

FSCS STEERING COMMITTEE MEETING
November 14-16, 1994

Minutes

ATTENDANCE:

Members: Gerry Rowland (Chair), Adrienne Chute, Liz Gibson, Mary Alice Hedge, Carrol Kindel, Elaine Kroe Libby Law (Secretary), John Lorenz, Mary Jo Lynch, Mark Smith, Walt Terrie, Diana Young, Alan Zimmerman

Guests: Carol Desch (COSLA), Henry Delong (Pinkerton), Barbara Whiteleather (NCLIS), Elizabeth Burrows, Ellen Thompson and Warren Besore (Census), David Kellerman (Census), Jeff Williams (NCES), Jerry West (NCES), Chris Dunn (Library Programs).

MINUTES: The minutes from the July 20-22, 1994, meeting were approved as mailed.

WELCOME AND INTRODUCTIONS:

Gerry Rowland welcomed everyone and introductions were made for visitors. The proposed agenda was reviewed with no changes made.

SCHOOL LIBRARY MEDIA CENTERS IN THE UNITED STATES: 1990-91:

Carrol Kindel and Jeff Williams presented information about the November 1994 publication of School Library Media Centers in the United States: 1990-91 survey report and copies were made available.

STATUS REPORT FSCS:

Elaine Kroe reported that there are still two states (Hawaii and New Jersey) which have not submitted FSCS information. Mentors reported on contacts made. After a brief discussion about the need for reporting by all states in order to provide the national picture, it was decided to contact the Chief Officers of the two States.

** NCES may be able to make up some of the time from the late submissions but may not be able to make up all of it. It partly depends on the number of revisions after the table review. NCES hopes that the schedule for the release of the 1993 data will be as close to the 1992 schedule as possible.

Walt Terrie and Mary Jo Lynch were *recommended to serve on the adjudication committee for the 1993 data.

STATUS REPORT ON STATE LIBRARY AGENCY SURVEY:

Elaine Kroe reported that the survey *was mailed to State Library Agencies *with a due date of November 15. She has heard from several states regarding the difficulty with the November 15 date with at least one state indicating that January is the earliest that they can complete it. She also reported on several calls regarding software problems.

EARLY CHILDHOOD EDUCATION SURVEY:

Jerry West reported on the Early Childhood Longitudinal Study to provide a comprehensive and reliable set of data relating to the education of children. The study, which includes direct one-on-one assessment of children, begins with kindergarten class of 1998-99 and follows the children through grade 5. Factors to be considered include: the child's health status, socio-emotional, and intellectual development, the child's family, community, and school-classroom environments. The study is now in its design stage and will be field tested in 1996-97. There is a meeting of stakeholders scheduled for November 29. By March 1995, the questions to be included should be identified. *Liz Gibson, **Diana Young and Adrienne Chute will work in a group headed by Mary Jo Lynch to identify library-related questions and concerns (such as distance from nearest library) to be recommended for the survey.

CENSUS REPORT ON EVALUATION OF DEFINITIONS:

Time will be provided during the Annual FSCS Workshop Part I to discuss the concerns identified by the Bureau of Census Reports on Coverage and Definitions. (See Definitions Committee and Training Committee Reports).

*A draft report on the evaluation of definitions **should be available for distribution to the States soon. The fiscal data report has been sent out for comment.

*LIBRARY SYSTEMS/COOPERATIVES SURVEY:

The data regarding library systems not encompassed by current library surveys will be addressed by a separate survey. Contacts have been made with *some states which have numerous systems and the consensus is that the State Library Agency Survey and a separate survey of systems should meet the needs. A draft proposal *by John Lorenz for a Library System Survey to stimulate planning was given to four members of the Steering Committee. **Discussions of the proposal indicate that *this survey will have a broader context than just public libraries and is designed to collect information about library administrative entities primarily established to serve other libraries, rather than direct service to users. Research and development for the survey is planned for 1995 and 1996 with the full survey conducted when funds are available**.

It was suggested that Joe Shubert and other members of the FSCS Steering Committee serve on the committee for the System Survey. To learn what is going on in each state a quick survey of SDC's was discussed. Possible funding by COSLA was also discussed.

UPDATE ON TERRITORIES:

Diana Young reported on the problems Palau encountered in submitting data - no computer available and need for a Spanish translation of questionnaire. This was followed by a discussion of learning about the methods used by *Library Programs work with the territories. A representative from *Library Programs will be invited to the next steering committee meeting.

UPDATE ON STATE DATA COORDINATOR POSITIONS:

New State Data Coordinators are:

Arizona - Jan Elliott

North Dakota - Mike Jaugstetter

Pennsylvania - Mary Clare Zales

South Dakota - Dana Ruby

Mentors were asked to contact their State Data Coordinators to verify information in the directory.

NCLIS/NCES:

Peter Young presented observations on the Briefings that brought 15 States and Federal officials together to talk about electronic networking and the future federal role. There is not a common model nation wide -- each state's profile is unique. The development of the network infrastructure in other countries is developing more rapidly than in the U.S. There is great concern about whether or not the public libraries will be in a position to provide access. The academic institutions are ahead. The NCLIS role and agenda is expected to continue to grow in this area.

OCLC VIDEO CONFERENCE:

There was a brief discussion of the OCLC Video Conference which several members of the Steering Committee had observed.

*PUBLIC LIBRARY PRICE INDEX:

NCES has a task order with American Institutes for Research to develop an index of inflation related to public library costs. Library Programs is also interested in this research. LP representation on the Steering Committee will be discussed further.

OERI REORGANIZATION:

The new organization chart for OERI was distributed. It was noted that Libraries appear in several different sections: National Library of Education, Library Programs, and the Postsecondary Education Libraries and Lifelong Learning Institute but not in the Early Childhood Institute. NCES was not directly affected by the reorganization.

DOE RESEARCH STUDY:

Mary Jo Lynch distributed copies of the Assessment of the Role of School and Public Libraries in Support of the National Education Goals and reported that Westat has been awarded the contract. George Needham, Anne Weeks, Susan Rowland, and Mary Jo Lynch will be working with Westat. There is to be a report and an invitational conference in 1997. The Steering Committee recommended that the *Summer NCES Data Conference include a report on this program.

FSCS AT ASA:

Carrol Kindel reported on the American Statistical Association papers. NCES is publishing the four papers and copies will be distributed to the State Data Coordinators.

NEW DATA ELEMENT (In-Library Use):

Forty three votes were received: 26 No, 15 Yes, 10 Abstaining. As a result, this data element will not be collected.

NOMINATIONS FOR NEW STEERING COMMITTEE MEMBERS:

After a brief discussion of the slate of nominations for Steering Committee positions by the caucus of elected SDC's, the Steering Committee asked John Lorenz to contact the nominees to verify their willingness to serve. There was a brief discussion about the value of serving on the Steering Committee and the desire for those interested in serving to have an opportunity to serve. *The issue of increasing diversity among FSCS Steering Committee members was also raised and discussed briefly. A notice is to be included in future FSCS memo's asking those interested in serving on the Steering Committee to submit their names for consideration.

Alan Zimmerman was elected Chair of the Steering Committee. Mark Smith was elected Vice-chair.

SDC #1

Liz Gibson - California
Jim Nelson - Missouri
Sandi Long - Utah
- alternative - Mary Jennings - Alaska

SDC #2

Diana Tope - Georgia
Don Leaf - Michigan
Carol Desch - New York
- alternative - Howard Boksenbaum - Rhode Island

EQUIPMENT RESOLUTION:

Resolution passed by the Steering Committee: NCES/NCLIS should provide equipment to support training and committee needs at all meetings.

HELEN ECKARD AWARD:

The Steering Committee voted to present up to 5 awards for innovative and exemplary use of FSCS Data. Submissions must be a public product, use FSCS data and cite FSCS as the source of the data, have a clear presentation and potential impact. Nominations will be accepted from COSLA, State Data Coordinators (who may nominate themselves), and the Steering Committee. The Award is to be called the Helen Eckard Award. Ms Eckard assisted with the NCES development of the original library statistical project which led to the FSCS program. After a brief discussion, the Steering Committee decided that information about the awards would be presented at the FSCS Annual Workshop Part I with the presentation of the Awards made at the FSCS Annual Workshop Part II.

OTHER:

The Steering Committee decided that the deadline for submission of 1994 data will be extended because of the timing of the *Summer Data Conference, 7/16-21/95. The new deadline is August 31, 1995.

The following items were distributed:

- US Dept. of Education ANNOUNCEMENT (November 1994) National Assessment of the Role of School and Public Libraries in Education Reform Under Way
- The Whole Library Handbook 2, (1995) "Some basic figures" article by Mary Jo Lynch
- ALA Office for Research and Statistics. How to find statistics about libraries in your state

NEXT FSCS STEERING COMMITTEE MEETING:

The Next FSCS Steering Committee Meeting is tentatively scheduled for ** 11-13 at the Vista Hotel. John Lorenz will verify this information. (It was later found that Legislation Day is 4/11.) Consequently the Steering Committee meeting is now scheduled for 4/12 at 9:00 a.m. to 4/14 noon.

COMMITTEE REPORTS:

TECHNICAL SUBCOMMITTEE:

DECPLUS: No major revisions will be made in DECPLUS for 1994 data collection, however problems and concerns about the operation of the software during the 1993 collection will be reviewed and modifications will be made to the software to solve problems found. Carrol Kindel assured the committee that NCES will support DECPLUS as long as it is needed*.

*LOCAL DATA COLLECTION SOFTWARE: The Technical Subcommittee is beginning to experiment with collection of local library information in different ways. A start has been made in specifying rules for submission of data but much more work is needed. Census has made a general presentation and time will be spent on this at future meetings. The committee reported that it is clear that there will be no "turnkey" data collection and reporting software provided

through FSCS for local use. FSCS will *assist in the identification and sharing of information about a variety of different programs used within states and support training in their use. Technical assistance will be made available to states upon request and funds will be made available as needed.

The Technical Subcommittee is developing two questionnaires to send to State Data Coordinators to find out about use of local reporting software. The short form will go to all SDC's to inquire about use of local reporting software. Those responding that they are using or developing software will receive a long form asking for specific information. The information received will be used to assist with the development of local reporting software in states that need it and to identify programs for demonstrations at workshops.

There was a demonstration of IMPS (Integrated Microcomputer Processing System), the data collection program developed by the CENSUS Bureau for use by 3rd World Countries. It may meet the needs of some states. Both Liz Gibson (California) and Carol Desch (New York) have agreed to test the software between now and March. This is public domain software. For \$850 a Compiler is available to add codes for sophisticated error checks and to provide tables. Census provides basic support at no cost. More complex support is available from Census for a fee based on time requirements.

Time is to be scheduled at the Annual FSCS Workshop Part I for demonstration and training for local data collection software. See Training Committee Report for more information.

The Technical Subcommittee recommended that NCES provide equipment for training at the Data Conference in July and that NCES provide for steering committee meetings (laptop computer, color LCD, and printer).

PUBLDAP: Copies will be distributed to all SDC's at the Annual FSCS Workshop I with 1993 data. *Pinkerton will distribute copies to members of the Steering Committee as soon as possible.

DEFINITIONS SUBCOMMITTEE:

The Definitions Subcommittee recommended the elimination of one data element, the clarification of 5 data elements, and addition of 9 data elements. These are to be presented to the SDC's at the Annual FSCS Workshop I (March) with voting in the spring **on new data elements and the proposed deletion of the Films data element. The announcement of the **end results and any training required will be done at the Annual FSCS Workshop II (July). The schedule for collection of data as a result of the changes will be: Year 1 - vote 1995, Year 2 - *collect data on a voluntary basis and test 1996 data Year 3 - *collect as part of the FSCS and report data 1997.

Elimination of the following data elements

Data Element 31, Films - Only **25% of the libraries reporting have films and only 7% **of all libraries have more than 100 films. **(This correction will also be made in FSCS Memo #44 when it is distributed later.)

Clarification of the definition for:

Public Library - Proposed adding a provision element: Does this library comply with the FSCS definition? There was some discussion about adding a requirement for public funding but after a review of the number of libraries reporting no public funding, there will be no change at this time.

MLS - Mary Jo Lynch *to provide wording for this and work with Adrienne Chute on it.

Title of Librarian - add "Title of Librarian" to the definition as it was originally intended to read.

Hours open - Libby Law is to submit wording for this.

Book/Serial Volume - drop "of a least 49 pages"

Addition of 9 data elements:

Using the information from the IPEDS, School Library Media Center and the Public Library Data Service surveys, the committee developed a list of input and output electronic data elements to be considered along with definitions. The rationale and methodology are to be submitted to John Lorenz by February 1.

A series of Yes/No questions were proposed for addition to the Output records:

Internet Access

- A. Staff access
- B. Staff mediated patron access
- C. Direct patron access

Electronic Services (Administrative Outlet only)

- A. In house access
- B. Remote access

To be added to the data section:

Number of electronic access sessions

Expenditure for materials in electronic format as a subset of Collection

Expenditure for Electronic Access

Collection - Number of Data Files

The Definitions Committee discussed training needs for the Annual FSCS Workshop Part I. Three (3) hours plus 1/2 hour during the overview session will be needed.

Mark Smith is to draft a memo to send to States with the final Census Definitions Report.

TRAINING COMMITTEE:

Annual FSCS Workshop I:

All material for the Annual FSCS Workshop I is to be to John Lorenz by February 1.

Definitions:

- 1- Presentation of new Electronic data elements with justification (1 - 1 1/2 hour)
- 2- Changes/deletions to existing data elements
- 3- Clarification of existing data elements ALA-MLS
- 4- Discussion of concerns raised in Census Definitions Report and if available the Census Financial Report.

These will be small "focus" group meetings lead by each mentor. Questions to be addressed are:

- What is the overall impression of the report?
 - Are there states that did not understand the definitions?
 - Are there states that are not using the correct definitions? If so, why?
 - What advice do SDC's have for action the Steering Committee should take with States that do not use the official definitions.
- 5- Time was requested during the "orientation session" of the March meeting to discuss definitions with "new" SDC's.

Data Use:

- GIS Demonstration - Walt Terrie
- Flag Show - 1 hour

Technical:

- Demonstration and training on local data collection software
- Informs - WordPerfect program used for 1994 data collection in Iowa by 50 libraries.
- DITAR - Data Input, Tracking, and Reporting System - Virginia's program demonstrated at previous workshops
- IPLAR - Illinois program
- IMPS - Integrated Microcomputer Processing System - Census
- NEW JERSEY - program demonstrated previously
- Others if identified in time

Annual FSCS Workshop II:

Two NCES representatives, *Carol Sue Fromboluti and Nancy Schantz, met with the Training Committee to discuss plans for the Data Conference which will include FSCS Workshop II. Approximately 700 people attended the conference last year. There were few "evaluations" returned from last year - about 10% and the ones returned were of no use for planning the next conference. The conference will be divided into three parts: The cooperative section (steering committee meetings), Pre-Conference sections for topics of specific concern (FSCS Workshop II), and Data Conference. There will be a "library track" in the data conference. A list of topics with some suggestions for speakers were put forward. In addition to the list, there will also be a call for papers.

The FSCS Workshop II will be held in conjunction with the Summer Data Conference (week of July 16). Although the date for this conference is set for 1995, the ERIC calendar will be checked to see if it is possible to reschedule this conference in future years and this option will be presented for discussion to those attending the conference in 1995.

DATA USE COMMITTEE:

The data use committee presented information on the status of items listed in the October 29, 1994 draft of a potential research agenda (September 19, 1994 meeting): immediate projects (data is on hand), short term projects (data is available), and long term projects. A paper is being developed for distribution to all State Data Coordinators.

The Data Use Committee discussed presentation of an award for use of data. This was presented to the full Steering Committee.

MEETING EVALUATION:

PLUS:

- volume of work done and cooperation
- report from Census
- Carol Desch's contribution
- time scheduled for committee work
- Peter Young's presence
- equipment (recorded and display) for some breakout sessions
- IMPS software demonstration for Technical Subcommittee
- Karl Kindel was present

MINUS:

- facilities
- equipment not adequate (computers needed for all breakout sessions)
- Keith Lance's absence