

**FSCS Steering Committee
Minutes**

Ritz Carlton Hotel
Pentagon City
1250 South Hayes Street
Arlington, VA 22202
March 25 – 27, 2002

Attending:

Steering Committee Members:

SDC's: Elected – J.D. Waggoner (Chair), Carolyn Ashcraft (Vice Chair), Liz Gibson, Marianne Kotch, and Sondra Taylor-Furbee. Appointed: Darla Cottrill, Libby Law, and Keith Lance.

ALA: Mary Jo Lynch

IMLS: no representation

COSLA: Barratt Wilkins joined the Steering Committee (Tuesday afternoon – Wednesday).

NCES: Adrienne Chute (Monday – Tuesday), Elaine Kroe, Jeffrey Owings (Monday and Tuesday), and Jeff Williams

NCLIS: Denise Davis, Bob Willard (Monday only)

Guest:

CENSUS: Michael Freeman, Patty Garner, Johnny Monaco, Maria Polcari, Cynthia Ramsey, Cindy Sheckells

DB Consulting Group: Hazel Williams

NCES: Joannell Porter

NCLIS: Kim Miller

The meeting was called to order at 9:05. J. D. Waggoner welcomed everyone and introductions were made.

Knowledge Sharing Episodes:

NCES

Jeffrey Owings reported that Gary Philips has a new title, Deputy Commissioner, but is still serving as acting Commissioner. Although NCES is operating on level funding, cost of surveys has increased.

He reported on the 10th Grade Longitudinal Study. Collection of data should be completed in June 2000 and data compilation is scheduled to begin. Students will be surveyed again in 2004 and additional questions about public library use can be added.

He also reported on the Current Population Survey (CPS) scheduled for this fall. This survey will include twenty-three questions (handout distributed) about the public libraries. There was a discussion whether the CPS survey should be on a 3-year cycle or a 5-year cycle. The consensus was that 5 years may be too long a period; however, the rate of change in data should be examined prior to making a decision. There was also some concerns expressed about wording of some questions. It is unknown how much change can be made at this time.

The FRSS on Adult Programming was discussed. Copies of the NCES response to the concerns raised by Carolyn Ashcraft, Mary Jo Lynch, and J. D. Waggoner regarding the report were given to the FSCS Committee for review and further discussion. The report is being revised. Carolyn Ashcraft, Mary Jo Lynch, and J. D. Waggoner will be asked to review and comment on the revised report.

There was a lengthy discussion of the failure of those conducting FRSS to follow the recommendations and policies of the FSCS Steering Committee regarding submission of surveys directly to outlets. Jeff Williams indicated that the FRSS no longer will be used, but that NCES will continue to conduct sample surveys.

Mr. Owings reported that FY99 data file had been removed from the WEB site because of the NCES policy regarding confidentiality. Policy prohibits releasing data that can be associated with a specific individual, therefore no salary data will be released for libraries reporting less than 2 or fewer FTE (ALA-MLS, Librarians, Other Staff, or Total FTE Staff). Data is used for compilation of national and statewide data. (Additional explanation of this matter appears later in the minutes.)

If HR3801 passes, the NCES commissioner will no longer be a presidential appointment. HR3801 has been reported out of the House Committee.

FY2000 data (peer tools, ED Tab, and Data file) is scheduled for release by end of August 2002.
FY2001 data (peer tools, ED Tab, and Data file) is scheduled for release by the end of March 2003.

CENSUS

Patty Garner reported the Final FY99 ED Tabs were sent out March 1. The FY00 imputed is complete and the file has been sent to NCES. The adjudication process should begin shortly with the release of the ED Tabs scheduled for late August 2002. Release of the 2000 data peer tool data is scheduled for early June.

FY2001 data collection status: 21 first round states submitted data by the Keppel Award deadline. Two states are outstanding (NV and OK). One state in the 2nd round has also submitted data (VT).

Changes to the FY2002 WinPlus software are underway. These include work on the historic tracking, incorporation of the Geocode, and streamlining the edit process. November is the target date for release of the software.

New data items included in the 2002 WinPlus are: Square footage for outlets, Web Address for Administrative Entity, and E-mail address for the Director.

NCLIS

Bob Willard reported on NCLIS. NCLIS is operating on a budget reduction and the threat of elimination of all funding for next fiscal year. As yet, there has been no action to rescind the legislation establishing NCLIS. The good news is that the Appropriation Committee asked NCLIS to make a formal appearance before the committee. Mr. Willard reviewed several talking points for use during Legislative Day. Copies of the Fiscal Year 2003 Appropriations Hearing were distributed to the SDC's. In addition, the NCLIS Commissioner and staff advisory role to IMLS has been eliminated in the draft LSTA reauthorization legislation.

Follow-up on Items from December Steering Committee Meeting and Workshop

Concern about timely release of data: Adrienne Chute and Jeff Williams reported that the loading of the '99 data onto the WEB went well; however, it was to be taken down because of the confidentiality policies. The necessary data suppression has been completed. Census will re-create the files and get back to NCES in the next few days. '99 data should be back on the WEB in two weeks.

The 2000 data file should be on the WEB by the end of August. In the future the data will have to be reviewed for confidentiality compliance by the Closure Review Board. J. D. Waggoner will notify the SDC's about this issue, explain why the data is suppressed and explain the continued need to collect the data at the local level in order to be able to provide statewide and national figures.

State Population Data being reported: No follow-up will be done on this.

There was a discussion of the need to verify the successful submission of data files for SDC's. Messages are automatically provided regarding the receipt, but they are difficult to interpret. Denise will draft wording for training SDC's to know that the submission was/was not successful.

Geographic Code: Where to report Township Libraries? After considerable discussion it was decided that this needs to be discussed more fully at the Annual Workshop.

The Steering Committee reviewed the objectives. Darla will survey the SDC's to update information on status of electronic collection of data from local libraries.

There will be 3 vacancies on the Steering Committee to be filled in December. There was a discussion about absentee voting for Steering Committee membership.

Denise will announce the dates and locations of the next workshop and ask SDC's to indicate if they plan to attend. December 8 – 10, 2002 at the Sunburst Resort in Scottsdale, AZ. It may be necessary for Steering Committee members to stay over until December 11.

A recent issue of Educational Statistics Quarterly includes an article by Elaine Kroe and an article about Public Library Statistics.

Questions for Mentor Sessions:

Mentor questions will be sent to SDC's ahead of time. Several issues for Mentor Session discussion were identified: 1) financial items recommendations 2) Software changes and new data elements, including changes regarding location of WEB address. 3) What is being done at the state level regarding data collection for electronic measures – status of E-measures. 4) How to improve mentoring function: Is the mentor organization meeting needs of SDC's/how can it be improved. 5) How are states using data – comparison of FSCS, PLDS, and others. 6) How did this years submission schedule impact on the quality of the data. 7) Is group mentor assignment appropriate? 7) Status of states in collecting data from local libraries electronically, and 8) New data element issues.

The Data Use and Data Collection Subcommittees completed their work on Monday. On Tuesday, the Steering Committee met as a whole to discuss the Data Conference and Data Elements.

COSLA

Barratt Wilkins provided a COSLA Research and Statistics Committee Update. Included in this report were the status of the McClure/Bertot E-rate study, COSLA support for the FSU leadership grant for mapping, the status of LSTA re-authorization, and the recruitment of librarians project.

Barratt Wilkins reported on the COSLA member profile. He indicated that the latest data available is to be posted, 2001 data for the State Library and 2000 data for public libraries. Keith Lance reminded the Steering Committee that there are links to each state's data on the LRS Web Site.

SERVICE AREA MAPPING PROJECT

Denise Davis reported on the status of the Mapping of Service Area project. Phase One is complete. Phase 2 is not yet funded. NCLIS and COSLA have written letters of support for a LSTA Leadership grant for Phase 2. Specification need to be provided to states so that data developed by individual States may be used where applicable. More information on this will be available at the June meeting. [Correction after the meeting: Phase 2 is not part of the IMLS Leadership Grant application submitted by Koontz, etal.]

The 2001 Steering Committee Objectives were reviewed. No changes are to be made except for dates.

Dates for future meetings:

June 3-5	Washington, DC – Location to be announced
September 9 – 11	Washington, DC – Location to be announced
December 8-11	Scottsdale, AZ – Sunburst Resort

Pluses:

Hotel

Dedication of the Committee and of those who work with the committee

Joanell and Hazel

Skilled training in flip chart use (Flip Chart 101)

Mall/restaurants next door

Efficient clearing of smoke filled area

Excellent staff – bed turndown/chocolate

Quiet hotel

Cloth hand towels in public restrooms

Quality of planning for next Data Conference

Lots of progress with data elements

Minus:

No coffee in rooms

Location of tp holder

Smoke filled halls area outside meeting rooms

Noise on top floors

Missed Barratt at early meeting (Monday, Tuesday am)

Lack of representation by IMLS at the meeting

Meeting adjourned on Wednesday, March 27, 2002 at 11:10am.

SUBCOMMITTEE REPORTSData Collection Subcommittee

Darla Cottrill reported that 2001 submission is progressing well. SDC's need to be reminded that they need to run the data files through the WinPlus software prior to submission.

Census will provide specifications for data collection to States and States are responsible for providing specification to data collection vendors.

The following new data elements will be on 2001 WinPlus (scheduled to be released November 2002): Square footage, Web Address to be moved to the administrative file, and E-mail address of the director. Edits are being fine-tuned and ranges revised.

Concern was expressed for coding of suppressed data.

Data Elements Subcommittee

Present: Carolyn Ashcraft (chair), Marianne Kotch, Keith Lance, Libby Law, Mary Jo Lynch, Adrienne Chute, Jeff Williams, Denise Davis, Maria Polcari, and Cynthia Jo Ramsey. (Note the Committee met as a whole on Tuesday.)

The results of the ballot were reviewed. The results are to be released to the SDC's so that data collection can begin as soon as possible. (Kim Miller)

Issues raised by SDC's through the listserv were reviewed.

Carolyn Ashcraft is to inform all SDC's that Kiosks are not to be reported unless they meet the definition for an outlet.

There was a discussion about Consolidated Tax collected by the State and distributed to libraries. This issue was raised by Diane Baker (NV). The Subcommittee agreed that the source of funding is related to law, statute or ordinance establishing the funding. For example: if State legislation authorized the State to collect funds to distribute to libraries through their local government (pass through the local government) for local libraries, the funds are State not Local. This information will be provided to Diane Baker by Carolyn Ashcraft.

There was a discussion about the need to maintain a record of the history of data elements, including interpretations. No assignment was made regarding this. (Note: The need to establish a tracking for interpretations was discussed previously. Have any records been started on this?)

The possible need of a data element for Township Libraries was discussed. Census is to identify states with Townships and this will be discussed at the June meeting.

Jim Scheppke asked about the data for number of libraries with ALA-MLS FTE staff that was omitted from the FY99 ED Tab. It will be included in the FY2000 publication.

The 2001 Subcommittee objectives were reviewed. The Subcommittee will continue with the same objectives in 2002.

The committee proposes the following changes:

The definition for Local Government income (Data Element 7) is to be changed to read: This includes local governmental funds designated by the community, district, or region and available for expenditure by the public library. Exclude state, federal, and other funds passed through the local government for library use. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines or fees, or grants.

After extensive discussion it was decided to collect Total Capital Income only. The definition is to read: Report income to be used for major expenditures. Examples include funds received for construction, addition and renovation of existing library facilities and funds received for the purchase of furnishings and equipment, technology systems, and other one-time, extraordinary projects. Include federal, state, local, and other funds to be used for major capital expenditures.

The following editorial changes are to be made. The word "Definition" will be removed from the beginning of each definition.

There was a discussion of the items from the 2000 Data Conference that were not submitted for a vote. Adrienne distributed a mark-up of concerns regarding the data elements not submitted for vote. Since these data elements have already been endorsed by 10 states, voting can take place this year. The Subcommittee recommended the following:

OPERATING EXPENDITURES:

Staffing – no change

- Salaries

- Benefits

Collection

There was considerable discussion about separating Books (breakdown: Print, Microform, Electronic), Serials (breakdown: Print, Microform, Electronic), Audio Visual (breakdown: Books on Tape, Other), Video, Subscriptions (breakdown: Print, Electronic), Databases. The final decision was to keep it simple with the following breakdowns:

- Print

- Electronic

- Other

Carolyn Ashcraft and Adrienne Chute will develop definitions for new collection expenditure elements using current information and definitions in the State Library Agency Survey will be reviewed for possible use.

Other Expenditures

After considerable discussion it was decided to subdivide Other Expenditures into **Electronic Access** and **Other**. Carolyn Ashcraft and Adrienne Chute will develop definitions using current information and definitions in the State Library Agency Survey will be reviewed for possible use.

Electronic Access

Other

Total

CAPITAL EXPENDITURES: After considerable discussion the decision is to make no change in the Capital Expenditure data element.

LIBRARY COLLECTION: The committee discussed the current collection holdings breakdown.

Definitions are to be developed. Consideration is to be given to collecting:

Books and Serials (Print and Electronic)

Audio (Books and Other)

Video

Current Subscriptions (Print and Electronic)

Databases

Data Conference Subcommittee

Present: Marianne Kotch (chair), Carolyn Ashcraft, Darla Cottrill, Libby Law, Sondra Taylor-Furbee, Jeff Williams, Denise Davis, Patty Garner. (Tuesday: The Committee met as a whole).

The 2002 Conference will be held in Scottsdale, AZ on December 8 – 11. Hazel Williams reported on her visits two potential sites in Arizona. She recommended the Sunburst Resort in Scottsdale, AZ. The Subcommittee agreed with the recommendation.

Marianne Kotch will contact Steering Committee regarding assignments and about questions for the COSLA Panel.

Barratt Wilkins agreed to contact/encourage the State Librarians about participation on the COSLA Panel.

The general program 2 ½ day outline plus a ½ day pre-conference for new SDC's will be followed. The Workshop will begin with presentations from NCES, NCLIS, Census, and IMLS. Representatives from the Southwest will be invited to participate in the COSLA panel - possibilities include: Rob Wagner (NE), Nancy Zussy (WA), Ben Wakashige (NM). The subcommittee is to identify question for the panel to address. Jim Scheppke will be asked to moderate the panel and to be one of the key-note speakers. GladysAnn Wells (AZ) will be asked to provide opening remarks. There was a discussion about having Agnes Griffin (Tucson, AZ) make a presentation about how a public library uses the data. Sara Jones (NV) and Suzanne Miller (SD) we also mentioned. Concurrent sessions will include: Swap-n-Shop, Use of Excel for data presentation, and Hands-on WinPlus demonstrations. The Data Use Subcommittee is to provide 3 possible presentations.

The orientation of new SDC's is to include a full history of FSCS, not just the definitions.

Time will be scheduled on Monday for Steering Committee candidates to address those attending the conference. A program on current research was discussed for Monday 10:30 – 12:00 (Leslie Holt on

Children's use of the Internet, Jennie Walter on homework centers in public libraries, and Nicolle Stefen on Demographic perspective of Counting on Results.) Glen Holt's project on costing of library services (article in LJ 2002) was suggested for programming consideration for the 2003 Conference.

The budget for presenters was discussed. The initial list of potential presenters was reviewed. The budget should be sufficient to cover the cost of about 5 presenters. Mary Jo Lynch will contact Leslie Holt and Ginny Walter about alternative funding for a presentation.

A session on how the current ED Tabs and Peer Tools can and are currently used was discussed. Mary Jo Lynch was asked to present a session on "real questions" that are being answered using currently available data.

The following possible COSLA panel questions were discussed: How does the State Librarian get data when they need it? When is the last time they used the Public Library Data survey?

Keith Lance is to seek nominations for the Eckard Award. He will post a call for nominations on the List.

Data Use Subcommittee

Keith Lance reported on the discussion of peer search and location tool issues: 1) tracking where you are on the site and 2) navigation on the site. The icon for School/College/Library needs to be changed to indicate that it is not a global locator. State Libraries need to be encouraged to link to the Peer Search Tool and the Locator Tool.

The subcommittee also discussed the need for some control vocabulary for access to NCES documents. Jeff Williams indicated that the Web Master is working on this.

The addition of some key words (bookmarks) be added to the ED Tab table was suggested to make it easier for people to identify the appropriate tables when seeking data.

Keith asked about the schedule for release of school district population. Jeff Williams is to check on this.

The column on Percentage of ALA/MLS librarians is to be added back to the table in the ED Tab.

To Do:

Carolyn Ashcraft, Mary Jo Lynch, and J. D. Waggoner to review the revised FRSS on Adult Programming.

Carolyn Ashcraft and Adrienne Chute: To develop definitions for collection expenditures and for other expenditures using the current definitions in StLAS as a model.

Carolyn Ashcraft and Adrienne Chute: To develop definitions for the "Other Expenditure" data items.

Carolyn Ashcraft: To inform Diane Baker of the decision regarding Consolidated Tax funds. (Note: something also needs to be sent to all SDC's.)

Carolyn Ashcraft: To inform SDC's that Kiosk are not to be reported as outlets unless they meet one of the definitions for an outlet.

CENSUS: to identify states with significant numbers of Townships in order to determine how the Data Elements Subcommittee should proceed in revision of the Township Library issue.

Darla Cottrill to survey SDC's to update information about status of electronic collection of data at the state level.

Denise Davis to announce the dates and location of the Data Conference and ask SDC's to indicate if they will plan to attend.

Denise Davis: To work on wording for Data Conference for training SDC's to understanding data submission messages.

Denise Davis: To report on Service Area Mapping project and any specification which may make it possible to use data developed by individual States

Marianne Kotch: To contact Steering Committee members regarding Data Conference assignments.

Marianne Kotch: To contact Steering Committee members about discussion questions for COSLA panel.

Keith Lance: To post a call for nominations for the Eckard Award.

MENTORS: To remind SDC's that data must be run through WinPlus prior to submitting data to CENSUS.

Kim Miller: To inform SDC's of the new data element which was passed and those which will be include in the 2002 WinPlus

Steering Committee Members: To make sure that Liz Gibson is on everyone's e-mail distribution list.

J. D. Waggoner: To notify SDC's about the NCES confidentiality policy, the suppression of data, and the need to continue to report data so that it can be used for state and national totals.

J. D. Waggoner: To contact IMLS about attendance at FSCS Steering Committee meeting.

Barratt Wilkins: To encourage State Librarians to serve on the Data Conference COSLA Panel.

Barratt Wilkins: To talk with Bob Martin regarding representation at meetings by IMLS

Jeffrey Williams: To check on the schedule for release of "school district" populations.

There was a discussion about the need to maintain a record of the history of data elements, including interpretations. No assignment was made regarding this. (Note: The need to establish a tracking for interpretations was discussed previously. Has any records been started on this?)