

FSCS Steering Committee Meeting
Residence Inn Alexandria – Old Town
1456 Duke Street
Alexandria, VA 22314
September 18-20, 2006
Minutes

Attending: * indicates one day attendance

Elected SDCs: Ann Reed – Chair, Kit Keller – Vice-chair, Shelley Fugitt, Frank Nelson, and Timothy Owens

Appointed: Keith Lance, Libby Law, and Alan Zimmerman

NCES: Adrienne Chute, Barbara Holton, Elaine Kroe, and Jeffrey Williams

NCLIS: Neal Kaske and Kim Miller

COSLA: Suzanne Miller

ALA: Denise Davis

IMLS: Mary Chute, Rebecca Danvers, Mary Downs*, George Smith*

Census: Terri Craig*, Michael Freeman*, Loretta McKenzie*, Johnny Monaco, Adrienne Oneto*, Patricia O’Shea, Cynthia Jo Ramsey

BUG: Ira Bray

Bibliostat: Trevor Allred

Synergy: Carol Coy and Gordana Vukovic

Ann Reed called the meeting to order and reviewed the agenda changes.

Kim Miller provided binders with general information for reference purposes.

Ira Bray, SDC from California and coordinator/facilitator of the Bibliostat Users Group (BUG), was introduced to the committee followed by introduction by each person attending.

Election of 2007 officers:

Kit Keller was elected chair

Shelley Fugitt was elected vice-chair.

Minutes: Motion to adopt minutes as distributed was made by Neal Kaske, seconded by Timothy Owens. Motion passed.

Ann Reed polled each person attending the meeting to identify ways to make people feel more a part of the steering committee. Among the issues identified were: recognition of the political realities and restraints of multi-agency involvement, maintain transparent processes during the transition, making it clear who has authority and responsibility for various areas, providing a safe environment to ask questions, make transition transparent and smooth for the SDCs, work toward the unified goal of providing the best data as quickly as possible, and move forward with the same values and mission.

FSCS Schedule

FY2004 data: Public Libraries in the United States: Fiscal Year 2004 was released in August 2006.

Although IMLS has no official part to play in the statistics program until 10/1/07, NCES and Census are working closely with IMLS during the transition to make sure the transfer of the program goes smoothly.

FY2005 data: Data has been collected and is being processed. IMLS will be observing the process. If the same schedule is used, NCES may release the report; otherwise IMLS will release it.

FY2006 data: Federal collection will begin soon. WebPLUS will include the following new data items: registered borrowers, users of public internet computers per year, and Licensed Databases. Again, if the same schedule is followed, NCES will collect the data November 2007 – August 2008 and work with Census and IMLS on the imputation and tables. IMLS will be responsible for releasing the report.

FY2007 data: This will be the first year that IMLS will be fully responsible for both collection and reporting the data. No new data items will be added. Data items proposed at the Conference and later passed by the States will not be added to the software until the Fiscal Year 2008 data collection.

Knowledge Sharing Episodes

IMLS

Consolidation of the program continues to be a high priority. Dr. Anne-Imelda Radice is committed to making the consolidation work and has agreed to attend the Awards presentation at the 2006 Conference and provide the keynote address for the 2007 conference. Carol Scannelli, Counselor to the Director and chief facilitator of the transition, attended the August NCLIS meeting as Dr. Radice's official representative. Rebecca Danvers, Director of the Office of Research and Technology, continues to work closely with representatives of NCES and the U.S. Census Bureau to build the foundation for a smooth transition of the statistical program. IMLS staff attended the COSLA Leadership Institute in Madison, Wisconsin.

OBE Task Force: A second session with the leaders in last fall's Outcome-Based Evaluation (OBE) Task Force on Summer Reading is planned to further develop and refine the survey instruments and allow IMLS to provide a stronger grounding in social science research methodology for the participants.

IMLS is attempting to consolidate the work products from the April 2006 task force on continuing education (CE programs) OBE into two general models that will fit all six different types of CE programs.

IMLS will host an OBE basic training workshop September 11-12 for eight states.

Fall Conference: There will be no annual Fall Conference this year. IMLS will focus on state visits and plans to visit 20 states in addition to the 4 already visited.

Digital Readiness and Cultural Heritage Institutions: The report of the Canada-U.S. Dialogue on Digital Cultural Heritage has been issued. Dr. Radice presided at the meeting (New York Public Library, May 4-5) which was a follow-up to the 2005 meeting held in Gatineau,

Canada. Joyce Ray, Associate Deputy for Library Service, serves as the primary IMLS representative to the partnership. Participants included practitioners and educators in the library, museum, and archival communities in the U.S. and Canada.

Commission on Cyberinfrastructure: IMLS partnered with the Andrew W. Mellon Foundation to convene a discussion of the draft report of the Commission on Cyberinfrastructure for the Humanities and Social Sciences. The June 8 meeting brought together staff from IMLS, the National Endowment of the Humanities, the National Science Foundation, and the National Historical Publications and Records Commission, as well as other stakeholder organizations such as the Library of Congress, the Coalition for Networked Information, and private foundations including the Getty Trust and the Teagle Foundation. The final report will be released in the fall. The draft final report is available on the ACLS Web site at: <http://www.acls.org/cyberinfrastructure/>

George Smith and Terri Brown provided grant application training in the Pacific area. The result was an improvement in the applications received by IMLS.

LSTA Five-Year Plan 2008-2012: Plans are due from the states in June 2007. IMLS has developed guidelines and resource materials to help the SLAs in planning. The resources are posted on the extranet.

Extranet Enhancements: Provides “one stop” access to everything SLAs need to know to properly administer the LSTA program including all the statutes, regulations, and forms, as well as training information that a state needs to administer its program.

Discretionary Grants:

Laura Bush 21st Century Librarian Program. Thirty-five of the 111 applications have been funded. First Lady Laura Bush announced that IMLS has awarded \$20,869,145 in grants under this program and Dr. Anne-Imelda Radice announced the 35 recipients at the ALA Annual Conference in New Orleans.

National Leadership Grants: Twenty-five of the 109 applications were awarded.

Partnership for a Nation of Learners: About twelve of 65 applications will be funded. This program was initiated in 2005 by IMLS in collaboration with the Corporation for Public Broadcasting (CPB) to encourage museums, public broadcasters, and libraries to work together to serve their communities and address lifelong learning needs and opportunities.

Partnerships: Big Read with NEA, Digital Humanities with NEH, Book Festival with Library of Congress/Center for the Book, and Nation of Learners with Corporation of Public Broadcasters.

Transition Plan: IMLS received 25 comments to the draft transition plan released this summer. Although the number of comments received was not large, many were from national associations and represented a broad constituency. Concern was expressed about the need to maintain a strong federal voice on information policy and strong support was expressed for the value of the data collection and for continuing the Census role in the process. Concern was expressed about the timeliness of the data, new products, access to data, and the IMLS's need for sufficient staffing and resources to accomplish the project.

IMLS will continue work on the 2007 transition plan. The Steering Committee expressed the desire to provide support needed. The next opportunity for public support will be in February 2007 after the President's budget is presented.

The August conference call with the research community reaffirmed the value of the data collection, the coordination of the process and the necessity of collection of statistics on the federal level, the importance of consistency, standardization and use of data and the desire to see continued improvement, training on importance of accuracy, usefulness improved, sampling to get more data on discrete issues, data elements on connectivity and electronic use, improvement of time lag, peer process, cross-analysis, use of log files for access to users, and expanded web sites to link to state web sites.

NCLIS:

Health communication and role of libraries: The program recognizes outstanding library programs in each state. Nine finalists received \$1,000 each. A \$20,000 grand prize was awarded to REACH 2010 (South Carolina's Charleston and Georgetown Diabetes Coalition's Library Partnership). The Libraries and Information Health Forum sponsored by NCLIS and the National Library of Medicine was held on May 3.

Digitized information and the role of libraries: In March, NCLIS and the University of Michigan sponsored a national symposium to explore the impact of large-scale digitization on libraries, universities, government, information policy, publishing and education.

Adequacies and deficiencies of library services: One of the NCLIS statutory mandates is to provide a "report card" on American libraries, an assessment of our Nation's library and information services. Neal reported that they continue to explore and develop an appraisal/assessment mechanism for evaluating library and information service delivery and to establish a metric with some degree of uniformity to 1) measure quality of library service and 2) encourage further research.

Relationship between school libraries and educational achievement: NCLIS is working to expand the "Battle of the Books" activities in partnership with Borders Books, Scholastic, the Chicago Public Schools Department of Libraries, Quills Literacy Foundation, and the Rotary International.

Library and information services for the aging: A position paper about libraries and the elderly was presented at the 2005 White House Conference on Aging.

Emergency preparedness and the role of libraries: NCLIS is investigating prototype program to identify how libraries can participate in disaster preparedness and serve as community "knowledge nexus" for emergency preparedness and disaster response information.

Universal Service (Section 245) Telecommunication Act of 1996 (E-Rate). A recent NCLIS study of the E-Rate program provides an overview of the legislation.

Internet neutrality ("net neutrality"). A NCLIS study, "Internet Neutrality: Exploring the Legislative Issues in the Context of Libraries," identifies policy issues.

NCES:

NCES had a productive transition planning meeting with IMLS and Census. Jeffrey Owings is pleased with the productivity of the meeting and the plan. Mr. Owings is working on the transition directly with the Chief Statistician and Mark Schneider, NCES Commissioner.

NCES will be conducting the Academic survey in the fall and the StLAS in October/Feb.

CENSUS:

FY2004 data: Public Libraries in the United States: Fiscal Year 2004 E.D. TAB was released August 17, 2006.

FY2005 data: All states submitted data. No data was received from the territories. The edit process is nearly completed. Some problems were encountered during importing and training is to be provided at conference. Group 1 had some additional edits because of timing of release of new edits. Plans are to provide 2006 edits by early March 2007 so that Group 1 states can use them in their data collection. The 2005 file will be submitted to NCES by Oct. 27.

Data collection training issues identified: importing data into WebPlus and annotating the edit report.

FY2006 data: WebPLUS is being updated for the fall. The new software will support importation of Excel files.

The Data collection subcommittee discussed the impact of Hurricane Katrina on the data, the feedback on the web collection and the imputation for the 2005 data. Starting with 2005 there is a status code in the data file for active libraries, for new libraries but not one for closed libraries.

COSLA:

COSLA is committed to be a part of the transition process and supports for maintaining the independent voice on policy issues with direct access to the President and Congress. The Chief Officers are heavy users of the data and need to continue receiving information about the Academic and School Library surveys.

ALA:

Concern was expressed about the apparent reduction in the number of libraries in the 2004 E.D. TAB. An analysis indicates that the reduction is largely a clean-up of the data by some states and consolidation with only one actual closure. This is the first time in 22 years that there's been a decrease in the number of public libraries.

ALA's demographic study of 1990-2000 census of the occupation "library" indicates there is a reduction in male librarians and an age shift (age-skewing). The anticipated large retirement of librarians did not occur and new librarians were not brought into the profession. The article in "American Libraries" by Joe Mika that created an unrealistic crisis in the profession was based on data that was 3 years old.

The Diversity Counts study is scheduled for release October. 10.

FSCS Bylaws

The Steering Committee discussed by-law changes needed immediately and those needed in preparation for the move to IMLS. There was a discussion of changing the name of the program when it moves to IMLS. This will be discussed at the conference.

The revision of the bylaws will indicate changes that are to take place immediately and those to that place October 1, 2007. Ann Reed will incorporate the by-law changes proposed for discussion by SDCs at the conference. Changes need to be approved at the December conference.

Changes:

- NCES will have one (1) member on the SC – change to take place Oct. 1, 2007
- IMLS will have three (3) members on the SC – to take place immediately
- Census will have two (2) members on the SC – to take place immediately
- Add a statement about the role of SDC members indicating they represent the state, the local libraries, the region of the country, etc... – to take place immediately
- IMLS shall appoint 2 subject specialists and 1 secretary to serve at the discretion of IMLS. – to take place Oct. 1, 2007
- The Steering Committee chair coordinates with the subcommittee chairs to collect and distribute subcommittee agenda's with the main agenda. – to take place immediately

Mary Jo Lynch Award: The status of recruitment of applications for the Mary Jo Lynch Award was reviewed. Alan Zimmerman and Shelley Fugitt sent copies of the Information Packets developed by Neal Kaske to their mentor states. Alan Zimmerman indicated that he had a positive response from Michigan and anticipates an application next year.

General advertisement has not been successful. Personal touch is needed. Neal Kaske will send historic data files to library school contacts and to SDCs. SDCs need to make personal contact with library school faculty who teach research methods courses. Library schools with doctoral programs are good targets.

Library Assessment Conference: Building Effective, Sustainable, Practical Assessment, 2006 participation: Neal Kaske plans to attend the Library Assessment Conference, September 26-28 and to develop of a web page to assist libraries with assessment. The subcommittee reviewed questions on the current Library Assessment Initiative Update Worksheet and identified other questions for consideration:

Census staff introduction: Patricia O'Shea introduced Terri Craig, who works with imputation, and Loretta McKenzie, who will be working with edit research.

Subcommittee Reports: See attached subcommittee reports for full information. Below are issues that were presented to the full Steering Committee for decisions.

Data Elements Subcommittee:

The Steering Committee discuss various ways of handling data about downloadable collections, particularly audio and video. Should FSCS describe the library collection or look at the collection from the viewpoint of the user – what the user has access to? NISO standard Z39.7 revised in 2004 incorporates new formats and yet to be known formats into the definition for audio materials. Concern was expressed about if/where libraries are reporting downloadable audios and the possibility that how they are reported may relate to how they are purchased. Some libraries may be reporting them under databases. Some libraries may be reporting them under audio even though the definition clearly restricts this to physical units only.

The current definitions for audio materials and video materials includes physical format only. The steering committee agreed the proposed revision of the current audio and video materials definitions to include all formats is a substantive change requiring discussion at the conference and a vote. States have the option of continuing to collect the format data for use within their states but will be asked to combine the formats for reporting to FSCS.

Data Use Subcommittee:

Eckard Award: The Data Use Subcommittee presented 3 web sites to the Steering Committee for consideration for the Eckard Award. The Steering Committee decided to present Eckard Awards to both California and Idaho and present an Honorable Mention Award to Iowa.

Summary of Census Meeting with IMLS and NCES: Johnny Monaco distributed a summary of various tasks, responsibilities, time frame and deadlines developed by Census after a meeting with Rebecca Danvers and Mary Chute and talks with Jeff Williams regarding the transition. A detailed spreadsheet has been prepared listing everything that needs to take place for a smooth transition. Census will work with IMLS under an Interagency Agreement. The plan is for Census to maintain the current collection of data for FSCS and StLAS. NCES plans to give software codes for the State Library Survey to Census by end of October 2006 so that Census will have a full year to work on the software. Public Library and State Library files now on the NCES server will be move to the Census server.

Neal Kaske has developed a NCLIS list similar to the Census list.

Policy and Procedures for Review of Data Elements: The Steering Committee reviewed and discussed proposed changes to the policy and procedures. Kim Miller will incorporate the changes, send the revised document to the steering committee members for review and include the approved copy in the packets distributed at the conference.

Changes needed:

A statement: Changes to the Policy and Procedures for Review of Data Elements must be approved by the Steering Committee.

A statement: Changes to the Data Element Definitions that does not affect what is to be reported do not require a vote by the states.

Add to #5 Development Cycle: 5:00 p.m. deadline for endorsement of data element changes.

Add. To #3 Development Cycle: Requirement of pilot test of new data element proposal by at least 3 states.

2007 Objectives:

The draft objectives for 2007 were reviewed.

Steering Committee:

- Support the 2007 Objectives of the Subcommittees.

- Advocate and encourage the timely release of data.

- Review and respond to mentor session notes and evaluation comments from the Annual Professional Development Conference.

- Foster good working relationship among FSCS partners.

- Select a new name by Oct. 1, 2007.

- Develop a work flow diagram of timelines and responsibility of FSCS partner. Note: Neal Kaske will prepare a draft.

- Revise handouts, bylaws, policy and procedures, orientation manual.

- Explore purchase of more flexible Blog software.

Data Collection Subcommittee:

- Sustain, support and improve function of WebPLUS.
- Monitor development of Edit checks.
- Improve communication about the collection process among SDCs.
- Facilitate timely submission of quality public library data.
- Encourage web-based data use products in individual states.
- Review edit messages and clarify in plain English.
- Review data submission requirements for libraries closed for all or part of the reporting year.
- Explore possibility of fast response surveys for future.
- Resolve library closing (for natural disaster) issue.

Data Conference Subcommittee:

- Identify State Data Coordinator training needs.
- Review need for specialized training for interested SDCs and others.
- Plan the annual FSCS Professional Development Conference.
- Coordinate time and place for the FSCS Development Conference (December 2007) with NCES and IMLS.

Data Elements Subcommittee:

- Plan and provide opportunities for discussion of problematic data elements for the conference.
- Provide training opportunities for data elements.
- Monitor state surveys to identify potential new data elements and poll SDCs about the desirability of adding to FSCS any data elements common to most states.
- Work with NCLIS and IMLS to improve utility of the Blog and web site content (FAQ's).

Data Use Subcommittee:

- Solicit nominees and select winners of Eckard and Lynch Awards.
- Pursue specific data use projects, such as performance ranking of individual libraries by population range.
- New groups and/or processes.
- Identify topics for fast response surveys.
- Propose new web tools, publications, web guidelines.
- Propose new publications and revisions to E.D. TAB format.
- Promote web guidelines.
- Propose conference sessions to promote more use of NCES data.
- Encourage web-based data use products in individual states.
- Promote conference sessions at ALA/PLA.

December agenda items:

- Subcommittee chairs named
- Review data element policy
- Review by-laws
- Review ballot issues: ballot to be sent to Chief Officers by February 15 and returned by March 1 in order to meet OMB clearance package schedule.

Plus for September Meeting

Amount of work accomplished

Ira Bray attending for BUG
Everyone sticking it out
Census staff explanation of imputation
Hotel generally
Synergy's provision of document
 revisions during meeting
Reagan Airport good/BWI bad
Overall cooperative nature of meeting
IMLS & Census active participation
 (comfort level)
Census summary of plan process

Delta for Future Meetings

Need minimum 1 ½ hours for breakout
 sessions

Adjourn:

The meeting was adjourned at 11:40am Wednesday September 20, 2006

Subcommittee Reports

DATA COLLECTION SUBCOMMITTEE:

Attending: Alan Zimmerman – Chair, Timothy Owens, Vice – chair, Trevor Allred, Ira Bray, Terri Craig, Denise Davis, Mary Downs, Michael Freeman, Neal Kaske, Elaine Kroe, Loretta McKinsey, Johnny Monaco, Frank Nelson, and Cynthia Ramsey.

WebPlus feedback:

Import issues: If the universe matches it was OK but if changes are needed the SDC should change the code on the spreadsheet or use the structure change module. Training is recommended to solve this.

Ann Reed will add a section to the manual for Collect users to remind them to update the records for import matching and annotation of edits.

FY2006 software will support importing spreadsheet as well a comma delimited files.

Edit issues: Group 1 had additional edits because of the timing of release of the edits. Training is needed on the annotation of the edit report.

The only new edit checks planned for FY2006 will be those related to the new data items. Census does not propose new edits until two years of data have been collected.

Census plans to have edit checks for new data elements available by March 2007 so that Group 1 States will be able to incorporate them into their collection processes.

A subcommittee objective for 2007 will be to provide an English language version of the edit check messages.

The relationship between Census, the SDCs, and Bibliostat Collect was discussed. With so many states working with Bibliostat Collect (now 41 states) it makes sense for Bibliostat to receive edit checks directly from Census. This may be possible, but it is still the SDCs responsibility to make sure that Bibliostat Collects receives all of the edit checks. The Steering Committee will be responsible for making sure the edit checks are provided to Bibliostat Collects.

A diagram the life of the edit checks process (adoption of data element, development of edits, collection of data, edit check follow-up(s), publication of report) is needed. Neal Kaske is currently working on a time line for the NCLIS part of the process. Johnny Monaco has also done some work on the NCES/Census part of the process.

BUG:

Ira Bray reported on the first BUG meeting in December. The meeting was helpful and offered an opportunity to see what states are doing (products) and prioritize changes and enhancements needed to Collect. Recommendations are posted to the Blog. There has been little use of the Blog.

Response to library closing related to Natural Disasters

Data is needed to answer the question: How many libraries are there? How many new libraries are there? How many libraries closed? Beginning with 2005 there is a status code for active libraries

and for new libraries but no code for closed libraries. Schools stay in the data file for 1 year after closed, but currently public libraries not reporting data disappear from the file.

There is no code at the present for reporting data for a partial year closing due to natural disasters (fire, flood, etc.). For 2005 data some outlets closed but all administrative entities reported. Census has not yet looked at the imputation methodology issues.

Proposal discussed for libraries closed part of year: start and end dates for service and enter any data the library may have. This will trigger edit check for SDCs to enter partial closing date information into a note field. Alan Zimmerman (Chair), Denise Davis, Neal Kaske, Timothy Owens and Cynthia Ramsey will develop a proposal for handling partial year library closings.

Data collection program – Data Quality Assurance. This will be a panel discussion. Alan Zimmerman and Cynthia Ramsey will identify response rates and will focus on what has low response or high edit check rates. There will be a general overview of the “birth of an edit check”

Terri Craig provided an overview of how edit checks are developed. She mentioned a paper on the edit process for public library survey data which was presented at the 2005 Joint Statistical Meetings for the American Statistical Association. The edits will be evaluated for 2005.

Review of Statistical Collection and Reporting Procedures and Schedule:

Ann Reed will incorporate the changes to the “Statistical Collection and Reporting Procedure” and email them to the steering committee members for approval. Once approved they will be included as a handout at the conference

Transition: Plans are for everything to continue as it is currently handled. Census will handle collection. Servers will be at census. There will be a transparent change to website. Census will have to re-write StLA survey collection tool.

Blog: Currently there is little activity. The subcommittee recommended exploring the purchase of more flexible software than is available in the currently used free version in order to have entries arranged by topic instead of linearly.

Data Collection Subcommittee Objectives for 2007

- Sustain, support and improve function of WebPLUS.
- Monitor development of Edit checks.
- Improve communication about the collection process among SDCs.
- Facilitate timely submission of quality public library data.
- Encourage web-based data use products in individual states.
- Review edit messages and clarify in plain English.
- Review data submission requirements for libraries closed for all or part of the reporting year.
- Explore possibility of fast response surveys for future.
- Resolve library closing issue.

DATA CONFERENCE SUBCOMMITTEE:

Attending: Kit Keller – Chair, Shelley Fugitt – Vice-chair, Rebecca Danvers, Keith Lance, Libby Law, Kim Miller, Suzanne Miller, Patty O’Shea and Jeff Williams

The Subcommittee reviewed the conference agenda. There were many changes. One of the concurrent sessions was dropped to make time to set-up and clear for the Awards Luncheon. There will be some changes in the procedure for handing out the Awards in order to efficiently provide the recognition to those receiving awards.

At current time only 3 new SDCs are anticipated however history shows that there is a need to plan for some of the other SDC to attend the Orientation Session.

Ann Reed will contact IMLS PR staff for information for the introduction of Dr. Radice.

Kit Keller will ask John Bertot and the Information Use Management & Policy Institute to contact Carol Coy (Synergy) to make arrangements for the reception.

Jeff Williams will contact Joe Collins to confirm his availability for the First Concurrent Session on Thursday, Dec. 5.

Jeff Williams will confirm that Michaela Hansen’s expenses will be provided now that she is no longer a SDC.

Kim Miller has purchased canvas bags and mouse pads as handouts for the conference.

Announcement: make it clear that the deadline for voting for Steering Committee members and for proposed data elements is 5 pm on Wednesday, Dec. 6

Dr. Anne-Imelda Radice has accepted the invitation to participate in the Awards Luncheon and make some brief remarks,

A discussion of bylaw changes will be held at the first general session including the possible change in the name when IMLS assumes responsibility for the program. If time permits, the discussion of existing data elements will begin.

Mentor Session report highlights will be presented at the business session with full written reports provide to the Steering Committee.

Host will be assigned to each concurrent session to introduce speaker and record a count of attendance.

Trevor Allred will work with Kim Miller and Kit Keller on plans for the “Celebrating of 20 years and counting” reception.

Synergy will review reimbursement policy and practice during the opening session and again at the end business session

All PowerPoint presentations are to be sent to Kim Miller, Carol Coy and Jeff Williams for loading onto the laptops.

All handouts are to be sent to Kim Miller.

Alan Zimmerman’s subcommittee conference session will be a panel discussion. Will need a table at front with chairs for 4 people. [This is an estimate.]

Data Conference Subcommittee Objectives for 2007

Identify State Data Coordinator training needs. Suggest use of survey of SDCs as we did in preparation for the 2006 Conference.

Plan the annual FSCS Professional Development Conference.

Coordinate time and place for the FSCS Development Conference (December 2007) with NCES and IMLS.

DATA ELEMENT SUBCOMMITTEE:

Attending: Frank Nelson – Chair, Timothy Owens – Vice-chair, Denise Davis, Mary Downs, Elaine Kroe, Ann Reed, Kim Miller, Suzanne Miller, Patricia O’Shea and Jeff Williams.

The subcommittee reviewed the most used elements: number of public libraries, total circulation, revenue, staffing wage and benefits and discussed when new elements are added to the survey. In the past they have been added immediately after the ballot results are announced even through they have to receive OMB approval.

Issues discussed:

Downloadables They are counted in circulation and in expenditures. The issues were posted on the list and on the blog. Not much response was received.

Is format important or is content important at the federal level? Is different information needed at the federal level than at the state level? Is it useful to know if they are downloadable or physical units? Which is more important: how it’s accessed or how it’s used? Is format the thing? Should FSCS describe the library collection or look at the collection from the viewpoint of the user – what the user has access to.

The current FSCS audio and video definition clearly counts physical units but it is not clear where libraries are reporting the downloadable audio items. NISO standard Z39.7 revised 2004 definition is not format specific, incorporating new formats yet to be known into the definition for audio materials.

Although nobody is currently collecting downloadable data, there is some evidence that libraries are including downloadables in audio material and video material data even though the current definition clearly restricts this to physical units only. How they are reported may be related to how they are purchased. Some libraries may be reporting them under databases.

A definition change removing the restriction to physical format only for audio and video materials can be implemented immediately. The addition of a new item can not be done until 2007.

There was a question about how to handle e-books if downloadables are added to the physical non-book data items. Downloadable audio and video parallel the physical version, but the definition of print material is more inclusive than just "book". There was concern over the loss of a good longitudinal set of data of print materials if the non-parallel e-book item was condensed into it. Methodology for reporting downloadables was discussed including the requirement for representation in the library's catalog. Issues include how an item is purchased, is it cataloged, do you go to a central repository to access, and does link take user to content or to another interface?

The subcommittee proposes to revise the current definition for audio and video to include downloadables by striking the word "physical" from both definitions. Since this clearly changes what libraries will be asked to report, the proposal must be posted at the conference and a vote is required.

Incorporating downloadables into the current definition will require the addition of average and median into the publication to avoid skewing related to statewide purchase.

E-books will remain separate as Print includes more than books.

Collapsing serials may be considered in the future, but not at present.

Frank Nelson will use the list (and blog) to inform SDCs about the proposed change to the audio and video definition and about the process for submitting data element proposals.

Frank Nelson will make send final wording for the full definition and notes for Users of Public Internet Computers for the 2006 WebPlus manual to Cynthia Ramsey and Elaine Kroe for Users of Internet Computers.

Policy and Procedures for Review of Data Elements: The following changes are to be made to the Policy & Procedures for Review of data elements:

A statement: Changes to the Policy and Procedures for Review of Data Elements must be approved by the Steering Committee.

A statement: Changes to the Data Element Definitions that does not affect what is to be reported do not require a vote by the states.

Add to #5 Development Cycle: By 5:00 p.m. deadline for endorsement of data element changes.

Add. To #3 Development Cycle: Requirement of pilot test of new data element proposal by at least 3 states.

Ann Reed will incorporate changes and send it to members of the Steering Committee for review. After approval by the steering committee the document will be included in the conference packet.

YA Programming: Many states are currently collecting YA program data. The possibility of adding data items to FSCS will be presented at the conference for discussion. The issue of age was discussed. Is there a national policy effort that would drive collection of this number? Young Adult Service Division is the fastest growing division of ALA.

Virtual Visits: Alan Zimmerman proposes to put forward a new data item: Homepage Hits = Virtual Visits. Both Colorado and Virginia are currently collecting this data.

Ira Bray was asked about the use of Bibliostat Collect to test new data items. This would include items adopted through the ballot process. Ira Bray will bring this idea to the attention of BUG and discuss it with Trevor Allred.

The ballot schedule will need to be sent to Chief Officers by February 15 and returned by March 1 in order to prepare for the OMB clearance package in order to added new data elements to WebPLUS for 2008. The OMB full clearance package must be completed before October 1. IMLS will deal with this.

FY06 data collection is scheduled to begin in November 2007 and run through August 2008.

Conference Program: Discuss downloadables, home page visits, YA programs

Data Elements Subcommittee 2007 Objectives:

Plan and provide opportunities for discussion of problematic data elements for the conference.

Provide training opportunities for data elements.

Monitor state surveys to identify potential new data elements and poll SDCs about the desirability of adding to FSCS any data elements common to most states.

Work with NCLIS and IMLS to improve utility of the Blog and web site content (FAQ's).

DATA USE SUBCOMMITTEE:

Attending: Keith Lance – Chair, Shelley Fugitt – Vice-chair, Trevor Allred, Ira Bray, Adrienne Chute, Rebecca Danvers, Denise Davis, Michael Freeman, Kit Keller, Neal Kaske, Libby Law, Johnny Monaco, Patricia O’Shea, Cynthia Ramsey, Jeff Williams and Alan Zimmerman. Problems with Conference call with Adrienne Chute

Neal Kaske reported on his work with a Kent State University student intern on a study of the Hennen Report. This includes a replication of the analysis, examination for redundancies, and a further look for new data elements. The project wraps by the end of the year and some publication will result. Tom Hennen is being very cooperative with this study.

Cynthia Ramsey reported on concerns regarding the quality of data for some new data items scheduled for release in 2005. The Statewide total Tables for e-books, e-serials and databases are troublesome. The methodology is ready to go. If the data is to be released in the 2005 E.D. TAB the Subcommittee needs to determine how it is to be presented. The recommendation is to include both totals and averages for the electronic items. Cynthia Ramsey will prepare tables for the new electronic materials data items showing state totals and national total and tables showing state averages and national averages for review.

The Draft E.D. TAB is scheduled for release in October. Concern was expressed about possible delays in the release of the data if the quality of the electronic data is questioned by OMB. Do we need to wait for the definition to settle down? Denise Davis will serve on the Adjudication Committee.

The subcommittee began a review of the Data Use Subcommittee Agenda questions.

Denise Davis asked about the status of the contact with GPO. So far there no contact has been made.

Concern was expressed about IMLS staffing for implementation of the transition. Although FY07 begins October 1, no budget has been passed so there is a 45 day continuing resolution. Hiring staff can not begin until there is a new budget.

Rebecca Danvers indicated that she would like to have Steering Committee in-pu on questions #3 and #7. The subcommittee spent some time brainstorming on these items.

#3: What replaces E.D. TABS after the IMLS move? What happens to historic E.D. TABS?

E.D. TAB is a Department of Education document. IMLS will develop its own document. No decision has been made about the content of the document. The committee began to develop a wish list for future publications.

Averages and medians as well as totals

Per capita

More analysis within the report rather (with tables) than just highlights at the beginning
Charts (5-year trend chart)

Regional analysis, particularly Census regions

Legal Basis code analysis

Some commentary in the report that discusses year-to-year change would be helpful – Status report on Libraries

Ranking by state are valuable but helpful to have ranking by Region

Perhaps census demographics could be incorporated with library data

#7 What replaces the NCES fast response survey system after the IMLS move? On what topics do we foresee a need for a FRS.

Recommend smaller more focused reports that might be generated throughout the year

Different web tools

The Web Tool may be best place to integrate with census demographics such as poverty, education level

#12 Ranking of Public Libraries

Keith Lance reported on the analysis of circulation in preparation for a FSCS ranking of libraries. Ranking on total circulation presented no surprises, except (?) when circulation per capita is ranked for libraries serving smaller populations. The subcommittee was asked if they wished to continue looking into ranking of libraries.

Eckard Award:

The subcommittee reviewed 18 Web sites recommended by committee members who use the following criteria to select candidates: Text only (accessibility), ease of locations (number of clicks from homepage), timeliness, formats (HTML, PDF, Excel), Ease of use, historical data, data collection instrument available, analysis, mention of FSCS data, Links to other related sources (Geolib, LRS, FSCS), Aesthetic pleasing (size of font, layout, etc). Two sites were selected to present to the Steering Committee for the Eckard award: California and Idaho. Several were identified for honorable mention: OK (report generator), MA, Mississippi (very straight forward), and Iowa (hall of shame).

Data web site addresses are needed by LRS if the site address is not a persistent URL.

Data Use Subcommittee 2007 Objectives:

Solicit nominees and select winners of Eckard and Lynch Awards.

Pursue specific data use projects, such as performance ranking of individual libraries by population range.

New groups and/or processes.

Identify topics for fast response surveys.

Propose new web tools, publications, web guidelines.

Propose new publications and revisions to E.D. TAB format.

Promote web guidelines.

Propose conference sessions to promote more use of NCES data.

Encourage web-based data use products in individual states.

Promote conference sessions at ALA/PLA.

**FSCS Steering Committee Meeting
Residence Inn Alexandria – Old Town
1456 Duke Street
Alexandria, VA 22314
September 18-20, 2006
To Do List**

Trevor Allred: Work with Kit Keller and Kim Miller on the “Celebrating of 20 years and Counting” reception.

Ira Bray: Discuss using Bibliostat Collects to test new data items with BUG.

Carol Coy: Provide a list of restaurants and include a list of entertainment options as part of the registration packet. Registration packet should also include information about reimbursement procedures.

Rebecca Danvers: Send copy of the IMLS conference evaluation form to Kim Miller.

Rebecca Danvers: Work with NCES to coordinate conference site for 2007 by the March 2007 Steering Committee meeting.

Denise Davis: Serve on the 2005 Adjudication team for the 2005 E.D. Tab

Neal Kaske: Draft a work flow diagram indicating time line and responsible partner.

Kit Keller: Ask John Bertot and the Information use Management & Policy Institute to contact Carol Coy (Synergy) to make arrangements for the reception.

Kit Keller: Contact speakers about session time, equipment needs, and to send power point presentation materials to Kim Miller, Jeff Williams, and Carol Coy and to send all handouts to Kim Miller.

Kit Keller: Appoint someone for each concurrent session to introduce the speaker and to count attendance

Keith Lance: Provide a handout about the statistics page on the LRS web site for the packet (remind SDCs to provide current URL’s for state links).

Mentors: Remind SDCs attending the mentor session to submit ballots by 5pm on Wednesday

Kim Miller: Develop the evaluation form adding a section: Are you willing to make a presentation at the 2007 Conference? If yes, what topic: and incorporating Outcome information currently used on IMLS conference evaluation form.

Kim Miller: Make sure deadline is printed on the ballot

Kim Miller: Provide pictures (or PowerPoint of pictures) of prior conference to use as a display.

Kim Miller: Work with Trevor Allred and Kit Keller on “Celebration” reception.

Frank Nelson: Send wording for definition and notes for Users of Public Internet Computers to Elaine Kroe and Cynthia Ramsey.

Frank Nelson: Use list & Blog to inform SDCs about proposed change to Audio and Video definition and about process for submitting data elements.

Frank Nelson: Pose proposed changes for downloadables at the conference.

Cynthia Ramsey: Provide data for data collection conference presentation. (Alan Zimmerman requested the 'change file' from Census).

Ann Reed: Provide cover letters for conference invitation.

Ann Reed: Make changes to the bylaws and send to Steering Committee for review and discussion by SDCs at the conference.

Ann Reed: Incorporate the changes to the Policy and Procedures for Review of Data Elements and send it to the steering committee members for approval. If approved, it will be provided to SDCs at the conference.

Ann Reed: Contact IMLS PR staff for information for the introduction of Dr. Radice.

Ann Reed: Conference issues to be discussed: Possible name change when program moves to IMLS and By-Laws.

Ann Reed: Provide wording for WebPLUS manual reminding SDCs of their responsibility for updating files for importing and annotation of edits.

Cynthia Ramsey: Prepare tables for the new electronic materials data items showing state totals and national total and tables showing state averages and national averages.

Steering Committee: Make sure that Bibliostat receives the annual information for edits.

Jeff Williams: Contact Joe Collins to confirm his availability for the First Concurrent Session on Thursday, Dec. 5.

Jeff Williams: Confirm that Michaela Hansen's expenses will be provided now that she is no longer a SDC.

Alan Zimmerman (Chair), Timothy Owens, Neal Kaske, and Denise Davis and Cynthia Ramsey to study the issues related to library closings due to natural disasters.

Alan Zimmerman: Prepare a data element proposal for Virtual Visits.