

FSCS Steering Committee Meeting
September 21-23, 1998
Wyndham Bristol Hotel
2430 Pennsylvania Avenue, N.W.; Washington, DC 20037
Minutes

Attending:

Members: Sandi Long, (Chair), Dianne Carty (Vice Chair), Adrienne Chute, Elaine Kroe, Keith Curry Lance, Gerry Rowland, Barratt Wilkins (COSLA), Mary Jo Lynch (ALA), Paul Planchon, Lynn Shurden, J. S. Waggoner, Al Zimmerman

NCLIS: Robert Willard, Kim Miller, Howard Harris

IMLS: Elizabeth Sywetz

Census: Kathy Chamberlain, Glenn Ferri, Michael Freeman, Patricia Garner, Regina Padgett, Dawn Pennell

General Session:

Sandi Long called the meeting to order. Members, staff and guests introduced themselves.

Review of FSCS documents:

- Changes were approved to the *State Data Coordinator Job Description* with one addition: Serves as voting member of the FSCS Steering Committee when elected by the SDCs at the annual training meeting. *SDC Job Description Attached*
- Changes in the names of the Technical Sub-Committee and the Definitions Sub-Committee to the Data Collection Sub-Committee and the Data Elements Sub-Committee, respectively, were approved for the *By-Laws*.
- *FSCS Policy & Procedures for Review of Data Elements* approved with minor changes in the table [example year 1999 under March Annual Meeting]: Elements proposed and endorsed. *Attached*

NCES Update:

Paul Planchon mentioned that there is uncertainty in the NCES budget. There is a plan for a continuing resolution for about 3 weeks until the budget is passed. The fiscal year 1999 NCES budget has an overall increase of 8 million dollars. The Library Statistics Program is in good shape.

The union is still in discussion over the reorganization of NCES. Paul's department has been functioning in the reorganized capacity. Paul will oversee the new structure with the combination of the surveys and cooperative group. The new name is called the Elementary/Secondary and Libraries Studies Division.

Adrienne Chute is the liaison for the enhancement of the Library Statistics section of the NCES website. There is \$90,000 in the NCES budget for this project. It is their goal to get all the publications up in pdf and html format. They will try to make the data more accessible and have table generated files to run tabulations. NCES wants the site to be more interactive for web data files. There will be more links added. The web team wants one or two members for the FSCS Steering Committee to be on the team.

Paul also discussed the NCES/NCLIS assessment that was funded by NCES and done by Howard Harris. It was noted that there was some concern about the report. Paul is not taking a strong position on the report.

Several items were put forth regarding the assessment:

- NCES and NCLIS to maintain full cooperative partnership
- Goal of having equal funding for the NCES/NCLIS LSP (\$250,000 each). The 1999 budget reflects more from NCES - 25% comes from NCLIS for FY 1999.
- There has been added cooperation throughout the years since 1988.
- In establishing a coordinating entity, the make up should draw from all the cooperatives.
- Pat Forgione wants to redesign IPEDS – the survey, etc. There is a \$5 million increase in the IPEDS budget for redesign.

There were comments from SC members on concerns of what “the committee” (coordinating entity) would entail. The SC members did not want “the committee” to dictate to the cooperative committees. The SC wants definite input to the NCES/NCLIS special meeting on Wednesday, September 23. There were also concerns that suggestions made by the group were not revised in the Harris report. Copies of the memo and Harris report for the NCES/NCLIS special meeting were given to the members of the SC so that they could make their thoughts known and the invited members could make comments for the group. The SC would like the write up from the special meeting.

Paul Planchon also discussed the NCES contract with AIR for the data dictionary matrix. This is a contract for comparative analysis of the data elements from all the 6 cooperative surveys. Bob Rossi, American Institutes for Research (AIR), will be speaking to the State Library Agency Survey (StLAS) Steering Committee about the analysis on Wednesday, September 23, in the afternoon.

Luncheon:

Elizabeth Sywetz, IMLS, was the invited speaker. (Report attached)
Carrol Kindel was honored for her work on FSCS.

Business Meeting, September 23, 1998

Nominees for the 1999 FSCS Steering Committee (Sandi Long & J.D. Waggoner’s terms are up in March 1999):

Jan Elliott (AZ)
Bob Fortenbaugh (NJ)
Mary Jennings (AK)
J.D. Waggoner (WV)

Gerry Rowland (Chair, Data Collection Subcommittee) will be going off the Steering Committee in March 1999. Sandi Long will call Darla Cottrill (OH). If she accepts, then Bob Willard will write a formal invitation to Darla.

Plus's and Minus's

Plus

- GIS Demo (by Glenn Ferri, Census)
- Hotel staff accommodating
- Convenience store next door
- Down pillows
- Barratt Wilkins presence
- Working together easily
- Sense of humor in trouble times
- Proximity to metro
- Dawn Pennell's (programmer) return
- Census report on historic edit checks
- Elaine Kroe's report on imputation
- Sandi Long as Chair
- Recognition of Carrol Kindel

Minus

- Steep handicap accessible ramps
- TV – not enough stations
- Some hotel staff (restaurant) not accommodating
- No desks in sleeping rooms
- Convenience store next to hotel not accessible
- Libby's absence

Data Collection Sub-Committee Meeting
Sept. 21-23, 1998
Gerry Rowland, Chair

The committee met twice. Committee members in attendance included Gerry Rowland, Iowa; Mike Freeman, Census; Elaine Kroe, NCES; Sandi Long, Utah; Dawn Pennell, Census; Lynn Shurden, Mississippi; and Kim Miller, NCLIS. Other participants included, Paul Planchon, NCES; Howard Harris, Consultant; Barrat Wilkins, COSLA; Pat Garner, Regina Padgett, Carma Hogue, and Terri Carter, Census.

The committee discussed 5 issues: WINPLUS and data collection; results of the data collection survey; revising edit checks; status of local data collection software; and training. The issue of implementing historical tracking will be on the agenda for December.

WINPLUS and TRAINING

DECPLUS will not be available for 1999. WINPLUS will have all the functions previously supported in DECPLUS. The problem of mixed case imports will be solved by changing mixed case to uppercase during import. Comprehensive training on all the components of WINPLUS will be offered at the March training workshop.

Survey

There were 35 respondents to the Data Collection/Training/Software survey.

In Part A, many respondents were able to complete all the tasks associated with DECPLUS. On average, a third of the respondents needed additional training on any of the 7 tasks listed.

Part B, General Information, indicated a variety of approaches to collecting and processing local data. Respondents were split 50/50, with half importing data and half entering. File formats used to import included all the major software packages. Excel will be included as an import format with WINPLUS.

Many states plan to collect data electronically, but two-thirds are still using paper forms. Processing and publication are all over the map, with 16 combinations of various software packages listed.

There were a number of insights on using tables in WINPLUS. If possible, the existing tables will be available. The 2-year comparisons will continue to be available, and may be expanded to include individual data elements. A table listing each edit check and the number of occurrences was also requested.

Part C, Software Enhancements, yielded priorities for WINPLUS. Speeding up the performance of WINPLUS was the top priority. 2-year comparisons by library and item was the second choice. Pop-up annotation for edit checks was the next highest priority. Making adjustments to edit checks was the low item, but still received an average score of 2.8 out of 5. Other recommendations included the ability to publish tables and a function to display the number of edit checks generated for each edit.

Edit Checks

The committee reviewed survey comments and a Census study of historical edits. Census concluded that 5 data elements accounted for 55% of edits; Other Operating Expenditures, State Government Income, Audio, Collection Expenditures, and Book/Serial Volumes.

Many edits will be modified simply by setting the edit condition to a number change AND a percent change rather than OR a percent change. The Census report indicated that a significant number of non-relevant edits would be eliminated by making this change. Many of the recommendations of the report will be programmed into WINPLUS.

The edit check function will be revised as follows:

Data Element #	Description	Change
5	Phone Number	an entry of "blank" is valid
10	Branches	eliminate % change from edit check
11	Bookmobiles	eliminate % change from edit check
21	Total Income	change OR to AND
22	Salaries and Wages	eliminate FTE check, change OR to AND
23	Employee Benefits	eliminate FTE check, change OR to AND
24	Total Staff Expenditures	change OR to AND

25	Collection Expenditures	change OR to AND
26	Other Operating Expenditures	change OR to AND
27	Total Operating Expenditures	change OR to AND
29	Book/Serial Volumes	change OR to AND
30	Audio	change OR to AND
32	Video	change OR to AND

Several SDCs requested that there be an edit check that would compare current year and previous year data. Census will test the feasibility of creating an edit check that will check current year and previous year data on two test cases. For Edit Check #38, average public service hours per outlet per week less than 10, no edit check will be generated if hours is <10 but is within +/-10% of the previous year. For Edit check #39, average public service hours per outlet per week greater than 75, no edit check will appear unless hours is >75 hours but within +/- 10% of the previous year.

Census will report on edit checks for #38, Reference Transactions, at the December meeting.

Local Data Collection

11 states are investigating data collection on the web.

Management Dynamics will demonstrate Bibliostat Collect for the COSLA Statistics and Research Committee. This product is primarily disk based, and includes calculations and edits.

Gerry Rowland
Chair
10/6/98