

**FSCS Steering Committee Meeting
Crystal Gateway Marriott
Arlington, VA
September 20 – 22, 1999**

Attending:

FSCS STEERING COMMITTEE: Dianne Carty (Chair), Adrienne Chute, Darla Cottrill, Denise Davis, Elaine Kroe, Keith Lance, Libby Law, Mary Jo Lynch, Amy Owens (representing Barratt Wilkins Monday and Tuesday), Paul Planchon, Lynn Shurden (Vice Chair), Sondra Taylor-Furbee, J.D. Waggoner, Barratt Wilkins (Wednesday), Alan Zimmerman

NCES: Jeff Owings, Joannell Porter and Jeffrey Williams

NCLIS: C. E. Abramson, Kim Miller, Judy Russell

IMLS: None

CENSUS: Patti Garner, Ebonic Curry, Mike Freeman, Johnny Monaco, Regina Padgett, and Cindy Sheckells

COSLA: Tom Jaques, Amy Owen

SIERRA Systems: Chun Duan, Melissa LaRoe, and Lisa Lee

Others: John Carlo Bertot, Victoria Agee

The meeting was called to order. Dianne Carty welcomed all and introductions were made.

NCES reports and Updates:

NCES Tools: Paul Planchon reported on NCES WEB Site redesign, the peer comparison tool, the library locator, and the table generation tool. Demonstrations of all of the above were provided on Tuesday by Melissa LaRoe, Chun Duan, Lisa Lee and Paul Planchon respectively. The Data Use Committee expressed interest in seeing reports on use of tools once they are fully available. The license agreement for the Table generation tool (<http://demo.ivation.com/>) will provide general public access to the data set. There was a discussion about making preliminary data available through the tools and about maintenance and archival of data for the tools. Adrienne Chute indicated that a maintenance contract is planned.

Web Data Collection: The Web data collection initiative used by IPEDS will probably be used for StLAS data collection in December and a NCES is investigating to determine if a web data collection system can be adapted by each state for use in collecting local data and eventual submission of FSCS data

School Library Media Center data: NCES has scheduled a meeting for Friday, September 24 to begin the process of collecting school library media center data on a more frequent basis. The latest data available is 1993/94.

Cross Cutting Network: The creation of a cross cutting network recommended by the NCLIS study was discussed. The purpose of the committee would be to address concerns common to all 6 NCES library surveys. The exact role of the committee is to be determined. Representation

from the FSCS Steering Committee was discussed. Initial representation is to include the chair, the vice chair/chair elect, and one of the sub-committee chairs.

Cross-Survey Definition Matrix: Plans are to move ahead with the cross-survey definition matrix. Victoria Agee, who has experience in a variety of types of libraries and is an indexer, expects to complete the project in March. She will report on the status of the project at the December steering committee meeting.

Territory Data: The collection of data from the territories was discussed. Although there are no regulations requiring the inclusion of the territories, Paul Planchon encouraged the Steering committee to continue to make every effort to collect data from the territories, with the exception of Palau. There was a discussion of visiting territories to identify and understand the problems in order to develop solutions.

Digest of Libraries: Jeff Owens and Adrienne Chute reported on the development of a "Digest of Libraries" similar to the "Education Digest". It would include a compilation of the results of the 6 types of library data collection in one publication, which would be revised every 2-3 years. Concern was expressed about the comparability of data use in the report, which was not collected in the same time frame.

Adult Programming: Adrienne Chute reported on the status of the Adult Programming Survey. It is scheduled for mailing in late November/early December with results published in September. Concern was expressed about plans to distribute the survey directly to the Outlets. The policy regarding notification of the Administrative Entity and the State Library about the sites receiving the survey needs to be enforced when contracting for surveys.

Cooperative Survey Status: Imputation of data for non-respondents is underway. Concern was expressed about imputing for non-respondents. Mary Jo described a web site of basic documents (e.g. bylaws) on cooperatives created by a library school professor." The Web site is: www.lis.uiuc.edu/~b-sloan@consort.htm

Early Childhood Survey: This survey includes 2 library questions. Adrienne Chute will make arrangements for a status report on this at the December Steering Committee meeting.

1997 Data: Elaine Kroe reported that she has reviewed the changes and that there is one more review. Sondra Taylor-Furbee and Keith Lance will serve as reviewers for Adjudication. Preliminary reports should be out in April 2000.

NCLIS Report and Update:

FSCS Archives: Kim Miller and Denise Davis are working on the re-design of the NCLIS Web site and a task group will be formed to determine what papers and electronic data is to be archived. Included will be what is required and what is needed for programmatic purposes. NCLIS paper archives are stored at the University of Michigan. The need to archive official responses to Frequently Asked Questions (FAQ) was referred to the Data Elements Sub-Committee.

Judy Russell introduced Abe Abramson, chair of the NCLIS Statistics Committee, and reported on the following:

Pocket Digest: Denise Davis is developing a pocket digest that can be used to inform legislators and others about NCLIS programs and activities.

Publications: Two publications are planned for the fall (budget permitting): 1) Internet, and 2) Survey of People with Disabilities Report.

International Activities: NCLIS is in the process of identifying US organizations and people currently active in international library activities.

Sister Library Project: This is proving to be a popular program. A report will be released in a few months.

FY2000 Budget: NCLIS is reviewing their legislation, mission statement, and priorities in light of the anticipated continuing resolution.

Other NCLIS concerns: 1) Access to government information, 2) Information literacy, and 3) Cost of scholarly publications/journals.

Census Report:

This was Regina Padgett's last meeting with the FSCS Steering Committee. A plaque was presented in recognition of her contributions to the program. Cindy Sheckells will assume her responsibilities.

Keppel Award: Regina reported on the status of FY98 data recipients and the Keppel Award eligibility. Completed data was due September 15 and was checked by postmark, not date actually received. The group decided that the Keppel Award would not be denied to states if the State Librarians letter were not postmarked by September 15. This increased the number of states eligible to receive the Keppel Award by 12, for a total of 30.

WinPlus problems: Michael Freeman reported on WinPlus problems. Although there were import problems, there were actually fewer problems than in previous years. There is still a problem with structure changes. The Data Collection Subcommittee will identify software changes that MUST be completed in WinPlus for next year (FY99 data submission). Among the items immediately identified were 1) the ability to export data as well as to import data and the examination/revision of edit report ranges, and 2) the software must be fully operational at the March Conference. Patti Garner will report on the edit revisions at the December steering committee meeting.

Other:

Meetings in Year 2000: Susan Calan (Westat) reported that Embassy Suites will be the site of Steering Committee Meetings in the year 2000.

Web Address: There was a discussion about how Public Library Web addresses collected in the 1997 submission will be used.

Subcommittee name change: The name of the Training Subcommittee was changed to: Data Conference Committee and the name of the workshop to: Professional Development Conference.

Literacy Campaign: Mary Jo Lynch reported on the Paul Simon Literacy Campaign. State Libraries are to receive a letter from retired Senator Paul Simon regarding letters sent to the largest public library in each county. The letter asked libraries to convene a meeting of all community agencies involved in literacy for the purpose of promoting cooperation.

Sample Survey of Data: Denise Davis reported on the possibility of a sample survey to test questions in the field. The benefits would be 1) to move the data element acceptance process along more quickly, and 2) to provide a snapshot of libraries. Denise Davis will report further on this at the December steering committee meeting.

COSLA: Barratt Wilkins, Amy Owens, and Tom Jaques met with the FSCS Steering Committee to discuss COSLA's role in the March Conference. Areas identified were: the importance of communication between SDC's and their Chief Officers, the identification of data needed for policy decisions, data need/use at the local and state levels, timeliness of response. Other items discussed were: 1) FSCS presentation at a training session at COSLA, particularly for new State Librarians, 2) Regional meetings to bring State Librarian, Library Development and SDC's together to discuss data needs, data availability, etc., and 3) Accuracy and timeliness of data.

There was a brief discussion of the need for SDC's to become more knowledgeable about statistics as a possible topic for future Conferences.

December Steering Committee Plans:

- Nominate 2 SDC. Dianne Carty's term expires.
- Elect a new vice-chair of the Steering Committee.
- Develop objectives and activity list for future (subcommittee)
- Jerry West will be asked to report on the Early Childhood Survey
- Victoria Agee will report on the Indexing project
- Ballot results will be addressed
- Financial Data issue will be addressed by Data Elements Committee
- Survey SDC's about policy issues (building needs, ADA issues)
- Trend Analysis report
- John Carlo Bertot report on field test of electronic data elements
- Joel Shuman (AIR) may be available to discuss financial definitions

No official positive/negatives were collected however the following negatives were voiced:

Loud meeting next door

Difficult accessibility to metro

Difficulty in making travel arrangements through Westat.

An ever-present positive is: Susan Rittenhouse Callan (Westat)

SUBCOMMITTEE REPORTS:

DATA ELEMENTS: Attending: J.D. Waggoner, chair, Abe Abramson, John Carlo Bertot, Adrienne Chute, Keith Lance, Libby Law, Mary Jo Lynch, Kim Miller, Regina Padgett, Judy Russell, Cindy Sheckells, Lynn Shurden, Alan Zimmerman.

There was a discussion of how best to address questions received regarding interpretation of definitions. J.D. Waggoner is to post a notice on the list serve indicating that an official response

to definition questions will be provided on the list serve by the chair of the Data Elements Subcommittee. An archive will be maintained of questions and official responses.

John Carlo Bertot reported on performance measures and statistics in an automated era. In December he will report the results of the field test. He proposed that some of the data elements be incorporated by FSCS into the annual data collection. The committee discussed the information provided. Keith is to compare data available on use of electronic databases with ICOLC subdivided by local databases and consortia/statewide databases with standard pro/con issues.

Denise Davis reported the possibility of a field test for sample questions. This proposal is to be presented to the entire group.

Central Library: Keith Lance presented the draft of the proposal for changing the definition of Central Library. Acceptable answers include only "0" or "1".

Mailing Address of Outlet: There was a discussion of dropping the mailing address for each outlet.

Number of Users of Electronic Data: This data item will be sent forward for vote.

Electronic Documents Viewed: This will be subdivided into a) local and b) statewide/consortia.

Electronic Documents Retrieved: This will be subdivided into a) local and b) statewide/consortia.

Al Zimmerman will contact Naomi Krefman (SDC, MI) to begin a discussion of recurring and non-recurring funding and report on this at the December Steering Committee Meeting. Joel Shuman (AIR) may be invited to the December meeting to assist with financial definitions.

TRAINING:

The committee proposed changing the name of the committee to Data Conference Committee and the name of the workshop to FSCS Professional Development Conference or SDC Professional Development Conference.

Conference arrangements to be made with Westat are:

Registration by end of February.

Breakfast is not to be provided.

Westat is to determine if it is possible to extend the hotel government rate for those attending who wish to come early or stay longer.

Westat is to make arrangements for attendees who wish to attend PLA after the Conference to return home by way of Charlotte.

The final agenda is to be completed at the December Steering Committee meeting.

A mailing with a copy of the agenda will be made to SDC's the week of Jan. 8.

Notice will be posted on the Website.

The subcommittee discussed surveys of SDC's: 1) Training (technical training) needs, 2) Best dates for the 2001 Conference, and 3) Assessment of the mentor system. (Note: it was later decided not to survey about the mentor system).

DATA COLLECTION:

Reported on the edits: need for historic data, the FSCS number is required for import files and a macro will be built in to WinPlus by NCES/CENSUS for importing data, no edit check message will be provided for “-1” responses since “-1” is an acceptable response. Census will also check to make sure the messages at the bottom of the screen are visible.

Two-year summary tables are needed.

Preliminary data is to be updated and released every 30 days and made available on the WEB.
Preliminary data will not include any imputed data.

DATA USE:

Paul Planchon and Adrienne Chute updated the Data Use Subcommittee on several NCES projects, including: the Westat trend analysis report, the Westat geomapping project, a proposed Digest of Library Statistics, and the public library peer search and public library locator search engines being designed for the NCES web site.

Progress on the trend analysis report has been delayed by slower than wished progress on other related projects.

The geomapping project will result in a web-based tool that will enable one to design and generate a boundary file for a given public library jurisdiction from standard geographic units (e.g., counties, cities, census tracts).

A digest of library statistics comparable to the Digest of Education Statistics is being planned. The committee was asked for input regarding the content of this publication. Suggestions were driven largely by the major tables in the annual ED TABS document, including the recently incorporated state rankings.

The web-based public library peer search and public library locator tools were discussed at length. Suggestions for improving both were made. (Both tools were demonstrated later in a general session.)

Status of commercial ventures involving FSCS data were discussed briefly: Management Dynamics' Bibliostat Collect and Connect products and Hennen's American Public Library Rating Index. Bibliostat Collect has been purchased by about half of the states to facilitate online data collection. Paul Planchon reported that NCES is exploring its options for developing a web-based tool that would enable states to craft their own electronic surveys. Few details are available at this time, but we will hear more of this in the future. In response to the latest AMERICAN LIBRARIES article about the latter, Keith Lance indicated a willingness to explore the possibility of critiquing the index's design.

The data use subcommittee's final recommendations for March 2000 workshop programming are incorporated in the training subcommittee's report.

TO DO:

Adrienne Chute & Victoria Agee: Report on the status of the Definitions Matrix Project at the December Steering Committee Meeting.

Adrienne Chute: Arrange for a report on the Early Childhood Survey at the December Steering Committee meeting.

Adrienne Chute: Notify Steering Committee of Web Site Addresses.

Denise Davis, Paul Planchon, Elaine Kroe, and Adrienne Chute: Regional training on Public Library Survey – mini-SDC training possibly in connection with SOLINET, COSLINE, MINITEX, etc.

Denise Davis, Kim Miller, and Adrienne Chute: Profile of SDC's – name, job title, position in organization (to whom do they report), interaction with state library administrator, etc.

Denise Davis, Paul Planchon, Adrienne Chute, and Elaine Kroe: Facilitated meeting with COSLA regarding statistics and NCES

Denise Davis: Contact Microsoft foundation as speaker for March Conference.

Denise Davis, Paul Planchon, JD Waggoner, and Adrienne Chute: Report on possibility of field testing new data elements, sample FRSS.

Mary Jo Lynch: Work with NCES on identification of contact people for imputation of data for the cooperative survey.

Patti Garner, Carma Hoage, and Terri Carter: Report on the edit revisions at the December meeting.

Alan Zimmerman: Report on Recurring and Non-recurring funding issues.

Keith Lance: Solicit nominations for the Eckard Award.

Darla Cottrill: Contact Peggy Rudd about an “all conference” reception for Sunday or Monday evening.

Mentors: Contact each state which has not submitted 1998 data.

Mentors: Notify states to inform Census about all problems encountered with WinPlus by December.

Mentors: Identify states to serve on panel on how public library statistics are used at the state and local levels.

Data Collection Subcommittee: Identify things that MUST be completed by March 2000 in WinPlus for the next year (1999 Data Submission).

Data Elements Committee: Develop a policy/process for archiving frequently asked questions (FAQ)