

**FSCS Steering Committee Meeting
September 15-17, 2003
Minutes
Doubletree Hotel & Executive Meeting Center of Rockville
1750 Rockville Pike
Rockville, MD, 20852-1699
Telephone: (301) 468-1100; Fax: (301) 468-0308**

Attending:

SDC's Elected: Carolyn Ashcraft (Chair), Patience Frederiksen, Marianne Kotch (Vice Chair), Fred Neighbors, and Alan Zimmerman.

SDC's Appointed: Darla Cottrill, Keith Lance, and Libby Law

COSLA: J. D. Waggoner

IMLS: Mary Chute

NCES: Adrienne Chute, Elaine Kroe, and Jeffrey Williams

NCLIS: Bob Molyneux

Staff:

Census: Patty O'Shea, Michael Freeman, Laura Hudgins, Cynthia Jo Ramsey

NCES: Peggy Quinn

NCLIS: Kim Miller

DB Consulting: Hazel Williams

Absent: Mary Jo Lynch (ALA), Bob Willard (NCLIS), Michele Farrell (IMLS)

Welcome and Introductions:

The meeting was called to order at 9:35. Introductions were made.

Knowledge Sharing Episodes:

- NCES: Jeff Williams reported that Jeff Owings would be unable to attend. NCES is now part of the Institute for Educational Statistics (formerly OERI). Other sections are: National Center for Education Evaluation and National Center for Education Research. Plans are to increase the frequency of the collection of school library media center statistics with the collection of sample data on a two year cycle.

The Beta Version of US Public Library Geographic Database (Geolibrary) project has been released. Jeff Williams reported on the status of the US Public Library Geographic Database (Geolibrary) project. He learned that it is scheduled for release the end of October. There were some questions about how this will be kept up-to-date.

No data is available from the Household Survey. Jeff Williams is to contact Chris Chapman regarding the anticipated dates for availability of the data.

Public Library 2001 ED TAB were released in June 2003. Data is also available on the Peer Comparison Tool.

- CENSUS Reports: Cynthia Ramsey reported.

2002 data has been received from all states and from U.S. Virgin islands. They are currently awaiting edit follow-up response from 4 and some clarifications in various state.

2003 Documentation (Import specifications for administrative entity and outlet entity, Definitions for State Characteristics, Administrative Entity, and outlet, Current year edits and Historic Edits) was mailed to SDC's in early September. Software should be available in November. There was a discussion of the requirement for the "cover letter" and the need for a report on the amount of time required for the survey to be made part of the State Librarian's Form.
- NCLIS: Kim Miller reported.

Bob Willard was unable to attend the meeting. A report on the activities of NCLIS (e-mail 8/29/03) was sent to members of the steering committee and others in late August.

President Bush named Dr. Joan Challinor to be chair of NCLIS. Dr. Challinor named Jack Hightower to succeed her as vice chair. There is no indication of when new NCLIS appointments will be made.
- COSLA Research and Statistics Committee: J.D. Waggoner reported that timely data release continues to be a concern. There was discussion of sample snapshot data to provide data quickly. Jeff Williams and Bob Molyneux were urged to provide a summary of discussion among IMLS, NCLIS and NCES regarding options for quickly producing data. (Quote of the Day: "FRS = Fast Response Survey not Fast Results Survey" – Darla Cottrill.)
- IMLS: Mary Chute attended Wednesday and reported that Michele Farrell is recovering from a bicycle accident.

The new IMLS authorization passed at 4:48pm on Tuesday, September 16. The Senate amendments were accepted and the authorization includes requirement for more analysis and annual trend reporting.

IMLS anticipates taking a more active role on the FSCS Steering Committee. Bob Martin expressed an interest to COSLA for some agreement among states on data regarding some common trends that are in the State Based programs. IMLS sees a role for IMLS in data collection. There was some discussion about the process for adding questions and the role OMB will play in the review of proposed data collection by IMLS.

There was some discussion about the LSTA funding level. The intent is to double the base and hold larger states harmless. Mary Chute will send information on this to J. D. Waggoner.

Christy Koontz made a presentation for the Geolibary Project at IFLA in Berlin. There was some discussing about establishing a link to the Geolibary Project on the IMLS web site and about keeping the project up-to-date.

IMLS has received more proposals for funds for the Recruitment of new librarians program than are available for FY2003. An additions \$20,000,000 is expected next year.

The new LSTA Annual Report system will be going online November 17. The training conference will focus on this. There will also be a session on MOE and the opportunity to discuss MOE issues one-on-one. For questions about MOE contact Jane Heiser or Nancy White.

- Regrets were expressed regarding the eminent retirement of Mary Jo Lynch and the desire to recognize her contributions to the FSCS program. Carolyn Ashcraft will check with ALA regarding their plans for acknowledgement of Mary Jo Lynch's retirement.

The June "to do" list was reviewed and status of assignments reported.

SDC Steering Committee Nominees: Ann Reed (Oregon) and Gerry Rowland (Iowa) have graciously accepted the invitation to be on the ballot to fill the Steering Committee vacancy (Carolyn Ashcraft's term).

Historic Tracking:

Bob Molyneux expressed frustration regarding finding a solution to the change in "Name of Library". Existing data does not provide sufficient information to do historical tracking by name of library.

Michael Freeman indicated that the current data will provide an answer to the questions: "How many libraries closed during the year?" and "How many libraries were established in the year?"

Tracking of the change of address because of relocation of an outlet can be done by editing the text for the 2003 data collection. Elaine Kroe will review Dean Jue's report and get with Michael Freeman about the wording. Elaine Kroe and Michael Freeman will inform Carolyn Ashcraft of the final wording.

Jeff Williams reported that Dr. Lerner's appointment has not yet been confirmed by the Senate. Confirmation doesn't seem eminent so Carolyn Ashcraft will make the "Welcome" address at the Conference.

Adrienne Chute suggested the Steering Committee work on integrating the "supplemental information" into the Policy and Procedures for Review of data Elements. Keith Lance will work up the draft wording.

The Steering Committee agreed to drop Appendix J – Glossary of Terms from the WinPLUS Users Guide.

Subcommittee reports are attached.

Dates of 2003 meetings:

March 8, 9, 10 (Followed by StLAS meeting)

June 7, 8, 9

September 13, 14, 15 (Followed by StLAS meeting)

December 5, 6, 7, 8

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Data Collection Subcommittee:

Attending: Darla Cottrill (Chair), Carolyn Ashcraft, Marianne Kotch, Fred Neighbors, Elaine Kroe, Michael Freeman, Cynthia Jo Ramsey

Elaine Kroe will check with Dean Jue regarding suggested wording for the historical tracking of outlet change of locations. (address change VS relocation of outlet)

The Geographic Service area change issue was referred to the Data Collection Subcommittee.

Legal area service area changes will be collected in the 2003 submission. Change of address of the administrative entity will be flagged but not tracked.

The definition for outlet and administrative entity was referred to by the Date Elements Subcommittee. The current definitions are not distinctive. Darla Cottrill will check the history of the definition of the Administrative Entity and send the information to Keith Lance.

The Data Collection Subcommittee recommended dropping the “Glossary” (Appendix J”).

Non-reporting libraries: SDC’s need to be reminded that data for non-reporting libraries should be reported as “-1” and the non-reporting library should not be deleted from the record in the year that they do not submit data. This is to be added to the list of Mentor Discussion issues.

Missing telephone, zip and zip+4 numbers: “-3” is to be used to indicate 'none' for phone number on administrative entity and outlet records or a web address on administrative entity records. The value is also used to indicate 'not applicable' for the square footage item on bookmobile and books-by-mail-only outlet records. "-1" is still used in cases where the information exists but they do not know what it is. [Correction to minutes from Census] (Stated at meeting: For some reason “-1” does not work for the zip+4 data item. Carolyn Ashcraft is to check to find out why 0186 will not work for a zip+4.)

There was a discussion about adding the number of hours required for submitting data to the State Librarian’s Certification form. It is unclear whether this is something that would be considered a new data element requiring OMB action. Is this something that needs to be assigned to someone to investigate?

There was a proposal for special recognition for SDC’s who submit timely data with clear edit responses. This was followed by a discussion of the need for clearly stated criteria for recognition – suggestions included: detail explanation of the edit check, quick turn around on any follow-up contact. Carolyn Ashcraft and Cynthia Ramsey will work on this.

There was a discussion about how edit checks are created and revised. ESMPD evaluates the data and develops parameters. There are some concerns about edit checks 64 and 89. (Total

Operating Revenue is less than 75% of Total Operating Expenditure and Other Operating expenditure....). The Subcommittee will identify the edit failure rate to see if there should be any recommendation for revision of this.

SDC's are required to submit data using WinPLUS. Edit checks and edit responses must be submitted through WinPLUS. There was discussion of returning data to states that do not follow this process. Cynthia Ramsey will identify states that did not follow this process with the 2002 submission. Mentors will be asked to follow up.

The new version of WinPLUS will be a new install with no upgrade option. New data items are in place in the new WinPLUS but the only edits are simple addition edits.

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Data Conference Subcommittee:

Attending: Marianne Kotch (Chair), Carolyn Ashcraft, Patience Frederiksen, Darla Cottrill, Keith Lance, Jeff Williams, Pat O'Shea

The following notes were sent to Marianne Kotch for editing/updating.

Bob Molyneux has agreed to conduct the concurrent session on how to recognize good and bad data as well as the data analysis session.

Carolyn Ashcraft will deliver the welcome and introduce the new SDC's.

Instead of a COSLA panel presentation there will be a presentation by a new state librarian.

"Geolibary" Session to be offered if Al Zimmerman determines it is "ready for prime time".

"Tips & Tricks: Access and Excel Graphs & Charts.

The **Mentor** discussion questions were discussed. In addition to the general questions to be address during the mentor sessions the following issues were identified:

- The subcommittee decided that the problem with the interlibrary relationship code is a compliance issue and should be referred to the mentor.
- SDC's are to be informed to begin adding new data items to their state collection form as soon as possible after the results of the vote.
- "-3" is to be used to indicate 'none' for phone number on administrative entity and outlet records or a web address on administrative entity records. The value is also used to indicate 'not applicable' for the square footage item on bookmobile and books-by-mail-only outlet records. "-1" is still used in cases where the information exists but they do not know what it is. [Correction to minutes from Census]
- Do not delete non-reporting libraries. Use "-1" to indicate missing data.
- Data and Edit checks must be submitted using WinPLUS. Data not submitted through WinPLUS will not be accepted.

(See also "To do" list: Mentors.

There is a need to keep in touch with the SDC's who do not come or who are unable to attend the conference.

There will be a Steering Committee Work Session on Wednesday afternoon after to close of the conference. The newly elected SDC will attend this.

There was a discussion about a session on the revised NCES web site. Martha Reifschneider would like to have an opportunity to see how people use the web site. Marianne Kotch is to contact Martha Reifschneider to discuss this further.

A presentation on the Geolibrary Project is under consideration depending on the status of the project.

The Conference invitation letter will be sent early in October with a draft agenda. A copy of the agenda will be given to members of the Steering Committee.

Schedule time during the business session for additional Pro/Con comments on proposed data items.

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Data Elements Subcommittee:

Attending: Keith Lance (Chair), Patience Frederiksen, Alan Zimmerman, Libby Law, Adrienne Chute, Elaine Kroe, J. D. Waggoner, Bob Molyneux, Pat O'Shea

How to report a contract library? A contract library (a community contracts with a established library for service) is not a separate library. The reporting entity would be the library providing the service.

Circulation: After a thorough discussion the decision was to add a note to the current data element #39 Total Circulation to indicate that items packaged together should be counted as one unit when circulated with examples of E-Books on a E-book Reader, audio items packaged together and video items packaged together.

How to count databases: The subcommittee confirmed that libraries are to report the number of data bases available to library users, not just those paid by the library. John Bertot expressed some concern about this.

Director's e-mail address and fax number will be proposed for elimination because of NCES privacy policy.

A note will be added to the 2003 definition indicating that computer hardware and software are to be reported with "other expenditures" except when inseparable bundled with electronic materials. Adrienne will work up wording and review it with Keith.

A note will be added to electronic Materials Expenditure to indicated that the cost associated with digitization of library materials is to be reported here. Adrienne Chute is to develop wording and review it with Keith Lance.

Proposal to Subdivide Circulation: Gerry Rowland's proposal was discussed. The Subcommittee decided not to pursue it. Keith Lance will talk with Gerry Rowland about the internal circulation issue and the renumbering of the data items.

The Subcommittee members discussed the issues involved in expenditures for contract staff. Contract Staff expenditures are to be reported as Other Operating Expenditures not as Salary and Wages. Keith Lance will develop wording for a note for the definition. Elaine will send some suggested wording to Keith.

The subcommittee decided that the problem with the interlibrary relationship code is a compliance issue. Referred to the mentor.

The Library district definition was discussed. The subcommittee decided that the definition needed to be expanded to include all of the wording from the U.S. Census Bureau Government Organization definition. Keith Lance will compile data identifying conflicts with data reported by SDC's and the Census data about special library districts. Mentors will follow-up with their states.

There was a discussion of the various electronic data items proposed by John Bertot. The subcommittee reviewed the ARL Questionnaire (www.arl.org/stats/arlstat/index.html). The committee recommended the addition of two electronic measures: Virtual Visits and Virtual Reference. Keith will contact John Bertot about any updated information from his April survey. Information will be shared with SDC's. Keith will work up a proposal for the new data items for the December Conference.

Libby Law and Alan Zimmerman presented information source of Capital Revenue/Income by source. They will prepare a proposal for new data items for the December Conference.

Adrienne Chute suggested revised wording for data item 09: Number of Central Libraries. The proposal was tabled after Cynthia Ramsey indicated that SDC's do not seem to have problems with the current wording.

The year of data submitted by each library will be proposed as a new data item. This data item is a requirement of NCES but must go through the same process as other data items. Patience Frederiksen will post the item. Michael Freeman will work on the wording and send it to Patience.

Patience Frederiksen will post the proposal for new programming data items for consideration at the Conference (Total Number of Programs, Total Program Attendance, and Total Number of Juvenile Programs.)

Proposals for new data items will be sent to SDC's before the Conference.

The Subcommittee reviewed the other items on the list of objectives and found that most had been accomplished.

The updated numbering of the list of data items has been completed. Keith will follow-up with Gary Rowland to determine the issues behind the need for this new list.

The issues regarding the Metropolitan Code. There is some question about why this is a data item and if it wouldn't be best to incorporate it into the geolibrary project.

The subcommittee recommended deleting the glossary.

Some SDC's have inquired about how soon they should add new data items (those receiving a majority of votes by the states) to their collection tool. Keith has informed them that they need to add these as soon as they can possibly do so. This is a training issue and needs to be added to the Mentor Session at the conference.

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Data Use Subcommittee DRAFT:

Attending: Alan Zimmerman (Chair), Carolyn Ashcraft, Fred Neighbors, Libby Law, Adrienne Chute, Bob Molyneux, Michael Freeman, Cynthia Jo Ramsey

The following notes were sent to Alan Zimmerman for editing/updating.

Attending: Adrienne Chute, Michael Freeman, Elaine Kroe, Libby Law, Kim Miller, Bob Molyneux, Fred Neighbors, Pat O'Shea, and Alan Zimmerman

Eckard Award – The committee reviewed web sites to identify sites for the Eckard Award. The field of candidates was narrowed to ten. Members of the committee are to review these 10 sites (AL, CO, ID, IL, IN, NB, OH, OR, UT, WA) using the established criteria to identify. They were also asked to develop a list of “best practices/what makes a good site”. Al will prepare a template and rating scale to use in rating.

If the Geolibrary Project is “ready to go” the committee would like for it to be included on the conference agenda. Al Zimmerman will contact Christy Koontz and Dean Jue in the next couple of weeks to discuss this.

There was a discussion of possible language for the Eckard Award plaque. The suggestion was to make the award for “exemplary use of public library data. Alan Zimmerman will provide Kim Miller with the wording as soon as possible.

Topics for the Data Use session were discussed:

- Tips and Tricks: Top vote getter: ACCESS followed by Excel (graphing and tables). Keith Lance volunteered to present the Excel graphing and tables session if needed.

Cynthia Ramsey agreed to lead a 30 minute session on Access. There is a possibility of a scheduling conflict for Cynthia so Al Zimmerman will contact SDC's to see if there is someone else who is willing to provide the overview of ACCESS. Fred Neighbors and Libby Law will contact the states indicating Access Training as their #1 priority to learn: what they expect to get from the training, what level of experience they have, how much they use it, and how they hope to use it.

- Alan Zimmerman will handle the session of presenting the Eckard Awards winners.
- Libby Law will introduce the Eckard Award recipients during the concurrent demonstration session.
- Beta Launch of the Geolibrary Project: After a discussion of this it was agreed that it is desirable to have a session of it, if it is ready for prime time.
- Promotion of the NCES web base tools is a training priority. Bob Molyneux was encouraged to stress use of his gateway to link to the tools and other NCES data.

Historical Tracking objective was referred to the Data Collection Subcommittee.

ED TAB Review: Between December and March the footnotes are to be reviewed.

Square Footage data element: There will be no 2002 ED TAB for the Square Footage data element. 2002 was the first year the data was collected. The 80% response rate did not meet the required 85% response rate. The responses to the Square Footage data element will be in the data file but not in the ED TAB.

Adrienne Chute reported that NCES is changing the way it prepares web site usage reports. Al will ask Adrienne to contact Martha Reifschneider for copies of the reports since June so that he can analyze them. NCES will provide Alan Zimmerman with a baseline for usage of the NCES Public Library Data sites.

Adrienne is planning to prepare a report on the data received through the household survey. Members of the subcommittee suggested several previous studies/reports that may be of help in preparation of the report.

To Do: (Review for name and subcommittee assignments)

Carolyn Ashcraft:

- Deliver the “Welcome” and introduce new SDC’s.
- Check to find out why 0186 is not acceptable as a zip+4 response.
- **With Cynthia Ramsey** will work on criteria for a special recognition award for SDC’s submitting timely data requiring a minimum follow-up contact.
- Check with ALA regarding their plans for Mary Jo Lynch’s retirement.
- **(Or new chair of Steering Committee):** Consider re-grouping subcommittee scheduling: Collection/Conference and Elements/Use

Adrienne Chute:

- Send draft wording to integrating the “supplemental information” into the Policy and Procedures for Adding/Deleting Data elements to Keith Lance.
- Contact Martha Reifschneider and provide Alan Zimmerman with a report of usage of the NCES Public Library Data sites since June and a base line for the use of the new NCES Public Library Data sites.
- Review Dean Jue’s report regarding wording needed to identify relocation of a library facility and get with Michael Freeman about the wording. Adrienne and Michael will inform Carolyn Ashcraft of the final wording.
- Work up wording for including expenditures for computer hardware and software in Other Expenditures and send it with Keith Lance.
- Draft wording for a note to be added to Electronic Materials Expenditure to indicated that the cost associated with digitization of library materials is to be reported here as Electronic Materials Expenditure. Draft wording is to be sent to Keith Lance.
- Draft wording for a note to add to the definition of Salary and Wage Expenditures making it clear that Contract Staff expenditures are to be reported as Other Operating Expenditures not as Salary and Wages.
- Send Keith Lance suggested wording for Virtual Visits and Virtual Reference.

Mary Chute:

- Send information about the new LSTA funding levels to J. D. Waggoner.

Darla Cottrill:

- Check the history of the definition of the Administrative Entity and send the information to Keith Lance.

Data Collection Subcommittee:

- There was a discussion about adding the “number of hours required for submitting data” to the State Librarian’s Certification form. It is unclear whether this is something that would be considered a new data element requiring some OMB action. Is this something that needs to be assigned to someone to investigate? **(Elaine Kroe added this comment: No, Jeff Williams has approved adding it to the state librarian certification form.)**
- Identify the edit failure rate of edit checks 64 and 89 and make recommendations for changes needed.

Data Conference Committee:

- The Data Definition session will include pro's and con's of proposed data elements and a presentation on the process for proposing new or deleted items during the conference. There will be a copy of the proposals in the conference packet.
- Concurrent session will be on ACCESS (Intro/review), and Excel graphs/charts. Martha Reifschneider about NCEC Website Session
- Mentor questions will be attached to the preliminary agenda distributed to SDC's prior to conference

Data Elements subcommittee:

- Review the definition for outlets and administrative entity.

Data Use Subcommittee members:

- Narrow the Eckard Award candidates (AL, CO, ID, IL, IN, NB, OH, OR, UT, WA) to 3-5 sites and establish a "best practices/guideline list for a handout for the conference. Desired date of receipt: October 17. Send to Alan Zimmerman by October 31.
- Review ED TAB footnotes before March meeting

Patience Frederiksen:

- Post the proposed new programming data items. (Total Number of Programs, Total Program Attendance, and Total Number of Juvenile Programs.)
- Post the new mandated NCEC data item for each library year of data. Michael Freeman will prepare the rational and send it to Patience.

Michael Freeman:

- Notify Carolyn Ashcraft of wording for outlet change of location.
- Send Pros & Cons for "Year of Data submitted" by each library to Patience Frederiksen.
- (Or Cynthia Ramsey) will send J. D. Waggoner the name of the contact person in his state regarding the library district definition.

Marianne Kotch:

- Provide members of the Steering Committee with a copy of the agenda.
- Complete the mentor and training issues for conference mentor session.
- Contact Martha Reifschneider about NCEC Website Session
- Contact Martha Reifschneider to discuss the possibility of a session on the revised NCEC web site (and or a demonstration of the site).
- (Or Alan Zimmerman) - Ask SDC's to submit real life data question to see if they can be answered by the NCEC web site.

Elaine Kroe:

- Check with Dean Jue regarding suggested wording for the historical tracking of outlet change of locations.

Keith Lance:

- Contact John Bertot for latest information/results of survey on training for collection of electronic data measures. (www.arl.org/stats/arlstat/index.html. (Virtual Visits and Virtual Reference)
- Work up a proposal for the new Virtual Visits and Virtual Reference data element items for the December Conference. Elaine will send some suggested wording to Keith.
- Send proposals for new data items to SDC's before conference and include copies in conference packet.
- Identifying conflicts between data reported by SDC's and the Census data for special library districts. Mentors to follow-up with the states.
- Talk with Gerry Rowland about internal circulatin issue and re-numbering of the data items. Determine the issues behind Gerry's desire for the new list.
- Present the Excel graphing and tables session if needed.
- Compile data identifying conflicts with library district data reported by SDC's and the Census data about special library districts and notify Mentors will follow-up with their states.
- Inform SDC's of deadline for submission of new data element proposals.
- Prepare revised language for including the wording from the Excerpts from the June 2003 FSCS Steering Committee Meeting into the Policy and Procedures for Review of Data Elements.
- Post the new data item for Library District.

Libby Law:

- Send draft minutes and to do list to Kim by mid October.
- **With Alan Zimmerman:** prepare proposals for Capital Revenue/Income by source for the December Conference
- Introduce the Eckard Award recipients during the concurrent session.
- Introduce Cheryl Kirkpatrick for "Practical principles of web-based design"
- **With Fred Neighbors** contact states indicating Access Training as their #1 priority to learn: what they expect to get from the training, what level of experience they have with Access, how much they use it, and how they hope to use it. (Fred: Idaho, Indiana, Maine, Mississippi. Libby: New Hampshire, Ohio, Texas, and Utah.)

Mentor issues:

- Remind SDC to add new data items (those receiving a majority of votes by the states) to their collection tool as soon as possible.
- Remind SDC's to use WinPLUS to submit data and edit checks.
- Follow-up on problem with report on interrelationship code
- Reminded SDC's that data for non-reporting libraries should be reported as "-1" and the non-reporting library should not be deleted from the record in the year that they do not submit data.
- Inform SDC's that "-3" is used to indicate 'none' for phone number on administrative entity and outlet records or a web address on administrative entity records. The value is also used to indicate 'not applicable' for the square footage item on bookmobile and

books-by-mail-only outlet records. Remind SDC's that "-1" is still used in cases where the information exists but they do not know what it is. [Correction to minutes from Census]

- Review definition of interlibrary relationship code with SDC's

Kim Miller:

- Conference invitation letter to be sent in October with a copy of the draft agenda* and a list of mentor session discussion topics* (*provided by Marianne Kotch).

Bob Molyneux:

- **With Jeff Williams** provide a summary of the discussion among IMLS, NCLIS and NCES regarding options for quickly producing data.
- Deliver general session "The 10 Commandments of Public Library Data and general sessions "I know it when I smell it; How to recognize good and bad data" and data analysis session
- Encourage use of his new "gateway" for accessing data

Fred Neighbors:

- **With Libby Law**, contact the states indicating Access Training as their #1 priority to learn: what they expect to get from the training, what level of experience they have with Access, how much they use it, and how they hope to use it.

Cynthia Ramsey:

- **With Carolyn Ashcraft** develop criteria for a special recognition award for SDC's submitting timely data requiring a minimum follow-up contact.
- Identify states that failed to submit data using WinPLUS, including running edit checks through WinPLUS. (Mentor's to follow-up)
- Lead a 30 minute session on Access (unless there is a schedule conflict)
- Send J.D. Waggoner the name of the contact person in WV regarding the library district definition.

Jeff Williams:

- With Bob Molyneux provide a summary of the discussion among IMLS, NCLIS and NCES regarding options for quickly producing data.
- Contact Chris Chapman regarding the anticipated dates for availability of the data from the Household Survey.

Alan Zimmerman:

- **With Libby Law:** prepare proposals for Capital Revenue/Income by source for the December Conference
- Handle the session of presenting the Eckard Awards.
- Provide Kim Miller with the wording for the Eckard Award plaque as soon as possible.
- Contact SDC's to see if there is someone else who is willing to provide the overview of ACCESS in case Cynthia Ramsey has a scheduling conflict.

- Contact Christy Koontz and Dean Jue in the next couple of weeks to determine if the Geolibrary Project is “ready” for the conference. (If ready for prime time, contact Marianne Kotch for adding to the schedule)

Pros

- Hazel and Kim getting everything set up, the agenda and staying on time
- Fast connection for review of Eckard Award nominations
- Review of the Web Sites (perseverance of committee members)
- Support of computers (Laptop for minutes and laptops in general)
- Close subway stop and nearby shopping and restaurants
- Partners who were present
- Jacob’s Shuttle (Hazel)

Minus

- Mary Jo Lynch’s eminent retirement from ALA and LSP committees
- Pairing of subcommittees (need to consider re-grouping)
- Lack of a nice neighborhood for walking
- Isabel
- Missed Jeff Owings, Bob Willard and Michele Farrell
- Michele’s accident