

Part B. Collections of Information Employing Statistical Methods

11. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

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3This telephone interview survey will be a census of all 52 State Library Administrative Agency (SLAA) heads so a sampling is not appropriate. Based on previous experience working as a state librarian in Wisconsin, with the Chief Officers of State Library Agencies (COSLA) organization, and interaction with some of the SLAA heads, we anticipate a 100% response rate and will work to ensure participation by contacting the SLAA heads via email to announce the survey, followed by a telephone call to each SLAA head to schedule the interview. Three members of the Advisory Committee for this study are members of COSLA and will also promote participation in the survey.

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52. Describe the procedures for the collection of information including:

- * **Statistical methodology for stratification and sample selection,**
- * **Estimation procedure,**
- * **Degree of accuracy needed for the purpose described in the justification,**
- * **Unusual problems requiring specialized sampling procedures, and**
- * **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

The qualitative answers from the interviews will be used to inform and clarify the context in which observable trends related to library services and the use of LSTA funds in each state are taking place. The information gathered in the interviews will be analyzed and used in the reporting and explanation of nationwide trends in the final report document and in the development of the individual state profiles. The larger study, beyond the telephone interviews, includes analysis of the annual program reports of each state. In those reports, there are examples of programs that show a measureable outcome. The interview answers will inform the outcomes of the reports. However, statistical analysis is not relevant for this information collection, and no causal associations will be made. This is a one-time data collection event and will not be repeated on a periodic or cyclical basis.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

We anticipate a 100% response rate to the survey. The project has been discussed with the COSLA (Chief Officers of State Library Agencies) Research and Statistics Committee and its

members have agreed to help in encouraging participation. An announcement of the coming interviews will be made via the COSLA listserv as soon as OMB approval is granted.

While the information to be collected is qualitative and will vary in nature, the interview questions were drawn from preliminary evaluation of the administrative data in the 5-Year Plans and the 5-Year Evaluations. The three members of the Advisory Committee who are current Chief Officers acted as subjects for pre-testing the process to be used in setting up the interviews and the interview questions.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

The three members of the Advisory Committee who are current Chief Officers acted as subjects for pre-testing the process and the interview questions. After each test interview was conducted, the consultants and the interviewee spent additional time discussing the questions for clarity and appropriateness and analyzing potential responses to determine whether the questions as asked would elicit the information being sought. Minor adjustments were made based on their input. For example, it was suggested that the introduction to the interview could be shortened if some of the information was provided via email or letter prior to the interview. The length of the lead-in to each question was also reduced based on the recommendation of the pre-test subjects. The interview questions themselves remained unchanged. Probes varied slightly but were used only to clarify a response, such as when the interviewee identified a project by a name that was unclear or unknown to the consultants.

The process for setting up and conducting the interviews is as follows:

- a. An email is sent to each of the State Library Agency Administrative Officers. It states:
Himmel & Wilson, Library Consultants is conducting a trends analysis of the LSTA Grants to States program for IMLS. While we have state annual reports, 5 year plans, and evaluations of 5 year plans to read, we also want to interview the chief officers to gain their perspectives on the achievements and value of the program in their respective states.

Would you be willing to participate in a 30 minute telephone interview with one of us next week, i.e., between x date and y date? If so, let us know the best time and date for you and we will send you the interview questions in a confirming email. Also let us know the telephone number you wish us to call.

Your participation in the project is entirely voluntary. We won't be recording the interviews electronically, but we will be taking detailed notes. Your comments and ideas will be used in

the analysis of the Grants to States program nationally and in the profile that we are to create for each state.

- b. The interview is scheduled and the interview questions are shared with the Chief Officer/State Librarian.
- c. The interview outline: (see attached protocol)

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

There are no statistical aspects of this data collection.