

FSCS Steering Committee Meeting
Key Bridge Marriott, Rosslyn, VA
June 6 - 8, 2005
Minutes

Attending:

SDC's Elected: Patience Frederiksen, Chair, Ann Reed, Vice Chair, Kit Keller, Frank Nelson, Lynn Shurden

SDC's Appointed: Darla Cottrill, Keith Lance

Census: Michael Freeman, Laura Hardesty, Johnny Monaco, Adrienne Oneto, Patty O'Shea

IMLS: Mary Chute, Rebecca Danvers, Michele Farrell, George Smith

NCES: Adrienne Chute, Barbara Holton, Elaine Kroe, Jeffrey Williams

NCLIS: Trudy Bellardo Hahn, Kim Miller

Synergy Enterprises, Inc.: Sean Grobe

Guests: Michael Irvin (Informata), Fane McLaughlin (Census)

Excused: Libby Law, Secretary

Unable to Attend:

Jeffrey Owings (NCES), Suzanne Miller (COSLA), Denise Davis (ALA), Libby Law (Secretary)

The meeting was called to order at 1:05 p.m. and introductions were made.

KNOWLEDGE SHARING EPISODES:

NCES and NCES/LSP: Report by Jeff Williams

Russ Whitehurst is still Director of the Institute of Education Sciences (IES), Acting Commissioner of NCES. His term is close to ending. There should be another Commissioner named in the next two months.

No news on the budget. NCES should be hearing about the FY06 budget in the late fall.

Surveys:

- ◆ FY04 Public Library survey data collection continuing; FY03 E.D. Tabs is in the internal review process. NCES is talking about a "Fast Track" review process. Jeff is not sure if the Public Library survey will be part of this process. Data file should be released on web by the end of June 2005.
- ◆ FY04 State Library Agency (StLA) survey – closed out all states.
- ◆ Academic Library survey – FY04 closed out in April. 80% submitted data.
- ◆ School Library Media Center survey - Comprehensive Historical Report of 50 years will go on the web. Policies by state. All SDCs will receive a copy.

- ◆ Draft Schools and Staffing survey report (2003-04) – will have few tables on the School Library Media Center. The overall report will include School Library Media tables at a more comprehensive level.

Ann Reed commended Jeff Williams on the “NCES News Flash” service. She said it was very helpful to the librarians in her state.

Census: Report by Patty O’Shea

- ◆ FY04 StLA – Imputations done and approved by NCES; E.D. Tabs have been run – May 27, 2005.
- ◆ FY03 PL – tested and in process at NCES.
- ◆ FY04 PL – all 23 Group 1 states responded; in the process of collecting Group 2 (2 of 29 states are in).
- ◆ Census is redesigning the Public Library survey for web based. Will be available for FY05 collection.
- ◆ Fane McLaughlin of Census will attend the Data Collection Subcommittee on Tuesday. Fane led the edit research project and will present this document at the subcommittee meeting.
- ◆ Michael Irvin of Informata (Bibliostat) will also be attending the Data Collection Subcommittee on Tuesday. Import and edit changes will be discussed for the FY05 collection for web based survey.

IMLS: Mary Chute, Rebecca Danvers, Michele Farrell, George Smith reporting

IMLS talked about their recent publication “Charting the Landscape, Mapping New Paths: Museums, Libraries, and K-12 Learning” August 2004. Michele Farrell provided copies.

A request was sent out for proposals for a National Study on User Satisfaction with Access to Government Information and Services at Public Libraries and Public Access Computing Centers.

“The Institute of Museum and Library Services (IMLS) is seeking proposals for a national research study on how individuals with limited access to Internet resources (those who do not have broadband access from home, work, or school; who choose to access government services and information from locations other than home, work, or school; or who do so through traditional means of access) access federal, state and local government services and whether such users are satisfied with the access provided by public libraries and public access computing centers”.

The deadline for proposals to be received at the IMLS is July 20, 2005. The maximum award is \$500,000 for a two-year period beginning from the date of the award. The estimated award date is September 30, 2005.

The Library of Congress (LC) held training workshops on the state of digitization in April and May 2005. LC partnered with IMLS through a Memorandum of Agreement (MOA) in this process. There is a possibility of grants at the state level.

Recently completed panel review on a number of grant proposals in the 21st Century Librarians and are in the process of making recommendations to the board for funding.

Applications are in for the Nations of Learners. 175 proposals were received.

The Conference for LSTA Coordinators from State Libraries will be held this fall. This will be the 5-year review due in FY07. A one-day pre-conference for basic training will be held for LSTA coordinators and possibly Chief Officers (new or refresher).

First training will be held on OBE in September focusing on Summer Reading Programs. Almost all states have had one or more training sessions. IMLS will bring in 5 to 7 states in teams of 3 (2 of 3 people will come from public libraries from their state). They will develop evaluation tools for use. Eventually they will be able to collect OBE types of evaluation across the states. IMLS will develop similar programs in the future, but on different subject areas.

National Awards for Library Services. All applications are in. At least fourteen applications are going forward to the board. The board will meet prior to ALA.

Bob Martin's term ends July 13, 2005. He cannot be reappointed. The next director is to be a museum person. Mary Chute will be acting director.

ALA: An update was provided in the packet by Denise Davis, Director, ALA Office for Research & Statistics

Update to FSCS Steering Committee, June 6, 2005

Please accept my apologies for not meeting with you in person and accept this written update on the work of the ALA Office for Research & Statistics. I'll see you in September (no singing, please).

The following projects launched since I last met with you:

1. Member Demographic Survey

The American Library Association (ALA) started collecting member demographic information on May 3, 2005 in a voluntary online survey. ALA will use the information to plan improved programs and services, present ALA statistics to policymakers and potential funding groups, and respond to questions from the press and members

themselves. The survey is located at <http://www.ala.org/memberdemog> and will remain online until the questions can be moved to the online membership renewal module.

2. GeoLib Public Library Geographic Database (PLGDB) Congressional District Enhancements

ALA-sponsored enhancements to the GeoLib hosted PLGDB mapping tool including:

- A mapping layer of the 109th U.S. Congressional Districts for each state
- A pop-up window listing public library outlets in each congressional district (with name of library and city of location)
- A connection to the ALA CapWiz elected officials search page will be linked to from within GeoLib <http://capwiz.com/ala/dbq/officials/>

GeoLib PLGDB is America's first ever Web-accessible and digitally mapped public library database and is hosted at Florida State University. It includes the locations of America's 16,000 public libraries, population characteristics from the U.S. Census that best describe people who use libraries, as well as library-use statistics from the National Center for Education Statistics. Enhancements launched April 26, 2005.

<http://www.geolib.org/PLGDB.cfm>

3. ALA Named Maintenance Agency for National Information Standards Organization (NISO) Z39.7, *Information Services and Use: Metrics & statistics for libraries and information providers--Data Dictionary*

Patricia Harris, Executive Director, NISO notified ALA on April 29, 2005 of the NISO Executive Boards' approval of ALA as the Maintenance Agency for NISO standard Z39.7 beginning May 2005-April 2010. Denise Davis, ORS Director, chaired the Z39.7 standard revision committee and will continue leading maintenance activities for the standard. The immediate activities are to setup an Advisory Committee and an Implementors Group. These groups will meet at ALA Midwinter and Annual Conferences each year beginning in 2006.

4. Public Information Office, @ your library campaign Member Survey

ALA is embarking upon the second phase of the @ your library Campaign and we need to know how it can best serve libraries. A short questionnaire was developed to help PIO shape the future of ALA's public awareness efforts around the campaign, and will especially help in developing support materials best suited for local public awareness and advocacy efforts. More information about the survey is available at

www.ala.org/@yourlibrary/planthefuture

The following projects are in progress and will launch or release in summer, 2005:

1. Rural Public Library Impact Survey

The ALA Office for Literacy and Outreach Services, the Office for Research & Statistics and the Public Information Office are co-sponsoring a study to determine unique elements for supporting library advocacy initiatives in rural communities. Dr. Bernard Vavrek, Clarion University, is administering the survey. Paper questionnaires will be distributed through service desks in a sample of rural libraries throughout the U.S. The

survey will be conducted in June and data analysis completed in summer, 2005. There may be something to report at the September FSCS meeting.

2. Law Enforcement Activities in US Libraries

The study was conducted between January and May 2005 and survey results will be announced at the ALA-Washington Office Update Session during Annual Conference, 6/25/2005 Saturday 08:00 am - 10:00 am Sheraton Chicago Ballroom VIII-X. Additional information about the study is available at <http://www.ala.org/Template.cfm?Section=pressreleases&template=/contentmanagement/contentdisplay.cfm&ContentID=83594> and will be posted after conference at <http://www.ala.org/Template.cfm?Section=washoff>

3. Update to *Libraries in an Information Society: A statistical summary*

An LIS student is being hired to work during summer 2005 to update this 1987 publication. The finished product will be available in individual segments on the ORS site, and a sale product is being discussed.

COSLA: An email to Patience Frederiksen from Suzanne Miller explaining the status of COSLA was provided in the packets.

“I am so sorry that I will not be able to be at your meeting next week. I thought I would be able to but we are in the crunches of a special session and no one is traveling right now.

I did give a detailed report of the meeting to the R&S Committee and we discussed several of the issues from the FSCS meeting. There is a recognition that we need the representation at the meeting.

It is normal with the changing of the Presidency in COSLA to change the Committee chairs. The Chair of the Research and Statistics Committee has been reassigned to me. Thus, I will be the representative to FSCS now. Peggy and I will work together to make sure one of us is in attendance. I should be able to meet the next two meetings although I may need to leave early in September since the dates overlap with the MN Library Assn conference and I have to speak. I also emphasized the need for participation of all data coordinators at the December workshop.

Regarding the issue of notifying state librarians when a state is out of compliance for two years, there was no objection. This is something we can implement in tandem with the analysis of all the submission questionnaires.

The Committee expressed relief and support for the NCES recommitment to this program. It is their desire to continue to work together with them to insure a quality product with usable data. All members were asked to think about future directions and correspond with Jeff Owings or the R&S Committee to ensure the program stays dynamic.

If you have any further questions or need my assistance, please let me know”.

NCLIS: Trudi Bellardo Hahn reporting.

Trudi Bellardo Hahn stated that NCLIS is still in the process of filling Bob Molyneux’s position of NCLIS Director, Statistics and Surveys. She handed out the job description to Steering Committee members.

Before Bob Molyneux left NCLIS, he organized a new measure interest group (NMSIG). The group consists primarily of researchers (Christie Koontz (FSU), Debbie Wilson (DE SDC), Annie Norman (DE), Tom Hennen, Denise Davis, and a few Steering Committee members. The focus is on library service outcomes for public and academic libraries.

Commissioner Allison Druin, Ph.D. on behalf of the Commission, sent a letter to Margaret Spelling of the U.S. Department of Education talking about bringing to bear the No Child Left Behind Act and how to highlight the importance of school librarians. Commissioner Druin wrote a one page flyer entitled “Why Care About School Libraries”.

NCLIS has a full commission of 16 members since 2004.

Other business:

FY03 data in Peer Tool. Adrienne Chute has approved the data. The data should be uploaded and in the Peer Tool by the end of June.

Denise had asked about the Public Libraries Survey. Pinkerton had completed a draft of set of tables for the Current Population Survey (update). Adrienne said there would probably be a web release. This is a lengthy review process.

Plans for the Public Libraries Survey. NCES has fostered the use and analysis of FSCS data. A Data Use Subcommittee of the FSCS Steering Committee has been addressing the analysis, dissemination, and use of FSCS data. Several analytical projects have been completed or are under way. In the fall of 2002, NCES fielded a supplement to the Current Population Survey. The survey results will update the information on public library use from the 1996 NHES as well as provide additional data.

FSCS Brochure. Kim Miller sent Patience Frederiksen a template for the brochure after the March meeting. Patience is working on a draft. She passed out what she had so far. Once finished, this brochure will be passed out to the users of the data. The Committee would like this distributed at ALA, and to SDCs and COSLA.

FSCS Timeline. Johnny Monaco provided a timeline “What Happens after the SDC Presses the Button”. Jeff Williams will provide a timeline from NCES.

FSCS Manual. Libby Law provided a draft for the meeting packet.

FSCS Values. Values were provided to Kim Miller by assigned Steering Committee members. A draft was in the meeting packets. Ann and Patience edited the document. Kim will finalize and send to Patience for review. The Values and Mission will be part of the FSCS Brochure.

Status of the Mary Jo Lynch Award. It was decided that the award needs some PR. There will be another email sent out (part of the survey that Keith Lance will send to SDCs) asking SDCs to send the information to their various email lists within their state.

NCES needs to provide 2 people and NCLIS needs to provide 2 people for the jury. ALA has provided the names of Curtis Kendrick and Elizabeth Titus to sit on the jury. Patience Frederiksen will provide a name also after querying some SDCs.

Corrections to the March Minutes. Approved with minor edits. Patience provided Kim Miller a copy with edits. Kit Keller approved and Lynn Shurden seconded the approval. Passed.

Patience Frederiksen will email Jeff Owings on behalf of the Steering Committee in the interest of the “Fast Track” program possibility for the public library survey data publication (E.D. Tabs).

Ann Reed will announce (via email) to SDCs that there will be a breakout session on “BUG” (Bibliostat Users Group).

Patience Frederiksen will contact prospective SDCs on 2 openings of the FSCS Steering Committee. She will also work on filling the appointed positions (Secretary and Chair, Data Collection). Lynn Shurden expressed interest in the secretarial position.

Data Collection Subcommittee

Attending: Darla Cottrill, Chair, Patience Frederiksen, Vice Chair, Frank Nelson, Keith Lance, Elaine Kroe, Michael Freeman, Laura Hardesty, Patty O'Shea
Guests: Michael Irvin (Informata), Fane McLaughlin (Census)

Edits. Reviewed proposed new edit proposals and current edit checks.

Discussed new import format for web data collection.

Census will bring revised training hand-outs and import structure along with detailed definitions to September Steering Committee meeting.

It has been suggested to stress importance of standard address abbreviations being used in WebPlus.

Patty will check with Michael Freeman to see if WebPlus will have limited browser capability. (Can you use other browsers beside Internet Explorer? What about Macs?)

WebPlus will match records prior to importing data to alleviate edits.

Import corrected records only.

Thirty-five states use Bibliostat. Invite Bibliostat for the next year of Steering Committee meetings at their own expense because of implementing WebPlus.

WebPlus will require a unique LIB ID.

Bibliostat will send a sample of import to Census to test.

Annotations form edits will be imported.

Census will send data run edit file to Bibliostat.

Will be able to load exceptions (marriages, divorces, etc.)

Annotation will be maintained.

Current year/prior year side by side on screen.

Once data is locked, it is stored on the NCES server.

No more documentation, updating software.

Census will send edit check database file to Bibliostat.

Stress importance of using Standard Abbreviation, updating square footage, etc. Perhaps cover letter in addition to conference. It was suggested that this go in the letter that is sent to the Chief Officers and SDCs on the release of the WebPlus.

Census and NCES will be redesigning the manual.

Patty will check on a macro being designed to save the file in comma delimited format for importing.

Darla will send out a message reminding SDCs that FY05 data collection will be web based.

Will there be any training money available from NCES through and MOA to NCLIS?

Need a list of Bibliostat libraries.

Response rates; Error checks. Census will prepare.

Census Staff: Patty, Laura, Michael and Johnny met with Michael Irvin from Bibliostat after Tuesday's subcommittee meeting. Census will send Bibliostat all FSCS keys.

Darla's last meeting will be December. She will be retiring in December 2006 from the State Library of Ohio. Patience will ask Al Zimmerman if he would like to chair the subcommittee.

Data Conference Subcommittee

Attending: Ann Reed, Chair, Kit Keller, Vice Chair, Lynn Shurden, Jeff Williams, Kim Miller, Sean Grobe.

1. Discussion of results of informal SCD survey

The group discussed an informal SCD survey. There were 32 responses. Interest was quite strong in teaching local libraries to use data, advanced Excel techniques, and a showcase of interesting data products/ analysis from SDCs. There was also a need expressed for using Access to produce tables and reports. General sessions on e-elements and thinking through difficult questions appear to be needed.

2. Draft of program schedule

Note was made to add the question: "Are any libraries in your state using data in an interesting way?" to mentor questions.

Ann is to work towards computer file for successful statistics use for public consumption for spring 2006.

Ann will ask Census for a hands-on session during conference with WebPlus. Ann will ask AI for a reprise of his data file overview.

The subcommittee brainstormed ideas for speakers: Ed Tufte, Key Malesky, David Schenk. Ann and Kit will pursue gathering speakers.

Subcommittee penciled in some program arrangement ideas.

Ways to organize teams for orientation – hidden slips of paper, some with errors – have to visit Fed tables before finishing relay race on partner roles.

3. Firm up schedule and location

Sean at Synergy indicated that midweek in early December is hard to book. The subcommittee agreed to be flexible on times and dates to locate a good venue. Members of the group toured a possible locale but thought it was too remote. The group agreed to move dates to mid-December and change the days of the week if needed. Sean will report back in July on availability of Embassy Suites Chevy Chase, Jury's, or Westin Grand.

4. SDC manual

Libby Law was unable to make the meeting and the group decided to postpone discussion until the September meeting.

Data Elements Subcommittee

Attending: Keith Lance, Chair, Frank Nelson, Vice Chair, Ann Reed, Elaine Kroe, Laura Hardesty, Patty O’Shea

The subcommittee's agenda included the following items:

- reviewing definitions of e-books, databases, and e-subscriptions
- reviewing issues with users of e-resources per year and considering potential alternative measures of e-usage
- reviewing the compliance of fiscal data elements with GASB reporting requirements
- reviewing and updating as needed the 1997 NCES definition of library cooperative

Definitions of E-Books, Databases, and E-Subscriptions

E-Books

The definition for item 51, Electronic Books (E-Books), includes a sentence that reads: “Report the number of physical or electronic units, including duplicates, for all outlets.” The understanding of subcommittee members is that the “including duplicates” phrase would, in the case of the electronic files that contain e-books, refer to the number of simultaneous users for which the library was licensed. In the case of e-book readers, the intent is that respondents count the reader itself rather than the separate e-book files loaded onto it.

Databases

Based on comments shared via the SDC e-mailing list, the major point of confusion in counting Databases (item 54) seems to be how local libraries are to count databases paid for by their states or cooperatives of which they are members. The subcommittee recommends exploring two alternative solutions to this problem. The first solution would be to separate databases into 3 categories: state, cooperative, and local. Theoretically, the number of state databases could be pre-loaded by the SDC into a state's online survey, leaving only cooperative and local databases to be reported by local respondents. Another alternative is to cut state-purchased databases out of the definition for this item and refer the counting of those databases to the StLA survey. This does, however, leave in doubt the status of databases licensed by cooperatives. It is probably not feasible to collect that data on the StLA survey, so it may have to remain as an FSCS sub-item.

Current E-Subscriptions

The subcommittee recommends addressing two issues with Current Electronic Serial Subscriptions (item 56). Part (c) of this item indicates that one medium of e-subscriptions is “on databases (including locally mounted databases).” This part seems to contradict the intent of the Databases item that an electronic serial publication be counted either as part of a database or as an individual e-subscription, but not both. Keith will review this issue with Denise, too. Further, the final sentence of this definition is a list of negative

examples following the phrase, "Do not include." The subcommittee recommends adding a preceding sentence providing examples of what should be included. Positive examples would be more helpful than negative ones. Such an additional list of examples still needs to be developed.

Alternatives to Users of E-Resources Per Year

After much discussion, the subcommittee generated a list of three potential alternatives to the single existing e-usage measure:

- uses of public Internet terminals per year
- virtual reference transactions
- retrievals of e-documents

While there is no critical mass of states collecting any of these measures, each is being collected by a few states. Between the June and September meetings, Keith will consult the SDCs of those states for their comments and recommendations based on their experience collecting such data. The subcommittee will decide whether or not to propose any of these measures on a 2006 ballot at the September 2005 meeting.

Compliance of Fiscal Data Elements with GASB Reporting Requirements

Essentially, the subcommittee recommends that the FSCS project abandon this issue. Several states have grappled with the issues involved, and at least one has issued a statement that the fiscal data needs of libraries and these requirements cannot and will not be reconciled.

Definition of Library Cooperative

Amending the definition used by NCES in its 1997 survey attempt, the subcommittee recommends that both FSCS and StLA adopt the following change of definition for a library cooperative:

A library cooperative is an organization that meets all of the following criteria:

1. The organization is a legally-established, non-profit entity.
2. The participants or members of the organization are primarily libraries that are bound together by formal written agreements.
3. The organization has its own budget and staff who are paid to do the work of the organization.
4. The cooperative serves multiple institutions (e.g., libraries, school districts) that are not under its administrative control.
5. The scope of a cooperative's activities includes support of library and information services by performing such functions as, but not limited to, resource sharing, training, planning, and advocacy.

Data Use Subcommittee

Attending: Lynn Shurden, Chair, Kit Keller, Vice Chair, Patience Frederiksen, Darla Cottrill, Jeff Williams, Kim Miller

Data Use had several items on the agenda with a report from Joe Collins, Pinkerton, who runs data programs for NCES. Joe listened to what we had to say and was very cooperative in talking with us about the issues that we had with the Data tool. We asked that all columns include two decimal points.

Told that the 2003 data would be released within next week. No date given on the release of the ED rankings.

Discussion of the criteria for looking at the states statistical pages was agreed upon and Kit will send each of us her excel spreadsheet to use.

Discussion of continued work on the Mary Jo Lynch Award.

The Data Use Sub-committee watched a demo of the “Compare Public Libraries” tool, presented by Joe Collins, who works in Educational Programs with Pinkerton Computer Consultants. The tool has been redesigned, is more functional, and there are more enhancements anticipated, including dynamic charting and longitudinal data use. There has been limited usability testing and there may be more in the future. The group recommended some immediate changes, such as improved precision in reporting rates and percentages. It was decided that Joe would be asked to present a conference session on the improved Compare Public Libraries tool.

An FAQ blog was discussed. A suggestion was to link to definitions available at lrs.org (Keith’s site).

September meeting dates:

FSCS Steering Committee - Sept 19-21 (a.m.)

StLA Survey Steering Committee - Sept. 21 (p.m.) - 22 (a.m.).

The hotel will be:

State Plaza Hotel at 2117 E Street, NW, Washington DC

PLUS

Facilities (large meeting room)

Group adaptable and flexible on meeting schedules

Sleeping room temperature easy to adjust

Pool

Seeing everyone and working with everyone

Park with trail close to hotel

MINUS

Meeting room temperature cold

Location (a little far from metro)

Hotel front desk staff confused on status of hotel guests

Plane trips: 2 stopovers too much

Contractor needs to make arrangements for hotels further in advance to accommodate dates

No COSLA (Suzanne Miller)

No ALA (Denise Davis)

No Secretary (Libby Law)

June 2005 To Do List
(Completion Date in Parentheses)

Ann Reed and Frank Nelson: Draft letter for signature by Trudi Bellardo Hahn (NCLIS) to library automation vendors regarding problems with circulation and ILL statistics (September 2005)

Ann Reed and Kim Miller: Revise SDC Tool Kit on NCLIS/LSP web page (September 2005)

Ann Reed, Lynn Shurden and Kit Keller: Develop outline of for SDC manual, incorporating Libby's draft manual distributed at June meeting (September 2005)

Ann Reed: Adapt BUG (Bibliostat Users Group) (June 2005)

Ann Reed: Coordinate speakers for orientation and receptions at December 2005 Conference (September 2005)

Census: Revise training handouts on births, deaths, marriages, and divorces for September meeting (September 2005)

Darla Cottrill: Remind SDCs that data collection for 2005 will be web based (September 2005)

Darla Cottrill: Invite Bibliostat to future FSCS Steering Committee meetings (June 2005)

Jeff Williams: Contact Joe Collins from Pinkerton and give him conference dates for his demonstration of Compare Libraries Tool on NCES Web page (June 2005)

Jeff Williams: Follow-up on discussion with NCES attorney regarding problems and the fact that salary data does not need to be suppressed on NCES Web page (September 2005)

Keith Lance: Survey SDCs on: use of electronic resources, data elements, and a breakdown of databases (June 2005)

Keith Lance: Ask SDCs if they know of any LIS students who have publishable articles appropriate for Mary Jo Lynch Award and ask SDCs what they would like to see in the blog (June 2005)

Keith Lance: E-mail Denise Davis about database definition (June 2005)

Keith Lance: Revise definition for library cooperative (September 2005)

Kim Miller: Continue to develop blog for FAQs (Ongoing)

Kit Keller: Send spreadsheet to Data Use Subcommittee on Eckard Award criteria for judging state library agency websites (September 2005)

Kit Keller: Will follow-up on specific conference speakers (September 2005)

Mentors: Encourage SDCs to start using standardized abbreviations for addresses, as shown on page 199 of WinPLUS User's Guide 2.6 (June 2005)

Patience Frederiksen and Kit Keller: Develop publicity and judging criteria for Mary Jo Lynch award (September 2005)

Patience Frederiksen: Send Denise answers to her e-mail questions (June 2005)

Patience Frederiksen: E-mail Jeff Owings in support of proposed fast track process for E.D. Tabs for Public Library Data (paper publication) (June 2005)

Patience Frederiksen: Finish draft FSCS Brochure, have ad hoc committee of Denise and Michele review it, use it to publicize Mary Jo Lynch Award, and bring to September meeting (July 2005)

Patience Frederiksen: Talk to Libby Law and Al Zimmerman about appointed replacements on Steering Committee and contact selected SDCs to run for Steering Committee replacements for 2006 (2 elected, 2 appointed) (September 2005)