

FSCS Steering Committee Meeting

Hilton, Alexandria Old Town
March 8-10, 2004

Minutes

Attending:

SDC's:

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

Appointed: Darla Cottrill, Keith Lance and Libby Law

COSLA: No one present

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owens, Jeffrey Williams

NCLIS: Kim Miller, Bob Molyneux

CENSUS: Michael Freeman, Laura Hudgins, Johnny Monaco, Adrienne Oneto, Patricia O'Shea, Cynthia Jo Ramsey (Note: Adrienne Oneto attended Monday only)

IMLS: Mary Chute, Rebecca Danvers, Michele Farrell (All attended Monday only)

ALA: No one present.

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

NCES: Jeffrey Owings

Bob Learner is the new NCES commissioner. He expressed support for the Library Statistics program and is interested in improving the timely release of data.

NCES-LSP: Jeffrey Williams

2001 Public Library Survey: All 50 states plus DC responded to the 2001 survey. E.D. Tabs were released in June, the earliest in the history of the program.

2003 Public Library Survey: Collection is underway. (See CENSUS report for more information)

State Library Agency Survey: 2003 Data collection closed last month. All 50 states and DC reported.

Academic Survey 2004: Collection is scheduled to begin in the fall. 2000 Ed Tab was released in November 2003. 2002 E.D. Tabs should be released prior to the 2004 survey.

School Library/Media Center Survey 2004: Scheduled to be collected. The 2000 survey data will be released the week of March 22, 2004 on the Web.

The letter from Gladys Ann Wells regarding COSLA's concerns about timely release of data was discussed. (Copies of letter and response were distributed)

Household Survey. The disclosure review test has been completed for the 2002 survey. NCES received data last week. Jeffery Williams will provide more information on this at the June Steering Committee meeting.

Longitudinal Survey: Privacy/Confidentiality concerns have delayed the release of data.

CENSUS: Patricia O'Shea

NCES has approved the 2002 un-imputed file. Imputation has begun.

2003 Status: Group 1 is currently submitting data. Eight of 26 states have submitted data. Three have completed submission and edit review.

Cynthia Jo Ramsey and Laura Hudgins prepared a report FY2002 FSCS Edit Evaluation Report, which evaluates the number of edits and follow-ups for each state. See Data Collection Subcommittee report for more information.

NCLIS: Kim Miller

Bob Willard has resigned and has accepted the position of Strategic Marketing Officer at GPO.

The Commission will begin the search for a new director shortly. Beth Fitzsimmons is the Commission Chair and Bridget Lamont is vice-chair.

IMLS: Mary Chute

Presented information on the status of National Leadership Grants, NEH's "Coming Up Taller" grant, state based grant awards, and annual online report Ultimate Pilot. Alan Zimmerman identified the need to add an import feature for the annual online reporting process.

ALA:

There is no news regarding the search to fill Mary Jo Lynch's position.

Follow-up from Last Steering Committee Meeting

Ann Reed, Marianne Kotch, Bob Molyneux and Kim Miller were appointed to explore creating a FAQ site on the NCLIS Web site.

There was a discussion about the NCES standard for adding data, which includes field testing/cognitive testing of proposed data items/definitions. This was followed by a discussion about the FSCS December Conference serving as the field test. Concern was expressed about whether process related issues being imposed were from within the LSP or from outside the program. The general consensus is that any changes in the current process need to involve input from COSLA.

Elaine Kroe identified several problem data submission concerns. Some involved only one or two states. The role of the Mentors was discussed. Sufficient time needs to be scheduled during the “Mentor Session” at the Conference to cover all of the issues.

Timely reimbursement of out-of-pocket travel expenses was discussed. The process was reviewed. Jeff Williams will look into this.

Jeff Williams reported that there will be a new vendor handling travel arrangements beginning with the September meeting. Hazel Williams informed the Steering Committee that more lead time is required for making local arrangements for the March Steering Committee and the Professional Development Conference (December) than is needed for the June and September Steering committee meetings. The vendor receiving the new contract will need to be made aware of this.

Tentative plans are to hold the June Steering Committee meeting (2 ½ days) in the NCES building. The Knowledge Sharing segment of the schedule will be tighter in order to provide more time for the Data Elements Subcommittee, which has a significant amount of items to be discussed.

There was a brief discussion of hotel priorities. Among those discussed were: Chevy Chase Embassy Suites, Westin Grand (not near Metro station), Hilton in Alexandria Old Town, and Ritz Carlton Pentagon City. The hotel selected needs to be near a metro station and near restaurants.

OMB paperwork is due on Thursday. Concern was expressed about the scheduling of the meeting so close to the OMB submission deadline. Jeff Williams will look into this.

There was a brief discussion of Emergency procedures. Alan Zimmerman asked about having a handout in the workshop packet. Kim Miller will check with the hotel about their procedures. The registration form used for the workshop will have a place to list emergency contact information for each person registering.

There was a brief discussion of NCES assistance available to states having difficulty submitting data and under what circumstances this assistance is available. Jeffrey Williams will check on this.

The Steering committee members were asked to let the Data Use Subcommittee know of any national use of public library data that should be considered for the Eckard Award.

The criteria for the Keppel Award was reviewed. Census will present recommendations for revising this 2004 criteria at the June meeting.

There was a discussion of anticipated turnover of the FSCS membership on the Steering Committee. The SDC’s nomination on the Professional Development Conference evaluations were reviewed.

There was a discussion of problems related to collecting data from the territories and which territories should be included. Jeffrey Williams will check on NCES standards for collecting data from the territories and on the status of Palau, which is an independent country, not a territory.

The Steering Committee accepted the recommendations of the Data Elements Subcommittee regarding the ballot. The following will be included on the ballot: New Data Elements: Total Number of Programs, Number of Children's Programs, and Total Program Attendance. Changed Data Elements: Capital Revenue by Source, Capital Expenditures by Type, Redefine Library District definition based on Census of Governments definition. In addition the definition for "Databases" and "Other Operating Expenditures" were edited to remove conflicting/confusing language. Kim Miller will distribute the ballot and Keith Lance will inform the SDC's about the edits.

Each Subcommittee made reports to the Steering Committee. See attached subcommittee reports.

Plus

Cynthia Jo Ramsey and Laura Hudgin's FY2002 FSCS Edit Evaluation Report
Location
Dinners (group)
Resolved difficult issues (Everybody wins)
Presence of IMLS
Professionalism of group

Minus:

Loosing DB Consulting – Hazel Williams
Missing J.D. and ALA
Short notice of meeting schedule and location
Lack of really hot water for showers.

Data Collection Subcommittee:

Attending: Darla Cottrill (Chair), Michael Freeman, Laura Hudgins, Marianne Kotch, Elaine Kroe, Libby Law, Johnny Monaco, Kim Miller, Keith Lance, Cynthia Jo Ramsey

The Subcommittee objectives were reviewed.

When CENSUS and/or NCES have edit problems with a state, the mentor for that state should be contacted for assistance. There was a discussion about the need to take advantage of the Mentor program to solve problems with data.

Training issues identified included

- Better communication about the collection process
- Explanation of the Edit process – Edit follow-up steps
- Need to include Administrative Entity in the Outlet data
- LSA Population (Note: State per capita computations are based on the unduplicated population of the LSA, not the total population of the state)
- FTE data (including contract for services issue)
- When to use “0”, “-1” and “-3” Note “-3” is to be used for sq. ft of bookmobile, phone, and URL only.
- Must have address of physical location for Outlet file. (Administrative – Outlet)
- Libraries staffed by volunteers DO NOT meet the FSCS definition of a public library.

Concern was expressed about the difficulty of collecting data from the territories. Since Palau is an independent country, why is it still listed as a territory expected to report data? Jeff will investigate and report at the June meeting.

The need to revisit the criteria for receipt of the Keppel Award was discussed. Some states currently meet the deadline but data requires extensive edit follow-up. Others miss the Keppel deadline but are submitting quality data requiring little or no edit follow-up. CENSUS is to develop revised criteria to be submitted to the Subcommittee in June.

A 3rd release of WinPLUS is needed by some states to address edit issues. There was a discussion of how best to announce this release in order to avoid confusing SDC's that do not need to use the latest release. Mentors are to provide follow-up after the announcement of the release.

Mentors are to follow-up with their assigned SDC's to make sure that the address for the physical location is provided. A PO box number or other addresses, which does not physically locate the outlet, is not acceptable. This information is needed to geocode the location of the library.

Mike Freeman reported that accessing the data file on the CENSUS web site will require a password in the future. The password will be mailed to the SDC's.

There was a discussion of the FY2002 FSCS Edit Evaluation Report prepared by Cynthia Jo Ramsey and Laura Hudgins. Discussion of the issues indicated that many of the SDC concerns are isolated and apply to only one or two states. Edit and software revisions are in the works to address some of the issues identified. The chart showing the average edits per library by state, a comparable chart using medians and totals, and a pie chart showing relationship of the number of edits for each state to the total number of edits may be distributed at the Conference. Cynthia Jo Ramsey expressed the need for another report to address the edit quality or false positive question. Cynthia Jo Ramsey will send a copy of the report to all Steering Committee members.

SDC's are to be surveyed to determine equipment limitations which might impact of updating the WinPLUS software. Discussion followed about the possibility of combining this survey with another survey being sent to SDC's.

Data Conference Subcommittee:

Attending: Patience Frederiksen (Chair), Chair, Patricia O'Shea, Ann Reed, Lynn Shurden, Jeffrey Williams and Alan Zimmerman.

The subcommittee objectives were reviewed.

The location of the 2005 Conference was discussed. Is any state willing to invite the FSCS Conference to their state? The possibility of holding the conference in San Diego was presented by Jeffrey Williams.

The draft of the 2004 Conference Agenda was reviewed.

Data Conference Sessions:

- Alan Zimmerman and Cynthia Jo Ramsey will present a data analysis report. Keith may be asked to join to provide information about legal service area. Review of edit checks must also include response rate.
- Keith Lance will review the recently passed data elements.
- Keppel and Eckard will be presented on Tuesday. Bob Learner will be asked to participate.
- Mentor Session(s). Session leaders are to provide notes from meetings to the secretary for the minutes.
- Concurrent Sessions:
 - Bob Molyneux: Longitudinal data set presentation
 - Status of your data: What happens after you submit the data
 - Best kept secret revealed: NCES web page
- Ideas on hold:
 - Census data (web pages)
 - Developing a SL web page
 - National review of data – elements with less than 85% response rate.

Data Elements Subcommittee

Attending: Keith Lance (Chair), Adrienne Chute, Laura Hudgins, Patience Frederiksen, Elaine Kroe Libby Law, Johnny Monaco, Lynn Shurden, Jeffrey Williams

Of the 10 items proposed for the ballot, 6 will be sent forth for vote. After reviewing all of the data items on the draft ballot it was decided to delete the following: Virtual Visits, Virtual Reference Transactions, Contract-for-Services as part of the FTE Staff and Staff expenditure items and Other Operating Expenditures.

There was an extensive discussion of the definition of Programs. In order to accommodate OMB Clearance the final decision was to pursue Total Number of Programs, Number of Children's Programs, and Total Program Attendance as new data items and Capital Revenue by Source, Capital Expenditures by Type, and Re-define Library District as changes to data elements.

After extensive discussion the Subcommittee edited the Operating Other Expenditures (Data item 42) and Databases (Data item 50) to remove conflicting/confusing language. Keith will review the language for Other Operating Expenditures to make sure that prior language revisions are not excluded. He will post information for SDC's on the listserv.

Discussion included the following:

Virtual Visits:

- Concern was expressed about the ability of libraries to separate data for use of the library web site from outside the library premises from use within the premises.
- SDC's will be encouraged to pursue collection of this data on a test basis.
- SDC's will be surveyed to determine experience collecting this Virtual Visits to learn of their experience.

Virtual Reference: Since this information is currently included in Total Reference Transactions (Data Item 55) the decision was to avoid creating a separate path for electronic reference.

Keith Lance will post a copy of the Library District file he developed, which compares the FSCS reported Library Districts with the CoG list.

Concern was expressed about the length and increasing complexity of definitions. There was a discussion of format of the definitions and how to best encourage users to review the definitions. Possible format outline suggested was: Definition-Include-Exclude-Note. Some of the information may be made accessible by links and not printed as part of the definition in the data collection tool. Patience Frederiksen agreed to prepare this for the June Steering Committee meeting.

There was a discussion about procedures for notifying SDC's of edits. Keith Lance will send the information to the SDC's and Mentor's will follow-up.

Keith Lance will prepare the revised wording for the ballot and send it to Adrienne Chute by the end of the week for the OMB Clearance package.

Adrienne Chute will submit the information for OMB Clearance by the end of the week.

Keith will deliver the final wording for the Ballot to Kim Miller.

Kim will distribute the Ballot information and solicit Pro and Con statements. SDC's will be given one week to respond.

Kim will distribute the ballot with Pro/Con statements received to SDC's. SDC's will be given two weeks to respond.

Data Use Subcommittee:

Alan Zimmerman, chair; Darla Cottrill, Michael Freeman, Laura Hudgins, Marianne Kotch, Bob Molyneux, Patricia O'Shea and Ann Read.

The objectives were reviewed. The last objective is to be changed to: Encourage and support NCLIS (Bob Molyneux) efforts to make public library data more accessible to all users.

Programs for the conference were discussed:

- Using real library data for spreadsheets/ tables/graphic a state and federal setting.
- Cynthia Jo Ramsey and Alan Zimmerman ·Darla Cottrill and Alan Zimmerman will survey SDC's for specific training needs and to determine whether this should be offered on Sunday afternoon/evening or as a concurrent session.
- Ann Reed will serve as the lead in developing a concurrent session on Data Use – Local Success Stories.
- Alan Zimmerman and Bob Molyneux will develop a concurrent session of Statistics 101. ·Bob Molyneux will develop a concurrent session to demonstrate his web site.
- Bob Molyneux will follow-up on the status of the GeoLIB Public Library Database Project for a general session to include training in its use and awareness. Christy Koontz may be invited to attend the June or September Steering Committee meeting.

The Eckard Award will again focus of state web sites using the same criteria that were used last year. There was a discussion about the Accessibility criteria. Kim Miller will be receiving training shortly and will provide information about this at the June meeting. State sites will be reviewed. The top ten sites will be identified at the September meeting. SDC's will be asked to vote on the “best” site.

The Steering Committee was encouraged to inform the Subcommittee of any use of public library statistics at the national level that should be considered for an Eckard award.

The subcommittee looked at Bob Molyneux' work on historical data. There was a discussion of adding a data item: "Is this an active library?" to address the situation of SDC's reporting a library in some years but not in others. (Note: Is this a training issue?)

The Subcommittee discussed ways of encouraging interest in public library data. Consideration was expressed of encouraging library schools to use the public library data in research papers and presenting an award during the conference. Alan Zimmerman will follow-up on this. The possibility of naming the award the Mary Jo Lynch Award was mentioned.

Elaine Kroe reported on the development of E.D. Tabs. The 2002 E.D. Tabs will include a report of the electronic users per typical week. Response rate is high and consistent. The Data Use Subcommittee members are to review the E.D. Tabs.

State population was discussed (total and population served by public libraries.) Per capita figures are based on the unduplicated population served by public libraries (Population of the Legal Service Area).

The subcommittee visited the NCES web site and examined the 2001 data. Consideration will be given to moving the imputation flag closer to the imputed data.

There was a discussion of increasing awareness and use of the FSCS data. FSCS data is the bedrock on which all public library data is collected. Bob Molyneux will explore the possibility of what is anticipated to be an annual article summarizing of public library data collected and expanding on the bullets in the E.D. Tabs.

The NCES redesigned Web site should be available in 6 weeks. Both the Library Locator and Peer Tool have been re-designed.

The timeliness issue was discussed. The differences between PLDS and FSCS data were discussed. The Oregon web site currently includes a comparison. There was a discussion of making a handout available at the conference

The 2002 data should appear on the web tools before the data file or E.D. Tabs are available. This will be a first for FSCS data.

To Do List

All:

1. Review the list of SDC nominees for the Steering Committee listed in the minutes from the 2003 Conference prior to the June meeting.
2. Let Data Use Subcommittee know of any use of public library data at the national level for Eckard Award consideration.
3. Questions for the survey are to be sent to Kim

CENSUS

1. Announce the password requirement for downloading the data file.
2. Announce the release of the 3rd revision of the WinPLUS with the reasons for it. The announcement will indicate that if the SDC is already in the process of editing the data there is no need to download the revised version.
3. Develop a proposal for revision of the criteria for receiving the Keppel Award.

Adrienne Chute: Submit new and changed data elements for OMB Clearance.

Conference Subcommittee Members: Decide if the information on the Oregon State Library website comparing FSCS and PLDS data should be distributed as a handout at the Conference.

Darla Cottrill and Alan Zimmerman: Send survey question to Kim Miller about SDC's specific training needs and in order to determine whether the session on Spreadsheets/tables/graphs should be offered on Sunday afternoon/evening or as a concurrent session.

Data Use Subcommittee members: Review the 2002 E.D. Tabs

Patience Frederiksen: Diagram the definitions for the June meeting: Definition (Core definition with some examples) – Include – Exclude - Notes. Future project is to map FSCS definitions with NISO definitions.

Mike Freeman: Inform SDC's of the new requirement for a password to access data files on the CENSUS Web Site to SDC's and mail passwords to SDC's.

Laura Hudgins: E-mail latest version of definitions to Patience Frederiksen

Marianne Kotch: Put together final 2004 objectives.

Marianne Kotch, Ann Reed, Bob Molyneux and Kim Miller: Work on the development of a FAQ site.

Keith Lance:

1. E-mail SDC's with data edits and information about the requirement for a street address for each outlet (outlet file)

2. Prepare the ballot for release.
3. Review the edits to the data elements suggested by Adrienne Chute. He will identify those that need to be discussed further and those that may be implemented now.
4. Review the language for Other Operating Expenditures to ensure language from prior revisions is included.
5. Post a copy of the Library District file he developed comparing the Cof G list of Library Districts with the list submitted by SDC's to the FSCS list.
6. Notify SDC's of edits to the definitions.

Mentors:

- Follow-up with states after the announcement of the 3rd release of WinPLUS to make use there is no confusion about the reason for the release.
- Contact states to ensure that address for the physical location of the outlets is provided. (A PO Box number is not acceptable.)
- Send notes from Conference Mentor sessions to Libby Law for minutes.

Kim Miller:

1. Solicit pro and con statements from SDC's
2. Distribute ballot with copies of any pro and/or con statements received
3. Provide information a the June Steering Committee on evaluation of state web sites for accessibility
4. Send the survey to SDC's after review of questions by Marianne Kotch. (See areas to be included in survey below)
5. Check with the Professional Development Conference Hotel selected regarding Emergency procedures and prepare a handout for the SDC's attending.
6. Add a place on registration form for SDC's registering for the Conference to enter the name of the person to be contacted in case of emergency.

Bob Molyneux:

1. Contact Christy Koontz about status of GeoLib Public Library Database project and report in June. (Note Christy may be invited to the September meeting)
2. Develop a concurrent session to demonstrate his web site.
3. contact PLA about promoting awareness of the FSCS at the next PLA Conference.
4. Prepare the first annual article on the status of Public Libraries in the US.

Bob Molyneux and Alan Zimmerman: Investigate solicitation of research papers using FSCS data by Library Schools.

Ann Reed: Develop a concurrent session on Data Use – Local Success Stories.

Cynthia Jo Ramsey: Distribute copies of the FY2002 FSCS Edit Evaluation Report to all Steering Committee Members who did not receive one at the meeting.

Cynthia Jo Ramsey and Laura Hudgins: Analyze 2002 edits for edit quality and false positives and report at the June meeting.

Jeff Williams:

1. Pursue password access to early release data by state that have submitted data and report on this at the June meeting.
2. Investigate requirements for collecting data from the territories and status of Palau, which is an independent country not a territory.
3. Check on location for the 2005 Conference taking into consideration airline hub issues as well as other issues. (Suggested location: San Diego)
4. Look into the timeliness of reimbursement issue.
5. Look into the scheduling of the OMB clearance so closely to the Steering Committee meeting.
6. Report on the status of the Household survey at the June Steering Committee meeting.
7. Report on the NCES criteria for SDC's to receive financial assistance from NCES for data collection.
8. Make sure the new vendor is aware that more lead time is needed to make arrangements for the March Steering Committee Meeting and for the Professional Development Conference (December) than for the June and September Steering committee meetings.

Alan Zimmerman and Bob Molyneux: Develop a concurrent session: Statistics 101.

Survey Issues:

- Screen size (pixels): Size of computer screen used by each SDC (impact on CENSUS update of software)
- SDC training needs: ask SDC's what their training needs are
- List of topics and back up's for Professional Development Conference
- Ask SDC's for local success stories using public library data
- Identify libraries that collecting library web site visits (off site) that have successfully collected virtual visits (remote visits to library websites, excluding in-house visits)