

**FSCS Steering Committee Meeting**  
Radisson Barcelo, Washington, DC  
March 7-9, 2005  
**Minutes**

Attending:

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

SDC's Appointed: Darla Cottrill, Keith Lance, Libby Law

ALA: Denise Davis

Census: Michael Freeman, Laura Hardesty, Johnny Monaco, Patty O'Shea, Cynthia Jo Ramsey

COSLA: Suzanne Miller

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

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

NCLIS: Trudy Bellardo Hahn, Kim Miller

Others: Bob Molyneux (SIRSI)

Synergy Enterprises, Inc.: Sean Grobe

The meeting was called to order at 9:15 a.m. and introductions were made.

**KNOWLEDGE SHARING EPISODES:**

**NCES and NCES/LSP:** Report by Jeff Owings and Jeff Williams

Acting Commissioner: Russ Whitehurst has been named acting commissioner.

Timely release of data: Jeff Owings reported on the letter from Jim Schepke, Oregon State Librarian, expressing concern about the delays in releasing 2002 data. Mr. Owings met with the Chief Statistician and the Library Program staff to review the schedule for data collection and release and to discuss the timeliness concern. The new review process resulted in delays in all NCES publications, not just library publications. The new data release process requires a minimum of 3 weeks review of approved data prior to release of the report. The budget for the program has been increased slightly.

Even though the 2002 EdTAB was already scheduled to be released Wednesday, March 09, 2005, the letter did reinforce the need for timely release of data. Jeff Owings requested support from Steering Committee members for NCES's collection of library statistics and guidance and advice for any of the library surveys.

12<sup>th</sup> Grade Longitudinal Survey: The longitudinal survey, begun in 2002, of 12<sup>th</sup> graders will include some questions about library usage.

The timeline of data release was reviewed. The worst year was 1998, the best 1990.

Public Library Survey:

2001 Public Library Data Schedule

Peer Tool – December 2002 (Edited but not imputed data)

Data file release – April 2003

EdTAB – June 2003

2002 Public Library Data Schedule

Peer Tool – October 2004 (Edited but not imputed data)

Data file release – June 2004

EdTAB release – March 9, 2005 release data on web. Census will provide printed copies to SLA's and SDC's.

2003 Public Library Data Schedule

Peer Tool – scheduled for March 2005 (Edited but not imputed data)

Data Release – Target June 2005

EdTAB Release – Target June 2005. Census will provide printed copies to SLA's and SDC's.

2004 Public Library Data Schedule:

Data collection is underway.

State Library Agency Survey: 2003 report was released in December. The EdTab includes national tables only. The state tables are available in PDF. Census is distributing paper copies to the States.

Academic Library Survey: 2004 Data: March 22 is the close date for data submission. 2002 EdTAB is scheduled for a late spring release.

Historical School Library Report (1950 – 2000) is scheduled for release Thursday by GPO. This is Barbara Horton's project.

WebPLUS: Johnny Monaco reported on the replacement of WinPLUS with a web based collection product (WebPLUS), which has import, match, edit, edit resolution (both critical and non-critical) and locking functions. The data will reside at NCES, not Census.

Plans include a Quick Feedback System (QFC) with each state having access to charts and graphs for their data. States completing data submission will have a password and ID so they can access their own preliminary data.

Early release of final data file, prior to printed report, is still an option

**CENSUS:**

Patricia O'Shea confirmed the March 9 release date for 2002 public library data and reported that NCES is currently reviewing the imputed data for 2003 and working on the new square footage table.

Seven states have submitted 2004 data and 3 states have completed submission.

Census is reviewing all edits for the 2005 WebPLUS software and updating the edit bounds.

**NCLIS:**

Trudi Bellardo Hahn reported on Bob Molyneux's move to SIRSI and his transitional status with NCLIS. She identified skills needed for his replacement and asked for input and names of possible candidates.

Bob Molyneux is working on a data program at SIRSI using circulation data from a representative sample of SIRSI users which includes an analysis of circulation data in combination with C. Koontz's data and FSCS data. He is also looking at new measures for possible addition to FSCS.

**IMLS:**

Mary Chute introduced new IMLS Staff

- George V. Smith, Associate Deputy for State Program began 2/1/2005
- Mary Downs, New Research Officer began 3/7/05

She reported on the \$160,704,000 – Grants to States '05, \$12,301 – N LG, and \$22,816 – 21<sup>st</sup> Century Librarians grant.

The deadline for Coming Up Taller Awards of \$10,000 to recognize after school and out-of-school programs is March 24. This is a project of the President's Committee on the Arts and Humanities in partnership with the Institute of Museum and Library Services, the National Endowment for the Arts, and the National Endowment for the Humanities. Libraries can apply for this award.

National Awards: Three museums and 3 libraries received the 2004 National Awards for Museum and Library Services. Recipients are:

Libraries:

- Flint Public Library, MI
- Mayaguez Children's Library, Inc, Mayaguez, Puerto Rico.
- The Regional Academic Health Center Medical Library of the University of Texas Health Science Center at San Antonio, San Antonio, TX

Museums:

- Zoological Society of San Diego – San Diego, CA
- Western Folklife Center – Elko, NV
- Chicago Botanical Gardens – Glencoe, IL

Outcome Based Course: IMLS awarded a grant of \$88,171 to Indiana University to develop an instructor-mediated course in outcome based evaluation for library and museum professionals. This is a 3 Year Project administered by Dr Elizabeth Kryder Reid [ekryderr@iupui.edu](mailto:ekryderr@iupui.edu).

2006 Budget: The President's 2006 budget request includes \$262,240,000 for IMLS, including \$221,325,000 for LSTA, which is sufficient to fully fund the new state based program, and \$38,915,000 for Museum Services Act

George Smith will work with a COSLA Task Force to include common language and universal activities in next year LSTA application and to identify the value of the investment of federal dollars including outcome evaluation and impact data.

Jose Marie Griffiths, UNC, will conduct a study of Librarians in the Workforce.

IMLS will announce an RFP for a 3-year OBE Training grant.

A Partnership for a Nation of Learners (PNL) Community Collaboration grant award will be made in September 2005.

Maintenance of the Framework for guidance for building good digital collections has been transferred to the National Information Standards Organization (NISO).

IMLS will move to 18<sup>th</sup> and M at the end of April/beginning of May.

**ALA:**

Denise Davis reported on:

ALA Salary Survey: The annual survey of salaries of full time librarians with ALA-MLS degrees, which has been done annually since 1985, is being revised to include all MLS, not just full time staff, and an expanded sample. Plans are to add a survey of paraprofessional salaries.

GeoLib Project: ALA is continuing work with Christie Koontz to make improvements to the GeoLib web site.

Systems and Trends Survey: Plans are underway for a quick survey of systems and trends in libraries. Keith Lance has worked with Denise Davis to put together a proposal for ALA funding.

Rural and Tribal Library Survey: Denise Davis is working with Bernie Vavrek on a survey of rural and tribal libraries.

Membership Demographics: Plans are underway to collect demographic data on membership. The survey is scheduled for release in May.

Network and Cooperatives Survey: Keith Lance and Denise Davis are submitting an IMLS National Leadership Grant Proposal to update the network and cooperative survey. This will be a 3-year study and will be kept up-to-date by ALA afterwards.

Bob Molyneux expressed concern about the preservation and accessibility of the PLDS data. ALA is taking steps to secure the data.

**COSLA:**

Suzanne Miller represented J. D. Waggoner and reported on COSLA’s commitment to FSCS, timely release of data, and concerns about delays in release of 2002 data.

**MISSION & VALUES**

The subcommittee adopted the following mission statement:

The Federal-State Cooperative System for Public Library Data is a partnership of the National Center for Education Statistics, the National Commission for Libraries and Information Science and State Library Agencies. It is the national census of public library data collected, enhanced, and disseminated annually to inform state and national policymakers.

Slogan: “Real Numbers, Real Fast, Really!”

Ten values were identified. Responsibility for writing a sentence or two about each value was assigned to Steering Committee members.

<b>Process Values</b>	<b>Responsibility for statement</b>
Inclusiveness	Ann Reed
Cooperation	Lynn Shurden
Respect	Ann Reed
Responsiveness	Keith Lance
Accountability	Kit Keller

<b>Product Values</b>	
Accuracy	Jeff Williams
Completeness	Darla Cottrill
Flexibility	Frank Nelson
Timeliness	Darla Cottrill
Relevance	Patience Frederiksen

**Minutes & Conference Report:** The minutes and the conference report were accepted. Kim will ensure that all the Keppel winners are listed in the conference report, not just those present.

**E-rate issues:** There was a brief report of e-rate issues. Keith Lance will ask John Noran to prepare a statement about the e-rate issues related to FSCS for the Conference. John Noran may be invited to address the SDC’s at the conference.

**Draft EdTAB:** Marianne Kotch requested a copy of the draft EdTAB report. Jeff Williams informed the Steering Committee that this report is only available to Steering

Committee members and a small select group. Patience Frederiksen will inform Marianne Kotch about this.

**Mary Jo Lynch Award:**

Patience Frederiksen, Denise Davis, and Kim Miller will prepare an updated brochure for FSCS to provide information for those interested in the Mary Jo Lynch award for the June Steering Committee meeting.

Activities to promote awareness of and to encourage applicants for the Mary Jo Lynch Award were identified: send letter to Library Schools, add link to Mary Jo Lynch Award on state web sites, ALA send notice, and Patience Frederiksen contact library schools (ALISE) about posting on library school lists.

Patience Frederiksen will contact Al Zimmerman about serving on the Mary Jo Lynch Award Committee. Jeff Williams will talk with Jeff Owings about the NCES representatives. Kim Miller will contact Trudi Bellardo Hahn about naming NCLIS representatives. Denise Davis will send the ALA names to Patience Frederiksen. Bob Molyneux encouraged the appointment of people who have published research to the selection committee.

Denise Davis will send Patience Frederiksen the criteria used by ALA to evaluate candidates for awards

Suzanne Miller indicated that COSLA issues will be presented at the June meeting.

Patience Frederiksen will prepare an overview of the meeting and send copies to mentors to share with their assigned states.

**Bibliostat Collect:** Since 34 states (2/3 of the state) are using Bibliostat Collect to collect data, a conference session will be scheduled for a Bibliostat Users Group meeting.

**FAQ's**

There was a discussion of FAQ's and the structure for accessing the information. The FAQ's are for use by SDC's and not designed for used by individual public library staff. Microsoft Word, Access and BLOG software were discussed for access to the data. The structure needs to support access to the most recent information on a topic first. The Steering Committee Chair and each Subcommittee Chair are to compile and send FAQ's to Kim Miller. Kim will compile them for discussion at the June Steering Committee meeting. She will also check on making a searchable Access database.

The Steering Committee reviewed the To Do List and the Steering Committee Objectives. The Steering Committee will review the Mentor Session notes at the June meeting.

The Steering Committee wished Bob Molyneux well with his new job as Chief Statistician, Sirsi Corporation.

The Steering Committee discussed the status of providing any assistance to states needing help with submitting 2004 data.

The SDC's expressed the desire to eliminate the Continental Breakfast each morning.

**June Steering Committee Meeting:**

Dates: Tuesday, June 6, 2005 1pm – Thursday, June 8, 2005 5pm.

Location: To be announced.

**PLUS**

Dupont Circle Location

Nice Hotel

Nice Rooms

Hot Water

Synergy's handling of registration and travel

Web registration

Snow

Bob Molyneux's presence

Denise Davis's presence

Suzanne Miller's presence

Census' Presence

**MINUS**

Meeting Room size

Bars on windows of Meeting Room

Snow

Continental Breakfast

No place to eat lunch in hotel

Impression that credit for release of the EdTAB will be given to letter from Oregon State Librarian

The meeting was adjourned at 10:15 a.m.

### **Data Collection Subcommittee**

Darla Cottrill reported on the update of web design edits. Census will provide FSCS #, Sequence # and Structure change code, import specification and record layout needed for importing and needed for matching purposes. WebPLUS scheduled for release November 15.

Reviewed the outstanding Edit report. Next version will include the number of records, the percentage of change and the impact of the change.

Discussed the FAQ's draft prepared by Marianne Kotch. Plans are to post it on the NCLIS web site.

Keith Lance will develop a form letter (sample) for SDC's to use with libraries that fail to submit data. Ann Reed and Lynn Shurden will send copies of letters they use to Keith Lance.

**Data Conference Subcommittee:** Ann Reed, chair, Michele Farrell, Sean Grobe, Kit Keller, Keith Lance, Kim Miller, Suzanne Miller, Patricia O'Shea, Lynn Shurden, and Jeff Williams.

### Conference Schedule:

Dates: Tuesday, December 6, 2005 at 1 p.m. – Thursday, December 9, 2005 at 5.p.m  
The schedule will begin with Orientation on Tuesday and ending with the Business meeting on Thursday afternoon followed by a steering committee meeting on Friday morning.

Location: Several sites discussed. Because the contract was only recently negotiated there has not been time to visit potential sites. Sean Grobe will work on this. Conference needs to be located near the metro and things to do.

Theme: Data: Body and Soul

### Training issues discussed:

WebPLUS: scheduled for release November 15

New e-measures

Stump the Chump

Problem data elements

Problem data edits

Data relay – what happens to data once submitted

Selling data collection to locals – how to use it locally

Bibliostat Users Group

Historical Tracking – Bob Molyneux

How FSCS data informs state/national policy – panel VS luncheon

Orientation – Al Zimmerman's presentation last year.

SDC's will be surveyed to identify other training needs.

Reception: Ann will post message to SDC's asking for volunteer to organize the reception.

Libby Law will continue working on a "data collection" manual for new SDC's. A draft will be ready for the June Steering Committee meeting.

Cards will be available at each session so that SDC's can submit their issue/concerns to the Steering Committee. The Steering Committee will try to address these issues/concerns before the end of the conference.

**Date Elements Subcommittee report:**

Attending: Keith Lance, chair, Denise Davis, Laura Hardesty, Barbara Holton, Elaine Kroe, Libby Law, Kim Miller, Suzanne Miller, Johnny Monaco, Frank Nelson, Cynthia Jo Ramsey, Ann Reed.

Subcommittee Objectives. The objectives were reviewed.

Data Elements Matrix: Posting of the information from the matrix with the FAQ information on the NCLIS web site was discussed. Keith Lance will discuss this with NCLIS and Ann Reed and Keith Lance will work with NCLIS on this.

Potential new data elements: Keith Lance added links to state data collection forms for all 34 states using Bibliostat Collects. He will contact other states and establish links to their forms. One issue is links to definitions since the Bibliostat Links do not provide access to the definitions.

Failure to add new data elements to state collection forms was discussed. The Data Element Committee is responsible for reviewing state data form for new data items. When data item is not on the form by the 2<sup>nd</sup> year, the COSLA representative to FSCS will be notified.

Electronic Data Elements: Keith Lance reported on his review the 34 Bibliostat data collection forms and the electronic data items collected on 13 of the forms. A concurrent conference session will provide an opportunity for SDC's to discuss these data elements. Keith Lance will send information about these data items with definitions to SDC's asking them to consider collecting at least one of the data elements and to be prepared to discuss it/them at the conference. Discussion will include but not be limited to: identification of issues involved in collecting the data, solutions to problems encountered, evaluation of the quality of the data collected, and identification of ways the data can be used.

Conference Sessions:

Problem Data Elements:

Contract issues in regard to staffing

Vacant positions VS eliminated positions – What to do if a position is not in budget and there is no search being conducted to fill the position.

Main library definition for outlet VS calling the outlet Main

How to count data bases VS data base products: Counting of Databases, electronic serial subscriptions, e-books – discussion at conference.

Edit issues identified by Cynthia Jo Ramsey:

- Total Staff Expenses: Libraries responding “Yes” to meeting the FSCS library definition and reporting no expenditures for staffing or very little expenditure for salary. Libraries meet the FSCS definition of Public Library if there is paid staff regardless of how they are paid. Verify they meet minimum wage using a ratio of FTE staff per 40 hour week and salary. If the result does not meet the most recent minimum wage then respond NO to FSCS library.
- When there are salaries expenditure, there ARE benefit expenditures. Legally libraries are required to pay FICA, Workman’s comp and unemployment insurance. Lack of documentation for benefits does not justify entering “0”. If the library reports no data for this, SDC’s enter “-1” or calculate the figure. Frank Nelson and Libby Law are to develop a fact sheet about how to calculate this.
- No operating expenditures: Use “0” only if there are no expenditures or expenditures were made directly by groups and organizations such as “Friends”. Use “-1” if there are expenditures but the amount is not provided by reporting libraries.

Audio books: Discuss whether to report as Audio or books

Name of Main Library: Report the official name of the outlet in the outlet file.

Interlibrary relationship code. Definition for federation/ cooperative needs work. This is to be discussed in June. Keith Lance will contact Peggy Rudd (TX) for definition used by StLAS.

Debt Service: Instructions are to be developed on the procedure for handling this. This is usually Capital Revenue and should be reported only once.

Operating VS Capital: Operating revenue is recurring. Capital revenue is generally not recurring and is for a designated purpose.

Number of uses of electronic resources VS public access computer users. Keith Lance will investigate the ratio of largest libraries users per capita and smaller libraries users per capita. He will ask someone to conduct a survey about what is included in the numbers with a list of options. # PC’s # hours, # users, etc.

Frank proposed discussion of ILL relationship to circulation

Electronic print VS electronic audio --- e-book definition includes word text. What is the meaning of digital?

Ann Reed will solicit data reporting issues from SDC's.

There was something in the Data Use Report about referring a square footage issue to Keith Lance.

**Data Use Report:**

Historic Tracking of Libraries: There are problems with the software involving changing from an administrative agency to an outlet or moving an outlet to a new administrative entity. Census is working on a solution.

Mary Jo Lynch Award. Bob Molyneux will continue to be the contact. His e-mail address at NCLIS will be used. Patience Frederiksen will write library schools about the award. Patience Frederiksen will ask SDC's to provide a link from the SLA web site

Eckard Award: The Subcommittee will consider presenting awards for both Web sites and publications. The list of former recipients was reviewed. Subcommittee members are to visit state WEB sites to identify candidates for Eckard Award. Steering Committee members are to notify members of subcommittee if they think site should be considered.

Square footage: Referred issue to Keith Lance

Conference programs. A list of topics will be provided to the Data Conference Committee.

Peer comparison tool session: Discussed a presentation by SDC, who uses Peer Comparison tool and a NCES staff member. The graphics portion of Compare Public Libraries has been removed for revision.

The Web Master is to be invited to meet with the Data Use Subcommittee at their 2<sup>nd</sup> meeting in June.

Data suppression: Jeff Williams and Adrienne Chute will talk with NCES attorney to find out what can be done to change the policy of suppression of salary data for small libraries. This data is public information, is already available in most states, and the number of FTE's doesn't equate with the number of employees.

## **TO DO**

**All:** Review Conference Mentor Session Notes for discussion at the June Steering Committee Meeting.

**All:** Notify the Data Use Subcommittee of names of candidates for Eckard Award.

**Data Use Subcommittee:** Review state web sites to identify Eckard Award candidates.

**COSLA Rep:** Present COSLA issues and concerns at the June meeting.

**Darla Cottrill:** Draft a sentence or two about FSCS Value: Completeness & Timeliness

**Darla Cottrill:** Compile FAQ's and send them to Kim Miller

**Denise Davis:** Send samples of award criteria used by ALA to Patience Frederiksen for use by Mary Jo Lynch Award Committee.

**Denise Davis:** Send name of ALA representative for the Mary Jo Lynch Award Committee to Patience Frederiksen.

**Patience Frederiksen:** Draft a sentence or two about FSCS Value: Relevance

**Patience Frederiksen:** Prepare an overview of the meeting and send to mentors to share with their states.

**Patience Frederiksen:** Contact ALISE to encouraging posting of information about the Mary Jo Lynch Award on library school web sites, the library schools about the award and ask SDC's to provide a link to the Mary Jo Lynch Award information from the SLA web site

**Patience Frederiksen:** Inform Marianne Kotch that copies of the draft EdTAB report are available to SDC's on Steering Committee members only

**Patience Frederiksen, Denise Davis and Kim Miller:** Prepare draft FSCS brochure for June meeting.

**Patience Frederiksen:** Contact Alan Zimmerman about serving on the Mary Jo Lynch Award committee.

**Patience Frederiksen:** Send FAQ's to Kim Miller

**Kit Keller:** Draft a sentence or two about FSCS Value: Accountability

**Keith Lance:** Draft a sentence or two about FSCS Value: Responsiveness

**Keith Lance:** contact Peggy Rudd (TX) for definition of cooperatives used by StLAS.

**Keith Lance:** prepare a report on users of electronic resources comparing small libraries and large libraries and ratio and # internet terminals, # users, and # hours of service.

**Keith Lance:** Compile FAQ's and send them to Kim Miller

**Keith Lance:** Ask John Noran to prepare a statement about the e-rate issues related to FSCS.

**Keith Lance and Ann Reed:** Work with Kim Miller to post data element definitions with FAQ's on the NCLIS web site.

**Keith Lance:** Inform SDC's about electronic data elements collected by several states, encourage SDC's to strongly consider collecting at least one of the data elements and be prepared to discuss issues, solution to problems, use, quality of data at the conference.

**Keith Lance:** Prepare a sample letter for SDC's to use with libraries that fail to submit data.

**Keith Lance:** Add links to each state's data collection form to LRS web site.

**Libby Law:** prepare a draft "data collection manual" for new SDC's— what you need to know to get it done – draft to be available in June

**Libby Law and Frank Nelson:** Develop a fact sheet showing methodology for calculations of basic fringe benefits (FICA, Workers Comp, Unemployment Insurance...) when salary is known.

**Kim Miller:** Compile FAQ's for June Meeting and test procedure for making a searchable ACCESS database.

**Kim Miller:** Contact Trudy Bellardo Hahn for names of NCLIS representatives for the MJL Award committee.

**Kim Miller:** Ensure that all Keppel Award recipients are listed in the December Conference Report.

**Johnny Monaco:** Send timeline of data review schedule to Kim Miller for discussion at June meeting.

**Frank Nelson and Libby Law:** Develop a fact sheet showing methodology for calculations of basic fringe benefits (FICA, Workers Comp, Unemployment Insurance...) when salary is known.

**Frank Nelson:** Draft a sentence or two about FSCS Value: Flexibility

**Ann Reed:** Compile FAQ's and send them to Kim Miller

**Ann Reed:** Contact SDC's for volunteer to organize the reception

**Ann Reed:** Survey SDC to identify training needs and any definition issues.

**Ann Reed:** Draft a sentence or two about FSCS Values: Inclusiveness & Respect

**Ann Reed:** Solicit input from SDC for issues and concerns about number of Databases, electronic serial subscriptions, e-books

**Lynn Shurden:** Draft a sentence or two about FSCS Value: Cooperation

**Lynn Shurden:** Compile FAQ's and send them to Kim Miller

**Jeff Williams:** Draft a sentence or two about FSCS Value: Accuracy

**Jeff Williams:** Identify what SDC's can do to advocate for NCES and timely data release

**Jeff Williams:** Contact Jeff Owings for names of NCES representative on MJL Award committee.

**Jeff William and Adrienne Chute:** Talk with NCES attorney to find out what can be done to change policy about suppression of salary data for small libraries – FTE doesn't equate with number of employees and data is already available through state.

**Jeff Williams:** Invite Web master to June to meet with the Data Users group at their 2<sup>nd</sup> subcommittee session.