

FSCS Steering Committee Meeting
NCES 8th floor conference room
Washington, DC
June 7-9-2004

Attending:

SDCs

Elected: Marianne Kotch, (Chair), Patience Frederiksen (Vice Chair), Ann Reed, Lynn Shurden and Alan Zimmerman.

Appointed: Keith Lance and Libby Law

COSLA: No one present (J.D. Waggoner unable to attend).

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owings*, Jeffrey Williams.

NCLIS: Kim Miller and Bob Molyneux.

CENSUS: Michael Freeman, Laura Hudgins, Johnny Monaco*, Adrienne Oneto*, Patricia O'Shea, Cynthia Ramsey.

IMLS: Michele Farrell*, Rebecca Danvers*

ALA: Keith Lance represented ALA.

DB Consulting: Hazel Williams*

(*Monday only)

Marianne Kotch called the meeting to order. Introductions were made.

This was the last meeting that DB Consulting Group handled local arrangements. Marianne Kotch thanked Ms. Williams for all of her support and presented her with a gift.

KNOWLEDGE SHARING EPISODES:

NCES:

Jeff Owings reported:

Timely data release: Bob Lerner, the new NCES Commissioner, is concerned about timely release of data. A policy revision allows NCES to release preliminary data prior to the release of a publication. As an incentive to submit data early, SDCs will be given a password to access preliminary data upon submission and review of their state's data.

Timeliness of data release was discussed. There is currently a fixed schedule for submission of the data followed by all states. The Steering Committee discussed the need to have a schedule for data release by NCES.

Jeff Williams will present a proposal to provide public access to preliminary data (edited but not imputed) similar to the release of preliminary data for the schools. It

was suggested that release of preliminary data would encourage both awareness and use.

FSCS Public Library Survey – 2002: Jeff Owings announced that the 2002 public library data is now available on the Library Locator (Search Public Library) web site. Elaine has submitted 2002 data for review and NCES hopes to have the data file available for release in 3 weeks. The new review procedure involves outside reviewers so there is no guarantee of release in 3 weeks.

Jeff Williams reported on various surveys, including:

State Library Agency Survey: StLA Survey Steering Committee is working on a re-design of the survey. The number of data items is being reduced. The revised version should be available in 2005.

Academic Library Survey: This is a voluntary biannual survey. Data will be collected between October 2004 – February 2005. State contacts have been identified and will be asked to assist with response rate if needed.

School Library-Media Center Survey: A 2003-2004 sample survey of 10,000 public schools will be conducted. Private schools will not be included in the survey. Keith Lance asked about availability of a public use data file.

FSCS Public Library Survey: A complete OMB clearance will be required for the 2005 Data Collection.

CENSUS:

Patricia O'Shea reported

2002 ED TAB: Undergoing adjudication.

2003 Data Submission: Group 1 (deadline April 15, 2004): All states have completed submission and only 3 states have not completed response for follow-up edits. Group 2 (deadline July 30, 2004): Two states have completed submission and 3 others have submitted data and are in the edit follow-up process.

2004 Data Collection: Plans are to enlarge the screen resolution to 800 X 60. Improvements in the edit process will incorporate all known edits into the software. This should reduce the need for extensive follow-up. Adrienne Chute reported OMB clearance for 2004 definitions has been secured.

2005 Data Collection: A full OMB clearance will be required.

Keppel Award: Revised criteria for receiving the Keppel Award was developed by CENSUS and referred to the Data Collection Subcommittee for review.

NCLIS:

Bob Molyneux reported:

NCLIS is still without a director or there is no interim director. Lack of a director may have contributed to the current flat line budget and may result in no increase for next year (2005).

NCES informed NCLIS there will be a mid-year budget reduction of 25% in the NCES-NCLIS Memorandum of Understanding. There is a possibility of no funding for the MOE for next year. Jeff Owings expressed his concern and indicated that NCES is looking at each program to determine how funds may be reduced. He indicated that there is a possibility the StLA Survey may be changed from an annual survey to a biennial survey.

IMLS: Michele Farrell reported:

IMLS offices will be relocated in the fall.

Section 210 of The Museum and Library Services Act requires IMLS to carry out and publish analyses of the impact of museum and library services. The State Library Conference (November 8-10) theme is Sharing and Learning. IMLS will be looking at new and unique ways to disseminate information about various types of projects being funded.

Several State Library Agencies received discretionary grants from IMLS.

The New Jersey State Library in partnership with Rutgers University: (SLIM Kit) a project to design and test instruments and procedures for tracking and assessing student learning through the school library and adapt these instruments in a resource package.

The New Jersey State Library received a grant to develop the NJ Digital Highway, a statewide repository and collaborative portal. The first stage of content development will be the state's immigration history and ethnic heritage.

Three State Library Agencies (New Jersey, Montana, and Nevada) received 21st Century Librarian grants.

There are three new categories for National Leadership Grants: Advancing Learning Communities, Building Digital Resources, and Research and Demonstration.

IMLS is in preliminary planning stages for an April Conference highlighting museums in community grants and museum/library collaboration grants.

IMLS is seeking proposals (www.imls.gov)

Develop, pilot, deploy, and evaluate a package instructor-mediated online course for training library and museum personnel to plan and evaluate outcome-based projects. Deadline for proposals: September 15, 2004. Maximum award for a single grant is \$1,000,000 for three years.

National Research study on the future of librarians in the workforce including an analysis of current and projected U.S. library workforce data by state and region, by types of employers, and by functional specializations, an access the likely demand and opportunities for librarians over the next decade, the skills that librarians will need, the capacity of graduate schools of library and information science to meet projected needs, and incentives for attracting highly-qualified individuals to the field. Deadline: June 15, 2004. Maximum award is \$1,000,000 for a two-year project beginning September 30, 2004 and ending September 30, 2006.

COSLA: A copy of a written report was distributed on Tuesday morning. Concern was expressed about the absence of a representative from COSLA. Marianne Kotch will contact J.D. Waggoner to discuss this.

GENERAL DISCUSSION

System/Cooperative Universe File:

Alan Zimmerman reported the StLA Survey Steering Committee's suggested the use of a Fast Response Survey to develop a Universe File of Systems/Cooperatives. After discussion Alan was asked to pursue this again with the StLA Survey Steering Committee.

2002 Household Survey:

Alan Zimmerman asked about the status of release of data from the 2002 Household Survey. Adrienne Chute checked on this and reported that CENSUS anticipates release of the data in 2005. It should be possible to access data for each state, except in areas that involve confidentiality. Adrienne Chute will pursue earlier access to the library data in the survey.

Local Library Response Rate:

Several states have indicated difficulty in collecting data from some local libraries. There was a brief discussion of methods to encourage libraries to submit data. There is a need to know the size of the non-response by libraries problems for each state to determine if this is a significant problem or isolated to a few states..

Legal Service Area Population and per capita calculations:

There was a discussion about the identification of the LSA for libraries and how the per capita computations are done. State per capita calculations in the ED TAB are based on the un-duplicated population, excluding unserved areas. Adrienne Chute will report on the per capita formulas used in the Peer Comparison Tool.

Electronic Measures:

Alan Zimmerman received a resolution from a library board expressing need for Electronic measures. He asked FSCS to develop some guidance for collecting the data, even if the data items are not part of the FSCS data collection process.

There was a discussion about the need for a policy for incorporation of electronic measures within existing data elements VS collecting electronic measures separately. No decision was made.

Data Element and Ballot Issues:

Keith Lance expressed concern about two Ballot issues.

- 1) The low participation in the initial balloting process required mentor follow-up. There was a discussion about the need for a critical number of states to submit ballots before the vote is certified. The Steering Committee decided that 45 of the 50 states would be required to submit a ballot in order for the vote to be certified.
- 2) The count of votes on two of the data elements was so close that there is some question about the justification for collecting the data (willingness of the states to collect the data). The Steering Committee decided that a 2/3 majority should be required.

The Steering Committee discussed requiring 20 state to endorsement proposed NEW Data Element at the Conference instead of the current 10. The Data Element Sub Committee discussed this further.

Marianne Kotch will notify SDCs that proposals for new data element they must submit to the Data Elements Subcommittee Chair prior to the September meeting. Proposals must include pro and con statements. Keith Lance will draft a message (including an explanation of what to include in pro and con statements) for Marianne Kotch to send to SDCs

Territories:

Jeff Williams informed the Steering Committee that Palau is not a territory. The Steering Committee decided to discontinue attempts to collect data from Palau.

Michele Farrell indicated that IMLS had difficulty getting response from some territories but not all. She suggested that IMLS may be able to provide some assistance to the Data Collection Subcommittee. The Steering Committee suggested that Darla Cottrill, chair of the Data Collection Subcommittee, contact Michelle Farrell to discuss this further.

Travel Contractor:

Jeff Williams informed the Steering Committee that the new Travel Contract is with Synergy Enterprise Inc. (SEI). Two of the staff members are former DB Consulting Group employees and have worked with NCES on other projects. SEI is working on a location for the September Steering Committee Meeting and have several possibilities identified.

2004 Objectives:

Reviewed by the Steering Committee.

FAQ Draft Document:

Marianne Kotch distributed a draft copy of FAQ's compiled using the minutes 2002 through the March 2004 minutes. Steering Committee members are to review the information and identify additions, changes, deletions.

Election of Steering Committee Members:

There is one term to be filled in December. The names of SDCs nominated on the Conference Evaluation were reviewed. Marianne Kotch will use the list to identify 2 candidates.

Subcommittee Vice-chair's:

There was a discussion about identification of a vice-chair for each subcommittee. Each subcommittee is to identify someone who will serve in the absence of the chair.

Future Steering Committee Agenda schedules:

Keith Lance recommended revising the agenda to include less time for subcommittees reporting to the full steering committee and more time for the subcommittees to meet.

Marianne Kotch will report the highlights of the Steering Committee Meetings to SDCs.

Kim Miller reported that the Section 508 (Handicapped Accessibility) training for Web sites was cancelled.

Marianne Kotch identified several issues to be discussed. They were referred to the appropriate subcommittee. The possibility of a Night Watchman Award was not discussed.

September Steering Committee meeting is scheduled for September 13-15 and will be held at the Hotel Washington (15th and Pennsylvania), Marriott Crystal City (Arlington) or Phoenix Parks Hotel (near Union Square). If these sites are unavailable Sheraton Suites in Alexandria is being considered.

The SDCs indicated that the invitation package should be received 6 weeks prior to the meeting.

The SDCs indicated the Hotel Madera is a satisfactory location for future meetings.

The meeting was adjourned.

Plus	Minus
<ul style="list-style-type: none">• Nice Hotel• CENSUS outstanding job of support• Air Conditioning – able to adjust temperature in meeting room• Facilities• Amount of work accomplished• Marianne’s leadership• Location near Dupont Circle	<ul style="list-style-type: none">• Missed J.D. and Darla• Loosing Hazel William (DB Consulting Group)• Keith’s allergies• Late receipt of invitation package• Took too long to receive reimbursement from prior meeting• Location: Hot walk to meeting room• Problems receiving e-mail

Subcommittee Reports

Data Collection Subcommittee: Darla Cottrill, **Chair**, was unable to attend. Marianne Kotch chaired the committee. Others present were: Elaine Kroe, Libby Law, Keith Lance, Bob Molyneux, Michael Freeman, Laura Hudgins, Cynthia Jo Ramsey

A vice chair will be named at the September meeting.

1. Questionable/problem edit issues received from SDCs
Cynthia Jo Ramsey quickly reviewed the Questionable/Problem Edit Issues from the SDCs, which she had e-mailed to subcommittee members.
2. Suggested new-edits and deletions suggested by Census
 - a. for new data elements
 - b. based on edit research by ESMPD
 - c. based on follow-ups

The Subcommittee discussed the proposed edit revision for Appendix G and Appendix H. The subcommittee eliminated Date Edit # 126 because of a problem with the edit rationale. The Subcommittee decided that “M-Missing” should not be an acceptable response to the Metropolitan Status in the Outlet file and referred it to the Data Elements Subcommittee. A couple of typographical edits were identified for correction. Copies of the edits were distributed to the Steering Committee. Steering Committee members are to review the edits and send any suggested changes to Cynthia Jo Ramsey.

3. Census proposal for revising Keppel Criteria: Cynthia Ramsey
The proposed revisions of the criteria for receiving the Keppel award developed by CENSUS were discussed and revised. The Common Core of Data Award criteria were used as a model. The new criteria encourage quality as well as timely response. Census will review submission and edit follow-up data to identify any patterns from prior years. Cynthia Jo Ramsey will send a copy of the revised criteria to Steering Committee members prior to the September meeting. The revisions will be incorporated and presented to the Steering Committee in September for adoption. The Steering Committee will need to adopt the new criteria and establish a minimum score at the September meeting.
4. Edit evaluation report – update by Cynthia Ramsey
Cynthia requested guidance when dealing with false positive edit checks – where there is a flag but data is not changed. There was a recommendation of taking the position of “do no harm” when implementing edits.
5. Territory participation – Jeff Williams
Since Palau is not a territory, attempts to collect data will be discontinued.

6. Felicia Kennedy's concern about enticing libraries to complete reports/submit data.
Census will analyze data for non-responding libraries (libraries reporting one year but not in consecutive years) to determine if there is a pattern and report at the September meeting.

Michael Freeman reported that based on the April 2004 survey of SDCs, the screen resolution will be enlarged to 800 x 600. There are no states still using 640 x 480 resolution.

Data Collection issues that need to be discussed at the conference include:

- Metropolitan Status Code – SDCs will be encouraged to use the Census web site when in doubt.
- Street address – what to do when there is not a street address
- Data for non-responding libraries – topic for Mentor Discussion (respond one year but not the next, not respond for several years, encouragements to respond, etc...)

Data Conference Subcommittee: Patience Frederiksen, **Chair**, Ann Reed, Lynn Shurden, Al Zimmerman, Jeff Williams, Patty O'Shea.

Lynn Shurden was named Vice Chair.

1. Finalize conference theme
The Conference Theme is: Building Good Data: Foundation to Rooftop.
Criteria for conference location was reviewed (access to airport, access to local transportation (METRO), access to restaurants).
2. Finalize presenters and topics for each session
Presenters were identified for each session. The call to conference will clearly indicate that the Sunday afternoon session "Data Analysis and Presentation" is available to all SDCs and that it includes hands-on training in MS Excel and MS Access (and possibly MS Powerpoint). Tracking the birth of a data element was added to the Orientation for new SDCs. A flow chart will be developed to show the relationship of agencies involved. The Edit Evaluation Report Session is to be a general session and will include SDC members of the Steering Committee. New Keppel Criteria is to be presented at Conference.

Color coded name tags will be used to identify mentor groups.

Bibliostat will not be included on the program.
3. Review draft agenda with an eye toward conflict

The subcommittee reviewed the agenda avoiding conflict with concurrent sessions speakers. A revised copy of the agenda is to be e-mailed prior to the September meeting for review.

4. Finalize keynote and speaker
To be finalized at the September steering committee meeting.
5. Decide whether NCES needs time at conference for focus groups
Jeff Williams reported that NCES would not need time for a focus group.
6. Logistics of opening night reception and decide on coordinator of reception
Jan Blakely will coordinate the reception. Ann Reed will follow-up with Jan.
7. Review draft mentor session questions
To be done at the September meeting.
8. Check on status of hotel selection for 2004 conference
Two possible sites: Jury's: 1500 N. Hampshire (Dupont Circle) and Embassy Suites: Chevy Chase.
9. Check on status of Western locale for 2005 conference
Jeff Williams will investigate on the possibility of meeting in San Diego in 2005 and report at the September Steering Committee meeting.

The subcommittee recommended providing links to state data collection forms and not collect copies of paper forms. Kim Miller will confirm URL's to access data collection forms for each state.

Data Elements Subcommittee: Keith Lance, **Chair**, Patience Frederiksen, Lynn Shurden, Libby Law, Cynthia Jo Ramsey, Elaine Kroe

Patience Frederiksen was named vice-chair of the subcommittee.

1. Review ballot results and consider possible policy and procedures changes and or training needs for next conference.
The discussion of issues arising from the recent ballots, lead to an extensive discussion of the Policy and Procedures for Review of Data Elements.

Patience and Keith will incorporate the revisions discussed into the Policy and Procedures for Review of Data Elements. (including what should be included in the pro and con statements. Keith Lance will send a revised version to the Steering Committee for review and then distributed to all SDCs prior to the September meeting. The revised version will be reviewed at the September meeting.

There was a discussion of the timing of the March Steering Committee meetings. In order for the Data Element schedule to work, the steering committee meeting will need to be held in late February or early March.

The issue of voting responsibility will be discussed at the conference. The subcommittee proposes a minimum of 3-weeks for voting. Mentors will make follow-up contact with non-responding states within the first 2-weeks of the process. There was also discussion of ways to use PLRS and the possibility of asking the COSLA representative to follow-up for State Librarians.

The subcommittee discussed the number of states required to endorse a proposed data element at the conference. The subcommittee recommended 20. (40%)

The subcommittee discussed the number of states required to submit a ballot (vote) to ratify the results. The subcommittee recommended 40 states.

The subcommittee discussed the number of votes required to pass a data element change. The consensus is that a majority of 2/3 of the states should be required.

Keith Lance will review the by-laws to verify the requirement of submitting data in order to cast a vote on data elements. This will be discussed at the September steering committee meeting.

2. Address communication issues between SDCs and subcommittee

There was a discussion about the process for resolving questions about data definitions. Keith will communicate the process to the SDCs. The process is: any questions raised by an SDC is brought to the attention of the full Data Elements Subcommittee and the Data Elements Subcommittee Chair is responsible for posting the Subcommittee's response to the PLRS. If there is sufficient time the questions will be discussed at a Steering Committee meeting otherwise the discussion will be held through e-mail. The response should be posted on the future FAQ site.

There was a discussion about the quality of the pro/con statements provided by SDC as part of the last ballot process. Keith Lance is to make sure it is clear that the pro/con statements are providing a case for/providing a case against and not just a local description of what a particular state is currently doing or not doing.

3. Address issues with specific data elements

a. Contract staff

Keith will survey SDCs and Mark Smith to identify the number of libraries that are contracting for total library operation. The Subcommittee's consensus is that Contractual Expenses for services

should all be reported under “Other Expenses”. If the operation of the public library are paid for under contractual arrangements report zero’s for staff and staff expenditures. Note: This does not refer to an employment contract with an individual employee. This issue is to be discussed further in September.

Adrienne Chute expressed concern and will check with the NCES Statisticians. If the NCES Statisticians have any problems they are to be invited to meet with the Data Elements Subcommittee in September.

- b. Reporting staff expenditures (salary and wages, fringe benefits) when paid from another budget.

Cynthia Ramsey indicated the need for interpretation of the language for “on-behalf-of” expenditures. The current language is vague (may include) and is leading to some interpretation problems by at least 2 states. The Subcommittee will need to revise the language and possibly include this for discussion during the Mentor Session of the Conference.

J. D. Waggoner and COSLA need to encourage states to report this information. This is a training, compliance and mentor issue.

- c. Difference between database, a database license, and a database product. The subcommittee concluded that the correct term to be used is databases not database licenses of database product.

- d. Why FSCS does not collect a count of deposit collections in addition to central libraries, branches and bookmobiles.

The consensus was that deposit collections do not meet the intent of collecting data on library outlets. If the SDCs feel the need to collect this, it needs to be submitted as a new data item proposal for endorsement at the December Conference.

- e. Other

Debt Retirement: Revenue received and expended for the retirement of a debt is not to be reported since they were reported at the time the debt was incurred.

Metropolitan Status Code (Outlet File): The Data Elements Subcommittee decided that “M-Missing” should not be an acceptable response to the Metropolitan Status in the Outlet file.

Library Districts: To be discussed in September.

4. Address perception that adding new data elements may slow the data turnaround process at the federal level.

There was a brief discussion about a State Librarian's concerns regarding the value of having specific data items as part of the survey and the impact of adding data items on the timeliness of the release of the data. Discussion led to the conclusion that the addition of a few data items has little if any impact on the timeliness of the release of the data. Delays in release of the data are related to the number of reporting libraries and the edit checks.

There was a discussion about limiting the number of additions and changes to data elements to be balloted annually. The subcommittee decided this was not necessary since the procedures should ensure that only data elements supported by 40% of the states will be pursued by the Steering Committee.

5. Request that we make the following definitions parallel. Operating revenue, capital revenue, and capital expenditures exclude income passed through to another agency, but definition for operating expenditures does not address this issue.

Patience Frederiksen presented an analysis of definition format inconsistencies and presented draft layout showing Definition, Include/Exclude, and Notes). There was a brief discussion. Keith Lance and Patience Frederiksen will continue work on this document for discussion in September. Elaine Kroe will send wording for the 2004 Manual for incorporation.

There was a discussion about voting requirements for changes to Include/Exclude and Notes. Currently a vote is required for changes to definitions. The general consensus is that the definition requires a vote, clarifications included in the Include/Exclude and Notes do not require a vote by SDCs.

The consensus of the subcommittee is that the Operating revenue, capital revenue should be made consistent. Both should exclude income passed through to another agency.

6. Are expenditures for printed scores, maps, and pictures reported under "Print Materials Expenditures" or "Other Materials Expenditures"?

The consensus is that printed scores, maps, and pictures meet the definition of "Print Materials", and expenditures should be reported under "Print Material Expenditures". Keith Lance and Patience Frederiksen will consider the inclusion/exclusion of the proposed wording for expenditures for print material as they work on uniform formatting for definitions.

7. Propose removal of term "portable digital carrier from the Expenditures for Electronic Materials and from the "Current Serials Subscriptions" data elements.

The subcommittee determined that the decision to remove the term “portable digital carrier” had already been made at a previous meeting and it should be implemented.

8. Address the reporting of multi-format materials in relationship to Collection Expenditures and Circulation.

The consensus is that the Collection Expenditure and Circulation decisions should be based on the way an item is cataloged. If an item including a book (print material) and a CD (electronic material) is cataloged as a book (print material), the expenditure should be reported as Print Material Expenditure.

9. Review note for total circulation to parallel the Library Collection item definition and make the note for circulation of children’s materials parallel to the note for Total circulation.

The consensus was that the definitions should be made parallel. Keith Lance and Patience Frederiksen will address this

10. Resolve the issue of whether or not the “Local Government Revenue” definition need to include the concept “on-behalf of” revenue.

This is to be discussed (e-mail) by the steering committee prior to the September steering committee meeting.

11. Proposal to break out the Library Programs definition into those delivered on a individual basis and those delivered to groups.

The subcommittee decided that this should be handled as a new data item. Adrienne Chute will be asked to prepare the wording with pro and con statements for consideration by the SDCs at the Conference.

Adrienne Chute reported on the ED TAB methodology for computing per capita data (page 5 ED TAB). Adrienne will report on formula used to compute per capita data for Peer Tool.

Adrienne Chute expressed concern about the wording used on page 121 in the ED TAB regarding total response. Elaine and Adrienne will resolve this issue.

Marianne Kotch will send the key points from the Steering Committee meeting to SDCs shortly after the conclusion of the meeting.

FAQ changes/additions are to be maintained by the data elements subcommittee. There was a brief discussion about what should be included in the policy statements and what should be included in FAQ.

Data Use Subcommittee: Al Zimmerman, **Chair**, Ann Reed, Marianne Kotch, Michael Freeman, Bob Molyneux, Patty O'Shea, Laura Hudgins.

Ann Reed was named Vice Chair.

1. Review the result of the SDC survey and continue to discuss data use sessions for the December Conference.

The subcommittee reviewed conference assignments and will be ready to finalize this in September.

Statistics 101: Bob Molyneux, with assistance from Alan Zimmerman and Laura Hudgins, will prepare the curricula and present the program.

Mentor Session Question: What training do SDCs need/want?

Ann Reed will prepare the Best Practices Session.

2. Report on the status of the GeoLib's Public Library Geographic Database Mapping project.

The subcommittee concluded that current status of the Public Library Geographic Database Mapping project is uncertain and that no plans should be made to include a presentation at the Conference. Alan Zimmerman will confirm this.

3. Continue planning for Eckard Award for research paper from library school students. (Issues involved included scheduling, eligibility, judging papers, etc.)

This award will promote awareness and use of FSCS data. The criteria for the Eckard Award for Research Papers was discussed including the following: papers must use FSCS data or data collected by the State Library and corresponding demographic data, any current library school student who is a US citizen in a Master's level or higher program accredited by ALA with faculty member sponsorship may present an Academic papers. Any current employee of an American Public Library may submit a research paper. The award will include a plaque and a trip to present the paper at either PLA or ALA. This first award will be presented in 2005. The Steering Committee expressed support for this.

The process will be presented at the September Steering Committee meeting and will include notification of Library Schools and public libraries. First papers due September 2005. First Award December 2005. Presentation of papers would be in January – December 2006.

SDCs will be asked to promote awareness of the new Eckard Award on their web sites.

The Data Use Subcommittee will serve as the initial judge panel for the Award. Criteria is under development and will include such things as: appropriately footnoted, electronic version, article length, grammatical, practical problem or issue. Patience Frederiksen suggested a review of criteria on the ALA web site for other possible additions.

4. Review assignments and scheduling for Eckard Award for Web pages.
The Data Use Subcommittee members will review state web sites and identify the 10 top sites for statistics. The 10 sites will be reviewed, Eckard Award candidates will be identified and presented to the full Steering Committee for a final decision at the September meeting
5. Discussion of FSCS non-responding libraries and issues involving legal service areas.

There was a discussion of libraries that do not report and the need to know the percentage of non-reporting libraries and their impact on the data. Census will compile data about non-reporting libraries for discussion at the September steering committee meeting to include information about libraries meeting the FSCS definition and information about libraries not meeting the FSCS definition. Concern was expressed about what to do if a library has not reported data in the last 5 years (or a given number of years).

COSLA will be asked to take an official stand indicating that they expect states to collect and report for all libraries (that meet the FSCS definition?)

6. Other, timing permitting:
 - a. Census imputation flags
Adrienne Chute reported that the non-conforming libraries in the peer tool were flagged but the flags have been removed. Concern was expressed and NCES is to be asked to replace the flags. The flags are included in the data set.
 - b. Review of status of the Household Survey-public library use.
The Data Use Subcommittee expressed the desire for access to the Household library data as soon as possible. Adrienne is to work on this.
 - c. PLA Conference and a FSCS program
The subcommittee expressed the desire to use the Eckard Award (for a research paper) and the Status of US Public Libraries presentation to establish a presence at ALA and PLA. Keith Lance and Bob Molyneux are to contact PLA Research Committee/ALA Library Research Roundtable about presenting Eckard Award Papers at conferences. The desired schedule is to present awards at PLS in 2006 (two slots), at ALA in 2006 (one slot), and at ALA in 2007 (two slots).

d. Status of US Public Libraries article

There was a discussion about the status of the “Status of US Public Libraries” article that Bob Molyneux and Keith Lance are working on. Presentation of this information at ALA Conference is desired.

e. NCLIS website

The subcommittee continues to monitor use of the NCES web site. The NCES web site to add trend information and link to the Eckard Award.

f. ED TAB

There was a discussion of the methodology for computing per capita in the Peer Comparison and in the ED TAB.

There was a discussion of the presentation of the square footage of libraries in the ED TAB. Only 4 states did not provide any square footage data during the first year of the collection of this new data element (2002). The Steering Committee indicated that there should be no imputation of square footage for libraries missing values. Steering Committee members are to be thinking about ratio’s desired for the ED TAB; such as number of square feet per population.

To Do List

All: Send conference program titles and content notes to Patience Frederiksen.

All: The March Steering Committee meeting must be scheduled for late February or early March in order for the Policy and Process for Revision of Data elements schedule to work effectively.

All: A process needs to be established for creating and maintaining FAC site.

All: Review FAQ's draft provided by Marianne Kotch to identify additions and changes needed.

All: Review edit changes and send any suggestions Cynthia. Ramsey.

All: Identify ratio's desired in ED TAB for footage data table.

Census: To look at the issues involved in imputation of square footage for libraries. The general consensus of the SDC members on the Steering Committee is that Square Footage should not be imputed.

Census: Compile data for non-responding libraries to determine the extent of the impact on data.

Census: Send revised Keppel Criteria to Steering Committee members before the September meeting.

Census: Review/analyze historic submission and edit follow-up data to identify any patterns that may help in establishing benchmarks for the new Keppel criteria.

Adrienne Chute will follow-up on obtaining access to library data in the Household Survey library data as quickly as possible.

Adrienne Chute is to check on the status of identification of (flagging) "non-conforming" libraries in the Peer Tool.

Adrienne Chute will talk with NCES Statistical staff about contracted service expenditures. If they have any problems with including this in "Other Expenditures" she is to invite them to meet with the Data Elements Subcommittee in September.

Adrienne Chute and Elaine Kroe will resolve the possible problem with wording on page 121 in the ED TAB regarding total response by public libraries and report in September.

Adrienne Chute will report on the formula used to compute per-capita figures in the Peer Tool.

Adrienne Chute: Add trend information and link to Eckard Award to NCES web site.

Darla Cottrill: to contact Michele Farrell (IMLS) for information about their contacts in collecting data from the territories. She may also want to contact someone with the Common Core of Data program about their contacts.

Data Collection Subcommittee: Ask J.D. to have COSLA take an official stand indicating that they expect states to collect and report for all libraries (that meet the FSCS definition?)

Data Collection Subcommittee needs to identify a vice chair at the September meeting.

Data Collection Subcommittee: review the revised edits.

Data Conference Subcommittee: Finalize the mentor discussion questions at the September meeting including a discussion of methods for encouraging non-responding libraries to submit data.

Data Elements Subcommittee: Discuss on-behalf of revenue/expenditure issue before the September steering committee meeting. Based on results of discussion ask Data Collection Subcommittee to ask J. D. Waggoner to talk with COSLA about encouraging libraries to report on-behalf-of expenditures (e.g. benefits paid by the city or county for library employees).

Data Elements Subcommittee: Consider adopting guidelines for states to use to collect electronic service measures.

Data Elements Subcommittee: FAQ changes/additions are to be maintained by the data elements subcommittee.

Data Elements Subcommittee: To discuss the issues involved in “on-behalf of” expenditures prior to the September meeting.

Data Use Subcommittee: review state web sites to id 10 sites to be considered for the Eckard Award at the September steering committee meeting.

Data Use Subcommittee: Establish a process for implementation of the “Eckard Research Paper” award.

Data Use Subcommittee: Identify ED TAB format for square footage table.

Patience Frederiksen: Send revised Conference schedule to Steering Committee members.

Patience Frederiksen: Will incorporate revisions into the Policies and Procedures for Review of Data Elements and send it to Keith Lance for review. Keith will then send it to steering committee members for review prior to the September meeting.

Patience Frederiksen: To revised the time line and send it to Kim Miller.

Marianne Kotch: To secure two candidates for the SDC slot on the Steering Committee.

Marianne Kotch: Inform SDCs about the process for proposing new data items including guidelines for pro & con statements and the need to submit their proposals to Keith Lance, Chair of the Data Elements Subcommittee prior to the September Steering Committee Meeting.

Marianne Kotch: To revise the Steering Committee agenda to allow more time for Subcommittees to meet and less time for reporting to the full Steering Committee.

Marianne Kotch: To include time on the Day 1 agenda immediately following the Knowledge Sharing to discuss the data definition new format.

Marianne Kotch will send the key points from the Steering Committee meeting to SDCs shortly after the conclusion of the meeting.

Marianne Kotch will contact J.D. Waggoner to let him know how much FSCS needs COSLA's presence at the steering committee meetings.

Elaine Kroe will send wording for the Definitions included in the 2004 Manual to Patience Frederiksen and Keith Lance.

Keith Lance: Review the by-laws to verify that states and territories must submit data in order to vote.

Keith Lance: To contact SDCs Mark Smith to identify the extent to which libraries are being operated through contract services.

Keith Lance and Bob Molyneux: prepare a Status of U.S. Public Libraries article.

Keith Lance will inform SDCs about the process for resolving questions about data definitions (Note decisions about data definitions should become part of FAQ site.)

Keith Lance will review by-laws to verify submission of data is required as a prerequisite for participating in balloting process.

Keith Lance and Patience Fredricksen will update the Policy and Procedure for Review of Data Elements. This will be sent to steering committee members for review prior to the September meeting and officially adopted at the September meeting.

Keith Lance will send the proposed wording of the Policy and Procedures for Review of Data Elements to Steering Committee members before the September meeting.

Keith Lance will send instructions for preparing pro and con statements to Marianne Kotch so that she can send the information to SDC with the notice about submission of proposed new/changed data elements prior to the September meeting.

Keith Lance and Patience Frederiksen will continue work on the analysis and formatting of the definitions – inclusions/exclusions – notes and the identification of inconsistencies for discussion at the September meeting.

Keith Lance and Patience Frederiksen will incorporate consistent (parallel) language in expenditures for print material, capital and operating revenue and expenditures, circulation and circulation of children's materials, etc.

Keith Lance will send the revised Data Element Definition format to steering committee members prior to the September meeting and the final version to CENSUS immediately after the September meeting.

Keith Lance and Bob Molyneux are to contact PLA Research Committee/ALA Library Research Roundtable about presenting Eckard Award Papers at conferences.

Keith Lance will talk with Adrienne Chute about preparation of a new data element proposal (Programming for Individuals) for the December Conference

Keith Lance and Bob Molyneux: To contact PLA Research Committee and ALA Library Research Roundtable about presenting Eckard Award papers at Conference.

Kim Miller: Ask SDCs to submit/confirm URL's for access to data collection forms.

Bob Molyneux: prepare curricula for Stats 101 (assisted by Alan Zimmerman and Laura Hudgins.)

Patty O'Shea is to identify a speaker for the Conference.

NCES: Pursue the establishment of an official schedule for the release of FSCS data similar to the schedule established for submission of data.

Cynthia Jo Ramsey will revise Keppel criteria and send to SC members for review prior to the September steering committee meeting.. To be finalized at the September meeting and establish the score required.

Cynthia Jo Ramsey: analyze historic submission and quality (edit) issues to serve as a guide in establishing criteria for a score.

Cynthia Jo Ramsey will prepare an analysis of the extent and impact of the non-reporting libraries (both those meeting the FSCS definition and those not meeting the FSCS definition).

Ann Reed: To follow up with Jan Blakely about the Conference reception.

Ann Reed: To prepare “Best Practices Session.”

Jeff Williams will report on the status of the Steering Committees proposal to provide access to preliminary data (edited by not imputed data) similar to the release of preliminary data for the schools

Jeff Williams: to report on the status of holding the 2005 Conference on the west coast (San Diego, CA).

Al Zimmerman will repeat the request to the StLA Survey Steering Committee to develop a Universe File for Systems/Cooperatives as part of their survey.

Alan Zimmerman will encourage StLA Survey Steering Committee to add electronic measures to their survey.

Alan Zimmerman will confirm current status of the Public Library Geographic Database Mapping project.

Alan Zimmerman will contact John Bertot about electronic measures included in NISO definitions.

Alan Zimmerman will call J.D. about the non-responding library issue and let him know that he will be receiving a letter asking COSLA to support collection of data.