

3/7/96

Summary Minutes
FSCS Steering Committee Meeting
December 4 - 6, 1995

Attending:

Steering Committee: Alan Zimmerman, Chair, Adrienne Chute, Liz Gibson, Mary Alice Hedge, Carrol Kindel, Roz Korb, Elaine Kroe, Keith Lance, Libby Law, John Lorenz, Mary Jo Lynch, Joseph Shubert, Walter Terrie, Mark Smith, Diana Tope, Diana Young

Others:

Census: Elizabeth Burrows, John Medina (State Library Survey), Dawn Pennell (Programming for PLS and State Library Survey), Ellen Thompson, Stephen Owens
Library Programs: Don Fork, Bob Klassen
NCLIS: Kim Miller, Barbara Whiteleather
NIPELLL: Barbara Humes

Welcome and Introductions - Alan Zimmerman

Alan called the meeting to order and reviewed the objectives of the meeting. (Complete the planning for the March 1996 Workshop, Complete the subcommittee work, identify subcommittee objectives for 1996, nominate 4 State Data Coordinators for election of 2 at 3/96 Training Workshop to serve on the Steering Committee, and elect a chair and vice-chair of the Steering Committee.)

NCES Status Reports

Reorganization, New Developments and Ideas: Carrol Kindel and Roz Korb

Although the reorganization is not yet approved, Roz Korb will be the main contact for FSCS once the change is complete. The transition is going smoothly.

The Summer Data Conference has been cancelled for 1996. Both Postsecondary and Libraries have indicated that Summer is not the best time for them, however K-12 has a problem with changing the time. As a result of this announcement Diana Young, Chair of the Training Subcommittee, indicated that additional time would be needed at the March 1996 Workshop in order to complete the training, some of which had been tentatively scheduled to take place at the Summer Data Conference. The extra time for the March Training Workshop was approved.

1994 Data (1995 submission)

Ellen Thompson and Beth Burrows reported on the status of the 1995 data collection. 37 states responded by the August 31 deadline, 13 states submitted the data after the August 31 deadline and at this time only one state has not submitted data. Nothing has been received from any of the territories. Contacts have been made with states regarding questionable data and with the state submitting no data. All have indicated that they will complete and submit data to Census by December 8.

There was a discussion of reasons for the delays in submitting data, the problems with data submitted, and the need to find out what is happening from the states. (See: Technical Subcommittee Report)

1995 Data (1996 submission)

A 3-year OMB clearance process is proceeding for all FSCS data elements including the 6 new ones. A draft of the new screens and draft manual material will be discussed with the Technical Subcommittee.

State Library Agency Survey

Keith Lance reported that the committee meeting is scheduled for December 22 to discuss the draft. They are already aware that there is a problem with Washington DC and with Hawaii which include data previously reported to FSCS. The committee meets in March 1996 to focus on new data collection. COSLA has expressed concern regarding the collection of new data (due January 15) before reporting on data already collected. There is some discussion about releasing the 1994 data as a working paper. There was a discussion of expanding the committee to include more people directly involved in collecting and reporting the data. John Medina is the contact at CENSUS for the State Library Agency Survey.

Joe Shubert brought the committee up-to-date on the discussion at the COSLA meeting in Harrisburg, Pa. Carrol Kindel agreed that the release of the report will be delayed a few weeks so that the State Librarians may have one more chance to comment. --Joe Shubert will contact all State Librarians by December 11 and ask them to send comments to Carrol Kindel by December 24. Mentors are to contact their SDC's on December 11 to inform them of the COSLA concerns and of the need to discuss the report with their State Librarian.

Library Cooperatives

Carrol Kindel and John Lorenz reported that although funding for the survey has not yet been approved, the Universe File is being developed. Dave Kellerman (Census) has developed an all inclusive list (including special, medical libraries, etc.,...) which is to be reviewed at the committee meeting on December 7. Mark Smith represents FSCS on this committee. The FSCS Steering Committee went on record encouraging the development of the Survey.

Other

Mary Jo Lynch reported on the Transformation of Public Libraries symposium, organized by several scholars and to be held at the Library of Congress. Joey Roger of ULC and George Needham of PLA will be attending this meeting.

Library Programs

Bob Klassen presented information about the current status developments in the Office of Library Programs.

1996 Workshop (See Training Subcommittee Report)

The Annual Training Workshop will be held March 18-21, 1996 at the DoubleTree National Airport Hotel.

Definition of Librarian (See Definitions Subcommittee Report)

Census Reports on LSP

Public Library Structure and Organization in the United States Census Report was discussed by the Definitions Subcommittee and reported to the full Steering Committee. There will be one more Census Report. The final report will address the processing of data.

NIPELLL -- Barbara Humes

Barbara Humes reported on the National Institute on Postsecondary Education, Libraries, and Lifelong Learning. Two Centers (Literacy and Adult Education, and Postsecondary) have been established and 5 areas of concern have been identified for the research agenda (application deadline January 5). She answered concerns expressed by the group regarding the role of libraries in the Institute. The acronym for the Postsecondary Education, Libraries, and Lifelong Learning Institute is now PLLI.

Subcommittee Reports:

Data Use

Eckard Award: The Eckard Award will be presented at the March 1996 Workshop. The Data Use Subcommittee will decide who receives the award in February 1996 through telephone and e-mail. Likely nominees beyond State Data Coordinators were discussed and these include: Thomas Waldhart, author of a recent PUBLIC LIBRARIES article using FSCS data to demonstrate recent increases in interlibrary loan activity among public libraries, and the author of the recent AMERICAN DEMOGRAPHICS article utilizing FSCS data. Studies being completed by SDC Bob Fortenbaugh (NJ) and Data Use Task Force member Christie Koontz (Fl. State U) were mentioned. It was agreed that greater effort must be made to publicize the Eckard Award, both to increase the value of the award and to encourage use of the data. Nominees are to be solicited via the next LSP Memo and are to be sent to Keith Lance who will copy and send to other subcommittee members in January 1996.

Price Index: Adrienne Chute reported that American Institutes for Research is nearing completion of IR their task order work on a public library price index. She expects to receive their final report shortly. Lynch and Lance reported that Kent Halstead, Research Associates of Washington, has published a public library price index for the first time in this year's edition of INFLATION MEASURES FOR SCHOOLS, COLLEGES & LIBRARIES.

The Data Use Subcommittee plans the following activities for the March 1996 Training Workshop:

- A one-hour session, Successful Public Library Uses of Mapped Data, which Phil Clark of St. John's U., Queens, NY will be invited to present
- A one-hour demonstration of statistical analysis software, The CandyStore of Number-Crunching: A Demonstration of SPSS for Windows, to be presented by Walt Terrie
- A set of exhibits or poster sessions, this year's Flag Show:
 - Successful Uses of FSCS Data in Library Presentations & Communications, to be organized and set up by subcommittee chair, Keith Lance, with assistance from Mark Smith and Gerry Rowland

(Lance will contact Clark and Terrie regarding equipment requirements for their presentations. The Flag Show exhibits will require two tables.)

The Subcommittee recommends that any NCES analysis funds available this year be focused on issues relating to mapping FSCS data. Two key activities that need to be pursued are geocoding addresses of all public library outlets and determining the geographic boundaries of legal service area jurisdictions. The latter activity should ultimately address the feasibility of developing primary service areas for outlets. The subcommittee further recommends that these two activities be pursued with two or three states representing likely extremes of difficulty in completing these activities.

While the subcommittee was also interested in exploring data use ramifications of FSCS fiscal data including in-kind contribution to and indirect support of public libraries, this issue was deferred to the Definitions Subcommittee which will be responding to the Census Bureau's evaluation of these data elements.

The Subcommittee decided to proceed with the Eckard Award in 1996 under last year's 'rules.' Lance will solicit nominations via the next LSP Memo, PLRSNET, and other means; distribute copies of nominated materials to subcommittee members in early January; and winners will be selected via an e-mail 'meeting' during late January or early February (to give NCLIS plenty of time to prepare awards). The Eckard Award Flier was also updated and new wording was shared with NCLIS staff.

Barbara Humes of the National Institute for Postsecondary Education, Libraries, and Lifelong Learning (now abbreviated PLLI) asked the subcommittee to review and comment on a set of quartile tables she produced using the 1993 data file. Several recommendations were made, and it is expected that these tables will be published by NIPPELL in a fashion similar to the state rankings (i.e., a short document, mostly tables, with minimal, but necessary, narrative).

Definitions

Attending: Mark Smith, Chair, Diana Young, Keith Lance, Alan Zimmerman, John Lorenz, Adrienne Chute, Mary Jo Lynch, Roz Korb and Libby Law. Libby Law was named recorder:

A repeat of the NCLIS 1994 Internet Survey, headed by Charles McClure, is underway for 1996 data.

The Committee reviewed several unresolved issues from previous Census Reports on the LSP. Steve Owens met with the committee to discuss the draft of the Report on public library structure and organization. It was observed that several State library agencies had not responded and some Chief Officers felt that the structure and organization of their agency had not been accurately represented. Steve Owens agreed to extend the time in 12/95 for response.

Definition of Librarian:

The Subcommittee decided that the library community clearly understands the definition of Data Element #13, ALA-MLS, but questioned the need to collect Data Element #14: Total Librarians.

Alan Zimmerman will prepare a position paper on discontinuing the collection of Data Element #14: Total Librarians, for presentation at the March 1996 Workshop.

Workweek:

The Subcommittee decided that this is a compliance matter, not a definition matter. Information will be presented at the March Workshop about this data element and State Data Coordinators will have an opportunity to indicate compliance or lack of compliance with this data element.

Unfilled/budgeted positions:

The Subcommittee felt that this data item is not a problem.

Capital Outlay:

The Subcommittee felt that this is clearly an expenditure item and therefore not a problem.

Indirect funds:

This data element was discussed in detail. The question identified was: Does FSCS want to report what it costs to run public libraries or what is expended by public libraries. After a discussion of in-kind funds vs. indirect funds, the subcommittee decided to collect copies of all forms used by states which document the expenditures of funds on behalf of libraries. Georgia and Wyoming are States known to be collecting this information.

This issue will be addressed by the 1996 Definitions Subcommittee.

John Lorenz is to include a request for these documents in the next LSP Memo.

Carry-over funds:

This data element was discussed and identified as a sub-set of the above item. This issue will be addressed by the 1996 Definitions Subcommittee.

Benefits:

This data element was discussed and identified as a sub-set of the above item. This issue will be addressed by the 1996 Definitions Subcommittee.

State and Federal Funds:

This data item will be addressed by the 1996 Definitions Subcommittee.

Structure and Organization:

This subject will be addressed by the 1996 Definitions Subcommittee.

The Definitions Subcommittee recommended that submission of copies of the data collection forms used by States be submitted with FSCS data. How implement?

The Definitions Subcommittee expressed the desire to have an opportunity to review data-entry screen in addition to the review by the Technical Subcommittee. How implement?

New Data Elements:

Each SDC will be asked to survey libraries in their states to determine what electronic output measures are now being collected, how they are being collected, and identification information that needs to be collected.

Mark Smith will work with John Lorenz on a memo to be sent by NCLIS to each SDC as soon as possible.

Definitions Program for March Workshop:

Definitional issues - 45min.

This can be scheduled separately or in conjunction with the other Definition programs.

Panel -

Based on the information collected from the States, five or six output electronic data elements are to be identified and addressed by a panel of practitioners and technicians.

Focus Group -

The panel will be followed by a Focus Group discussion of the elements and an opportunity to endorse the collection of the data element which begins Year One of the procedure for adding new data elements. Names for the panel were briefly addressed and included Chuck McClure (Syracuse University) and John Bertot (U.M.B.C.)

Mark Smith will identify people to serve on the panel.

Technical:

PUBLDAP. No progress has been made on PUBLDAP since the last meeting. Pinkerton has not done any additional work that we are aware of and Walt Terrie has done no further testing or review of the software. The Committee decided that no further effort should be expended on PUBLDAP. States will be informed of and provided some training in the use of off-the-shelf software alternatives to PUBLDAP.

DECPLUS 96. The Committee reviewed a proposed entry/edit screen for the new electronic data elements. The use of this screen will be demonstrated at the annual training workshop.

Alternate data submission. The Bureau of the Census reported on the results of the alternative file format test data submission project conducted during the 1995 submission. The basic conclusion is that Electronic Data Interchange (EDI) can be made to work. Using this approach, states would be able to submit data to FSCS directly from their own reporting system without going through DECPLUS. Many issues remain and work will continue in this area.

DECPLUS Survey. The Committee prepared a questionnaire to be sent to each SDC to determine what problems may have been encountered with the 1995 submission. The survey should be faxed out during December with returns due by the end of December. The Census Bureau will tabulate the results and distribute to the Committee. The results will be used for evaluation, future planning and training workshop design purposes.

Training:

The Subcommittee discussed the budget and other informational guidelines needed in order to plan future Annual Training workshops.

Roz Korb will serve on the Training Subcommittee instead of Carrol Kindel.

There was a discussion of speakers for the workshop. The list of proposed speakers includes: Dr. Billington or someone involved in the Rand Report (Transformation of the American Public Library), CAPCON staff (Electronic Data Measures), Diane Frankel (Status of Library Legislation), someone from the Congress on using statistics in Policy matters, LeVar Burton and Walter Anderson (New NCLIS Commissioners), Jeanne Griffith, Jeanne Simon

Training Workshop Agenda (See attachment)

To Do for Workshop:

NCLIS

Mail Technical Survey to Data Coordinators

Mail Memo from Mark Smith

Suggestion for photography:

Individual photographs of those receiving Eckard Award, individual photographs of those receiving Keppel for first time, photograph of group receiving Keppel award

The invitation to the Workshop will clearly identify who is expected to attend the Training for New SDC's and indicate the procedure for other SDC's to use if they feel they need to attend.

Name badges will include colors, dots, numbers identifying the following:

- role (NCLIS, NCES, SDC,...)
- new SDC's (ribbon suggested)
- Steering Committee Members (dot suggested)
- Mentor Group (number suggested)

3-ring binder for New SDC's - Kim Miller and Diana Tope will do this

To include:

- FSCS Organization Chart
- All of the handouts from the 1995 Workshop (Part 1 and Part 2)
- Copies of all handouts used in this training session
- copies of any Flag Show items

Handouts for general Workshop

- copies of all overheads used in programs
- Map of area
- List of near-by restaurants

Steering Committee Workshop responsibilities:

Liz Gibson -

- March 18: New SDC's DecPlus Training (With Beth Burrows) 3:00 - 4:00

Mary Alice Hedge -

- March 20: Presentation of Keppel Awards with Carrol Kindel - 12:30 - 2:00

Carrol Kindel -

- March 19: Secure and introduce speaker. Suggestion is Jeanne Griffith, Acting Commissioner of NCES. 8:30 - 12:15
- March 20: Presentation of Keppel Awards with Mary Alice Hedge - 12:30 - 2:00 p.m.

Keith Lance -

- March 18: Data Use Program for New SDC's 4:00 -4:30
- March 20: Data Use Program for general workshop 2:00 - 5:30
- March 20: Eckard Awards Committee Presentation 12:30 - 2:00

John Lorenz -

- March 20: Secure and introduce dinner speaker. Suggestion is LaVar Burton, New NCLIS Commissioner. (Others Walter Anderson, someone from the Rand Report...) 6:00- (This has since been cancelled.)

Mary Jo Lynch -

- March 21: Secure and introduce closing session speaker. Suggestion Paul Peters, someone from Transformation of the American Public Library symposium, Dr. Billington, Diane Frankel 11:00 - 11:45

Mark Smith -

- Send memo on new data elements to John Lorenz for distribution to Data Coordinators
- March 18: Definitions Program New SDC's 2:00 - 2:45
- March 19: Definitions Program general workshop 2:00 - 5:30
- March 21: Closing Remarks 12:00 - 1:00

Joe Shubert -

- March 21: COSLA Report (part of Business meeting 9:00 - 10:45)

Walt Terrie -

- Send electronic data element fast response survey to John Lorenz
- March 18: Reception (if held) introduce/announce those present. 6:00-
- March 19: Data Quality Program (Part of Opening Session 8:30 - 12:15)
- March 20: Technical Program general workshop 9:00 - 12:00

Diana Tope -

- to work with Kim Miller on notebook for new SDC's

Diana Young -

- March 18: Pre Workshop Steering Committee 9:00 - 11:00
- March 18: New SDC's Training coordination and Q&A 11:30 - 5:00
- March 18-21: Coordination of Workshop

Alan Zimmerman -

- March 18: New SDC's Training Overview Program 1:00 - 2:00
- March 19: Opening Session Program 8:30-12:15
- March 21: Business Meeting 9:00-10:45

Election of Chair and Vice Chair for 1996:

After the Caucus of elected SDC's, Alan Zimmerman presented the names of the new officers to the full Steering Committee:

- Mark Smith, Chair
- Diana Ray Tope, Vice Chair

Nominations for Steering Committee Vacancies:

After the Caucus of elected SDC's, Alan Zimmerman presented names of several candidates for each of the two vacancies and solicited other names from the full Steering Committee. John Lorenz will contact those identified and develop a slate of two candidates for each vacancy for election at the Workshop in March.

Nominations included:

Vacancy #1

- Sandi Long - Utah
- Mary Jennings - Alaska
- Alternate #1: Diane Gunderson - Montana
- Alternate #2: Elaine Goodman - New Mexico

Vacancy #2

- Denise Davis - Maryland
- Karl Beiser - Maine
- Alternate #1: Gretchen Fairbanks - Louisiana
- Alternate #2: Julie Hart - Arkansas

TO DO before the next Steering Committee Meeting:

Review and comment:

- LSP Training Program Proposals (green form distributed in packet)
- LSP Technical Assistance Program (pink form distributed in packet)

Review of 1995 Steering Committee Objectives:

- It was agreed that the Steering Committee had achieved the 1996 Objectives as proposed.
- The Summer Data Conference was attended and evaluated by those attending.
- The process for the 1995 new data elements was completed. Data Elements were reviewed and refined as needed.
- Support and/or technical assistance was provided for data collection projects in individual states when requested.
- PUBLDAP was examined in light of new software available and it was decided to discontinue support for PUBLDAP.

- FSCS provided support and encouragement for the development of the library cooperative survey.

Steering Committee and Subcommittee Objectives for 1996:

Data Use:

- Continuing work on imputation
- The recommended mapping task order
- Better promotion and public information concerning Eckard Awards

Training:

- State Data Coordinator training needs identified
- Plan Annual Training Workshop
- Plan training for new State Data Coordinators
- Promote awareness of funds available for training and technical assistance

Technical:

- Mail out a DECPLUS that doesn't require any subsequent correction by the end of April with an emphasis on quality rather than timeliness.
- Continue work on alternative submission standards (EDI).
- Assist in the development of 1997 DECPLUS.
- Continue to support, encourage and promulgate local data collection software efforts.
- Develop a new minimum equipment specification for FSCS future use.

Definitions:

- Electronic data output measures
- Organization and Structure data elements
- Financial data elements

1996 Steering Committee Objectives:

- Continue to review and refine data element definitions
- Support data collection projects in individual states and provide technical assistance
- Improve communication between all parties (NCES, NCLIS and members of the Steering Committee) esp. re: finances for program
- Promote liaison efforts with other cooperative survey projects (Postsecondary, El-sec)

Note: Alan Zimmerman expressed the need for more long range planning

Plus/Minus

Plus:

- ice and soft drinks for the morning sessions
- meeting room
- Mary Jo's suite
- Agenda for meeting was well planned and paced
- Chair's direction and tactful approach to issues
- Leadership by subcommittee chairs
- Nomination and election of future SDC for Steering Committee
- New communications
- Census participation
- Imputation
- Luncheon Speakers
- Amount of time scheduled for Steering Committee Meeting
- Kim's willingness to do all the last minute things needed

Minus:

- Temperature control in the hotel
- Noise in the meeting room (State Room)
- Pre-meeting communication regarding events impacting on Workshop planning
- Luncheon speakers
- Not enough time for Subcommittee meetings