

**FSCS PROFESSIONAL DEVELOPMENT CONFERENCE
BUILDING GOOD DATA FOUNDATION TO ROOFTOP
JURY'S HOTEL WASHINGTON, WASHINGTON, DC
DECEMBER 5-8, 2004
REPORT**

**WELCOME AND INTRODUCTION OF STEERING COMMITTEE AND
CONDIDATES**

**WHY FSCS DATA IS IMPORTANT AND HOW IT IS USED AT STATE AND
NATIONAL LEVEL - PEGGY RUDD:**

Mrs. Rudd stressed the need for timely data, the states complying with established deadlines and the failure of NCES to release the 2002 ED. TAB. States use the data to define problems and to guide public policy.

PARTNERS REPORT

NCES – Jeff Williams
NCLIS – Trudi Bellardo Hahn
CENSUS – Patty O'Shea
IMLS – Rebecca Danvers
ALA – Denise Davis
COSLA – Peggy Rudd

**EDIT CHECKS: REVIEW OF THE PROCESS AND A LOOK AT THE EDIT
EVALUATION REPORT – Cynthia Ramsey and Laura Hardesty**

CONCURRENT SESSIONS

Win PLUS Importing Your Data – Mike Freeman
Motivating Local builders: Tales of Local Data Use – Ann Reed, Mike Mabe,
Steve Schaefer & Emily Ferren
Statistics 101 – Bob Molyneux

SDC CANDIDATES FOR STEERING COMMITTEE

Ira Bray – California
Despina (Debbie) Wilson - Delaware
Frank Nelson – Idaho
Kit Keller - Nebraska

INTRODUCTION TO PROPOSED DATA ELEMENT - Keith Lance

Delete Data Elements

- 1) Total Librarians
- 2) All Other Paid Staff

Add Data Elements

- 1) Total Number of Other Library Services for Individuals
- 2) Total Number of Other Library Services for Children
- 3) Total Number of Users of Other Library Services for Individuals
- 4) Total Number of Users of Other Library Services for Children

CONCURRENT SESSIONS:

Beyond Libraries; Census Data at your Fingertips – Andrea Sevetson
Making it Count @ your Library – Keith Lance
FSCS Foundations: Historical Datasets Descriptor – Bob Molyneux

METRICS INSTRUCTIONAL SYSTEM (EMIS) UPDATE – Joe Ryan

REMARKS BY ROBERT LERNER, NCES COMMISSIONER

FSCS AWARDS TODAY AND TOMORROW

Eckard Award Winners:

Massachusetts – Dianne Carty
Utah – Sandy Long (award accepted by Diane Slater)
Oregon – Ann Reeves

Mary Jo Lynch Research and Statistics Award

Alan Zimmerman, chair of the Data Use Subcommittee, announced the creation of a new award honoring Mary Jo Lynch. The purpose of the award is to encourage library school student statistical research using public library data at the state and national level.

Keppel Award

SDC’s receiving Keppel Award for first time:

Hulen Bivins - Alabama
Stacy Aldrich – Maryland
Margaret Whitehead – Texas
Tamara Georgick - Washington

Other SDC/States Receiving Keppel Award:

Alaska	Kentucky	Rhode Island
Arkansas	Louisiana	South Carolina
California	Maine	Tennessee
Colorado	Massachusetts	Utah
Connecticut	Michigan	Vermont
Delaware	Mississippi	Virginia
District of Columbia	Missouri	Washington
Florida	Nebraska	West Virginia
Georgia	Nevada	Wisconsin
Idaho	New Mexico	Guam
Illinois	North Carolina	U.S. Virgin Islands
Indiana	North Dakota	
Iowa	Ohio	
	Oregon	

Special Award was presented to Kim Miller in recognition of her contributions to the FSCS process, without which the program would not be possible.

MENTOR SESSION

How did the 2003 data submission go with WinPLUS?

1. Deleting/adding libraries difficult
2. Answers to edits should be accepted.
3. When all data items except the descriptive data (name, address, etc.) are -1, no edit message should be generated. Some libraries do not report data to the SDC every year. The SDC can provide the descriptive information about libraries in their state but do not provide statistical data for non-reporting libraries.
4. When item response goes from -1 to zero (0), no edit should be generated. Zero (0) is an acceptable numeric response.
5. Zero (0) is a legitimate response to electronic access expenditures even when the library reports having electronic resources and users of electronic resources.
6. Discussion of the need for the software to accept abbreviations (St. for Street and vice-a-versa) without generating edits in matching process during the import process.
7. It is desirable for the new software (2005) to permit SDC to sort edits by edit number and by edit name without having to re-key annotations. General frustration with edit checks but understanding of need for them.
8. Need to be sure that structure changes (Outlet – Central, Branch, Bookmobile) made in submission of the 2003 data were carried forward to 2004.
9. Some SDC's use the decennial population for the legal service area population and do not revise annually because of the heavy burden to do this.

Have you collected any of the new 2004 data elements? What were your experiences?

Positive

Capital Revenue by source – no problem

Changes in library materials was a problem

A few questions about adult programs in state that did not collect it before

Annual users of electronic resources

Discussion of why number of library cards is not collected.

Send out information about proposed new/changed data elements as soon as possible. This worked well this year and should be continued.

There was a discussion of pre-populating and locking the name and address field on state collection tool as a way of reducing the number of edits relating to libraries making minor changes in name and address data. Libraries would have to contact the SDC to change this. More work up front for SDC but reduction matching process in software.

Do you anticipate any problems with the upcoming 2004 data submission to Census? Any analyzing data?

No

Advised SDC to contact Census staff as a resource for solving any problems.

What developing trends are you seeing in your state? Are we collecting the right stuff at the national level or is FSCS missing the boat? Do you collect statewide statistics that you feel should be collected at the national level?

Discussion of the need for an annual Status of US Public Libraries and Bob's progress in trend analysis.

If Steering Committee does not support new data element – it should not be brought before the SDC's. "Outputs" is important to be considered before adding a new data element.

Discussion of non-FSCS data elements collected by states

Number of library cards is not collected.

Information about filtering – requirement, cost, etc.

Information about emerging literacy.

Information about millage for libraries.

Are budget cuts impacting your job and agency? Are you having any trouble collecting and analyzing data?

Big YES 4 of 11. SDC is single person, but wears many hats. SDCs have many responsibilities in addition to data collection and analysis. Utah lost 6 of 24 positions. California lost 2 of 8 position in Library Development. Due to budget and staff cuts, responsibility gets pushed back.

No time to post profile or posting of Excel to web in 2 years.

SDC receiving more request for analysis of data but no time to do it. More training needed in analysis. Perhaps some pre-made queries could be developed.

Can you describe any good examples of effective data use in your state?

County by County comparisons, data release

Do you think that FSCS is headed in the right direction? Any philosophical or procedural concerns?

Data elements tested by a few states/territories as a "test" before adding to the collection. Chris Doute (VI) volunteered to test new data elements.

Praise the trend to slow down and evaluate the usability of the data items currently collected and consider usability of any new data items prior to adding.

Need to re-examine the mission and vision statement. Identify the areas that need to be tracked.

Great big data gap is cooperative libraries/systems. Consortia/network data is a big problem, a gaping hole. What would the benefits be for a library to join a cooperative? Any statistics to prove it? No.

Timeliness – What is the problem.

Public libraries are not firing staff but Full Time positions are being changed to part-time positions to avoid paying benefits.

Literacy well integrated into libraries in California

Digital contents: management issues and copyright issues.

Libraries are becoming content producers (web pages, local information, digital), rather than content conduits

Discussion of streamlining data definitions. Some states prefer longer definitions – librarians think long definitions are due to fact that this is Federal program.

Is the mentor structure helpful to you? How can we make it more helpful?

Some states find it easier to work directly with Census staff but others find the Mentor system helpful.

Likes starting conference with mentor group seated together with Monday morning mentor group meeting.

SDC indicated the need for a procedures manual that includes local process as well as FSCS process.

Due to staff turnover, FSCS should consider allowing states to send 2 people for training (cross training). New SDC's often have nobody in the State Library Agency to turn to for help.

Any other comments or suggestions:

Faster release of data. What is the hold-up. SDC's meet all their deadlines and get the E.D. TAB later. Agenda point for ALA/COSLA.

ESRI – Angela Lee suggested for conference.

Can we do conference Monday (Orientation) Tuesday/Wednesday/Thursday Conference. SDC's receive no flex or comp time for travel on Saturday – used personal time to travel to Washington.

CAUCUS:

Announcements:

SDC to e-mail Jan Blakely with recipes. She will compile them and share with others.

Ballots due 9:45

Evaluations due: 11:30

Issues:

Steve Fesenmaier (WV): informed the group of a PBS Appalachian by Mary Hill Evans and a new movie: Mine Wars.

Concern that peer comparison no longer has graphical output.

Timely release of E.D. TAB. States are meeting the deadline but feds are not delivering on their promise. Chief Officers want a paper product. Dated data is not useful. Option: Give NCES a drop dead data like the States have. Write new NCES Commissioner. Write Congress.

Household Survey. Survey 2½ years ago. Still waiting for data. It is now old.

Location: Like for Conference to be held other places than DC. Do not understand why when actual cost might be less if held outside of DC.

Hulen Bivins (AL): How data elements are brought before the SDC's for endorsement. Recommend 3 states/territories test the collection before it is brought forward for endorsement. Have a clear definition, verify the quality of the data, document the usefulness of the data, and identify how easy/difficult it is to collect the data.

New SDCs need guidance. When a new data coordinator starts work, there is little, if any information about the internal procedures for collecting data and often nobody within the agency is aware of the mentor system. COSLA needs to be made aware that this is a problem. Suggestions include development of a manual including local data collection information as well as national reporting information, a back-up person sent to the conference, a default collection instrument for collecting the FSCS data items, and travel funds for mentor to go to state(s) needing help. (States indicating they have written procedure manuals: NE, MN, WV, DE, NJ, NY, UT)

Ann Piascik (RI): Inquired about the satisfaction level of states using Bibliostat Collects. Of 30 states using, satisfaction with web based tool is high.

Program suggestions:

User group meeting for users of Bibliostat Collects including: How to use data base received from Bibliostat and Contract Issues/Suggestions

Public Library Geographic Database Project: Need to have chief officers write IMLS about the value of this project

BUSINESS MEETING:

Gerry Rowland (IA) expressed appreciation of the e-metric presentation and encouraged continued work with this program through inclusion of FSCS data elements in their program and FSCS support of collecting data elements identified in their program. The Steering Committee is to discuss this with Denise Davis.

Kit Keller (NB) and Frank Nelson (ID) were elected to the Steering Committee replacing Marianne Kotch and Alan Zimmerman.

Shelly Fugitt (TN) asked for help with interpretation of reporting the electronic holdings: Encyclopedia Encarta, National Geographic and Census as number of Databases, Electronic Serials and E-books. During discussion the issue of counting the library's on-line catalog as a database arose. The Data Elements Subcommittee will address these issues. More time will be scheduled at the next annual conference to discuss data definition issues with the possibility of concurrent sessions for the discussion of the electronic issues.

Keith Lance presented a brief overview of the Data Elements Subcommittee's work on re-organization of the data element definitions and archiving of the history of each of the definitions. The SDC's expressed the need to have information about the data elements in one place and not in separate files.

The SDC's also expressed the need to see the final version of the data elements as quickly as possible and not wait for the WinPLUS manual.

Patience Frederiksen, Conference Chair 2004, thanked everyone for their support and help. She then thanked Marianne Kotch for her leadership during the year and presented a gift to her from the Steering Committee.

Keith Lance thanked Alan Zimmerman for his service on the Steering Committee, pointing out that Alan is the only SDC who has been elected to serve on the Steering Committee 3 times. He then presented a gift to him from the Steering Committee.

Carolyn Ashcraft invited SDC's to visit the Clinton Presidential Library in Arkansas and offered to provide tours.

Marianne Kotch passed the gavel to the incoming Steering Committee Chair: Patience Frederiksen

Plus	Minus
The Bar/Pub Location – Dupont Circle E-Metric presentation New SDC Pre-conference Business Center Work-out Room Restaurant List Sean Grobe's help with entertainment Meeting starting and ending on time Luncheon speaker prior to lunch Surprising Kim with Award	No protein at breakfast Diabetic food issues Flooding in some rooms Hotel plumbing a problem for some Missing SDC's Missed COSLA rep Missed Edie Huffman (SC nominee) Need more time on schedule to go out for lunch

<p>Weather All participants Jan Blakely's reception Conference reception added to agenda Informata Reception Monday morning meeting and lunch with Mentor group Nice mix of concurrent sessions Steve's Bubba Burger Hat</p>	
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FSCS Steering Committee Meeting
Jury's Hotel Washington, Washington, DC
December 8, 2004

Attending:

SDCs

Elected: Patience Frederiksen (Chair) ('05), Ann Reed (V-Chair) ('06), Marianne Kotch ('04), Alan Zimmerman ('04), Kit Keller ('07) and Frank Nelson ('07)

Absent: Lynn Shurden ('05)

Appointed: Darla Cottrill, Keith Lance and Libby Law

ALA: Denise Davis

COSLA: No representative

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

NCLIS: Kim Miller and Bob Molyneux

CENSUS: Patty O'Shea, Cynthia Ramsey, Laura Hudgins Hardesty

IMLS: No representative

Synergy Enterprise, Inc: Sean Grobe

Patience Frederiksen called the meeting to order.

The September 2004 minutes were reviewed and revised as follows:

SDCs attending: revise spelling of Darla Cottrill's name

Data Elements Subcommittee Report: Add Patience Frederiksen's name to the list of those attending.

Introductions were made.

Kit Keller nominated Ann Reed for vice-chair/chair elect of the Steering Committee. She was elected unanimously.

Appointment to subcommittee were:

Conference: Ann Reed, Chair, Kit Keller (V-Chair), Libby Law, Lynn Shurden, Patty O'Shea, J. D. Waggoner, and Jeff Williams.

Data Collection: Darla Cottrill, Chair, Patience Frederiksen (V-Chair), Laura Hardesty, Elaine Kroe, Keith Lance, Bob Molyneux, Frank Nelson, and Cynthia Ramsey.

Data Elements: Keith Lance, Chair, Laura Hardesty, Barbara Holton, Elaine Kroe, Libby Law, Frank Nelson (Vice-chair), Ann Reed and J.D. Waggoner.

Data Use: Lynn Shurden, Chair, Adrienne Chute, Darla Cottrill, Patience Frederiksen, Michael Freeman, Kit Keller (V-Chair), Bob Molyneux, Patty O'Shea, and Cynthia Ramsey.

Kim Miller will revise the list of mentor states and send it to Patience for review. Darla Cottrill indicated that since few of the territories are participating she will be happy to take on more states.

2002 E.D.TAB Status: The Steering Committee discussed the need to follow-up on the status of the 2002 E.D. TAB. Status. NCES released the final data 2002 file in June 2003 but the E.D. TAB has not yet been released. The Steering Committee expressed gratitude for the release of the data file but also expressed the need for the timely release of the E.D. TAB., the primary access point for data use by the Chief Officers. Both Jeff Owings and Robert Lerner are aware of the problem. The timely release of publications problem is not unique to the library program division. There was a discussion of sending letters to express the concerns of the Steering Committee. There was some discussion of contacting Chris Dunn, Library of Education, for advice. Patience Frederiksen and Keith Lance will draft a letter from the Steering Committee to the new Secretary of Education with copies to Learner and Whitehurst. They will also develop a list of talking points for SDCs to share with the Chief Officers of each state.

2003 Data: Concern was expressed about the impact of the delay on release of the 2002 E.D. TAB on the 2003 E.D. TAB. Again concern was expressed about the procedures. The States have all met the deadlines established by NCES for timely release of the data. The need for deadlines for the federal partners was encouraged.

Peer Tool problems: The problems with the graphics in the Peer Tool should be resolved with the posting of the 2003 data. Both the Peer Tool and the Library Locator are under the management of the webmaster, Jerry Malitz and beyond the control of Library Programs. The issue was referred to the Data Use Subcommittee. Data Use will send comments to Jeff Williams.

There was also a discussion of concerns about the calculations of national averages from the tools and files. This is related to the use of un-imputed data in the Tool and imputed data for the file.

Those interested in receiving information about library statistics should sign up for News Flash on the NCES Library Program page.

The Steering Committee unanimously adopted Mary Jo Lynch Research and Statistics Award for Library and Information Science (LIS) Students Award as revised to include representation of Data Use Subcommittee, ALA and NCES on the Award committee. Kim Miller will notify Denise Davis of the Steering Committee's action.

Keith Lance will provide precise the URL for access to the LRS site page for each state's statistical site. Jeff Williams will check to see if there are any issues about paying expenses when the LIS program is in a Canadian School.

Patience will send copies of the Mission & Values statement drafted by Keith Lance to members of the Steering Committee.

Darla Cottrill expressed concern brought by VI that the territories are not considered a fully participating part of the program in the Policy and Procedures for Review of Data Elements. This was referred to the Data Elements Subcommittee.

Upcoming Schedule:

March 7-9 Radisson Barceló (21st & D) followed by StLAS meeting March 9-10
June 6-8
September 19-21
December 5-8

Each subcommittee reported on discussion (see attached reports). The Data Use Subcommittee recommends that the Steering Committee:

- Support any efforts to collect a Universe of Cooperatives. Denise and Keith will prepare a letter for Patience to send when the time is right.
- Send a letter to Christie Koontz supporting the Library Geographic Database Project. Bob Molyneux will send wording to Patience Frederiksen and Patience will prepare the letter for the Steering Committee.

The Steering Committee meeting was adjourned.

SUBCOMMITTEE REPORTS:

Data Conference Subcommittee: Attending: Ann Reed (Chair), Kit Keller (V-Chair), Libby Law, Patty O'Shea, Jeff Williams

Libby Law nominated Kit Keller as Vice-Chair. She was unanimously elected.

Committee members quickly reviewed the evaluations. Kim Miller will compile the evaluations for use by the subcommittee.

Need the numbers of those attending each concurrent session.

Need more time (and earlier time) for Mentor luncheon if held away from hotel

Program topics: How to make data driven decisions.

Jan Blakely has requested to plan the Opening Night activity.

2005 Conference:

Location: Washington, DC. In March the Subcommittee will visit several locations and make a choice of hotels. The 2004 Location (Westin Grand 24th & M) was mentioned as desirable as was the Dupont Circle area. Sean Grobe will identify several possible sites and send the list to Ann Reed. The actual site should be arranged in April/May.

Time: December 5-8, 2005. Begin the New SDC session on Monday with the full conference Tuesday, Wednesday and Thursday morning. The Steering Committee will meet on Thursday afternoon. Sean Grobe indicated that the reduced flight cost related to Saturday night were not significant and therefore not an issue for planning the conference schedule.

Libby Law will compile information about program suggestions and send it to the Subcommittee members.

New SDC's find there is no information about collecting data or reporting data to FSCS at the library. The subcommittee discussed development of a manual including local data collection information as well as national reporting information, a back-up person sent to

the conference, a default collection instrument for collecting the FSCS data items, and travel funds for mentor to go to state(s) needing help. (States with procedure manuals: NB, MN, WV, DE, NJ, NY, UT) Libby Law will ask states to send copies of their internal procedures manuals for SDC procedures.

There was a discussion of the need for some states to send more than one person to the conference. Due to budget constraints some states can not afford to (or will not) pay the cost. Jeff Williams will check to see if it is possible for a few (up to 5) states to send 2 people at federal expense.

Subcommittee Objectives;

Identify State Data Coordinator training needs. (Survey for topics in June)

Review need for specialized training for interested SDC's and others

Develop a procedures manual for new SDC (including local issues)

Plan the annual FSCS Professional Development Conference (December 2005)

Recommend time and place for the FSCS Development Conference (December 2006)

Data Collection Subcommittee: Attending:

Patience Frederiksen elected Vice-chair.

The Objectives for 2005 were revised by the subcommittee.

All edits for the FY 2004 WinPLUS software are in the User's Guide. Cynthia Ramsey will send a list of additional checks from the post edit follow-up that will be performed in the FY 2004 edit follow-up but identified too late for inclusion in the software.

Program Suggestions:

Continue to provide the edit evaluation report prepared by Census at the conference each year.

Data Collection issues:

- Need to be sure that structure changes (Outlet: Central, Branch, Bookmobile) made in submission of the 2003 data were carried forward to 2004. (Debbie Wilson – Delaware)
- Answers to edits should be accepted.
- Some libraries do not report data to the SDC every year. SDCs provide the descriptive data (name, address, etc.) but do not have the statistical data. When descriptive data is present but all statistical data is “-1”, do not generate an edit message.
- When item response goes from -1 to zero (0), no edit should be generated. Zero (0) is an acceptable numeric response.
- Zero (0) is a legitimate response to electronic access expenditures even when the library reports electronic materials and users of electronic resources.
- Discussion of the need for the software to accept St. for Street and vice-a-versa without generating edits in matching process during the import process.
- It is desirable for the new software (2005) to make it possible to sort the edit annotations by edit and by library name, retaining the annotations.

- Need to be sure that structure changes (Outlet – Central, Branch, Bookmobile) made in submission of the 2003 data were carried forward to 2004 and future years.
- Some SDC's use the decennial population for the legal service area population and do not revise annually because of the heavy burden to do this.
- Make the final wording of data element wording and data edits to SDC's as quickly as possible. Do not wait for next version of manual.

Data Elements Subcommittee: Attending: Keith Lance (Chair), Adrienne Chute, Laura Hardesty, Barbara Holton, Elaine Kroe, Libby Law, Frank Nelson, and Ann Reed

Frank Nelson was elected Vice-chair.

Barbara Holton (Barbara.Holton@ed.gov) will replace Adrienne Chute on the Data Elements Subcommittee.

The committee discussed the clear message from the SDC's.

1. New data elements are to work their way up from the states. At least 3 states will test the collection of the proposal prior to presentation for addition. A process needs to be established to identify what states are collecting. Proposed data elements must be approved by the Steering Committee before presentation to the SDC's for endorsement.
2. Data elements should be meaty, not just yes/no and identify the intended use of the data.
3. The SDC's need time on the conference schedule to discuss issues with current definitions as well as any new data elements.

Posting the new format for the data elements, including FAQ's, on the NCLIS web page was discussed.

Members of the subcommittee are to look at sections of data for each state survey to identify issues for consideration. Keith Lance will contact Kim Miller and Trevor Allred, Informata, about access to each state's survey. Links may be added to the LRS site.

Conference issues: Each year identify a topic from the data elements to be addressed, possibly during the mentor breakout section. More time needs to be scheduled for discussion of data definition issues.

OMB Clearance is required for 2005 - 2007 data collection. Ann Reed and Barbara Holton will compare "The Grid" with the current version of the data elements for consistency. Laura Hardesty will send an electronic version of the current data elements to Ann Reed.

There was a discussion of implementation of the established process for responding to questions regarding data elements. Questions which are not addressed in the definitions are to be referred to the Chair of the Subcommittee, who will decide if they need to go to the full subcommittee or not.

Objectives:

Continue systematic review of all data definitions (The Grid)

Follow-up on data elements which received 20 endorsements at Conference

Plan/Provide training on data elements for the conference

Review state surveys for any needed data elements

Data Elements proposed for Endorsement at Conference: (Note: 20 states required for moving the proposal forward.)

Delete Capital Revenue by Source: 12 endorsements received (CO, CT, FL, KY, ME, NC, NJ, OK, OR, PA, VA, VT)

Delete Total Librarians and All Other Paid Staff: 9 endorsements received (CO, GA, MA, NC, NJ, PA, SC, VT, WI)

Total Number of Other Library Services for Individuals: 1 endorsement received (IA)

Total Number of Other Library Services for Individual Children: 1 endorsement received (IA)

Total Number of Uses of Other Library Services for Individuals: 1 endorsement received (IA)

Total Number of Uses of Other Library Services for Individual Children: 1 endorsement received (IA)

Darla Cottrill expressed concern brought by VI that the territories are not considered a fully participating part of the program in the Policy and Procedures for Review of Data Elements. This was referred to the Data Elements Subcommittee.

Data Element Issues

- Send out information about proposed new data elements as soon as possible. This worked well this year and should be continued.
- Discussion of non-FSCS data elements collected by states
 - Number of library cards is not collected.
 - Information about filtering – requirement, cost, etc.
 - Information about emerging literacy.
 - Information about millage for libraries.
- Work with the FSU E-metric Program to encourage inclusion of FSCS electronic data elements and pursue FSCS collection of e-metric measures identified by FSU E-metric Program. The Steering Committee is to discuss this with Denise Davis.
- Discuss interpretation of e-book, e-serial, database definitions (counting the library's on-line catalog as a database).
- Pursue development of electronic definition "Grid" for NCLIS web page.
- Formalize the process for responding to questions about data elements.
- Members of the subcommittee are to look at sections of data for each state survey to identify issues for consideration as soon as they are notified about access to surveys.

Data Use Subcommittee

Kit Keller elected V-chair.

Mary Jo Lynch Award: Minor revisions were made to the document prepared by Al Zimmerman.

Library Locator/Peer Comparison tool issues: The subcommittee will monitor the revisions being made to this tool and keep in contact as needed with appropriate NCES staff concerning the functionality.

The Data Use Subcommittee recommends that the Steering Committee

- Support any efforts to collect a Universe of Cooperatives. Denise and Keith will prepare a letter for Patience to send when the time is right.
- Send a letter to Christie Koontz supporting the Library Geographic Database Project. Bob Molyneux will send wording to Patience Frederiksen and Patience will prepare the letter for the Steering Committee.

To Do List

ALL: Re-examine the mission and vision statement. Identify the areas that need to be tracked. (Patience Frederiksen will send copy to members of the Steering Committee.)

ALL: Provide support, as needed, for development of universe file for cooperative libraries/systems.

ALL: Make COSLA aware of the need for guidance and cross training support for SDC's.

ALL: Make Chief Officers aware of the timeliness issues related to access to the data.

ALL: Sign up for News Flash on the NCES Library Program page to receive information about library statistics.

ALL: Have Chief Officers write letters of support for Public Library Geographic Database Project.

Data Element Subcommittee: Review state survey instruments to identify potential data elements for consideration.

Data Use Subcommittee: Contact Jerry Malitz, webmaster, about problems with Peer Tool and Library Locator.

Denise Davis and Keith Lance: Prepare a letter in support of collection of Universe of Cooperatives for Patience to send to IMLS.

Patience Frederiksen: Send letter for Steering Committee in support of the Public Library Geographic Database Project (See Bob Molyneux)

Patience Frederiksen: Send letter for Steering Committee in support of collection of Universe File information from cooperatives/systems.

Patience Frederiksen and Keith Lance: Draft a letter expressing concern about delays in release of E.D. TAB from the Steering Committee to the new Secretary of Education with copies to Lerner and Whitehurst.

Patience Frederiksen and Keith Lance: Develop a list of talking points about delays in release of E.D. TABS for SDC's to share with the Chief Officers of each state.

Patience Frederiksen: Send copies of the Mission & Values statement drafted by Keith Lance to members of the Steering Committee.

Patience Frederiksen: Notify SDC's to send recipes to Jan Blakley.

Sean Grobe will identify several possible conference sites and send the list to Ann Reed.

Laura Hardesty: Send electronic version of current data elements to Ann Reed.

Keith Lance and Patience Frederiksen: Draft a letter expressing concern about delays in release of E.D. TAB from the Steering Committee to the new Secretary of Education with copies to Lerner and Whitehurst.

Keith Lance and Patience Frederiksen: Develop a list of talking points about delays in release of E.D. TAB for SDC's to share with the Chief Officers of each state.

Keith Lance: Provide the precise URL on LRS site for access to each state's statistical site

Keith Lance: Contact Kim Miller and Trevor Allred about access to each state's survey, create links on LRS and inform Data Elements Subcommittee members when it is available.

Libby Law will compile information about program suggestions and send it to the Data Conference Subcommittee Chair.

Libby Law: Request copies of internal procedures manuals from each state. (DE, MN, NE, NJ, NY, UT, WV)

Mentors: Contact new SDC immediately upon being notified of appointment.

Kim Miller: Revise the list of mentor states and send it to Patience Frederiksen for review.

Kim Miller: Notify Denise Davis that the Steering Committee unanimously adopted the revised Mary Jo Lynch Research and Statistics Award for Library and Information Science (LIS) Students Award.

Kim Miller: Compile the evaluations for use by the subcommittee.

Bob Molyneux: Sending wording for a letter in support of the Library Geographic Database Project to Patience Frederiksen.

Cynthia Ramsey: Send the new edits to the SDC's next week.

Ann Reed: Compare the electronic version of current data elements provided by Laura Hardesty to the "Grid"

Jeff Williams: Check to see if there are any issues about paying expenses when the LIS program is in a Canadian School.

Jeff Williams: Investigate possibility of permitting a few states (up to 5) to send 2 representatives to the Conference at federal expense.