

FEDLINK Advisory Council Meeting
Library of Congress Adams Building
LA218 (FLICC Meeting Room)
Thursday, April 22, 2004
9:00 am – 12:00 pm

FAC Present

Judy Bullwinkle
Marybeth Dowdell
Jane Sessa
Wynne Tysdal
Paula Vincent
Cheryl Thomas

FAC Absent

Vicky Crone
Bob Mohrman
Carla Pomager

FLICC/FEDLINK Present

Lynn McDonald
Susan Tarr
Shun Fong Seto
Mary Wilson

Carol Bursik

FLICC/FEDLINK Absent

Joe Banks

1. Review agenda – WynneTysdal, Chair, conducted meeting.
2. FAC Issues and Topics
 - a. Review minutes - accepted with the following correction:
Correct spelling of Wynne Tysdal in FAC Present list, etc.
 - b. Discussion of posting of FAC minutes.
Summary of discussion: We will begin posting with the most current meeting minutes and work backwards. Email distribution of the draft of the most current minutes will be restricted to FAC members until the minutes are accepted by vote at the next meeting. We also will be checking the current minutes for sensitive material before posting. A minutes back file will be created as time allows.
3. FY2005 Budget – Susan Tarr, Carol Bursik, Mary Wilson, Shun Fong Seto
 - a. Carol Bursik, Chair of the Budget WG provided update on FY2005 Budget process and reported that at the April 14 meeting the FEDLINK budget was approved as a whole.
 - b. FY2005 Budget Questionnaire Results, created April 15, 2005
Review of some questions:
#1 Funding levels—Majority (ca. ~78%) of respondents expected no significant change in FY2005; but ca. ~17% expected an increase and ca. ~5% expected a decrease
#2 Buying new/different services from FEDLINK in FY2005—Respondents not planning to buy new services ca. ~78%; those planning to buy new services ca. ~28% (online and preservation are top potential new choices)
#3 Cancel FEDLINK services—No ca. ~98%; yes ca. ~2%
#4 Planning change from transfer pay to direct pay/Direct Express – Respondents not planning to change from transfer pay ca. ~93%; contemplating change ca. ~7%
#5 Use of contracts other than FEDLINK—Most respondents would use other vehicles for library purchases – primarily credit card services.

#6 Using Direct Express—Respondents not using direct express ca.~74%; those using it ca. ~21% --Comment from Tarr that we need to increase marketing for Direct Express

#7 Toll free access to FEDLINK—mixed response

- c. FY2005 FEDLINK Budget issues
 - i. Review status of capital reserve—amount of funds reserve is comfortable even with the projected Faxon payout, primarily due to salary lapses and growth in business
 - ii. Plan to budget regular expenditures for hardware/software—not just purchase as funds become available.
 - iii. Study Direct Express to see if the program is paying for itself
 - iv. Serials procurement will maintain status quo—the current BOA will extend the contract for 1 more year. The current vendors will maintain a stable price as long as there is no change in contract requirements. Most customers will not need to re-compete. Work is proceeding on the RFP for new vendors.
 - v. Risk evaluation: Determination that Fedlink will not put onus on customers; FEDLINK will retain risk for bankruptcies. There will be no change in the program for 2005.
 - vi. Predicting new business: as per annual requirement, an estimate has been calculated
 - vii. Review FEDLINK training costs. After analysis of the actual costs, decision made to retain current billing of \$125/day for onsite training. After careful study of costs of off-site training, recommend an increase in the cost of training from current \$500/day to \$650/day.
 - viii. Fee Reduction: Based on study of current reserves and expected Faxon payout, there will be no change in FEDLINK fee schedule in 2005. Consider fee reduction in 2006.
- d. FEDLINK Program Cost Analysis/Budget Proposal

In a comparison of the Budget for FY2004 and FY2005, there are savings realized in salaries due to permanent decrease of personnel (2 positions). There is a major expenditure planned for the new FMS and related maintenance/support costs. There are also increased expenses projected for ADP since replacements or upgrades are necessary.

The proposed FY2005 budget is an increase of ca. ~3% over the budget of FY2004. This budget allows for necessary costs in addition to maintaining a comfortable reserve.

A motion was made to vote on the proposed budget for FY2005. The vote was unanimous to approve the budget.

4. FEDLINK Update – Susan Tarr, Lynn McDonald, Mary Wilson

a. Fiscal update – Wilson

Monthly statements were generated on Apr. 15. There are reminders being included to review invoices/statement. The book jobbers are required to ship prior to invoicing FEDLINK. Serial vendors must certify that orders are placed with the publishers. FEDLINK Fiscal has completed reconciliation of FY99 accounts. These statements are to be mailed in late April with refunds to be issued in June.

b. FNO Update -- McDonald

The Serial RFP closing date of 5/3 is to be extended to 5/17. Questions and answers still pending: How is information on financial position/solvency to be required and transmitted; how often should financial statements be required and how are they certified.

Response to the Preservation RFP is being evaluated and nearing the award. This information will not be ready in time for the May 4 membership meeting, but awards will happen during FY2004 in time for use this FY.

At the OCLC Users' Group meeting on May 4 there will be a general session in the morning and a QuestionPoint session in the afternoon. New pricing schedule for OCLC services may be 3-5% higher. FNO would like to send members the new fee schedule in May to enable registration in June with services beginning July 1.

Reminder: ILL projected to move to FirstSearch in Summer 2004.

To provide feedback for the OCLC Members Council meeting, FAC members will receive questions by email around May 23-25.

c. Tarr

Report on efforts to market FEDLINK: Attendance at the Interagency Service Network Conference to raise awareness of FEDLINK services with those in Acquisitions, etc. FEDLINK has also sent mailings to ~600 procurement officers who had attended a recent conference at which FEDLINK exhibited. There is the hope that these procurement officers will communicate with their libraries to build awareness of FEDLINK services.

An upcoming marketing opportunity will be the Medical Library Association meeting in late May.

Outsell information: Scheduled to conduct annual survey of libraries (May 8 announcement) -- to be open 3 weeks.

Outsell wants to study the funding of an information services needs assessment. They would like a Federal Gov't sponsor to assist in this effort.

Outsell is interested in partnering with FEDLINK to co-sponsor Free Breakfast meetings. See the BrainGains Overview:

<http://www.outsellinc.com/braingain/index.htm> FAC members discussed which topic would be most useful for a co-sponsored event in the DC area. "Imbedding content in workflow: the next wave of integration" seemed to be interesting to most for a first topic. There probably will be a Free Breakfast session sponsored by Outsell during SLA in Nashville.

5. FLICC Update – Susan Tarr

- a. Discussed possible partnership with SLA. Janice Lachance, executive director, would be excellent source of information on OPM matters and other professional questions (telephone conference with her on May 11).
- b. Discussed the schedule for the Master of Information Management Student Team (U. of Maryland). Draft pending for the performance measurement tools/ROI.

6. Committee Reports -- n/a

7. Old Business -- none

8. New Business – none

9. Next meetings:

May 4	FEDLINK Spring Membership Meeting (Paula Vincent will chair/represent the FAC)
May 5	OCLC Users Group Meeting
June 3	FLICC Quarterly Membership Meeting 9:30 am

June 3 FAC Meeting 1 pm

10. Meeting adjourned at 11:55 am.