

**FSCS Steering Committee Meeting
SunBurst Resort
4925 North Scottsdale Road
Scottsdale, Arizona 85251
December 11, 2002**

Attending:

Steering Committee Members:

SDC's Elected: J. D. Waggoner (Chair), Patience Frederiksen, Liz Gibson, Marianne Kotch, Fred Neighbors, and Sondra Taylor-Furbee, Al Zimmerman, . Appointed: Darla Cottrill, Keith Lance, and Libby Law. Carolyn Ashcraft (chair elect) was unable to attend.

ALA: Mary Jo Lynch

COSLA: No representative

IMLS: No representative

NCES: Jeffrey Williams

NCLIS: Bob Molyneux

Staff:

CENSUS: Pat O'Shea

NCES: Joanell Porter

NCLIS: Kim Miller

DB Consulting: No representative

The meeting was called to order. J.D. Waggoner welcomed those attending.

There was a discussion about the missing Minnesota data and the need for the data for historic purposes. Liz Gibson reported that her offer of assistance in submitting the data was declined. Although the ED TAB is to be released without Minnesota data, every effort will be made to obtain the data. Marianne Kotch will ask Carolyn Ashcraft to contact Bruce Pomerantz to find a way of obtaining the data. Jeff Williams will discuss the need for the data with the Chief Statistician and report on the results of his contact.

Marianne Kotch as elected vice-chair, chair elect.

Tentative appointments were made to the Subcommittees. Carolyn Ashcraft will review the appointments. She and Kim Miller will compile the final list of Subcommittee members.

Data Collection: Darla Cottrell, Chair; Marianne Kotch; Fred Neighbors; and Libby Law. (Note: Elaine Kroe, Mike Freeman and Patty O'Shea also serve on this committee.)

Data Conference: Marianne Kotch, Chair; Patience Frederiksen, Darla Cottrill, and Keith Lance. (Note: Jeffrey Williams, Bob Molyneux and Patty O'Shea also serve on this committee.)

Data Elements: Keith Lance, Chair; Patience Frederiksen, Mary Jo Lynch, and Al Zimmerman. (Note: Carolyn Ashcraft, Barratt Wilkins, Adrienne Chute and Cynthia Jo Ramsey also serve on this committee.)

Data Use: Al Zimmerman, Chair; Mary Jo Lynch, Fred Neighbors, and Libby Law. (Note: Carolyn Ashcraft, Mary Jo Lynch, Adrienne Chute, Michael Freeman and Cynthia Jo Ramsey also serve on this committee.)

Kim Miller will develop a new list of states for each mentor. Carolyn Ashcraft will review the list and the SDC's will be notified.

The schedule of future Steering Committee Meetings:

March 17-19: Embassy Suites, Chevy Chase (This meeting will be followed by the StLAS Steering Committee meeting.)

June 9-10: Westin Hotel (location not yet official)

September 8-9: Location to be announced. (This meeting will be followed by the StLAS Steering Committee meeting.)

December 7-10: Annual Conference to be held in the DC area to be followed by a Steering Committee meeting.

Sondra Taylor-Furbee will ask Barratt Wilkins to write the Chief Officers of State Libraries with SDC's serving on the Steering Committee stressing the importance of the national collection of data and recognize the support the State Library Agencies are providing through staff who work on the Steering Committee.

There was a discussion of the edit checks which was referred to the Data Collection Subcommittee.

There was a brief discussion of the reporting and impact of including data for libraries, which do not meet the FSCS definition of a public library. The Data Collection Subcommittee is to look into this.

2001 ED TAB. Jeff Williams reported that Elaine Kroe is conducting the final pre imputation review of the data and the 2001 ED TAB is still scheduled for release in March.

The Data Elements Subcommittee and the Data Conference Subcommittee met to begin work for the new year.

The SDCs are to be notified to expect the ballot in Mid February and the need to return it by the end of February.

The full Steering Committee reconvened with Marianne Kotch presiding. Brief reports were made by the Subcommittees which met. The meeting was adjourned

Subcommittee Reports:

Data Conference Subcommittee:

(Attending: Marianne Kotch, Joanell Porter, Darla Cottrill, Sondra Taylor-Furbee, Kim Miller, Bob Molyneux, Patty O'Shea)

The committee reviewed conference evaluations turned into Kim who will compile results. Participants' comments were generally favorable, but they felt there were too many choices for concurrent sessions. Perhaps some can be repeated next year. Kim will look into obtaining some speakers' power point presentations for the NCLIS website.

A tentative theme for next year's conference, to be held in the Washington, DC, area, is *Showing Off Your Data*, emphasizing what SDCs can do with data once they collect it.

Data Elements Subcommittee:

(Attending: Keith Lance, Patience Frederiksen, Libby Law, Mary Jo Lynch, Jeff Williams, Al Zimmerman, and by phone Adrienne Chute.

The primary work was to finalize the data elements that are to be prepared for a ballot, which is to be mailed in February. The results of the ballot are to be available for the March Subcommittee meeting.

Library Collection: Electronic Materials (Books and Serials). Keith Lance is to develop the final wording which will indicate that libraries will report electronic items that have been selected and added to the library's collection.

Number of Electronic Book. Keith Lance will check with Denise Davis to determine if the intent is to report the number of electronic books (e-books) separately from the number of electronic serials (non-current) or as one combined figure.

It was felt that the following proposed data element changes endorsed by at least 10 states do not need further discussion by the Steering Committee and should be included on the ballot.

1. Add a new data element immediately following 7H: Did the Geographic Service Area change? (Endorsed by TN, AZ, GA, IA, FL, IN, MS, AK, TX, VT) (Note:

It was recommended that if the response to this is YES, there is to be no edit check generated.

2. Change data element #52 from “Number of Users of Electronic Resources Per Typical Week” to “Number of Annual Users of Electronic Resources.” The justification of this is that it is the only data item that is currently not collected as an annual figure. (Endorsed by: UT, AZ, IN, MN, WI, MS, AK, NE, ID, NV)

The following data element changes which were included in the handout discussed during the definition sessions of the Conference are also to be included on the ballot:

The terms Operating Income is to be changed to Operating Revenue and Capital Income is to be changed to Capital Revenue to comply with NCES guidelines. Funds received but unspent in previous fiscal year (e.g., carryover) are not to be reported as Revenue.

#17 Local Government Revenue – see definition page 7.

#18 State Government Revenue – see definition on page 7.

#19 Federal Government Revenue – see definition page 7.

#20 Other Operating Revenue – see definition page 7. add “and/or grants” after library fines, fees for library services,

Operating Expenditures – see wording page 7.

#25 Print Materials Expenditure – see definition on page 8 but eliminate reference to microform.

#26 Electronic Materials Expenditures – see definition on page 8. Need to note that this is the place to include data base license expenditures.

#27 Other Materials Expenditures – see definition on page 8. Add expenditures for microform to the examples of items to be included here

#28 Total Collection Expenditures – see definition on page 8. Eliminate the words “or microform”.

#29 Electronic Access Expenditures – see definition on page 9. Delete FirstSearch from this and add Internet Service Provider (ISP)

#30 Other Operating Expenditures – see definition on page 9.

#31 Total Operating Expenditures – see definition on page 9.

#32 Total Capital Revenue – see definition page 9. Be sure the language parallels the language in Operating Revenue and includes a phrase to “Exclude all Revenue reported as Operating Revenue”.

#33 Capital Expenditures – see definition page 10.

Library collection: Revise the wording to indicate that data for selected parts of the collection are to be reported and that libraries are to report items that were selected and added to the collection.

#34 Printed Materials. See definition on page 10. References to Microforms are to be removed from the proposed revision. The Books and Serials in print are to be reported as one combined data item.

#35 Electronic Materials. Drop the Note under this item. A note needs to be added to make it clear that ownership means the library has selected this as part of the collection and makes it available through the library’s on-line system. (Keith is to check with Denise Davis to determine whether this is to be two separate data items or one combined number.)

Part 1 is to be proposed as presented on page 10.

Part 2 is to be revised by eliminating the phrase “or other portable digital carrier” after b)CD-ROM and adding an e) Other digital formats

#38 Databases – see definition on page 12 of the handout. (Endorsed by TN, AZ, CA, GA, IA, IN, WA, MN, FL, MO)

Current Serial Subscriptions. This wording needs to be reviewed. Is phrase “in return for a sum paid in advance” part of the ISO definition? Does anyone really subscribe to current serials in microform?

#39 Print Current Serial Subscriptions – see definition on page 13 of handout but omit reference to microfilm. (Endorsed by CA, AZ, GA, IA, IN, MN, WA, FL, MO, MA)

#40 Electronic Current Serial Subscriptions – see definition on page 13 of handout. (Endorsed by CA, AZ, GA, IA, WA, MN, FL, MO, MA, VT)

Data elements proposed for deletion on the ballot:

Former data element #28 Capital Outlay.

Former data element #34 Materials in Electronic Format

Former data element # 45 is to be deleted.

Former data element #50 Number of Internet Terminals Used by Staff Only

The following data element changes which were included in the handout discussed during the definition sessions of the Conference were considered to be EDIT changes and do not need to be included on the ballot:

- #36 Audio as proposed in handout.
- #37 Video as proposed in handout.
- #41 Public Service Hours per Year. DO NOT MAKE PROPOSED CHANGES.
- #43 Reference Transactions as proposed in handout.
- #45 Inter-Library Loans Provided To as proposed in handout,
- #46 Inter-Library Loans Received From as proposed in handout.
- #51 Number of Internet Terminals Used by General Public. (Note: If former data item #50 is not deleted, the proposed wording change is acceptable as an edit with the additional change of deleting “digital assistants.

The following changes proposed in the handout ARE NOT TO BE MADE:
Outlet Data Element Definition # 09

The following data elements were referred to the Data Elements Subcommittee for further study:

Number of individuals (patrons?), whether individually or in groups receiving technical training/assistance. Number of hours of training provided. This may be a subset of reference in some states. How many hours of training? Does this refer to libraries providing public training or to library staff receiving training? (Endorsed by KY, TN, IA, IN, MO, FL, MS, AK, TX, MA, DC)

Number of full-text downloads. Number of full-text downloads from licensed databases, whether paid for locally, via consortium, or by the state. Note: called “views” by many database vendors. (Endorsed by CA, AZ, RI, IA, MO, IN, WA, FL, MA, IL)

The following items did not receive endorsement by 10 states:

1. Include e-rate funds in "other income/revenue" for those libraries that receive reimbursements. (FL, AK, ILL, IN, MT, MD, NV)
2. Drop "CC - City/County" as legal type: Rationale: They aren't most of the multi-jurisdictionals (Keith was wrong!) co-extensive cities/counties confuse themselves as this type. (Endorsed by CA, SD, AZ)

**FSCS Professional Development Workshop
Business Meeting
December 11, 2002**

Mentor Reports: See attached

Alan Zimmerman was elected to fill the vacant two-year term. Patience Frederiksen and Fred Neighbors were elected to fill the two three-year terms.

There was a discussion of the number of edit checks. The need for edit checks for libraries that do not meet the FSCS definition was questioned? SDCs expressed frustration when they receive the same edit check messages for the same libraries year after year and asked about the possibility of taking care of this with the software. (Example – if there is no telephone number in the previous year and there is no telephone number in the current year, is there really a need for an edit check?)

There was a question of the level of reporting needed for data to be acceptable (NCES standards). Can the standard be met if the data is reported for 70% of the population served instead of 70% of the libraries reporting.

Kim Miller is to ask John Bertot for a copy of his presentation to share with SDC's who were unable to attend his breakout session.

There were some questions about the StLA Survey and the concern that the possibility of the delays in releasing the StLA Survey creating a time conflict with the FSCS schedule.

Joanell Porter reviewed the instructions for filing for reimbursement. She asked SDC's to submit the reimbursement claims quickly so that they can be processed before her retirement.

J. D. Waggoner commended Marianne Kotch for her planning and closed the meeting by commending the SDC's for their dedication to the task at hand and their willingness to adapt to submission changes. He also commented on the value of the SDC's to the operation of State Library Agencies.

Plus:

Arizona

S'mores

Sunshine

Schepke

Sunday Reception

Pitchhitters

Food – meals

Full breakfast provided, not just continental

Coffee

Hotel and airfare paid directly which made it possible for some SDC's to attend
Choices of Social Events
Monday night was fun
Variety of programs
Pacing of the program
Attendance by staff from NCES, CENSUS, & NCLIS
DB Consulting
Joanell

Minus:

Conflicting programs on agenda
Poor Internet Connectivity
Hotel Business Center

Mentor Reports:

Darla Cottrill and J.D. Waggoner:

Began by reminding SDC's to run edit checks, check URLs and the new data elements.

How valuable is the mentor function and/or how can we change to be more helpful?

One SDC reported lots of back and forth with Census. The real issue seemed to be a problem with mapping responses with the vendor collecting the state's data. New SDCs wanted to know "how" you know whom to contact. They were informed to take technology question to Mike or Cynthia at Census. Everything else should go to the mentor. There was also discussion of how mentors are assigned because of the upcoming changes in the Steering Committee.

Do you still think the annual training is important?

All agree the conference is still important.

In light of cutbacks in your state, how much more of a burden is FSCS?

The burden of reporting is still about the same. The major problem is in time to actually use the data after it is collected. Several SDCs would like to make better use of the data. However, because they have had to take on additional duties, there is no time to devote to interpretation and use of the data collected.

Do you think recent efforts at enhancing data timeliness (splitting up group, earlier deadlines) have been worthwhile?

One SDC was in the office at 11:30 p.m. getting the data in. There was a feeling that the states need to stress to the libraries the importance of timely submission of data to states because the data must go beyond the state. There is a lot of handholding.

Review financial data elements recommendation:

The new financial elements do not add much burden.

One question was raised on income tables in the E.D. Tabs and another question was raised on "where" the talking books for the blind are reported.

Keith Lance/Libby Law:

How valuable is the mentor function and/or how can we change it to be more helpful?

Mentor needs to respond to e-mails from SDC. This lead to a discussion about process for interpretations of data element questions – refer to Definition Subcommittee Chair. SDC's indicated that it is useful to know background/philosophy of data definitions.

Do you still think annual training is important?

Yes!! If there are lots of data definition changes may need to see proposed changes ahead of time and break into smaller groups for discussion. SDC's would also like to have concurrent sessions repeated so that they can attend all of them or sign-up ahead of time and have them scheduled so they will not have conflicting schedules.

In light of cutbacks in your state, how much more of a burden is FSCS?

Some SDC's report loss of staff and additional responsibilities being assigned to other staff. Some of the states are building in FSCS data into the LSTA grant process. States are seeing the importance and value of collecting and reporting data. There is a concern about some of the "silly edit checks". SDC's would like to see some changes such as not having to repeat explanations for the same edit check failures for the same libraries year after year and some adjustments that relate the edit checks to the size of the population – different ranges for smaller libraries.

There was a discussion about the need to meet with new library directors to inform them about data reporting and encourage timely reporting of accurate data. The suggestion is for States to include this as part of their CE for new library directors.

There was also a discussion about the need to inform municipal and county officials about library data.

Do you think recent efforts at enhancing data timeliness have been worthwhile?

YES! It was recommended that national totals be added to the summary pages rather than just at the back of the E. D. Tab.

Marianne Kotch and Gerry Rowland (substitution for Carolyn Ashcraft):

Need annual training to share ideas about how to use the data. There needs to be a more thorough explanation of how things operate at the conference so that new SDCs will understand the process better. SDCs would like to have a copy of Jim Scheppke's PowerPoint presentation. Kim Miller indicated she would ask for a copy.

Mentors need to contact SDCs after the conference and each steering committee meeting.

SDCs would like a copy of the draft NISO standards.

Need to have copies of the proposed definition changes ahead of time to review so there can be a better informed discussion.

Do you think recent efforts at enhancing data timeliness have been worthwhile.

Just keep going.

Liz Gibson and Sondra Taylor Furbee

There was a question about the possibility of adding automated URL checks to WinPLUS. Census indicated that they will check the URL's this year but the automatic URL checks can not be added to WinPLUS because the software does not have Internet Connectivity.

SDC's indicated they would like more communication with Mentors. They would like immediate notification when the Mentor's are assigned. They would like the Mentor to contact the new SDC's immediately. Sometimes new SDC's do not know about the mentor program.

In light of cutbacks in your state, how much more of a burden is FSCS?
SDCs indicated they are doing more of the work on their own time.

Do you think recent efforts at enhancing data timeliness have been worthwhile.
Timeliness OK

Question & Answer Session:

Which address are SDCs to submit – the address as of the last day of the reporting period or the address as of the time of submission.

There was significant discussion about edit checks. Some states encounter the same edit checks for the same libraries year after year. They ask if it is possible to bring forward prior year explanations and not have to review these again.

It was suggested that libraries that have a change during the year that results in the same edit check and explanation for a significant number of libraries within their states, put a note at the beginning of the edit check report. They will then not need to provide the explanation for each library.

There appears to be a problem with data edit #133. Mike Freeman confirmed that this is a problem.

The new version of WinPLUS permits sorting edits 3 ways: By name, by FSCS id, and by State id.

The group questioned collecting the “Number of Users of Electronic Resources” as a typical week figure when all other data is collected as an annual figure.

To Do:

Marianne Kotch will ask Carolyn Ashcraft to contact Bruce Pomerantz to find a way of obtaining the Minnesota data.

Jeff Williams will discuss the need to add the Minnesota data to the NCES file.

Sondra Taylor-Furbee will ask Barratt Wilkins to write the Chief Officers of States Libraries with SDC's serving on the Steering Committee stressing the importance of the national collection of data and recognizing the support State Library Agencies provide through their staff who work on the Steering Committee.

Data Collection Subcommittee is to determine the impact of including data for libraries, which do not meet the FSCS definition of a public library.

Kim Miller is to ask John Bertot for a copy of his presentation to share with SDC's who were unable to attend his breakout session.

SDC's want to know whom they are to contact: They are to be informed to contact Mike Freeman of Cynthia Jo Ramsey for Technology assistance and contact Mentors for all other questions.

Kim Miller will provide SDC's with copy of Jim Scheppke's power point presentation.

Mentors are to contact SDC's after the conference and after each steering committee meeting.

SDC's are to be notified of Mentor assignments as soon as they are made.

New SDC's are to be informed of the Mentor system as soon as the new SDC is appointed.

SDC's would like a copy of the draft NISO standards.

Number of Electronic Book. Keith Lance will check with Denise Davis to determine if the intent is to report the number of electronic books (e-books) separately from the number of electronic serials (non-current)