

**FSCS Steering Committee Meeting
Embassy Suites Hotel
Washington, DC
June 5-7, 2000**

Minutes

The meeting was called to order on Monday, June 5 at 9:10am. Each person was introduced.

Attending were:

Steering Committee:

Elected: Lynn Shurden, Chair, J.D. Waggoner, Vice Chair, Carolyn Ashcraft, Sondra Taylor-Furbee, Alan Zimmerman

Appointed:

ALA: none

COSLA: Barratt Wilkins

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owings

NCLIS: Denise Davis, Robert Willard

Data Collection Subcommittee Chair: Darla Cottrill

Data Use Subcommittee Chair: Keith Lance

Secretary: Libby Law

Guests:

CENSUS: Michael Freeman, Patty Garner, Johnny Monoco, Jean Sebold, and Cindy Sheckells, Leslie Scott, Sr. Technical Advisor for NCES

Cathy Burch, Education Statistic Services Inc.(ESSI)

Kim Miller, (NCLIS)

NCES Reports and Updates:

Jeffrey Owings reported that Gary Phillips continues as acting commissioner; however, someone has been nominated. Jeffrey Owings is now officially the Associate Commissioner, replacing Paul Planchon. June 5 was Mr. Owings' 1st day on the job.

NCLIS is mandated to collect library data and Jeffrey Owings indicated that he is pro libraries and feels libraries are an important component of NCES. He wishes to make the library statistics program more accountable and to establish guidelines to ensure timely, high quality data. There was a discussion about delays in data release. Mr. Owings asked about changing to a 2-year cycle for reporting in order to release data more quickly after collection. Discussion followed with SDC's supporting annual collection and doubt that a 2-year cycle would improve either the quality or timeliness of data.

Jeffrey Owings provided a summary of the financial problems, which resulted in the elimination of the September 2000 FSCS Steering Committee meeting. NCES is currently assessing all programs, looking at budgets, surveys planned and establishing

priorities. Hopefully funding will be available for all Steering Committee meetings next year.

Report on status of NCES Projects:

- 1) Census Mapping Project. The Westat Mapping project has ended. It has been estimated that 80% of the library service areas match current maps already established by Census (Counties, Cities, and School districts). There is currently a feasibility study to determine the possibility of mapping those that do not match. It was noted that the data used to determine the library service area is based on the "Legal Service Basis" code, which may or may not match the actual service area.
- 2) Library Web Site: Initial cost and organization cost have been studied. Plans are to continue the site.
- 3) Longitudinal Study: Jeffery Owings is program director for longitudinal studies. A 2002 cohort will follow 10th graders for 10-15 years. RCI (Research Triangle) proposal includes a library component in the cohort.
- 4) Household survey: Kathy Chandler's October supplement (CPI) household survey will again include library questions. There is the possibility of modification of some of the data elements. This was referred to the Data Use Subcommittee.
- 5) Data Use: Jeffrey Owings indicated commitment to the production of user friendly data. The electronic code files are available in CD Rom and eventually will be on the WEB. Ready access to user friendly data should encourage use of the data by dissertation students. He also indicated plans to review reports generated in order to produce more interesting reports.
- 6) Westat GIS Final Report: Adrienne Chute reported that feedback is due within a few months. This is now part of the Census Mapping Project. (see #1 above)
- 7) Adult Programming Fast Response Survey: A second pre-test failed. A third pre-test is planned. Jeffrey Owings indicated that another pre-test failure would result in termination of the survey. Adrienne Chute indicated that the survey resulted after the Steering Committee did not support adding adult programming data elements to the Public Library Survey. There was a discussion of the purpose of the survey. Several members of the Steering Committee questioned the value of the survey. There was a discussion and reaffirmation of following the NCES guidelines for sending all surveys, even when collecting outlet level data, to the administrative entity, not the individual outlets. Jeffrey Owings indicated that the survey would be sent to Administrative Entities.
- 8) Adrienne Chute reported that Sierra has resumed maintenance of NCES Website and the peer comparison tool.
- 9) The Agee Study is to be re-worked. It will be reviewed in July.

NCLIS Update:

Robert Willard reported on the vacancies on the commission. Three are being filled and three more terms expire in July.

NCLIS is now putting more NCLIS funding into the library statistics program.

Issues of Concern include:

- 1) GPO Budget cuts proposed: Mr. Willard thinks this will work itself out.
- 2) NTIS Government Information Policy: NCLIS will conduct a study.
- 3) White House Conference: A formal conference is unlikely.
- 4) LSTA: NCLIS may hold hearings around the country. He indicated that it is too early to predict what will happen during the reauthorization and that much will depend on the elections.
- 5) Digital Divide/Digital Democracy: NCLIS is concerned about the impact of access to and lack of access to electronic information over time.
- 6) International: The Sister Library program continues to be popular.
- 7) Anniversary: NCLIS will celebrate its 30 Year Anniversary July 20, 2000 (the day the legislation establishing NCLIS was signed) through September 2001 (the date the commissioners were appointed and held the first meeting).

Denise Davis reported on the Internet Connectivity Survey. It is on schedule. The deadline for data submission is mid June.

CENSUS Reports and Updates:

Cindy Sheckells reported on problems with the 1998 data edits. Efforts are being made to establish a standardized approach to edits in order to reduce the time involved. There was a discussion of impact of states working with vendors on data edits.

1999 WinPlus can not be released until the 1998 edits are complete and the files are merged. Data from the last state (Tennessee) was received March 29.

There was a discussion of SDC's responsibility regarding working with Vendors and the need to submit data using WinPlus. Census will provide specification for data submission including edit checks to SDC's who will then be responsible for making sure their vendor receives them. In the future Census will refer submission as well as edit problems to the SDC.

Data Elements Approved:

J.D. Waggoner reported on the data elements endorsed by 10 or more SDC's at the Professional Development Conference. He expressed both the need for and the concern about the possibility of adoption of the electronic measures. Denise Davis reported on her work with vendors to encourage providing comparable data in reports.

The Steering Committee agreed to put forward 3 data elements for vote: Total Square Footage of each Outlet, Email Address of the Director and Fax number of the Director.

The 3 Electronic Measures will not be put forth for ballot this year. The general consensus is that it will be best to study all of the electronic measures this year, focus on 1-3 that are most meaningful at the national level and present them to the SDC's at the March conference.

Alan Zimmerman recommended that the committee endorse the use of the definitions proposed in the Bertot/McClure paper "Developing Statistics and Performance Measures

for the Networked Environment: Proposed Electronic Measures” and encourage states interested in beginning to collect electronic measures to use them. This recommendation was endorsed by the Steering Committee.

Data Collection on the WEB:

Jeffrey Owings reported on the success of the 1999-2000 School Library Survey, which included the option of reporting on the WEB. Early respondents used the WEB with little difficulty. There were some warnings, but no full edit feature.

All Academic Libraries will have WEB with complete built in edits. UNISYS developed the program. Mary Jo Lynch identified a person in each state as a local contact. Data can be reviewed at the state level with password. Data is entered into the Peer Search tool on a flow basis.

Each of these surveys are true surveys - one survey developed for all respondents to complete, unlike the Public Library Survey which is data compiled at the state levels from a variety of surveys and then submitted to NCES. As long as there is a commitment to building the public library data from the local up, there will be a problem for NCES to provide a WEB based collection tool. A feasibility study indicated that it is too costly to pursue initial WEB collection tools and annual maintenance for each state. Mr. Owings has no plans to push for a WEB based collection but plans to make what we have work better. As a result of this Vendors will continue to be a factor between libraries and NCES/CENSUS.

Charter School Questionnaire:

The survey is to go to the 1200 known charter schools (Public Funded schools generally operated under a charter by the State).

KIDS SITE:

Several problems were identified with the Kids Site. These will be brought to the attention of Jerry Mallets, who created the site.

Archival Project:

NCLIS has scheduled an August meeting with a small group of national archivists to determine what is to be kept and to establish a retention program.

Voting:

A review of the policies indicated that the majority of votes cast determines the fate of data elements. Non responses will be ignored.

Professional Development Conference:

Alan Zimmerman provided a summary of the evaluations by SDC's. New SDC's indicated the need for more information on definitions. Also, the summary identified the need for more opportunity to discuss definitions and the desire to have more opportunity to learn what other states are doing and how data is being used in other states. The Data Quality Session presentation needs to be made more effective.

Responses to comments and questions on the evaluation will be posted on the ListServ. Alan Zimmerman and Sondra Taylor-Furbee will compile the comments and run them by members of the steering committee prior to posting.

Is the Conference Open or by invitation only? Jeffrey Owings indicated that vendors have expressed interest in hosting receptions at other conferences. The question has been referred to the Office of the General Council. Adrienne Chute is to provide wording of the official federal policy regarding vendor/contractors attendance/participation at future Professional Development Conferences. This will be shared with SDC's as soon as it is available.

Future Steering Committee Issues:

By the end of the summer the 2001 meeting schedule will be known.

WinPlus to be release in late summer.

It was noted that it is less effective to meet as a committee of the whole when discussing data elements and the recommendation is to hold to the sub-committee structure/schedule.

The Steering Committee discussed the need for geographical representation, representation from states with large libraries and expertise in specific areas (such as data use) among the elected SDC's. Four nominees are needed. The list of those proposed at the March Conference was reviewed.

ALA Research and Statistics Committee:

Keith Lance reported on the funding available for research from ALA. Mary Jo Lynch is involved in establishing the research agenda and is seeking in-put. Keith Lance will contact Mary Jo about this.

Future Fast Response Surveys:

Jeffrey Owings indicated that no decisions have been made on future fast response surveys. Criteria in deciding are based on the importance of the topics and indication of use. Ideas for surveys will be accepted from library groups and others whenever they arise.

PLRSNet ListServ:

Keith Lance reported problems with the ListServ and is considering changing it from an "open" list to a "moderated" list. Messages from "Klance@teal..." are NOT from Keith.

Future Meetings:

December 4 – 6, 2000

March 24 – 28, 2001 (Conference)

June 4-6, 2001

September 24-26, 2001

December 3-5, 2001

March 24-27, 2002 (Conference)

Pro's and Cons of Steering Committee meeting:

PRO:

Cool weather

Jeffrey Owing's openness about budget situation

Embassy Suites

Participation by stakeholders: COSLA, NCES, CENSUS, NCLIS

Help provided by members of the Conference Committee

Warm welcome of new member

CON:

Uncertainty of future meeting schedule

Missing sub-committee members

Rugs in hotel make wheelchair access difficult

Handicap rooms too far from elevators

Access to meeting room

Absence of Mary Jo Lynch

No coffee/soft drinks in meeting room

The meeting was adjourned on Wednesday, June 7 at 11:20am.

Subcommittees

Data Collection Subcommittee:

Upon receipt of the ballot results, edits are to be written as quickly as possible and sent to SDC's via the list serve. Mentors are to follow-up to verify they are received by SDC's.

Concern was expressed about delays in release of data. It was recognized that the States initially cause delays by failure to meet deadlines. If new schedule and guidelines are successful, new versions of WinPlus should be available within 6 months after the last state submits data.

-2 is not an option. If the -2's in the released WinPlus program are not changed to data, Census will replace them with -1's.

Better communication is important among CENSUS, NCES, and SDC's. All e-mail sent to CENSUS is to go to pls@census.gov

The deadline will be firm. States will be encouraged to submit all library data available for their states, even if they can not submit for all libraries.

Data must be submitted in WinPlus format.

Darla Cottrill was not available on Tuesday afternoon so the Data Collection Subcommittee did not meet.

Data Elements Subcommittee:

J.D. Waggoner (chair), Denise Davis, Keith Lance, Libby Law, Lynn Shurden, Barratt Wilkins, Alan Zimmerman, Cindy Burch, Adrienne Chute, Kim Miller,

The subcommittee reviewed the impact on the data element process resulting from the cancellation of the September Steering Committee Meeting.

Information about data elements to be presented on the ballot needs to be provided to Barratt Wilkins prior to the COSLA meeting at ALA on July 7. He will disseminate information to members of COSLA as soon as he has the proposed language, pro's and con's.

The subcommittee will encourage all states to endorse proposed data elements that they support, even though only 10 endorsements are required for the Steering Committee to consider adding a new data element.

The 6 data element endorsed by 10 or more SDC's at the Professional Development Conference were reviewed.

Alan Zimmerman presented information on the AIA definition on Square Footage. The initial consensus was to use the definition for net/assignable square footage but the final

decision is to collect gross square footage. Alan is to provide the proposed wording. This data element will be part of the Outlet file. It was noted that this is the first statistical element to be reported at the Outlet level.

J.D. Waggoner presented information on the E-mail address of the director and the fax number of the director. There was a brief discussion of the value of this at the national level. Pro arguments may include the future availability of e-mail addresses in the Locator file. Con arguments may include the possibility of frequent change of e-mail addresses and the publication of data as much as 2 years after it is collected.

There was extended discussion of 2 electronic data elements: 1) Number of Visits and 2) Number of items examined. The general consensus is that both are premature and to include them on the ballot will result in another defeat. The subcommittee recommended that these data items not be put forward for vote. States interested in beginning to collect this data will be encouraged to use the Bertot/McClure definitions.

Number of users trained: There was a discussion of the need and purpose of this item. The subcommittee recommended that this item not be put forth for vote at this time.

Denise Davis will review the individual state survey forms to identify states currently collecting electronic data. Those state will be invited to participate in a pilot project to test the feasibility of collecting electronic measures and to develop a method for incorporating data resulting from consortia programs. A report is to be made at the conference in March.

The subcommittee discussed the question regarding including the library's WEB address in the Outlet file and not in the Administrative Entity file. It was noted that it can be reported out in the Administrative Entity file.

There was a discussion of the reasoning behind including the MSA in the Outlet File and not the Administrative Entity file. It was noted that it is unlikely that the Outlets will have a different MSA than the Library as a whole. Elaine Kroe and Census will follow-up on this to determine how to handle this if it should be moved to the Administrative Entity file.

Data Use Subcommittee:

The Trend Analysis (1992-1996) is on its way to adjudication.

The Digest of Libraries will move forward but has been reduced in size. It will include a section on each type of library and a cross cutting section.

The subcommittee discussed the Adult Programming Fast Response Survey.

The Ed Tab (1998 edition) will have new tables for electronic data elements.

Data elements for libraries will again be included in the Household Survey. The Subcommittee discussed the possibility of some modification.

The subcommittee discussed the delay issue. It is important for states to meet the deadline.

There was a discussion of serious implications regarding imputing for an entire state and the historical problem since there is no retrospective updating of information. Question is: What will be released in the report? Will imputed data for libraries be released as is done for isolated items currently? Denise Davis reported that Jeffrey Owings is putting together a group to recommend guidelines. Keith Lance expressed interest in participation in the discussion from a researcher's point of view.

Peer Search Tool: The subcommittee identified a flaw in the bar chart button that needs to be corrected to produce tabular data. Keith Lance is to follow-up on this.

Professional Development Conference Subcommittee:

Sondra Taylor-Furbee (chair), Carolyn Ashcraft, Darla Cottrill, Libby Law, Alan Zimmerman, Cathy Burch (ESSI), Michael Freeman, Patricia Garner, Jean Sebold.

(Note: on Tuesday, the Data Use Subcommittee and the Professional Development Conference Committee met jointly to discuss concurrent sessions and identify speakers. Meeting with the Professional Development Conference committee were: J. D. Waggoner, Lynn Shurden, Barratt Wilkins, Keith Lance, Denise Davis, Kim Miller)

Question: What is the budget for speakers? How many can be invited? Note: Later learned that the Conference is planned for 60 attendees (55 SDC's + speakers).

Location: The hotels contacted by WESTAT are being re-contacted by ESSI for a review of the quotes provided. The conference will likely be held in Crystal City or Alexandria, but not Annapolis.

Theme: Data Quality. This is a working theme and may be revised.

After a review of the evaluations submitted by SDC's at the Conference in San Antonio, the committee reviewed the format outline for the program and agreed to the following:

Nominees for Steering Committee will be invited to participate in the program.

Eckard recipient may be invited to make a General Session presentation or conduct a concurrent session.

New SDC training: To include a step-by-step review of the reporting process, a more thorough presentation on definitions including basic information about each definition and a demonstration of WinPlus

There is to be a reception on Sunday evening not to exceed a cost of \$\$__, with a cash bar.

General Sessions:

Updates by NCES, NCLIS, COSLA, and IMLS (presentations about 10-15 minutes each) (Note: NCES to present the standards/guidelines for the data element review process either here or at the beginning of the review of definitions. NCLIS presentation is to include examples of assistance available and types of programs funded in the past. This will be on Monday.

Definitions: More time will be devoted to discussion of definitions. Focus on the new data elements, those that SDC's indicate are problems or cause concern, and then review all of the remaining.(This will be on Monday)

Data Quality: The data quality session approach is to be changed. Possible focus include: problem data elements and importance of collection and submission of quality data, how to help get WinPlus releaser sooner, Edits at local level. Possibly what it is like to do follow-up by census.

Data Use from the National, State, and Local perspective. Possible speakers: Local – Jim Fish, State – Sandi Long, National – Mary Jo Lynch. Possibly to include eye-catching presentations of data – solicit things from different states.

Library Data for Policy Issues. Possibly someone from NCES using library data. Perhaps Leslie Scott.

Denise Davis to report on the Electronic Measures Pilot project.

Contact Richard Ackroyd (Gates Library Foundation) to see if he is willing to make a presentation (Electronic services and need to measure). Kim Wilson is the person who collects the data from the states.

Luncheon: Awards Luncheon: Eckard and Keppel Awards presentation by NCES, NCLIS, and COSLA – possibility a presentation by someone from COSLA.
Name: Joe Shubert?

COSLA: Three members of COSLA Research and Statistics Committee will be invited to serve on a panel to discuss the need for electronic measures and the importance of quality data and use of data. Possibly invite former SDC's who are now State Librarians.

Data Use Speaker – To be identified. (See options listed above)

Mentor Session.

SDC Caucus and Business Meeting – same as previous years – (Wednesday)

Concurrent Sessions:

WinPlus: 2 hands-on presentation: one of which will be designated for new SDC's (WinPlus for beginners with mentors present).

Training issues collection/submission/using at local level. How other states are approaching it. Possibly a panel approach. Consider bringing in someone from the local level to talk about issues at the local branches. (Maryland? Florida?) What the state level can do? Perhaps use the 4 SDC's who are nominated for the steering committee. Presenter: Sandi Long?

Possible presentation by states/libraries involved in Pilot project for collection of electronic measures. A report of the Pilot Project will be made if it is not possible to conduct a concurrent session.

Poster session of eye catching examples of effective data use. Keith Lance will organize this.

How spreadsheets can be used effectively – examples of use of Excel. Keith and AI will conduct this.

NCES Locator and Peer Comparison tool

Update/Outcomes: Counting on Results – follow-up. Keith Lance to coordinate.

Identify any IMLS projects that may be relevant. Sondra Taylor-Furbee is to contact Betsy Sywetz to identify possibilities.

Indexing & Adult Program Survey report

Eckard Award Speaker (if not a general session)

Policy Analysis: Leslie Scott

To do:

The following will try to get together at ALA in July to discuss electronic data items. Attending may be Barratt Wilkins, J.D. Waggoner, Keith Lance, Carolyn Ashcraft and Al Zimmerman.

ESSI to determine the location for the Conference - IMMEDIATELY

Mentor Session Questions are to be developed in December.

New electronic data elements are to be ready for discussion by March 2000 – including what data is wanted, why it is wanted and the value of it at a national level. And including what kind of information does COSLA want to measure in the electronic information arena? **Denise Davis and J.D. Waggoner** will develop the framework on how to proceed.

All states which support the investigation of proposed new data elements are to be encouraged to sign the support sheet, even though only the support of 10 states is required for the Steering Committee to pursue the data element.

Adrienne Chute: Will be out of the office most of June.

Adrienne Chute is to provide wording of the official federal policy regarding vendor/contractor attendance/participation at conferences.

CENSUS is to send the list of edit checks to SDC's.

CENSUS is to use the list serve to post common problems encountered by SDC's with WinPlus.

Denise Davis is to provide information about “what is out there” electronically to the SDC's and to COSLA.

Elaine Kroe and CENSUS are to examine MSA reports in the outlet file to determine if this should/can be transferred to the administrative entity file.

Keith Lance is to coordinate “Counting on Results: Update” concurrent session.

Keith Lance and the Data Use Subcommittee will handle the demonstration of the Peer Search Tool (concurrent session).

Keith Lance is to coordinate the Poster Session with Sondra Taylor-Furbee. It will be held on Tuesday.

Keith Lance is to make sure Barratt Wilkins and Carolyn Ashcraft are on the listserv.

Keith Lance will contact Liz Gibson about the reporting schedule/deadline.

Keith Lance will provide a researcher's point of view in imputation discussion being organized by Jeffrey Owings.

Keith Lance is to talk with Mary Jo Lynch about the ALA Research Agenda.

Keith Lance will inform SDC's of the deadline for placing Eckard nominations.

Keith Lance will follow-up on the problems identified with the Peer Search Tool.

NCES is to provide information about edit guidelines to SDC's immediately. (Note: No particular name was assigned to this.

NCES to provide ruling regarding relationship with Vendors. Who is to contact the Vendors?

NCES: Make sure ESSI gets checklist of handicapped requirements (WESTAT developed a form based on information provided by SDC's)

Lynn Shurden is to contact SDC's nominated for the Steering Committee, solicit nominees from SDC's as needed, and prepare a slate of 4 candidates. She will stress the time commitment required. Consideration is to be given to geographical representation, large library representation, and the need for sub-committee expertise)

Lynn Shurden is to work with Sondra Taylor-Furbee on the details for the Awards Luncheon, which will be held on Monday.

Lynn Shurden? Send a copy of the policy regarding sending surveys through the administrative entity to Jeffrey Owings.

Sondra Taylor-Furbee will contact Mary Jo Lynch – possible first general session speaker.

Sondra Taylor-Furbee is to contact Betsy Sywetz (IMLS) about relevant LSTA programs for possible concurrent sessions.

J.D. Waggoner and the Definitions Subcommittee to add “access to the World Wide Web” to the definition of “Number of Internet Terminals”.

J.D. Waggoner is to contact SDC's (through the ListServ) to identify any specific current data elements that need to be discussed.

J.D. Waggoner is to develop the details of the data elements sessions for new SDC's.

J.D. Waggoner is to develop the details of the general data elements session.

J.D. Waggoner is to post the 3 proposed data items on the list serve and inform SDC's of the status of the electronic data items. SDC's will have two weeks to respond with pro's and con's.

J.D. Waggoner is to work with **Kim Miller** on the ballot, which is to be mailed in June.

J.D. Waggoner is to work with **Denise Davis** on the electronic data items.

J.D. Waggoner and Denise Davis will communicate with SDC's regarding the electronic data elements (virtual visits and items examined).

Barratt Wilkins is to identify the COSLA Panel and a luncheon speaker, who is entertaining, authority, informative – and walks on water.

Alan Zimmerman and Sondra Taylor-Furbee will prepare a draft response to concerns identified by participants at the March conference. The draft will be shared with mentors for comments prior to posting on the ListServ.

Al Zimmerman is to get wording for the Gross Square Footage definition to J.D. Waggoner.