

**FSCS STEERING COMMITTEE MEETING
AUGUST 16-18, 1993
Minutes**

Steering Committee Members: Jan Walsh (Chair), Gerry Rowland (Co-Chair); Adrienne Chute, Darla Cottrill (Committee Secretary), Carrol Kindel, Elaine Kroe, John Lorenz, Mary Jo Lynch, Paul Planchon, Mary Alice Hedge Reszetar, Peggy Rudd, Joe Shubert, Walter Terrie, Diana Young, Al Zimmerman.

Guests: Mary Frase - NCES, John Wunderly - Contractor, Dave Kellerman, and Bill O'Leary - Census Bureau, Elinor Hashim (NCLIS Chairman Emeritus), Carol DiPrete, and Barbara Whiteleather - NCLIS, Ray Fry, Director of Library Programs, OERI.

MONDAY, 8/16

The agenda was reviewed and changed slightly to allow time for the by-laws discussion on Tuesday afternoon instead of break-out sessions for subcommittees.

1991 DATA SUBMISSION

Elaine Kroe, NCES, gave an update on the current year's data submission. A total of 36 States had submitted data by the due date, July 31, 1993. As of this date, 8/16/93, the following States' data have not been received: Alabama, Georgia, Indiana, Nebraska, New Jersey, New York, and Oregon. The following schedule for the review and release of the data (based on all data being received by 9/30/93) was distributed.

1993

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| 10/1 | Preliminary file created and submitted for Walter Terrie for review.
Draft tables are mailed to Steering Committee members. |
| 10/18 | FSCS Steering Committee comments on draft tables are due to NCES. |
| 10/25 | Tables are reviewed during FSCS Steering Committee meeting. |
| 11/10 | Preliminary tables by individual State are sent to each FSCS data coordinator for review along with comments from NCES and/or FSCS Steering Committee regarding questionable data. |
| 12/3 | Final comments on preliminary tables and revisions to data due to NCES from States and Steering Committee. |
| 12/7 | Analysis of responses on 1992 data will be reported to State Data Coordinators at Training Workshop. |

1994

Jan FY 1992 Public Library Survey file created and ED Tabs submitted for adjudication.

March Electronic release of ED Tabs.

June Release of published ED Tabs.

Aug Release of data diskette.

DECPLUS

Walter Terrie, Chair, Technical Subcommittee reviewed some problems found with the current copy of DECPLUS. He commented on the quick response by John Lorenz in notifying the data coordinators when the problem of -2 appearing for the data elements no longer being collected came to light. Something that could have turned into a major problem was handled with ease.

A question arose regarding the procedure for submitting corrected data to NCES. It appears a State sent corrected data, but the correction was not made at NCES thus allowing incorrect data to be published in the Ed Tabs; however, the correction was made prior to the release of the data diskette. If any corrections are to be made to the data file, they should be sent by diskette or in writing to Elaine Kroe, NCES. She will then forward the changes to John Wunderly. NCES cannot accept changes to data by phone.

It was noted that a category for Native American Library (Indian Nation) needs to be added to the Legal Basis Codes and Unknown should be changed to Other. (*Walter Terrie will report on the "unknowns" at the October meeting.*)

TECHNICAL ASSISTANCE

State library directors and State Data Coordinators need to know that requests for Technical Assistance to complete the recording and reporting of public library data to NCES on time (by 7/31) can include requests for funds to retain staff to do the necessary work. It has also been found that the earlier that potential problems in completing annual submissions can be communicated to mentors, NCES and/or NCLIS staff, the better the results are in meeting target dates.

QUESTIONABLE DATA

It appears that some States have reported zero (O) for MLS Librarians as opposed to -1 (Not available, etc.). This data element will be carefully reviewed on the current submission.

Some States reported "hours open" on a weekly basis instead of annual. Instructions need to be clarified to identify hours open *to the public and/or not open to the public, but for service to the public only, i.e., Books-by-Mail.*

MARKETING

It was suggested that perhaps a pamphlet or brochure could be designed to give examples and promote the use of FSCS data.

KEPPEL AWARD

It was agreed unanimously that the Annual Keppel Awards for prompt and accurate reporting of annual data have had a beneficial result and are appreciated. The awards should and will be continued.

TABLE SHELLS

The Definitions Subcommittee is assuming the review of table shells, including footnotes, titles, and headers on an ongoing basis.

FOOTNOTES - the footnotes will specify that population was reported by the State Library Agency as opposed to individual libraries.

The Definitions Subcommittee will review all footnotes for clarification.

- 16 Title changed to Library Services by Totals & Rates:
Headings Changes:
Attendance at Children's Programs) for 1993 Ed Tabs, not 1992
Circulation of Children's Materials) for 1993 Ed Tabs, not 1992
Total Circulation

Both children's categories be moved to the far right of the table.

(A lengthy discussion arose regarding publishing this data since it is the first year for collecting. Current procedure is to NOT publish first year data. Walter Terrie will make table available at the annual training workshop in December but the table will not be included in the ED Tabs; however, the data will be on the released diskette.)

- 17 Heading Changes:
Association (delete *non-profit*)

Special Library District (*changed to library district*)

Combined School Media Center/Public Library and Combined Academic/Public Library be consolidated in one category called, "Combined".

Elaine Kroe stated that ED Tabs definitions of survey items should not be changed, i.e., should match user guide definitions. Peggy Rudd stated that only clarification would be made, not actual changes.

- 17B Title changed to: *Summary Statistics by Type of Government*: Collection changed to *Book & Serial Volumes*. Summarize only the following: Local Income; Total Expenditures; Book & Serial Volumes; and MLS Librarians. Delete *Other Income, Capital Outlay, Collection Expenditures, and Hours*.
- 18 System, Cooperative, Federation - following a lengthy discussion, Peggy Rudd recommended this table be omitted from the ED Tabs and have the Definition Subcommittee review. The decision was adopted. Walter Terrie will prepare a sample table for the December workshop.

NCES ANNUAL SUMMER CONFERENCE

Carrol Kindel reported on the NCES Annual Forum/Data Conference held July 26-30, 1993, in Washington. This year's theme was "uses of NCES Data". Jan Walsh and Peggy Rudd attended as representatives of the FSCS Steering Committee. Session #10 was FSCS for Public Library Data Collection, conducted by Jan Walsh. Overall the meeting went very well and was quite informative. It has been suggested that perhaps the FSCS Annual Training Workshop be combined with this conference. This would need further discussion with the Steering Committee. It was also suggested that the 8/94 Steering Committee meeting be rescheduled for 7/94 during the NCES Forum. Plans are being made to invite FSCS Data Coordinators to the 1994 Conference pending availability of NCES funds. At least, it is planned that those data coordinators who are also Library Representatives for the Academic Library Survey will be invited.

LUNCHEON PROGRAM

Paul Planchon discussed the current budget situation facing his division and NCES. A level budget is expected for 1994. NCES will need to make choices about surveys, including changes cycles, e.g., SASS survey may go from every 3 years to 4 or 5. There may also be staff reductions. Only 5 - 10% of budget now spent on analysis. One million to \$1.5 million may be needed for new technology. He favors retaining present cycles for P.L., LLD and IPEDS. Budget for Library Statistics Program has progressed from \$750,000 for 1992 to \$840,000 for 1993 to probably \$1.8 million for 1994. He described his concept of a Data Machine which would include direct electronic reporting and access to NCES data but would require development and testing before application.

Subcommittees held break-out sessions. Results will be discussed on August 17.

TUESDAY, 8/17

BY-LAWS

The original and revised Steering Committee By-Laws were distributed. Following discussion and some changes, a motion was made by Walter Terrie to accept these revised by-laws to be voted on by the data coordinators at the annual workshop; seconded by Diana Young and passed. A copy of the proposed by-laws will be sent with the next FSCS Memo.

It was noted by Walter Terrie that the by-laws are still needed for the FSCS Program, not necessarily the Steering Committee. This matter will be taken up at a later date.

INVITATION TO TERRITORIES

It was announced that Emerson Elliott, NCES Commissioner, has invited the five Territories included in many other NCES surveys (and also recipients of LSCA grants) to participate in FSCS. They have been requested to designate Data Coordinators. It is planned that these Data Coordinators, along with other new Coordinators, will be invited to an orientation session preceding the 12/93 Training Workshop.

Reports on subcommittees break out sessions:

DEFINITIONS

Peggy Rudd reported that several of the definitions have been clarified regarding grammar, etc.

A letter from Jan Walsh and Peggy Rudd has been sent to all data coordinators requesting a copy of each State's current report form with instructions and definitions. They were also asked to submit a copy of their State's definition of a *Public Library*. FSCS Definitions will be compared to the State's definitions. Jan Walsh and Peggy Rudd will review the public library definitions; Al Zimmerman - Expenditures, Income and Capital Outlay; Adrienne Chute - Collections; Peggy Rudd - Electronically accessed information that is currently being collected.

The subcommittee is currently working on a definition for Administrative Entity and Unduplicated Population per Library. A discussion followed regarding calculating local level unduplicated population using an algorithm provided by NCES or collecting these local level figures from the State.

Subscriptions needs a definition.

Under Legal Basis Code add N/A Library as the code for Native American Libraries.

Unknown is questionable. Should it be replaced by *Other*? Data Analysis Committee will check on what actual type of libraries are being reported under unknown. It was determined that the type of legal basis may actually be *known*, but not identified as a category under legal basis code. Walter Terrie's tables will help identify which States reported any *unknown*.

It was decided to delete definitions for data elements no longer collected, but they will remain in the file structure in DECPLUS for importing purposes. The actual definition will no longer appear, but the following comment will appear, i.e., "*ITEM NO LONGER COLLECTED*".

Interlibrary Relationship will replace Library Relationship System Code. System (Federation) will become *System, Cooperative or Federation*. SR and SP will be replaced with ME - *Member of a System, Cooperative or Federation*. HQ and NO will remain with the only change being the definition of system. Definition of Member - Autonomous group of libraries joined by formal or informal agreement to perform library services. Does include public libraries that are part of a System, Cooperative or Federation; does not include Multiple Outlet entities that are not an actual member. Al Zimmerman will finalize the definition of a System, Cooperative and Federation for the October meeting.

"U" for Unknown is missing in the DECPLUS manual under Outlet Population Range.

The revised Policy and Procedures for Data Elements will be reviewed and presented at the October meeting.

TECHNICAL (See Attachment I)

PUBLDAP

It was noted by Walter Terrie that PUBLDAP is not yet ready for distribution. He is working with Larry LaMoure to finalize the software; but as it now stands, it is not ready for release with the approval of the Technical Subcommittee. Every effort will be made to have it available to all State Data Coordinators at least by the Training Workshop.

If the current problems are not corrected and the software ready for release by September 30, the project will be turned over to John Wunderly for finalizing.

DITAR

1. It was proposed that a 2-year pilot project be entered into with 2 or more voluntary States to work with software programmers in adapting DITAR to meet the

individual needs of their particular State. The objective of this project would be to determine the time and cost involved in making such changes to the software. (Peggy Rudd will check with John Tyson, State Librarian of Virginia, regarding this type of project.)

2. It was proposed that John Lorenz, NCES Staff, and a designated representative of the Technical Subcommittee meet with Virginia State Library staff to discuss terms regarding notification, licensing, etc. involving the purchase of DITAR.

3. The Technical Subcommittee was asked to take into consideration the possibility of adapting DECPLUS as opposed to DITAR, in addition to reviewing the California and New Jersey software that has been designed to perform the same functions as DITAR.

Joseph Shubert moved that the FSCS Steering Committee urge NCES, NCLIS, and the Chair of the Technical Subcommittee to accelerate exploration of the feasibility of NCES producing and making available to the States a software package for use by local libraries in submitting and reporting public library data with the expectation that (1) the Technical Committee with possible assistance of other technical expert(s) evaluate DITAR and the several other software packages now available; (2) NCES and NCLIS undertake at the earliest possible date one or more pilot projects to test the use of one or more software packages with interested States; and (3) the Chair of the Technical Subcommittee will report on accomplishments at the October 1983 meeting of the Steering Committee.

Seconded - Diana Young. Passed by consensus with Peggy Rudd abstaining.

Following a discussion regarding purchasing DITAR, Mary Alice Hedge Reszetar noted her concerns regarding Federal regulations regarding the marketing of DITAR. She (Mary Alice) will check further into this matter.

A special meeting of the Technical Subcommittee is tentatively scheduled for September 13, 1993, pending availability of funds.

DECPLUS

Due to the limited time available to the Technical Subcommittee and the detailed discussion of DITAR, the subcommittee did not have much to report on DECPLUS. The subcommittee met later and reported back to the Committee.

DATA USE

Keith Lance reviewed the members of the Data Use Subcommittee and noted that Chris Horak has been replaced by Ed Lachner. He reported on the establishment of a List Serve - PLRSNet, Public Libraries Research Statistics Net on Internet.

1. FSCS Data User's Kit
 - suggested that the data be made available in various formats; however, if only one format is used, .DBF would be preferred.
 - a Readme file with definitions, etc. be included with the data diskette.
 - a list of "contacts" that new users can call with any questions, concerns, etc. regarding the use of the data diskette.
 - disks being sent out direct to individual libraries seem to most members of Committee as useless and costly proposition. They suggested making the data diskettes, including PUBLDAP, when ready, be made available to public libraries and State Data Coordinators.
2. Marketing and publishing FSCS data will be encouraged. Sessions will be organized at conferences.
3. Ranking Tables and the use of maps published in the ED Tabs will be discussed at a later date.

TABLE SHELL QUESTIONS AND ANSWERS

1. Non respondent - what is the definition? What qualifies as a non-respondent? *Keith Lance will prepare an Issue Paper.*
2. Show Item Response Rate in separate appendix? - NO.
3. Omit Per Capitas on tables since they are included on the ranking tables? NO. Do we want to include Rank Number on ED Tab reports as suggested by Stan Adams to Elaine Kroe? - NO.
4. Define Administrative Entity - Definitions Subcommittee will prepare a definition.
5. Consolidate some of the smaller population ranges? - NO.
6. Print ED Tabs landscape or portrait? - Portrait.
7. Keeping Tables 8 and 8A. No tables to be deleted.
8. Round dollars? - YES.
9. No columns to be added on table 16.

10. New table 16 - Will not be published, but Walt Terrie will present in October.
New table 17B - Delete pending definitions work on legal basis code.
New table 18 - Will not be published - Walt Terrie will present in October,
pending Definitions subcommittee work on federation
participation definition.
New table 19 - Edit Headings: Not Within A Central City in a Metropolitan Area.
11. Additional table - Percentage distribution by Administrative Structure - YES.

ANNUAL TRAINING WORKSHOP

Several items were suggested for the December 7-9 Annual Training Workshop (site yet to be determined). It was decided that "DATA USE" will be the theme for this year's workshop. We are trying to include speakers that have used the data for various purposes, software used to present data, etc. A draft agenda is attached.

John Lorenz spoke regarding planning for the Library Statistics Forum. The following issue papers will be presented for the forum:

New Technology and Impact of Data Collection - Martin Dillon, OCLC.

Supply and Demand of Librarians (regarding personnel to staff libraries, library schools, technological changes in libraries, etc. - June Lester, Director, University of Oklahoma Library School.

Library Systems - Mary Birmingham, Head METRONET, St. Paul, MN.

Problems of Urban Public Libraries - Joey Rodgers, Urban Libraries Council.

Peggy Rudd commented that it appeared school library/media centers were not represented in this forum. Small, urban and rural libraries need more representation. Mary Jo Lynch suggested inviting George Needham, Director, PLA, to participate. John Lorenz will make the necessary contacts. It was suggested to possibly invite staffers from State legislature, i.e., Senator Hugh Farley of New York has one staff person assigned full time on libraries.

Carrol Kindel commented that the list for the first meeting is larger than the 25 or so persons listed on the planning list. It was recommended to engage a larger number of attendees regarding library issues. Gordon Green, Census Bureau, who contracts with NCES to collect data on the School Library Survey and the IPEDS survey, will participate.

Names of persons that may be interested in participating in future forums should be given to John Lorenz. Gerry Rowland suggested Senator Varner, IA.

Mary Jo Lynch gave a brief presentation on the Quick Response Survey being sent to school libraries in twelve (12) States next month (September 1993). Topics include, staffing, expenditures, collection size, quality and currency of collection.

WEDNESDAY, 8/18

It was noted that any data coordinator may be considered for nomination to the Steering Committee. John Lorenz will include invitation to anyone interested in being nominated to the Committee. Preference for retaining geographical distribution of members was noted.

Review of the proposed agenda for the annual training workshop. It was decided that a Steering Committee meeting will be held on Thursday, December 9, immediately following the annual training workshop.

Carrol Kindel distributed the NCES Standard for Evaluation of Surveys. Three of the six items on the checklist will be covered when evaluating the FSCS survey. (1) Survey Coverage -- Are the surveys getting the data expected from the universe of public libraries? (2) Validity -- Accuracy of responses and data collection based on FSCS definitions. (3) Reliability -- Consistency of responses from year to year -- do we measure the same way every time?

Dave Kellerman and Bill O'Leary, Governments Division, Census Bureau, gave a brief summation of the responsibilities of his division. In addition, he discussed the process by which they will conduct an evaluation of the FSCS Survey. Individual State's definitions of the collected data elements will be collected for comparison to the FSCS definitions for consistency, etc. Outside sources of data, independent library reports, will be checked, and on-site visits to State agencies responsible for collecting the library data will be scheduled. It was requested to try to have the report completed in time for the annual workshop. Sources of Data for coverage include census data and independent library reports (publications, i.e., statistics and directories).

OVERALL

PLUS

- More "civilized". Everybody part of the group.
- Accommodations were nice; food was **GREAT**.
- Annual Workshop planning went the best ever.
- Turn around time on revisions, etc. due to having computers and Gerry's printer available. **THANKS**.
- COSLA representation.

DELTA

- Drifted away from "civilized" on Wednesday "Third Day Drift".
- Neighborhood.
- Expensive restaurant food.
- No "community" breakfast.
- Not enough time for subcommittee break-out sessions.