

TO: FLICC Executive Board Members **FINAL**
 FROM: Kathryn Mendenhall, Interim Executive Director, FLICC
 SUBJECT: Minutes of the May12, 2005 FEB Meeting

FEB Members	Agency	Present	Absent
Deanna Marcum	LC		X
Mary Boone	State	X	
Robyn Frank	EOP	X	
Hoyt Galloway	DHS	X	
James King	NRL	X	
Dianne McCutcheon	NLM	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 March 10, 2005 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC)
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL)
 - Budget and Finance – Judy Russell (GPO)/Carol Bursik (Justice)
 - presentation of the FY2006 budget
 - 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 – vacant
 - selection of new FEB liaison
 - Preservation and Binding – Robert Schnare (NWC)
 - FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair

3. LC Report – Deanna Marcum:
 - FLICC Executive Director’s position
 4. FLICC Report — Kathryn Mendenhall:
 - FLICC/FEDLINK 2005 priorities
 - Update - General Counsels Forum 5/4/05
 - Update - FLICC membership meeting 6/16/05 - Google representative
 - Update - HUD library
 5. FEDLINK reports:
 - FEDLINK Network Operations— Lynn McDonald
 - FEDLINK Fiscal Operations — Joseph Banks
 6. Old Business:
 7. New Business:
- Next Meeting: Thursday, July 14, 2005
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AGENDA

1. Approval of minutes of the March 10, 2005 FEB meeting – Deanna Marcum, FLICC Chair Designate (LC) - - Mendenhall called the meeting to order at 9:35 am. The minutes were approved with the following change: FLICC Working Groups reports: • Federal Libraries/GPO Partnership - Judy Russell - - Russell also reported on the ~~election~~ **selection** of new members to the GPO Depository Library Council.
2. FLICC Working Groups reports:
 - Awards – Peter Young (NAL) - - Mendenhall reported for Young that the working group will resume meetings later in the summer in time for the 2005 awards cycle.
 - Budget and Finance – Judy Russell (GPO)/Carol Bursik (Justice)
 - presentation of the FY2006 budget - - Bursik referred members to the various budget materials in the meeting packet including the FY2006 Budget Proposal, the FEDLINK Program Cost Analysis, the Transfer/Direct Cost Breakdown Analysis and Personnel Salaries and Benefits. She said that since the FLICC/FEDLINK program projects adequate funding for FY 2006 there will be no changes in Transfer Pay, Direct Pay, Direct Express or training fees. Adequate funding is also projected for improvements to the existing SYMIN financial management system as well as compliance to the overall LC data system requirements. The FY2006 budget also assumes that the revenue will stay at the current levels and that the proposed expenditures will decrease by \$82,392. Projected FY2006 direct costs of \$4,391,508 are slightly less than those in 2005, while indirect costs of \$540,725 are slightly higher than those in 2005.
 - FEDLINK has set the total administrative fee target at \$4,755,433. The fees are based on fair calculations of target shares, making certain that each group (Transfer Pay, Direct Pay and Direct Express customers) pay their appropriate share. The projected service dollars for Transfer Pay, Direct Pay and Direct Express accounts are \$4,441,888, \$97,291 and \$216,254, respectively. These numbers reflect an increase in Transfer Pay and Direct Express options and a slight decrease in the Direct Pay option. The projected revenue from the current program for

FY2006 is \$4,942,460 compared to \$5,055,083 in FY2005. Two financial pilot programs, the 5 percent service rate for individual accounts of over one million dollars, and the credit card payment option for educational programs, will remain as pilots. The projected FY2006 surplus of \$10,227 will be applied to the reserves accumulated to capitalize the revolving fund. Part of the revolving fund reserves will be used to fund 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. FEB members agreed that building the reserves at a reasonable rate is important and suggested that a specific dollar amount be built into the budget projections rather than be augmented inconsistently by surplus funds.

FEB members discussed the logic in the dollar amounts presented in PowerPoint slides #3-Fee Structure and #4- Projected Revenue. McDonald said she would clarify the difference between the amounts in the FY2005 and FY2006 columns by consistently using projected numbers rather than a mix of projected and actual numbers.

Bursik said staff had posted a budget questionnaire on the FLICC/FEDLINK Web site to solicit information from FEDLINK customers about their budget for FY2006. She said that working group members also asked the top 45 largest FEDLINK customers about their future spending as they relate to projected FEDLINK revenues. Bursik also said that she had presented the budget to the FAC and will be making presentations at both the FEDLINK and the FLICC spring membership meetings. FLICC members must then approve the budget before it is sent to the Librarian of Congress for his approval.

Banks stated that the new LC-wide Momentum financial management system implementation cost is the key issue for the FLICC/FEDLINK FY2006 budget. Due to exorbitant costs to FEDLINK, as a result of risk mitigation measures recommended by the LC Inspector General, the program will continue to use its existing and less costly subsidiary fiscal system, SYMIN, until a more viable alternative is identified. Parham thanked Bursik and working group members for their efforts. FEB members voted to approve the FY2006 budget as presented with the minor corrections stated above.

- Competitive Sourcing – Robyn Frank (EOP) - - Frank reported that the working group is finalizing two slightly different surveys to collect basic information concerning the history of outsourcing in federal libraries. The working group will send these surveys to both library directors and other key library workers. Frank asked FEB members to suggest survey software that the working group could use to calculate their survey results. Russell agreed to ask GPO staff for software information. Frank also reported that the working group is updating the outsourcing chapter of the *FLICC Handbook on Federal Librarianship*.

- Content Management – James King (NRL) - - King reported that he had been asked to co-chair the working group since Blane Dessy (DoJ) resigned from this post in April. Rod Atkinson (CRS/LC) is the other working group co-chair. King said that the working group continues to actively plan educational programs on content management including brown bags on federated searching and open access. Metrics will be on the agenda for the September Content Management Update and the Delphi Group will be asked to provide a day-long session on information architecture. The group is also discussing new Right Expression Language standards as well as possible new sci-tech vendors for FEDLINK.

- Education – Hoyt Galloway (DHS) - - Galloway reported that Helen Sherman (DTIC) is the new chair for the working group since Sandy Schwalb (DTIC) resigned this post in April. He also said that FLICC is continuing SLA's call for leadership education for librarians by offering several American Management Association seminars including "Communicating Up Down and Across the Organization", "5-day MBA" and "Executive Speaking." The group is also looking into project management training providers and other off-the-shelf programs

relevant to the federal library community. FLICC is also continuing its cooperation with ALA/LITA on various seminars. In addition, federal library catalogers will benefit from a number of cataloging classes throughout the year. Working group members are also planning a seminar on legislative research as well as several “Great Escapes” to the U.S. Patent and Trademark Office’s new library in Alexandria, the Pentagon and the Holocaust Museum libraries. Bohlin (FLICC) brought up the idea of sponsoring more preservation workshops including a shorter version of the Northeast Document Conservation Center’s (NDCC) 3-day “School for Scanning: Building Good Digital Collections” conference. Boone and Russell will ask staff who have attended this conference to provide feedback. Schnare will contact Lori Foley at NDCC for further information. Schnare said he would be willing to work with FLICC on this program if FLICC plans to offer this type of educational opportunity. He cautioned that a lot of work is involved in planning even a shorter event. Bohlin asked FEB members whether a program on survey theory and techniques would be of interest to the federal library community. Members said such a program could be useful if combined with metrics and statistics gathering.

- Federal Libraries/GPO Partnership – Judy Russell (GPO) - - Russell said that GPO just held a Depository Library Council meeting in Albuquerque, N.M. She said that documents from this meeting on authentication, preservation and retrospective cataloging will be posted shortly by GPO. Russell will inform Bohlin regarding the postings so that the information can be distributed to the FLICC/FEDLINK constituency. She said that she would also post the requirements document for the future digital system in the very near future. The list consists of about 1200 requirements aggregated into different categories. Russell said that the system is not final and that there will be room for refinements to better support depository libraries, federal libraries as well as the general public.

- Human Resources – Ann Parham (Army) - - Parham reported that the working group is focusing on three primary issues including the OPM 1410 Qualification Standards, the 1410 Classification Standards and the Department of Labor Service Contract Act. The working group would like to see the MLS degree as a requirement for the 1410 Qualification Standards. FEB members then discussed various aspects of skills and degrees desirable for a federal librarian position. Parham said that she had made several contacts at the Labor Department to discuss the possibility of removing the librarian occupation from the services directory and have it established as a professional occupation.

- Policy – vacant

- selection of new FEB liaison - - Mendenhall announced that the Policy Working Group needed a new liaison to the FEB. Russell accepted this role, replacing Jane Bortnick Griffith (NLM) who retired in May.

- Preservation and Binding – Robert Schnare (NWC) - - Schnare referred to the discussion under the education working group report regarding the Northeast Document Conservation Center’s three-day “School for Scanning: Building Good Digital Collections” conference. He also said that he was pleased to see activity in the newly established FEDLINK preservation vendor services category.

- FEDLINK Advisory Council (FAC) – Paula Vincent (EOP), FAC Chair - - See McDonald/FEDLINK Network Operations report below.

3. LC Report – Deanna Marcum:

- FLICC Executive Director’s position - - See update in #4 below.

4. FLICC Report — Kathryn Mendenhall:

•FLICC/FEDLINK 2005 priorities - - Mendenhall reported that FY2005 will be a transition year focusing on strengthening the infrastructure and support systems. Efforts continue in the area of online amendments and the SYMIN upgrade. She said that LC has announced the FLICC Executive Director's position (see vacancy announcement in FEB packet), and that she will serve as the Interim Executive Director until the position is filled. Staff are about to hire a new public affairs assistant to lend support to the FLICC Publications and Education (FPE) section.

•Update - General Counsels Forum 5/4/05 - - Mendenhall said that the May General Counsels Forum focused on the e-Gov Act of 2002 and the OMB Policies for Federal Agency public Web sites. Speakers were Kimberly Nelson and Daniel Costello, Policy Analysts in the Information Policy and Technology Branch of the Office of Management and Budget (OMB). Nelson and Costello discussed how the Policies fulfill the requirements of section 207(f) of the E-Gov Act and provide guidance consistent with other policy issuances in the area of information resource management. OMB expects agencies to become fully compliant with the new requirements by 12/31/05. (See handout in FEB packet.)

•Update - FLICC membership meeting 6/16/05 - Google representative - - Mendenhall thanked Russell for suggesting names of potential speaker from Google. She asked FEB members for input on content focus. Members agreed that an overview of the range of the Google programs initiatives would be preferable.

•Update - HUD library - - Mendenhall said that the Department of Housing and Urban Development (HUD) library contract was not extended and that its print collection was dispersed to 11 HUD program areas. The Library of Congress and GPO through the University of Maryland Regional Depository have also assisted with the disposition of materials. Hein's Online Services will provide HUD with a soft copy of digitized back copies of the *Federal Registry* and the *Congressional Record*. Most of the legal collection was moved to HUD's Office of General Counsel. The letter that was sent in March on behalf of the FLICC community to HUD Secretary Alphonso Jackson, did not reach HUD's library staff.. The library staff was informed that their space was already slated for other purposes. HUD plans to disburse much of the remaining materials through Gift and Exchange programs while HUD-specific materials will be retained by the agency.

Boone said that when the former United States Information Agency (USIA) closed the State Department moved most of the collection to the Ralph J. Bunche Library.

5. FEDLINK reports:

•FEDLINK Network Operations— Lynn McDonald - - McDonald reported on new FEDLINK services and vendors, Faxon bankruptcy payouts to FEDLINK members and the election of new representatives for the OCLC Members Council. Eleanor Frierson (NAL) won a second term and Suzanne Ryder (NRL) is the new alternate representative. McDonald also reported that she is interviewing for three FEDLINK Network Operations (FNO) staff positions.

McDonald said that the FEDLINK Spring Membership Meeting and the OCLC Users Group Meeting will be held on June 23 and 24 and discuss ALA licensing and "Functional Requirements for Bibliographic Records" (FRBR) respectively. Included in the FEDLINK licensing discussion will be the work of the Consortial Licensing for Science Libraries Group, that Susan Tarr formed to create models for science publication licensing. The group will collaborate with Cambridge Scientific Abstracts representatives and explore how pricing is allocated for the federal sector.

•FEDLINK Fiscal Operations — Joseph Banks - - Banks reported on the challenges FEDLINK Fiscal Operations (FFO) has encountered using the new LC fiscal

management system (FMS) - Momentum. He said that because of excessive additional costs that outweighed benefits, FEDLINK had chosen to terminate the contract with LC and to convert its existing FMS - SYMIN to Momentum. The possibility still remains of integrating with the LC FMS - Momentum at a later date. Banks then referred members to the FFO registration comparison report in the FEB meeting packet and reported that Transfer Pay is operating on a fiscally stable path due to the influx of funds from the Department of Homeland Security. He said that Direct Pay shows a dollar increase compared to FY2004 and that Direct Express shows a dollar decrease due to late payments from two of the larger FEDLINK vendors. He also said that the program is on track and solvent. Banks added that he plans to hire one more person for the fiscal section drawing on internal FEDLINK posting.

6. Old Business: - - King raised the question of whether the SYMIN FMS had an alternate location outside of the LC buildings. Banks said that, because this system is unique to FEDLINK, it is not secured outside of the Adams Building. Mendenhall said that contingency planning will be revisited as a result of the final decision to retain and upgrade SYMIN.

7. New Business: - - McDonald suggested that the FEB take action at the next meeting to dissolve the ad hoc Homeland Security - Virtual Reference Working Group as its members have finished their projects.

Schnare recommended FEB members study an article from *Federal Computer Week*, May 9, 2005, on "Fugitive documents elude preservationists: GPO, Library of Congress turn to Web harvesting."

Next Meeting: Thursday, July 14, 2005

HANDOUTS

- 1 Agenda
- 2 Minutes from the March 10, 2005 FEB meeting
- 3 FY2006 PowerPoint presentation
- 4 FY2006 Budget Proposal
- 5 FY2006 FEDLINK Program Cost Analysis
- 6 FY2006 Transfer Direct Pay Breakdown Analysis
- 7 FY2006 Personnel Budget Projections
- 8 USAJobs vacancy announcement for FLICC Executive Director
- 9 Agenda for the May 4, 2005, General Counsels Forum agenda
- 10 Memo from OPM on "Policies for Federal Agency Public Websites"
- 11 Letter from Deanna Marcum to HUD Secretary Alphonso Jackson of March 17, 2005
- 12 FLICC Membership Meeting June 16, 2005 draft agenda
- 13 Memorandum regarding "Replacement/Integration of FEDLINK Subsidiary FMS"
- 14 FEDLINK Fiscal Operations Registration Comparison as of May 10, 2005
- 15 FEB roster
- 16 2005 Schedule for FLICC and FEB meetings
- 17 Meeting Announcement 2005-30: Federated Search Technologies - brown bag
- 18 Meeting Announcement 2005-28: Serials Holding Workshop
- 19 Meeting Announcement 2005-27: PTO Scientific and Technical Information Center and Public Search Room - FLICC Great Escapes series
- 20 Meeting Announcement 2005-26 FEDLINK Spring Membership Meeting
- 21 Meeting Announcement 2005-25: FEDLINK Spring OCLC Users Group Meeting

- 22 Meeting Announcement 2005-22: AMA 5-Day MBA Program
- 23 Meeting Announcement 2005-16: Book Blitz II - Tackling Complex Cataloging Rules
- 24 Meeting Announcement 2005-15: Book Blitz I - Making MARC Records That Work

ACTION ITEMS

- 1 FEB members will suggest software that the Competitive Sourcing Working Group can use to calculate survey results.
- 2 Russell will inform Bohlin regarding the postings of documents from the GPO Depository Library Council meeting in Albuquerque, N.M.
- 3 Boone and Russell will ask their agency staff who have attended the Northeast Document Conservation Center's (NDCC) 3-day conference on "School for Scanning: Building Good Digital Collections" conference to provide program quality feedback. Schnare will contact Lori Foley at NDCC for information regarding cooperating with FLICC on a joint program.

Minutes prepared by Anna Bohlin.