

**FSCS STEERING COMMITTEE MEETING  
AUGUST 24 - 26, 1992  
WASHINGTON DC**

The following people were in attendance:

Adrienne Chute, Darla Cottrill, Jan Feye-Stukas, Carrol Kindel, Keith Lance, John Lorenz, Mary Jo Lynch, Paul Planchon, Mary Alice Hedge Reszetar, Gerry Rowland, Peggy Rudd, Joe Shubert, Walter Terrie, Jan Walsh and Peter Young

NCES and OERI Staff visitors included: Tim Burr, Roz Korb, Marc Travaglini and Doug Wright

Other visitors included: Andrew Chen, Kevin Davidson, Larry LaMoure, and John Wunderly.

**Monday, August 24:**

The minutes of the March meeting as revised were approved. Clarification was made that Attendance was still to be included in the annual data collection.

A revised agenda for this meeting was introduced by Keith Lance. It was also suggested that notes regarding items to be covered at the Annual Workshop in December be made throughout the meeting and discussed on Tuesday afternoon and Wednesday morning.

It was suggested that the Chair assign a Task Force be assigned to review policy on adding data elements and the bylaws before the next meeting.

Carrol Kindel reviewed the 1990 Ed Tabs and reported on the progress of the current collection. At that time, 47 states had been received, of which only 20 needed follow-up. The four states remaining out were: Alabama (edit checking problems, Georgia (in the mail), Massachusetts (problems with reporting Federal data) and New Jersey (software/hardware problems).

Tim Burr and Marc Travaglini, OERI, described the procedures involved in printing the Ed Tab publication. Tim Burr explained the duties of the Outreach Staff in deciding the number of copies needed, price, deadline and sale through the agency or the GPO. He did indicate that Ed Tabs are not usually sold through the GPO; however, there is such a large interest in this publication that GPO handles the sales.

Adrienne Chute gave a status report on the release of the 1990 data. The 1990 Ed Tabs was mailed to all public libraries beginning on August 20. The diskette is available to the public for \$75.00. She reviewed the process and time involved with this release from the collection, the adjudication through the printing and distribution.

The Technical Sub-Committee (Darla Cottrill, Gerry Rowland and Walter Terrie) was asked to review the error/warning lists regarding small libraries. This was reviewed and recommendations were made to John Wunderly in the break-out meeting later in the day.

Peggy Rudd, Virginia, asked if it would be more useful to have the DECPLUS files saved as .txt instead of .dbf for use in word processing programs. The Data Use Committee will check into this matter.

Adrienne Chute reviewed the schedule for collection through Ed Tab release of this year's data. It appears the published data will be released in early July, 1993. If data for all states had been received by July 31, the publication might have been available earlier. There was a discussion on ways to speed up the publication. Parallel process in mailing out single State data to the States when tables are mailed to the FSCS Steering Committee was discussed. Carrol Kindel stated that steps will certainly be taken if at all possible to get the publication out sooner than the 1990. The draft Ed Tabs will be mailed back to the FSCS Steering Committee pending the receipt of the final States edited data, hopefully in September or October.

Carrol Kindel reported that NCES has established the National Data Resource Center (NDRC) to enable State education personnel, education researchers, and others to request special statistical tabulations and analyses by having NDRC staff perform statistical manipulation of data sets maintained by NCES. More information will be provided on this service at the 10/26-27 FSCS Steering Committee meeting.

At this point, Tim Burr asked if it needed to be an actual publication since data were released electronically this year in March, and plans are to release electronic data again next year (in Feb.). It was agreed that a hard-copy was also needed.

Doug Wright presented information on time series. Copies of the NCES Statistical Standards publication are available and he referred to it during his presentation. He pointed out that "Standards" are requirements and "guidelines" are suggestions. Specific guidelines for time series are provided on page 53 of the publication. Trend analysis will measure actual change over time, and/or any other changes that are not "bridged in", meaning not deliberately accounted for. He also stated that it is preferable to show historical time series based on imputation. However, one consideration is the need for consistent data for imputation.

Jan Feye-Stukas, Minnesota, recommended a Draft Time Series be made available for the Data Use Committee by October. A suggestion was made to recommend a time series on individual elements which currently show a good response rate. Particular items which continue to have reporting problems are Attendance, Reference and Income.

Joe Shubert, New York, asked about the various reporting periods within states. Carrol pointed out that states are asked to report on a 12 month period e.g. January - December.

Walt Terrie suggested adding a data element to the collection to provide the beginning and ending date of the reporting period for each library as opposed to the entire state. This will be discussed at a later time.

It was decided that Population of the legal service area must be reported for each library regardless of any other data being reported, i.e. if no statistical data is available, population will be reported and all other fields will be -1.

Technical Sub-Committee and Definitions Sub-Committee had break-out meetings. DECPLUS was reviewed by the TSC and the DSC worked on definitions. A proposed revised definition for School District Library was made as follows: *An entity whose legal service area is a district that corresponds to a school district, but which has its own governance structure and substantial administration and finance autonomy.* After discussion, it was determined that Joe Shubert and Keith Lance would provide a revised definition to Adrienne Chute.

Paul Planchon, Acting Associate Commissioner for Postsecondary Statistics, NCES, gave a briefing on the organizational and policy changes at NCES. He also briefed the committee on the budget situation for 1993.

**Review of the Table Shells for 1991 Data:**

Roz Korb, Chief Statistician of the Postsecondary Statistics Division of NCES, was a great help in revising the tables. Hopefully, this will aid in the adjudication process.

**All Tables:**

- All headings will be lined up with columns
- Population 0 - 999, change to Under 1,000.
- Expenditures \$0 - \$9,999 change to Under \$10,000.
- Delete Calculated Total columns
- Report Response Rate under Number of Public Libraries Columns as appropriate
- Delete Calculated Population
- On Distribution by Percentage tables, delete per capita rows, but keep per capita columns
- Footnote on any table regarding underestimated totals:
  - Change to NOTE: Totals may be underestimated due to non-response.
  - On A tables, the following footnote will be used: For population of the legal service are, zero is not a valid response. Therefore, libraries reporting zero, are excluded from this table.
- It was decided that an Overall Per Capita table will be created if possible.

**Table 1/1A/1B/1C:**

- Area changed to Areas in table head.
- Current Table 1 becomes 1A
  - Change heading to Libraries by Population.....
  - Delete Unduplicated population column
  - Distribution by percentage
- Delete current Table 1A
- Distribution by %.
- Current Table 1C becomes 1
- (Adding column for 1992 data for Total Populaton Not Served will be discussed further.)

**Table 2/2A: Change Box Head:**

Number of Libraries with			Number of Service Outlets			
Central.	Branches	Book- mobiles	Central Libraries	Branch Libraries	Total Stationary Outlets	Book- mobiles

A footnote on Stationary Outlet will read: Number of Stationary Outlets is the sum of Central and Branch Libraries.

**Table 2B Delete**

**Table 3/3A**

- Change Box Head:
- Group all FTE Staff information and move Public Libraries with one or more ALA-MLS and Percent of Public Libraries with one or more to the last two columns.

**Table 4/4A:**

- Change heading to Libraries by Total Paid.....
- Distribution by %.
- Delete per 1,000 Population Column

Table 5/5A/5B

Distribution by %. except for Total Income  
(parts will be %, total actual number)

Federal footnote has been changed based on discussion at meeting

Delete 5B

5C becomes 5B. Change heading to Libraries by Local...

Delete Total Income column

Current Table 6/6A becomes Table 7/7A

Current Table 7/7A becomes Table 6/6A

Current Table 6/6A:

Distribution by %. except for Total Staff Expend.  
(parts will be %, total actual number)

Delete per capita for Salaries and Wages and Employee Benefits

Current Table 7/7A:

Distribution by %. except for Total Expend.  
(parts will be %, total actual number)

Delete the words "Total Paid FTE" from the column "Total Paid FTE Staff"

Table 8/8A:

Change heading to Libraries by Total.....

Distribution by %.

Discussion on removing Total Expenditures column; Decision-delete

Larry LaMoure gave a demonstration of PUBLDAP (Public Library Data Analysis Program) using the 1990 data submission. It is a very impressive program and looks quite promising regarding the analysis and use of the National, State and Local Data.

The meeting was adjourned for the day.

**Tuesday, August 25, 1992**

Table revisions continued after a DECPLUS demonstration by John Wunderly (information regarding this demo follows the section on tables).

Table 9/9A:

Change heading to Libraries by Total.....  
Distribution by %.  
Delete Total Expenditures column

Table 10/10A:

Delete Columns: Public Libraries with C.O. > 0  
Delete per 1,000 population  
Distribution by %.

Table 11/11A:

No changes

Table 12/12A:

Change heading to Libraries by Size.....  
Delete Total Books/Serial Volumes Column  
Distribution by %.

Table 13/13A:

Change 0 to 4,999 to Under 5,000  
Change heading to Libraries by Number.....

Table 14/14A:

Combine with 15 15/A

Keith Lance and Walt Terrie will write an explanation explaining the published percentages in place of actual numbers. Jan Feye-Stukas asked to go on record opposing the elimination of actual numbers. Roz Korb will write the corresponding paragraphs to be inserted in the Methodology Section of the E.D. TABS.

The two former FSCS data collections, "DECTOP" and "PLUS", are to be merged for the 1992 survey into "DECPLUS"

John Wunderly presented the DECPLUS. software.

The administrative entity records file contains the former DECTOP File as well as administrative entities collected through PLUS.

The outlet file contains outlets from the former PLUS file, used to maintain the public libraries universe.

For the 1992 data, former DECTOP and PLUS files will be merged and State Data Coordinators will be asked to reconcile unmatched records in the new DECPLUS file, as either a "Structure Change" or "Date Entry Error". In addition, structural changes in the universe will be recorded each year in order to trace historical data.

Gerry Rowland will work with Andrew Chen to assign data element numbers to the revised DECPLUS definitions.

It was suggested that a cover letter be sent out to the State Data Coordinators regarding the proposed DECPLUS definitions revisions. It was decided that the best way to notify the states of the revisions was to create a side-by-side listing including the current definitions and the

revised proposed DECPLUS definitions. This way, the data coordinators can see exactly what revisions have taken place. A ballot will be included with this mailing. The data coordinator can vote for the entire list, or only specific items. Jan Feye-Stukas will design a cover memo and NCLIS will be responsible for compiling and formatting the side-by-side list and the ballot duplication and mailing.

Keith Lance gave an update on the Data Use Committee. The members are: Keith Lance and Gerry Rowland (Steering Committee representatives), Thomas Childers (Drexel Library School), Chris Horak (Univ. of Illinois Library Research Center), Deb Johnson (Library School at Madison), Mary Jo Lynch (ALA), and Jim Scheppke, Oregon State Library (COSLA Representative). The first meeting of this committee will be in October.

Joe Shubert gave an update on the State Library Agency Survey. A committee is being appointed by COSLA to work with NCLIS and NCES in developing this survey, which would eventually do away with the current COSLA financial survey. Some of the items to be included will be:

Inputs and Outputs of State Library Agencies and the functions of the State Library Agencies.

Proposed Schedule:

September 1993	Pre-test
July, 1994	Survey state agencies
January, 1995	Report

Included in the survey would be the 50 states plus appropriate information on DC. (D.C. PL expenditures data and FSCS outputs are in E.D. TABS)

The Fast Response Survey of public libraries to begin in Fiscal 1993 was also discussed in this session. The previous priorities were: 1. Disability Access, 2. Children/Parent Services, 3. Technology and 4. Library Human Resources. Present priorities discussed were: 1. Technology, 2. Children, 3. Disability Access and 4. Library Human Resources. Other topics of interest requested by other Chief Officers have been reviewed by the committee. Carrol Kindel indicated the possibility of one Fast Response Survey per year.

Mary Jo Lynch agreed to draft some recommendations. Joe Shubert, in consultation with Ray Fry will review the subject areas and the best process to achieve progress on such a survey in 1993.

John Lorenz reviewed a draft outline of a promotional brochure. Suggested items to include with the brochure were; Highlights and Examples regarding 1990 Data; Information on FSCS, How FSCS Data are being used; How to get information. Per Keith Lance's suggestion this brochure will be referred to the Data Use Committee.

A "brainstorming" session was held to come up with topics for the Annual Workshop in December. Several items were covered. An agenda will be worked on Wednesday morning. Adjourned for the day.

Wednesday, August 26, 1992:

Agenda for December Workshop: (see attachment)

In order to meet the objective of having all states submit their data by July 31, 1993, Joe Shubert suggested that basically the same procedure be followed as this year regarding notification of State Data Coordinator's. It was suggested that mentors contact their States on July 15 to check on the progress of their data. If at that time a problem is indicated, NCES will be notified. It was suggested to add these dates to Carrol Kindel's publication schedule. If by August 1, nothing seems able to be done, a friendly call from Joe Shubert to the Chief Officer seems to be in order. This item will be discussed further at the October meeting.

(Walt Terrie suggested the possible need for a Statistics Withheld Attack Team [(SWAT)] but it was hoped the above process would make this not necessary.)

Tentative Schedule for October meeting:

October 26 & 27:

Update from Carrol K.

Time Series

Bylaws/Data Element Policy

Example of Revised Table Shells

Issue Papers (state Issue, Background, proposed solution)

Ballot Review

Imputation "Time Adjustments"

Final Workshop Agenda

Nominations for 1993 Steering Committee Members

**(John L. request in next memo)**

1993 Objectives

Clarify process for adding to new data elements or adding new data elements

Report on late states and why

Jan Walsh requested an evaluation of the overall meeting. The following points were listed:  
(Some of these need further explanation to be understood - JGL)

PLUS:

1. Letting people have the floor. Better order
2. Agenda sent prior to meetings
3. Revised agendas ready prior to start of meeting
4. Roz Korb!!!
5. Great accomplishments more productive
6. Passion/dedication
7. General/Break-out sessions
8. Consensus
9. Technical Sub committee
10. DECPLUS & Definitions
11. Paul's presentation
12. Carrol's information

DELTA:

1. Jan Walsh - stepping out of chair (this was only Jan's opinion!)
2. Too much of agenda in general sessions; rather than breakout sessions
3. Interrupting
4. Rehash old information and policies
5. Better Document order (Numbers were suggested)
6. Rigid Control
7. Too many talking at once
8. Tables - (group wanted to focus more on larger issues and less on specific wording)
9. Computer/Printer needed for faster "follow-up"
10. Sub-conversations
11. Other subcommittees staff support compared to the support received by the Tech. Committee staff.
12. Want to receive paperwork more than a week prior to the meeting

Meeting adjourned.

FSCS 5th Training Workshop  
Embassy Suites Hotel  
1900 Diagonal Rd  
Alexandria, VA 22314  
Tel # 703-684-5900  
Fax # 703-684-1403  
**12/7-9/92**

Preliminary Training Workshop Agenda  
September 8, 1992

Monday, December 7, 1992

9:00 - 9:15 AM	Introductions: Mentors introduce New SDC's
9:15 - 9:45 AM	Status of 1991 Data - Carrol Kindel (overhead) Technical Assistance - Joe Shubert
9:45 - 10:30	Analysis of 1991 data - Walt Terrie
10:30 - 10:45 AM	Break
10:45 - 11:45 AM	States' Data Use - Gerry Rowland
11:45 - 12:45 PM	States' Data Use - Diana Young
1:00 - 2:00 PM	Working Lunch - Paul Planchon, NCES
2:00 - 3:15 PM	DECPLUS Definitions Overview of revised DECPLUS Definitions - Jan Feye-Stukas Issue Papers - Including Population, Collections, Circulation, Income and Expenditures, FTE Q & A
3:15 - 3:30 PM	Break
3:30 - 4:15 PM	Breakout sessions on Issues - leaders
4:15 - 5:30 PM	Report back - Jan Walsh
5:30 - 7:00 PM	Reception

Tuesday, December 8, 1992

9:00 - 10:00 AM	DECPLUS Overview - John Wunderly (VGA Data Projector)
10:00 - 10:15 AM	Break
10:15 - 11:15 AM	<b>Breakouts</b> DECPLUS ( <b>Group 1</b> ) - 15 computers Electronic Bulletin Board (EBB) & Texas Video ( <b>Group 2</b> )
11:15 - 12:15 PM	<b>Breakouts</b> DECPLUS ( <b>Group 2</b> ) Electronic Bulletin Board (EBB) & Texas Video ( <b>Group 1</b> )
12:30 - 1:30 PM	Working Lunch - State Library Survey - J. Shubert
1:30 - 2:45 PM	Graphics Software Demo - Don Leaf, Keith Lance, Gerry Rowland
2:45 - 3:00 PM	Break
3:00 - 4:00 PM	PUBLDAP - Larry LaMoure
4:00 - 5:30 PM	PC Time - (hands-on) DITAR - P. Rudd
5:30 - 7:00 PM	Reception

Wednesday, December 9, 1992

9:00 - 12:00 Noon	<b>Business Meeting</b> <ul style="list-style-type: none"><li>• SDC Job Description</li><li>• Goals and Objectives for 1993</li><li>• Election</li><li>• Bylaws</li><li>• Other Business</li></ul>
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