

TO: FLICC Executive Board Members  
 FROM: Susan M. Tarr, Executive Director, FLICC  
 SUBJECT: Minutes of the May 15, 2003 FEB Meeting

FEB Members	Agency	Present	Absent
Beacher Wiggins	LC		X
Evelyn Frangakis	NAL	X	
Hoyt Galloway	Customs	X	
Becky Lyon	NLM		X
Sheila McGarr	Education	X	
Sarah Mikel	NDU		X
Ken Nero	NLRB	X	
Ann Parham	Army	X	
Carla Pomager	Army	X	
Judy Russell	GPO		X
Jocelyn Rankin	CDC	X (by phone)	
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK	X	
Anna Bohlin	FLICC	X	
Lynn McDonald	FEDLINK	X	

## AGENDA

1. Approval of minutes of the March 27, 2003 FEB meeting – Beacher Wiggins (LC) FLICC Chair
2. FLICC Working Groups (short reports as time allows):
  - Awards – Becky Lyon (NLM)
  - Budget and Finance – Judy Russell (GPO)  
-FY04 budget presentation – Carol Bursik (Justice) Chair, Budget and Finance WG
  - Content Management – Ken Nero (NLRB)
  - Education – Jocelyn Rankin (CDC)
  - Homeland Security – Hoyt Galloway (Customs)
  - Personnel – Ann Parham (Army)  
-New WG Chair
  - Policy - Committee of the Whole
  - Preservation and Binding – Evelyn Frangakis
  - FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair
3. FLICC Report — Susan Tarr (short reports):
  - Update - Outsell Survey
  - GPO - federal libraries partnership group on dissemination of federal documents through federal libraries.
  - Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207)
  - FLICC Membership meeting 6/5/03  
- Meeting Focus: Vignette licensing/implementation with Dana Hallman (GSA)  
- FY04 Budget presentation
  - Update - Federal General Counsels’ Forum 7/8/03 - topics?

4. FEDLINK (short reports):
  - FEDLINK Network Operations – Lynn McDonald
  - FEDLINK Fiscal Operations — Joseph Banks

5. Old Business:

6. New Business:

Next Meeting: Thursday, July 10, 2003

## **AGENDA**

1. Approval of minutes of the March 27, 2003 FEB meeting – Beacher Wiggins (LC) FLICC Chair – Susan Tarr called the meeting to order at 9:35 am. The minutes were approved with the following corrections: 2. FLICC Working Groups short reports - Awards: first paragraph, “applicant is submitting” to “applicant is submitting”; Homeland Security: first paragraph, “mostly interested in territorial issues” to “mostly interested in organizational issues”; Preservation and Binding: first paragraph, “The group is also preparing several educational programs” to “The group is also considering several educational programs.” 4. FEDLINK short reports - FEDLINK Network Operations, first paragraph: “FEDLINK is working on a list of nominees to fill the two seats allocated to” to “FEDLINK is working on a list to retain the two seats allocated to...”

2. FLICC Working Groups (short reports):

- Awards – Becky Lyon (NLM) – Tarr reported that there has been no working group activity. She also noted that FLICC staff will draft new language for the 2003 Awards brochure and the Web site clarifying that the award nominations must be submitted on behalf of an entire organization, not just a component of the library or information center.

Tarr also reported on her conversation with Janet Ormes, Assistant CIO of Information Services at NASA Goddard. Ormes related the good news that the NASA Goddard Space Flight Center Library, the 2003 Federal Library award winner (large library/information center category), had been removed from the list of activities to be outsourced. Ormes also said that the FLICC Award had contributed greatly to this status upgrade. The Goddard Center library received numerous congratulatory letters, including letters from Senators Paul Sarbanes (D-MD) and Barbara Mikulski (D-MD). In addition, Ormes will be presented with a special award, normally only given to NASA scientists. Tarr forwarded Ormes’ thanks to FEB members and thanked FEDLINK Network Program Specialist, Kathy Eighmey, for envisioning a FLICC Awards program. Parham, the 2003 Librarian of the Year award winner, said winning the award had been of great benefit to her. McGarr said that GPO has just instituted a Depository Library of the Year Award.

- Budget and Finance – Judy Russell (GPO) -FY04 budget presentation – Carol Bursik (Justice) Chair, Budget and Finance WG – Tarr introduced Bursik, the Chair of the Budget and Finance Working Group, and thanked her and the other members of the group for their excellent work in preparing the proposed FY04 budget. Bursik said that this year’s budget required a lot of effort including staff research of historical figures, vendor and customer phone contacts, and refined calculations of the FLICC/FEDLINK educational program income. Bursik then presented the proposed budget for FY04, and referred FEB members to their meeting packets for copies of her slides, the FY04 Budget Proposal, the FEDLINK Program Cost Analysis, and the Transfer Pay/Direct Pay Cost Breakdown Analysis.

Highlights of the budget included no change in the transfer/direct pay fees and a decreased fee from 1 percent to .75 percent in the new direct express procurement option, with the difference made up by an increase in the volume of business. She said charges for on-site training will increase from \$400 per day to \$500 per day. She indicated that the proposed FY04 budget shows a cost increase of \$148,330 due almost exclusively to salary/benefits increases, but that the reduction in the LC overhead rate will help offset this additional cost. For the second year, under the revolving fund, FEDLINK will not collect administrative fees on multi-year funds

which are carried forward. Bursik said that the assumption is that new revenue will be generated from growth strategies developed in the business plan, including the expansion of Direct Express to all online database providers.

Bursik reported that running the FEDLINK program in FY04 will require a slight increase of direct and indirect costs compared to FY03, i.e., from \$4,701,664 in FY03 to \$4,849,994 in FY04. The administrative fee target is \$4,681,994. The projected service dollars for Transfer Pay, Direct Pay and Direct Express accounts are \$57,500,000, \$12,500,000 and \$16,000,000 respectively. An additional \$21,750,000 is expected to be generated through new services.

The projected revenue from the current program for FY04 is set at \$4,448,039, with an additional \$425,625 generated from the new growth strategies. The projected surplus of \$23,670 will be applied to the reserves accumulated to capitalize the revolving fund. Nearly \$1,250,000 is already in this account to serve as a resource, in the event the FEDLINK program should ever need to shut down. If the reserve accumulates additional funds in the next two years, these funds can be used for other purposes, such as upgrading FLICC/ FEDLINK office equipment.

Bursik then reported that she had presented the budget to the FAC and to the FEDLINK membership at its spring meeting. She said the working group will now present the budget to FLICC membership for a vote before it is sent to the Librarian of Congress for final approval.

A short discussion ensued on the Direct Express program and the overall benefits and cost-cutting effects for both FEDLINK customers and vendors. Tarr said that the Direct Express is intended to replace Direct Pay accounts for online services vendors. She then referred members to the FY04 Transfer/Direct Cost Breakdown Analysis chart enclosed in the FEB packet. She asked FEB members if she should include this chart in the June FLICC Membership meeting packet. Members unanimously voted to include the chart this year, but not in future packets, as it is not a legal requirement. The chart will also be omitted from this year's vote ballot packet. Members suggested that a summary of the numbers be added to one of the other charts, but included in full in future FEB and FAC meeting packets.

Tarr also referred to the Faxon situation. She said that GAO has not yet responded to the question about whether FEDLINK would be required to absorb this loss. If this is required raising fees would not be a viable option to cover the cost.

FEB members then voted unanimously to accept the FY04 budget as presented. Bursik thanked the Budget and Finance Working Group members for their work on the budget.

•Content Management – Ken Nero (NLRB) – Nero reported that the group met last on May 7. He then described the group's April 29 brown bag sponsored by the group on "Creating Taxonomies" with Claude Vogel, Chief Scientist of Convera; he reported that it was very well attended. Tarr added that eventually all three taxonomy related programs sponsored by the working group during the past months would be available on the FLICC Web site. Nero indicated he would write an article for the FLICC Newsletter to advertise the series. He said that the group was also discussing creating a subject based Web page linking to taxonomy related issues as well as planning for the annual Information Technology Update program. The topic for the program this year is "Institutional Archiving" and is planned for September 12.

Nero said that the working group also discussed the new Master of Information Management Program at the University of Maryland and the possibility of engaging its students in federal library knowledge/content/ records management projects through FLICC. The projects are to be completed within a 9 – 12 month period. The working group will suggest projects for this curriculum, including topics like generic performance measurement and needs assessment tools. Business models and community of practice activities were also mentioned by FEB members. Tarr also said that she is trying to contact Bob Haycock to collaborate with the group on Federal Enterprise Architecture issues.

•Education – Jocelyn Rankin (CDC) – Rankin reported that the working group met on April 30 and discussed past and future educational programs. Their upcoming programs are the Federal Library Technicians Institute in July, LC Classification and LC Subject Headings classes on September 29 and 30, and OCLC-sponsored classes on Developing Digital Projects and Digital Project Infrastructure in November. Rankin also

mentioned that more and more program videos, especially brown bag lunches, are available on the FLICC Web site. The staff is seeking feedback on the way the videos are presented, whether publicity for this effort is sufficient, and how programs should be selected for the Web site. The popular Great Escapes series to federal libraries continues, most recently to the U.S. Senate Library. Upcoming tours will be held at the Health Sciences and Human Services Library at the University of Maryland in Baltimore, and the Louis Stokes Health Sciences Library at Howard University. Rankin also said that the Handbook of Federal Librarianship is being updated. Because it has proved to be a very useful tool, the group agreed that the handbook needs to be better promoted and should be re-announced after it has been updated.

- Homeland Security – Hoyt Galloway (Customs) – Galloway reported that the working group meets every two weeks to address issues related to the Homeland Security Department’s (DHS) “library,” which at this time consists of numerous libraries that collaborate and contribute various support and information services to DHS. The new DHS Chief Technology Officer, Lee Holcomb, has been in contact with Tarr and is interested in cooperating with the FLICC working group. Parham said she is willing to work with Galloway on establishing an “Ask a Librarian” site on the DHS portal, based on the Army libraries’ experience in this area.

- Personnel – Ann Parham (Army) - New WG Chair – Tarr reported that the working group is still searching for a new chair. She said that she is looking for a co-chair set-up and has been in touch with a couple of members of the group to discuss the chair replacement issue.

The group has made recommendations to the Department of Labor that librarians be removed from their hourly wages schedule. No response has been received to date. (Tarr mentioned later in the meeting that she will ask Kathy Eighmey to follow up with the Labor Department on this issue.)

- Policy - Committee of the Whole – No report.

- Preservation and Binding – Evelyn Frangakis (NAL) – Frangakis reported that the GPO binding contract has not yet been awarded but will be shortly. The RFP for FEDLINK preservation services will be issued soon. A sample of how to write a disaster recovery contract, authored by Bob Schnare (Naval War College), is now on the FLICC Web site. Also, video recordings of FLICC’s two recent disaster recovery and disaster planning programs are available for sale. Tarr suggested that both the sample contract and videos be marketed more widely by linking the information to the preservation section of the FLICC Web site. McDonald will ask Anne Harrison to help promote the disaster planning contract on the FLICC Web page. Frangakis also mentioned that several digital preservation classes in cooperation with OCLC are being planned for the fall of 2003 and spring of 2004, as well as an environmental preservation/control two-day workshop, sponsored by the Chesapeake Information Research Library Alliance (CIRLA). There is a possibility that Susan Frampton (SIL) would like to sponsor the CIRLA workshop at the Smithsonian Institution, and Tarr suggested that the working group discuss the planning further with Frampton before deciding on a FLICC sponsorship. Frangakis forwarded a note from Schnare that he had received funding for the revision of the Navy’s Library Disaster Manual, incorporating post 9/11 issues and historic sites.

- FEDLINK Advisory Council (FAC) – Carla Pomager (Army), FAC Chair – Pomager reported that the council met on May 3 to work on the FY04 budget before its presentation at the May FEDLINK membership meeting, and to plan the May OCLC Users Group and FEDLINK Membership meetings. The FEDLINK Membership Meeting was held on May 9 and used a focus group format to encourage discussion on FEDLINK services and processes. These discussions led to many excellent ideas that will be further analyzed by the FAC and then incorporated into the FLICC/FEDLINK Business Plan.

### 3. FLICC Report – Susan Tarr (short reports):

- Update - Outsell Survey – Tarr reported that she has received a preliminary report from Outsell indicating approximately 200 responses. She said that she found this number disappointing, but was encouraged

by Outsell staff who said that the quality of the information was much better than last year. Prior to the official release of the survey, Sally Sinn (NAL) and Kathy Eighmey (FEDLINK) did a pre-test to see if the survey instrument was viable. They found the survey to be too time consuming and not printable. Tarr will follow up with Outsell on these issues. She told FEB members that this year's survey results will be posted by the end of summer.

Tarr also reported that the afternoon session of the May FEDLINK membership meeting featured trends in the information industry and federal libraries in cooperation with Outsell. Outsell has now assigned an analyst full time to the federal sector, which will help in dealing with the many government related information issues, including the survey.

- GPO - federal libraries partnership group on dissemination of federal documents through federal libraries – Tarr reminded FEB members that Russell (GPO) at the March meeting had asked FEB members for input on how GPO and federal libraries might forge a partnership to improve access to government information for both agencies and the public. Russell wants to encourage a dialogue between GPO and federal libraries to discuss needs and preferences regarding the distribution of electronic and printed materials. Tarr said that the first meeting of the FLICC/GPO Federal Libraries Partnership Working Group will be held on May 20 at GPO to discuss how the advances in electronic technology are changing the library environment, and what it means for the GPO Access program, the depository library system and the overall security of information sharing. FEB members, by unanimous vote, accepted the formation of the FLICC/GPO Federal Libraries Partnership Working Group as a new ad hoc working group.

- Update - “Nominees” for Interagency Committee under E-Gov Act (Section 207)

-- Tarr reported that she had sent Ken Nero's (NLRB) and Gretchen Schlag's (Navy) credentials to Brooke Dickson at OMB. McGarr said that an additional four names had been submitted by CENDI. Tarr also mentioned that LC had sent in a nomination from the Cataloging Directorate to serve as resource member. Tarr then referred to an extract from the “Implementing the President's Management Agenda for E-Government” included in the meeting packet. She referred to the second page listing the E-Gov Act implementation plan time frame, which also mentions the establishment of the Interagency Committee on Government Information by May 2003. Tarr said that this time frame chart will be a useful guide for the federal library community representatives to follow.

- FLICC Membership meeting 6/5/03 - Meeting Focus: Vignette licensing/implementation with Dana Hallman (GSA) - FY04 Budget presentation – Tarr reported that the FLICC Membership meeting will be held on June 5 and referred to the draft agenda in the FEB meeting packet. Tarr asked the members which working groups should give reports. Members decided to include reports by the Budget and Finance, Content Management, Homeland Security, Nominating, Policy, Preservation and Binding working groups, and the FEDLINK Advisory Council. Rankin suggested that a listing of upcoming educational programs be included in the meeting packet and that no report from the Education Working Group would be necessary. Tarr also reported that the speaker will be Dana Hallman, Web Content Management Project Leader, Office of Citizen Services, General Services Administration, who was in charge of the procurement of the Vignette content management tool. Hallman is also responsible for the dissemination of the tool to those departments who choose to use it. All interested agencies can license Vignette by using the already established GSA contract.

The other major agenda item for the meeting will be the presentation of the proposed FY04 budget. Tarr also commented that she will ask Robert Molyneux (NCLIS) to give a short report on the Information Literacy Meeting of Experts in September 2003. She said a copy of an email from Woody Horton about the meeting was included in the FEB meeting packet.

- Update - Federal General Counsels' Forum 7/8/03 - topics? – Tarr asked the FEB members to suggest topics for the upcoming meeting, and indicated that Copyright, the USA Patriots Act, and User Records remain important issues. It was suggested that a message be sent to the GC listserv to solicit other ideas for discussion.

4. FEDLINK (short reports):

•FEDLINK Network Operations – Lynn McDonald – McDonald reported that the online services RFP has been finalized and added to the FLICC Web site. She also said that she will be attending the OCLC Network Directors Meeting, where she will discuss a more formal planning process for digital preservation resources. She added that there was progress in working out the procurements that got entangled in the Faxon bankruptcy process.

•FEDLINK Fiscal Operations — Joseph Banks – Banks referred to the FEDLINK Fiscal Operations Registration Comparison sheet as of May 12, 2003, included in the meeting packet. He compared the 2003-2004 fiscal activities and concluded that, although the forecast in the expense and revenue columns shows a slight deficit, these were mainly due to lagging reports on income from the newly instituted Direct Express program. Banks announced that FEDLINK is closing out the FY98 statements and encouraged Transfer Pay customers to pay attention to information from FEDLINK about possible refunds. The end-of-year schedule will be the same as last year. Banks also announced that, effective June 1, 2003, all invoices submitted to FEDLINK must have the Delivery Order/Blanket Purchase agreement number cited on the document.

5. Old Business: – No old business.

6. New Business: – No new business.

**HANDOUTS:**

- 1 Agenda
- 2 Minutes of the March 27, 2003 FEB Meeting
- 3 FY 2004 Budget proposal
  - PowerPoint presentation slides
  - Budget proposal table
  - FY 2004 FEDLINK program cost analysis
  - FY 2004 Transfer/Direct Cost Breakdown Analysis
- 4 Copy of letter to Mark Forman (OMB) from Susan Tarr of April 25, 2003, regarding federal library membership in a OMB interagency committee on Government Information
- 5 Excerpt from Implementing the President's Management Agenda for E-Government: "E-Government Strategy"
- 6 GSA News Release of April 24, 2003 on GSA Office of Citizen Services Awards Content Management Contract to Vingette for Key Component of Shared Technology Services
- 7 Copy of message to Susan Tarr from Woody Horton on May 9, 2003, regarding the National Forum on Information Literacy
- 8 Draft agenda for the FLICC Membership Meeting, June 5, 2003
- 9 FEDLINK Fiscal Operations report of May 12, 2003
- 10 Meeting Schedule for FLICC and FEB for 2003
- 17 Meeting Announcements:
  - 2003-15 AMA seminar on Negotiating to Win
  - 2003-22 Health Sciences and Human Services Library, University of Maryland Baltimore

**ACTION ITEMS:**

1. FLICC staff will draft new language for Awards brochure clarifying that the awards applicants must submit their nominations for an entire organization offering full service and not just a component of that service. The new language will be sent for approval to the Awards working group and then onto the FEB for their July 10 meeting.

2. The Transfer/Direct Cost Breakdown Analysis chart will be included in the FLICC Membership Meeting packet on June 5, but not in future packets.
3. Nero will write an article for the FLICC Newsletter to advertise FLICC sponsored taxonomy related programs.
4. Rankin suggested a list of upcoming FLICC educational programs be included in the June FLICC Membership Meeting packet.
5. The Handbook of Federal Librarianship will be promoted and should be re-announced after it has been updated.
6. Parham will assist Galloway with an "Ask a Librarian" site on the DHS portal based on the Army's experience>
7. Tarr will ask Kathy Eighmey to follow up with Labor Department to take off of the librarian's position off their wage/salary schedule.
8. McDonald will ask Anne Harrison to help promote Bob Schnare's sample disaster planning contract on the FLICC Web page.
9. The Preservation and Binding working group members need to discuss the planning of the environmental preservation/control two-day workshop, sponsored by the Chesapeake Information Research Library Alliance (CIRLA),with Susan Frampton (SIL) before deciding on a FLICC sponsorship.
10. Tarr will follow up with Outsell to include an estimated time frame to complete the survey and to allow the survey instrument to be printable next year.
11. Bohlin will send message to the GC listserv to solicit discussion topics for future GC meetings.

Minutes prepared by Anna Bohlin, FLICC.