

FSCS Steering Committee Meeting
December 3-5, 1996

Minutes

DRAFT

Location:

DoubleTree Hotel, Park Terrace
1515 Rhode Island Avenue, N.W.
Washington, DC 20005

Attending:

Steering Committee: Adrienne Chute, Denise Davis, Donald Fork, Mary Alice Hedge, Carrol Kindel, Roz Korb, Elaine Kroe, Keith Lance, Libby Law, Sandi Long, John Lorenz, Mary Jo Lynch, Mark Smith, Walt Terrie, Diana Tope, and Peter Young.
(Absent: Gretchen Fairbanks and Tom Sloan)

Census: Kathy Chamberlain, Mike Freeman, Dawn Pennel, Regina Padgett, Ellen Thompson

Library Programs: Bob Klassen, Don Fork

NCES: Rosa Fernandez,

NCLIS: Kim Miller

PLLI: Barbara Humes

WESTAT: Steve Fischer

Mark Smith called the meeting to order and announced that this is his last meeting. He has accepted a position with the Texas Library Association.

NCES Status Reports:

Publication of 1994 data - Roz Korb

Adjudication is scheduled for December 12, 1996. Release over the internet is shortly after adjudication with publication beginning 3 months after adjudication. There was a discussion of the delay in the anticipated October adjudication date. The discussion of the delays and need for more timely release of data was referred to the Data Use Committee. Mary Jo Lynch reported on the adjudication concern of income not equal to expenditure. The group agreed that this should not be a concern because many libraries have authorization to carry forward funding from one fiscal year to another and/or receive funding on a variety of funding cycles.

1995 Collection - Elaine Kroe

Data has been received from all states except two (Arkansas and Hawaii). Concern was expressed regarding late submission of data. Mark Smith will ask Tom Sloan to contact the State Librarians in Arkansas and Hawaii regarding the situation.

OMB clearance for collection of 1996 data- Roz Korb

The response to the OMB Concerns regarding periodicity of the survey were discussed. A report will be submitted to OMB in January. OMB has 4 months to respond.

Electronic Measures Task Force - Mary Jo Lynch

The Task Force met. The two issues discussed were Content and Capacity. The group was more interested in in-put measures (infrastructure status and cost) than in outputs. There is a need to identify information needed by policy makers in the FCC, OMB, and the private sector.

Measure of compacity for services formula suggested: average length of session (20 minutes) times number of hours open times number of public access machines. Four types of content were identified: 1. Free (Internet) 2. Library produced resources 3. Fee Based services provided by the library 4. fee based (bibliographic vs. full text)

A need is to identify the contribution of the Public Library to access to electronic information and the cost involved. The Gallop Omnibus Survey was mentioned as a source of information.

Survey of Library Cooperatives - Carrol Kindel

Carrol Kindel introduced Rosa Fernandez who reported on the status of the Survey of Library Cooperatives. A pre-test of the survey using FY96 data is being conducted. The full survey will be released in FY97. The post card sample with universe questions is being used to determine if entity should be included in the universe.

Update on Imputation - Roz Korb

After a brief review this issue was referred to the Data Use Committee.

Mapping Task Order - Adrienne Chute and Steve Fisher (WESTAT)

Steve Fisher reported that an advisory group meeting is scheduled for December 5. FSCS Steering Committee representatives include Keith Lance, Walter Terrie, John Lorenz, Barbara Humes, Roz Korb and Adrienne Chute. A report will be made at the FSCS Workshop in March.

COSLA Report - Tom Sloan

No report (Tom Sloan was unable to attend meeting)

Subcommittee Reports

See individual report for each committee attached.

Library Programs Update

Peter Young reviewed the LSTA legislation. Don Fork and Bob Klassen reported on the status of LSCA and LSTA. Guidelines for the 5-year LSTA plan are being developed and are at the review stage. The plan must include a self evaluation plan.

PLLI Update

Barbara Humes reported on the status of PLLI and the evolution of a new research center to address teacher effectiveness. Concern was expressed that this center will not address Libraries. Barbara informed the group about the Star School Competition and indicated that the application package is to be released in mid June. This is to be a public and private partnership.

PSA - Tonisia Hill

Tonisia Hill from Professional and Scientific Associates, Inc. (PSA) reviewed the travel forms for the out-of-town members of the group. Concern was expressed about the late notice of travel arrangements and travel policy changes and the high cost of tickets.

Nominations for Steering Committee Vacancies - Mark Smith

The Steering Committee nominated two candidates for each position with a list of 4 alternatives. This list was given to John Lorenz who will contact the nominees.

Sandi Long has agreed to serve as Vice Chair for 1997.

All nominees are to schedule travel to permit attendance at the Steering Committee Meeting on Wednesday, March 5, 1997 12:00 - 2:00.

The Steering Committee agreed to fill two terms of 3 years each. In Future years there will be two terms beginning in March 1997, one term beginning at the Annual Workshop in 1998, and two terms beginning at the Annual Workshop in 1999. This shifts the single term from beginning in March 1997 to beginning at the Annual Workshop in 1998.

Review of Bylaws Revisions

There was a discussion about the possibility of a by-laws change effecting whether election of new SDC Steering Committee members would be based on the receipt of the plurality of votes for each vacant position or a general plurality. Sandi Long is to contact Bob Fortenbaugh who has expressed interest in such a revision.

Mary Alice Hedge proposed expanding the membership of the Steering Committee to include two representatives from groups who need or use data in policy decisions. Although some interest was expressed by the group there were some concerns. Concerns included the need for all members of the steering committee stay for the full meeting and to fully participated, and the size of the committee and the crowded meeting conditions. It was also suggested that the annual Data Use Task Force meeting might be a better place to involve these representatives since the Steering Committee is a nuts and bolts working group. After a discussion, it was decided that a by-law revision is not needed since the current by-laws include a statement statement : "In addition to and others appointed contingent upon available funding." NCLIS, NCES and the Steering Committee Chair were encourage to identify potential representatives and invite them as guest to the meeting.

The other by-laws changes proposed were reviewed. John Lorenz will mailed the changes to the SDC's prior to the workshop. Sandi Long will type up the changes to be included in the mailing.

Final Planning for 1997 Workshop - Diana Tope

(See tentative plan attached)

Steering Committee Objectives for 1997 - Diana Tope

Mark Smith presented the need for serious long range planning by the Steering Committee. The group discussed arranging for a trained facilitator to meet with the group to begin this process.

Data Use Subcommittee 1997 Objectives:

Make data release more timely through proactive mentor system and work with NCES to speed internal systems

Continue Advisory role in

Imputation

Price Index

Geographic Mapping Task Force

Trend/time analysis

Identify issues where FSCS data can be useful

Definitions Subcommittee 1997 Objectives:

Revisit electronic output measures

Adult programming

Other Professionals
Governance Issue

Technical Subcommittee 1997 Objectives:

Provide a timely and functioning version of DecPlus Stay on the leading edge technologically with development of the next generation of DecPlus. Continue to facilitate electronic transmission of data between the state and the federal levels.

Training Subcommittee 1997 Objectives

- * Identify SDC training needs
- * Plan Annual Training Workshop
- * Plan training for new State Data Coordinators
- * Promote awareness of funds available for training and technical assistance
- * Identify training needs in the Territories and facilitate training of representatives from the Territories

The Steering Committee passed the following resolution:

(wording to be provided by Mark Smith)

The Steering committee thanked Mark Smith for his fine work and wished him well in his new position with the Texas Library Association.

The meeting was adjourned

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Subcommittee Reports:

Data Use Subcommittee Report:

Concerns about timely release of data were discussed. The recommendation is for a more pro-active role for mentors and the need to identify people to contact about a review of the process at NCES (sequential vs. simultaneous review, a time line approach, other).

The process is to be reviewed and the time line explained at the Annual Workshop.

(Keith do you want to add the recommended process for pro-active mentor duties)
July 1 Census to use e-mail to notify SDC of states received and of assistance available to those needing it
July 31 Census to use e-mail to notify mentors of states not received.
Mentors to follow-up)

The Technical Subcommittee referred the use of historic code information to the Data Use Committee.

Program:

Keith will work with John Lorenz and Tom Sloan on contacting speakers and scheduling presentations for Data Use Program and the concurrent sessions.

Ron Kosloski (Anne Arundel County Public Library) or George Sands (Caroline County Library) - Impact of electronic services on libraries/imperative to collect useful electronic data and/or Panel on local use of data

Concurrent sessions identified were:

1. Hands-on Microsoft Excel (and possibly SPSS) - Keith Lance
2. Hands-on Microsoft Access - Denise Davis
3. NDRC (annual rankings and other services provided) - Mark Glander
4. INFORMS - Gerry Rowland
5. IMPS Users Group - Liz Gibson/Census (Kathy Chamberlain)
6. Using and Downloading from the WEB, submitting FTP, attaching document to e-mail - Walt Terrie
7. Peer Comparison - Bill Fevered (IPEDS CD-ROM)
8. STLAS - Sandi Long, Mary Jo Lynch
9. Tours of Anne Arundel County Library

Definitions Subcommittee Report:

Attending: Roz Korb, Diana Tope, Denise Davis, Keith Lance, John Lorenz, Libby Law, Mary Jo Lynch, and Adrienne Chute.

The group discussed implications of the Report of Electronic Measures Task Force meeting, the McClure Report and the New York example and decided to present several electronic measures for endorsement by the SDC's at the annual workshop.

Technical Subcommittee Report:

First Meeting

Present: Walt Terrie, Sandi Long, Carrol Kindel, Elaine Kroe, Don Fork, Ellen Thompson, Regina Padgett, Dawn Pennell

Walt announced that the Edward Tufte program would not be held at the March 1997 training workshop. There were not sufficient funds to bring him in for the meeting. Walt does not want the idea dropped. He will work with it, plan it further in advance, and try to find a way to subsidize the cost.

The two main items for discussion were:

The change in collection strategy and method by 1998 and Training workshop sessions.

Discussion was started with the change in collection strategy. Census is already working on this approach for other surveys. You can now go into the Census Government's division home page <http://www.census.gov/ftp/pub/govs/www/index.html> and click on Respondents Tools to get updates to software.

Walt asked if we can announce at the workshop that for the 1998 submission of data, we will use a client-server method of submission. This is all tied into the minimum equipment specifications, and Walt would like to be ready before the March, 1997 meeting to announce the program and what equipment an SDC would need to have available by June 1998. The original goal was to be operating system independent by that time, but that now seems unlikely.

The reality is that we will probably have a dual submission capability using a 1998 (unchanged) DECPLUS and an online submission somewhat less innovative than initially considered.

Our March 1997 training session will probably cover:

- The goals as established at our September 1996 meeting
- What research, etc. is being done at Census
- Followed by small discussion groups.

We also discussed developing a current equipment survey to be sent out in the meeting mailing. The SDCs would fill in the survey and turn it in at the training workshop. The survey would cover such questions as:

1. Answer the questions for the person who actually does the data entry or data importation.
2. What is your current desktop computer? (386, 486, Pentium, Powerbook, etc.)
3. What operating system runs that computer? (examples)
4. What kind of connection to the Internet does the computer have? (None, Ethernet, Modem, etc.)
5. What kind of Net browser are you using?
6. Do you have access to a machine with the following capabilities? (list the minimum equipment specs). Choices would be:
 - Yes, on my desk
 - Yes, on another desk, but available for my use
 - No
 - Don't know

The historical codes study was also discussed. Walt reported on the problems noted by the three reports which he had received. Actually, things looked pretty good. We decided to ask the Data Use Subcommittee to look at what uses could be made of this data.

Second Meeting

Present: Walt Terrie, Sandi Long, Carrol Kindel, Adrienne Chute, Don Fork, Ellen Thompson, Regina Padgett, Dawn Pennell, Mike Freeman, Kathy Chamberlain

As the session at the March 1997 training workshop hinges on the development and evolution of our data collection instrument, the discussion covered both topics.

Mike and Kathy gave a report summarizing the direction in which they are now heading. They want to be able to use off-the-shelf software, rather than having to do the entire programming themselves. Rather than moving immediately to a client/server scenario, they are looking at an intermediate step in a Windows environment. They are after the same functionality as DECPLUS, but not in a single package.

At the end of the discussion, the consensus was that by 1998 we could hope to develop a package with the same functionality of DECPLUS, but in a Windows 95 (or greater) environment, coupled with a server and more transparent automatic uploading and downloading. It looks like we will still be with a desktop model for awhile.

Census agreed to develop a minimum equipment specification list between now and the March 1997 meeting. This would be based on a Windows (preferably Windows 95) environment and communications capability.

Training workshop:

1. Census will do one of the 4:00 p.m. concurrent sessions and will cover problems SDCs had in importing their data into DECPLUS.
2. The full group session will cover the new software, Walt's dog & pony show, and a call for volunteers to test the software.

Ballot issue:

Paid Staff (Full-Time Equivalent). Proposal to delete data item 14 and 15 and change the definition for data item 13 to: Librarians: persons with master's degree from graduate library education programs accredited by the American Library Association.

Mary Jo Lynch is to revise her position paper to include the deletion of both data items #14 and #15.

Mark Smith will post a call for position papers on the List Serve. Papers are to be returned to John Lorenz by January 1.

Mark Smith will prepare the ballot.

John Lorenz will mail ballot. Ballot is to be returned to John Lorenz by February 1.

Endorsement issues:

(Mark, please add who is to prepare preliminary information and send it to John Lorenz by January 15, 1997 and who will make presentations at the workshop)

Preliminary information on each data element proposed for endorsement is to be sent to John Lorenz by January 15, 1997.

Measures for electronic access

Outcome of Task Force meeting issues: To be prepared for endorsement by and presented at the March 1997 Workshop by _____.

1. What type of Internet connection provider does your library use (check all that apply)
- List of various providers
2. Number of computers in the library (report the number for Public Use and the number for use by Staff Only)

- a. Computers for text-based (or non graphical) access to the Internet
 - b. Computers with graphical access to the Internet
 - c. All other computers
3. Add Universe item:
- a. Web page address http://_____
 - b. Library has not Web page address.
4. Decided not to pursue a question about Band Width because of rapid technological changes.
5. Decided to drop the addition of a question about providing Internet Training for the Public for now.

Subscription in Electronic Format: To be prepared for endorsement by and presented at the March 1997 Workshop by _____.

New Elements: To be prepared for endorsement and presented at March Workshop by Denise Davis. (Mark Smith is to provide a copy of the definitions used in Texas). .

1. The number of clicks (hits)
2. The number of clickers (unique IP addresses)
3. The number of users of CD-ROM title/databases (public/staff)

Governance Issue - (Geography vs. legal establishment) Issue identified in Public Library Structure and Organization in the United States to be discussed at Mentor Breakout sessions.

On-behalf of: Documented expenditures by another organization/entity to support the public library. Suggest removal of the sentence under Fringe Benefits ("Only that part of any employee benefits paid out of the public library budget should be reported"). Alternative would be to remove it from Fringe Benefit and add it to the instructions at the beginning of Operating Expenditures. To be prepared for endorsement and presented at the March 1997 Workshop by _____.

Capital Expenditure - (Construction, Automation, Other)

To be presented to SDC's for endorsement at the Annual Workshop. To be prepared for endorsement and presented at the March 1997 Workshop by _____.

Future Subcommittee concerns:

- a. Total Program Attendance
- b. Programs by type (literacy, the elderly, internet instruction, English as a 2nd Language, etc...

- c. Other Professional staff (Accounting, Computer...)
- d. Governance - proceed with both Legal basis list and Governance List
(This is to be discussed at the Mentor Break Out Sessions)
Legal Basis Code: list to be developed by Mary Jo Lynch
Service Area Code: list to be developed by Mary Jo Lynch
- e. Output electronic service needs

Technical Subcommittee Report:

Minimum equipment specification

Response to the historic coding was positive. How the information will be used was referred to the Data Use Committee.

Program activities:

1998 Plans

Walt Terrie's presentation with focus on Quality

Census importation problems

Hands-on demonstrations:

Attach e-mail for transmission

IMPS user group

Training Subcommittee Report:

There is continuing concern about the Territories. Although representatives have been attending the Annual Training Workshop for several years, only Guam submitted data for 1996. The group discussed the possibility of sending a trainer to each territory as a way of helping the territories collect and report the data.

General Workshop information:

Handling the awards:

First time recipients (and those who receive the award after not receiving it for several years) will receive full presentation with photograph.

Those receiving for consecutive times will stand and Steering Committee Members will be stationed around the room to hand out the awards.

Swap and Shop:

SDC's are to be invited to bring old and new examples of use of data to the workshop for handout and/or sign-up distribution.

Mary Alice will compile the photographs in an album and make the album available for review by SDC's attending the workshop.

Packet:

Kim has prepared a 10 year summary of SDC's which will be included in the packet.

Sandi Long will work with **Kim Miller** on the notebook for new SDC's. This is to be sent to SDC's early so that it can be reviewed prior to attending the training session for New SDC's which is scheduled for Sunday, March 2. (Note: All representatives from the Territories will be invited to participate in the training for new SDC's.

Notify **Kim Miller** of all equipment needed for programs. (Kim will notify people to bring lap-tops if needed for IMPS or other meetings.

Clickers (if available) will be used as handouts

Arrange for a Hospitality Room, if possible.

Deadlines:

January 1, 1997 - John Lorenz to receive position papers which are to accompany ballot.

January 15, 1997 - Kim Miller/John Lorenz to receive everything to be mailed ahead of time (preliminary information about data elements to be presented for endorsement, ballot

February 1, 1997 - Kim Miller to receive everything that is to be included in the packet for SDC's

SUBCOMMITTEE REPORTS

Data Use Subcommittee

(Tuesday, December 3)

Troubled by the lateness of publication of the 1994 data, the data use subcommittee discussed various ways to speed publication of data in the next submission cycle. The subcommittee identified two problem areas in the cycle: the state's timeliness in submitting data, and the length of the NCES review process.

To speed the submission and publication process, the subcommittee determined that a timeline should be adopted that would indicate when certain events should be accomplished. The timeline is as follows:

- July 31, submission of data
- September 15, final submission received from all states
- February 28, adjudication of the data
- March 31, tables published on the Web
- June 30, ED TAB published

It was agreed that vigorous intervention by the mentors, NCES, and COSLA early in the process is critical. After some discussion, it was determined that the following timeline could result in early identification and correction of problems and help to get data in on time:

- April 30, add the above timeline to the letter that goes out to state librarians from NCES asking for the data and stress the importance of timely submission.
- July 1, E-mail from Census asking about problems encountered by any state in preparing to submit data.
- August 1, E-mail to COSLA for distribution to the listserv identifying states that submitted on time.
- August 15, mentors begin follow-up with non-reporting states
September 1, second COSLA message saying who has not yet submitted.

It was also agreed that these points would be stressed in the March training workshop.

Discussion then ensued regarding how to speed the NCES review and publication process once all submissions were received. Roz Korb and Adrienne Chute reported that the process at the NCES end were slow and likely not to be speeded dramatically.

Regarding planning data use activities at the 1997 workshop, Keith reported that only 10 states had responded with information about what software they used.

(continued Wednesday, December 4)

The group discussed possible recipients of the Eckard Award for Data Use. Mary Jo Lynch reported on an article being completed by Leigh Estabrook that uses FSCS data; publication expected shortly.

It was decided that Data Use would present a series of concurrent hands-on sessions in various applications including Excel, SPSS, using data from the Web, sending and receiving e-mail attachments, and other softwares and procedures.

To Do List:

All Mentors: Contact mentor states to identify those who will attend the training for new SDC's and send names to Sandi Long.

Mailings to SDC prior to the workshop:

1. Proposed BY-Laws changes
2. Preliminary Information on proposed new data elements

Mark Smith

- will ask Tom Sloan to contact the State Librarians in Arkansas and Hawaii regarding the late submission of data.
- will post a call for position papers on the deletion of Data Items 14 and 15 on the List Serve. Papers are to be returned to John Lorenz by January 1, 1997.
- work with Mary Jo Lynch on preparation of the Ballot which must be to John Lorenz by January 1, 1997.
- Who is to prepare preliminary definition for data element endorsement for for John to mail
- provide wording for the resolution honoring Mimi Rutledge.

John Lorenz

- will contact nominees for Steering Committee regarding willingness to serve.
- will send proposed by-law changes and perliminary information on proposed data elements to all SDC's
- will mail the Ballot to SDC's on January 2, 1997. Ballot is to be returned to John Lorenz by February 1. 1997.
- (or who?) is to ask all SDC's to submit copies of old and new examples of use of data for distribution or sign-up distribution. (graphs, articles, instructions,)

PSA

- Travel information and travel policy changes to be sent to all SDC's as soon as possible.

Sandi Long

- will contact Bob Fortenbaugh about his proposed change to the by-laws.
- will type up the changes to be included in the mailing.

Keith Lance

- will contact Tom Sloan about arrangements for Ron Kozlowski (Anne Arundel County Public Library) or George Sands (Caroline County Public Library) for program on impact of electronic services on libraries/imperative to collect useful electronic data - a Panel on local use of data may be part of this (Data Use Program 9:00 - 10:45, Tuesday, March 4, 1997)
- (??) is to solicit applications for the Eckard Award.

Keith Lance and John Lorenz

- will contact speakers and work on schedule for concurrent sessions

Mary Alice Hedge

- prepare a photo album of photographs from previous annual workshops. This album is to be available at the Workshop.
- (and who else?) are to prepare for presentation of Keppel Award

Mary Jo Lynch

- revise her Memorandum regarding the deletion of data item 14 to include data item 15 also.
- develop separate list of Legal Basis Codes and Service Area Codes for discussion at the Mentor break-out meeting.

Diana Tope, Mary Alice Hedge and Kim Miller

- Review menu arrangements with the PSA

Kim Miller

- arrange for equipment for DecPlus training of new SDC's (one PC for every two - and/or let us know to bring laptops with us...
- There needs to be a Ballot Box available for Wednesday Morning 8:00 am somewhere

Denise Davis

- To prepare New Electronic Data items for endorsement at March Workshop (Clicks, Clickers, CD-ROM users)

Subcommittee Chairs

- are to review the information in the Subcommittee Reports and send additions and changes to Kim Miller.

Do SDC's who plan to attend the IMPS Users meeting need to bring lap tops?