

2005 FSCS Professional Development Conference
“Data: Body & Soul”
December 12-15, 2005
Embassy Suites Hotel, Chevy Chase
Washington, DC
Report

December 12, 2005

Orientation for New State Data Coordinators: New SDCs and/or state representatives attending were:

Ronald Winner (IL)
Marc Galbraith (KS)
Dorothy White (LA)
James Lonergan (MA)
Susan Paznekas (MD)
Geri Hutchins (NM)
Regina Ruede (NY)
Catherine Von Hoy (OK)
Deborah Littrell (TX)
Douglas Abrams (UT)
David Cavedo (VA)

WebPLUS. The program was released on Thursday, December 8 and passwords were mailed to each state. Unfortunately, technology issues prevented hands-on practice with WebPLUS.

Issues addressed:

- Role of the State Librarian in adoption of data elements
- Encourage SDC to find out how the State Librarian feels about the public library data process. Is the public library data used at their SLA? By State Librarian? By library development staff?
- Encourage SDCs to include SDC job description as part of the SLA’s official job description
- Contact Census staff for help on any data submission problem
- E-Rate number for outlets: FSCS ID + Sequence Code = E-Rate number
 - Leave a blank for the FSCS ID if a library doesn't have one

December 13, 2005

Main Conference

Welcome and Introduction of Steering Committee and Candidates: Patience Frederiksen welcomed the SDCs and introduced the Steering Committee Members and the 4 candidates for the Steering Committee: Terri Assaf (Michigan), Jay Bank (Kentucky), Shelley Fugitt (Tennessee), and Timothy Owens (NC).

Partner Reports:

National Center for Education Statistics (NCES): Jeff Williams reported:

- NCES Commissioner, Mark Schneider has been confirmed for a 4-year term. The NCES website has information about him.
- The redesign of the NCES program includes:
 - Longitudinal study – 9th grade cohort with teacher survey to study teacher effectiveness
 - School and staffing survey – emphasis on teacher salary & benefits
 - Publication plan – emphasis on timeliness of reports with an ultimate goal of releasing the first report (E.D. Tab) no more than 12 months after the data is collected. The first year (2004 data) goal is the release of the E.D. Tab 18 months from end of data collection, the next year 16 months, the next year 14 months, the next year 12 months. The 2003 FSCS data was released 13 months after end of data collection. All states & DC reported 2004 Public Library Survey data by end of August 2005.
 - Release of WebPLUS: The new Web based data collection tool provides for more flexibility of accessing data. OMB encourages web-based data collection and all library statistics collections are now web-based.
 - StLA Survey: The 2004 E.D. Tab & supplemental report was released Oct 20, 2005. The 2005 survey is underway with all data to be submitted by the middle of February.
 - Pinkerton has developed a new public and academic comparison tool – Joe Collins will provide a demonstration during one of the breakout sessions.
 - NCES has a new web page – same URL.

National Commission on Libraries and Information Science (NCLIS): Neal Kaske reported:

- Two new commissioners: Diane Rivers (AL) and Jan Cellucci (MA)
- The release of the publication: 'Role of Libraries in HIV/AIDS in Sub-Saharan Africa' provides a case study of the role of libraries in providing key health information in developing countries.
- Model Library Health Information Program: Deadline for applications is January 31, 2006. There will be 10 winners with a \$10,000 prize for first place and \$1,000 for each of the 9 follow-up winners.
- NCLIS has a new web page – same URL

U.S. Census Bureau: Patty O'Shea reported:

- No territories submitted data.
- Collection process went smoothly with timely follow-up on response and the post-edit issues needed for imputation
- WebPLUS was released Friday, December 9. The official notification and password were mailed. An official copy of the manual will be mailed to each state. The submission dates are the same as last year.
 - Group 1: April 19
 - Group 2: August 3
 - Group 3: August 31
- The Keppel Award Criteria was revised
- Census is working more closely with Bibliostat because so many states are using Bibliostat for data collection.

Institute of Museum and Library Science (IMLS): George Smith reported:

- The White House is considering several candidates for IMLS director. The next director will be from the museum community.
- National Leadership Awards were announced. Libraries in KS, VA and Minnesota received awards.
- The deadline for the Coming Up Taller award is January.
- Engaging America's Youth is a new initiative that looks at exemplary projects serving youth, ages 9-19, and creating communities where children have opportunity to learn and belong.
- National Leadership Grant applications due in February
- State Based Program – The 7th annual training institute was held and focused on the 5-year evaluation which are due in March 07. Next year's institutes will concentrate on the 5-year plan which is due June 2007.
- First Outcome Based Evaluation Taskforce developed an evaluation tool for summer reading programs. The taskforce will focus on a different area each year.
- WebWise Conference, scheduled for Feb 16-18 in Los Angeles, shares latest research and network innovation in digital technology, explores potential impact on library and museum service, and promotes effective museum and library collaboration in a digital environment.

American Library Association (ALA): Denise Davis highlighted the following items from her handout:

- ALA received a grant from IMLS for the networks & cooperatives study. Keith Lance will be working with Denise Davis on this program. The Advisory Committee is scheduled to meet in January at the ALA conference to endorse a network and cooperative definition. Once this is completed work with states to build a universe file and an online directory will begin.
- ALA is maintaining the NISO standards which are developing performance indicators.

Chief Officers of State Library Agencies (COSLA): Carolyn Ashcraft reported on the November COSLA meeting.

The Zen of Data: Kathleen Rief, Director, St. Mary's County Library, Leonardtown, MD began her presentation with a quote from Mary Jo Lynch: "If you can't count it, it doesn't exist" and stressed the value of data for advocacy, ALA's Smartest Card Campaign, and the need to express the role of the library in terms of community values (education, economic development, quality of life and public safety).

General Session: WebPLUS overview: Mike Freeman & the Census staff presented WebPLUS, the new web tool for submission of public library statistics.

Break-out sessions:

- A demonstration of the new NCES Compare Public Libraries Web tool: Joe Collins
- Going Interactive: Dynamic Enhancements to LRS.org to Empower Data Users: Zeth Lietzau
- Bibliostat Users Group (BUG): Ira Bray
- Data Collection sans Bibliostat: Patience Frederiksen

Public Libraries and the Internet: Looking Back, Looking Forward: John Bertot, Florida State University. The first survey was in 1994. Results of the 2004 Public Libraries and the Internet survey and the upcoming 2006 survey focus on the use of the data for public library advocacy and sustainability of public library access to Internet services. 99% of public libraries are connected to the Internet but 70% of the libraries report insufficient workstations available for public use. What speed is enough? 18% of libraries have wireless access and 61% are planning for wireless. The 2006 survey is designed to generate state level data. The issue is: What difference does Internet Access make? John Bertot also stressed the need for e-metric data for advocacy
www.ii.fsu.edu/projects/effective-eval/
www.ii.fsu.edu/plinternet

Bibliostat reception

Wednesday, December 14

Proposed Data Elements / Data Element Changes: Keith Lance

Each of the proposed new Data elements and the changes to existing data elements was presented.

- **Library Cooperative (re Interlibrary Relationship Code):** Revised definition.
Need to address legally established requirement. All may not be a non-profit.
Need to provide examples of “staff paid to do the work of the cooperative”.
- **Annual Number of Views of Library home page:** New data element.
This is an attempt to obtain a virtual attendance number.
Need to add notes to explain what is counted and /or not counted.
Need to explain how the data will be used – another electronic output number.
Concern about undercounting. This will show visits to home page only. Users who bookmark and go directly to other pages will not be counted.
Rewards libraries with poorly designed web sites.
Web counters are available commercially “Web Trends”.
- **Number of Registered borrowers:** New data element.
Include definition from Output Measures for Public Libraries, 2nd ed, not just reference to it.
Need to make it clear what is included: Living – Dead – Relocated.
Make it clear that this is a cumulative number (not the number of new registrations in the current year).
Proposed revision: breakdown data by “from you legal service area - residents, non-residents, total.
Proposed addition: How recently has file been purged?
- **Users of Public Internet Computers per year:** Revised data element.
Changed from Users of Electronic Resources.
Discussion of need to include users of all public computers vs. only users of internet computers. Concern: multi-use of computers in libraries such as those workstations dedicated to word processing and use of CD databases will not be counted. 2 issues: 1) # users of internet or 2) number of uses of resources.
Parallel items: Number of internet terminals and number of users of internet terminals.
Straw poll: 2 want it changed to public terminals, 9 don’t care, majority wanted it to remain Internet terminals.
Need to address what to do about wireless access.
Need to address methodology for collecting data.

- **Number of Internet ~~Terminals~~-Computers Used by the General Public:**
Revised data element.
SDCs agreed that this is a technical change that doesn't require a vote
- **Databases:** Revised data element.
Discussion verified that the automated catalog of library holdings is considered a database.
Discussion on breaking down the data item by funder of the database: State, Local, Region, Other. Name on contract would determine funder.

Other data element issues:

- Edit for Children's programming = Total Programs: Referred to Data Collection Subcommittee
- Edit for relationship of square footage of outlet(s) to collection: Referred to Data Collection Subcommittee
- Web address of Library – Discussion of need to continue to report this at national level. Most states indicated that they will continue to collect it and use it at the state level even if it is not collected by FSCS. ALA uses this data item.

Concurrent Sessions:

- Introducing WebPLUS: Mike Freeman and Census.
- Show and Tell: Lynn Shurden (SDC – MS).
- Training Local Librarians in Collecting Data: Marianne Kotch (SDC – VT).
- Our Data and Planning: Who Thinks About and Uses These Numbers Anyway!: Neal Kaske, NCLIS.
- Using Excel with your state's library statistics: Al Zimmerman (SDC – WI).

Awards Luncheon:

- Gaining Political Clout: How Maryland's public Libraries Successfully Used Statistics to Win Votes. Mary Baykan, Director Washington County Free Library Western Maryland Regional Library. Susan Paznekas (SDC-MD) will post information about the Maryland project on the listserv.
- Eckard Award: Lynn Shurden announced the 2005 Award recipient: Wisconsin State Library for their web site.
<http://dpi.wi.gov/pld/dm-lib-stat-html>.
- Mary Jo Lynch Award: Lynn Shurden provided an update on the status of the award.
- Keppel Award: 39 States received the awards presented by Jeff Williams (NCES), Patty O'Shea (Census), Patience Frederiksen (FSCS), and Neal Kaske (NCLIS).

Mentor Session Feedback

1. How did the FY2005 data submission go with WinPLUS?

- Edit Check issue: Sometimes “0” is appropriate (even for Benefits)
- Edit Check issue: computed 365 vs. 366 days in the year
- 2006 WebPLUS issue: Need mixed case in lettering for headings, labels, etc., not just upper case to make it easier to read.
- Edit check issue: Total Children’s Programming = Total Programming

2. What were your experiences with newer data elements?

- Why collect Web page address, how is it used nationally? ALA uses it.
- Database count is a problem
- Like breakout of Capital Revenue, Suggest breakout capital expenditures
- How to count cooperative services: Missing count of services provided by regions such as reference (NJ & NH)
- Question of how to report data when region provides bookmobile service but no other public service outlet?
- Where should YA circulation be reported? Adult? Juvenile? Answer: Adult

3. Do you anticipate any problems with the upcoming FY2005 data submission to Census? What kind of help do you think you will need to get past those problems.

- Yes, because of newness of software learning curve issues. Glad Census staff is so helpful and available by phone.
- Problems related to closing libraries because of Hurricane Katrina
- Need to be able to sort edits by library name, city, and edit number
- New SDCs has trouble figuring out edit checks.

4. 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?

Electronic:

- Electronic elements (Wi Fi impact – a yes/no question, need number of searches, items retrieved, # pages for electronic databases look at virtual use of libraries as trend)
- Electronic libraries
- Filtering (at what level)

E-rate: Need FSCS id# for non-library outlets such a kiosk

Programming:

- Teen Programming (# programs and attendance at programs)

- Pre-school Programming(early childhood – literacy issue)
- Literacy Programs
- Community Programs: Report all programming in library facilities whether or not it is a “library program” – library as community center

Circulation

- Circulation by type of material (audio books, video...)
- Circulation of YA materials (YA is identified as ages 14-18)

Report the number of readers’ advisory questions (reference decreasing and libraries are developing more readers’ advisory service.

Outreach statistics – home delivery, bookmobile, daycare centers

Salary data (possibly feed information to ALA)

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

- RI: LSTA project measured effect of part-time vs. full-time staff in Adult literacy teaching in library.
- MI: Provided salary data to local library that lead to increase in salary at that library.
- DE: Used FSCS data to provide 85% of the results section for the Baldrige Quality Report.
- CA: Received LSTA grant to study the most effective form of public library governance and look at funding sources.

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

- Unsure of what the value is – SDCs need to discuss FSCS vision
- Moving in right direction in terms of timely data – 18 months
- Question value of FSCS data – concern was expressed about the timeliness of data for use when comparing states data.
- Help pushing early release of data
- Is it possible to release data quarterly or by region
- Evidence based librarianship (Neal Kaske will post information about an article on the Blog)
- Like move to web based collection and closer work with Bibliostat
- Too much emphasis on peer analysis – need to look beyond peer analysis to set goals and appropriate benchmarks
- Need to see what else is collected out there and how we fit in
- Need more PR for FSCS
- Need graphing back in NCES compare library tool
- Orientation session needs more training – help on data elements, discussion of common problems SDCs face, dealing with edits, more practical, longer session
- Need to remove data elements sometimes
- Very friendly group

- Move to another location, out of DC – consider rotation to 4 different locations
- Move Conference to a different month, not December

7. How do you prepare for retirements, turnover, etc. in the SDC position?

- Encourage State Librarian to notify Kim Miller as soon as there is a new SDC
 - SD and MD will have new SDCs
- ‘Statistical Collection and Reporting Procedures and Schedule’ handout
 - Post on Web
 - Encourage SDCs to review and recommend changes needed
 - Succession planning for new SDCs – at least one year, if possible
- NH, MO, MA have a “hit by truck” plan
- Nice to be able to send a second person to Conference
- Tie SDC job description to actual agency job description
- Many Chief Officers changing – ask Suzanne Miller about doing a presentation at COSLA about FSCS? Importance/responsibility National issues as well as State issues

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

Mentor session at the conference is most helpful

Suggest group mentor more be regional

Add date of initial appointment of each SDC to list

Good help: mentors, Census and SDCs

Mentors need to contact new SDCs as soon as possible

Send new SDC to visit a neighboring SDC, or mentor

SLOW DOWN STEERING COMMITTEE

9. Any other comments or suggestions?

- Use Blog for warnings about software problems
- Conference Location and Schedule
 - Move conference to another location (and another time – not December) (some like it in December but want it earlier, some like the later December time). Can we meet earlier? November? October? January?
 - Rotate location to 4 different locations (leave DC when NCES travel “thaws”)
 - Conference schedule: Several states indicated that being away from office for 4 days is a problem – like to go back to new SDC orientation on Sunday afternoon and begin of conference on Monday morning
- Conference Program Suggestions:
 - More time for BUG

- Least relevant: outside speakers
- Streaming video from Census
- SDCs who do StLA Survey would like a training session (Invite non SDCs also) – may be possible to hold in conjunction with FSCS Conference
- Identify best outside statistical sources to use with FSCS data.
- New technologies: Blog, RSS, podcasting (Suzanne Reymer, MT) can present
- WebPLUS hands-on
- Data Elements - Begin the afternoon of the first day for overall to sleep on
- Background of data elements – history of children’s measures, etc.
- NISO, E-metrics
- Reporting and Analysis Tools
- MS ACCESS – why use, difference between ACCESS and EXCEL – pro’s, con’s of each
- Tools used to distribute/produce reports by each state: Excel, Access, Crystal Report
- Ask NCES for video conference for those unable to travel
- Reciprocal borrowing eligibility in MA

Thursday, December 15

Caucus:

- Concern was expressed about the proliferation of surveys and the impact on the SDCs time. Survey fatigue. Need coordination of surveys. One state indicated a restriction on the number of e-mails that can be sent to libraries by the SDC without agency approval.
- Concern was expressed about the need to have the FSCS conferences in the Western states – at least every 3rd year. Concern was expressed about the travel issues for federal partners. The possibility of participation by teleconference was discussed.
- Conference dates discussed with possibility of holding in conjunction with IMLS conference. Majority indicated Monday – Thursday the first week in December is best.
- Like to begin discussing data elements the first day so that there is more time to think about them and talk with others formally and informally.
- Discussion of outside speakers – It seemed that the newer SDCs want less time for outside speakers and those who have been with the program longer expressed desire for speakers on data use and data analysis.
- Need hand-on for WebPLUS.
- Like more repeat of concurrent sessions. Was unable to attend all that were offered.
- Like to have more about ACCESS similar to the EXCEL presentation by Al Zimmerman.

- Web use: Like a session on Web sites desirable/required criteria including accessibility for blind and physically handicapped. Maine has accessibility requirement for all web sites.
- Like more on how to use data collected by Bibliostat for reports.
- Concern expressed that NCES tool doesn't include graphing function.
- 10-11 states also do academic survey.
- Majority would like a session on the StLA survey.

SDC Business Meeting:

Election Results: Shelley Fugitt (TN) and Timothy Owens (NC) were elected to serve 3-year terms on the Steering Committee.

Status of Data Element Endorsements: Sufficient endorsements were received for all of the proposed data elements/data element changes to be advances. There was a question about whether "Annual Number of Views of Library's Home Page" received the required number of endorsements prior to the deadline. The Data Elements Subcommittee will consider this.

Data Use Subcommittee: Keith Lance presented the plan to expand the role of the Data Use Subcommittee beyond advising NCES/NCLIS about use of FSCS data and identification of external use of FSCS data. The expanded role will include the actual production of several FSCS data products.

StLA Survey Training Session: Alan Zimmerman reported on efforts to have a StLA Survey training session in conjunction with the FSCS Conference.

Patience Frederiksen thanked the members of the Steering Committee and announced the following subcommittee chairs:

Data Collection: Alan Zimmerman
 Data Conference: Kit Keller
 Data Elements: Frank Nelson
 Data Use: Keith Lance

Plus	Minus
Location (Hotel) Arrangements Breakfast Health Club & Pool Meeting new SDCs Synergy (AJ Bantug) BUG Patience!!! Kim !!! WebPLUS: Web based product Partners Mentors Reception Bibliostat	Mezzanine luncheon – too much noise Need higher ceilings in meeting rooms Acoustics Need portable microphones Clarify meal selection on reservation form (vegetarian dinners for those who request them. Microphone location Laptop placement: needs to be on lectern, not table. Rules: Deadline for casting votes for data elements needs to be enforced. December meeting (time of year issues) COSLA: missed Suzanne Miller

FSCS Steering Committee Meeting
Embassy Suites Hotel Washington, Washington, DC
Thursday, December 15, 2005
Minutes

Attending:

SDCs : Patience Frederiksen - chair, Ann Reed – vice-chair/chair elect, Shelley Fugitt, Kit Keller, Timothy Owens, Frank Nelson, Lynn Shurden

Appointed: Keith Lance, Libby Law, Alan Zimmerman

NCES: Jeffrey Williams

ALA: Denise Davis

NCLIS: Neal Kaske, Kim Miller

Census: Laura Hardesty, Cynthia Ramsey, Patty O’Shea

Bibliostat: Trevor Allred

Patience Frederiksen passed the gavel to Ann Reed, the new Steering Committee Chair. Kit Keller is Vice Chair.

Review of September minutes:

The minutes were adopted as corrected. (Corrected spelling: Barbara Holton)

Meeting Scheduling:

March 6-8, 2006

June 5-7, 2006

September 26-28, 2006

December Conference – dates to be announced

Selection of Subcommittee Members:

Subcommittee members were appointed and each subcommittee was charged with developing objectives for 2006. The desire for representation from IMLS, NCES, NCLIS on each subcommittee was expressed. Appointments to each subcommittee include:

Data Collection Subcommittee:

Alan Zimmerman – Chair

Timothy Owens – Vice Chair

Members – Frank Nelson, Ann Reed, Denise Davis, Elaine Kroe, Neal Kaske, Laura Hardesty, Patty O’Shea, Cynthia Ramsey

See attached report for detail of breakout session.

Data Conference Subcommittee:

Kit Keller – Chair

Shelley Fugitt – Vice Chair (decided after the conference)

Members –Keith Lance, Libby Law, Jeff Williams, Patty O’Shea, Kim Miller

See attached report for detail of breakout session.

Data Elements Subcommittee:

Frank Nelson – Chair:

Timothy Owens – Vice Chair

Members: Ann Reed, Suzanne Miller, Denise Davis, Elaine Kroe, Jeff Williams, Laura Hardesty, Cynthia Ramsey, Kim Miller

See attached report for detail of breakout session.

Data Use Subcommittee:

Keith Lance – Chair

Members: Shelley Fugitt, Kit Keller, Alan Zimmerman, Libby Law, Barbara Holton, Neal Kaske, Patty O’Shea, Trevor Allred

See attached report for detail of breakout session.

Review of FSCS Mission and Values:

This is a guideline document and needs to be scheduled for discussion at the 2006 conference during a general session or as a breakout session.

Review of Steering Committee objectives/goals:

The 2005 Steering Committee Goals were reviewed: Changes included moving "Advocate and encourage the timely release of data" to the second items on the list, the addition of "Amend the by-laws to encourage more active participation by IMLS", and delete the "Development of mission values for FSCS", which was completed during 2005.

- Support the 2006 Objectives of the Subcommittee
- Advocate and encourage the timely release of data
- Review and respond to mentor session notes and evaluation comments from the 2005 Annual Professional Development Conference
- Encourage web-based data use products in individual states
- Provide assistance for timely submission of FSCS data
- Ongoing review of by-laws, policies and procedures and definitions, with special emphasis on inclusion of IMLS.
- Help maintain open communication and encourage coordination between/among NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.

Subcommittee Reports:

See written reports attached.

New Business:

- Conference Evaluations were distributed for review.
- Mentor Assignments: Ann Reed and Kim Miller will notify steering committee members of the mentor assignments.
- New e-mail address: Libby Law's new e-mail address is:
libbyplaw@mindspring.com

Plus	Minus
Nice group to start out with Good food & plenty of it Time to meet Board room/comfortable chairs	More comfortable chairs in other meeting room

Adjourn: 4:50pm

Subcommittee Reports:

Data Collection Subcommittee Report

Attending: Al Zimmerman (Chair), Timothy Owens (Vice Chair), Frank Nelson, Ann Reed, Denise Davis, Neal Kaske, Cynthia Ramsey

2006 Objectives:

- Sustain, support and improve function of WebPLUS
- Update and set parameters for edit checks
- Improve communication about the collection process among SDCs
- Facilitate timely submission of quality public library data.

The group discussed the need to review edit checks on an ongoing basis. Issues to be discussed in the coming year include Oregon's concern over states using 2000 census data for population served (esp. in use of per capita #s), and looking at an edit check for square footage. Basically, the group wondered how a library with 100 square feet could have 4,000 volumes. New single outlet libraries under 200 sq. ft. may need an edit check against the collection count. Cynthia will do a report by the March meeting on collection size of single outlets of less than 200 sq. ft.

The impact of the hurricane on library closures was discussed. There may be a need for temporarily closed and permanent closed categories. The Dept. of Education and others are working on a way to note suspensions of service due to natural disasters. It would be good to be able to do this for libraries to keep the historical tracking of a library clear. The library could 'close' and when the record is restored, the library would have the same ID#.

A problem with this type of temporary closure is that now there would be a flood of edit checks as the library stops and starts. If a library is closed, data would not be imputed and included in per capita calculations. A suspension code would help inform the researcher that a library is not closed for good.

An edit check sort by city needs to be added as well as the sort by library option. Cynthia Ramsey will check on this.

Other edit issues:

- Consider dropping the edit for Children Programming and Total Programming being equal.
- Some SDCs mentioned problem with edit for benefits equal to "0". Some libraries in their state have no benefits paid by anyone.
- Some SDCs mentioned issue of per day based on 365 days or 366.

Conference requests:

- The committee should also plan for more technical examples at a walk-through of WebPLUS at orientation. If possible, hands-on practice is preferred.
- .5 hr general session overview
- concurrent session slot

Possible training issues:

- Examples of edit checks and how to deal with them – for new SDCs
- 30 minute summary of what collected previous year – response rate (general session)
- concurrent session – data collection
- help SDCs improve data collection at the local and state levels
- Issues related to integrated library systems – methodology for collection of data. Neal will ask acquaintances for advice and feasibility of systems reporting out FSCS elements. Perhaps a tip sheet for SDC on vendor capabilities?
- Work out methodology for collecting tough elements

The manual no longer includes all Steering Committee data. The data is available on the NCLIS web site.

Alan Zimmerman will update the Data Collection issues on the Blog. Kim Miller will notify SDCs when changes are made to the Web (and Blog)

The BUG User group is important for data collection. The subcommittee recommends inviting Ira Bray to attend the June Steering Committee meeting to discuss and develop a formal process for addressing issues.

Data Conference Subcommittee Report:

Attending: Kit Keller (Chair), Shelley Fuggit, Keith Lance, Libby Law, Kim Miller, Patty O'Shea, Jeff Williams

Location and Timing of conference:

Synergy will begin working on a site for the first week in December. Location of the conference both inside and outside of Washington, DC will be pursued. New SDCs Orientation session to be held on Monday, December 4 at 1pm with the conference beginning Tuesday morning and ending Thursday, December 9 at noon. The Steering Committee will meet as soon after the end of the conference as possible.

The desire to meet outside of Washington, DC was raised by a number of SDCs. Possible locations for consideration outside of DC are: San Diego (CA), San Antonio (TX), Scottsdale (AZ), Portland (OR), Denver (CO), and Austin (TX). The issue of participation by federal partners was discussed. NCLIS and Census staff indicated that attendance at the conference is not impacted by the location. Jeff Williams will check with Jeff Owings and other NCEs management for an official ruling. It may be necessary for the states to express concerns directly to Mark Schneider and to Jeff Owings.

Conference planning issues:

- Kim Miller will check to verify that the 2006 Conference will be the 20th. The first conference was in 1988 (Annapolis, MD) and there were 2 conferences in the year when the conference dates were changed from March to December.
- There will not be a speaker at the awards luncheon – the focus will be on the awards.
- Someone will be appointed to serve as time police for each session.
- Orientation of new SDCs: include an explanation of the mentor arrangements in the Steering Committee Structure presentation section.

Mentor Issues:

- The mentor breakout will be at the end of the day permitting federal partners to leave earlier.
- Lunch with Mentor will be scheduled. Also continue practice of having mentor states sit together at first general session.

Data Element Session:

- Development/enforcement of ground rules for definitions.
- Seek different points of view, not re-statement of same point of view.
- Consider small group discussion about variety of topics vs. general session for efficiency.
- Identify top 10 data element issues to provide structure for discussion. – poll SDCS about issues.

- Use Blog to discuss data element session (timing).
- Identify top 3 data items for historical context information
- Need hands-on for WebPLUS
- Check with mentor states regarding issues related to new WebPLUS
- Less food at reception.
- Are two receptions really needed? Check with Bibliostat to see if they plan to host a reception.
- Hold Candidate Forum on the first day: Read part of the by-laws about the nomination process. Introduce candidates alphabetically by last name. Give each candidate 5 minutes.
- Introduce all SDCs (name and state represented) on first day, not just new SDCs and Steering Committee members.
- Bibliostat Users Group (BUG): Ask Ira Bray to continue as facilitator.
- Need more time.
- What do non-buggers want to do during BUG session?
- Information about use of ACCESS similar to Excel presentation.
- Suggested speaker: Jo Ryan on use of e-metrics.
- Possible Keynote Speakers: Keith Fiels (Executive Director of the American Library Association), Jim Schepke (Oregon's State Librarian).

Show and Tell:

- Ask Kim to post presentations to web.
- Synergy will check with presenters about equipment needs.
- Develop a checklist of software to be on computers for program use.
- Deadline for ballots: have ballots submitted the end of business the last full day.

Data Element Subcommittee Report

DRAFT Data Elements Subcommittee Minutes -- Dec 15, 2005 by Frank Nelson

Attendance: Frank Nelson (Chair) Timothy Owens (Vice Chair), Ann Reed, Denise Davis, Kim Miller, Cynthia Ramsey, Jeff Williams

Review of 2005 Objectives

#1. Complete table diagramming all data definitions, and post it and a FAQ about definitions on NCLIS website.

The table is completed but will require updates as definitions are added or changed. The FAQ has been recently added to the website along with the Blog. Ongoing.

#2. Establish procedures for receiving and responding to SDC question about data elements via SDC list, and filing the answers in the FAQ on the NCLIS website.

Add Blog.

#3. Create list of most problematic data elements based on SDC e-mails and appeal via the SDC list.

Haven't collected most problematic yet. Use Blog to collect.

#4. Review common/frequent data element questions, and determine subcommittee consensus on answers.

Ongoing.

#5. Plan/Provide opportunities for discussion of problematic data elements for the conference.

New Elements already has two sessions at conference. Mentor sessions and evaluations show more demand/need to discuss. Need more lead-in to data element session (feedback from conference is that it's too much, too fast); maybe Blog can be helpful.

Ann suggested new goal: Encourage more use of Blog to interact on data elements discussions. Also suggested a morning session on the elements. J.D.'s 2001 review of the elements session was recalled. Perhaps we should plan a full session on elements (not just new ones) maybe focus on problematic (query on Blog)

Check with Data Use Committee for a jointly planned session. Determine which elements are used the most. Denise uses data each week and may be able to track trends in requests. Emphasize the usefulness of data elements.

#6. Create a webpage of links to all state surveys, including definitions, and post on the NCLIS website.

Done. Keith's LRS website. Link on NCLIS website under "Other?"

Use SDC list more to remind about the Blog.

#7. Review all 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. New data elements should be ones with which at least 3 states have some data collection and editing experience.

Keith's list of Bibliostat Collect State e-measures. Frank will revisit and expand to include all non-FSCS elements and the "non-BUG" states too. Will ask about use.

Foster the Blog and monitor its effectiveness.

Kim will send information on login for committee members to post to Blog.

Message of the week [Neal Kaske] highlighting new postings may be used to encourage SDCs to develop habit of checking/using the Blog

Conference Session: Show Blog, cycle of elements

New Elements

Frank will prepare ballot with pros and cons. Blog and SDC list. Those with strong concerns will send in pro and cons and the subcommittee will add to them as appropriate.

Keep the fun in the data elements process. Maybe the Blog will get feedback that has been missed in the past.

From Mentor feedback on potential elements.

Electronic libraries—the Academic Library Survey has a checkbox. Still has to meet FSCS requirements. Need conversation—"is this relevant" "What is a library?"

Cynthia said that five "electronic libraries" were reported last year but removed (just a computer in other location)

Teen Programming –SVCS [services] to YAs is missing

Pre-school Programming – services to preschool

Community programming/meeting room use—include with library visits

Cooperative services – how to count reference transactions. Put on lists for discussion

Other items, issues, and comments

Reviewing history, philosophy, and use

Kim will post old elements history

If a long session on elements, it must be in the morning.

Check with Washington State for Virtual Reference Statistics

Audio books—not an e-book. It's audio e.g. NetLibrary (Not a database, audio vs. e-books)

Subcommittee should issue guidelines about data element e.g. virtual reference, audio

Definition of audio should be flexible as the format changes too often

Data Elements for Ballot

Discussed election irregularities on the home page visits. Suggested that maybe we let it go but be clear about it next year. Unanimous agreement to roll back to 19 and send it back. On later inspection, it was discovered that there were 20 signatures without the eliminated last minute addition.

**Data Use Subcommittee Report:
Draft by L. Law**

Official report to be provided by Keith Lance

Attendance: Keith Lance (Chair), Shelley Fugitt, Kit Keller, Al Zimmerman, Libby Law, Barbara Holton, Neal Kaske, Patty O'Shea, Trevor Allred (Bibliostat)

Awards:

Eckard Award: The subcommittee indicated interest in continuing to present awards for web sites and the desire to seek outside papers and use of FSCS data. There is a need to develop and promote the use of standards for state web sites for future Eckard Award consideration and use of an Eckard Award seal of approval, similar to the "Good Housekeeping Seal of Approval" for web sites that reach this standard. The web site accessibility issue was also discussed. The criteria should be presented/discussed at the Conference in a general or concurrent session.

Mary Jo Lynch Award: Strategies for encouraging candidates for the Mary Jo Lynch Award were discussed. Some of the strategies identified were: A letter from Trudi Bellardo Hahn, SDC direct contact with Deans of library schools. SDC direct contact with library school faculty, SDC direct contact with students in research methods classes, targeted e-mail to the faculty member who deals with data/statistics, and direct contact with public library directors who have staff enrolled in library school. Revisions to the Mary Jo Lynch Award criteria were discussed. Neal Kaske will compile the revisions and send the revised criteria to members of the subcommittee for review.

Press Releases: There was a discussion about inconsistent press releases and the need to send press releases to library media. The development of boiler plate press releases was proposed to 1) seek candidates for the award and involve SDCs in promoting candidates for the awards and 2) to recognize recipients of the award. The Mary Jo Lynch award is a joint award and the press release needs to be coordinated with ALA. Keith Lance is to check with Kim Miller about who prepares press releases and have NCLIS facilitate the press releases announcing the awards.

Expanded role of the Data Use Subcommittee:

In addition to advising NCES/NCLIS about internal use of data and identifying external users of FSCS data, the Data Use Subcommittee role will be expanded to developing a 'line' of 'products' using the FSCS Data. Information should be posted on the NCLIS web site which already has the archival (historical data) files, which are a dynamic ranking tool.

Products discussed included:

- Annual Status of Libraries article for American Libraries, Library Journal, or Public Libraries magazine reporting the status of U.S. public libraries and trends over time. Neal Kaske expressed interest in writing the Annual Status of Libraries article.
- Bookmark: Day in the life of ...
- Feed “factoids to USA Today & CNN – Barbara Maxwell (IN) may be a contact for this.
- Annual Ranking of individual libraries by population range, on key statistics. – identification of top 10 libraries in each category. The issue of dealing with smaller libraries was discussed: those serving less than 1,000, less than 5,000, and less than 10,000. Library Research Service (Colorado State Library) will compile numbers and produce tables.
- Ranking libraries on ‘most improved performance’ over time (output-based)
- Award “Library of the Year” (citations, or some other form of recognition) for individual libraries based on their FSCS ranking (non-monetary – unless someone wants to fund this) NCLIS may be interested in this and is currently working on a program for the School Library/Media Center of the Year Award.
- Special reports on meaningful subsets of public libraries (based on legal basis type – e.g., library districts – or metro status – e.g., rural libraries)
- Develop regional reports on public libraries in collaboration with regional groups, such as COSLINE and Western Council.
- Develop reports on libraries serving particular demographics – e.g., areas with high poverty, low educational attainment, or more people from specific minority groups – in collaboration with Bibliostat and/or NDP (which includes GEOLIB’s geographic database).

Timely release of data continues to be an issue. Since Bibliostat already works with 38 states, COSLA may be interested in working with them for early release of the data. Each state can send final edited data to Trevor Allred to create a national file with a goal of releasing the data by January. Data could be posted on NCLIS web page or at the LRS site.

To Do:

Neal Kaske: Post copies of handout with Barriers and Methods to remove barriers list

Neal Kaske: Post information about Evidence based librarianship on the Blog.

Neal Kaske: Send revision of Mary Jo Lynch criteria to Data Use Subcommittee members.

Neal Kaske: Post message of the week to the Blog highlighting new postings.

Kit Keller: Contact Trevor Allred about Bibliostat Reception for 2006 conference.

Keith Lance: Contact Trevor Allred about updated links to each states survey.

Keith Lance: Work with Kim Miller on press releases to 1) encourage candidates for the awards and 2) announce recipients of the award.

Mentors: Follow-up early in the submission process to see if states are encountering problems with data submission.

Kim Miller: Notify SDCs when changes are made to the Web and Blog

Kim Miller: Post “Statistical Collecting and Reporting Procedures’ on web.

Kim Miller: Check with Susan Paznekas (SDC-MD) about sharing information about the Maryland project discussed at the conference.

Kim Miller: send information on login for committee members to post on Blog.

Kim Miller: Check to verify that the 2006 Conference will be the 20th.

Kim Miller: Post relevant handouts from all conference presentations, e.g., Lynn Shurden’s Show and Tell, Patience Frederiksen’s advocacy handout, Neal Kaske’s handouts and product developed in his presentation.

Suzanne Miller: Explore a presentation about importance of COSLA’s role and support of FSCS program to the states, to the regions, and to the nation.

Frank Nelson: Solicit pro and con statements for ballots.

Frank Nelson: Post questions about how to count, report data for cooperative services such as references.

Frank Nelson: Check with Washington State for information on virtual reference statistics.

Cynthia Ramsey: Check on edit for relationship between total square footage and size of collection.

Cynthia will do a report by the March meeting on collection size of single outlets of less than 200 sq. ft.

Cynthia Ramsey: Check on the adding of an edit sort by city as well as by library and edit number to WebPLUS

Ann Reed and Kim Miller: Provide mentor assignments.

Jeff Williams: Check in possibility of having the 2006 conference outside of the DC area.

Jeff Williams: Check on the feasibility of funding to assist states with data submission problems.

Alan Zimmerman: Update the Data Collection issues on the Blog.