

FSCS STEERING COMMITTEE
March 17-18, 1993

ATTENDANCE:

Committee Members: Jan Walsh (Chair), Gerry Rowland, (Vice-Chair), Adrienne Chute, Carrol Kindel, John Lorenz, Mary Jo Lynch, Mary Alice Hedge Reszetar, Peggy D. Rudd, Walter Terrie, Diana Young, Peter Young, Alan Zimmerman.

Others: Darla Cottrill (serving as secretary); Jerry Malitz and Lee Hoffman (NCES); Dr. Ben-chieh Liu (NCLIS Commissioner); Kim Miller (NCLIS); Ray Fry (OERI); John Wunderly (software contractor-Pinkerton); and Larry La Moure (consultant).

NEW MEMBERS:

Jan Walsh welcomed the new committee members, Diana Young, North Carolina and Alan Zimmerman, Wisconsin. This was their first meeting since their election at the December workshop. An orientation was held for them on Tuesday, March 16.

AGENDA

The agenda was reviewed and the discussion on the revised by-laws was moved to after lunch. All other items remained the same.

ED TAB-1991 DATA - A. Chute

"Adrienne Chute distributed copies of the 13-page memo sent to Sue Ahmed, NCES Chief Statistician, detailing the issues raised as part of the adjudication (2/25/93) of the 1991 data and the responses to each issue raised. Mary Jo Lynch and Walt Terrie of the Steering Committee served as the outside reviewers for this publication. Noted changes and comments from the Steering Committee were as follows:

TABLES:

- #1.** It was suggested to add something else to this table to alleviate the white space. *Nothing else was added to this table since it focuses on population data; however, it will be double-banked for publication.*

- #3.** The order of Librarians with ALA-MLS and Librarians columns was reversed. Response rate for librarians with ALA-MLS is higher than the response rate for Librarians. *This is due to the reporting of "0" as opposed to -1. The data for 1991 will not change, but work will be done with the States that had problems with this item.*

- #8/8A** It was recommended to delete these tables. *Tables will remain this year and deletion will be discussed with Steering committee for 1992 data.*

- 14A** Figures in 2nd, 3rd and 4th row seemed too high in the "Less than 10" Column to one reviewer. *The figures do not seem that high to Library Statistics Branch and are similar to those for 1990. Will be discussed with Steering Committee.*

- #16/16A** The per capita ILL numbers are meaningless due to being such a low number in comparison to population and most figures reported being 0.0. *A per 1,000 basis will be used for 1992 and footnoted.*

It was recommended to include hard numbers along with percentages on the tables that have percentages only. *NCES Postsecondary Division Chief Statistician, Roslyn Korb, recommended the percentages and the Steering Committee supported this approach. The "Percentages Reported On Tables" on page 3 of the E.D. Tabs explains the technical reasons for this approach. (To be discussed with the Steering Committee)*

It was recommended that some table titles be simplified and clarified. *The Steering Committee has been asked to look into this matter and offer suggestions to Adrienne Chute for next year's publication.*

Recommendation that huge disparity in local income per capita documented in Table 6 be noted. *Will work on developing an appropriate highlight for inclusion in the 1992 data publication.*

CAVEATS FOR USING THESE DATA:

Page 6 There was an error in the text regarding the number of States providing unduplicated populations, but tables were correct. The text is now correct.

A table has been embedded in the text with the date on reporting period for each state. *Mentors will communicate with States with public library reporting periods extending over more than 12 months to see if there can be further clarification in the E.D. Tabs text.*

The wording "tenuous at best" has been changed to "used with caution".

HIGHLIGHTS:

A definition of legally served area has been added to the first paragraph of the highlights.

Should it be mentioned that 9,050 is 99% of the 9,143 libraries implied by a comparison of PLUS and DECTOP files or wait for next years combined DECPLUS? *Wait until next year since the PLUS file is too old to be compared with current data.*

Third highlight should read "Ten percent of reporting libraries had one or more bookmobiles". *Correction has been made.*

Highlights 8, 11 and 13 have been deleted since they gave a false impression.

Tenth highlight has been dropped. Response rates for both reference transactions and library visits are too low to be highlighted.

Twelfth highlight, last sentence, should read "highest state-wide circulation per capita". *Correction has been made.*

GENERAL COMMENTS:

Consider the provision of trend data on key items. *This will be discussed with the Steering Committee for 1992 data.*

Footnotes and titles surpass size of tables. *Will be corrected for publication.*

The adjudication was held February 25, 1993. The data were released to the EBB (Electronic Bulletin Board) on March 15, 1993. (Electronic Data File names: PLIB.ZIP, PLIB1.TXT, PLIB2.TXT, PLIB3.TXT, PLIB4.TXT, PLIB5.TXT).

The Publication Unit has requested printed copies be completed in one month. Distribution will take approximately two weeks. Indication is that finished, printed product will be distributed to states by the end of April.

Dr. Ben-chieh Liu recommended graphics be used when publishing the data. The Data Use Committee will look into the possibilities of graphics being used for a publication other than the E.D. Tabs, which Carrol Kindel pointed out, does not allow graphics.

Peggy Rudd noted that the two outside reviewers recommended to represent the Steering Committee were not present at the adjudication. One reviewer had requested to attend at government expense. The other reviewer did not request to be present. The committee was under the impression that their representatives would be present at the adjudication in addition to the written review. However, Carrol Kindel noted that it did not make good fiscal sense to fly in two reviewers at government expense for a one and one-half hour meeting. She further noted that reviewers' comments are addressed whether a reviewer attends or not, (see examples on page 1 of these minutes). Walt Terrie is checking into this matter. Jan Walsh asked the committee to read the adjudication memo that evening and raise an additional comments the next day.

The issue of whether Steering Committee reviewers represent the Steering Committee or themselves in commenting on publications was raised. It was agreed that they represent themselves. If their comments conflict with earlier Steering Committee decisions, the comments of the reviewer will be honored."

1991 DATA DISKETTE

After the narrative format has been reviewed and finalized, the diskettes should be ready for distribution by late April or early May.

Instructions will be included with diskettes mailed to data coordinators. The FSCS ID Number will be included in the database this year.

1992 DATA SUBMISSION

If dollar amounts are included in the tables which currently show percentages, imputation would be necessary. This will be further discussed with the Steering Committee in August.

Population should be a required item and needs to be reviewed carefully.

Mentors are asked to follow-up on their "follow-ups" with states that have been asked to submit written changes, explanations, etc. to NCES. Any written correspondence should be copied to the mentor to ensure completion.

TECHNICAL ASSISTANCE

Based on last year's submission, three states that may need assistance were identified (Alabama, Kansas and Tennessee). The mentors will contact the coordinators for these states.

Field Visits and/or Technical Assistance can be offered to any state that feels there may be a problem with data submission for 1992 Data. Since this is a new software package combining the Data File and Universe File, it is anticipated that Technical Assistance may be necessary for states that have not needed it the past. This type of assistance will be emphasized in the next FSCS Memo.

DECPLUS

The User's Guide was reviewed. Tables using PLUS information and the new data elements regarding Children's Circulation and Program Attendance need to be designed and submitted to John Wunderly by no later than mid-June. The Technical Sub-Committee will meet to discuss these tables.

REPORTING DATES

Mentors have been asked to contact states which have reporting dates exceeding 12 months to see if anything can be done to bring them within a 12 month period. Findings will be reported back to Carrol Kindel. Footnotes will be added to next years tables if the discrepancy still exists.

Texas has requested financial assistance to help update their current data reporting year. Details are not available at the present time on how this will be done.

DEFINITIONS

Peggy Rudd, Chair of the Definitions Sub-Committee, does not feel the definition of a Public Library needs to be revisited. It will remain the same as currently in the DECPLUS User's Guide. However, Carrol Kindel pointed out that NCES is not asking for a change in state policy, but that some States had asked her for a clarification of the types of libraries that should be reported to NCES. (Books-by-mail, deposit collections, etc.). Al Zimmerman and others on the Steering Committee also noted problems with this definition. This will be discussed further in August."

Definitions will be requested from states to determine any important variations. This will be a topic for the annual workshop. (See section on Break-Out Sessions.)

WORKING LUNCH

Jerry Malitz, NCES

Discussed the possibility of FSCS becoming involved with the MIS (Management Information System) Annual Conference. This conference is for those working with statistics to "share" experience with state-of-the-art software and automated systems and procedures. he also discussed the AIRS (Automated Information Retrieval System) Task Force which helps States and locals with automating, networking, etc. The MIS conference is sponsored jointly by the State of Florida Department of Education and NCES, and is held every February in Orlando, Florida. NCES would like to offer the opportunity for library data coordinators to participate in future meetings. For 1994, Carrol Kindel suggested that NCES would sponsor 3 or 4 coordinators and or other library professionals/researchers to present their own state-of-the-art work in this area. She asked the group to suggest names.

Lee Hoffman, NCES

Distributed a brochure on NCESS (National Cooperative Education Statistics System) detailing services available through the system. This System was established in 1988 with intentions to *produce and maintain-with cooperation of the states-uniform and comparable data for education policy making at the Federal, state and local levels.*

In addition she discussed the annual Data Conference which brings representatives from State departments of education together in Washington, D.C. for training on data collection. Currently, public libraries are not included in its conference, but they could be included in a joint effort in the future. Jan Walsh was invited to the conference in July 1993 to make a presentation about FSCS.

Ray Fry, Library Programs, OERI

Discussed the Planning and Evaluation Workshop being held in May, 1993, at Madison, Wisconsin, for two representatives from each State Library agency. Another meeting is being planned for late July.

The Fast Response Survey for Young Adults and another for Children's Services are being updated based on the old surveys, but several updated and new questions have been added.

Goals 2000, Educate America Act (including the six National Goals) have been prepared for congressional action.

More Doctorate Fellowships are available through Library Programs.

Helping Your Child series will be distributed through public libraries throughout the United States.

Mary Alice Hedge Reszetar, NCLIS

Representing Peter Young, Mary Alice gave a brief update on NCLIS. The offices will be moving. Effective April 10, 1993, the new address will be 1110 Vermont Ave., N.W., Suite 820, Washington DC 20005. Phone: 202-606-9200, FAX: 202-606-9203.

The NCLIS Annual Report has been included in the packets for this meeting.

A Forum on Children and Youth Services will be conducted at Boston Public Library, May 4-5, 1993. All types of libraries are invited along with any group related to literacy and/or education programs for youth.

AUTOMATION/ELECTRONIC ACCESS

Peggy Rudd discussed the topic of adding Automation/Electronic Access related information to the data elements. Currently expenditures for non-book (CD-ROM, Software, etc.) are all in one category. These need to be broken out separately. Don Leaf (Michigan) and Peggy will work on a draft proposal for adding these elements for the August meeting.

BY LAWS

Tabled until a later date. Walt Terrie will revise and present at the meeting on 3/18/93.

DATA ELEMENT POLICY

Will be revised and resubmitted in August.

MAPPING SOFTWARE

Al Zimmerman asked if it would be possible for NCLIS to purchase a mapping software package to be tested by a state. Since some states already have this type of software, John Lorenz will request feedback in the next FSCS Memo regarding type, price, results, etc. These states will be asked to bring copies of output samples to the December workshop.

ANNUAL WORKSHOP

LOCATION: In response to several comments on the evaluation forms from the December, 1992, Training Workshop, the meeting location was discussed. Due to NCES Policy, the 1993 Annual Training Workshop will be held in the D.C. area. However, in consideration of the coordinators from the western states, the meeting will not begin until Monday afternoon and most likely run through Wednesday. The Steering Committee (including newly elected members) will have a short meeting on Thursday morning.

MEALS: Mary Alice Hedge Reszetar and Kim Miller will collaborate on organizing the meals with the hotel selected. At least one working dinner will be planned.

BUSINESS MEETING: Discussion was held on having the business meeting earlier in the schedule, perhaps the first day and hold election of committee members at a later time, perhaps at dinner Tuesday evening.

BREAK-OUT SESSIONS:

PUBLDAP: It was the decision of the Technical Sub-Committee that the software is not ready for release. There are still details that need to be finalized. If after the finalized software has been tested by the Technical Sub-Committee and does not meet necessary requirements for release, outside assistance will be sought through NCES.

TABLE SHELLS: The Children's Circulation and Program Attendance will be combined with other information on the current Table 16 & 16A.

Two tables were designed, using PLUS data. One will provide Stationary Outlets by MSA. The other will provide Operating Income, Operating Expenditures, Total Circulation and Total Collections by Legal Basis Code along with Per Capita figures. Population Range Tables (A's) will be with both tables.

DEFINITIONS: Peggy Rudd will draft a memo for NCLIS to send out to State Data Coordinators asking them to submit copies of their latest forms used to collect data and instructions/definitions to Kim Miller. NCLIS will make copies of the survey forms and send them to members of the Definitions Sub-Committee for analysis.

TIME SERIES/TREND ANALYSIS

In order to produce Trend Analysis and Time Series, adequate coverage is necessary and imputation may have to be incorporated. A Time Series Task Force consisting of Mary Jo Lynch (Chair), Keith Lance, Carrol Kindel and Walter Terrie was designated to study what basis would be used for imputation, priorities of data used, and possibly identify experts in the field of imputation.

STATE RANKINGS

Larry La Moure will once again produce State Ranking Tables and US Maps of the most significant data elements to be distributed once the data file is released.

FSCS DATA "SIGHTINGS"

If any coordinator or associate "sights" articles, publications, etc. using FSCS data, copies should be sent to John Lorenz. This will also be requested in the next FSCS memo.

TABLE 8 & 8A

After a lengthy discussion regarding deleting these tables, Peggy Rudd made a motion to keep the tables in the current format. Seconded by Gerry Rowland. Discussion regarding the motion followed. The motion was voted on by the elected State Data Coordinators and passed unanimously.

OTHER

Adrienne Chute asked the committee members to review the table headings, footnotes and highlights from the E.D. Tabs and send any changes, additions, deletions, etc. to her by no later than mid-June, 1993. Committee members had no additional comments on the adjudication memo, and expressed appreciation to Adrienne Chute for sharing it.

TRAINING WORKSHOP ITEMS:

1. Business Meeting earlier in schedule
2. Meeting of Steering Committee at the end of the regular schedule.
3. Discussion of New Data Elements being introduced
4. Data Use Demonstrations
 - A. Different software packages (graphics) being used by other states.
 - B. Vendor demonstrations
5. Clarify Objectives (data issue papers, data elements, etc.)
6. Review differences in definitions that have been submitted and analyzed by Definitions Sub-Committee.
7. Schedule at least one group dinner.
8. Schedule break-out groups for mentors and their States.
9. Public Library System Survey
10. State Library Agency Survey
11. Starting Time has been suggested as Monday afternoon.

MEETING EVALUATION

PLUS:

1. Good Handouts and order sheets
2. Orientation for new members
3. Majority amount of the work was done efficiently
4. Break-Out for sub-committees
5. Dedication and effort is rewarding and professional
6. The need for only 1 vote shows maturity and trust level is quite high.
7. Discussion, without retribution
8. Embassy Suites
9. Good chairing by Jan Walsh

DELTA:

1. Not enough time
2. Onion smell at lunch on Wednesday
3. More participation from potential user groups
4. COSLA representative is important (an alternate is recommended)
5. Balance of power issue not clarified

AUGUST STEERING COMMITTEE MEETING

The meeting will be August 16 - 18, 1993. The location is to be determined due to the relocation of NCLIS.

ITEMS TO BE COVERED

Revised By Laws and Data Element Policy - Jan Walsh, Walt Terrie
Automation/Electronic Access data elements - Peggy Rudd
E.D. Tabs
 Percentages, Trend Analysis, discrepancies (14A)
 Highlights
 Table Titles
Trend Analysis
Steering Committee representatives for the adjudication hearings. Travel reimbursement, etc.
Training Workshop Agenda

FSCS MEMO:

Notify coordinators data is available on the EBB
Data File names: PLIB.ZIP, PLIB1.TXT, PLIB2.TXT, PLIB3.TXT,
PLIB4.TXT, PLIB5.TXT).

Request reports on and samples of mapping software and/or graphics packages currently being used by coordinators.

"FSCS Sightings"

Technical Assistance and/or Field Visits

List of mentors and their states

Ask what size disk (3 1/2 or 5 1/4) each coordinator needs for their data to be on when mailed from NCES

Change of address form for the directory