

**FSCS STEERING COMMITTEE MEETING  
OCTOBER 21-22, 1991  
EMBASSY SUITES HOTEL  
WASHINGTON, D.C.**

MONDAY, OCTOBER 21, 1991

Present:

Doug Wright, NCES  
Jeff Williams, NCES  
Mary Alice Hedge Reszetar, NCLIS  
Adrienne Chute, NCES  
Keith Lance, State Library of Colorado, FSCS  
John Lorenz, NCLIS  
Peter Young, NCLIS  
Libby Law, State Library of South Carolina, FSCS  
Jan Walsh, State Library of Washington, FSCS  
Jan Feye-Stukas, State Library of Minnesota, FSCS  
Darla Cottrill, State Library of Ohio, FSCS  
Walt Terrie, Florida State University  
Andrew Chen, MTL/Peace Technology  
Mary Jo Lynch, ALA  
John Wunderly, Pinkerton  
Carrol Kindel, NCES  
Dee Ann Wright, NCES  
Joseph Shubert, New York State Library, COSLA  
Julie Pringle, Fairfax County Public Library, LAMA S.S.  
Kim Miller, NCLIS  
Kevin Davids, MTL/Peace Technology  
Ron Hall, NCES

**I. Introductions**

The meeting started with brief introductions.

**II. 1989 ED TABS REVIEW AND ANALYSIS OF 1990 DECTOP DATA**

**1. Draft 1990 DECTOP Data**

Carrol Kindel handed out a draft tables of 1990 data submitted via DECTOP, and a chart showing the current status of the data submissions by state. She stressed that this data was preliminary, mentioning specifically that data form 9 states was still awaiting edit resolution, that data from New Mexico was not included because of late receipt of data, and that Missouri appears to have submitted the same data as last year.

There was discussion of the range of dates encompassed by the data submitted, and whether, if the Missouri data was the last year available, it fit FSCS criteria.

**Action:**

NCES will verify dates covered by Missouri submission.

The final document will include a statement of dates encompassed by each State's data.

Carrol summarized the review of the 1990 DECTOP Data submission process, saying that there was incomplete data in the 1990 submission, but there was less incomplete data than in the 1989 submissions. She also noted that generally the numbers were higher than 1989.

**Action:**

It was agreed that the title of the publication would be Public Libraries: 1990.

2. Review of ED TABS Tables

A review of the ED TAB data tables followed. Jan Feye-Stukas requested that Table 2 have an additional column indicating how many libraries in this were central or single-outlet libraries, so one could determine how many libraries had no branches and only provided bookmobile service.

**Action:**

Central or single outlet libraries will be added to Table 2 for 1991.

It was noted, after discussion, that after 1991 data was available it would be possible to do longitudinal analysis.

3. Error Checks

Walt Terrie reported on the results of his error checks for data received to; date. He noted that 86 libraries were reported as existing for which no data was submitted. He emphasized, however, that 8,819 libraries were reported for which data was submitted. He also noted that the PLUS data will be a useful double-check to DECTOP submission. In his analysis Walt worked to isolate item non-response so that the true percentage of libraries responding to a question were reflected. He also tested the reasonableness of the data; for example, there were 822 libraries in which the total number or employees reported did not equal the sum of employees reported by category. There was discussion of the fact that if data is imported into DECTOP from another software package like Lotus 1-2-3, there is a warning message but it is possible to import incorrect totals. Walt concluded by saying that the overall reports were clearer, and responses were more consistent. He will continue to work with the error listings printout from NCES as information from the last States is received and edit file questions are resolved.

### **III. DECTOP Version 4.0**

#### **1. DECTOP enhancements**

Andrew Chen discussed changes and revisions to DECTOP 4.0, and handed out a summary of them. It was agreed that it would be desirable to have the F10 scroll feature save a completed record, and allow a person to move on to the next record to be entered. It was recommended that an error message like "Zero is not normal" would be appropriate for some data elements like circulation, hours, paid staff, books and serial volumes, total operating income, total operating expenditures, and population of legal service area.

#### **2. Scheduled release of 1990 data**

Carrol Kindel brought up the schedule for the release of the 1990 data, but suggested that final discussion of the data be deferred until Tuesday's meeting. Since no changes in the column structure were suggested, except for adding a column for Table 2, there should be no major change in schedules for the release of data once all state data is received and reviewed. Carrol said that state data coordinators would get their own state's data for 1990 to review, with a cover memo of suggested areas to check, and an additional suggestion that 1990 data be compared to last year's data. A separate letter would be sent to each state librarian alerting them to the final review of 1990 data.

### **IV. Report on Universe File**

#### **1. DECTOP and PLUS data comparison**

Carrol Kindel and John Wunderly handed out a table comparing DECTOP and PLUS submissions by state. It was noted that PLUS data could be a helpful check of DECTOP data. One of the major differences is how populations served are reported, when libraries serve overlapping jurisdictions. Joe Shubert noted that information on population not served was desirable.

#### **2. Options for merging DECTOP and PLUS**

A grid of possible options for merging DECTOP and PLUS was handed out and discussed. Option 1 was status quo, with DECTOP and PLUS continuing as separate programs. Options 2 and 3 would integrate the two programs. Several people emphasized how important it was to be able to import data into PLUS.

#### **Action:**

The group decided to pursue Option 3 on a trial basis; Darla Cottrill will work with NCES in testing the product. The goal will be to have Option 3 ("DECPLUS") available for training in 1992, use in 1993.

## **WORKING LUNCH**

Peter Young reported on the implications of WHCLIS, and Ron Hall discussed possible public and school library roles in America 2000.

### **V. Definition Issues**

#### **1. PLUS/DECTOP Merge**

Adrienne Chute distributed a listing of definitions affected by the proposed PLUS/DECTOP merge and a listing of proposed merged definitions. The proposed definitions were discussed. Several committee members explained that since PLUS-related definitions were the most recent and specific definitions, PLUS definitions should prevail. It was agreed that this discussion would be continued Tuesday morning.

#### **2. Definitions - Working Paper**

Adrienne Chute next handed out a revised version of Definitions - Working Paper, which updated the previous draft sent to the committee. Keith Lance outlined the three issues to be resolved: 1) concern for comparability state to state 2) concern comparability across types of libraries and 3) definition of data elements. There was a discussion of the difference between State and FSCS definitions. Jan Feye-Stukas pointed out that she saw three definitions issues: 1) PLUS vs. DECTOP definitions, 2) individual State vs. FSCS definitions of the 40 data elements in the FSCS survey (Keith's comparability issues) and 3) new data elements, which she agreed was a separate issue. Several committee members expressed a need for a complete matrix of the 40 FSCS data elements by State, which would show which State's definitions varied from FSCS definitions. This matrix could then be the basis for a clarification of definitions.

#### **Action:**

A subcommittee was formed to continue to work on definitions. Jan Feye-Stukas, Libby Law, and Jan Walsh agreed to meet at breakfast on Tuesday to continue the discussion.

#### **Action:**

Adrienne Chute will continue the definitions matrix already in progress.

As part of the discussion of definitions, questions about state reporting periods for FSCS survey, population definitions, and how hours and expenditures were reported came up.

#### **Action:**

John Lorenz will pull out definitions from the FSCS Memos and send them to the committee.

### **VI. New Data Elements**

#### **1. Electronic Data Elements**

Keith Lance stated that new electronic data elements will be used in IPED data collection in 1994. It was agreed to defer discussion of these until next year.

## 2. Service to Children

Mary Jo Lynch proposed that 6 new data elements measuring library service to children be added to the FSCS survey. She noted that the White House Conference, America 2000, PLA - Children's Output Measures, were all emphasizing the importance of public library service to children, and national data on service to children from FSCS would be extremely valuable. Committee members agreed that this information would be valuable. It was noted that it would probably be 1994 before good national data could be available, even if the data elements were added as soon as possible. John Lorenz asked about the NCES Fast Response survey as a means of obtaining information more quickly. Carrol Kindel responded that it was possible, but could not be scheduled until 1993 since it was not budgeted for 1992. She added it takes approximately \$80,000 and 12 to 15 months for a fast response survey. Joe Shubert noted that a Fast Response survey of library service and access for people with disabilities was currently a priority. Procedures and timetable for approval of more data elements were discussed in detail.

### **Action:**

It was agreed that the 6 data elements measuring library service to children would be discussed in December 1991 with State Data Coordinators. They would be on the agenda for the March 1992 FSCS Steering Committee meeting, voted on by State Data Coordinators in a mail-in vote in May 1992, and agreed-on data elements would be incorporated into State Data Coordinator training in December of 1992.

## **VII. State Data Coordinator Position Description**

Jan Walsh's draft position description for the State Data Coordinator was discussed and commended. Carrol Kindel suggested that a statement be added about the liaison work done by the Data Coordinator. Joe Shubert noted that it might be politic to insert a statement like "in consultation with State Librarian or higher authority in a preface statement. Jan Feye-Stukas suggested that similar topics be grouped. It was agreed that a preface with a general statement of what is expected of a State Data Coordinator would be useful.

### **Action:**

Jan Walsh will bring a revised job description to the March FSCS Steering Committee meeting for approval.

### **VIII. Consider FSCS video on public policy**

Joe Shubert asked that the committee consider the advantages to NCES and NCLIS of a video about FSCS and its significance to public policy. A video could explain how FSCS operates, why, and the importance and usefulness of the data it reports. Such a video could be used in many ways - for training, conferences, budget presentation. There was general agreement as to the usefulness of such a video, but no clear idea of where funding and support for it would come from. Carrol Kindel mentioned that she had seen a video about NCES, that had been professionally produced. Committee members expressed interest in viewing the video.

#### **Action:**

Carrol Kindel will look into the NCES video and find out how it was produced.

### **IX. New Steering Committee Members**

A slate of suggested nominations for two new members of the FSCS Steering Committee was approved. None of the individuals had been contacted, so 5 names were suggested for each position. Voting will take place at the December meeting.

### **X. FSCS Handbook**

The committee reviewed a draft outline of the FSCS Manual. It was agreed that "handbook" was a more appropriate term, and the name was changed. Adrienne Chute will continue to work on the handbook. John Lorenz, Keith Lance, Jan Feye-Stukas and Mary Jo Lynch agreed to provide input and respond to the draft. It was further agreed that the handbook would include a copy of Mary Jo's article for background on the history of FSCS, the job description by Jan Walsh, and the latest definitions of terms. Feedback on the handbook outline is due to Adrienne Chute by 11/15/91.

**Tuesday, October 22, 1991**

#### **I. Timing of ED TABS and Review of Draft Tables**

The draft tables distributed Monday were discussed. Walt Terrie will continue to work with NCES to check the data for out-liers, including population served/hour per outlet; population/income and attendance/reference transactions and unreasonable population values in general.

Several other issues were raised:

In Table 14A some entries have no per capita population information, although the field is labeled.

**Action:**

NCES will check re: program bug.

In table 12A concern was expressed about the 172 libraries not reporting population served. The importance of an error message when importing into DECTOP without population figures was stressed. The same issue was raised re: Table 3A.

Mary Jo Lynch requested that Table 3A include a note defining ALA-MLS as "Graduate library education program accredited by the American Library Association."

**Action:**

The definition will be added.

It was agreed the committee would continue review of the data after the meeting.

**Action:**

Issues raised by review of the data are due to Carrol Kindel by November 15. NCES will mail edited and corrected tables of each state's data to the State Data Coordinator for review. Copies of the full draft tables will not be available for individual State Data Coordinators to review at the December meeting. The final report will be released after it goes through the adjudication process in NCES. The NCES adjudication meeting should be in late December or early January.

**II. PLUS/DECTOP Definitions**

The definitions subcommittee will continue to work on merging the PLUS and DECTOP definitions. They felt that the primary issue was the difference between the definition of a single unit library/central library in the two systems. In all other cases it was felt that PLUS definitions should prevail over DECTOP definitions.

**Action:**

The subcommittee (Jan Feye-Stukas, Jan Walsh and Libby Law) will continue to work on definitions.

**III. Data Element Specifications**

A discussion of definitions of the data element specifications to be included in the DECTOP Manual followed. The following suggestions were made:

- 01 - add "optional" to "Library Identification Number"
- 13 - change definition of librarian to ALA language (see I above)
- 14 - eliminate definition.

It was also suggested that the heading on page 4. be changed to "PAID STAFF - FULL-TIME EQUIVALENTS (FTE)

#### **IV. Analysis Committee**

Keith Lance introduced a proposal for a new analysis committee. He noted that there used to be an analysis committee that checked data. He was proposing instead a committee which would encourage, monitor, and report the use of FSCS data. The proposed role of the committee was discussed. It was suggested that his proposal be amended to say "no fewer" than 7 members; that terms be staggered; that it start as a pilot group. Walt Terrie moved that an analysis committee be formed with Keith Lance as ex-officio chair effective immediately; Jan Feye-Stukas seconded the motion, and it passed. Questions were raised about available funds to support such a committee. The FSCS budget will be reviewed at mid-fiscal year.

#### **Action:**

Keith Lance will form an Analysis Committee.

#### **V. COSLA Proposal for Survey of Descriptive Data of State and Territorial Library Agencies**

1. Joseph Shubert asked that the committee endorse a COSLA proposal to survey descriptive data of U.S. State and territorial library agencies.

The survey is being jointly proposed by the COSLA Statistics and Research Committees. Nancy Bolt (COSLA Research Committee) is preparing a paper on the objectives of the survey for COSLA review in January. The survey is being proposed as an update on the 1978 NCES survey of library development and research activities of State libraries. Joe noted that it is increasingly difficult to separate the public library responsibilities of State libraries from their other roles, and that State libraries are facing the greatest crisis since the 1930's. Carrol Kindel noted that the survey is in the 1993 NCES budget as an FSCS survey. She will also check OERI data for additional pertinent information.

In the meantime, COSLA is planning to use FSCS data for information on State and local library support. They will be asking for information on number of positions in State libraries on November 1, 1991 vs. the number of positions in State libraries on November 1, 1990; and for information on furloughs and early retirement incentives.

#### **Action:**

Joseph Shubert moved that the committee endorse plans for a regular and recurring survey of State and territorial library agencies. The motion was seconded by Mary Jo Lynch, and passed.

## **VI. FSCS TRAINING WORKSHOP Agenda**

1. John Lorenz led discussion of the agenda for the FSCS Training Workshop in Baltimore, December 8-11.

### **Action:**

Further suggestions for changes to the agenda should be made to John Lorenz. He will send out a revised workshop agenda.

2. Mary Alice Hedge Reszetar proposed that an award for the data submission by a State be established and named after Frank Keppel. Joe Shubert moved that the award be established, that Mary Alice Hedge Reszetar, Carrol Kindel, and John Lorenz define the criteria and decide the 1991 winner(s). The move was seconded by Mary Alice and passed by the committee.

### **Action:**

Mary Alice Hedge Reszetar, Carrol Kindel, and John Lorenz will establish the criteria for the Frank Keppel award, and decide the winner(s). The award will be presented at the lunch on the Tuesday of the Training Workshop.

## **VII. Election of New Chair and Vice Chair of FSCS Steering Committee**

1. Chair

Jan Feye-Stukas nominated Jan Walsh, and she was elected unanimously.

2. Vice Chair

Jan Walsh nominated Libby Law, Jan Feye-Stukas seconded the motion, and she was elected unanimously.