

FSCS Steering Committee Meeting
March 28 - 30, 1994
Minutes

ATTENDANCE

Voting Members: Gerry Rowland (Chair), Adrienne Chute, Carrol Kindel, Elaine Kroe, John Lorenz, Mary Jo Lynch, Mary Alice Hedge-Reszetar, Peggy Rudd, Joseph Shubert, Mark Smith, Diana Young, Alan Zimmerman

Other Members: Libby Law (Secretary), Keith Lance, Kim Miller (NCLIS), Paul Planchon, Walter Terrie,

Guest: Carol DiPrete (NCLIS Commissioner), John Wunderly (software contractor - Pinkerton), George Carlson (DITAR - Pinkerton), Bill O'Leary and Dave Kellerman (Bureau of the Census)

WELCOME:

Gerry Rowland welcomed the new committee member (Mark Smith - Texas) and new secretary (Libby Law). Peggy Rudd announced that she has accepted a position at the Florida State Library and is resigning from the Steering Committee.

MINUTES: The minutes from the December 9, 1993 were approved with the following correction: The Steering Committee agreed with Keith Lance's suggestion that Critical Item Responses should be: 1. Population; and 2. three out of the following five - Staff, Circulation, Volumes, Total Income and /or Hours be added to the Non-Response qualifiers but decided to defer implementation pending further discussion.

1994 OBJECTIVES

The 1994 Objectives were reviewed and the Agenda for each sub committee distributed. (see attached)

SUBCOMMITTEE ACTION:

Data Use Subcommittee:

The Date Use Subcommittee recommended that the annual ranking of elements be continued with the exception of the following: Federal Income, Employee Benefits, All Other Operating, Capital Outlay, Films, Public Service Hours, and Interlibrary Loans Out (Provided).

Helpful Hints for the use of FSCS data were recommended by the Subcommittee and adopted by the Steering Committee. (See Attached) This information will be distributed through FSCS memo, and will also be available through the Library Statistics offices at NCES and NCLIS and the Office for Research and Statistics at ALA.

The subcommittee presented the following recommendations regarding analysis of FSCS data:

1. To provide indexing of public library cost like the indexing provided for higher education and for school cost. The publisher of Inflation Measures for Schools and Colleges may be interested in incorporating this into their publication.
2. To analyze the impact of governance was discussed for future analysis.
3. Although it is desirable to use FSCS data to examine the relationship between input and output measures, there is not enough data available.
4. Although it is desirable to use the FSCS data to determine if federal and state funds are reaching public libraries, there is not enough data available.

The Subcommittee will work with the Training Subcommittee on developing marketing strategies for use by state and local library agencies.

The Subcommittee will work on locating sources of available data on identifiers (e.g., county FIPS codes, OCLC symbols) that might be merged with FSCS file to make it more useful.

Definitions Subcommittee:

Alan Zimmerman was named Chair of the Definitions Subcommittee. Libby Law was appointed to serve on the Subcommittee.

The use of technology when reviewing/editing the definitions enabled the committee to review the actual wording of each definition as the discussion progressed which increased the efficiency of the committee's work. A machine readable disk was given to NCES for incorporation into the DECPLUS USER'S GUIDE. A printed copy of the revised definitions is to be sent to Alan Zimmerman and to Gerry Rowland.

There was extensive discussion regarding the legal basis codes for Books-by-Mail Entities and Bookmobile Entities.

The continued concern regarding the definition of a Public Library was discussed. The addition of the phrase "which receives its financial support in whole or in part from public funds" proposed by COSLA will be presented to State Data Coordinators at the Annual Workshop.

The elimination of Date Element #31 Films will be considered at the next Annual Workshop.

Minor edit changes included:

1. Data Element #36 Attendance was changed to #36 Library Visits.
2. Interlibrary Loans #40 Loan to #40 Provided and #41 Loan From to #41 Received.
3. #32 Video will be reviewed for consistency with the NISO definition and inconsistencies rectified.

An outline of the NCES Role in Preparation of Definitions was presented to the Steering Committee. Lack of time prohibited discussion.

Technical Subcommittee:

DECPLUS 2: The technical changes needed to DECPLUS 2 were identified and reviewed. The Warning/edit checks were reviewed and text edited. The tolerance for future warning/edit checks will be expanded providing both percentage checks and numerical checks. Concern was expressed about the addition of the Official State Population Estimate data element in DECPLUS v.1 which did not go through the proper procedures.

Arrangements were made for the following states to test the DECPLUS software: Kentucky (Jay Banks), North Carolina (Diana Young), Vermont (Marianne Kotch), Virginia (Peggy Rudd). Providing the test run smoothly, the DECPLUS 2 will be mailed to all states the last week in April.

PUBLDAP - The Subcommittee was able to use the experiences that New York libraries had using PUBLDAP and recommended that John Wunderly spend a minimal amount of time and effort to correct the problem with the C Option and enhance the indexing to increase the speed. Volunteers will be sought to test the new version. If the test is successful the new versions will be made available through a number of ways. A report on progress will be made at the July Steering Committee meeting.

Electronic Data Transmission for 1993 data will be tested by several states in July.

A list of new minimum equipment standards will be developed and released to states.

The Technical Subcommittee expressed concern about the significant changes to 1991 data files and the number of copies of the erroneous data that were distributed and being used. The FSCS Steering committee adopted the following resolution: **When it is necessary for FSCS data files to be re-released, NCES and NCLIS should arrange for any copies they have already distributed be replaced with copies of the new release.**

The Technical Subcommittee will review the DITAR-US proposal presented to the Steering Committee.

Training Subcommittee:

Diana Young was named Chair of the Training Subcommittee. Libby Law was appointed to serve on the Subcommittee. Annual Workshop: A mission statement is to be developed for presentation at the Annual Workshop. The statement will address both the training and the policy and decision making aspects of the workshop.

The timing of the Annual Meeting was discussed and the PRO's and CON's of holding the meeting the December were presented to the Steering Committee.

The comments made by the Focus Groups at the Annual Meeting in December 1993 were reviewed. The need for more training in data use was a major concern and is being incorporated into the plans for the next Annual Meeting. Diana Young will send a letter to each state inviting them to submit examples of training materials used for local data and examples of the use and impact of data use at the local level. Mentors will be asked to make follow-up contacts.

The theme: Date Use and Accountability was discussed and 5 objectives were identified:

1. To gain an understanding of the data needs and the use of data by local, state, and federal policy makers and library directors.
2. To train SDC's to interpret data to support policy makers, planners, library directors, and staff members.
3. To improve the quality of the local data collected.
4. To provide an open forum for discussion by SDC's of problems, concerns, and issues related to FSCS.
5. To support on going data collection, data use, and software training needs of SDC's.

Elements to be included in the Annual Workshop were identified. The actual agenda will be developed at the July meeting of the Steering Committee.

John Lorenz will distributed a copy of the outline form used for submitting proposals for funding for training at the local level. Copies will be sent to all SDC's with the next FSCS memo.

NEW DATA ELEMENTS:

In-library use: The proposal was reviewed and discussed extensively. Gerry Rowland will contact Jan Feye-Stukus to discuss the comments and inquire about elimination of references to electronic format because the methodology needs more work. If revisions are made, comments (PRO and CON) will be solicited from SDC's. Authorization will be solicited to release comments. The proposal, with or without revisions, and authorized comments will be sent to the SDC's for vote.

Peggy Rudd will develop a proposal for addition of electronic access element(s).

The replacement of data item #9 Number of Central Libraries and #10 Number of Branch Libraries with Number of Stationary Library Outlets was not discussed due to lack of time.

DECPLUS v.2:

The DECPLUS User's Guide was reviewed. Internet addresses, when available, are to be added wherever other telecommunication numbers are provided. DECPLUS V.2 is to distributed in late April.

FSCS DIRECTORY:

The FSCS Directory is to be updated and distributed twice a year.

ED TAB - 1992 DATA - Carrol Kindel, Adrienne Chute, Elaine Kroe:

Delays in the process were caused by the nature of revisions received and severe weather conditions which closed Washington for several days. The last of the changes was received January 25 and the ED TAB was created February 4. Problems with the unduplicated population items were identified. Copies of the ED TABS were

distributed to the members of the Steering Committee who serve on the Adjudication Committee (Mary Jo Lynch, Peggy Rudd, and Walter Terrie). The Adjudication Committee is scheduled to meet April 15.

MIS CONFERENCE - Mark Smith and Diana Young:

Mark Smith and Diana Young reported that they found the pre-conference which focused on technical information most useful but found the focus on the schools use of data very different from that of public libraries. John Lorenz commented on the importance of relating what libraries are doing to National Education Goals 2000 and this led to a discussion about documentation of public library relationship to Goal 2000.

FELLOWS PROGRAM:

Alan Zimmerman indicated that he will be able to attend in May and Diana Young expressed interest in attending the November meeting.

NCES DATA CONFERENCE:

The Steering Committee is invited to attend the Data Conference which is being held July 17 - 20, 1994. This Conference will have a "library" track. A call to submit papers has been released and the agenda for the Conference will be based on the papers accepted. Presenters will have their travel expenses paid by NCES. There may be a Basic Statistical Analysis pre-conference on Sunday, July 17.

Time for the FSCS Steering Committee Agenda will be scheduled that will not conflict with other FSCS Steering Committee commitments.

WHITE HOUSE CONFERENCE:

Mary Alice Hedge-Reszetar distributed copies of the March 1994 "Summary of Actions Taken Toward Implementing the 96* Recommendations and Petitions in the Nine Areas of Major Concern of the 1991 White House Conference on Library and Information Services" and reported on status of legislation H.R. 1804 Goals 2000: Educate America Act and H.R. 6 Improving America's School Act.

INTERNET SURVEY:

Concern was expressed about the last minute involvement of State Library Agencies in follow-up for the Internet Survey. Use of the "Protocols for Surveys Based on FSCS Data" will help resolve problems encountered with the Internet Survey and with the NCES Survey of Children's and Young Adult Librarians.

TIME SERIES/TREND ANALYSIS:

1992 data is much better than 1991 data, however it is not yet time to do time series analysis and imputation.

DITAR:

Peggy Rudd presented information about the status of the adaptation of DITAR for the New York State Library and an overview of the proposal to adapt DITAR to meet the needs of other state library agencies. George Carlson (Pinkerton) met with the Steering Committee to answer technical and cost questions. Concerns about source of funding was expressed and the possibility of contributions from interested states through COSLA was mentioned. In addition to an initial cost of \$58,000, there would be a cost to each state for set-up and training at the local level. The proposal will be studied further by the Technical Subcommittee. The Steering Committee thanked Peggy Rudd for bringing the proposal to the Committee for consideration.

CENSUS BUREAU ACTIVITIES:

The Report on Coverage Evaluation of the Public Library Statistics Program, December 1993 was discussed. Although the coverage report gave outstanding marks to FSCS coverage the concerns about the individual state report pages were addressed. These concerns were reviewed at the Adjudication meeting and the following changes are to be made before release of the publication:

1. special libraries will be eliminated
2. differences in legal basis definition and functional definitions of public libraries text will be changed
3. treatment of states will be uniform

The next stage in the evaluation program is a review of definitions. Concern was expressed by the Steering Committee that attention be given to make sure that the proper year of definitions was used for comparison. It was pointed out that both Census and the Definitions Subcommittee are working with the same set of definitions.

COSLA ACTIVITIES:

Joe Shubert expressed COSLA's satisfaction with the systematic evaluation of FSCS and presented COSLA's concerns regarding the Report on Coverage Evaluation of the Public Library Statistics Program, December 1993. He recommended the addition of the following phrase to the definition of a Public Library: "which receives its financial support in whole or in part from public funds". (See Definitions Subcommittee)

He also presented information about the use of PUBLDAP. (See Technical Subcommittee)

TELECOMMUNICATION RESOLUTION:

The FSCS Steering Committee adopted the following: **The FSCS Steering Committee supports establishing a reduced telecommunication rate for libraries serving the public similar to or lower than the residential rate.**

OTHER:

Peggy Rudd will prepare a draft "Getting Ready to Automate" document for use by states considering automating local data collection.

Don Leaf (Michigan) will be invited to serve on the Steering Committee until the vacancy created by Peggy Rudd can be filled in December. He will be asked to serve on the Technical and the Date Use subcommittees.

Mary Alice Hedge-Reszetar reported on "Public Interest Summit Shaping the Informational Infrastructure" meeting which she attended on March 29.

The By-Laws FSCS Steering Committee will be included in the new DECPLUS USER'S GUIDE incorporating the revision adopted at the Annual Meeting in December 1993.

The Training Subcommittee requested that the recommendations from the focus groups be adopted as an Action Plan. This will be discussed at the July meeting.

MEETING EVALUATION:

PLUS:

1. Technology provided by Gerry Rowland
2. Committee breakout structure
3. Written task assignments
4. More civilized relationship among participants
5. NCLIS support and accessibility of NCLIS offices
6. Washington Vista staff

MINUS:

1. Basement meeting room
2. Too much work scheduled during working lunch
3. Not enough time scheduled for discussion of new definition
4. Peggy Rudd's resignation from Steering Committee
5. Table too crowded
6. Location of hotel not in a safe area