

Thursday, May 30, 2013, 10 am- 12 noon

GoTo Meeting

Public Library Statistics Task Force

Collection

Wendy had previously brought up counting and distinguishing between print/electronic/serials before as a point of confusion. This seems to be a training issue.

Clarification of licensed databases, local, and state definitions was requested by several task force members. They are currently very similar in the definitions provided. It was suggested that a local example like Heritage Quest be included. Mango as an e.g. of a local database; EBSCO as an example of a State database.

It was also brought up that there is confusion surrounding on-line services e.g. HomeworkMT or Mango Languages. Are these counted as databases?

Tracy mentioned that on-line services is something SDCs are discussing on the national level.

Income

The task force has a question of matching revenue and expenditures in regard to benefits for example. Benefits expense/revenue can be confusing because the county pays them not the library in some instances.

Honore would put benefits in notes not in expenditures.

The task force felt instructions/definitions include benefits whether or not it represents expenses at the library are needed if that is the recommended course of action.

Tracy said perhaps including it in local city/county income would be appropriate to include benefits paid for (expenses and income) ; and including a local example in the definition for clarification.

*Should we clarify district ... or is it known when we're talking about school or library district; should we use school funding in libraries where school/public is mixed? The discussion tended to say 'no' that it would be presented in both the school statements and the public library statements. This issue will be presented to national SDC group for feedback.

Sarah reminded us that in the previous meeting training was cited as a need for expenditures and it would naturally follow that training for income is presented in conjunction with that training, an idea Tracy suggested and the TF supported.

Staff

What is a librarian? For e.g. custodial staff paid out of budget... that serves more than library functions

Federal definitions are going to need to be added for the staff data elements that will be collected in the statistics collection that were previously captured from library directory input.

Substitute librarian was being counted in librarian FTE when there was input directly through a pull from the directory and that is one example of what should not be counted and gathering the data within the statistics collection would alleviate this problem.

Honore wants to make recommendation regarding library directory ... Minot, ND does a salary survey each year ... she suggests maybe that would be of use.. she will send an example.

Tracy recapped by saying that any staff paid by someone else should be in nonpaid staff time reporting; if you are paying the employee they should be counted under other staff; if you have contracted staff that should not be other FTE it should be contracted expense. What about temporary workers? That is another contracted service.

Sarah points out that MSL needs to get work done to update definitions and Statistics Manual and internal training to accommodate the new staff reporting method.

Scope and Timing

Sarah reminded everyone of timeline; that MSL will update the last three discussions on problematic stats. Final recommendations will wait until the last meeting.

Frequency and Timing of Collecting

Input from Stacy was that the data coordinators' online reporting tool from the feds isn't available until Feb. earlier reporting could make information more stale, but Honore pointed out that this is moot because the stats are for the previous fiscal year.

Honore and Kim said they works on stats in July and would like to be able to input when they're knee-deep in it ... so she'd like July.

Others say July is very busy and wouldn't actually input ... but maybe they would do pieces and it would be convenient to have the option in July.

Honore pointed out that this could allow for more training, e.g. revenue/expenditures, then in following month something else and that could meter the input and the quality.

Sarah asked if more frequent collections would be beneficial? The general consensus was that would not be especially beneficial.

The task force suggested that MSL create a form to guide the collection of statistics, e.g. transactions.

Keeping only an annual collection was met with complete agreement.

Major recommendation of opening early (July) and to emphasize that it's to represent fiscal year and that the due date of mid-November is still the same.

For next meeting:

Some recommendations for national data coordinators to confirm this (??): questions about how to count online subscriptions services such as HomeworkMT and Mango Languages, and how school community library should count statistics where revenue and expenditures may be blended.

Do we want to collect any local data (like BTOP type data?)

What can we do to help library's tell their stories with statistics

Sarah will send doodle poll out for remaining meetings

The 3rd meeting is actually going to be 4th meeting and then 5th meeting will be a draft document; this will take into July; Kim says perhaps ALA meeting will inform last meeting ; Sarah says that there's a 60 day notice requirement for MSL to notify public libraries of new data elements ...but the new fed data element (ebooks circulation) can be optional for Fy13 since it doesn't officially go into effect until Fy 14 reporting ; Sarah would like to think about having work group recommendations ready for the August 2013 Commission meeting.