

TO: FLICC Executive Board Members **FINAL**
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the March 10, 2005 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Mary Boone	State	X	
Robyn Frank	EOP	X	
Hoyt Galloway	DHS	X	
Jane Bortnick Griffith	NLM		X
James King	NRL	X	
Ann Parham	Army	X	
Judy Russell	GPO	X	
Robert Schnare	Naval War College	X (by phone)	
Paula Vincent	EOP	X	
Peter Young	NAL		X
Kathryn Mendenhall	FLICC	X	
Joseph Banks	FEDLINK	X	
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the January 13, 2005 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL)
 - Budget and Finance – Judy Russell (GPO)
 - Competitive Sourcing – Robyn Frank (EOP)
 - Content Management – James King (NRL)
 - Education – Hoyt Galloway (DHS)
 - Federal Libraries/GPO Partnership – Judy Russell (GPO)
 - Human Resources – Ann Parham (Army)
 - Policy – Jane Bortnick Griffith (NLM)
 - Preservation and Binding – Robert Schnare (NWC)
 - FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair
3. LC Report – Deanna Marcum:

4. FLICC Report — Kathryn Mendenhall:
 - FLICC membership meeting 6/16/05 - meeting focus ideas
 - General Counsels Forum 5/4/05
 - Update - HUD library
 - Update - Federal library representative to the GPO Depository Library Council
 - Update - 2005 FLICC Forum on Federal Information Policies 3/24/05
 - “Evolving Information Policy: Open Access and New Constraints.”
 - 40th Anniversary celebration

 5. FEDLINK reports:
 - FEDLINK Network Operations— Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks

 6. Old Business:

 7. New Business:

 - Next Meeting: Thursday, May 12, 2005
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AGENDA

1. Approval of minutes of the January 13, 2005 FEB meeting – Deanna Marcum, FLICC, Chair Designate (LC) - - Marcum called the meeting to order at 9:35 am. The minutes from the January 13, 2005 meeting were approved as written.

2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL) - - Mendenhall reported for Young and referred FEB members to a listing of the 2004 FLICC award recipients included in the meeting packet. She also said that the awards will be presented at the FLICC Forum on March 24, 2005.

 - Budget and Finance – Judy Russell (GPO) - - Banks reported for Russell that the FLICC Budget Working Group has met under the leadership of Carol Bursik (Justice) and that the group has begun the FY2006 budget planning process. He further reported that the FY2005 revenue figures are tracking well against the FY2004 figures thanks to the large service order received from the Department of Homeland Security. Banks stated that added Momentum financial system implementation cost is the key issue for the FY 2006 budget. He reported that FEDLINK agreed to reschedule its Momentum implementation/integration from May to December 2005 to avoid creating more instability in the central system, thereby putting at risk the Library's ability to pass audit. The LC Inspector General has recommended that the program pursue several risk mitigation measures to avoid those problems that the Library is encountering with its Momentum implementation. The LC program office will meet with senior library financial executives to discuss next step options. The reserve, currently \$1.7M, will be used to pay off FEDLINK's liability in the amount of \$455,281 for customer agency claims associated with the Faxon bankruptcy. Banks also said that fees will remain the same for another year, and that the 5 percent third tier, e.g., the service rate for individual accounts of over one million dollars, and the credit card payment option for educational programs will remain as pilots. McDonald referred to the schedule in the FEB packet indicating the schedule for upcoming budget votes and presentations. She asked FEB members to be available at the May 12th FEB

meeting to approve the budget. She said that the budget will be sent to Librarian of Congress James H. Billington for final approval in July. McDonald also referred to the FY2006 Budget and Fee Questionnaire in the packet and explained that this form was sent to the IAG points of contacts of the 50 largest FEDLINK accounts to plan for the FY2006 budget.

- Competitive Sourcing – Robyn Frank (EOP) - - Frank reported that the working group has prepared a survey to collect basic information concerning the history of contracting in federal libraries. The working group will send the survey to both library directors and other key library workers. The group is also researching other mailing list options. Frank then reported on competitive sourcing activities taking place at various agencies, including NASA, the Naval Research Laboratory and the Food & Drug Administration. She said that there are many lessons to learn from these reorganizations. The working group goal is to develop a comprehensive list of these and other agencies' experiences to assist federal libraries preparing for the competitive sourcing process.

- Content Management – James King (NRL) - - King reported that the group is working on several brown bag sessions including inviting the Delphi Group which delivers strategic management consulting services and systems technology. Open access is another brown bag topic which will be held in June. The September 13, 2005 "Content Management Update" will focus on library metrics.

- Education – Hoyt Galloway (DHS) - - Galloway reported that the group has sponsored several tours (Great Escapes) to federal libraries including one to his own library at Customs. The next tour will be held at the U.S. Patent & Trademark's new office in Alexandria this May. The working group is also identifying quality program offerings for all levels of library staff from a variety of educational providers. These include the American Management Association (AMA) for leadership and management seminars and ALA/LITA seminars on library and technology issues. The working group also plans legislative history web searching workshops and a number of cataloging classes. Library technicians will continue to benefit from the three "Soaring to Excellence" programs sponsored by the College of DuPage and hosted by FLICC.

- Federal Libraries/GPO Partnership – Judy Russell (GPO) - - Russell informed FEB members on the GPO processes for disseminating information to members of the Depository Library Program and said that 95 percent of the new information coming into the program is now available electronically. GPO has maintained a fairly even budget over the last 11 years thanks to the increased use of the less costly electronic formats. Using surveys, GPO is seeking recommendations from the federal depository library community to assist in updating the current list of "Essential Titles" and tailoring the list to reflect the selection preferences of different types of depository libraries more accurately.

Russell also reported on the selection of new members to the GPO Depository Library Council. With GPO in the midst of executing their recently developed strategic vision, the council is looking for members who have specific expertise in this area.

- Human Resources – Ann Parham (Army) - - Parham said that the group has not had a recent meeting but that the members will continue to work on the revisions of the federal librarian qualification and classification standards.

- Policy – Jane Bortnick Griffith (NLM) - - No report.

•Preservation and Binding – Robert Schnare (NWC) - - Schnare said that there has been no working group activity lately. FEB members asked about what action had been taken at ALA Midwinter meeting regarding the ARL paper on digitization. Schnare said that there had been no consensus at the meeting. Although ARL endorsed digitization, Schnare said that meeting participants agreed that other reformatting procedures are also acceptable. FEB members then discussed the great need for funding of these efforts. Schnare said that he will provide a copy of the specific ARL article on digitization to FEB members.

•FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair - - Vincent reported that FAC members discussed the FY2006 budget. They also decided to pursue several FEDLINK related issues that had been generated at the FLICC December 2004 membership meeting and brainstorming session. Vincent said that OCLC is going through major corporate changes which affect OCLC services and pricing as well as their relationship to the different networks including FEDLINK.

3. LC Report – Deanna Marcum: Marcum said that it was a wise decision on the part of FLICC/FEDLINK to hold off on incorporating into the library-wide fiscal system “Momentum,” as the library is still working on refining the system. She also said that LC is working with Outsell Inc. to survey LC users. Such a survey has not been done since 1975. Outsell will conduct focus group interviews between March and July, 2005, in five cities around the country, making certain that all types of users are represented such as scholars, the K-12 education community, federal, public and academic libraries, the commercial and entertainment communities, etc. The intent is to get a better picture of the LC user community to assess already established goals and to assist the library as it plans for the future. As all other federal libraries, LC will face budget constraints. Marcum said that she spoke at the ALA Midwinter/EBSCO Leadership Forum on the future of cataloging. Her contention is that striving for an absolute perfect cataloging record is unnecessary when one sentence is enough to put the user in a more user-friendly environment. She is also raising questions about the value of revising the Anglo-American cataloging rules and would rather see the creation of a new, simpler and more cost effective system. Marcum’s speech can be found at www.loc.gov/library/reports/CatalogingSpeech.pdf. FEB members then discussed the pros and cons of various types of cataloging and related copyright and access issues.

4. FLICC Report — Kathryn Mendenhall:

•FLICC membership meeting 6/16/05 - meeting focus ideas - - Mendenhall announced that the next FLICC quarterly membership meeting will be held on June 16, 2005 and asked FEB members for ideas for a meeting focus and presenters. FEB members decided to invite representatives from Google to discuss products and initiatives that are of interest to the library community. Russell will provide Mendenhall with contact information on Google representatives.

•General Counsels Forum 5/4/05 - - Mendenhall said that the next General Counsels meeting will be held on May 4th and that the topic will be the OMB recommended guidelines for agency Web sites.

•Update - HUD library - - Mendenhall reported on her recent visit to the HUD library and her meeting with the HUD Management Analyst, Yvette Thomas. The physical library is slated to close on April 9, 2005 when the contract ends. At that time, the library will dispose of the present print collection, retaining only those titles identified as wanted by HUD’s various departments. HUD management wants to move to a virtual library system and has requested a statement of work from Thomas to provide for this change. However, they wish to remain in the GPO Federal Library Depository Program. Mendenhall asked FEB members how

FLICC could advise Thomas on how to proceed. FEB members suggested that a consultant aware of the library business be retained to prepare a transition plan, or that FLICC organize an ad hoc working group of professionals from the federal library community to assist in the process. Mendenhall will write a letter regarding these options to HUD management.

- Update - Federal library representative to the GPO Depository Library Council (DLC) - - Mendenhall referred to Russell's report above where the DLC issue has already been discussed.

- Update - 2005 FLICC Forum on Federal Information Policies 3/24/05 - "Evolving Information Policy: Open Access and New Constraints." - - Mendenhall said that the program is on track and she thanked Bortnick Griffith for her assistance in identifying several excellent speakers. She also invited FEB members to participate in the 40th Anniversary celebration immediately following the forum. The celebration will include speeches by former FLICC executive directors and a slideshow about FLICC 's past and present produced by FLICC's Editor-in-Chief, Robin Hatziyannis.

5. FEDLINK reports:

- FEDLINK Network Operations— Lynn McDonald - - McDonald said that the serials subscription services are in place and referred members to a listing of the new vendors in the meeting packet. She also said that LC Contracts and Grants Management is about to release the book RFPs. FEDLINK staff is also helping customers with the newly established preservation services. Because some customers are interested in digitization services, FEDLINK might work on adding this service into the program. Schnare said that the preservation working group had intentionally left out digitization services from the preservation BOAs, first, because such services are being offered by GSA, and secondly, because the digitizing technology is constantly changing making it hard to formulate proper standards. Marcum said that the standards for the American Memory Digitization Project are posted on the LC Web site. McDonald then reported that there will be an election of new members to the OCLC Members Council, and she asked FEB members for nominations. She also announced that the FEDLINK membership meeting will be held on May 23rd, at which time the FY2006 budget and licensing issues will be discussed.

- FEDLINK Fiscal Operations — Joseph Banks - - - Banks reviewed the FEDLINK Fiscal Operations Registration Comparison Chart of March 8, 2005 with FEB members and concluded that the FEDLINK financial outlook is very positive and that the organization is solvent. He also said that new services to the Department of Homeland Security increased Transfer Pay revenues by over 10 percent and that Direct Pay and Direct Express options are performing better than expected.

6. Old Business: No report.

7. New Business: No report

Next Meeting: Thursday, May 12, 2005

HANDOUTS

- 1 Agenda
- 2 Minutes from the January 13, 2005 FEB meeting
- 3 Listing of 2004 FLICC Awards recipients
- 4 FY2006 Budget Issues and Assumptions 2/23/05

- 5 FY2006 Budget Fee Questionnaire
- 6 FY2006 Budget Process Schedule
- 7 Letter from Judy Russell (GPO) to Kathryn Mendenhall on seeking candidates to the GPO Depository Library Council 2/17/05
- 8 Email from Judy Russell to the FLICC Membership on GPO Survey 3/7/05
- 9 NIH press release on the new NIH public access rules
- 10 FLICC 2005 Forum draft agenda
- 11 FEDLINK Fiscal Operations Registration Comparison as of March 8, 2005
- 12 2005 Schedule for FLICC and FEB meetings
- 13 Meeting Announcement 2005-15: Book Blitz I - Making MARC Records That Work
- 14 Meeting Announcement 2005-16: Book Blitz II - Tackling Complex Cataloging Rules
Meeting Announcement 2005-21: AMA seminar on Communicating Up, Down, and Across the Organization
- 15 Meeting Announcement 2005-22: AMA 5-Day MBA Program
- 16 FEDLINK Information Alert 2005-3: FEDLINK Awards Serials BOAs for FY2006

ACTION ITEMS

- 1 Schnare will provide a copy of the ARL article on digitization to FEB members.
- 2 Russell will provide Mendenhall with contact information for Google as speakers for the next FLICC membership meeting on June 16.
- 3 Mendenhall will write letter to HUD management indicating that FLICC is willing to form an ad hoc working group to assist HUD in transforming their library to a virtual one.
- 4 McDonald asked FEB members for nominations for the election of new members to the OCLC Members Council.

Minutes prepared by Anna Bohlin.