

FSCS Steering Committee Meeting
Embassy Suites (Chevy Chase Pavilion)
4300 Military Road, N.W.
Washington, DC 20015

September 9 –11, 2002

Attending:

Steering Committee

SDC's Elected: J. D. Waggoner (Chair), Carolyn Ashcraft (Vice Chair), Liz Gibson (Monday & Tuesday), Marianne Kotch and Sondra Taylor-Furbee. Appointed: Darla Cottrill, Keith Lance, and Libby Law.

ALA: Mary Jo Lynch

COSLA: Barratt Wilkins

IMLS: Mary Chute (Monday only) and Michele Farrell (Monday only)

NCES: Adrienne Chute, Jeffrey Owings (Monday only), Jeff Williams

NCLIS: Denise Davis, Bob Willard (Monday only)

Guests:

CENSUS: Pat O'Shea and on Monday Michael Freeman, Johnny Monaco (Monday only), Maria Polcari (Monday and Tuesday), Cynthia Ramsey (Monday and Tuesday), Stephanie Rouse (Monday only).

NCES: Barbara Holton (Monday only), Elaine Kroe, Joannell Porter

NCLIS: Kim Miller

DB Consulting: Hazel Williams

The meeting was called to order. J.D. Waggoner welcomed those attending and introductions were made.

KNOWLEDGE SHARING EPISODES

NCES

Jeff Owings reported that Gary Phillips is continuing as Deputy Commissioner and Acting Head of NCES, level funding is expected for next year with the possibility of some additional funding for the public library survey. Survey focus will be "No Child Left Behind."

Mr. Owings expressed concerns about the results of the customer survey and the need to identify ways to encourage awareness and use of the NCES data – both use of data for

library comparison and use of overall information on the NCES website. This was followed by a brief discussion of problems related to navigation on the current website.

Longitudinal High School Survey: There was a 95% response rate by school librarians to the 10th grade longitudinal Study (lower response rate by students, parents, teachers, principals). Analysis of the results is beginning. There will be a follow-up survey in 2004.

Questions about use of public libraries will be included in the Current Population Survey in October (2002). Public library questions were included in the 1996 survey.

Jeff Williams reported in the progress made on timeliness of release of FSCS data.

FY98 data released July 2001

FY99 data released February 2002

FY00 data released July 2002

FY2001 scheduled for release March 2003

This progress resulted from the SDC meeting deadlines for data submission, the improved CENSUS processes and the quickened NCES Review Process.

The Academic Library Survey (formerly a part of IPEDS) will be conducted this Fall (2002). This is a web-based survey. There was a brief discussion of the response rate.

FY2001 State Library Agency Survey is to be adjudicated this month.

1999-2000 School Library Media Center Survey data, a component of the NCES Schools and Staffing Surveys package, was released on May 31, 2002

The school district mapping is posted on the web. The mapping of public library service areas for those conforming to established CENSUS boundaries (City, County, School District) is progressing. A study is proposed to look at those that do not conform.

Mary Jo Lynch, J.D. Waggoner, and Carolyn Ashcraft are currently reviewing The Adult Programs in Public Library Outlets (Fall 2000 Fast Response Survey) as part of the adjudication process.

CENSUS:

Pat O'Shea reported on the timeliness of the data. Cynthia Ramsey then reported on the mailing of the ED Tabs and the status of the 2001 Data submission. Data was received from DC, all States except Minnesota, and two territories (Guam and U.S. Virgin Islands). The FY2002 manual is being developed.

NCLIS: Bob Willard reported on the status of the NCLIS budget, the presentation at IFLA on the role libraries play at times of disaster, and the continuing focus on information literacy. Although the August 2 Bessie Moore celebration was cancelled, this year will be looked at as the Bessie Moore Centennial Year. Mr. Willard is positive about the future of NCLIS.

IMLS:

Mary Chute reported on the development of the discretionary fund guidelines and the status of the new 5-year plans. LSTA reauthorization is in limbo. There are bills in both the House and the Senate. New 5-Year plans have been received from all states and are being reviewed for “common threads.” IMLS hopes for action soon. Michele Farrell reported on Phase 1 of the automated annual report feed back and Phase 2, which involves participation by 8 states. A RFP is being released for an analysis of the evaluation of the State reports on the first 5 years of LSTA.

COSLA:

Barratt Wilkins reported on the significant changes in COSLA. Keith Fiels resigned as President of COSLA to become ALA Executive Director. There have been 31 new State Library Agency directors appointed since 1996. Election of offices will be held in November with a slate of candidates representing State Librarians appointed since 1997. The reauthorization of LSTA is of great concern and there has been serious discussion regarding the MOE requirement – strong support on both sides of the issue. Mr. Wilkins states that he feels the use of the FSCS and StLAS data is being underestimated. States are depending on the data when they face challenges to library services within their state.

NCES – LSP FY2003 schedule changes:

Denise Davis reviewed the New Reporting Schedule questionnaire. It will be sent to SDC’s following the Steering Committee. Several state experience difficulty to various degrees meeting the deadlines and the survey should identify any anticipated problems with the schedule in the future. The information from the survey will be compiled and presented to NCES for use in revising the reporting cycle to address any serious problems such as the one encountered by Texas.

Follow-up on Items from Last Steering Committee Meeting:

The steering committee reviewed the “to do” list. SDC’s will be reminded that they MUST run the data through WinPLUS before submitting it to CENSUS.

The call for Eckard Award nominations was posted on the Listserv. There were no appropriate nominations received. Later discussion led to the decision to explore the possibility of presenting an Eckard Award to Himmel and Wilson for their use of national data in the work they have done with several states.

There was a discussion about the change of addresses of outlets and the need to make the wording of edit checks clearer – structure change versus relocation of branch. Mike Freeman will work on this.

Sondra Taylor-Furbee reported on her discussion of the “hidden geographic/location” issue with Dean Jue. The issue is “How to identify changes to the geographic service area when the geographic codes doesn’t change?” Mr. Jue suggested the addition of a question “Did the geographic service area change? Yes/No after 7E. After some discussion about the level of commitment to mapping libraries that do not have codes for

“exact” city, county or school district, it was decided that this cannot be done for FY2003 data collection and that there may be other issues involved.

CENSUS will test web addresses when submitted and follow-up with states about any problems found. They will test again prior to submitting data to NCES and any problems at that time will be replaced with -1 (missing value).

Currently estimated are that there will be at least 5 new SDC’s at the Annual Conference.

There was a discussion of nominations for the Steering Committee. J. D. Waggoner will contact those receiving a significant number of nominations in the 2001 conference evaluation. Two terms expire in 2002 (J. D. Waggoner and Sondra Taylor-Furbee) and one term expires in 2004 (Liz Gibson). The possibility of conducting a teleconference Steering Committee meeting was discussed if travel presents a significant hardship to a SDC elected to serve on the Steering Committee.

Keith Lance agreed to chair the Data Elements Subcommittee next year.

The Steering Committee strongly express the need to keep focused on the timely collection and release of data. Other side activities should not delay the release of data.

Mary Jo Lynch asked about reporting data for a joint public/academic library. The data is to be reported in both the Public Library Survey and in the Academic Library Survey.

There was a brief discussion about the status of the FSU Internet Connectivity in Public Libraries Study. Response rate is low, however efforts are being made to address this. There should be some preliminary data by October.

There was a discussion about the length of the Steering Committee Meetings. It was decided to reduce the June and September meetings to 2 days. The schedule will be:

- March 17 – 19 (followed by StLAS)
- June 9 – 10
- September 9 – 10 (followed by StLAS)
- December 7 – 10 Data Conference

Plus:

Hotel/Location

Arrangements for travel (Hazel and Joannell)

Committee work

Date Elements advance work by Carolyn Ashcraft, Adrienne Chute and Denise Davis.

Conference work is in great shape by Marianne Kotch, Joannell Porter, Hazel Williams.

Timely release of 2000 data

September 11 all calm and everyone’s positive attitude of going on with life

J.D. Waggoner’s calming influence when discussion became heavy

Consideration of shorter time for future meetings.

Minus:

Time/efficiency of some concurrent sessions
Need numbered papers/handouts in packet (or color coded)
Timing of film during lunch.

SUBCOMMITTEE REPORTSData Collection

Darla Cottrill, chair of the Data Collection Subcommittee, reported that the field width for "Number of Internet Terminals" needs adjusting. The Data Collection Subcommittee decided that Texas submitted the data they were asked to report by the deadline and is therefore eligible to receive the Keppel Award. They also recommended the establishment of a 3rd Reporting Group based on the results of the information reported in the survey being conducted by Denise. The 3rd group will be based on documented hardship. New 2002 data items (collected in 2003) are: square footage, email address of the director and the relocation of the WEB address to the administrative file. CENSUS is to send all edit changes to the SDC's by mid October with a cover letter reminding SDC's that all data must be run through WinPLUS before submission.

SDC's are to be reminded that the submission is not complete unless it is run through WinPLUS. This is to be stressed during the Conference.

Edits for Users of electronic services will be developed by CENSUS based on a study of previous data. There was discussion of the significant changes in this data during the past year.

Data Conference

Joanell Porter reported on the amenities of the SunBurst Resort, the location for the 2002 Data Conference (<http://www.sunburstresort.com/>). SDC's who wish to extend their stay through the weekend can receive the government rate.

The Workshop agenda was reviewed. Joanell Porter will provide 4 laptops and LCD Projectors. She will check with Jan Elliott about the possibility of providing additional laptops if needed.

Expenses will be four paid special presenters: Dean Jue, Jim Scheppke, Sarah Jones, and John Carlo Bertot and the suggested Eckard Award Winner(s). Other special presenters have agreed to come at no charge. Marianne Kotch will contact Jim Scheppke about the title of his presentation and will send the questions to the COSLA panelist. Denise Davis will confirm arrangements for the IMLS update presentation by Mary Chute. Keith Lance will investigate potential Eckard recipient(s) and if the criteria are met, invite them to the conference.

Marianne Kotch will ask Steering Committee Candidates to address how they collect and use data within their states and what additional data is collected for use within their states.

Presenters during the Update program will be asked to focus their comments on their commitment to the Public Library Statistics Program, not just an overview of their general program.

The draft of questions for the COSLA panel were reviewed. Minor revisions were made.

The Mentor Session discussion questions were reviewed and revised.

Brochures needed for the conference packet include: NCES web site and NCLIS Library Statistics Cooperative Program

Candidates for the Steering Committee will be asked to make a 5-minute presentation on how they collect and use data and to bring samples of any brochures/handouts they use.

Data Elements:

Carolyn Ashcraft is to work with Kim Miller about a process for maintaining a FAQ for definitional questions. The chair of the Data Definitions Subcommittee will be responsible for submitting information to Kim. Prior FAQ's to be submitted include: Kiosk as outlets, Consolidated Tax Funds, and Core group population. Liz Gibson volunteered to review the past minutes to identify other FAQ items to be included after her retirement.

The committee reviewed several issues identified by Cynthia Ramsey. The informal procedure for addressing questions about definitions was discussed. Any definition questions are to be referred to the chair of the Data Elements Subcommittee. The chair will request feedback from members of the committee and provide an official response.

“Partial county library district” (WA) – a district, which collects tax dollars but contracts with another library for service. The library contracted to provide the service should report the data.

Access to electronic service provided by a library by paid by another entity. Access is access, regardless of how it is funded.

How to report funds transferred from operating to a capital or some other account?
Transfers are not considered expenditures.

How to report investments? Transfers are not considered expenditures.

How to report expenditures for purchasing property? Purchase of real property is considered to be a Capital expenditure.

How to count subscriptions? A review of the definition indicated that the definition is clear. This needs to be discussed at the conference.

Materials in electronic format DO include database subscriptions, e-books, and virtual reference collections.

Music CD's are to be reported in Audio.

DVD's are reported in Video.

SDC's are to be encouraged to continue reporting salary data even though NCES's confidentiality Policy may require suppression of data for some libraries. By submitting data, salary data will still be possible for the "National" tables.

URL – Web address problem.

The data item "Books by Mail" was omitted from the draft 2003 definitions. This is to be included in the revised definitions.

Users of Electronic Services refers to Users, not hits or pages viewed.

The township question was discussed in some detail. Since more information is needed on this it was decided to inform the SDC's that if they feel this needs to be addressed they should propose this at the Conference.

Denise Davis will send wording to be included in the notes section for under Electronic current subscriptions and under Databases to Carolyn Ashcraft.

Mary Jo Lynch is to check the academic survey to identify how they handle microform and send this information to Carolyn Ashcraft.

After thorough review of the financial definitions for Capital Revenue/Expenditure, the subcommittee decided expert advice was needed. The definition will be presented as currently proposed.

Data Use:

There will be 2 tables in the ED Tab for Internet Terminals – a table of general information about Internet terminals and a table ranking Internet terminals. The few nominations for the Eckard Award included state data use only, and did not include any usage of National data. There was a discussion of the Eckard criteria encouraging use of national data. The possibility of a nomination for an Eckard Award for Himmel and Wilson, who used national data in their work with several states (AR and WV) was discussed. Keith Lance is to look into this.

Mary Jo Lynch's presentation at the Data Conference will focus on "How to use the Federal data". J.D. Waggoner and Liz Gibson will work with her on this.

The need for access to an Excel file for data ranking was presented. Keith volunteered to post this to LRS.org but will discuss the possibility of posting this on the NCLIS web site with Denise Davis and Kim Miller.

The subcommittee reviewed the revised NCES web site. It has been re-designed so that statistics are more visible. The public library section is being developed as a pattern for other library surveys.

To do:

All SDC's on Steering Committee:

Attend the Sunday December 8 training session for new SDC's.

Carolyn Ashcraft:

Remind SDC's that the submission is not complete unless it is run through WinPLUS. This is to be stressed during the Conference.

Contact states with Townships and ask them to prepare a proposed definition for Township libraries for the Legal Basis Code and for the Geographic Code.

Inform SDC's about the editing of the definition for Reference Transactions to determine if this changes needs to be submitted for vote. The change is: The request may come in person, or by phone, fax, mail or ~~electronic mail~~ *electronically* from an adult, young adult, or a child.

Work with Kim Miller about a process for maintaining a FAQ for definitional questions.

Lead the data elements sessions (Monday 2 – 3:30, Tuesday 11:15-12:30 and 3:15 concurrent sessions at the conference).

Examine the schedule for subcommittee meetings to determine agenda times for future steering committee meetings.

CENSUS:

Edits for Users of electronic services will be developed by CENSUS based on a study of previous data.

Send all edit changes to the SDC's by mid October with a cover letter reminding SDC's that all data must be run through WinPLUS before submission.

Mike Freeman will work on wording of Edit Checks to make the message easier to understand.

Test WEB address and follow-up with the SDC regarding any problems. Perform a 2nd test before submitting data to NCES, replacing any problem addresses with –1.

Adrienne Chute:

The data item "Books by Mail" was omitted from the draft 2003 definitions. This is to be included in the revised definitions.

To provide revised wording for the Library Statistics Cooperative Program brochure to Denise Davis by Friday, September 13, 2002

Prepare side-by-side handout for workshop showing current definitions and proposed changes.

Denise Davis:

Send wording to be included in the notes section for under Electronic current subscriptions and under Databases to Carolyn.

Confirm program arrangements by Mary Chute (Monday Update at 9:15 and Concurrent Session I)

Liz Gibson:

After her retirement, review the past minutes to identify other FAQ items to be included on the Web.

Marianne Kotch:

Contact candidates for the Steering Committee about making a 5-minute presentation on how they collect and use data and to bring samples of any brochures/handouts they use.

Contact each speaker for program titles, and have speakers contact Joannell Porter about and equipment needed and have speakers send handouts to Kim electronically if they wish her to provide copies for the packets

Contact Bibliostat about their plans for entertainment.

Send the questions to the COSLA panelist.

Send the final list of Mentor Questions to Mentors.

Keith Lance:

Post ranking tables in EXCEL format to LRS.org or discuss the possibility of posting this on the NCLIS web site with Denise Davis and Kim Miller.

Check on the possibility of an Eckard award for Himmel & Wilson's work with states and invite for Concurrent Session II, Tuesday morning.

Prepare the proposal for deleting the City/County option under the Legal Basis Code. Present the program history at the New SDC training session.

Mary Jo Lynch:

Present information about the public library studies during Roles of partners.

Introduce the Monday General Session Current Research Speakers.

Check the academic survey to identify how they handle microform and send this information to Carolyn.

Make conference presentation on “How to use the Federal data.” J.D. Waggoner and Liz Gibson will work with her on this.

Joanell Porter:

Check on the possibility of conference rates prior to the conference.

Check with Jan Elliott about the possibility of providing additional laptops if needed.

Sondra Taylor-Furbee:

Contact Ann Piascik and Sandi Long and facilitate two Swap Shop concurrent sessions

E-mail SDC’s about bringing things/ideas for the Swap Shop sessions

J. D. Waggoner:

Prepare the slate on nominations for the Steering Committee. Someone with experience is needed to fill the 2-year terms vacated by the resignation of Naomi Krefman and Liz Gibson. (Suggestions include Dianne Carty, Lynn Shurden and Al Zimmerman).

Nominations for the two 3-year term vacated by Sondra Taylor-Furbee and J. D. Waggoner. (Suggestions: begin with Fred Neighbors, Jan Elliott, Patience Frederiksen, Edythe Huffman, Scott Sheldon, and Dorothy Liegl)

Introduce general session speakers except for Monday morning at 10:30.