) began on June 18, 2007.
ix. Started testing the imputations on May 1, 2007.

<table>
<thead>
<tr>
<th>Final Reporting Status</th>
<th>2006</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Universe</td>
<td>4,242</td>
<td>4,221</td>
</tr>
<tr>
<td>Children and Out of Scope Institutions</td>
<td>509</td>
<td>420</td>
</tr>
<tr>
<td>Potential respondents (excludes children &amp; out-of-scope)</td>
<td>3,743</td>
<td>3,801</td>
</tr>
<tr>
<td>Response Status:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not registered</td>
<td>418</td>
<td>524</td>
</tr>
<tr>
<td>Registered Only (No Data)</td>
<td>38</td>
<td>31</td>
</tr>
<tr>
<td>Partial Reporters (Has Data)</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>Edited (edits run, not all explained/ fixed)</td>
<td>206</td>
<td>303</td>
</tr>
<tr>
<td>Clean (all edits explained or fixed)</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Locked (only 1 of 2 locks have been applied)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Complete Reporters (finished)</td>
<td>3,026</td>
<td>2,943</td>
</tr>
<tr>
<td>Final Response Rate:</td>
<td>87.6%</td>
<td>86%</td>
</tr>
</tbody>
</table>

4. 2008 ALS
   a. NCES and Census met on June 11 to discuss improvements to the Web Application
   b. Some of the improvements we want to do in the 2008 version are:
      i. Clean up the passwords by eliminating the ones, lowercase Ls, zeros and O’s
      ii. Email prior year respondents and check eligibility earlier in the process
      iii. Make the application a little more user friendly by:
             1. De-clutter the screens
             2. Updating the edit messages to make them a little more clear
             3. Adding “Am I done Yet?” button or upgrade the progress bar
             4. For the LRs add a function to get last year’s respondent contact information.

5. Other surveys and projects that do or could have an impact on NCES/ALS
   a. ACRL (Petrowski)
      i. March 1 survey ended. It did not affect response rate. Focus group of 8 used to submit comments for using the new survey. Still getting feedback from the focus groups. They are saying no print for benchmarking.

   b. ARL (Kyrillidou)
      i. Monitoring changes to the statistics, dissemination of the data. Expenditures focus index.
ii. Revising definition of serials to non-duplicative. Format neutral – current serial subscriptions. Three factor index – collections, collaborations, etc.

iii. New version will be out next year, it is being piloted by Colleen Cook’s organization. It is difficult to count serials.

iv. A new dataset will not start with this survey. Colleen said that the only change will be the way that serials are counted. They are asking for number of unique title. This is regardless of format. Just the title and not based on formatting. The full document will be available on web. This might be a problem for the reporting of titles, will possibly create a situation where it drops considerably. Martha talked about data normalization of the data.

v. Other tool LibQual in Canada. Test case of a high school that did LibQual. People need more assistance on how to use data. Developing a shorter version of LibQual called LibQual lite. Goal to be able to get more data from the user – 15 to 30%. Being shorter will get more responses, hopefully.

vi. MINES for Libraries(tm) - Measuring the Impact of Networked Electronic Services is a protocol currently implemented locally that collects data on the demographics and purpose of use of the users of electronic resources.

vii. OCDA protocol - Organizational Climate and Diversity Assessment currently developed by the U of Maryland and applied across five ARL partner libraries in 2007. Initial data shows high reliability. Response rate 80%, being tested with 5 schools.

6. Oberlin Group (Hanawalt)
   a. Rethinking survey, Changes are to align closer with ALS, have not dealt with duplication issue. Still in flux until October, more comparable to ALS survey – Oberlin Lite

7. ALA ORS Update (Davis)
   a. Member Demographic Survey
      i. The American Library Association (ALA) started collecting member demographic information on May 3, 2005 in a voluntary online survey. As of May 4, 2007 more than 13,000 members had responded. An additional push to encourage member response will occur in summer 2007 through email alerts and a postage paid response card. The survey is located at http://www.ala.org/memberdemog and will remain online until the questions can be moved to the online membership renewal module.

   b. Salary Survey
      i. Jenifer Grady, ALA-APA, has taken the lead on this project, working in collaboration with the ALA Office for Research. The 2007 studies – MLS and non-MLS salaries – are completed and the report will be completed during July 2007. More information about the salary surveys is available at http://www.ala.org/ala/ors/reports/reports.htm and http://www.ala-apa.org/.
c. Library Networks, Cooperatives and Consortia Study
   i. The project is in its final stages, and will be completed in October 2007. The searchable database is being showcased at the 2007 Annual Conference during the project advisory committee meeting (Friday, June 22nd from 2-5pm) The final study report will be completed by fall 2007 and will be available on the project website www.ala.org/lncc.

d. Public Library Funding and Technology Access Study
   i. The survey, state site visits and focus groups are completed for the first year of the project and an informational card is included with this report. Preliminary findings and more information about the project is online at http://www.ala.org/ala/ors/publiclibraryfundingtechnologyaccessstudy.

e. Public Library Service to the Nation’s Linguistically Isolated
   i. Funded by the World Book Goal Grant Award, ORS is working in partnership with the ALA Office for Literacy and Outreach Services (OLOS), the Office for Diversity (OFD), and the Public Programs Office (PPO) to collect information about public library services to non-English speakers. The information collected will inform ALA on how libraries have been successful and challenges they have to providing these unique services. The responses have been compiled and are being analyzed. A full report will be released in fall 2007.

f. Increasing the Effectiveness of Evaluation for Improved Public Library Decision Making
   i. ALA-ORS was a successful partner with Florida State University School of Information Studies on this project to investigate how "best practice" evaluation strategies can demonstrate the value of public libraries to the communities they serve through a web-based instructional, assistive, and management system (Evaluation Decision Management System - EDMS). The first module and additional information about the project is available at http://www.libevaluation.com/edms_new/index.cfm.

8. ALS Web tool presentation and improvement suggestions (Brett Richards, Bobbi Woods, Abe George)
   a. Peer comparison tool review – suggestions from Advisory Cmte
   b. Possibly change the layout of tool
   c. 2006 data will be available in the Fall
   d. Possibility to sort the listing
   e. Export to Excel without graphical headings
   f. Add Sector (private/public institution)
   g. Revised tool ready after October 2007

9. ALS Report (Holton)
   a. Additional tables and analysis – Moved to Midwinter Schedule
b. Brainstorming about other analyses that Cmte would like, for instance various ratios using enrollment data and institution's expenditures. The tables would have to be supplemental, because of the timing of availability of IPEDS variables for the same year as the ALS. They would appear on the publication page, the way the supplemental tables do for StLA or for 2004 ALS.
   i. 2008 Issues with getting binders to people
   ii. Supplies that do not need to be returned – instruction change for 28-33
   iii. Include web-based presentations webinar – instructions for 35-36 exclude online self-paced tutorial – not related to staff training – doesn’t include job training
   iv. Preservation – digitization instead of migration preservation digitization contracts, where do services like Portico (JISC) go? It will live under line 19
   v. Include photographs and reconcile line 22 as part of portfolios – Denise and Barbara will find out this was included somewhere else historically. Include archival papers in line 22 also - asked about by Leslie (include based on linear feet not cubic feet)
   vi. Line 6 – problem with definition for expenditures and work study salaries. Line 6 is the only line in column 1 where expenditures from all sources may be reported. Definition needs improving.
   vii. Problem with differences between line 3 and 5 – in line 3 put professionals; in line 5 put support staff.

10. 2006 Survey process issues (NCES and Census)
   a. Recognizing/rewarding libraries by state for responding – possible methods (FSCS model)
      i. Reward LRs by sending a paper copy of final report (bound); list states by timeliness and accuracy of data – website – posting information prior to the deadline. Thanks to the following for finishing.

   b. Survey eligibility issues (Holton)
      i. The eligibility questions will be reorganized, and “Paid trained staff“ will be changed to “Paid trained library staff”; also combine questions 2 and 3 and make the initial question in the list.
      ii. A note will be added to the survey screen stating that if institution does not have a library they will not be penalized for not having one. A message along the lines of “intended participant” with a hyperlink will be added.
      iii. Define what an academic library is.
      iv. Possibly move information that is in the instructions to the survey screens or move up the information in the printed (“This includes libraries that are part of learning resource centers”); improve first page of instructions on the web.
      v. Include eligibility text in the Chief Officer letter.

   c. Survey questions issues (all)
      i. The group reviewed the table of comments based on respondent inquiries, discussing only those new since January (handout).
11. Action items/changes for 2008 survey:
   a. Eligibility questions - Barbara will develop new language for eligibility Q2-3 Q3 and 5 –
      i. Leslie Manning and Colleen Cook will provide language for exempt (3) and non-exempt (5) staff. Consider adding to Q3 - "exempt staff as defined by the institution"; Q5 - "non-exempt staff as defined by the institution"
   b. Q6 and staffing section - review general instructions and normalize with individual staff questions as needed (esp. student assistant item #6); for expenditure figures, include a note in general instructions for the section "leave blank if expenditure figure is unavailable or unknown"
   c. Q16 - preservation - add text "include preservation-related contracts for services (e.g., digitization)"
   d. Q25 - Audio visual = photographs and other mounted materials - Denise and Barbara will review prior versions of the questionnaire and meeting minutes to determine if photographs previously had a place to be reported.
      **Photographs used to be included under graphic materials as a separate line item years ago. Now graphic materials are included under Audiovisual Materials. The definition “displayed by visual projection or magnification or through sound reproduction” does not apply to photographs. It would seem that photographs should be included under Books as part of portfolio (line 22).**
   e. Also need to look at archival materials and determine why they are not reported, except (perhaps) as books and other paper materials.
   f. Q28a/b, 30, 31 - ILL - delete "supplier/lending", keep "library"
   g. Definition Q35-36 – Presentation and Attendance, end of paragraph. Include web-based presentations; exclude online self-paced tutorials and exclude training for staff only.
   h. Information services to groups (lines 35-36) ....."Presentations both on and off the library premises." Self-paced tutorials and staff training should be excluded, as well as meetings sponsored by other groups."
   i. Q38 – Gate count.- make clear to leave blank for virtual libraries (not applicable), flag file with code 0S (zero S) per Laura's recommendation.
   j. Virtual libraries continue to be an issue, and a definition of virtual library (in survey instructions) does not exist and needs to be established. Use of virtual libraries also needs to be addressed.
   k. Part D
      i. Entirely electronic collection – will be made a question (numbered) and a response option of Y/N
12. 2008 Survey process issues (NCES and Census)
   a. OMB Calendar for clearance deadline – any issues for the 2008 study
      i. Package clearance anticipated, and further discussion will occur at the
         ALS Midwinter 2008 meeting.
      ii. Literacy questions – NCES should have some results to discuss at the
          ALS Midwinter 2008 meeting, based on the questions that the
          Advisory Committee wanted to add to the survey.
   b. Website or materials mailed?
      i. Issues with lost information not reaching the schools, accurate
         addresses, etc. Census will continue mailing letters to the Chief
         Officers of State Library Agencies (COSLA) before the survey
         launches, but not hold the institution Library Director letters until
         closer to the survey launch.
      ii. NCES and Census will deal with passwords that create visual problems
         in a web environment (the number one, L, O’s and zeros).
      iii. A “who to contact” link on a page about the survey will be added to the
           NCES website on how to get to the survey tool (a direct link to the web
           survey is not allowed).
      iv. Respondents expressed concern about the survey schedules, especially
           in years when ACRL and ALS are conducted at the same time. This
           will be an ongoing issue, and discussions will continue as ACRL
           considers its survey procedures.
   c. Consider LR training – many issues arose with the 2006 survey about role of
      LRs in improving response rates in each state. An interactive training (voice
      and web presentation) should be considered for 2008. The committee
      discussed a number of options, including:
         i. Job description and task list for LRs;
         ii. Mandatory webinar to clarify the communication and responsibilities

13. HANDOUTS SENT WITH THE AGENDA PRIOR TO THE MEETING
    (EMAIL)
14. AC Minutes, January 2007 (Seattle)
15. Committee Roster
16. ALA-ORS update
17. Survey comments, FY2006 collection
    Travel reimbursement form