

FSCS Steering Committee Meeting
Grand Hyatt Washington
1000 H. Street, N.W.
Washington, DC 2000

June 3-5, 2002

Attending:

Steering Committee

SDC's Elected: J. D. Waggoner, (Chair), Carolyn Ashcraft (Vice Chair), Marianne Kotch, and Sondra Taylor-Furbee (Liz Gibson unable to attend). Appointed: Keith Lance (attended the White House Conference on School Libraries on Tuesday morning), and Libby Law (Darla Cottrill unable to attend)

ALA: Mary Jo Lynch

COSLA: Barratt Wilkins – Monday only (attended the White House Conference on School Libraries on Tuesday morning)

IMLS: Michele Farrell (Monday only)

NCES: Adrienne Chute, Jeffrey Owings, and Jeff Williams

NCLIS: Denise Davis, Bob Willard (Monday only)

Guest:

Census: Michael Freeman (Monday only), Johnny Monaco (Monday only), Maria Polcari, Cynthia Ramsey, and, Patty O'Shea

DB Consulting Group: Hazel Williams

NCES: Joanel Porter and Barbara Horton

NCLIS: Kim Miller

The meeting was called to order. J. D. Waggoner welcomed those attending and introductions were made.

KNOWLEDGE SHARING EPISODES:

NCES Update

Jeff Williams reported that Gary Philips is still serving as acting commissioner. He also reported on the various surveys:

Academic Survey. The FY2002 survey will be sent to 3,600-3,700 academic institutions, which is a smaller universe that used for previous surveys.

School Library-Media Center. The 1999-2000 survey data was released Friday.

Current Population Survey (a household survey). This survey will begin in October and will include 20 questions devoted to public library use.

Jeffrey Owings reported on the 10th Grade Cohort. There has been a high response by school libraries. Data collection should be completed in early July and the report is expected in June 2003.

Geomapping: NCES received the report from Dean Jue on Friday. Phase 1 of the Public library maps conforming legal public libraries. Note: Denise Davis has not yet received the report. The school district mapping data should be on the WEB site in a month. Later in the meeting there was a discussion about the mapping of library boundary files and some questions were raised about whether this should be done on a national basis.

Early indications from the NCES Customer Survey of 3,000 users are that public library directors are still not using NCES publications. Jeffrey Owings expressed interest in offering a new training program (3 ½ - 4 days) in use of NCES data and public library data files.

The Adult Programming Fast Response Survey has been much revised and a new draft report prepared. Mary Jo Lynch, Carolyn Ashcraft, and Keith Lance serve on the adjudication review committee.

Public Library Survey:

FY2000: Adjudication is scheduled for June 18. Ed Tab scheduled for release in August 2002. Keith Lance and Gerry Rowland serve as reviewers for the ED Tab Adjudication.

FY2001: Peer Tool scheduled for released in December 2002. Ed Tab scheduled for adjudication in January and release March 2003.

FY2002: Software if being revised.

Data suppression issues required taking data files down. FY99 Public Library file is back up and back files are being re-worked. They should be up by Wednesday morning.

CENSUS Update

Maria Polcari reported that the FY99 is completed. FY 2000 tables were sent to NCES on May 2. Adjudication for the FY2000 data is scheduled for June 18. There was a discussion about the 90 days between CENSUS providing the data and the projected release date in August.

A handout was provided showing the status of the FY2001 data collection. All Group 1 states have submitted data and the data have been edited. June 28 is the due date for Group 2 states for Keppel Award eligibility.

A draft of the revised Edit Checks was distributed.

NCLIS Update

Bob Willard distributed copies of "Library and Information Services for all Americans is our National Policy" and reported that NCLIS received a great budget hearing on the Hill. He also reported on the CIPA ruling, the White House Meeting (Rebecca Bigham will represent NCLIS), the use of Public libraries in times of disaster powerpoint and video, proposed revisions in the Senate version of the LSTA reauthorization, and a celebration of the 100 anniversary of Bessie Moore's birth to be held in New York on August

IMLS Update

Michele Farrell reported on the White House Meeting (June 4) on School libraries and student success, posting of the Guidelines for the 21st Century on the IMLS WEB, Status of Technology and Digitization, 9 libraries testing the new on-line annual report, and three panels (Education and Training already held and upcoming: Research and Demonstrations and Preservation and Digitization). Reports and Evaluations, due by the end of March, have been received from all states, except one.

Beverly Shepard has resigned and IMLS is seeking a new deputy director.

COSLA Research and Statistics Update

Barratt Wilkins reported on the reauthorization of LSTA. The initial request was for a funding level of \$500 million with \$680,000 base allotment for each State. The House version includes \$300 funding level with \$500,000 base and the Senate version includes \$350 million funding level with \$680,000 base.

A draft of the Bruce Kingma study on the impact of federal funding on State Library Agencies was sent to SLA's for review. The deadline for comments if June 7. One problem identified is the change in the way funding was reported – allotment vs. drawdown. A forward needs to be written to explain this problem.

Keith Fiels, COSLA President, will become ALA Executive Director. Karen Crane is the new COSLA President.

GENERAL DISCUSSION

Concern was expressed regarding SLA budget cuts impacting on SDC attendance at the Data Conference. A survey in March indicated that 37 SDC's plan to attend, one will be unable to attend and 6 hope to attend. The Minnesota State Library has been dismantled. A few staff members have been transferred to the Secretary of State's office to administer State Aid and LSTA. Denise Davis has scheduled a conference call for the afternoon of June 5, 2002. Since State Aid regulations require an annual report the data may be posted to a file and available for downloading the FSCS files. Otherwise the data may have to be imputed.

Pat O'Shea reported on the status of Townships (see handout). Carolyn Ashcraft will contact SDC's in states with Townships to identify issues. Based on what is learned the Township category may be proposed for addition to Legal Basis Code and to Geographic Code.

Keith Lance reported on the White House Conference on School Libraries. Laura Bush Foundation for America's Libraries has identified public library programs for youth as well as School Libraries as the focus for the foundation.

There was a discussion of the schedule for providing Edit Checks for New Data Elements to CENSUS. It was recommended that the Edit Checks be provide by the March meeting each year.

There will be 3 vacancies on the Steering Committee. Nominations were discussed. Concern was expressed regarding the need for another Elected SDC with prior Steering Committee Experience. The Steering Committee recommended nominating two SDC with prior experience to fill Naomi Krefman/Liz Gibson vacant seat. The list of nominations submitted at the December 2001 Conference was given to J.D. Waggoner, who will be responsible for contacting SDC to develop a slate for the December 2002 meeting.

There was further discussion regarding the proposed edit check for "hidden geographic/location changes for AE and outlet records". Geocoding was done for the 1993 data and again for the 1999 data. A system needs to be available to identify those outlets, which have location changes if this is not possible with the existing historical files. Cynthia Jo Ramsey will provide a historical report on number of outlets that have had changes of address.

John Bertot will be conducting an Internet Connectivity Survey at the outlet and system level. Surveys are to be distributed this month.

The new LSTA legislation requires annual reporting and increases the authorization level.

The Steering Committee reviewed questions received over the list. Kit Keller will be reporting e-books under materials in electronic format. Carolyn will contact Wendy (TX) about the core group population. There was further discussion about archiving responses to questions and changes to definitions.

Jeff Williams reported on the new data extractor tool available for the School data. He indicated that a similar system may be available for the Public and Academic data in the future.

Jeff Williams reported on his conversation with Dean Jue on June 5 regarding the "hidden geographic/location changes for AE and outlet records" Dean feels that it would be best to add two Yes/No questions. Sondra Taylor-Furbee will talk with Dean about the questions and keep Carolyn and Pat O'Shea informed. The Data Elements Subcommittee will discuss this further at the September meeting. CENSUS will not implement an edit change for this in the 2002 Software.

Joanell reported that she has been working without a contract for meeting arrangements. There is now an agreement. DB Consulting will continue to provide the local arrangements for the FSCS Public Library meeting but they will be working as a contractor of ESSI. Concern was expressed regarding timely reimbursement for expenses.

The next meeting: September 9, 10, 11 will be held at Embassy Suites in Chevy Chase. President Bush has officially designated September 11 as Patriot's Day.

Plus

Hotel
Meeting rooms of hotel
Location of Hotel
Gift shops
Elvis Pressley Party Animal
Nice restaurants in hotel
Access to Metro
Great hotel staff
Plenty of fast elevators
Birthday celebration and gifts
White House representative - Keith Lance
Breaks
Keith's new suits
Conference arrangement plans
Amount of work on definitions done
Personalities and Attitudes and diligent work to get things done
Darla's grandson's improvement
Keeping DB Consulting & Hazel

Minus

Bowl content extractor (commode in rooms)
Key card system problems, hard to use
Missing Darla and Liz

The meeting was adjourned at 10:50 on Wednesday, June 5, 2002.

SUBCOMMITTEE REPORTS

DATA COLLECTION SUBCOMMITTEE

Chair: Darla Cottrill (unable to attend) J.D. Waggoner substituting

J. D. Waggoner reported that edit checks are needed for the new outlet square foot data item. The proposed range of a norm is: less than 700 square feet and greater than 300,000 square feet. A discussion followed regarding the reporting of square footage for bookmobiles. It was decided that this data item applies for centrals and branches only, not to bookmobiles. CENSUS is to determine adjustments needed to the software so that this will not appear for bookmobiles.

There are data quality issues for the WEB Address. The decision was not bring old data from the central library into the Administrative Entity record and to develop some edit checks to alert SDC of potential problems with the WEB Address.

There was a discussion about the suppression of data in regard to the salary issue.

The subcommittee reaffirmed the responsibility for providing edit checks to Vendors who collect/compile data for the states. CENSUS is to provide the final/official list of edit checks to each SDC. The State/SDC is responsible for providing the edits to the Vendors.

There was a lengthy discussion of the new proposed edit check for "hidden geographic/location changes for AE and outlet records. Jeff Williams is to contact Dean Jue for more information about the need for this and report back to the Steering Committee on Wednesday.

OMB Clearance for the 2002 data collection is proceeding. This will be for a 3-year period. Amendments can be made during the 3 years without going through the full process.

The need for the addition of Township option to the Legal Basis Code and a Geographic Code was discussed.

DATA CONFERENCE SUBCOMMITTEE

Chair: Marianne Kotch

The budget is based on an attendance of 60 (SDC's & Guest/Presenters). States and Territories, which do not submit data, will not be invited to attend. Kim Miller and Denise Davis expressed concern about the status of NCLIS and the implication regarding attendance. SLA budget cuts may impact on attendance. The Minnesota State Library has been dismantled with the reduced of 3 transferred to another department.

Hospitality for new SDC was discussed. There will be a reception on Sunday evening. New SDC's will be invited to dine with Mentors on Sunday Evening after the Reception. Sign-up sheets for dining at various restaurants will be posted for each evening. Joanel Porter and Hazel Williams will visit Scottsdale, AZ for a local arrangements review and will develop a list of local restaurants. Keith Lance will identify after conference activities. J.D. Waggoner agreed to provide entertainment at the reception.

Accommodations have been reserved through Friday so that SDC's may stay additional days if they so desire. Note: SDC's will be responsible for their own expenses for time not authorized by NCES.

Mary Jo Lynch will present a concurrent session on the 2 recent national studies (press release April 15 "Library Usage up in wake of recession") and may include some references to value of the EdTABS for answering inquiries, which she included in her presentation on the history of FSCS last year.

A Steering Committee Meeting will be held on Wednesday afternoon after the Conference concludes. Newly elected SDC's as well as current SDC's will attend this meeting to begin work for the next year. This will be the first "Official" Steering Committee meeting.

Marianne will notify all speakers that they are to send handouts to Kim electronically if they wish her to provide copies for the packets.

Sondra Taylor-Furbee will facilitate the Swap and Shop Concurrent Session.

Denise Davis is to contact Dean Jue & Christie Kontz and Chuck McClure about making Concurrent Session presentations. Note: Expenses for Dean Jue or Christie Kontz will be provided.

Training needs to be provided on the meaning of “System” as used for Interlibrary Relationship Code.

DATA ELEMENTS SUBCOMMITTEE

Chair: Carolyn Ashcraft

Official ISO definitions will be used when they are available. Notes may be added to explain and/or provide additional information needed to make the definition clearer.

The addition of an option for Township was proposed as a revision to the Legal Basis Code and the Geographic Code at the December Conference. The wording is to be provided by Carolyn Ashcraft.

The changes to the financial proposals were reviewed. Some layout changes were recommended. It was agreed that the Capital Income and Expenditure items are to be placed after the Operating Income and Expenditure items.

The following needs to be added to the first paragraph under Operating Expenditures: “Do not report capital expenditure for items in this category. They are to be reported in Capital Expenditures only.”

The sentence “Do not report capital expenditures for items in this category.” currently included in Materials in Electronic Format needs to be removed.

Total Operating Expenditures definition will be revised to indicate that it includes Total Staff Expenditures,

Total Collection Expenditures, Electronic Access Expenditures, and Other Operating Expenditures.

The wording of Item 22 Total Capital Income needs to be revised to read: Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds....

The note: “Local accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in the definition” is to be proposed for deletion at the December Conference.

Library Collections: Denise Davis will revise the note about library collections to include units in each format, added notes and examples under Subscriptions Electronic and under Databases and review issues identified in Adrienne’s e-mail. The revisions will be sent to Carolyn Ashcraft.

There was a discussion about reporting microforms. It was noted that FSCS does not collect information about all the various types of materials in the library collections. Although academic libraries report microform holding, the FSCS Public Library survey does not. If the proposed changes pass “Current microform subscriptions” will be reported under Subscriptions – Print.

The word “current” is to be added to the Subscriptions data element(s).

There was a discussion about the addition of a data element to track Virtual Reference. After considerable discussion it was decided that this is not needed at this time.

Carolyn Ashcraft will inform SDC's about the editing of the definition for Reference Transactions to determine if this change needs to be submitted for a vote. The change is: The request may come in person, or by phone, fax, mail or ~~electronic mail~~ *electronically* from an adult, a young adult, or a child.

A note is to be added to Number of Internet Terminals Used by General Public to indicate that Terminals used by both staff and the public are to be reported under Number of Internet Terminals Used by General Public only.

The Outlet definition for Square Footage of Outlet needs to be corrected to read: (main ~~of~~ *or* branch

The deletion of the following data items will be proposed:

Access to Electronic Services

Access to Internet

New data items for 2002:

1. Web Address: A note will be added to the definition for a Web Address with examples of format. An edit is to be developed by CENSUS and training is to be provided at the Workshop.
2. E-Mail:
3. Fax Number of Director

Since Number of Books-By-Mail Only will no longer be automatically displayed in the Administrative Outlet, does it need to continue to be collected?

On June 4, 2002 at 4:12pm Keith Lance announced that he was wrong about the need for a City/County option for the Legal Basis Code. He will develop a proposal recommending deleting this option.

DATA USE SUBCOMMITTEE

Chair: Keith Lance

There was a discussion of the population used to compute unserved and the possibility of using the CENSUS population estimates for the data collection year for each states. After extensive discussion it was decided that this would not improve the quality of the data; however, the Ed Tab (Table 1) is to be expanded to include both the unduplicated population served and the total state estimates provided by states.

Workshop issues: Counting on Results will not be offered. There was a discussion of Mary Jo's concurrent presentation, initially to be on using Ed TAB data but expanded to include information from the April 15 press release on "Library usage up in wake of recession."

A list of possible questions for the COSLA Panel was reviewed. Keith is to provide a list to Marianne Kotch.

- Relevance of FSCS data in the states
- How they use data in response to recent fiscal situation
- How use data in planning and evaluating services
- How use data in LSTA reports
- Policy issues
- What related data is used?
- What data is needed that is not being addressed?

The Data Use committee discussed awarding the Eckard Award to a SDC.

There was a discussion of Ed TAB Tables:

Table 1: Total State Population estimates provided by the state are to be added to this table.

Table 2, Pages 20-21: Since all States report 100% on each of the items on this table, is the percentage of columns needed? Should the square footage of outlets be added to the table? Should there be an average square footage? Square footage per capita? Should this be reported separately for Centrals and for Branches?

Table 4, Page 28-29: Concern was expressed about the low response to number of visits and number of reference transactions by some states.

Tables 11 & 14: Recommend including the actual dollar amounts as well as percentages.

Keith Lance and Gerry Rowland will serve as reviewers for the ED TAB Adjudication for the FY2000 Data is scheduled for June 18.

There was a discussion about the overall redesign of the NCES Web site. Several recommendations were made. The concerns will be e-mailed to Jerry Malitz and Jerry may be invited to attend the next Steering Committee Meeting.

There was a discussion of the need for training on the Interlibrary Relations Code. There seems to be some confusion about what is or is not a "system".

TO DO LIST:

Census:

- Determine adjustments needed to software so that square footage will not appear for bookmobile outlets.
- Develop edits for WEB Address to alert SDC's of potential problems with WEB addresses.
- Remind SDC's that States are responsible for providing EDIT checks to Vendors. Census sends the EDIT checks to SDC's as soon as they are final.

Mentors:

- Remind SDC's that data must be run through WIN Plus before submitting it to Census.

Subcommittee Chairs:

- Send a list of items that need to be discussed at the next meeting to Kim Miller.

Carolyn Ashcraft:

- Contact SDC's in states with Townships to identify issues. The Township category will be proposed for addition to Legal Basis Code and to Geographic Code in information from states indicates it will be useful.
- Prepare draft wording for each new/revised data proposed for vote in December
- Inform SDC's about the editing of the definition for Reference Transactions to determine if this change needs to be submitted for a vote. The change is: The request may come in person, or by phone, fax, mail or ~~electronic mail~~ *electronically* from an adult, a young adult, or a child.
- Contact Wendy Clark (TX) about her core group population question.
- Inform Dianne Carty of the decision regarding Consolidated Tax Funds.
- Inform SCS's that Kiosk are not to be reported as outlets unless they meet the definition for an outlet (Central, Branch, Bookmobile).
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Denise Davis will:

- Contact Dean Jue & Christie Kontz and Chuck McClure about making Concurrent Session presentations. Note: Expenses for either Dean Jue or Christie Kontz will be provided.
- Revise the note about library collections to include units in each format, added notes and examples under Subscriptions Electronic and under Databases and review issues identified in Adrienne's e-mail. She will send the final revisions Carolyn Ashcraft.
- Ask Mary Chute to represent IMLS on the Steering Committee.

Marianne Kotch will:

- Notify all speakers that they are to send handouts to Kim electronically if they wish her to provide copies for the packets.
- Contact COSLA panel presenter(s)

Keith Lance will:

- Solicit nominations for the Eckard Award
- Identify after conference activities.
- Prepare the proposal for deleting the City/County option under the Legal Basis.
- Send the list of questions for the COSLA Panel to Marianne Kotch.
- Inform Census of changes needed to EdTAB Tables
- Follow-up with Karen O'Connor on the Peer Tool issue regarding unduplicated population issue
- Post notice of the availability of the School District Populations on the List.
- Convey NCES Web Page concerns to WEB master.

Libby Law will:

- Develop a list of recommendations for MENTORS.

Joannell Porter and Hazel Williams will

- Identify restaurants.

Cynthia Jo Ramsey will:

- Provide a historical report on number of outlets that have had changes of address.
- Talk with Elaine about eliminating/moving the deleted items for the software pages.

Sondra Taylor-Furbee will:

- Talk with Dean Jue about the “hidden geographic/locations” concerns and keep Carolyn Ashcraft and Patty O’Shea informed.
- Facilitate the “Swap-and-shop” concurrent sessions – contact SDC’s about sharing “stuff.”

J.D. Waggoner will:

- Provide entertainment at the reception.
- Prepare the slate of nominations for the Steering Committee. Suggestions for filling the term vacated by the resignation of Naomi Krefman & Liz Gibson are: Dianne Carty, Lynn Shurden, and Al Zimmerman.
- Notify SDC about the impact of the NCEC Confidentiality Policy on the suppression of data and encourage SDC’s to continue reporting the salary data so that it can be used for “National” tables.

Mary Jo Lynch, Carolyn Ashcraft, and J.D. Waggoner will serve on the adjudication review committee.

Census is to determine adjustments needed to the software so that square footage will not appear for bookmobiles.

Census to develop edits for Web Address. Web Address: A note will be added to the definition for a Web Address with examples of format. An edit is to be developed by Census and training is to be provided at the Workshop.

Subcommittee Chairs are to prepare a list of things that need to be discussed at the next meeting and send it to Kim.