

SUBJECT: Reminder to complete the State Library Administrative Agency Survey

Dear,

We are now in the third week of data collection for the FY 2016 State Library Agency Administrative Survey. The data collection period for the FY 2016 survey is only 6 weeks – considerably shorter than in prior years.

Our records indicate that you have not completed data entry yet. We are writing to encourage you to log in to the web-based data collection tool (<http://slaa.airprojects.org/>) and complete data entry for your state to ensure that your state's data are entered by the survey close-out. If you did not receive your key holder certificate please contact us.

Some important deadlines to remember:

**John Lorenz Award for Timely and Accurate Submission of SLAA Data: February 21, 2017**

**Survey Close-Out (FINAL SURVEY SUBMISSION DATE): February 28, 2017**

If have *any* questions regarding this data collection, please contact the SLAA Help desk at [SLAA@air.org](mailto:SLAA@air.org) or 1-866-261-2295.

We truly appreciate the time and effort you spend to complete this survey, and we are committed to assisting you in any way possible.

Thank you,  
American Institutes for Research