

FSCS Steering Committee Meeting
April 22-23, 1996
Minutes

Attending Steering Committee:

Adrienne Chute, Denise Davis, Mary Alice Hedge, Carrol Kindel, Roz Korb, Elaine Kroe, Keith Lance, Libby Law, Sandi Long, John Lorenz, Mary Jo Lynch, Joseph Shubert, Mark Smith, Walter Terrie, Diana Tope

Others:

Census: Elizabeth Burrows, John Medina, Dawn Pennell, Ellen Thompson

Library Programs: Don Fork

NCES: Kathy Chandler

NCLIS: Kim Miller

Mark Smith called the meeting to order and welcomed Denise Davis and Sandi Long to the FSCS Steering Committee.

Steering Committee Changes:

Liz Gibson notified the Chair that she has had a promotion at the California State Library and felt it necessary to resign from the FSCS Steering Committee. After a review of the By-Laws and procedures, Gretchen Fairbanks was invited to serve on the Steering Committee until an election can be held at the next Annual Workshop.

Publication of 1994 Data: Ed Tabs will be released about the same time as 1993 data (probably August). Preliminary data files are updated on the gopher each week. The early release program on the NCES gopher was referred to the Data Use Committee.

Keith Lance and Mary Jo Lynch will work with Adrienne Chute on the adjudication process.

State Library Agency survey: Joe Shubert reported that the survey should be out soon. The data is comprehensive and is complementary to other NCES data. It may be on the NCES gopher in a couple of weeks and the printed version should be available in June, 1996.

Keith Lance will prepare a commentary to address several issues which were not addressed in the ED TABS introduction.

Mary Jo Lynch and Keith Lance will work on a article for AMERICAN LIBRARIES.

Status of 1996 State Library Survey: The data has not been received to date from 8 States.

Imputation: Carrol Kindel reported on the status of imputation of Public Library data. It seems probable that imputation can be applied to the 1995 data.

Library Cooperatives: Data elements and definitions have been developed and a preliminary list of library cooperatives has been sent to each Chief State Officer for review. A preliminary survey instrument has been developed and Denise Davis, Mary Jo Lynch, and Diana Tope will review it at a meeting with Census, NCES and NCLIS representatives in a meeting immediately following the Steering Committee meeting.

NCES/NCLIS Forum and NCES Fellows Program: John Lorenz reported that he had submitted a list of FSCS people to receive invitations. Joe Shubert asked that those who participated in the Fellows Program which was interrupted by the Federal Furlough be invited to attend another program. John Lorenz will follow-up on this.

NCES Household Survey: Kathy Chandler reported on the status of the 4 library questions included in the 1996 National Household Education Survey. There was a 70% response rate. There is to be a separate national report on library data and she requested that FSCS provide assistance in designing and reviewing the report. There will be a later publication that includes state and regional data.

Territories:

The identification of FSCS Territories was related to the LSCA Territories. There was some discussion about the addition of American Samoa. No decision was made. Don Fork of Office of Library Programs volunteered to check on present status of Territories.

By-Laws:

The Steering Committee reviewed the By-Laws. Kim Miller is to check the files to be sure that the December 9, 1993 version is the latest. The Steering Committee identified the need for several minor changes which may need to be addressed at the next Annual Workshop. Mark Smith and Libby Law are to review the latest version and provide a list of proposed changes for the next (September) Steering Committee meeting. Since there will now be two Steering Committee vacancies to be filled at the next Annual Workshop, Mark Smith will contact Bob Fortenbaugh on his concerns about number of nominees for each vacant position.

Status of Federal Library Funding:

Mary Alice Hedge reported on the status of LSTA and the possibility of a one year extension of LSCA.

1997 Workshop:

See Training Subcommittee section.

Subcommittees:

Due to the resignation of Liz Gibson from the Steering Committee, Diana Tope will chair the Training Subcommittee and Mark Smith will chair the Definitions Subcommittee.

Definitions Subcommittee:

Subcommittee members were assigned areas of responsibility. Reports are to be prepared and discussed at the next (September) Steering Committee meeting.

Electronic data output measures - Denise Davis and Mark Smith

- * Explore use of Fast Response Survey and identify questions
- * Capacity vs. measurement of output

Organization and Structure data elements - Libby Law and Mary Jo Lynch

- * Issue identified by Census (geographic vs. legal establishment)
- * Census has list of government units - Steve Owens

Finance data elements - Denise Davis, Keith Lance, Libby Law, and Diana Tope

- * 35 hour work week - This is a compliance issue, not a definition issue.
- * Carry over funds - This is a compliance issue, not a definition issue.
- * State and Federal Funds - Keith Lance is to contact Roy Bird (KS) to clarify this issue
- * Capital Outlay - Denise Davis, Libby Law, Diana Tope
- * Questions of reporting income, and level of detail of expenditures - Keith Lance, Libby Law, Diana Tope
- * Indirect vs. In-kind. Review the IPEDS survey and examine State data collection forms to determine who currently collects and how they collect.

Ballot for deletion of Data Elements #14 (Total Librarians) and #15 (All Other Paid Staff) - Mary Jo Lynch, Mark Smith

To prepare/seek pro/con papers

Subscriptions - Denise Davis, Keith Lance, and Mark Smith

Revise the definition to include instructions for handling subscriptions to electronic current periodicals, newspapers, or other serials.

Technical Subcommittee:

Evaluate historical file - Walt Terrie

To exam the historical data file to see if it does what was intended and to see if the information is usable and useful.

1996 DECPLUS Software Quality - Beth Burrows and Elaine Kroe

Six States (DE, IA, IL, KY, NC, OK) tested on are testing and 4 have submitted favorable reports with only minor corrections needed. Elaine Kroe is reviewing the Users Guide. Projected release date is the end of May. The Subcommittee considers this objective essentially accomplished.

Alternative Submission Standards (Electronic Data Interchange EDI) -
Carrol Kindel and Elaine Kroe

Elaine Kroe and Carrol Kindel are awaiting receipt of a report on the technical experiment on alternative submissions of last year. The problem with alternative formats is the historical tracking of library entities. The 1996 Users Guide will include detailed instructions for FTP submission of data which can be used by all states. The Subcommittee also discussed the possibility of submission of an annotated error list electronically by importing their error list in a word processing package, type in the annotations, save the file as an ASCII text file, and send it along with their DECPLUS file. The Chief Officer's sign-off would be submitted through the mail and would be the indication that the submission is final and official.

1997 DECPLUS - Beth Burrows, Elaine Kroe, Sandi Long

Local Data Collection Software Efforts -

The Subcommittee went on record as unanimously endorsing Liz Gibson's proposal for technical assistance money for a hands-on training and development workshop on IMPS for eight states that want to use IMPS. Sandi Long is developing a data entry package using InForms and hopes to have 50% to 60% of her libraries using it in the next collection cycle.

Minimum Equipment Specifications -

The Subcommittee felt it was a bit premature to change the specifications right now. It may be that we would change DECPLUS so that it would reside on a file server for all states to log on, rather than residing on each SDC's own computer. Then the specifications would become a telecommunication issue.

Data Use:

Price Index - Adrienne Chute, Keith Lance

American Institute for Research (AIR) has prepared a draft report. The report includes both a price index and a cost index. Keith Lance has questioned the validity of the Cost Index based on expenditures. The Committee recommended that Keith Lance and Mary Jo Lynch be reviewers on the adjudication panel.

Mapping of Legal Service Area - Walt Terrie

The Subcommittee will review the mapping that has been done by Indiana. A Task Order proposal to add this to the current WESTAT contract is under development. The Task Order is in the works and will be reviewed by the entire subcommittee.

Adjudication of 1994 data for Public Libraries in the US - Keith Lance, Mary Jo Lynch

Keith Lance and Mary Jo Lynch will serve as FSCS reviewers.

State Ranking Tables

Elaine Kroe to provide Keith Lance with information so that this will be automatically provided and not have to be requested separately each year.

Table of National Norms -

Keith Lance is to contact Barbara Humes (PLLLI) regarding the status of this and to determine if this will be produced annually.

Birth/Death/Marriages/Divorces

This is dependent on Walt Terrie's examination of the Historical data.

Population of Legal Service Area by Type of outlets

Concern was expressed regarding the validity of the data being submitted. A LSP Memo is to be sent to states to collect information on how this data is being collected

Analysis of National Household Education Survey-

The Subcommittee recommended a more comprehensive report. The Steering Committee is to review the National Household Education Survey and identify relationships that should be addressed in the report.

Training:

The Steering Committee met as a whole for the Training Subcommittee session to Plan for Annual Training Workshop - 1997.

Review of Annual Workshop Evaluations -

Location is still a concern. There is a clear indication that the SDC's want presentations on the use of commercially available software (such as Quatro Pro) to make data more useful; more time for the "flag show", more time for practical hands-on activities, less time in "dark general sessions, more time in break-out groups with choices of topics. Susan Ahmed (NCES) was identified as a possible speaker on use of statistics with Policy makers.

Kim Miller will begin identification of location for the Annual Workshop which will be held in March 1997. In order to involve as many federal speakers and/or staff, the Workshop will be held in the Washington, DC area. Possible locations: (1) Alexandria, (2) Annapolis, (3) Baltimore, (4) Dupont Circle, (5) Bethesda.

Training for new State Data Coordinator's

There needs to be an orientation session for new SDC's, regardless of the number.

Territories:

Mentors working with the Territories are to contact the Data Coordinators and identify any assistance needed. Mentor list changes: Mark Smith will work with Puerto Rico and Sandi Long will work with Guam.

Meeting evaluation:

Plus's

- Location
- Group dynamics
- Lunch on own and list of near by restaurants
- Weather
- Kathy Chandler's presentation (a double ++)
- Agenda pace
- Only one round of sub-committee meetings
- Flexibility of participants
- Addition of Gretchen Fairbanks to Steering Committee
- Census staff participation
- Mark's chairing

Minus's

- Hotel
- Loss of Liz Gibson from the Steering Committee
- Only one round of sub-committee meetings

Next Steering Committee Meetings:

September 17-19, 1996 Washington, DC DoubleTree on Rhode Island Ave.
December 3-5 or 11-13, 1996 Location to be announced

Below are identified areas of responsibility for the next Steering Committee Meeting.

Adrienne Chute -

- Check on the possibility of using the NCES Conference Room for FSCS meetings beginning in December, 1996.

Denise Davis, Libby Law and Diana Tope -

- Capital detail - Questions of reporting income, and level of detail of expenditures.

Denise Davis and Mark Smith -

- Subscriptions - Revise the definition to include instructions for handling subscriptions to electronic current periodicals, newspapers, or other serials.

Keith Lance -

- Commentary to be sent to Chief Officers to address State Agency Survey.
- Keith to contact Barbara Humes (PLLLI) regarding the status of Table of National Norms and to determine if this will be produced annually.

Keith Lance, Libby Law and Diana Tope -

- Expenditures - Indirect vs. In-kind. Review the IPEDS survey and examine State data collection forms to determine who currently collects and how they collect.

Libby Law and Mary Jo Lynch -

- Organization and Structure data elements - Issue identified by Census (geographic vs. legal establishment); Census has list of government units (Steve Owens).

Sandi Long -

- Mentors working with the Territories are to contact the Data Coordinators and identify any assistance needed. Mentor list changes: Mark Smith will work with Puerto Rico and Sandi Long will work with Guam.

John Lorenz -

- A LSP Memo is to be sent to states to collect information on how this data is being collected - population of service area by type.

Mary Jo Lynch and Keith Lance -

- Serve as FSCS reviewers for adjudication of 94 Public Libraries in the US.
- Work on Article for AMERICAN LIBRARIES.
- Review cooperatives survey instrument.

Mary Jo Lynch and Mark Smith -

- Ballot for deletion of Data Elements #14 and #15 - Prepare/seek pro/con papers.

Kim Miller -

- Verify that December 9, 1993 is the latest version of the Bylaws, and if not, send copies of latest to everyone.
- Identification of location for the Annual Workshop which will be held in March 1997. In order to involve as many federal speakers and/or staff, the Workshop will be held in the Washington, DC area. Possible locations: (1) Alexandria, (2) Annapolis, (3) Baltimore, (4) Dupont Circle, (5) Bethesda.

Mark Smith-

- Contact Bob Fortenbaugh about procedures for changing By-laws.
- Mentors working with the Territories are to contact the Data Coordinators and identify any assistance needed. Mentor list changes: Mark Smith will work with Puerto Rico and Sandi Long will work with Guam.
- Contact Gretchen Fairbanks on being Mentor for Northern Marianas.

Mark Smith and Libby Law -

- Work on Indirect cost and need to know which States currently collect "on behalf of" (Indirect vs. In-kind) financial data information, the definitions and instructions they use.
- Review latest By-Laws and compile laundry list of changes needed.

Walt Terrie -

- Examine and evaluate the historical file to see if it does what was intended and to see if the information is usable and useful.

Diana Ray Tope -

- Review cooperatives survey instrument.