

FSCS Steering Committee Meeting
June 15 - 17, 1998
Holiday Inn Hotel and Suites
Alexandria, VA 22314

Attending:

State Data Coordinators: Dianne Carty, Sandi Long (Chair), Lynn Shurden, JD Waggoner, and Al Zimmerman.

Other Steering Committee Members: Adrienne Chute, Roslyn Korb, Elaine Kroe, Keith Lance, Libby Law (Secretary), Mary Jo Lynch, Paul Planchon, Gerry Rowland, Robert Willard

Others:

NCLIS: Kim Miller, Howard Harris (NCLIS Consultant)

CENSUS: Kathleen Chamberlain, Eugene Cox, Patricia Garner, Regina Padgett

WESTAT: Steve Fischer, Denise Glover, and Libby Farris

IMLS: Elizabeth (Betsey) Swyetz.

Al Zimmerman's analysis of the 1998 Training Workshop was followed by a brief discussion of workshop attendance, methods of notification of SDC that substitutes may attend if the SDC is unable to attend. The Steering Committee will be more responsible for notification of the workshop this year.

Workshop content was discussed as a group. This was referred to the Training Subcommittee. See the Training Subcommittee Report for the full report.

Potential Vendors are to be identified. Kim Miller and Adrienne Chute are to check on any restrictions regarding vendor participation. SDC who are using products may be asked to participate in Vendor demonstrations.

Since Westat has a 5-year contract arrangements can proceed for the workshop site. The Committee identified potential dates for meetings through the year 2000 Training workshop.

Schedule of future meetings:

September 1998 - Steering Committee Meeting

September 21-23

Wyndham Bristol Hotel

Washington, DC

December 1998 Steering Committee Meeting

First Choice December 7-9

Washington, DC area

March, 1999 – Annual FSCS Training Workshop

March 21-24

Washington, DC area

June, 1999 – Steering Committee Meeting

First choice: June 7-9

Second choice: June 14-16

September, 1999 – Steering Committee Meeting

First choice: September 13-15

Second choice: September 20-23

December, 1999 – Steering Committee Meeting

First choice: December 6-7

March, 2000 – Annual FSCS Training Workshop

Third week

San Antonio

Adrienne Chute and Elaine Kroe presented the NCES report:

The 95 EDTAB is ready for publication and may be available in about 3 weeks. Ranking tables will be included in the publication.

The 96 merged file of state submissions early release is posted. Imputation is complete. Adjudication will be in about 4 months (October).

SDC's need to be officially informed that the EDTABS are on the WEB and that Ranking Tables are part of the EDTABS. There was a discussion about the timing of the release of the printed version.

There are no shocking differences between the imputed state data and the original data submission. Elaine Kroe will provide a comparison for the FSCS Steering Committee. The 5-years imputation project is moving along.

Roz Korb and Paul Planchon reported on the reorganization of NCES. There will be two divisions: 1) Elementary/Secondary and Libraries Studies Division (including 4 programs) and 2) Post Secondary Studies Division. Paul Planchon will serve as Associate Commissioner of the Elementary/Secondary and Libraries Division and as Director of the Libraries Statistics Program. Carrol Kindel retired. Elaine Kroe and Adrienne Chute will remain with the Library Statistics Program. Roz Korb will move to the Post Secondary Program.

Betsy Sywetz reported on LSTA concern regarding accountability - outcomes and library service indicators.

Gerry Rowland recommended changing the name of the Technical Subcommittee to the Data Collection Subcommittee. The Steering Committee agreed.

Gerry Rowland (Data Collection Subcommittee) will survey SDCs shortly after the deadline for submission of 1997 data to identify any problems encountered in order to plan training for the

1998 Workshop. The survey will also identify hand's-on training needed in addition to WinPlus and to document availability of minimum equipment requirements.

Bob Willard, NCLIS Acting Executive Director, was the luncheon speaker. He reviewed plans for NCLIS.

Denise Glover reported on progress with the 5-Year Trends Analysis project and distributed a handout. This was followed by a discussion of the impact of data from reporting libraries that do not meet the FSCS definition of a public library. Concerns were referred to Data Use Committee for recommendations on future course of action. There was a discussion of scheduling a presentation on the 5-year trend analysis at the Annual Training Workshop.

Steve Fischer reported on the status of the Geographic Mapping and Service Area Boundary project. All Outlets are geo-coded and 75% of the boundaries have been completed. The report should be completed shortly. There was a discussion scheduling a report at the Annual Training Workshop.

Howard Harris (RMG Consultants) reported on the study (Independent look at the statistics program – observations on the partnership and a proposed direction for the future) completed for NCLIS. After a brief discussion the Steering Committee agreed that they would like to see the full report as soon as possible. Sandi Long will follow-up on this. Mr. Harris also reported on his current role with NCLIS. He will continue to work with NCLIS on the Library Statistics programs until the current vacancies are filled.

The current by-laws are in conflict with the FSCS Policy and Procedures for Review of Data Elements. The terms of elected SDC's also need to be changed to reflect the date(s) of the Annual Training Workshop. Proposed revisions will be presented at the next Steering Committee meeting.

The Job Description for State Data Coordinators is to be reviewed at the next meeting.

At the September Committee meeting a list of possible concurrent sessions will be compiled. Following the meeting the SDC's will be surveyed to determine which sessions will be offered during the Workshop.

The Data Collection, Definitions, Training, and Data Use Subcommittees met each day and reported progress to the full committee. See Subcommittee Reports attached for more information.

Next Meeting:

September 21-23

Wyndham Bristol, Pennsylvania Ave between K and L.

(Note: StLAS Steering Committee will meet Sept. 23-24)

Agenda:

- ◆ Firm-up training plans

- ◆ Concurrent Sessions for the Workshop Confirmed at the meeting.
- ◆ Dianne Carty will prepare wording for data elements (all suggestions are to be sent to Dianne Carty)
- ◆ Sandi Long will prepare revisions for SDC job description
- ◆ Sandi Long and Dianne Carty will prepare revisions for by-laws & Policy
- ◆ and Procedures for Review of Data Elements.
- ◆ GIS Project Report and Demo for Workshop
- ◆ CENSUS – demo of GIS system using library data
- ◆ Prepare Data Element Ballot
- ◆ Nominate candidates for vacant Steering Committee positions
- ◆ Identify a chair for the Data Collection (Technical) Subcommittee
- ◆ Price Index (AIR)
- ◆ Recognition of the contributions of Carrol Kindel and Roz Korb to FSCS.

Steering Committee Meeting Evaluation:

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- Amount of Work Completed
- Lone Arranger
- Paul Planchon's Presence
- New Steering Committee Members Contribution
- Positive Atmosphere of Meeting
- On Schedule, On Task
- Hotel Food
- Convenient Location of Hotel

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- Weather/Rain
- Steve Fischer's lack of handouts
- No ice available in the morning
- Shuttle schedule (hot & cold)
- Bugs in room
- Erratic Smoke Detector in room

So-So

- Mary Jo Lynch's room

The meeting was adjourned.

**Data Collection Subcommittee (Technical Subcommittee) Report:
Gerry Rowland, Chair**

Members present were: Gerry Rowland, chair; Elaine Kroe, NCES; Sandi Long, Utah; Kathy Chamberlain, Census; Pat Garner, Census; Regina Padgett, Census; Lynn Shurden, Mississippi; and Eugene Cox, Census.

Members and guests introduced themselves.

The committee reviewed its objectives for 1998. After some discussion, it was decided that the name of the committee should be changed to "Data Collection," which is more descriptive and less loaded than "Technical".

FSCS Software:

The first order of business was a review of the DECPLUS/WINPLUS mail-out. One state has reported that WINPLUS is running slowly on a Pentium 150. The same file ran fine on Pentiums at Census, so inquiries will be made to other state's as to their level of satisfaction with the software.

This version of WINPLUS is case sensitive. If specific fields are not in upper case, a pop-up edit check asks for the reason why the data has changed each time the user moves to a new record. New template files are available for download for any state that is having problems. The next version of WINPLUS will be case insensitive.

Census reports that they have free GIS software that displays down to the county level from a standard spreadsheet. The committee requested that a demonstration using library data be made at the September meeting.

Local Data Collection Software:

The committee reviewed what is known about the status of local data collection software. Ohio had a web based form this year. Colorado, Iowa and Utah are looking into web based data collection. IMPS is being used by 5-6 states. Illinois and New Jersey continue to use locally developed software. The committee is interested in knowing which states are using which products for electronic data collection.

Automating Data Collection:

The committee spent some time looking into the crystal ball of data collection. Some of the factors which may hasten the automation process include:

- most libraries having internet connections
- web-based data collection software becoming less expensive and easier to use
- server-based processing that will allow immediate feedback on data sent to Census
- pressure from data users to have national data available as soon as possible

Edit Checks:

Committee members agreed that the edit checks need to be reviewed. Census has done a study of edit checks, and members will receive and review the study. Edit checks need to reflect current library practice. As we move from DECPLUS to WINPLUS, we have an opportunity to adjust the tolerances so that true outliers are displayed. There are also some data elements with no edit checks (reference transactions, for example), and new edit checks may need to be developed.

Steering committee members expressed considerable interest in having pop-up edits that allow for an explanation to be keyed in on the spot. This is a feature of the State Library Agency Survey. SDC's will be asked to rate such a feature in a survey developed by the committee.

Survey/Training:

In preparation for a survey of training needs for the next workshop, the evaluations of the 1998 workshop were reviewed. It was agreed that more computers would be needed for the hands-on sessions. It appears that the lab will require room for about 20 computers, although some SDC's may bring their own. It was also agreed that training needs should be finalized in December, and that a survey of SDC's needs to be distributed prior to the September meeting. The survey will collect feedback on how well SDC's did with the data collection tasks covered in the 1998 Training Workshop, and will ask if any additional training is required. If possible, a disk of training files will be provided to each SDC.

During the second session of the Data Collection committee, a list of possible questions for the survey were developed. Gerry Rowland will put the survey together and send it to members for comment.

WINPLUS Development:

The kind of training offered next March will depend somewhat on the features available in WINPLUS. Currently, the following modules are available: select file, view/update administrative entity records, view/update outlet records, edit checks, report of edit checks, quit. The following modules are available in DECPLUS but not in WINPLUS; import, report of mismatched records, administrative entity structure changes, outlet structure changes, create tables and state summaries, create backup file, save file to send to NCES.

The data collection committee will survey SDC's as to which features should be carried over, new features to add, and priorities for development.

Date Use Subcommittee Report
Keith Lance, Chair

Universe file issue – The committee will review the different combinations of outlets (more than 1 central, bookmobile only) and discuss this again in September.

Vital Statistics: The historical tracking component of the software has never been used. Census will generate a report for review by the committee at the September meeting.

The committee discussed the possible impact the libraries reporting that they do not meet the Public Library definition may have had on the imputation project.

Reviewed possible topics for inclusion in the Workshop.

Keri Bassman will review the responses to the library questions on the Household Survey for her dissertation.

Bernie Vavrak is preparing a study on the impact of public library service.

The Eckard Award criteria is to be revised to address WEB sites. Sites must be available free of charge to be eligible.

The Committee recommended the creation of links between the data and the PDF file on the NCES WEB site, links to other data, and manipulation of FSCS data on the fly. They expressed the need to know the kinds of services provided by SDC's at the state and local levels, relationship between LSTA Coordinator and FSCS SDC, volume of use of FSCS data within the State, possible topics for fast response surveys, etc. This may be an issue for the Mentor Discussion or a Survey. They recommended that the NCES WEB site be demonstrated at the Workshop.

There was a discussion about the time line and concern about delays at each level. There will be an opportunity to discuss the need for timely data at the ALA Conference (June 29, 11am-12noon).

**Definitions Committee Report:
Dianne Carty, Chair**

Data Items to be added and revised. Revised words are in *italic* and deleted words are struck out.

7B Legal Basis Code:

The Legal Basis Code will be revised. The proposed new definition is: The legal basis is the type of local government structure within which the entity functions. *It reflects the state or local law, which authorizes the library.*

- CI (Municipal Government: city, town or village)
- CO (County/Parish)
- CC (City/County)**
- MJ (Other Multi-jurisdictional)
- NL (Native American Tribal Government)
- NP (Non-profit Association or Agency)
- SC (School District) -- (Note: a definition needs to be written for this choice)**
- SD (Special Library District: authority, board, commission)
- OT (Other)

- ~~-AP(Combined Academic/Public Library)~~
- ~~-SL(State Library Agency)~~
- ~~-SP(Combined School Media Center/Public Library)~~

Geographic Code: (Keith Lance is to write this definition)

A new data element will be added to reflect the geographic boundaries served by the library. The definition will read: Choose among the following established by the Bureau of the Census, the code that exactly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income, and any areas served under contract for which the library is the primary service provider:

- CI (City)
- CO (County)
- SC (School District)
- MA (Metropolitan Area)
- NL (Native American Tribal Government)

Note: The Population of the Legal Service Area (Data Element 08) should be reflected in the geographic code selected.

Administrative Entity:

Revised Definition: This is the **agency** ~~public library, state library agency, system, federation, or cooperative service~~ that is legally established under local or state law to provide public library service to a ~~particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region).~~ The Administrative Entity may be ~~administrative only and have no outlets, it may have~~ a single outlet, or it may have more than one outlet.

7 C Administrative Structure Code - Drop AO (Administrative Entity Only).

7 A Interlibrary Relationship Code

The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. **Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.**

ME - Member of an intrastate System, Federation, or Cooperative Service.

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries **in the same state** to perform various services cooperatively, such as resource sharing, communication, etc. This does not include libraries that are part of ~~multi-type~~ **national, multi-state or statewide** library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

New Data Item: Number of Internet Terminals

a. Used by Staff

b. Used by General Public

There was a general discussion regarding collecting the total number of terminals also, not just those used for Internet Access.

New Data Item: Does the library provide remote electronic access to any of the library resources (from home, work, school, etc.)? Yes/No

09 Number of Central Libraries

There was a discussion of replacement of this data item with the question: Do you have a central library? After considerable discussion, it was decided that an acceptable alternative is to only accept 0 or -1 responses to this data item.

Note under Central Libraries Definition is to be revised. Note: Not all Administrative Entities have a central library ~~and some Administrative Entities have more than one central library~~ **but no administrative entity may report more than one central library.**

12 Number of Books-by-Mail Only

Proposed the elimination of this data item. States reporting Books-by-Mail Only will be contacted to determine action to be taken.

Outlet Data Element 11: Population.

Propose the elimination of this data item.

Tabled items:

Governance Code: This item was tabled indefinitely.

Capital Outlay: Al Zimmerman will contact Naomi Krefman and present a wording at the September meeting for discussion. Issues are: 1) To report Capital Income by source, 2) To report Capital Expenditure by expenditure category: Electronic Access, Equipment, Construction, and 3) to revise the definition of capital.

Note: If we have a definition for Capital Funds, do we need separate definitions for Capital Income and Capital Expenditures? Funds received or expended for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. These are usually, although not always, special or one-time funds designated for a single purpose. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Public Library: Dianne Carty is to contact Ann Piascik to discuss this item, contact other states regarding subscription libraries, and present a recommendation at the September meeting. There was a discussion about the significance of imputation for libraries responding No to meeting the Public Library definition. Alan Zimmerman will review those libraries responding No to determine any patterns.

Number of Patrons Accessing Electronic Resources In-House: Keith Lance will develop proposed wording for collecting hits against vended periodical databases and Al Zimmerman will pursue Web hits. Each will report at the September Steering Committee meeting.

Maximum speed of public access Internet service connections: This item was not pursued because it did not receive 10 endorsements at the Annual Workshop.

44 Operating Expenditures for Library Materials in Electronic Format Responses to this data item are to be reviewed and presented for discussion at the September meeting by Dianne Carty.

45 Operating Expenditures for Electronic Access. Responses to this data item are to be reviewed and presented for discussion at the September meeting by Dianne Carty.

Dianne Carty will compile wording for the revised definitions and for new definitions and send them to the sub-committee members for review before the next Steering committee.

**Training Subcommittee Report:
Alan Zimmerman, Chair**

1999 Workshop:

When: March 21-24, 1999

Where: Washington, DC, area (central city, Crystal City, or Alexandria)

Location Requirements:

Must be ADA Accessible

Must be located near Metro Line

Must have 2-4 direct LAN connections to the Internet

Workshop Content:

The Committee established an outline for the workshop designating blocks of time for each training area. Topics and speakers were discussed.

Sunday:

Training of New SDC's. 10:00/10:30 – 5:00 This will include hands-on training in use of the software in addition to the training provided at the 1997 Workshop.

Vendor hosted reception for all SDC's

Monday:

1. Opening General Session (Response Rate, 5-Year Retrospective project - trend analysis, Imputation, Status of Boundary Mapping Project, Possible Speakers: Paul Planchon, Pat Forgione, and Robert Willard) – 9:00 – 10:30
2. WinPlus demonstration – Census/NCES – Data Collection Sub-committee – 10:45 – 12:15
3. Luncheon – Presentation of Awards – 12:30 – 2:00
4. Definitions – 2:15 – 3:30
5. Concurrent Sessions – 3:45 – 5:00

Tuesday:

1. Mentor Meeting – 9:00 – 10:00 (Report on Wednesday morning)
2. Demonstration of Mapping (New Census Product) - Data Use 10:15 – 12:15
3. Luncheon – Speaker (Becky Danvers or John Lorenz's Replacement)
4. Concurrent Sessions (3 slots) 2:15 – 5:00

Wednesday:

1. Caucus 8:00 -
2. Caucus and Mentor Reports 9:00 -
3. Business Meeting (Elections, Nominees for Steering Committee, Evaluations)
4. Steering Committee Luncheon (current members and newly elected SDC's)

Breakout Possibilities:

Census Mapping Software demonstration, with hand's on IMPS – Data Collection Forms Design

Inflation Index

Peer Comparisons

SDC's will be asked to bring copies of their data collection forms and publications to sharing.

2000 Workshop

When: 3rd week in March

Where: San Antonio Alternatives include: Phoenix, San Diego, and New Orleans