

MEMORANDUM

TO: MHSIA Executive Board *Dina*
FROM: Nardina L. Nameth, Chairman
MHSIA Ad Hoc Survey Committee
DATE: December 5, 1986

MHSIA Survey Goals

1. Collect data on hospital/medical libraries in the state of Michigan to assist MHSIA members:
 - a. Justify budgets / manpower / service levels.
 - b. Compare their libraries with libraries of similar size easily and efficiently.
2. Assist MHSIA Committees in gathering data needed to make decisions / share information with the membership:
 - a. Automation
 - b. Legislation
 - c. Grants / Alternative Funding
3. Enhance the professional status of MHSIA by gathering and publishing data significant to our membership and other library associations.
4. Market, broadcast, "spread the word" about the existence and goals of MHSIA to potential members.

MHSIA Survey Estimated Timeline

January - April	Needs Assessment Questionnaire Design
May	Board Review / Approval
June	Survey Distribution & Return
July	Initial Tabulation & Report
September - October	Data Analysis & Final Report

Preliminary Budget Items

1. Data Processing Support: Software & Supplies
2. Typesetting
3. Printing?
4. Mailing: Postage & Envelopes
5. Machine Readable Response Forms?

MHSLA Survey Committee
Minutes

January 16, 1987/Botsford Hospital

Present: Beth Heinlen, Jane Claytor, Stephanie John, Nancy Nicholson,
Nardina Nameth, Deb. Adams, Heidi Koch, Leslie Behm

Leslie volunteered to take minutes.

Marie Bolanos resigned. She has retired and will be moving to Arizona.

The survey will be comprehensive. It will include description of hospital and library, services, automation, telefax, budget, staffing.

Distribution and return will be simple. Follow-up will be needed. One person will open returned surveys and mark off institutions. Another person will open the survey envelopes (there will be 2 - one anonymous, the other with directory information).

We will have approximately 10 people comment on the survey before it is mailed.

The survey^{and} results will be typeset.

Two weeks will be allowed for returns. Those persons returning a survey will receive a free copy. Others will need to purchase the results.

MHA, MLA, GLRMLN will receive copies.

We'll use MLA standards to make sure items of importance are covered.

Data analysis will be done on some questions.

budget - bed size

lib. staff - bed size

productivity

ILL - lending & borrowing

computer searching

non - ILL copying

circulation - in-house, out

cataloging

of books added

hours of operation, access after hours.

dept. libraries

security

loss rates- after hours, with security

department head

audio visual

satellite locations

satellite programming

At the next meeting, we will continue and finish choosing questions for the data analysis.

Other items to be considered for questions:

- microcomputers
- instruction - what kind, end user
- library committee - yes/no, how does it function
- equipment & software
- existing databases
- do you have a space problem?
 - remote storage - accessible-yes/no
- medical students - where from, how many
- what charges does lib. have and to whom
- services to midnight shift
- non-locally funded grants - from who, for what
- sell memberships
- fundraisers
- growth potential

Dina will send out sections for each of us to work on the construction of draft. Language must be un-ambiguous.

Survey should take only 20-30 minutes to answer. Comment sections should be kept to a minimum. A 20% return is sufficient for survey to be statistically significant.

Data analysis will be done in July-August 1987. Committee will need to communicate with the membership to keep them informed and aware of the importance of the survey.

Formal board approval is not needed.

The survey will be published.

Next meeting: Feb. 20, 9:30am-3:00pm

St. Lawrence, Lansing, MI

Bring copies of your drafted questions (10 copies should be enough)

Lusie M Behm

January 19, 1987

MEMORANDUM

TO: MHSLA Ad Hoc Survey Committee

FROM: Nardina L. Nameth ^o *True*
Chairman

DATE: January 28, 1987

I've spent some time reviewing the questions we worked on at our last meeting and have divided the questions among us. They are distributed as follows:

Debbie Adams: Services
Leslie Behm: Collection
Jane Claytor: Equipment and Facilities
Beth Heinlen: Library Users and Library Staff
Heidi Koch: Organization
Dina Nameth: Institution Description, Databases Used & Computer Hardware
Nancy Nicholson: Budget and charges for Services

Each section has approximately the same number of questions to review. Please read each of the questions in your packet and decide if the topic is covered or if you feel additional questions are needed. Put the existing questions in the same format (see below), eliminate duplicate questions and write new ones as you wish.

Please call me if you need assistance in writing questions or deciding on format. I've assembled a few hints below to keep in mind when writing questions.

1. Avoid using emotionally charged words. "Budget Reductions" is a little more neutral sounding than "Budget Cuts."
2. Ask only one question at a time:

No: If you do computerized literature searching, do you offer the service to doctors as well as nurses?

Yes: Do you offer computerized literature searching?

Yes

No

If yes, which user groups do you offer the service to?

Doctors

Nurses

etc.

3. Use clear, unambiguous language.

4. Avoid using unnecessary words:

No: Under what conditions are library services available to other libraries or patrons of other libraries.

Yes: Are library services available to other libraries . . .

5. Make it easy to answer the question by incorporating boxes to be checked off whenever possible.

No: Do you have closed circuit television channels dedicated to education? Patient, medical or other education?

Yes: Do you have closed circuit television channels dedicated to education?

Yes

No

If yes, for what types of education?

Patient Education

Medical Education

Nursing Education / Inservice

Other _____

6. When requesting statistics, request annual statistics.

7. Refer to the people who use the library as "library users" as opposed to "patrons" or "clientele."

I hope these hints are helpful. Please call with any questions and we can go over any "real stumpers" at the meeting on February 20th.

I've also come up with a list of meeting dates for the rest of the year. We will be a bit intense in the summer and early fall. I'd appreciate your evaluation of these dates so we can finalize our calendar at the next meeting.

<u>Date</u>	<u>Goal</u>
Friday, April 3, 1987	Questionnaire - Draft #1
Friday, May 21, 1987	Questionnaire - Final Copy
Friday, June 12, 1987	Questionnaire - Mailing Day
Friday, July 10, 1987	Initial Tabulation & Assignments for Completion of Tabulation & Report
Friday, September 11, 1987	Review Draft of Report & Make Final Revisions
Friday, October 1987	Report at Annual Meeting

I know this seems like a lot to do, but after reviewing the questions I think the majority of the questionnaire is already written and we're well on our way.

Thanks to Leslie for getting the minutes to me so quickly. Jane will be sending us all a map and directions on how to get to her library. I'll see you all there on Friday, February 20th at 9:30 a.m.

Thank you very much.

cc: Stephanie John

SURVEY OF STAFF AND BUDGET CHANGES
IN MICHIGAN HOSPITAL LIBRARIES
SINCE JANUARY 1985

	In Jan. 1985	Now	Net + (-)
Number of Professional FTE's			
Number of Support Staff FTE's			
TOTALS			

	Lost By Attrition Since Jan. 1985	Laid Off Since Jan. 1985
Number of Professional FTE's		
Number of Support Staff FTE's		
TOTALS		

Have any professional or support staff positions been downgraded or reclassified since January 1985?

Yes No

If yes, please describe change(s).

Is the reporting relationship between the library and hospital administration different than it was in January 1985?

Yes No

If yes, please describe change(s).

SURVEY
(page 2)

	In Jan. 1985	Now	Net + (-)
Operational Budget	\$	\$	\$

Please supply net change figure as a percent if you do not want to supply actual budget figures.

Has the library had to reduce hours and/or services since January 1985?

Yes No

If yes, please describe change(s).

Has reimbursement for professional travel and meetings been affected since January 1985?

Yes No

If yes, please describe change(s).

Do you know of anyone who has voluntarily left a hospital library position since January 1985 because of anticipated staff reductions?

Yes No

Other comments:

How many beds is your hospital licensed for? _____

Do you have teaching programs at your institution?

Yes No

PLEASE RETURN THIS IN THE ENCLOSED ENVELOPE BY
APRIL 30, 1988 TO: SHERYL STEVENS, HENRY FORD
HOSPITAL, SLADEN LIBRARY, 2799 W. GRAND BLVD.,
DETROIT, MI 48202. THANK YOU.



Michigan Health Sciences Libraries Association

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

South Central Michigan
Health Sciences Libraries
Association

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

MEMORANDUM

TO: Hospital Librarians
Hospital Library Professionals

FROM: Nardina L. Nameth *NLN*
Chairman
Michigan Health Sciences Libraries Association
Ad Hoc Survey Committee

DATE: May 22, 1987

The Michigan Health Sciences Libraries Association (MHSLSA) is a professional and educational society of librarians and library managers who share ideas and resources in Michigan. One of our goals in 1987 is to share detailed library management information via the enclosed survey. As library managers, we often need information about the services, resources and policies of other hospital libraries. As a service to the hospital libraries in Michigan, MHSLSA is conducting a state-wide hospital library survey to gather this information.

The survey results will be distributed free of charge to all libraries who fill out a complete questionnaire. It will be a tremendous advantage to all participants to have a wide range of current information available to assist in the management of their libraries. In order for the process to work, we need your prompt response. Please fill out the enclosed survey and return by the June 12th due date. Share this important information with your colleagues; return the completed questionnaire.

Thank you.



MHSIA
Ad Hoc Survey Committee
Annual Report

Affiliated Groups

Flint Area Health
Sciences Library Network

Metropolitan Detroit
Medical Library Group

Mid-Michigan Health
Sciences Libraries

Northern Michigan Health
Sciences Libraries Group

South Central Michigan
Health Sciences Libraries
Association

Upper Peninsula Health
Science Libraries
Consortium

Valley Regional Health
Science Librarians

Western Michigan Health
Sciences Libraries
Association

I. MEMBERS:

Deborah L. Adams, Botsford General Hospital,
Leslie M. Behm, Clinical Center Library, MSU,
Jane B. Claytor, St. Lawrence Hospital,
Bethany Heinlen, Lansing General Hospital,
Heidi Koch, Chelsea Community Hospital,
Dina L. Nameth, Henry Ford Hospital, Chairman
Nancy Nicholson, Saginaw Health Sciences Library

II. CHARGE:

Assist hospital library managers in Michigan by providing survey data on services, policies, workloads, F.T.E.s, salaries, budgets and other information essential for decisionmaking. The survey data will be tabulated in time for the 1987 Annual Meeting of MHSIA.

III. EVENTS OF 1987:

January: Preliminary Questionnaire Construction

February: Questionnaire Construction Continued
Test Libraries Identified

March: Questionnaire Construction Completed
Data Analysis Preliminary Discussion

April: First Draft Completed
Board Revisions/Suggestions Incorporated
Test Libraries Revisions/Suggestions Incorporated

May: Survey Population Identified
Data Analysis Questions Identified
Questionnaires Mailed out on May 27, 1987

June: Returns Due June 12, 1987
Most Surveys Received By End Of June

July: Tabulation Begins
Data Analysis Questions Finalized

August: Individual Tabulations Complete
Data Analysis Continues

September: Survey Tabulation Complete
Data Analysis Complete

October: Final Report of Survey
Committee Presented at MHSIA Annual Meeting

IV: GOALS FOR NEXT YEAR:

The primary goal for the Committee next year will be to publish the results of the survey, possibly in the MLA Bulletin. It will also be important to complete an evaluation of the survey, improve the questionnaire and critique the process and timeline so we are more knowledgeable when we survey Michigan hospital libraries in 1988.

The Survey Committee members are still working to complete their task in time for the October meeting. Their dedication, willingness to spend long hours working for MHSIA, and their ability to learn new skills quickly, are tributes to librarianship. We also enjoyed the hospitality of several hospitals and Debbie Adams home while completing the survey, which made our task very appetizing.

Submitted by,

Dina L. Nameth

Dina L. Nameth
Chairman
Ad Hoc Survey Committee

September 15, 1987

SURVEY OF HOSPITAL LIBRARIES

M.H.S.L.A.

First draft 9/8/86

MASTER

Description of the hospital(s) served:

1. Hospital bed size:
 - a. Nursing home beds:
 - b. Psychiatric beds:
2. Number of residents and fellowships per year
3. Number of medical students per year
4. Number of active medical staff
5. Number of nurses (R.N.'s, L.P.N.'s, etc.)
6. Number of nursing students per year
7. Number of allied health students per year
8. Type of hospital:
 - a. Private not-for-profit, affiliated with medical school
 - b. Private not-for-profit, not affiliated with medical school
 - c. Investor-owned, affiliated with medical school
 - d. Investor-owned, not affiliated with medical school
 - e. Other, including V.A. hospitals

Library physical facilities:

1. Area in square feet
2. Seating capacity
 - a. Group study
 - b. Private carrels
3. Hours staffed per week

JCAH VISIT
look @ manuals
visit?

4. Population served:

- a. Physicians
- b. Nurses
- c. Medical students
- d. Nursing students
- e. Residents
- f. Patients
- g. Allied health personnel
- h. Administration and managers
- i. Members of the general public
- j. Attorneys
- k. Other affiliated corporations:
 - 1.) Hospitals
 - 2.) Satellite clinics
 - 3.) HMO's or PPO's
 - 4.) Other:

LIBRARY BUDGET:

- 1. Fiscal year of budget reported
- 2. Total operating budget
- 3. Budget for professional materials:
 - a. Books
 - b. Journals
 - c. Audiovisual materials
 - d. Patient materials (all formats)
 - e. Other (computer software, etc.)
- 4. Other line items:
 - a. Computerized literature searches
 - b. Capital equipment costs
 - c. Cataloging services
 - d. Office supplies
 - e. Other, not included in above
- 5. Source of funding (in percentages):
 - a. Hospital
 - b. Professional funds
 - c. Donations
 - d. Grants
 - e. Fees
 - f. Other

Library Staff

- 1. Number of FTE librarians
 - a. Title
 - b. Hours per week
 - c. Salary/year
 - d. Highest degree
 - e. MLA certified
 - f. Years of experience
 - g. Number of days paid vacation per year

2. Number of FTE paraprofessionals

- a. Title
- b. Hours per week
- c. Salary/year
- d. Highest degree
- e. Years of experience
- f. No. days paid vacation

3. Number of clerical support staff

- a. Title
- b. Hours per week
- c. Salary/year
- d. Highest degree
- e. Years of experience
- f. No. days paid vacation

4. Number of volunteers

5. Total number of volunteer hours per year

6. Benefits:

- a. Health insurance
- b. Life insurance
- c. Disability insurance
- d. Retirement benefits/pension plan
- e. Tuition

7. Travel budget per year:

8. Professionals dues budget per year:

THE COLLECTIONS

1. Collection size:

- a. Number of books
- b. Number of books less than five years old
- c. Number of new titles added in most recent year
- d. Number of paid journal subscriptions
- e. Number of bound journal volumes
- f. Number of paid audiovisual subscriptions
(Audio-Digest, NCME, etc.)
- g. Number of other programs

2. Total circulation per most recent year (year = ?)

- a. Number of books circulated per year
- b. Number of journals circulated per year
- c. Number of audiovisuales circulated per year

SERVICES

1. Computerized literature searching

- a. Available in-house
- b. MEDLARS
- c. BRS
- d. DIALOG
- e. Other
- f. Number of searches per year

Comments field for every section, to include special circumstances.

Use ranges in reporting bed size, etc., so hospitals are not identifiable and so reporting is easier.

Have survey returned like ballot in sealed blank envelope inside another envelope with hospital's name on it. One person will open the first envelope, check off the hospital as having returned the survey, and forward the unopened inner envelope to the survey committee. This person will also be responsible for sending out follow-up requests and/or phone calls for non-responders.

Should we report by individual respondent or by general categories?

List definitions, e.g.:

Section III. A. 1. "Librarians": persons with professional training and skill in the theoretical and/or scientific aspects of library work, as distinct from its mechanical and clerical aspects.....

Put statement by salary questions: NOTE: YOUR RESPONSES TO THESE QUESTIONS WILL BE SEPARATED FROM EVERYTHING THAT COULD POSSIBLY IDENTIFY YOUR INSTITUTION WHEN REPORTED TO THE MEMBERSHIP.

Other things that could be included:

Number of photocopies made per year
Computer assisted instruction
End-user search training offered in-house
Number and type of photocopy machines
OCLC direct user or via processing center
To whom does library director report (Administrator, DME,
Director of Medical Records, etc.)
Make-up of library committee
Library committee functions
Frequency of library committee meetings
Member of MLC
Indexes carried
Does hospital provide approved CME?
Bindery budget
Book vendor(s)
Journal vendor(s)
Automatic book purchasing via computerized profile
Library newsletter
Own local ROC union list
Own MISHOLS
Own GMRMLN union list
Security sytem owned (Knogo, Checkpoint, 3M, etc.)
Loss rate
Break down square feet by specific areas - AV's, staff work
area, librarian(s) office(s), storage, etc.



Michigan Health Sciences Libraries Association

MEMORANDUM

Affiliated Groups

Flint Area Health
Sciences Library Network
Metropolitan Detroit
Medical Library Group
Mid-Michigan Health
Sciences Libraries
Northern Michigan Health
Sciences Libraries Group
Thumb Area Medical
Information Consortium
Upper Peninsula Health
Science Libraries
Consortium
Valley Regional Health
Science Librarians
Western Michigan Health
Sciences Libraries
Association

TO: MSHLA Survey Respondents
FROM: MSHLA Ad Hoc Survey Committee
RE: MSHLA Survey Evaluation

The MSHLA Ad Hoc Survey Committee would appreciate your evaluation of the questionnaire used in gathering data for the 1987 survey. Please check your responses and return the evaluation to:

Dina L. Nameth
Henry Ford Hospital
Sladen Library, K-17
2799 West Grand Boulevard
Detroit, MI 48202

Thank you very much for your time and your thoughtful answers to the survey. We plan to repeat the survey in 1990, and at regular intervals thereafter. Your input is essential to improve the quality of the questionnaire and the survey process.

Thank you very much.

Sincerely,

A handwritten signature in cursive script that reads 'Dina L. Nameth'.

Dina L. Nameth, Chairman
MSHLA Ad Hoc Survey Committee

MHSLA Survey Evaluation

Instructions:

1. The person(s) who originally filled out the survey should fill out this evaluation form.
2. Please check the answer which most closely corresponds to your opinion.

1. The amount of time necessary to complete the survey was:

- Acceptable to me
- Acceptable, but longer than I prefer
- Too much time was required

2. It took me _____ / _____ (hours/minutes) to complete the survey.

3. Most of the time, the statistical data requested in the survey questions was:

- Easily accessible
- Accessible in a different format which required revisions by me.
- Available in a raw format (ie. original ILL request forms) which had to be tabulated.
- Available from other departments in the hospital.
- Not available

4. I feel that the survey covered questions which are relevant to my needs for library management information.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

5. I feel that the questions were clearly worded and easy to understand.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

6. The amount of time we were allotted to complete and return the questionnaire (3 weeks) was:

- Too Short
- About Right
- Too Long

7. Although the survey was comprehensive, and the results are interesting, I would like the next survey questionnaire to contain only half as many questions.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

8. Although the survey took a while for me to complete, I feel it is worth the time to gather the data and I would like the next survey to ask about the same number of questions.

- Strongly Agree
- Agree
- No Opinion
- Disagree
- Strongly Disagree

9. I will participate in the next MHSIA Survey.

- Yes
- No

10. Please provide us with any comments about the questionnaire or survey process.

Thank you.

Return To:

Dina L. Nameth
Henry Ford Hospital
Sladen Library, K-17
2799 West Grand Boulevard
Detroit, MI 48202

Survey of Staff and Budget Changes
In Michigan Hospital Libraries
Since January 1985

Statistical Summary

Compiled by Sheryl R. Stevens
for the MHS LA Executive Board
May 6, 1988

Response Rate

60.4%
(93 out of 154)

Respondents With No
Library/Library Personnel
Since January 1985

16.1%
(15 out of 93)

Respondents Included In
Final Data Tabulation

83.9%
(78 out of 93)

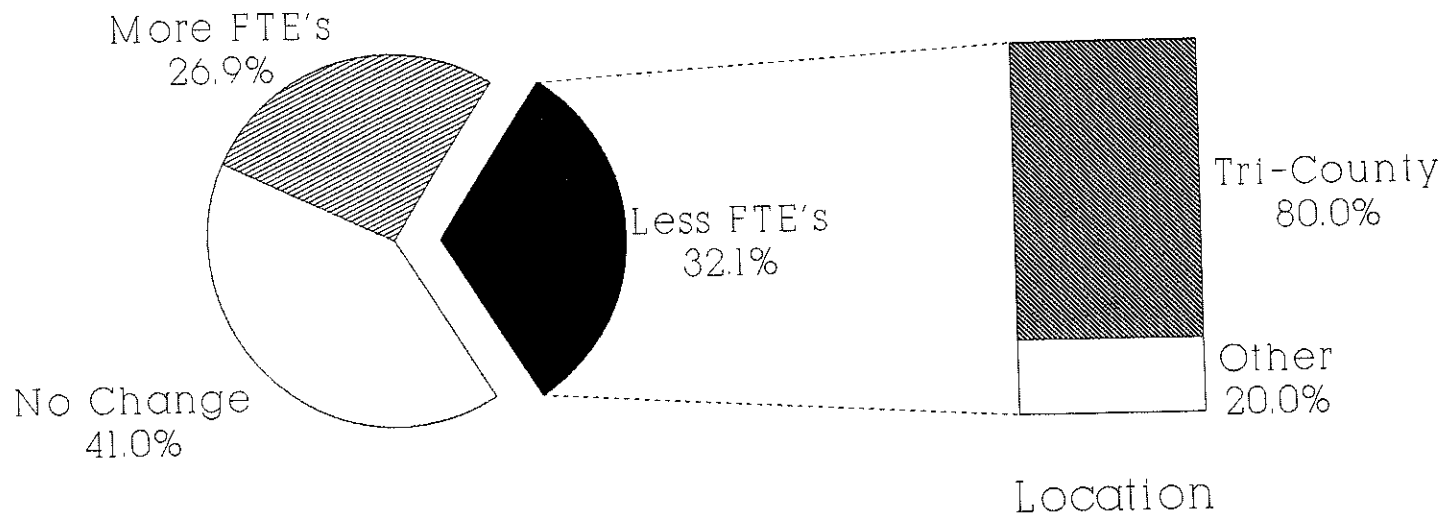
Respondent Demographics

	<u>No. of Libraries</u>	<u>% of Total</u>
Tri-County Area	37	47.4%
Other	41	52.6%
Teaching Hospitals	60	76.9%
0 - 99 Beds	9	11.5%
100-199 Beds	13	16.6%
200-299 Beds	18	23.1%
300-399 Beds	16	20.5%
400-499 Beds	7	9.0%
500-599 Beds	7	9.0%
600-699 Beds	4	5.1%
700-799 Beds	1	1.3%
800-899 Beds	0	0.0%
900-999 Beds	2	2.6%
1000+ Beds	1	1.3%

Staffing Level Changes Since January 1985

	<u>No. of Libraries</u>	<u>% of Total</u>
Libraries With Less FTE's	25	32.1%
Libraries With More FTE's	21	26.9%
Libraries With No Change	32	41.0%
<i>TOTALS</i>	<i>78</i>	<i>100.0%</i>

Staffing Level Changes Since January 1985



(% = % of libraries)

Change in Total Number of FTE's Since January 1985

	<u>Jan.</u> <u>1985</u>	<u>Apr.</u> <u>1988</u>	<u>Net</u> <u>Change</u>	<u>%</u> <u>Change</u>
Total Professional FTE's	103.00	95.30	-7.70	-7.5%
Total Support Staff FTE's	94.79	91.42	-3.37	-3.7%
<i>TOTALS</i>	<i>197.79</i>	<i>186.72</i>	<i>-11.07</i>	<i>-5.6%</i>

Change in Average Number of FTE's Since January 1985

	<u>Jan.</u> <u>1985</u>	<u>Apr.</u> <u>1988</u>	<u>Net</u> <u>Change</u>	<u>%</u> <u>Change</u>
Professional FTE's per Library	1.32	1.22	-0.10	-7.6%
Support Staff FTE's per Library	1.22	1.17	-0.05	-4.1%
<i>TOTALS</i>	<i>2.54</i>	<i>2.39</i>	<i>-0.15</i>	<i>-5.9%</i>

Change in Total Number of FTE's In Libraries With Staff Cuts

	<u>Jan.</u> 1985	<u>Apr.</u> 1988	<u>Net</u> <u>Change</u>	<u>%</u> <u>Change</u>
Total Professional FTE's	49.2	34.8	-14.4	-29.8%
Total Support Staff FTE's	51.3	35.8	-15.5	-30.2
<i>TOTALS</i>	<i>100.5</i>	<i>70.6</i>	<i>-29.9</i>	<i>-29.8%</i>

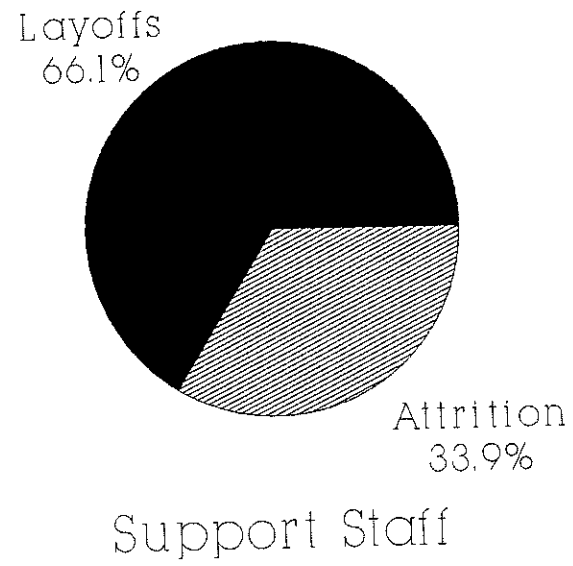
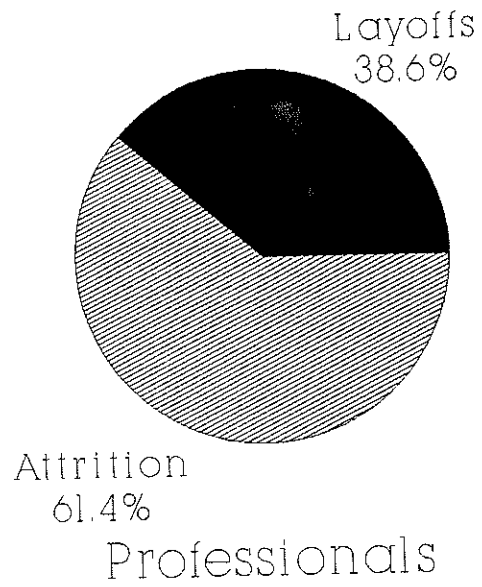
Change in Average Number of FTE's In Libraries With Staff Cuts

	<u>Jan.</u> <u>1985</u>	<u>Apr.</u> <u>1988</u>	<u>Net</u> <u>Change</u>	<u>%</u> <u>Change</u>
Professional FTE's per Library	1.97	1.39	-0.58	-2.9%
Support Staff FTE's per Library	2.05	1.43	-0.62	-3.0%
<i>TOTALS</i>	<i>4.02</i>	<i>2.82</i>	<i>-1.20</i>	<i>-3.0%</i>

Attrition vs. Layoffs

	<u>Professional</u> <u>FTE's</u>	<u>Support Staff</u> <u>FTE's</u>	<i>TOTALS</i>
Lost Through Attrition	10.40	5.38	<i>15.38</i>
Lost Through Layoffs	6.00	10.50	<i>16.50</i>
<i>TOTALS</i>	<i>16.40</i>	<i>15.88</i>	<i>31.88</i>

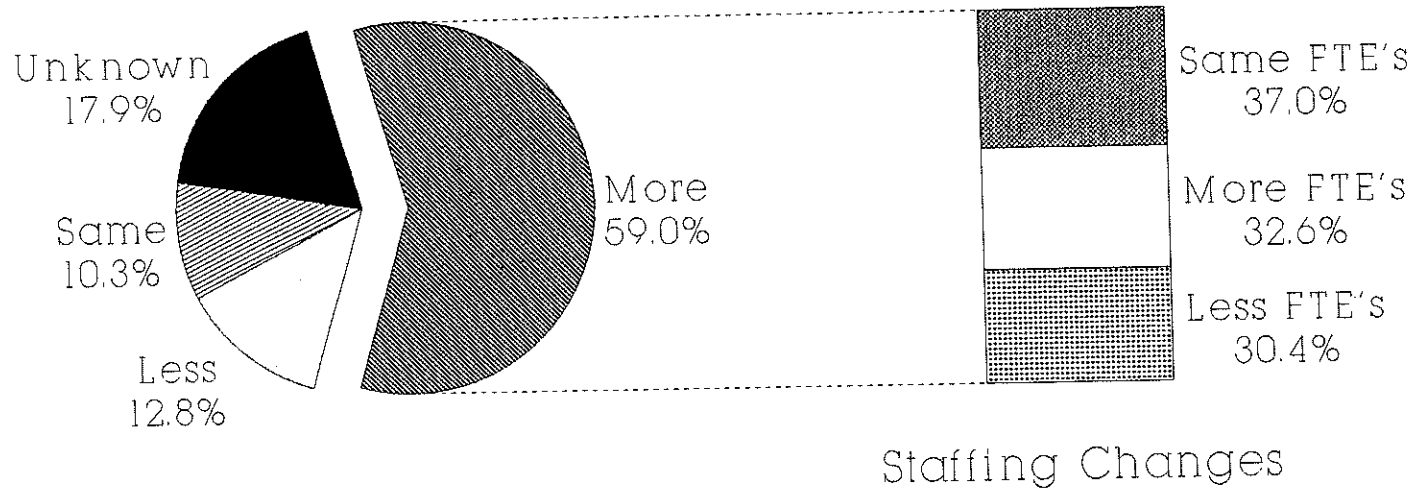
Attrition vs. Layoffs



Operational Budget Changes Since January 1985

	<u>No. of Libraries</u>	<u>% of Total</u>
Libraries With More Operating Funds	46	60.0% ^{59.0}
Libraries With Less Operating Funds	10	12.8%
Libraries With No Change	8	^{10.3} 10.8%
Budget Figures Unknown or Not Reported	14	17.9%
<i>TOTALS</i>	78	100.0%

Operational Budget Changes Since January 1985

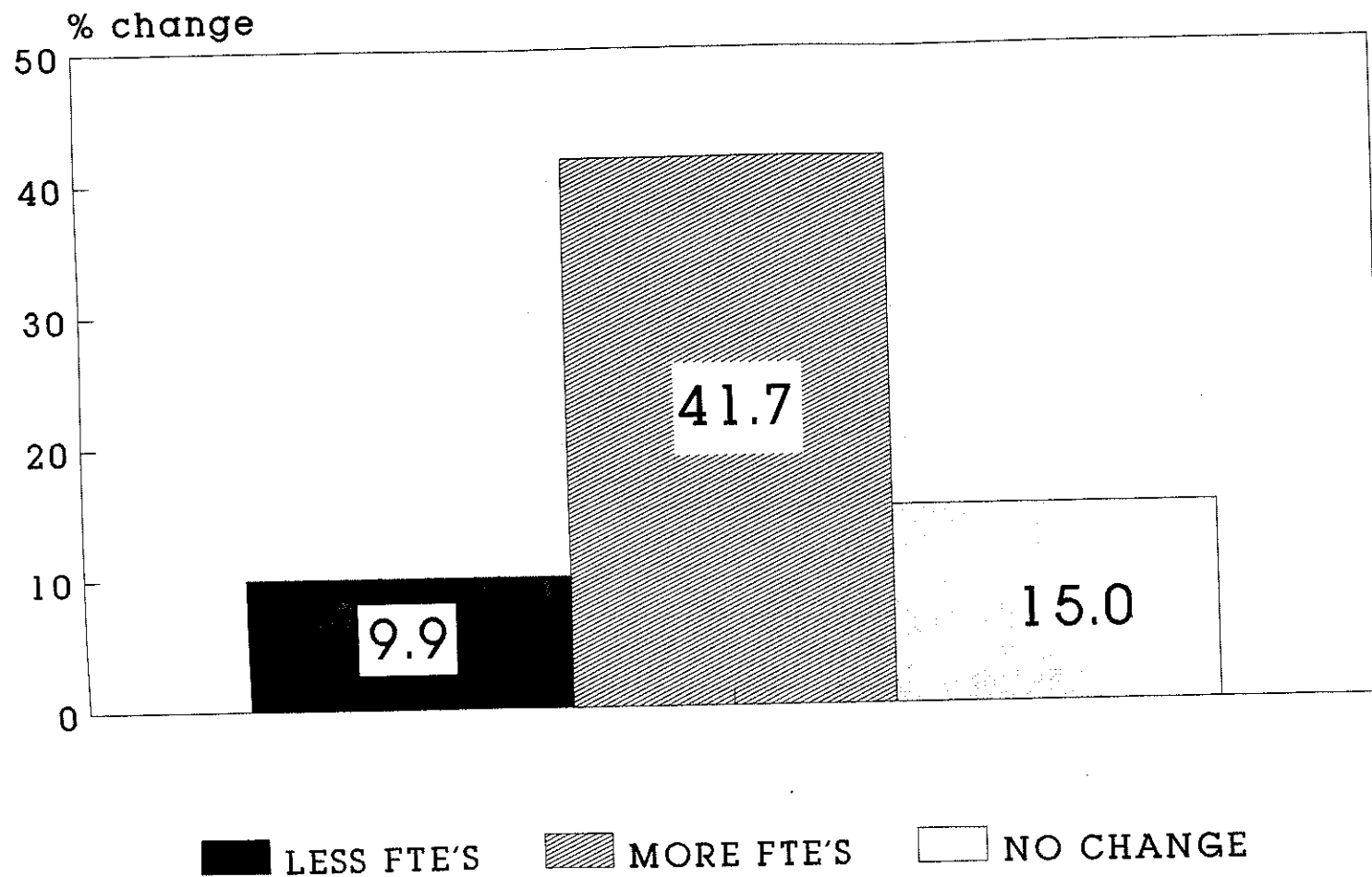


(% = % of libraries)

Average Change in Operational Budgets
Since January 1985

+ 9.6%

Average Change in Operational Budgets In Relation to Staffing Level Changes



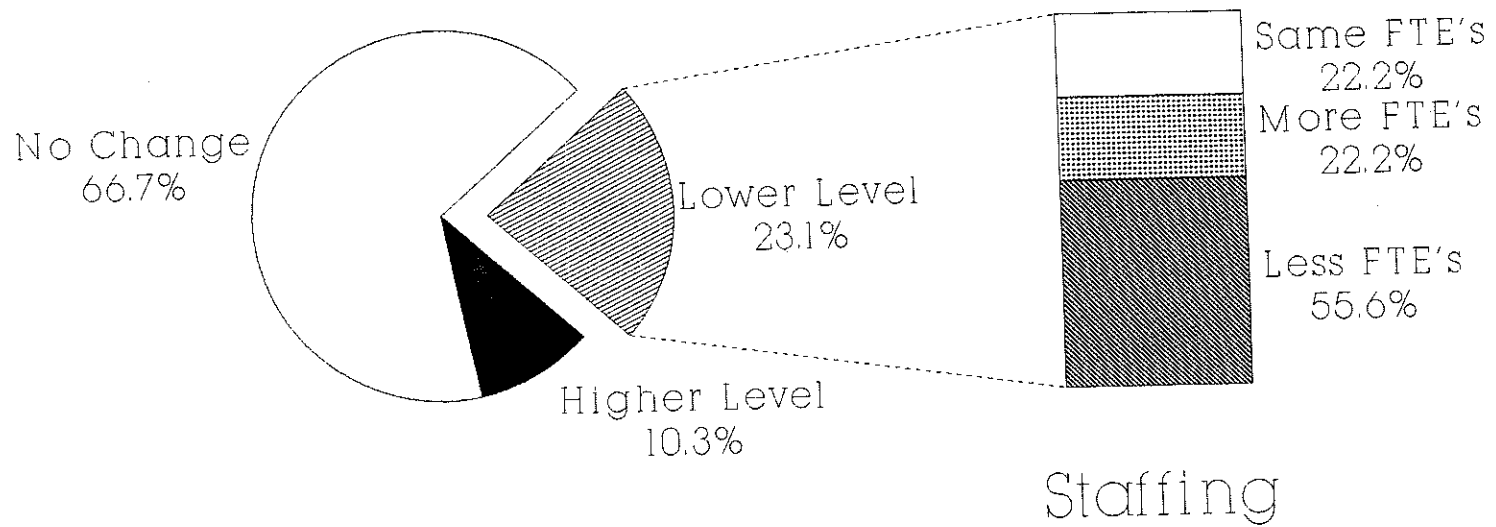
Changes in Position Classifications Since January 1985

	<u>No. of Positions Affected</u>	<u>No. of Libraries Affected</u>	<u>% of Total Libraries Affected</u>
Downgrades	14	11	14.1%
Upgrades	7	6	7.7%

Changes in Administrative Reporting Relationships Since January 1985

	<u>No. of Libraries</u>	<u>% of Total</u>
Libraries Reporting to Lower Level Administrators	18	23.1%
Libraries Reporting to Higher Level Administrators	8	10.3%
No Change	52	66.6%
<i>TOTALS</i>	78	100.0%

Changes in Administrative Reporting Relationships

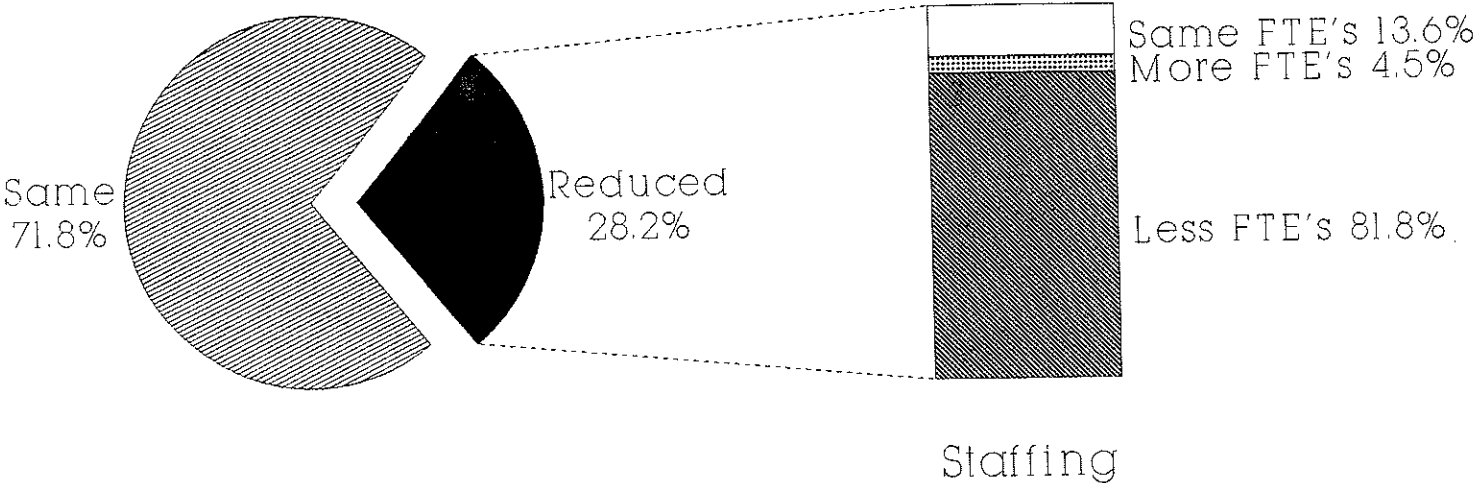


(% = % of libraries)

Changes in Service Levels Since January 1985

	<u>No. of Libraries</u>	<u>% of Total</u>
Services/Hours Reduced	22	28.2%
No Change	56	71.8%
<i>TOTALS</i>	78	100.0%

Changes in Service Levels Since January 1985



Changes in Travel Reimbursement Since January 1985

	<u>No. of Libraries</u>	<u>% of Total</u>
Travel Funds Decreased	32	41.0%
Travel Funds Increased	3	3.8%
No Change	43	55.1%
<i>TOTALS</i>	78	100.0%