

**STEERING COMMITTEE MEETING
OCTOBER 25-26, 1993**

Revised 12/3/93

Steering Committee Members: Jan Walsh (Chair), Gerry Rowland (Co-Chair), Adrienne Chute, Darla Cottrill (Committee Secretary), Carrol Kindel, Elaine Kroe, John Lorenz, Mary Jo Lynch, Mary Alice Hedge Reszetar, Peggy Rudd, Joe Shubert Walter Terrie, Diana Young, and Al Zimmerman.

Guests: John Wunderly, Contractor, Kim Miller and Barbara Whiteleather, NCLIS.

MONDAY, 10/25

AGENDA

The agenda was reviewed and minor changes made to the time schedule for the Subcommittee Breakout Sessions. Data Use was changed until 8:00 am, Wednesday, 10/26, reporting to the Steering Committee from 9:00 am - 9:30 am, leaving Definitions and Technical Subcommittees to meet from 9:15 am - 12:30 pm on 10/25..

Keith Lance proposed re-activating the Training Subcommittee. General consensus was to keep current subcommittees at this time. Peggy Rudd commented that adding another subcommittee is not the answer to the problems regarding duplicate people on subcommittees and not enough time being allowed for breakout sessions at the regular Steering Committee Meetings. The Training Subcommittee issue may be discussed at a later time if the need arises.

DATA TABLES FORMAT

Elaine Kroe distributed samples of the tables in portrait (8 1/2" x 11") and landscape format (11" x 8 1/2"). Although portrait would save some pages, it was agreed that landscape was easier to read allowing larger fonts to be used and more space between columns.

DATA QUALITY

Following the subcommittee break-out sessions, the 1992 data tables were reviewed and data quality issues were discussed. Some of the questioned data included one state's branches increasing by 291, five states had no change in population, Unduplicated was greater than Duplicated population (this could have been due to non-response to population for some local libraries).

REPORTING POPULATION OF LEGAL SERVICE AREA

NCES will contact data coordinators on this with follow-up by mentors, if needed. Reporting population of the legal service area is the responsibility of the data coordinator and FSCS is **strongly** stressing 100% response rate to this item for 1993 data. Local libraries with no population (-1) reported will not be included on most of the 1992 tables and, may be considered a non-response library next year since most of the tables include "per capita data" based on reported population. John Wunderly will provide to the Steering Committee the names of the local libraries having no reported population.

It was suggested that other sources be used to establish population for the any libraries that the data coordinator is unable to provide. This needs further discussion and resolution.

DEC VS. PLUS FILES

There were quite a few states with differences between the DEC file and the PLUS file regarding Centrals, branches, etc. Elaine Kroe will be sending a letter to these particular states, detailing the differences and asking for corrections, explanations, etc. Peggy Rudd asked that the PLUS file be returned so changes can be made to the file at the state level.

CENTRAL LIBRARIES

It was questioned how one library could have more than one central. One library reported 6 libraries, 17 Centrals and 0 branches. These types of questionable data will be included in the follow-up letter from Elaine Kroe.

REPORT FROM DEFINITION SUB COMMITTEE:

LIBRARY SYSTEM RELATIONSHIP STATUS CODE

DECPLUS User's Guide, Pages 130-131

7A. Library System Relationship Status Code - be changed to Interlibrary Relationship Code.

- HQ** Headquarters of a system, federation or cooperative service (includes any system, federation or cooperative service member acting in this role. *Definition: The library or entity that provides the physical space and staff who manage, coordinate or administer the programs of the system, federation or cooperative service.*
- ME** Member of a system, federation or cooperative service, but NOT the headquarters. *Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively such as resource sharing, communications, etc. This DOES include libraries that are part of multitype library systems or federations. This WOULD NOT include multiple outlet administrative entities (e.g. libraries with branches that may have the word "system" in the legal name) if the entity did not have a cooperative agreement with another autonomous library. NOTE: For the purposes of this classification, networks (OCLC and INTERNET type organizations) are not considered federations, systems or cooperative services.*
- NO** Not a member of a system, federation or cooperative service.

These three codes would identify stand alone libraries vs. members and/or headquarters of any type of system, federation or cooperative service, which is the information we are seeking.

CHILDREN'S STATS

Mary Jo Lynch reviewed the different states report forms and instructions. It seems states are separating Juvenile and Adult Circulation and Attendance, but no definitions are provided. This will be discussed at the Training Workshop.

PUBLIC LIBRARY

Jan Walsh provided a matrix regarding individual state's definitions of a "public library". State law will still determine whether an entity is a public library; however, this topic needs substantial discussion at the workshop.

Issue Papers will be created to explore the issues pointed out in the matrix. Libraries with 0 Collection; 0 Paid Staff and/or 0 Hours will be identified using PUBLDAP. In some cases a 0 may have been incorrectly reported instead of -1. A follow-up will be done by the Steering Committee and responsibilities will be assigned.

FINANCIAL

INCOME issues needing to be dealt with include Contracts for Service and Carry Over. It was suggested that carryover be added as a new data element.

EXPENDITURE issues include expenditures directly spent for the operation of the library paid for with funds from outside the library's budget. This would show actual cost for operating a library. Walt Terrie suggested a rapid response survey regarding actual cost to run a public library.

NEW DATA ELEMENTS

The Policy for Review of Data Elements (draft) was distributed and discussed. Following a few revisions, this will be mailed to the data coordinators prior to the Training Workshop. It will be discussed and voted on at the business meeting.

REPORT FROM TECHNICAL SUBCOMMITTEE

After extensive testing of PUBLDAP by Walter Terrie, Chair, Technical Subcommittee, it was decided PUBLDAP was ready for release to the states at the Training Workshop.

LOCAL LIBRARY REPORTING SOFTWARE

Per the recommendation of the Steering Committee at the August 1993 meeting, the Technical Subcommittee met on September 13 in Washington DC to discuss and review software packages available for the use of local libraries in submitting and reporting public library data.

The subcommittee defined REQUIRED FEATURES of this software as the following:

1. Ability to do electronic data base collection
2. Ability to assign properties to fields, i.e. formats and calculations.
3. Ability to do edit checks.
4. Ability to use an interface to upload into the FSCS database.
5. Ability to work with a variety of PC's.
6. Need for adequate storage capacity.
7. Retrieval capabilities.
8. Electronic transmission capability (upload/download).

SECONDARY FEATURES:

1. Report generation

DITAR

John Tyson, Virginia State Librarian, has agreed to allow one state access to the software to be able to determine what it would cost to adapt DITAR to their needs. New York State Library has been selected as the pilot for this project. An "unofficial agreement" in the amount of \$3,500, (pending approval of funds), has been reached with George Carlsen, Consultant for Pinkerton to work with Peggy Rudd and Carol Ann Desch (New York SDC) to determine the actual cost involved to adapt DITAR the pilot state's individual needs. This will answer the "adaption question" regarding cost; however the actual purchase price of the rights to DITAR will be negotiated between the individual states and Virginia State Library. A target date of December 6 has been tentatively set.

CALIFORNIA SOFTWARE

California is currently using a scanning system. This requires local libraries to report in typewritten format on a prepared "scannable" form. Liz Gibson (California SDC) will demonstrate this software at the workshop. This system uses standard equipment and the software is available.

WORDPERFECT INFORMS

Iowa State Library (Gerry Rowland) is the pilot state for this software. For the agreed amount of \$1,200, software has been purchased and Gerry has started working on the form. By December, Gerry will have an actual completed survey form, including all of the FSCS data elements. He is planning on to have local libraries submit their '93 data using this software package. An interim report is scheduled for the March, 1994 Steering Committee Meeting, with final analysis by August, 1994. Missouri is also currently using this software for their 1993 data collection, Colorado is planning on it for their 1994 collection.

Gerry pointed out the ease of design and use of this software and a programmer is not needed to use INFORMS. However, PC's must meet certain requirements and be able to run WINDOWS, which must be used with this package.

Gerry has requested an additional \$1,200 for additional licenses which will speed up the overall process.

NEW JERSEY SOFTWARE

New Jersey has designed a customized data base data collector which includes all FSCS data elements. Pending a letter to Bob Fortenbaugh (New Jersey SDC); Ohio has agreed to be the pilot for this software package. A cost of modifying to Ohio's needs will be determined hopefully by the December workshop.

It should be noted that Bob Fortenbaugh has been very willing to assist the Technical Subcommittee with information regarding this software and supplying the source code at no cost.

DECPLUS

It was determined that the adaption of DECPLUS to a local library reporting software was not advisable at this time due to "data machine" initiative.

DATA MACHINE

The possibility of using a National Network was suggested. One scenario would require local libraries reporting data through a national 1-800 number. It would be up to the data coordinators to download from that file to DECPLUS. Edit checks, historical checks, etc. would still be at the State level. This system needs further investigation, but could be supported by other NCES divisions as a "test" for their needs.

ADJUDICATION

Adjudication is planned for late January or early February. Mary Jo Lynch and Walter Terrie have agreed to review data and provide written comments and participate in the adjudication via speaker phone since expenses for persons attending these meetings are not reimbursable through NCES. Peggy Rudd also volunteered to be a reviewer and to attend the adjudication.

1994 CHAIR-STEERING COMMITTEE

Peggy Rudd moved that Gerry Rowland be Steering Committee Chair for 1994. Seconded by Al Zimmerman. Unanimous. Congrats Gerry! Vice-Chair will be nominated during Tuesday's meeting.

TUESDAY, 10/26

Keith Lance reported on the Data Use Subcommittee meeting. A few of the suggestions regarding marketing FSCS Data were creating factoids for USA Today to ensure the facts are right and Ranking Unserved & Unserved Populations (Lance/Schepke). This needs to be resolved.

DATA COORDINATOR NOMINATIONS FOR STEERING COMMITTEE:

The following data coordinators were nominated for election to serve on the FSCS Steering Committee to replace Jan Walsh, Washington: Liz Gibson, California; Elaine Goodman, New Mexico; Mark Smith, Texas; Diane Baker, Nevada (alternate).

John Lorenz will contact the nominated data coordinators.

1994 VICE-CHAIR-STEERING COMMITTEE

Peggy Rudd moved that Al Zimmerman be Steering Committee Vice-Chair for 1994. Seconded by Mary Alice Hedge Reszetar. Unanimous. Congrats Al!

PUBLDAP

PUBLDAP material will be duplicated by staff at NCLIS and will be distributed at the December workshop. [It was suggested that an instructional README file accompany this software, in addition to a printed manual. Plans are for the current instructions (Microsoft WORD) be available in .WPS format and ASCII.] Included with the December distribution will be

1 Program Diskette, 1 Data File, 1 Readme (Instructions)
File and 1 Manual.

Updating this file appears to not be a problem unless there are radical changes to the reporting format. PUBLDAP could be updated annually and distributed to the states based on reports back from states and the usefulness of PUBLDAP. Distribution to local libraries will be the responsibility of the data coordinator.

Data Use Subcommittee will prepare a press release regarding PUBLDAP.

RANKINGS

Peggy Rudd requested the Ranking Tables be available by Legislative Day in April. John Wunderly will check on this.

TERRITORIES' MENTORS

Territorial Data Coordinators have been appointed by Guam, Northern Marianas and the Virgin Islands. The Steering Committee Members will mentor as follows: Gerry Rowland - Guam; Darla Cottrill - Northern Marianas and Peggy Rudd - Virgin Islands. If and when the other territories assign data coordinators, mentors will be Al Zimmerman - Puerto Rico and Diana Young - American Samoa.

KEPPEL AWARDS

"On Track" according to Mary Alice Hedge Reszetar.

PAST ISSUE PAPERS

Joe Shubert asked if there was a collection of Issue Papers from the past workshops, meetings and memos in existence that would provide a historical trail of FSCS policies, procedures, data elements, etc. Mary Jo Lynch will check her files and compile what information she has. John Lorenz agreed to have NCLIS office staff check their files also. Peggy Rudd suggested that once the information is compiled it be entered into an electronic archival system. She will check into it further.

COSLA REPRESENTATIVE

Since Joe Shubert will be unable to attend the workshop this year, the committee asked if a COSLA representative would attend in his place. Joe agreed to invite a member of the Statistics Committee to attend.

TRAINING WORKSHOP REVISED AGENDA:

**SIXTH ANNUAL FSCS TRAINING WORKSHOP
RAMADA OLD TOWN
ALEXANDRIA, VIRGINIA
DECEMBER 6-9, 1993**

MONDAY, DECEMBER 6

1:00 - 4:30 PM Orientation for new Data Coordinators.
4:00 - 6:00 PM Registration
5:00 - 7:00 PM General Reception

TUESDAY, DECEMBER 7*Morning:*

8:00 - 9:00 AM REGISTRATION
9:00 - 9:10 AM Welcome - Paul Planchon
Report on 1992 Data
Carrol Kindel, Elaine Kroe Overhead
9:10 - 10:00 AM Data Quality
Walter Terrie Overhead
10:00 - 10:15 AM Break
10:15 - 10:45 AM DECPLUS Update
John Wunderly/NCES Staff 3-gun
10:45 - 12:30 PM Definitions/New Data Elements
Peggy Rudd Overhead

Afternoon:

12:30 - 2:00 PM LUNCH
Introduction of New Data Coordinators and Steering Committee
members.
Emerson Elliott, NCES Commissioner
2:00 - 2:30 PM Flagshow "Data Use in the States"
Gerry Rowland Overhead
2:40 - 3:45 PM FSCS Data Collection Focus Groups
(5 Break-out rooms) Al Zimmerman/Diana Young Flip
Charts?

3:30 - 6:30 PM BREAK

Evening:

6:30 - 8:00 PM DINNER - Keppel Awards
Mary Alice Hedge-Reszetar/Carrol Kindel
8:00 - 9:00 PM Business Meeting
Review 1993 Workplan and progress - Jan Walsh
Introduce 1994 Workplan - Gerry Rowland
Steering Committee Election - Jan Walsh
Data Use Subcommittee Update - Keith Lance
Data Element Policy - Peggy Rudd
By-laws - Jan Walsh

WEDNESDAY, DECEMBER 8

Morning:

9:00 - 10:30 AM GIS Software/Library Data
Christie Koontz, Assistant in Research
Institute of Science for Public Affairs
Florida State University 3-gun

10:30 - 10:45 AM BREAK

10:45 - 11:40 AM Data Use Break-out Sessions 3-gun
(2 Rooms) A. Al Zimmerman/Don Leaf Overhead
(2 Sessions) B. Gerry Rowland/Julie Hart
(Session A, States A-L
Session B, States M-W)

11:45 - 12:30 PM Data Use Break-out Sessions
(reverse above order)

Afternoon:

12:30 - 2:00 PM LUNCH - Introduction - Peggy Rudd
Keith Fiels, Director, Massachusetts Board
of Library Commissioners
"Data Use at the State Level"

2:00 - 3:30 PM OPEN FORUM - New Data Elements
Peggy Rudd, Chair

3:30 - 4:00 PM BREAK

4:00 - 5:00 PM Data Use and the Media
Lawrence Molumby,
former D.C. Public Library Coordinator

THURSDAY, DECEMBER 9

Morning:

9:00 - 10:00 AM FSCS Data Use by Others
George Needham, Executive Director
Public Library Administration, ALA

10:00 - 10:15 AM BREAK

10:15 - 10:45 PM Local Reporting Software Phone
Walt Terrie, Chair Line
Monitors

10:45 - 12 Noon "Show & Tell"
A. California - Liz Gibson
B. Iowa - Gerry Rowland
C. New Jersey - Bob Fortenbaugh
D. North Carolina - Diana Young
E. Virginia - Peggy Rudd and
New York - Carol Desch

12:00 - 12:30 PM Wrap up & Evaluation

Workshop Adjourns

1:00 - 3:00 PM Working Lunch -
Former and Present Steering Committee

John Lorenz will contact Keith Fiels regarding lunch and topics to be addressed. Suggestions were: Use of Data at the State & Local Level; How Partnerships can be Strengthened; Electronic Data Collection; and Accountability and Evaluation: What Can be Learned from Data.

1993 PROGRESS REPORT

- Public Library definition matrix
- Local Reporting Software Packages
- Definitions clarified, revised, etc.
- DECPLUS - combining Universe File with data file
- Territories joining FSCS

NCES DATA CONFERENCE

Jan Walsh and Peggy Rudd were invited (along with Gerry Rowland and Joe Shubert who could not attend) to the 1993 NCES Data Conference. They reported that it was a worthwhile experience.

Library Representatives (LR's) for reporting the academic library statistics through IPEDS will be invited to the 1994 Conference, held in July. Carrol Kindel noted that in 1992, about half of the LR's were also FSCS Data Coordinators, so a good number of FSCS Coordinators will be invited to this conference, as a result of their academic library participation.

For 1995, Carrol suggested that thought be given to moving the FSCS December Training Workshop to July, as well. This would be a cost saving and would also allow coordinators to learn what other activities NCES supports which might be of interest to them, and to make contact with other data staff within their States. Darla Cottrill mentioned the conflict between data submission dates and the date of the conference (July) and a 3-day meeting, as opposed to a 5-day meeting. It was noted that the timing of FSCS submission dates could be adjusted if desired. This will be discussed at a future meeting of the Steering Committee.

SUBCOMMITTEE SUPPORT

Peggy Rudd requested financial support be available for ALL subcommittees, separate from scheduled Steering Committee meetings, allowing members to come to Washington when the need for such a special meeting is necessary.

NCLIS SURVEY OF PUBLIC LIBRARIES

Peggy Rudd suggested the NCLIS survey regarding public library involvement with Internet be sent to State Data Coordinators as opposed to individual libraries. State Data Coordinators would have information on all of the local libraries as opposed to obtaining information from just a selected group.

1994 STEERING COMMITTEE WORKPLAN

1. Develop electronic archive.
2. Develop recommendations for local data reporting software.
3. Encourage cooperation among states in sharing resources for data collection and dissemination, making those resources freely available.
4. Sample Surveys
5. Review and refine data element definitions
6. Improve DECPLUS
7. Encourage Improving timeliness and accuracy of data submission (100% response to population).

COMMITTEE MEETINGS SCHEDULE

March 28 - 29, 1994	Steering Committee Meeting
March 30, 1994	State Library Survey Steering Committee
April 27-28, 1994	Data Use Subcommittee

ITEMS TO BE MAILED TO DATA COORDINATORS PRIOR TO WORKSHOP

Proposed New Data Elements
Definitions
 Legal Basis Code
 Administrative Entity
 Subscriptions
 Central Library
 Unduplicated Population Per Library
 Interlibrary Relationship Code
Technical Committee Update on Local Reporting Software
Revised By-Laws
Public Library Definition Matrix
Revised Policy for Review of Data Elements
Draft Agenda
Hotel Information

WORKSHOP PACKET

1. Agenda
2. Definitions
 - Legal Basis Code
 - Administrative Entity
 - Subscriptions
 - Central Library
 - Unduplicated Population Per Library
 - Interlibrary Relationship Code
3. DECPLUS - Revisions
4. Revised Data Element Policy
5. Walt Terrie's printouts
6. PUBLDAP
7. Participant List