

**FSCS Steering Committee Meeting
Residence Inn Alexandria – Old Town
1456 Duke Street
Alexandria, VA 22314
June 18 – 20, 2007
Minutes**

Attending

Elected SDCs: Kit Keller (Chair), Shelley Fugitt (Vice Chair) Ira Bray, Frank Nelson and Timothy Owens.

Appointed: Keith Lance, Libby Law (Secretary), and Alan Zimmerman.

COSLA: Suzanne Miller.

ALA: Denise Davis.

NCES: Barbara Holton, Jeffrey Owings*, and Tai Phan.

NCLIS: Kim Miller

Census: Adrienne Oneto*, Terri Craig**, Loretta McKenzie**, Johnny Monaco*, Jeffrey Owings*, Patricia O'Shea, and Cynthia Ramsey.

IMLS: Mary Chute*, Mary Downs (Wednesday Morning), George Smith*, and Derek Scarbrough*

Synergy: Gordana Vukovic.

*Monday Only

**Monday and Tuesday Only

The meeting was called to order and introductions were made. The agenda was reviewed.

Ira Bray moved to accept the March minutes as distributed. Timothy Owens seconded the motion and it was passed.

KNOWLEDGE SHARING

IMLS:

Mary Chute introduced Derek Scarbrough, the new CIO at IMLS, who will oversee the program. She also announced that NCES has detailed Barbara Holton to work with the library statistics program through December and that Keith Lance will serve as an advisor to IMLS to help keep the transition on track.

Derek Scarbrough, who has a background in technology, announced the posting of the IT security advisor position (GS14) and that the position for the day-to-day IT operation is open. The Program Manager position will be posted shortly.

Barbara Holton is handling the OMB clearance packages for the State Library Agency Survey and the Public Library Survey. The State Library Agency clearance package is virtually ready to go to OMB and the Public Library package should be ready soon.

NCES has extended working with the program through December 31 in order to deal with the Continuing Resolution issues. The contract with Census has been extended through December 31.

The 2005 Public Library data: The data file and report are scheduled for release by NCES in October. The report will be a First Look report with supplemental tables.

2006 Public Library data: IMLS will release the data. There was a discussion about post edit follow-up. IMLS was encouraged to release the 2006 data as soon after October 1, 2007 as possible.

The status of FY2008 funding and the issue of transferring funds to IMLS were discussed.

IMLS is not in a position to fund a December Conference. NCES can only provide support for the administration of the surveys and collection and release of data. Since orientation of new SDCs is critical to the collection of data from all 50 states, IMLS is prepared to host a mini conference for new SDCs. All new SDCs will be invited and if funding is sufficient, new SDCs that attended the December 2006 conference will also be invited. The Data Conference Subcommittee was asked to develop the orientation plan. (See attachment #1)

NCLIS:

Kim Miller summarized the written reported: (1) the Statistics and Survey (The Frances Kennedy Project and the Florida State University Project), (2) the archiving and records management status, and (3) the issues discussed at the June 2007 Commission meeting. NCLIS adopted a resolution recognizing the need for state certified school library media specialists. (See attachment #4)

NCES:

Tai Phan and Jeffrey Owings reiterated the status of the release of data.

Tai Phan explained that NCES canceled membership in the Interuniversity Consortium for Political and Social Research (ICPSR) at the University of Michigan and can no longer access the FSCS data. NCES has provided no new data to ICPSR for two years. Files can be accessed through Archives. Concern was expressed about the need to coordinate off site NCES data file preservation. Denise Davis will identify the status of library data at ICPSR.

The Academic Library Survey is being reviewed to make it easier to respond to the survey.

CENSUS Report:

Census' new responsibility includes collection, web tool consistency, quality control and the NCES role of scrubbing and final review prior to submission of the data to IMLS. All processes are being examined. The process of comparing edit results for data is

underway to determine if bounds need to be changed. A new process is being put into place to replace the NCES edit review. The goal is a short turn around and release of the data.

2005 Data: Census sent the data to NCES for review. The 2005 First Look Report with supplemental tables and data file will be released in October 2007.

2006 Data: Collection is progressing smoothly with one glitch, which will be discussed during the Data Collection Subcommittee meeting. Twenty-seven States have locked data, including all 23 in group 1 and 4 in group 2. Editing is completed for 22 states. Census anticipates a large number of states qualifying for the Keppel this year. Draft table should be available in October. The Steering Committee will be asked to review the tables and ranking of major output measures.

2007 Data: Census is set-up to collect 2007 data. WebPlus will be the same as the 2007 version. Edits were sent to SDCs on April 26. SDCs are responsible for ensuring vendors receive the appropriate edits.

COSLA: Suzanne Miller reported that COSLA is following the transition closely and working to ensure that funding is in place.

ALA: Denise Davis reported that the Network/Cooperative project is complete. Denise Davis and Keith Lance will be making a presentation on the project at the ALA Annual Conference on Friday, June 22. The refining of the searchable data base is underway and the scripts developed around the data will be completed in time to report to IMLS in September. After September the program will move to ASCLA and have a new URL. Denise Davis will provide the new URL to the Steering Committee members.

The 2007 Internet Study is complete and a report will be sent to all focus groups and State Library Agencies in August. The 2008 Internet survey (year 2 in the 3 year project) will launch in September.

Denise Davis reported that work on the Survey Calendar is being delayed because of the redesigning of the ALA Web Site. Denise is looking into the best platform for the Survey Calendar. Keith Lance is making a LAMA presentation on "Survey Fatigue" at the ALA Annual Conference in Washington. Denise Davis will continue working on the survey calendar.

Funding:

The earlier scenario was for NCES to retain funds to expand NCES support for other programs and for IMLS to receive new funds for the administration of the library statistics program. Now there is an indication that the positions and funds for the program will be transferred from NCLIS and NCES to IMLS. Tai Phan and Jeff Owings indicated that they have received no information about this funding change. The Senate Subcommittee's proposal of adding \$14 million to IMLS sounds promising. The full Senate is scheduled to meet on Thursday, June 21 at 2pm. The full House doesn't meet

until July 9. There is a need to watch the budget closely to make sure the funding for the statistics program is in the IMLS budget.

OMB Clearance Process:

The Steering Committee discussed the impact of the OMB clearance process. This is a 3 year approval process. Changes to the audio and video downloadable definition and the new data items approved for the StLA survey are not included and will not be incorporated into the 2008 submission because of the transition.

The process for making changes during the cycle was discussed. Only minor changes can be made within the 3 year cycle. Concern was expressed about whether OMB would consider the audio and video definition changes as “minor” or not. Barbara Holton indicated that she feels the audio and video downloadable change should present no problem. Concern was also expressed about the new Electronic Data Elements needed for the StLA survey needed to include the new Electronic Data Elements.

The OMB clearance process needs to be included in the Data Element procedures and timeline. (2007, 2008 and 2009 data)

Steering Committee Meetings:

The Steering Committee discussed the possible changing of the schedule of meetings. The Steering Committee needs to meet 4 times a year but may be able to reduce the length of the meetings. The Steering Committee reviewed the seasonal issues and schedule outline for the meetings developed by the Data Conference Subcommittee. (See Attachment #2)

September 2007 vs. December 2007:

Tai Phan proposed that the Steering Committee meet in December in conjunction with the training of new SDCs instead of having the regularly-scheduled September meeting. NCES can cover the expenses of either a Steering Committee meeting in September or in December. Advantage: All partners could be present for the SDC orientation. It should be possible for the program to move forward with funding issues decided and new IMLS staff in place. A disadvantage would be going 6 months without a meeting. Since the StLA Survey Steering Committee usually meets in September Suzanne Miller will check to see if they can change to December. The hotel currently contracted with (Residence Inn in Alexandria) can accommodate the FSCS Steering Committee meeting in December. The FSCS Steering Committee recommendation to IMLS is as follows: If the appropriation levels go well, cancel the September FSCS Steering Committee Meeting and reschedule it for December, with NCES covering the cost of the Steering Committee meeting. Before the final decision is made, Kit Keller will confer with Barbara Holton, Tai Phan and Jeff Owings.

Name Change:

Timothy Owens moved to accept the proposed name change and new logo: Public Library Statistics Cooperative (PLSC) that was sent to all partners. Ira Bray seconded the motion and it passed with Barbara Holton abstaining. Since IMLS

staff were not present on Tuesday, Kim Miller will notify Mary Chute and see what needs to be done to avoid any contractual, compliance or other issues related to the transition and funding.

Web Standards: The Steering Committee reviewed the Web Standards handout prepared by the Data Use Subcommittee (See Attachment #3). These standards will be used as a self assessment tool by SDCs who want the Public Library Statistics Cooperative (PLSC) Seal of Approval for their web site. The Standards will temporarily live on the NCLIS Web site. Links providing examples for each of the criteria will be added. Sites meeting 10 of the 17 criteria will be eligible to post the Seal. The Committee thanked Alan Zimmerman and Kit Keller for their work on the development of the Standards. Ira Bray suggested adding XML format – standard labels for FSCS fields to the criteria. He will provide more information about this.

Metropolitan Status Code:

There was a discussion of the change in the definition of Metropolitan Status Code. Some areas formerly identified as rural will have a new designation. This will need to be addressed at the 2008 conference.

FSCS ID #:

The FSCS ID number will need to be changed when the program moves to IMLS. Census has received requests for FSCS ID numbers for use with E-Rate applications and other non-FSCS purposes. The Steering Committee agreed Census is NOT responsible for providing this information. The SDCs are responsible for informing the people handling the E-Rate applications and other non-FSCS purposes are aware that the numbers are available on the web and that neither having a FSCS number nor not having a FSCS number documents the current existence of a public library.

Subcommittees Meetings: The subcommittees met. Below is a summary of the reports to the full Steering Committee. See full subcommittee reports attached for more information.

Data Conference Subcommittee:

New SDC Orientation: The Data Conference Subcommittee developed an afternoon and morning agenda for new SDC training (See Attachment #1). Scheduling this training in conjunction with the LSTA Workshop (October 31 – November 2) was not recommended. The invitation to the new SDCs should be sent as soon as possible. Kim Miller will provide a list of new SDCs as well as any changes to Kit Keller and Suzanne Miller. She will keep Mary Chute informed. Suzanne Miller will inform State Librarians about the importance of making sure that the new SDC attend the orientation.

2007 Conference: Concerns were expressed about the decision to not hold a conference for all SDC and the impact of this was discussed.

2008 Conference: The schedule of future annual training conferences was discussed. Scheduling of the SDC Conference in November preceding or following the IMLS/LSTA

conference was discouraged because the amount of time required for attending would be a burden for SDCs responsible for overseeing both programs. The conference needs to be scheduled no later than December to support the data collection schedule. Data Conference Planning for 2008 was discussed. The current planning for the 2007 Conference will be used as a core for development of the 2008 Conference. Shelley Fugitt will send a copy of the mock-up for the 2008 conference to Kit Keller and Kim Miller as soon as possible.

Steering Committee Meetings Schedule: The subcommittee developed a list of seasonal issues and draft agenda for quarterly Steering Committee meetings. (See Attachment #2).

Data Collection Subcommittee:

The Data Collection Subcommittee discussed outlier issues regarding per capita circulation, reference and visits and edits and training needed to address them.

Concerns were expressed about delays in collection of downloadable audio and video data and the process for insuring that they will be collected in the 2009 survey.

Registered Borrower edit checks and tables were discussed.

The Post Edit Review process was discussed.

The Data Collection Subcommittee discussed the WebPlus glitch involving importing files. Census is dealing with this issue individually.

Data Element Subcommittee:

The Subcommittee discussed the impact of the OMB clearance on the downloadable audio and video data elements. Mentors will notify SDCs to use the old audio and video definition for the 2008 submission and the need to notify their vendors. Concern was expressed that Group 1 states may have already incorporated the changes into their 2007 survey documents (2008 submission).

New data elements discussed include Early Literacy, Programming for Young Adults, Longitude/Latitude for outlets, and Connectivity.

The Subcommittee also discussed the need to review the definition for reference in light of the potential impact of virtual reference activities.

There was a brief discussion of the General Services Administration (GSA) guideline for Blogs. Frank Nelson will consider WordPress for the FSCS Blog since it will group discussion by topic.

Data Use Subcommittee:

The Subcommittee discussed ways of encouraging use of data by states. The more SDCs use the data the more the quality of the data will improve.

The Subcommittee discussed standards of data web sites (see attachment # 3) developed by Alan Zimmerman and Kit Keller. They also discussed how to encourage SDCs to submit applications for “seal of approval” based on the standards.

The Subcommittee reviewed state websites, using the above standards and looking for possible Eckard Award candidates. Several potential candidates were identified. The Data Use Subcommittee decided to proceed with the Eckard award for 2007 and present both the 2007 and 2008 awards at the 2008 conference.

The Subcommittee discussed increasing visibility of the Mary Jo Lynch Award. Kim Miller and Keith Lance will send another letter to library schools.

Steering Committee Meeting Evaluation

Plus

Kit Keller’s Guidance

Amount of work on new SDC Conference

Amount of work on future meeting schedule

Beginning orientation package for new SDCs

NCES stepping up on support through December

Tai Phan being forthcoming with information and flexibility

Cynthia Ramsey and baseball

Hotel: in general and the free wired internet access.

Con

Uncertainty

The meeting was adjourned.

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To Do
Draft

All: Review the draft tables which will be available in October.

SDC members of the Steering Committee: Inform the State Librarians that their terms will be extended an additional year because of the cancellation of the 2007 conference.

Ira Bray: Notify Trevor Allred about the status of the downloadable definition for the California Bibliostat Collect survey and alert him that he should hear directly from other SDCs about this for their states.

Ira Bray: Review impact of MSA changes on the FSCS definition.

Ira Bray: Provide template for standard field names for federally collected data.

Census: Provide per capita, per outlet, trends, and other comparison of reference, circulation and visit for current data to the Data Collection Subcommittee members.

Data Collection Subcommittee and Data Elements Subcommittee: Develop a process for handling new data items (Outlet Closing) without a conference.

Data Collection Subcommittee: Review reference trends nationally and by state.

Denise Davis: Identify data available through ICPSR.

Denise Davis: Continue work on the survey calendar.

Denise Davis: Provide the new URL for Network/Cooperative Project.

IMLS: Release the 2006 data as soon after October 1, 2007 as possible.

IMLS, Kit Keller, and Kim Miller: Send invitations for the New SDC Orientation as soon as possible.

Shelley Fugitt: Send a copy of the mock-up for the 2007 conference to Kit Keller and Kim Miller as soon as possible.

Barbara Holton, Kit Keller, Kim Miller, and Keith Lance: Work on the news releases and plans for presentations of awards.

Kit Keller: Follow-up on possible change of September 2007 meeting to December 2007 with Barbara Holton, Tai Phan and Jeff Owings.

Kit Keller: Call Steering Committee candidates to explain the conference situation and ask each if he/she will commit to serve as a candidate in 2008.

Kit Keller: Notify SDCs that the terms of current elected SDCs will be extended until the next conference.

Kit Keller: Notify SDCs about the suspension of the 2007 Conference decision, that things will be back on schedule in 2008, and that there will be a mini-conference for new SDCs. Also let the SDCs know to expect a follow-up call from their mentor.

Kit Keller, IMLS, and Kim Miller: Send invitations for the New SDC Orientation soon as possible.

Kit Keller, Kim Miller, Keith Lance, and Barbara Holton: Work on the news releases and plans for presentations of awards.

Keith Lance: Locate addresses of websites that the Data Use Subcommittee was unable to review.

Keith Lance: Ask Trevor Allred about reception for New SDC orientation

Keith Lance, Kim Miller, Barbara Holton & Kit Keller: Work on the news releases and plans for presentations of awards.

Keith Lance and Kim Miller: Develop a logo for the website Seal of Approval.

Keith Lance: Identify web links that provide examples of Seal of Approval criteria.

Keith Lance and Timothy Owens: Add responsibility for applying for PLSC Seal of Approval for Websites to SDC job description.

Mentors: Contact SDCs regarding submission of downloadable data issue and address any issues they may have regarding the Kit Keller's Conference notification. Note: Maintain a log of how each state plans to address the downloadable issue. Remind SDCs to inform vendors regarding the downloadable data item issue.

Kim Miller: Work on the bookmark.

Kim Miller and Keith Lance: Mail reminder about Mary Jo Lynch Award to library schools.

Kim Miller: Notify Mary Chute about the program name change (Public Library Statistics Cooperative – PLSC) and identify steps to be taken to avoid any contractual or other transition issues.

Kim Miller: Notify Mary Chute about conference issues.

Kim Miller: Send names of new SDCs to Kit Keller and Suzanne Miller. Keep them and IMLS informed of any changes.

Suzanne Miller: Inform State Librarians about the importance of making sure that the new SDC (the person responsible for the collection and submission of the data) attends the Orientation.

Suzanne Miller: Contact members of the StLA Survey Steering Committee about the possible impact of re-scheduling the September FSCS Steering Committee meeting to December 2007 and let Tai Phan know the results.

Suzanne Miller: Notify COSLA about the website guidelines and recommendations for data website.

Frank Nelson: Continue to work on the Blog.

Frank Nelson: Incorporate OMB process into the Policy and Procedures for Review of Data Elements.

Frank Nelson: Provide Mentors with script for Downloadable Audio & Video data element discussion with SDCs.

Timothy Owens and Keith Lance: Add responsibility for applying for PLSC Seal of Approval for Websites to SDC job description.

December Meeting Issue: Need to revisit decision regarding NCES suppression rule.

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Subcommittee Reports
Draft

Data Collection Subcommittee: Alan Zimmerman (Chair), Ira Bray (Vice Chair), Denise Davis, Barbara Holton, Frank Nelson, Timothy Owens, Cynthia Ramsey

Outlier discussion: Issues and edits for the following outliers were discussed. Per capita circulation, Visits per capita, and Reference per capita.

There will still be special cases related to population edits for libraries located in tourist areas and for joint use libraries.

Cross data element checks such as reference per visit need to be explored for other data elements.

Reference transactions are the weakest number of all of the data elements. May wish to encourage states to see if the data is from actual counter or based on an estimate. What about computer usage. Some library staff inquired whether computer usage is considered a form of reference. Data item definition is currently based on per sample week. Sometimes it is hard to find a typical week. There is a need to providing training on sampling for collection of reference. Need to discourage wild guesses from libraries. Can Census do further analysis on reference questions, reference per hour, etc.? Need data in tandem with population data, demographics.

American Community Survey – ten year change 1990 – 2000 and 5 year ACS data. Bureau of Labor Statistics.

If library visitors and circulation goes up, then reference should go up or ask why.

Perhaps focus on P I T users rather than efforts at fixing reference questions

Academic libraries have a research category for question – more than 15 minutes. School libraries survey has a count of number of hours for a transaction.

Virtual Reference:

How should virtual reference be counted? Discussed who reports what. Need to determine what is being done and then clarify this for SDCs. Are states to report the number of reference transactions by paid staff. Person receiving/answering the question is who reports the data. How should Vendor report of questions submitted be handled? Who answers the question? Both are reporting? Which part of the report from the

vendor are they including in report/submission? Are you measuring the effort of the staff? Or questions asked? Or questions answered? What about 24/7 services? Not including these in library report could reduce the reference count and make it appear that the library has reduced service. Should libraries report the transactions if the questions in fact went elsewhere.

The Subcommittee asked Census to analyze reference from 2004 – 2005 and 2005 -2006 and develop a 5 years trend on reference shows steady state. 5-year trend one year earlier showed 17% drop. Any explanation? Like to look at reference trend nationally and by state. We should monitor reference counts.

Technical Support.

We are not currently capturing technical support work done by library staff (PACs). Library is a place for those who work at home as well as those there to use the Internet.

Discussed change of the Sept 2007 Steering Committee meeting to Dec 2007. There is a slight preference for December because Census indicated that there would be no 2007 data by September. Census is neutral on the September VS December issue. September generally focused on the Conference. If we meet in September we could reduce the amount of time at the meeting. There is no strong reason for a September meeting since there is no conference. December meeting is important for timeliness due to OMB process. Concern was expressed about authority to move funds; since crossing from one partner to another – risk with belonging to one group but paid for by another. The Subcommittee received reassurance that Synergy contract will be used in December so this is not a problem. What would be the agenda for December? Think this would be a good idea under the circumstance. Need to know how IMLS feels about this.

The OMB clearance issues were discussed. Concern was expressed about OMB acceptance of the AV definition change for the 2009 collection. Barbara Holton indicated that OMB most concerned about burden on respondents. For items already collected the burden is less. Statement of reason must be positive and clear.

Transition issues discussed.

2006 WebPLUS has a glitch. No error message when file import is rejected. Census is handling this on a case-by-case basis for a work around. At this point the problem can not be duplicated. Otherwise everything is OK.

Keppel: 2/3 of the submissions received qualified for the award.

Registered borrowers: The Subcommittee discussed edit checks: compare number of registered borrowers to the unduplicated Legal Service Area population. Census is working on a table for the element. State totals are of interest. The subcommittee also discussed duplication of borrowers and question adding a requirement to purge records every 3 years. The Subcommittee decided to leave it as is.

Databases: Census expressed concern about the increase in the number of databases. The Subcommittee decided that this is to be expected. Look at local numbers for edit check. State and Regional numbers are difficult to check.

Post Edit review: Census is putting a process into place to take the place of the NCES edit review. The process will identify outliers (Hidioglou-Berthelot edit) to assist with edit cleansing. HB develops parameters that focus on small changes in large units. The parameters are developed using submitted data VS looking at old data patterns. This is a different approach than used for NCES. Trying to get to local analysis. Eventually may be able to compare to outlet data. This should help to shorten the time frame necessary to clean the data. The goal is a short turnaround and release of the data. Review by the Steering Committee is helpful.

Johnny Monaco reported that Census will perform the NCES role of data scrubbing and final review and then submit the data to IMLS. SAS program needs to be transferred to Census. IMLS may have earlier release of FY06 data due to this new process.

Legal Service Area population. Getting municipal population numbers from Census in a timely fashion is occasionally problematic. Frank Nelson expressed the difficulty of finding current population figures to match the data year.

Population edit checks for Texas and Louisiana will be problematic.

Adjudication Process. There will be an IMLS adjudication process that will likely include a peer review both internal and external. A short process is planned.

Barbara Holton discussed how to help SDCs get better data. Journal tool? Edit check and outliers revisited. Many of the edits rely on population being correct. Census is interested in new data to be able to improve edit checks. Suggest looking at other survey process for how edits are done.

Downloadable Audio and Downloadable Video issue: Three options were identified to address the issue: 1) Collect physical unit and downloadable data separately. 2) Collect as one number based on the old definition. 3) If can not separate, report as -1.

SDCs need to understand the OMB process better. Concern was expressed that the amendment process will be substantial and might be rejected.

Outlet File Closing: How to handle a new data element without a conference. A draft will be prepared for the September or December meeting.

Committee objectives:

Fast Responsible surveys are not possible at this time. Survey fatigue is a state-by-state issue. The State Librarian charts the course and sets the expectations.

September/December Data Collection Subcommittee agenda:

- Sampling techniques – provide examples and instructions for typical week.
- E-metric – Module on sampling. Practical data collection practices on the local level
- MSA Status – need to be looked at and develop training

Data Conference Subcommittee Report: Shelley Fugitt (Chair), Keith Lance (Vice Chair), Kit Keller, Libby Law, Kim Miller, Suzanne Miller, and Patricia O’Shea.

2007 Conference: Since there will not be a SDC Training Conference in 2007, the plan for the 2007 Conference will be used as a core for planning the 2008 data conference. Shelley Fugitt will send the mock-up for the conference to Kit Keller and Kim Miller as soon as possible.

Kim Miller will work on the bookmark.

2007 New SDC Orientation Program. Orientation of new SDCs is critical to the collection of data from all 50 states. Therefore IMLS will host a training session to include one night lodging and a ½ day afternoon and ½ day morning session. More than one night lodging may be needed for SDCs from the mid-west and west.

Nine new SDCs were identified: Arkansas, Colorado, District of Columbia, Georgia, North Dakota, Tennessee, Texas, Vermont, and Wyoming. Five new SDCs attended the 2006 conference (Kansas, Maryland, Missouri, Ohio, and Utah). Depending on funding all of the above should be invited. *(After the meeting it was determined by Kim Miller that Kansas was not new last year but Arkansas and West Virginia were. Maryland sent a second person that was not a designated SDC.)*

Major training issues identified relating to data collection and data elements. Alan Zimmerman and Frank Nelson should be involved in the training. Kit Keller as chair of the Steering Committee should be present.

The subcommittee developed the following training outline.

Day 1

- | | |
|-------------|---|
| 1:00 – 2:00 | Overview: brief history, purpose, partners, structure of steering committee, data use, listservs, Blogs, awards, etc. – Alan Zimmerman & Frank Nelson |
| 2:00 – 3:00 | Job Description, (emphasis on responsibility to clarify and validate data), timeline, data quality issues – Frank Nelson |
| 3:00 – 3:15 | Break |
| 3:15 – 4:15 | Data elements, life cycle, definitions, & discussion – Frank Nelson |
| 4:15 – 5:00 | Legal Service Area – Alan Zimmerman
Administrative and Outlet records – Frank Nelson |
| Evening: | Trevor Allred will be asked to provide a Bibliostat Reception |

Day 2

9:00 – 9:45	Locator and Peer Tool demonstration - Census
9:45 – 10:15	Importing and Matching - Census
10:15 – 10:30	Break
10:30 – 11:30	Running Edits, addressing issues, tables and other navigation options - Census
11:30 – 12:15	Specific Edit problem areas – Census, Alan Zimmerman & Frank Nelson
12:15 – 12:30	Wrap-up: How to get help - mentor structure and Census.

SDCs are to schedule flights to be available for the whole meeting.

The Subcommittee recommends having the meeting at IMLS because of difficulties in transporting luggage to/from Census.

The training should be provided in early December (Dec 3 – 6). Scheduling the training before/after the LSTA Workshop which would be a hardship of SDCs who have responsibility for both programs.

Steering Committee meetings:

The Subcommittee discussed Tai Phan's proposal of moving the Steering Committee meeting to December. Benefit of moving the September 2007 Steering Committee to December 2007: All new SDCs would meet their mentors making it easier for them to ask for assistance. The Subcommittee feels this would be an advantage.

The Subcommittee recommended four (4) 1½ day Steering Committee meetings for the future. The subcommittee developed general parameters for future steering committee meetings developed with a proposed time frame and seasonal topics to be addressed. See attachment #2.

Election of new Steering Committee Members:

Kit Keller had contacted candidates willing to run for the Steering Committee. She will call Steering Committee candidates to explain the situation and ask them if they will commit to be candidates in 2008.

Data Elements Subcommittee Report: Frank Nelson (Chair), Timothy Owens (Vice Chair), Ira Bray, Terri Craig*, Denise Davis, Barbara Holton, Loretta McKenzie*, Kim Miller, Suzanne Miller, and Cynthia Ramsey

* Monday only

The Subcommittee reviewed objectives – 4 are on-going.

- 1) Discussion of problematic data elements: ongoing
- 2) Training opportunities: ongoing
- 3) Monitor state surveys to identify potential new data elements: Young Adult (YA) element pulled from CO, NY and VA.

4) Improve utility of the Blog and website content:

Audio and Video Downloadable issue: Although the states voted to change the definition of audio and video materials to include downloadables the survey is frozen so nothing can be done for the 2007 data (2008 collection). Plans are to revise the definition for the 2008 data (2009 collection). Mentors will call SDCs and encourage them to collect the physical units and downloadable items separately but submit only the physical units for 2007 data.

For mentors it would be helpful for IMLS to know what and how each state is collecting this element. Mentors were asked to log the intent of each state. The information would be for OMB clearance justification.

The subcommittee developed the following script for the Mentors to use when contacting states about the downloadable issue.

First a couple of assumptions:

- There really is nothing we can do about past submissions.
- We are only concerned at the moment with the 2007 data gathering forms, i.e., we assume that it isn't too late to fix the new form or to adjust anything that may be part way through the cycle right now.

So, the following is what the Data Elements Committee drafted for each mentor to have in hand when they call their respective group members to go over this and the conference hitches we have been working through:

The definition change for audio/video that we voted on and agreed upon did not move forward because the survey is frozen in the transition.

As a result SDCs need to do one of the following:

1. If the form has not yet been changed--leave it as is, but consider introducing as a separate item to get libraries started thinking about it;
2. If the forms are already designed to separate out the items so you can introduce the element, collect the data but do not compile the total for federal submission. But do use the data on the state level.
3. If the items have already been pulled together and cannot be separated, go ahead and use the data at the state level, but -1 will have to be used for the federal submission.

Use the manual received in December for the definition that is still in effect.

For questions and or reporting examples call or email Frank Nelson:
208 525-7211
frank.nelson@libraries.idaho.gov

New Data Elements: New data elements need to be used in connection with other data available in FSCS or other surveys and reports. There will be no new data elements until the 2008 conference. The process hinges on the conference for discussion of proposed new data element. Some potential new data elements for 2008 are: YA programming, early literacy/emergent literacy, Longitude/latitude for outlets, and connectivity.

Need guidelines for YA age. 2005 population estimates (Census): 0 – 5, 6 – 10, 11 – 15, and 15 – 21 VS ALA definition of Children (0 – 14) and YA as 12 – 18.

Early Literacy: Ira Bray and Suzanne Miller reported that there is a breaking out of age range issue: 0-3, 3-6, 6-14, 14-18. Currently it is 0-14 and over 14.

Dominican University is testing students in several libraries (Pueblo, CO and Miami/Dade County, FL) to see if there is any correlation between participation in summer reading programs and gained reading/comprehension skills. They are testing the instrument now and will test third graders next year.

NCES: Early Childhood Longitudinal Study. IMLS could look into a library component of this survey.

Programming for Young Adults. Focus on target group of the program not the ages of those actually attending. Very little YA studies are available.

ALA is conducting a study, funded by Verizon, on gaming with YA's.

Harris poll household survey of children ages 12-18 use of public/school libraries in their community, web sites, programs and borrowing books. This survey of Use of public and school libraries in their community includes "have they used it in last year"? If there is a web site, have they used it? Have they participated in any programs? It is a random sample which represents cross section of US population, household income, single parent, and Parent's political party. They anticipate use in inner city will be high with use with rural areas falling off. They will be tracing them as well.

Twelve (12) states collect YA information. Need to identify states not collecting to see how difficult it would be to add this to their collection. There is a problem in capturing YA circulation data.

Longitude/latitude for outlets. Ira Bray reported that California is using this in an active directory. It is useful in locating libraries in a rural area with imprecise addresses. Information is available through Yahoo and Google. The active directory immediately notes opening and closing of outlets and direct user to the closest library.

Problematic data elements:

Virtual Reference: Question seems to require a clarification of the element. The Subcommittee will contact states to determine how they are collecting/reporting Virtual Reference and use this information to develop a definition for use nationally.

Blog:

The Blog is useful for discussion of data elements and for sharing information about SDC candidates for the Steering Committee.

Kim Miller reported on government agency sponsored Blogs and reported that Blogs are considered a public forum. GSA recognizes that Blogs are becoming more popular however no government agency has an open Blog. Some have an intranet Blog for employees only. There are no guidelines right now. Legal issues need to be identified and developed before government agencies can provide an open Blog.

The Subcommittee discussed strategies for how to use the Blog or an alternative method for continuing the discussion to get people to talk about things before the annual conference; stimulate thoughtful discussion, address issues that should be raised as result of work and not be dependent on conference.

Usually information is posted right after a meeting. The Blog goes silent when things are stable or nothing comes up.

The Subcommittee discussed using WordPress, which has subject categories. Each subcommittee could have its own section on the Blog. With WordPress the discussion can be archived by category – creating a group memory. Listserv is not convenient for archiving. It is too volatile and not searchable. Frank Nelson is willing to try to migrate and breath life into it if the committee prefers.

Connectivity data:

The Tech Atlas solution for collecting connectivity data is uncertain. The Tech atlas software doesn't collect bandwidth. The freeware software available for states can be used to pre-populate bandwidth information need to stabilize for consistent use across the entire community. The question is: Is there value in knowing connectivity speeds at a national level? Keep in mind you will get range responses and you must be cautious how you ask the question.

Data Use Subcommittee Report: Keith Lance (Chair), Alan Zimmerman (Vice Chair), Shelley Fugitt, Kit Keller, Libby Law, and Patricia O'Shea

The subcommittee discussed ways of encouraging use of data by states. The more SDCs use the data the more the quality of the data will improve.

- 1) Development of PowerPoint presentation(s) to encourage use of the data and which states can adapt for state and local presentations.
- 2) Development of slides, tables, charts that would be useful for states to use in developing interactive tools for libraries.
- 3) Web standards.

Web Standards: The subcommittee discussed guidelines of data websites (see attached) developed by Alan Zimmerman and Kit Keller. They also discussed how to encourage SDCs to submit applications for “seal of approval” based on guidelines. Incorporation of the guidelines into a word document with a link to Survey and links to site was suggested.

The handout was reviewed. The subcommittee discussed how the standards/guidelines can be used as a self assessment tool for SDCs who want the PLSC seal of Approval for their web sites. The seal will be provided to states meeting 10 of the 17 criteria. Ira Bray suggested adding XML format – standard labeling of FSCS fields. Ira will provide more information about this.

Keith Lance and Kim Miller will develop a logo/seal for use with this. The Subcommittee discussed Bronze, Silver and Gold seals but decided to begin with the single self assessment.

Timothy Owens and Keith Lance will work on the SDC job description to include responsibility for web site guidelines.

The subcommittee reviewed state websites, using the above standards and looking for possible Eckard Award candidates.

Eckard Award: No applications were received. The subcommittee reviewed state web sites using the standards/guidelines and looking for clever products that are readily replicable. Generally the quality of the sites is much improved and states are doing clever products but not submitting them.

During the review of state web sites, three product candidates were identified: CT, KY, and MI. MA has a Poor Mans Return on Investment tool. There are some excel spreadsheets for library comparisons. One state site was identified for honorable mention (MN) for their MOE report/level of effort. Interactive interface were found on 5 sites: CO, IN, OK, MA, and UT. Discussion will continue.

The Data Use Subcommittee decided to proceed with the Eckard award for 2007 and present both the 2007 and 2008 awards at the 2008 conference. Kim Miller will make arrangements for the actual awards. The awards will need to be ordered before September 30. Keith Lance will work with Kit Keller, Kim Miller and Barbara Holton on the awards.

Mary Jo Lynch Award: Nothing is happening. The Subcommittee discussed increasing visibility of the MJL Award. Kim Miller and Keith Lance will send another letter to library schools.

Show how data can be used to support Return on Investment presentation. Identify links to tools that can help with this.

The ALA publication: The State of America's Libraries was mentioned. This is the second year of this report. Data is a small part of this report.

Data Suppression: IMLS is required to follow the restricted guidelines for the data collected by NCES but may develop its own guidelines for data collected by IMLS. This will be discussed in September/December Data Use Subcommittee meeting.

The DU Subcommittee discussed the proposal of moving the September Steering Committee meeting to December and supports this move.

Attachment #1

**FSCS Steering Committee Meeting
Residence Inn Alexandria – Old Town
1456 Duke Street
Alexandria, VA 22314
June 18 – 20, 2007**

New SDC Orientation Training - DRAFT

Day 1

1:00 – 2:00 Overview: brief history, purpose, partners, structure of steering committee, data use, listservs, Blogs, awards, etc. – Alan Zimmerman & Frank Nelson

2:00 – 3:00 Job Description, (emphasis on responsibility to clarify and validate data), timeline, data quality issues – Frank Nelson

3:00 – 3:15 Break

3:15 – 4:15 Data elements, life cycle, definitions, & discussion – Frank Nelson

4:15 – 5:00 Legal Service Area – Alan Zimmerman
Administrative and Outlet records – Frank Nelson

Evening: Trevor Allred will be asked to provide a Bibliostat Reception

Day 2

9:00 – 9:45 Locator and Peer Tool demonstration - Census

9:45 – 10:15 Importing and Matching - Census

10:15 – 10:30 Break

10:30 – 11:30 Running Edits, addressing issues, tables and other navigation options - Census

11:30 – 12:15 Specific Edit problem areas – Census, Alan Zimmerman & Frank Nelson

12:15 – 12:30 Wrap-up: How to get help - mentor structure and Census.

SDCs are to schedule flights to be available for the whole meeting.

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**OUTLINE OF STEERING COMMITTEE MEETING AGENDAS
FOR 1 ½ DAY MEETINGS & SEASONAL ISSUES**

Day 1:

30 Minutes

Welcome and Introductions

Minutes

Review of Written Reports from Partners (IMLS, NCES, ALA)

Census Report

30 Minutes

Review/Development of Agenda

Outcome Oriented meeting

Identify items to be referred to Subcommittees

2 Hours

Subcommittee Breakout (2 subcommittees)

1 ½ Hours

Lunch

30 Minutes

Subcommittee Reports and discussion

2 Hours

Subcommittee Breakout (2 subcommittees)

30 Minutes

Subcommittee reports and discussion

Homework assignment

Day 2

3-4 Hours

Committee as a whole

Follow-up on “Homework assignments”

Develop the To Do List

Identify Documents to update

Identify items to carry forward to next meeting

Seasonal Issues

December:

- Orientation of new Steering Committee members
- Mentors and subcommittee assignments
- First pass at data elements for ballot (OMB)
- Short Subcommittee meetings
- Establishment of Objectives and Outcomes
- Development of a To Do List

March:

- Review of Conference Evaluations
- Proceed on data elements and preparation of the ballot
- Anticipate changes for OMB & Census
- Identify WebPLUS issues
- Start work on Conference Agenda
- Recruit new Steering Committee members (as needed)

June

- Post Ballot Issues
- Identify & plan training needs to be addressed at Conference
- Develop new data elements for discussion at Conference
- Review award candidates
- Review/troubleshoot data submission issues (Group 1 completed & Group 2 in process)
Edit review
- Table review
- Coordinate meeting with StLA Survey Steering Committee

September

- Finalize Conference agenda – details
- Preparation for data element discussion
- Decide on awards
- Review pilot data collection
- Coordinate with StLA Survey Steering Committee

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GUIDELINES FOR PUBLIC LIBRARY DATA WEB SITES

Public library statistical data are easy to find.

- 1) Data are directly accessible from the State Library Agency Web home page.
- 2) Data are accessible through a search of the State Library Agency Web site using keywords such as “library statistics” or “library data”.

Public library statistical data are timely.

- 3) The most current year’s statistics are posted within 6 months of the survey submission deadline.
- 4) Historical data files are provided.
- 5) Definitions and instructions for reporting each year’s data are provided.

Public library statistical data are available in several formats.

- 6) Data are available in spreadsheet form to allow for data manipulation.
- 7) Data are available in PDF format to allow for creation of print copies.
- 8) Standard field names are used for federally collected data items.

Public library statistical data are compiled and presented for easy access in a useful format.

- 9) Data are compiled and listed by individual public library and with a list of libraries by population.
- 10) Data are presented with state totals.
- 11) Data are compiled by county, or by regional cooperative services, population ranges, legal service basis, etc.
- 12) An interactive interface is provided for report generation by user criteria
- 13) Public library statistical data Web page includes contact information for the State Data Coordinator and links to National (IMLS, NCES, etc.) and other data sites.
- 14) Public library statistical data Web page is accessible to those with special needs.

Comparative and/or historical data analysis is provided.

- 15) Data is summarized in a narrative analysis
- 16) Tables, charts and/or maps are provided as appropriate

June 14, 2007

**NCLIS Report
FSCS Steering Committee Meeting
June 18-20, 2007**

Statistics & Surveys

Under terms of the *NCES/NCLIS Interagency Agreement* the agency continues to support the State Library Program Survey and FSCS Meetings for FY 2007.

The public and state library statistics effort is being coordinated with IMLS.

Projects:

NCLIS is currently managing two statistics studies that were contracted out in 2006. These projects will be completed by the end of this fiscal year:

- Frances Kennedy's project is titled: *A Search for Cause and Effect Relationships between Student Achievement and Factors Relating to the Libraries for Which the Students Have Access*. The goal of this project is to investigate possible *cause and effect* relationships between student achievement and factors relating to the schools and libraries to which the students have access. Because *cause and effect* relationships are hard to determine many types of statistical correlations will be investigated. The data used for the project comes from several sources, such as the National Center for Educational Statistics (NCES) and the National Commission on Libraries and Information Science (NCLIS) statistical data sets and longitudinal studies.
- Christie M. Koontz' (Florida State University) project is to conduct a feasibility study titled: *Library Service Area Demographic and Statistical Display System*. The goal of this study is to define and design an interactive *information dashboard* that provides administrators of public libraries with a library's current demographic data from the US Census projected on maps with overlays of that library's statistical data from current FSCS data. The project focuses on defining the data elements that are most needed by the users, administrators of public libraries, and the functions desired and required by these users. (**Interim Report provided**)

Archiving and Records Management

Distribution of the NCLIS publication *U.S. Library Data Archive – Library Statistics Cooperative Program* is almost complete. This two CD disk set is being sent to various libraries, academic institutions as well as all depository libraries. Interested statistical researchers, ALA accredited library schools, COSLA members and the State Data Coordinators for the Public Library Survey were included on the distribution list. Sufficient copies of this publication have been retained for distribution to NCES, Census and IMLS.

- *Disk One* contains the raw electronic publications of NCES (data, documentation and reports).
- *Disk Two* contains data recompiled from the raw NCES data. These datasets are files of longitudinal data made by merging NCES annual data from three types of libraries: individual public libraries (FY 1987-FY 2004), summary public library by state (FY 1992- FY 2004), and data from state libraries (FY 1994-FY 2003). The longitudinal recom compilations permit trend analysis and were done by Dr. Robert Molyneux while at NCLIS and later continued by him after he moved to SirsiDynix.

The National Archives requires “archival formatting” for the *U.S. Library Data Archive – Library Statistics Cooperative Program* publication if it is to be included in NCLIS’ official record. The reformatting of NCLIS’ publication is currently being done under contract and should be completed by September 30, 2007. Duplication of the “*archive set*” will be limited --- an amount sufficient to provide the National Archives with required copies and several additional sets for distribution to NCES, Census and IMLS.

The final statistical undertaking is the re compilation of the raw Academic Library Statistical Data in a fashion similar to the State & Public Library Data: longitudinal data files --- imputed data included and imputed data excluded as well as files by Carnegie Classification, which allows for groupings: community colleges with community colleges, comprehensive four-year universities with others, etc. The statistical effort is under contract, and the agency staff will handle publication and distribution. This project will not be completed by fiscal year end.

Commission:

The Commission had a meeting June 4-5, 2007. Items discussed:

- NCLIS Policy Issues
- Battle of the Books
- Literacy
- Science Information Policy - Open Access Issues
- Emergency Preparedness, Role for Libraries

- School Library Issues (There was a NCLIS Resolution adopted on June 5, 2007 recognizing the “Need for State Certified School Library Media Specialists” delivered to the Congress.) (**copy provided**)