

TO: FLICC Executive Board Members
FROM: Susan M. Tarr, Executive Director, FLICC
SUBJECT: Minutes of the May 13, 2004 FEB Meeting

FINAL

FEB Members	Agency	Present	Absent
Deanna Marcum	LC	X	
Hoyt Galloway	DHS	X	
Jane Bortnick Griffith	NLM	X	
James King	NRL	X	
Ann Parham	Army	X	
Linda Parker	Labor	X	
Jocelyn Rankin	CDC	X (by phone)	
Robert Schnare	Naval War College	X (by phone)	
Wynne Tysdal	NDU		X
Peter Young	NAL		X
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK	X	
Lynn McDonald	FEDLINK	X	
Anna Bohlin	FLICC	X	

AGENDA

1. Approval of minutes of the March 18-April 2, 2004 virtual FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. Welcome to newly elected and appointed members to the FLICC Executive Board – Deanna Marcum
3. FLICC Working Groups reports:
 - Budget and Finance – Carol Bursik (Justice)/James King (NRL)
 - Presentation of FY 2005 Budget
 - Awards – vacant
 - Updates:
 - Statement of ineligibility of professional Series 1412 nominees for the Federal Library Technician of the Year Award
 - No change in procedure re. revealing nominator's name to the evaluators
 - Need FEB liaison for listserv discussion; fall screening process
 - Competitive Sourcing – Susan Tarr (FLICC)
 - Content Management – James King (NRL)
 - Education – Jocelyn Rankin (CDC)
 - FLICC Forum 2004 video on Web
 - Federal Libraries/GPO Partnership – Susan M. Tarr
 - Homeland Security – Hoyt Galloway (Customs)

- Human Resources – Ann Parham (Army)
- Nominating – (vacant)
 - FEB replacement for Evelyn Frangakis - special election
- Policy – Jane Bortnick Griffith (NLM)
- Preservation and Binding – Robert Schnare (NWC)
- FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair

4. FLICC Report — Susan M. Tarr (short reports):

- 2004 Outsell survey and BrainGains
- M.I.M. study team on performance measures - progress report
- FLICC 2003 accomplishments; 2004 Performance Plan
- Report on meeting of science agency libraries re. future licensing models
- Next FLICC Membership meeting 6/3/04; Focus: “Business Case for Information Services,” presentation by Richard Huffine (EPA)

5. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald
- FEDLINK Fiscal Operations — Joseph Banks

6. Old Business:

- NCLIS plans

7. New Business:

Next Meeting: Thursday, July 8, 2004

AGENDA

1. Approval of minutes of the March 18-April 2, 2004 virtual FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - - Marcum called the meeting to order at 9:35 am. The March 18 - April 2 virtual minutes were approved as written.

2. Welcome to newly elected and appointed members to the FLICC Executive Board – Deanna Marcum - - Marcum welcomed two new FEB members, Linda Parker (Labor) who is replacing Sheila McGarr (GPO) for the term ending 2004, and Peter Young (NAL) who is replacing Robert Willard (NCLIS).

3. FLICC Working Groups reports:

- Budget and Finance – Carol Bursik (Justice)/James King (NRL)
 - Presentation of FY2005 Budget - - Marcum 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 FY2005 budget. Tarr first reviewed the budget process and introduced two new working group members, James King (NRL), who will also serve as the working group liaison to FEB, and Carla Pomager (Army CFSC), who is serving as the FAC liaison to the working group. Tarr said staff had posted a budget questionnaire on the

FLICC/FEDLINK Web site to solicit information from FEDLINK customers about their budget for FY2005. She said that working group members also contacted the top 50 FEDLINK customers to inquire about their future spending as their plans have an impact on FEDLINK revenues. Bursik then presented the proposed budget for FY2005 and referred FEB members to their meeting packets for copies of budget documents.

Bursik said that the FY2005 budget did not change the transfer/direct pay fees but did increase on-site training from \$500 per day to \$650 per day to cover costs for FEDLINK staff to travel and train at sites outside the Washington metro area. The budget also includes expenditures to replace the FEDLINK financial management system as well as computer hardware and software. The working group anticipates modest revenue growth for Transfer Pay and Direct Express, but not for Direct Pay. Correspondingly, proposed budget expenses will increase by \$161,894, bringing total expenses to over \$5 million for the first time. The FEDLINK program in FY2005 will require an increase of direct and indirect costs compared to FY2004 (i.e., from \$4,849,709 in FY2004 to \$5,011,603 in FY2005). The total administrative fee target is \$4,681,994. The fees are based on fair calculations of target shares, making certain that each group (Transfer Pay, Direct Pay and Direct Express) pay their appropriate share. The projected service dollars for Transfer Pay, Direct Pay and Direct Express accounts are \$63,825,991, \$12,500,000 and \$26,888,889, respectively. Additional income in the Transfer Pay account is expected to be generated through new online and preservation services. The fee structure will remain the same as in FY2004.

The projected revenue from the current program for FY2005 is \$5,055,083. The projected surplus of \$43,480 will be applied to the reserves accumulated to capitalize the revolving fund. Part of the revolving fund reserves will be used to cover the cost of the Faxon bankruptcy. This reserve account also serves as a resource in the event the FEDLINK program should ever need to shut down.

Bursik said that she had presented the budget to the FAC and to the FEDLINK membership at their spring meeting. She also said that the budget will be presented next to the FLICC membership for a vote before it is sent to the Librarian of Congress for final approval.

Bursik then reported on the results of the survey of FEDLINK customers on their estimated expenditures for FY2005. She said that most libraries reported an increase in expenditures. Some customers indicated that they are using credit cards to pay for services outside of FEDLINK in order to receive faster service. To counter this business departure FEDLINK needs to market its Direct Express option better, because it provides better and faster services. FEB members agreed that better "how-to-use" instructions for this and other FEDLINK purchase options would help federal contractors to understand the process better. The survey question on the need for domestic and international toll-free telephone numbers gave a mixed result, and it was decided that more research is needed to make an appropriate decision.

Tarr explained that FEDLINK will install its replacement financial system within the Library of Congress' AMS/Momentum central financial system. As the Momentum system does not have a customer service module, FEDLINK's current Oracle database online registration system will remain in use and interface with the Momentum system. The vendor side of the system is excellent and FEDLINK will be able to expand and improve its vendor communication and data transfer. Tarr also reported that the overhead rate for FY2005 may increase by two percent unless the Library of Congress accepts her argument that accounts and programs that remain financially stable should not be required to pay this type of increase. Marcum and the

Associate Librarian's Office are assisting in this matter. If the higher overhead is put in place, the projected budget surplus will be used to cover this cost and will be almost depleted. If needed, Tarr will consult with FEB members again on this matter before the budget reaches Dr. Billington for final approval.

FEB members then voted unanimously to accept the FY2005 budget as presented. Marcum thanked Bursik for an excellent and clear presentation.

- Awards – vacant

- Updates:

- Statement of ineligibility of professional Series 1412 nominees for the Federal Library Technician of the Year Award - - Tarr referred FEB members to the page in the meeting packet with the Awards Working Group's proposed new language for the Library Technician eligibility statement. After some discussion FEB members approved the new language as written.

- No change in procedure re. revealing nominator's name to the evaluators - - Tarr repeated the conclusion stated in the minutes from the March 18 - April 2 virtual meeting that it would be unfair to prohibit board members from making nominations for awards and that it would not be helpful to conceal the name of the nominator.

- Need FEB liaison for listserv discussion; fall screening process - - Tarr reported that one of the two new FEB members will take on the FEB Awards Working Group liaison duty.

Tarr also said that she has charged the working group with the tasks of reviewing the new SLA *Competencies for Information Professionals of the 21st Century* and deciding if they want to recommend that these *Competencies* continue to be the basis for selecting the Federal Librarian of the Year or suggesting some other guidelines effective for the 2005 Award. The working group will prepare a report for the FEB November meeting.

Tarr said that the group had also confirmed that only federal employees are eligible for the two individual awards while a contracted federal library is eligible for the Library/Information Center of the Year award.

- Competitive Sourcing – Susan Tarr (FLICC) - - Tarr reported that Linda Parker (Labor) will be the FEB liaison to the working group. The group is presently in the process of updating the competitive sourcing chapter in the *Handbook of Federal Librarianship*. The group also assisted with the Outsell Survey by reviewing the contracting questions. The group wants to conduct their own survey to find out more about what federal libraries are facing regarding outsourcing issues. Tarr expressed her appreciation to Karen Kapust (FDA) for her work and forwarded Kapust's appeal for more working group members.

- Content Management – James King (NRL) - - King reported on past programs and brown bags on taxonomy/technology issues sponsored by the group. The group is closely following the progress of the Interagency Committee on Government Information (ICGI) as the recommendations from the various committees and sub-committees working on the various e-Government Act will be presented at the 2004 "Information Technology Update" in September. King said that he, Richard Huffine and other members of the federal library community are part of this effort and working on a subgroup under the Categorization of

Information Committee identifying categorization software. King also said that the group is collaborating with GSA by hosting the Federal Webmasters' fora, a high-level group of Webmasters dealing with major library knowledge and content management issues. The group is also involved with the CENDI Copyright Task Force and their efforts to develop rights language for government information and distribution.

- Education – Jocelyn Rankin (CDC) - - Rankin reported that the working group is actively developing a number of programs. The Soaring to Excellence video program just concluded with a record number of 48 students. Other programs for library technicians include the annual week-long “Institute for Federal Library Technicians.” Several cataloging and AMA leadership classes have been and will be presented during the year. Rankin also touched upon a developing partnership with SLA and their educational/certification programs. (See further discussion under the Human Resources Working Group report below.)

- FLICC Forum 2004 video on Web - - Rankin said that the Forum was again a success and that the video is now posted on the FLICC/FEDLINK Web site.

- Federal Libraries/GPO Partnership – Susan M. Tarr - - Tarr reported that although the group has not been active lately there are lots of issues to consider, including the GPO's federal library digitization efforts. Tarr said she will reactivate the group for this purpose.

- Homeland Security – Hoyt Galloway (Homeland Security) - - Galloway reported that the DHS virtual library reference project is now active. The group is promoting the program to make it more visible and accessible. Tarr said that the selection of the DHS library coordinator is imminent. Tarr would like to have the new coordinator meet with the working group to discuss disbanding the FLICC group in anticipation of the formation of an internal DHS council. She said that FLICC could still host the DHS Virtual Reference Working Group if that is the choice of DHS.

- Human Resources – Ann Parham (Army) - - Parham asked Tarr to report on the joint meeting of the Education and the Human Resources working groups and their phone conversation with SLA Executive Director, Janice Lachance. The discussion was a follow-up on Lachance's keynote presentation at the March Forum where she stressed the importance of continued education and certification programs for federal librarians. Lachance expressed her interest in creating partnerships for educational programs and training as well as distance learning. The two FLICC working groups will discuss these issues further and then meet with Lachance in September.

- Parham said that work is being done to revise and improve the FLICC Human Resources Web site. The site will be available and promoted in June.

- Nominating – (vacant)

- FEB replacement for Evelyn Frangakis - special election - - Tarr said that Mary Boone (State) and Barbara Wrinkle (Air Force) have agreed to run for the vacancy. A ballot will be available in the next couple of weeks.

•Policy – Jane Bortnick Griffith (NLM) - - Griffith said that the House Energy and Commerce Committee reported unfavorably on H.R. 3261, the "Database and Collections of Information Misappropriation Act," while reporting favorably on H.R. 3872, the "Consumer Access to Information Act of 2004." Since there are two competing bills pending before the House concerning the protection of databases, it is unlikely that any further action will be taken this year. The House Energy and Commerce Subcommittee on Commerce, Trade and Consumer Protection held a hearing on May 12, 2004 on H.R. 107, "The Digital Media Consumers' Rights Act of 2003," that would establish a fair use defense for circumvention of encrypted material. Griffith also reported that, in the area of balancing national security concerns with access to government information, the Rand Corporation has released a study called "Assessing the Homeland Security Implications of Publicly Available Geospatial Information." It is available at <http://www.rand.org/publications/MG/MG142/>.

•Preservation and Binding – Robert Schnare (NWC) - - Schnare reported that the March/April *FEDLINK Technical Notes* includes articles on preservation. The Preservation Working Group has an updated section on the FLICC Web site, and Schnare thanked FLICC staff member, Robin Hatziyannis for her help in design of the new site. He also said that the preservation RFP is almost ready to be closed.

•FEDLINK Advisory Council (FAC) – Wynne Tysdal (NDU), FAC Chair - -
No report.

4. FLICC Report — Susan M. Tarr (short reports):

•2004 Outsell survey and BrainGains - - Tarr announced that the Outsell survey is now online. She encouraged all FLICC/FEDLINK members to fill out the survey for an improved statistical analysis of federal libraries. Tarr said that staff has sent listserv messages to more than 700 librarians to fill out the survey. She would like to receive at least 500 responses this year compared to 300 responses in 2003.

Tarr said that FLICC/FEDLINK will sponsor a series of Outsell programs called "BrainGains." The first such program, "Debunking the Myth of Enterprise Content Management (ECM)," will be held on May 20, 2004. If successful, FLICC will continue to sponsor additional programs in the series. The speaker at the May session, Mark Strohle, Vice President of Outsell, comes highly recommended and is very conversant both on IT and content management. Tarr will provide FEB members and the Content Management Working Group members with a list of additional Outsell "BrainGain" topics.

•M.I.M. study team on performance measures - progress report - - Tarr said she had provided the students of the University of Maryland Masters in Information Management program with "milestones" leading up to their final deliverables. Tarr said that she would like to find volunteers to share materials on performance measures or on Return on Investment (ROI) metrics for the students to use in their research and that she had sent out an email to that affect to the FLICC membership. The Air Force Libraries, NIH and EPA have responded. Richard Huffine (EPA) will give a presentation on the EPA "Business Case for Information Services at the Environmental Protection Agency" at the June FLICC Membership meeting.

- FLICC 2003 accomplishments; 2004 Performance Plan - - Tarr referred the FEB members to the plan in the meeting packet. She said she is still discussing the legislative strategy for the carry-over authority with CRO in preparation for the upcoming hearings of the Library's Oversight Committee.

- Report on meeting of science agency libraries re. future licensing models - - Tarr said that Young (NAL) and Huffine (EPA) had proposed to form a group from science agencies to compare notes regarding online database vendors and the extent agencies can collaborate and develop inter-agency consortia with a selected group of vendors. The issue also came up at the Medical Library Association meeting in DC and some information was solicited. Parham said that the Army has also done some research in this area and that DoD would be interested in further developments.

- Next FLICC Membership meeting 6/3/04; Focus: "Business Case for Information Services," presentation by Richard Huffine (EPA) - - Tarr said that the meeting's major presentations will be the FLICC/FEDLINK FY2005 budget review and Huffine's EPA report. She also mentioned that the next General Counsels Forum will be held on July 16 to continue the "fair use" discussions from the last meeting.

5. FEDLINK (short reports):

- FEDLINK Network Operations— Lynn McDonald - - McDonald reported that LC contracts will shortly award the preservation RFPs so that members can use the preservation services in late FY04. Work is going forward on the serials RFPs so customer requirements can be completed during FY05 for use in FY06. King asked if reformatting will be part of the FEDLINK preservation services, and McDonald said yes. However, large scale digitizing and de-acidification were not included in the specifications, at the advice of the Preservation Working Group. Vendor contract renewals for FY05 are also in the works, including new requirements to avoid another Faxon situation.

FEDLINK will host a reception at the MLA meetings in DC, exhibit at SLA and provide an update at ALA. McDonald also reported on the FEDLINK Membership meeting held on May 4 where Cathy De Rosa, OCLC Vice President for Corporate Marketing, presented "The 2003 OCLC Environmental Scan: Pattern Recognition." The video from this program is now on the FLICC/FEDLINK Web site. She said that OCLC invited attendees to provide input into the process to support OCLC for the next stage of the environmental scan process. On May 5, the OCLC Users Group met in the morning and in the afternoon a group of QuestionPoint users met, including members of CAPCON.

- FEDLINK Fiscal Operations — Joseph Banks - - Banks referred FEB members to the FEDLINK Fiscal Operations Registration Comparison page in the meeting packet and said that the dollar numbers for this year are better than at this time last year, particularly for Transfer Pay activities. He expects Direct Express dollars will soon increase substantially when 15 additional vendors join the original five vendors. The fee revenue is six percent better than last year at this time because of the positive Transfer Pay prognosis. The financial forecast for the rest of the year is also positive.

Banks reported that FEDLINK is in the process of closing the books for FY99 and that customers have received their statements and can expect refunds in July of 2004. He also said that the end-of-year-schedule will be published shortly in the *FEDLINK Technical Notes* and that the new central financial system, Momentum, will be implemented in September. He added that customers with active multi-year funds will see their funds transferred within the next month.

6. Old Business:

•NCLIS plans - - Tarr referred to the March 15, 2004 letter from the new Chair of the National Commission on Libraries and Information Science (NCLIS), Beth Fitzsimmons, on the register of their new commissioners.

7. New Business: No new business.

Next Meeting: Thursday, July 8, 2004

HANDOUTS

- 1 Agenda
- 2 Draft Minutes of the March 18- April 2 and final minutes from the January 15, 2004 FEB meetings
- 3 Proposed new language for FLICC Library Technician Awards eligibility statement
- 4 FY2005 Budget PowerPoint presentation
- 5 FLICC FY2005 Budget Proposal
- 6 FEDLINK FY2005 Program Cost Analysis
- 7 FY 2005 Transfer/Direct Cost Breakdown Analysis
- 8 FY2005 Personnel Costs
- 9 Email from Tarr to the FLICC membership on the U.Md Masters in Information Management degree program of 3/10/04
- 10 Memo from Susan Tarr to Deanna Marcum and Beacher Wiggins regarding the Final Report on FLICC's Performance Plan of 2/10/04
- 11 Memo from Susan Tarr to Beacher Wiggins on FLICC's Performance Plan for CY2004
- 12 Draft Agenda for the June 3, 2004, FLICC Membership Meeting
- 13 FEDLINK Fiscal Operations Registration Comparison as May 11, 2004
- 14 Letter from the new Chairperson of NCLIS to the federal library community of 3/15/04
- 15 2004 schedule for FLICC and FEB meetings
- 16 FEB member roster for 2004
- 17 Flier, Outsell BrainGain program " Debunking the Myth of Enterprise Content Management" 5/20/04
- 18 Meeting Announcement 2004-18: Book Blitz II - Tackling Complex Cataloging Rules
- 19 Meeting Announcement 2004-20: AMA - Mastering Organizational Politics, Influence and Alliances
- 20 Meeting Announcement 2004-21: AMA- 5-Day MBA Program
- 21 Meeting Announcement 2004-26: Joint Spring Workshop/USA Patriots Act: What it Means for Your Library, What it Means for You

ACTION ITEMS

- 1 Tarr will provide FEB members and the Content Management Working Group members with a list of Outsell “BrainGain” program topics.
- 2 Schnare will forward to McDonald the URL for a report on the OCLC environmental scan project for further distribution to members.

Minutes prepared by Anna Bohlin.