

**FSCS Steering Committee Meeting
Wyndham Bristol Hotel
Washington, DC
December 6-8, 1999**

Attending:

FSCS Steering Committee:

Dianne Carty (Chair), Lynn Shurden (Vice Chair), Adrienne Chute, Darla Cottrill, Denise Davis, Keith Lance, Libby Law, Mary Jo Lynch, Paul Planchon, Elizabeth Sywetz, Sondra Taylor-Furbee, J.D. Waggoner, Barratt Wilkins (COSLA Representative), Robert Willard, and Alan Zimmerman.

NCES Staff:

Chris Dunn, Elaine Kroe, Jeffrey Owens, Leslie Scott, Jerry West, Jeff Williams

NCLIS:

Kim Miller and Commissioner Abe Abramson

Census:

Terry Carter, Ebonie Curry, Michael Freeman, Patty Garner, Carma Hogue, Johnny Monaco, Cindy Sheckells, Ryan Vogel

Other:

Vicki Agee, Barbara Clements, Denise Glover, Doug Greene, Joe Shubert, Douglas Zweizig (conference call)

Dianne Carty welcomed those present and introductions were made.

Darla Cottrill reported on her successful site visits to San Juan, Puerto Rico and St. Thomas, Virgin Islands. Both territories plan to attend the March Professional Development Conference and will submit FY99 data. (at end of document)

Results of data elements ballots:

J.D. Waggoner reported on the ballot results. Three passed and 2 were defeated.

- Number of users of electronic resources in a typical week: 30 Yes, 11 No -- Passed
- Documents viewed via licensed databases: 17 Yes, 24 No -- Defeated
- Documents retrieved via licensed databases: 17 Yes, 24 No -- Defeated
- Administrative Entity Mailing Address: 38 Yes, 3 No -- Passed
- Central Library ("0" or "1"): 36 Yes, 5 No -- Passed

There was a brief discussion of the failure of 2 of the electronic measures. Barratt Wilkins was recognized for his e-mail support of the measures. Data on electronic

services is needed to support reauthorization for LSTA. Options to collection of electronic measures by FSCS were discussed (Fast Response Survey, Household Survey, etc...). The issue was referred to the Data Elements Subcommittee for further discussion.

It was suggested that the committee seek endorsement of proposed data items by COSLA. This led to a discussion about keeping the COSLA Research and Statistics Committee better informed.

Ensuring that SDC's understand their full year-long responsibilities was discussed, particularly the need to voice concerns (pro and con) on data elements and the responsibility of making sure the Chief Officers are informed on data issues. In the future the Chair of the COSLA Research and Statistics Committee will serve as a standing member of the Data Elements Subcommittee.

Nine states failed to submit ballots by the deadline (AL, CA, DE, HI, ME, NV, NM, OH, TN). Barratt Wilkins will contact each state and express his concern about the need for all states to participate in the voting process.

NCES Reports and Updates:

Paul Planchon reported that work continues on the NCES Website. The Peer Comparison Tool will contain FY96 data, FY97 preliminary data and FY98 preliminary data, which will be updated monthly as it is received from the States. The Peer Comparison tool should be available in January.

Plans are to incorporate academic and state library data into the peer search tool and the academic libraries into the library locator tool.

The collection of StLA Survey data on the Web is underway. Registration began November and data collection will begin December 15. The suggestion was made that future announcements permit registration immediately upon receipt of the announcement.

Web data collection is being explored for public library data. NCES is working to make access to the data more user friendly. Plans are to make the codebook available and to support access by SASS, SPSS and other software.

Work continues on the network and cooperative survey. Data is currently being reviewed for explanation of the large variable in the 1980's.

NCES will continue pursuit of annual data collection of school library/media center data. A meeting was held in September and another one will be held at ALA Midwinter in January.

NCLIS Update:

Robert Willard reported that NCLIS received the largest budget increase in their history.

Jeanne Simon sent a letter to President Clinton requesting support for the Third White House Conference. Plans are to have a smaller event than in the past, probably 1 - 1 1/2 days.

NCLIS surveyed agencies on implications of long-term electronic publication. FY2000 will be phase 3 of the policy analysis of management of government information.

NCLIS has examined its responsibilities in relationship to IMLS and reauthorization for LSTA in 2002.

NCLIS reviewed applications for the first national library award, which will be made in the spring by IMLS. This award will be made during National Library Week.

Within the next few weeks, NCLIS will release the records of the hearings on "Kids and the Internet" and "Library Service to Individuals with Disabilities."

The State Department continues to fund international library activities. In September Mr. Willard attended the UNESCO meeting and visited with the head of the UNESCO statistics program.

NCLIS continues work on the White House Millennium Sister Library Program, July 1, 2000 - December 31, 2001. Although focus is primarily on children, other outstanding programs may also participate. Phase 2 increased the number of participating libraries to over 1,000.

NCLIS will begin work on a long-range plan at their midwinter meeting.

Census Reports and Updates:

33 states are eligible to receive the Keppel Award. Data has not yet been received from eight states (AR, CA, DC, MO, NV, NM, OK, TN). One territory (CNMI) submitted data. SDC Mentors are to contact states about submission of data.

Denise Glover provided a summary report of the Trend Analysis. This was referred to the Data Use Subcommittee for a more thorough discussion. Questions and comments about the report are to be sent to Gloverd@westat.com

Result of the SDC Survey:

Alan Zimmerman reported on the response to the SDC survey.

SDC's indicated that they are comfortable with WinPlus but would like training in complementary areas, such as Excel and Access.

March continues to be the most satisfactory time for the Conference (vote was 29 Yes, 1 No, and 3 Other). The only other times suggested were early April and early May.

Indexing Project:

Barbara Clements and Vicki Agee demonstrated the software being used to develop the data dictionary indexing.

The HAPLR Index:

Keith Lance distributed copies of the article he has submitted to “American Libraries.”

Steering Committee Officers:

Lynn Shurden, Chair, and J.D. Waggoner, Vice Chair. Chair Elect will take office at the Conference in March.

Early Childhood Surveys:

Jerry West reported on the status of the Early Childhood Longitudinal Studies: Kindergarten - 5th grade, Birth 2000, and the new Early Care Survey. Library and literacy issues are incorporated into each of the studies. Web Site: <http://nces.ed.gov/ecls/>

Use of National Public Library Statistics:

A conference call was held with Douglas Zweizig to discuss the report on the results of the survey of Public Library Use of the National Public Library Statistics by Yan Qual Liu. This study compared library use of PLDS data with the use of FSCS data. Concerns and errors were addressed. Denise Davis will contact Yan Qual Liu for a list of libraries included in the survey, a copy of the full comments, and other issues and concerns. The Steering Committee indicated that use of FSCS data by libraries will be expanded when the new NCES tools are available.

Web based data collection:

Paul Planchon and Doug Greene presented information and demonstrated the new web based data collection tool developed to collect StLA Survey data. This was followed by a discussion of the possibility/feasibility of using a similar tool, that could be adapted to meet state needs of collecting FSCS data.

School Library Survey:

Paul Planchon brought the committee up-to-date on the status of collecting School Library Media Center data on an annual basis. Further discussion of this will take place at ALA Midwinter in San Antonio in January.

Professional Development Conference:

The Data Conference Subcommittee reported on the status of plans for the Conference. For more information see the Subcommittee reports.

Retirement of Paul Planchon:

Dianne Carty and Joe Shubert expressed the committee’s appreciation and presented a plaque to Paul Planchon in recognition of his leadership and support for the program. Paul Planchon then gave recognition to contributions of those past and present who have worked with the program: Larry LaMoure, Carroll Kindel, NCLIS, Mary Jo Lynch,

NCES staff (Elaine Kroe, Jeff Williams and Adrienne Chute), Steering Committee members, SDC's, and Census.

Metropolitan Status Code:

There was a discussion about the need to be able to utilize the Metropolitan Status Code for data analysis. Keith Lance will review the current status of central libraries to determine if the MSA for the central library (outlet) can be used for the administrative entity.

Territories:

There was a discussion about criteria for soliciting data from the Territories. Dianne Carty and Denise Davis will review the LSTA legislation and inform J.D. (Waggoner) of the status of territories identified there.

Vital Statistics Data Elements:

There was a discussion of the vital statistics data included in FSCS. The question of "How many new libraries are there?" is more complicated and cannot be easily addressed by current historical files. Keith Lance will look into this and make a recommendation on the direction for the future.

Internet Access Management: Mary Jo Lynch presented information about the Internet Access Management survey commissioned by ALA.

Archival of FSCS Documents:

Denise Davis reported on the NCES and NCLIS relationships with the University of Michigan for archiving of LSP records. There are still decisions to be made about what will be put on the web and how it will be archived.

Steering Committee 2000 Objectives:

- Support the Objectives of the Subcommittees
- Evaluate the March Annual Professional Development Conference
- Improve Communication with COSLA, Research and Statistics Committee
- Encourage web-based data collection projects and use in individual states.
- Provide technical assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures
- Help maintain open communication and encourage coordination between NCES, NCLIS, Census, COSLA, ALA and State Data Coordinators

Subcommittee Objectives:

Data Collection Subcommittee:

- Stay on the leading edge of technology with the further development of WinPlus.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.

- Facilitate timely release of public library data.
- Examine vital statistics elements

Data Elements Subcommittee:

- Evaluate and Implement Revised Policy and Procedures for Review of Data Elements.
- Continue discussion of electronic data output measures
- Implement the three new data elements.
- Continue discussion of capital/fiscal data element.
- Continue to review data elements.
- Solicit new data elements.

Data Use Subcommittee:

- Promote awareness and use of NCES Tools: Peer Search, Locator, and Table Generator.
- Offer to serve and serve in an advisory role to any and all known FSCS data users - academic, non-profit or commercial.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Advise NCES on projects involving use of FSCS data.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.

Data Conference Subcommittee:

- Identify State Data Coordinator training needs.
- Plan the annual FSCS Professional Development Conference to be held in the Washington DC area, March 25 - 29, 2001.
- Select time and place for the 2002 FSCS Professional Development Conference.
- Review need for specialized training for interested SDCs and others

Plus and Minus:

Plus

- productive meeting
- travel arrangements
- good “recovery” from defeat of two of the electronic data items
- total complete support by NCES/NCLIS for the March Conference
- Cooperative group
- Ceremony for Paul Planchon
- Jerry West report on the Early Childhood Longitudinal Studies
- Barratt’s presence
- Denise -- good NCLIS choice

Minus

- Hotel Restaurant Service
- Hotel Heat
- Front Desk Staff
- Paul's retirement
- Coffee
- No oatmeal cookies
- Antique bottle opener
- Failure to refresh the bar
- Ramps too steep
- Narrow doorways

SUBCOMMITTEE REPORTS:

Data Collection Subcommittee:

Dianne Carty chaired the subcommittee in the absence of Darla Cottrill.

The subcommittee discussed the merits of a pre-conference versus a separate conference for SDC's and others. Although a Training Subcommittee issue, the content of the other conference could be related to data collection issues for SDC's.

The question of time of release for the FY97 EDTABS was asked and the response was probably late February.

Census staff were asked what the ideal time would be for them to receive results of the ballots for inclusion of new data elements in the software. They responded that September would be the ideal month.

Terri Carter, Ryan Vogel and Carma Hogue reviewed the suggested new edit checks with the subcommittee.

The subcommittee discussed the effects of Management Dynamics on the submissions to Census. It was decided that the Data Collection subcommittee should monitor the data submissions from Management Dynamics for potential problems.

Mike Freeman agreed that Census would attend the Professional Development Conference and would host a session entitled, WinPlus Help Desk. Mike also mentioned that installation of the 2000 WinPlus would be much simpler for SDC's if they are using the same computer because it would require updating just one file.

Mike Freeman discussed the WinPlus changes for 2000. A list was presented of to do's for 2000 and it was stated that not all the changes could be incorporated. Dianne Carty suggested that the full steering committee review the changes and submit to Census the top ten priorities. This was done and Census will now review the results.

A suggestion from the steering committee to the subcommittee was to assess the feasibility of an automatic email confirming data submission.

The subcommittee discussed and approved objectives for 2000 as follows:

Stay on the leading edge of technology with the further development of WinPlus.
Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State And Federal level.
Facilitate timely submissions and release of public library data.
Examine vital statistics elements.

Data Elements Subcommittee:

There was a brief discussion of the data dictionary.

Denise Davis will be looking at changes in the “Internet Study” with the possibility that the study can incorporate electronic data elements from the Bertot Performance Measures study.

Alan Zimmerman will continue to work on the financial data element and attempt to have something ready for presentation at the March conference.

Policy and Procedures for Review of Data Elements:

The subcommittee discussed revision of the “Policy and Procedure for Review of Data Elements” in the hopes that the procedure will be better understood by SDC’s and that all SDC’s will vote in the future. The revisions were presented to the full Committee for approval. (Note: Denise Davis will prepare a calendar to accompany the revision.) The following revisions were discussed and will be incorporated. A copy of the revisions will be sent to members of the steering committee for review and the final document will be presented at the Conference.

- Changes in year One procedures
- Identify unfamiliar methodologies for local libraries and also SDC’s
- At annual conference:
 - Identify the proposed addition, change, or deletion
 - Provide a clear rationale for the proposed action, and
 - Provide new or revised definitions or a proposal to delete all or part of an existing definition
- At end of conference referred to Chair of Data Elements Committee
- Chair of Data Elements Committee solicit statements supporting and/or opposing element from SDC’s and Chair of Research and Statistics Committee COSLA
- Second Steering Committee Meeting (usually June)
 - After discussion
 - Approve proposed data elements for balloting
- After Second Steering Committee Meeting
 - Send out ballot

- Signature of SDC and Chief Officer
- Adoption of a proposal will be determined by the majority of the ballots cast by SDC and territories submitting data that is accepted and published
- Robert's Rules of Order will be used by the subcommittee
- Results of ballot sent to SDC's and Chief Officers
- Third and Fourth Steering Committee Meeting
 - Third meeting Steering Committee will address new and revised elements in planning for the next annual conference
 - SDCs notify local libraries of new elements
- Questions on Data Elements & Definitions
 - Definitions and interpretations referred to Data Elements Committee
 - Usually via SDC listserv
 - COSLA listserv at discretion of Chair of Research and Statistics Committee

New Data Elements discussed were:

Registered Borrowers. Keith Lance will prepare a proposal for the Conference.

Facilities (size): Alan Zimmerman will prepare a proposal for the Conference.

Data Use Subcommittee:

Final decisions regarding data use sessions at the March 2000 Conference were made and reported to the Conference Planning Subcommittee (See Conference Agenda).

Denise Glover of Westat reviewed the draft 1992-96 trend analysis with the subcommittee, answering members' questions and receiving suggestions for revision.

Nominations for the Eckard Award were discussed. Additional nominations will be identified, if possible, and a decision regarding the 2000 award will be made by the end of January 2000.

Adrienne Chute of NCES reported on the status of the Digest of Library Statistics and the proposed Fast Response Survey on Adult Services.

Planning for the promotion of the NCES peer search and locator tools to the public library community was deferred until next year

Data Conference Subcommittee:

Information for the agenda shell, including brief descriptions of each session, is to be sent to Adrienne Chute before Christmas. Individuals for each session are to let Alan Zimmerman know of any equipment needs. Barratt Wilkins prepared the description for the COSLA session. Barratt Wilkins will moderate the COSLA session with Keith Fiels serving a back-up in case Barratt is unable to attend. (Dianne Carty will talk with Keith Fiels.)

Kim Miller will verify spelling of name and titles of presenters and prepare a clean copy of the program.

Westat will send the Conference Registration Packet to SDC's the week of January 8 with a March 1 response deadline.

Susan Callan presented information about the various options available regarding making hotel arrangements. The committee decided to continue with previous arrangements.

Dianne Carty will prepare an invitation letter to be sent to each SDC prior to the distribution of the Registration packet.

Dianne Carty will prepare a letter to go to new SDC's with the New SDC Handbook.

Alan is to get the "invitational travel list" to Kim Miller.

The Steering Committee will meet after the Conference from 12 - 1:30.

Diane Carty will prepare the questions for the Mentor session. Included will be:
Importance of Voting

To do List:

Mentors: Are to contact SDC's who haven't submitted 1998 data (AR, CA, DC, MO, NV, NM, OK, TN).

Session Presenters (& Committee Members responsible for guest Session Presenters):
Send brief description of session (2-3 sentences) and equipment needs to Alan Zimmerman immediately.

Susan Callan: Conference Registration Packet to be sent to SDC's the week of January 8, March 1 is response deadline.

Dianne Carty: To prepare an invitation letter to be sent to each SDC prior to January 8.

Dianne Carty: To prepare a letter to go to new SDC's with the New SDC Handbook.

Dianne Carty: To talk with Keith Fiels about serving as back-up moderator for COSLA Session.

Diane Carty: To prepare the questions for the Mentor session. Included will be:
Importance of Voting

Dianne Carty and Denise Davis: To review the LSTA legislation and inform J.D. Waggoner of the legislative criteria for use in soliciting data from the Territories.

Denise Davis: Will follow-up on the conference call with Douglas Zweizig.

Denise Davis: To examine the possibilities of incorporating electronic use measures in the revised NCLIS "Internet Study".

Denise Davis: To prepare a calendar to accompany the revision of the "Policy and Procedures for Review of Data Elements".

Keith Lance: To review the current status of central libraries to determine if the MSA for the central library (outlet) is applicable to the administrative entity.

Keith Lance: To examine vital statistics history file to determine what needs to be done in order to answer questions such as: "How many new libraries are there?"

Keith Lance: To prepare a proposal for adding a new data element Number of Registered Borrowers.

Kim Miller : Will verify spelling of names and titles of presenters and prepare a clean copy of the conference Agenda.

J.D. Waggoner: To prepare the revised "Policy and Procedure for Review of Data Elements" for review and approval by the Steering Committee prior to the Conference.

Barratt Wilkins: To contact states which did not submit ballots.

Alan Zimmerman: To prepare a proposal for adding a new data element on facilities.

Alan Zimmerman: To prepare information on the financial data issue for discussion at the conference.

Alan Zimmerman/Kim Miller: Conference Agenda shell is to be sent to Adrienne Chute before Christmas.

Alan Zimmerman: To send the "invitational travel list" to Kim Miller.

Final Draft of the Conference Agenda (December 13, 1999)
December 9, 1999, Draft Agenda
FSCS Professional Development Conference
San Antonio, TX March 26–29, 2000

All general sessions will be held in Ballroom A, luncheons will be in the Minuet Room, and concurrent sessions and mentor breakouts will be in Ballrooms A, B, and C and the Cavalier Room

Sunday, March 26, 2000 (Ballroom C)

- 1:00 p.m. Registration of Data Coordinators
 Distribution of New SDC Handbook
- 2:00 p.m. Welcome and Introduction..... Dianne Carty
 Review of SDC Handbook
 History of FSCS Keith Lance
 Role of NCES/NCLIS/ALA/COSLA Mary Jo Lynch
 Steering Committee & Subcommittee Roles Subcommittee Chairs
 (Darla Cottrill, Al Zimmerman,
 J.D. Waggoner & Keith Lance)
 Data Elements/Definitions J.D. Waggoner
- 3:00 p.m. Break
- 3:15 p.m. WinPlus Training **Mike Freeman, Census**
- 5:30 p.m. Reception

Monday, March 27, 2000

- 8:00 a.m. Registration (*Outside Ballroom A*)
- 9:00 a.m. Welcome Dianne Carty
 Introduction of the Steering Committee and incoming chair
 Introductions of new SDCs
 Introduction of nominees for Steering Committee Lynn Shurden
- 9:15 a.m. NCES Updates **Jeff Owings, NCES**
- 9:30 a.m. NCLIS Updates..... Bob Willard, Denise Davis, **NCLIS**
- 9:45 a.m. ***FSCS Data Quality***..... Gerry Rowland, Iowa SDC
- 10:30 a.m. Break
- 10:45 a.m. ***Economic Impact of Public Library Service*** **Glen Holt, Director**

.....**St. Louis Public Library**

- 11:45 a.m. Break for Lunch
- 12:00 to 1:30 Award Luncheon Keppel & Eckard Awards
Dianne Carty, Jeff Owings, Bob Willard, **Patty Garner**, Keith Lance
- 1:45 p.m. Data Definitions General Session J.D. Waggoner
- Measures of Electronic Use of Public Libraries*** **John Bertot, Ph. D.**
..... **University of Albany, SUNY**
- 2:30 p.m. Review of new FSCS definition
Review of procedures related to Data Definitions
Proposals for new data element
(*Posting of new data element proposals for endorsement by states*)
- 3:45 p.m. Break
- 4:00 p.m. *First Concurrent Session (50 minutes)*

1. Title:.....***Data Use and Advocacy for Public Libraries***
Libraries collect and report a myriad of data to state and federal agencies on the funding, collections, staffing and services provided by public libraries. What else can be done with this valuable information? Scenarios of public library statistics for local and state advocacy and marketing will be presented.
Presenter:Denise Davis, NCLIS
Place.....Ballroom A
2. Title:..... ***Using Management Dynamics' Connect***
Presenter: Gerry Rowland, Iowa SDC
Place.....Ballroom B
3. Title:.....***Getting Your State's Data on the WEB***
Presenters: Keith Lance & **Rochelle Logan**
Place:..... Cavalier Room
4. Title:..... ***WinPlus Help Desk***
The Census staff and Darla will help you with your WinPlus adventures and answer your questions.
Presenters:Mike Freeman, Census & Darla Cottrill
Place:.....Ballroom C

Tuesday, March 28, 2000

9:00 a.m. ***Impacts of the Internet on Public Library Use*****Joey Rodger, President of the Urban Libraries Council**

9:50 a.m. Break

10:00 a.m. ***Tool Time With Keith*** Keith Lance

10:50 a.m. Break

11:00 a.m. ***COSLA Panel*** Moderated by **Keith Fiels**, Massachusetts
Amy Owens, Utah, **Nancy Zussy**, Washington, **Peggy Rudd**, Texas

12:00 Break for Lunch

12:15 to 1:30 Luncheon Speaker..... Keith Fiels, Director
Massachusetts Board of Library Commissioners

1:45 p.m. ***Mentor Breakout Sessions***

Ballroom A: Dianne Carty..... CT, ME, NH, NY, RI, VT, MA

Darla Cottrill..... IL, IN, MI, NE, PA, CNMI, OH

Ballroom B: Keith Lance AK, CA, HI, OR, UT, WA CO

Libby Law AL, GA, KY, NC, TN, Puerto Rico, SC

Ballroom C: Lynn Shurden AR, IA, KS, MO, ND, OK, MS

Al Zimmerman AZ, ID, MN, MT, WY, Guam, WI

Cavalier Room: J.D. Waggoner DC, DE, MD, NJ, VA, Palau, WV

Sondra Taylor-Furbee LA, NM, NV, SD, TX, Virgin Islands, FL

2:45 p.m. Break

3:00 p.m. ***Second Concurrent Session (50 Minutes)***

1. Title:.....***Data Use and Advocacy for Public Libraries***
Libraries collect and report a myriad of data to state and federal agencies on the funding, collections, staffing and services provided by public libraries. What else can be done with this valuable information? Scenarios of public library statistics for local and state advocacy and marketing will be presented.

Presenter:Denise Davis, NCLIS
Place.....Ballroom A

2. Title:.....***Counting on Results***

Presenter:Keith Lance
Place.....Ballroom B

3. Title: ***Performance Measures for Public Libraries in Minority Communities***

Presenter:**Christie Koontz**, Florida State University

Place:..... Cavalier Room

4. Title:.....***Help Desk: Using the NCES Public Library Peer Comparison and Public Library Locator Tools***

Presenters:..... **Chun Duan & Sondra Taylor-Furbee**

Place:..... Ballroom C

4:00 p.m. *Third Concurrent Session (50 Minutes)*

1. Title:.....***Getting Your State’s Data on the WEB***

Presenter: Rochelle Logan

Place:..... Ballroom A

2. Title:.....***Counting on Results***

Presenter: Keith Lance

Place..... Ballroom B

3. Title:.....***Using Management Dynamics’ Connect***

Presenter: Gerry Rowland, Iowa SDC

Place..... Cavalier Room

4. Title:.....***Help Desk: Using the NCES Public Library Peer Comparison and Public Library Locator Tools***

Presenters:..... Chun Duan & Lynn Shurden

Place:..... Ballroom C

Wednesday, March 29, 2000

9:00 a.m. SDC Caucus

10:00 a.m. Business Meeting Dianne Carty, Lynn Shurden

Turn in ballots for new Steering Committee members

Turn in Workshop Evaluation forms with nominations for 2001

Steering Committee

Review of Endorsed Data Element Proposals J.D. Waggoner

Review of accomplishments for 1999..... Dianne Carty

Objectives for Steering Committee 2000..... Lynn Shurden

Report of Caucus..... Lynn Shurden

Mentor Reports Group Mentors

Election Results Lynn Shurden

Plus & Minus of Workshop Al Zimmerman

Adjourn

Evaluation and Training in Puerto Rico and the Virgin Islands in Relation to Public, State, and Postsecondary Library Surveys.

**Report by
Darla Cottrill**

**Puerto Rico
11/21, 23, 25/99**

Met with Luz (Lucy) Maldonado, Assistant to Director and Sandra Castro, Director of Libraries, Department of Education, San Juan, Puerto Rico (PR).

PR is very interested in participating in FSCS. Sandra is relatively new in her position and was unaware of the actual project. There was some confusion regarding the cost to submit data. They had received information from Bibliostat/Management Dynamics and University of Illinois and had assumed this was how they were to collect data and would have to pay for the collection.

They do not currently collect data from their libraries (approximately 25, according to Lucy), but are very willing to report what information they do have through their automated system. They are willing to send a representative to the 2000 FSCS Training Workshop in San Antonio, TX.

I told them training and technical assistance is available in San Antonio and afterwards, if necessary.

My inability to speak Spanish and their limited English was a problem, but we managed. Lucy is the person we should correspond with and have her translate for Ms. Castro. Lucy seems to have a pretty good grasp on the idea and appears to be able to handle it.

1. Send copy of SDC description
2. Send original request to designate an SDC
3. WinPlus manual

Email – mailto:castro_s@de.prstar.net. This is also the email address to use for Lucy. Lucy's direct phone is 787-759-2000 x 2826.

Any information should definitely be sent by U.S. Mail – do not depend on e-mail. Fax is also questionable. The PR Department of Education appears to be behind in the area of technology. Libraries are not real high priority.

Virgin Islands
11/29-30/99

Met with Christian Douté (SDC) and Simon Cain, Coordinator, Division of Libraries and Museums, to discuss FSCS. In turn, they arranged a meeting with Ms. Claudette Lewis, Executive Assistant Commissioner, Department of Planning and Natural Resources, which oversees libraries in VI.

Problems:

1. No director for 3 years (equivalent to State Librarian)
2. 2 libraries have no MLS librarian for managers
3. lack of cooperation/interest from Department of Planning and Natural Resources.
4. Chris attempted to report for 98 – too many errors due to not having data re: fiscal, attendance, etc.

Positive:

1. Ms. Lewis has agreed to meet with her accounting department to provide data to Chris for Income, Expenditures and FTE info.
2. All libraries (1 main and 4 branch) have Internet access and Dynix automated system.
3. Carol McGinnis, Branch Head, St. Johns library has agreed to do the collection on data provided through Dynix. Follow-up meetings were suggested by Mr. Cain and Ms. Lewis, in order to explain the FSCS project to other libraries and the Department of Planning. My recommendation was to have them request this through NCLIS/LSP in writing.
4. Christian plans to attend the March Workshop and submit 1999 data.

Overall, a very positive outcome. The personal visit was definitely a good public relations move, proving even though VI is small, we still care enough to send a representative and offer assistance.

Items left with them:

- Library Statistics brochures
- WinPlus Data Elements
- Directory of Ohio Libraries
- Ohio's report forms and printed stats
- State Library Agency Survey
- SDC Job Description

Email addresses: Christian Douté <cdoute@vitelcom.net>
Simon Cain <scain@vitelcom.net>