



FISCAL YEAR 2005

THE LIBRARY OF CONGRESS
BUDGET JUSTIFICATION

**SUBMITTED FOR USE OF
THE COMMITTEES ON APPROPRIATIONS**

LIBRARY OF CONGRESS
FY 2005 BUDGET JUSTIFICATION
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**LIBRARY OF CONGRESS
FY 2005 BUDGET REQUEST
OVERVIEW STATEMENT**

INTRODUCTION

The Library of Congress is the world's largest and most comprehensive library, maintaining a collection of approximately **128 million items** — many of them unique and irreplaceable — **in more than 460 languages**. It provides America with a reserve of the world's knowledge and information, helping citizens to filter and navigate information through the digital medium. It is the central hub for national and international networks of libraries, archives, and other repositories; serves as the principle research support for the Congress; and, working as a knowledge center, accumulates and helps assemble information into scholarly knowledge and practical wisdom for both the Congress and the American public.

THE LIBRARY OF CONGRESS TODAY

The core of the Library is its incomparable collections and the specialists who interpret, share, and preserve them.

The Library has more than **29 million books and other print items; 12 million photographs; 4.8 million maps; 2.7 million audio materials; 925,000 films, television, and video items; and 57 million manuscripts**.

Every workday, the Library's staff adds some **10,000 new items** to the collections.

Major annual services include delivering **more than 875,000** congressional research **responses in more than 150 major policy areas**, registering **more than 534,000** copyright claims, and circulating **approximately 23.8 million** audio and braille books and magazines free to blind and physically handicapped individuals all across America. The Library annually catalogs **more than 300,000** books and serials and provides the bibliographic record inexpensively to the nation's libraries, saving them millions of dollars annually.

The Library also provides **free online access**, via the Internet, to its automated information files, which contain **more than 75 million records**, including more than **8.5 million items from its American Memory collections**. The Library's acclaimed **Web site (www.loc.gov) recorded more than 2.6 billion hits in FY 2003**.

LIBRARY'S VISION AND STRATEGIC OUTCOMES

The Library's Strategic Plan sets forth 18 goals to reach its vision of leading the nation in providing access to — and promoting the creative use of — knowledge and information for the Congress and its constituents. Accomplishments to date and future priorities are discussed in the following chapters. Base resources and new resources requested in FY 2005 will help the Library achieve the following strategic outcomes, by **FY 2008**, in its major programs' areas:

- **Library Services and the Office of Strategic Initiatives** — provide positive, verifiable assurance that the Library is acquiring, controlling, preserving and providing access to its collections for present and future generations regardless of the information's format. The Library's National Audio-Visual Conservation Center is operating and recognized as having assumed international leadership in preserving film and recorded sound and maximizing accessibility. The new storage facilities for the Library's print and special collections at Ft. Meade are operating and are recognized as an outstanding example of how to perform off-site storage, long-term preservation, and rapid access to material.
- **National Library Service for the Blind and Physically Handicapped** — has completed the development of Digital Talking Book technology and will begin the implementation of this new technology and the related conversion of its analog collections to digital format.
- **Law Library** — makes accessible a comprehensive legal collection for use by the Congress — most recently creating, developing and maintaining an enhanced electronic system that captures global legal information: the laws of 48 countries and international organizations.
- **Copyright Office** — runs an effective national copyright system that is managing a multiyear re-engineering initiative to redesign its business processes for the digital age.
- **Congressional Research Service** — continues to restructure its permanent workforce and to enhance its use of new technology to ensure that it is always the first-choice research provider of the Congress.
- **Management Support Services** — provides the systems, staff, space, and security needed to manage, support, and protect the Library's collections, staff, users, and programs.

THE LIBRARY'S ORGANIZATION STRUCTURE

The organizational charts provided in the next section of this document must be seen only as the current snapshot of a structure that will be adapting necessarily to the ever-changing environment in which the Library and the Congress itself must work.

More than any time in our history, the processes of intellectual inquiry and research are inextricably tied to the effective use of new technology and to flexible staffing. Congress has mandated that the Library develop a national plan for preserving the extremely perishable digital information on which we will increasingly depend. We have made effective and cost-efficient use of technology to gather information about what is happening in all areas of the world and to get material from our collections out to a national audience in their local communities. Increasingly, we must provide not only information but also the technology tools and substantive knowledge for navigating the information.

Dramatic, profound change is part of our everyday lives at the Library of Congress as it is for the Congress itself. Every service unit within the Library is examining its organizational structure to determine where changes need to be made to take advantage of new technology, sustain our knowledge competencies, and make such organizational changes as needed to remain responsive to the ever-changing demands placed upon the Congress and its lawmaking responsibilities for the nation. The Library's mission is unchanging — to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations. What is changing and will change even more is the organizational structure that will allow us to continue carrying out this national mission.

FY 2005 BUDGET REQUEST

In FY 2005, the Library of Congress requests a total budget of \$602.1 million (**\$561.6 million** in net appropriations and **\$40.5 million** in authority to use receipts), **an increase of \$42.8 million above the FY 2004 level (a net increase of \$38.6 million)**. The increase includes \$20.5 million for mandatory pay and price level increases and \$33.8 million for program increases, offset by \$11.5 million for non-recurring costs. The Library's FY 2005 budget request is a **net increase of 7.4 percent above that of FY 2004**.

Requested funding supports **4,363 full-time-equivalent (FTE) positions, a net increase of 80 FTEs above the FY 2004 level** of 4,283. Additional FTEs are requested to support the core needs of the collections, security, and management.

Funding is requested for the Library's major programs and management support services:

- **Library of Congress, S&E (\$393.931M / 2,976 FTEs)** includes:
 - **National Library (\$296.656M / 2,269 FTEs)**
 - National Library - Basic
 - Purchase of Library Materials (GENPAC)
 - Office of Strategic Initiatives
 - Cataloging Distribution Service
 - **Law Library (\$13.859M / 101 FTEs)**
 - **Management Support Services (\$83.416M / 606 FTEs)**
 - Office of the Librarian
 - Human Resources Services
 - Integrated Support Services
 - Office of Security and Emergency Preparedness
- **Copyright Office, S&E (\$53.5M / 530 FTEs)**
- **Congressional Research Service, S&E (\$100.7M / 729 FTEs)**
- **Books for the Blind and Physically Handicapped, S&E (\$53.9M / 128 FTEs)**

LIBRARY OF CONGRESS FUNDING PRIORITIES

1. **Mandatory and Price Level Increases**

The Library is requesting an additional **\$20.5 million** to maintain current services. This is the amount needed to support annualization of the FY 2004 pay raise, the FY 2005 pay raise, within grade increases and staff reallocations, increases related to the new overtime legislation, and unavoidable inflation and price increases, offset by a reduction due to one less day in FY 2005. These funds are needed to simply prevent a reduction in staff and/or program support, which would severely impact the Library's ability to manage its diverse and complex current programs.

2. **Acquisitions/Preservation/Access**

The Library is requesting an increase of **\$19.941 million and 27 FTEs** to support the Library's primary and basic task of sustaining and preserving a universal collection of knowledge and creativity that will be useful for the Congress, the American people, and future generations.

Many of the proposed projects are important for research and technological advances in the government, the private sector, and academic science. Crucial investments are required for the Library's acquisition, preservation, and access programs needed by the nation to support innovation in technologies, concepts and ideas into the Library's systems and business processes.

The Library of Congress is in many ways our nation's strategic information reserve at a time when our economic competitiveness, security concerns, and educational programs are all increasingly dependent on gathering, filtering, and creatively using the world's information and knowledge. Congress's Library is and must remain the leader in this task, which is growing exponentially in the digital age. Funding is requested for the following projects:

- **National Audio-Visual Conservation Center (NAVCC), Culpeper, Va.** — An increase of **\$5.28M and 16 FTEs** (supporting three different offices within the Library: Library Services, Integrated Support Services [ISS], and Information Technology Services [ITS]). These funds are needed to continue the construction of the NAVCC and begin the move-in of collections and staff of the Motion Picture, Broadcasting and Recorded Sound Division of the Library. The Library continues to work closely with representatives from the Packard Humanities Institute (PHI) to build the NAVCC — providing and enhancing film and recorded sound preservation.

The major funding for construction of this national repository for America's audiovisual treasures has been generously provided by private funds from PHI. Construction on the project began in early September 2003, and the current schedule calls for the newly renovated Collections Building and Central Plant to be ready for collections to be moved in by June 2005. The new Nitrate Vaults and Conservation (Laboratory) Building is scheduled to be ready for staff move-in by summer 2006. The Library's ability to procure, deliver, and install NAVCC furnishings, equipment, and infrastructure will need to be carefully coordinated and managed with PHI's construction schedule. The requested additional funding in the current budget is essential to maintain the construction schedule and the various components and procurements that support the transition to the new facility. FY 2005 funding supports staff relocation, collections relocation, and the design, procurement, and integration of the complex digital preservation systems within the NAVCC's audiovisual laboratories.

- **Purchase and Reclassification of Collections** — Acquiring timely and comprehensive collections for the National Library and Law Library as well as the highly specialized research materials required for the Congressional Research Service (CRS) is probably the most essential task the Library performs. All else depends on these tasks, and the demands for new kinds of knowledge and new formats make it essential that the Library address the serious and catastrophic

projected shortfalls in these areas. Lost purchasing power and the increased complexity of acquiring electronic resources make this a critical problem that must be addressed.

To cite one example, serial subscriptions prices have increased by 215 percent over a 15-year period ending in 2001, yet the Library's GENPAC appropriation — used to purchase library materials — has grown at an annual average rate of 4 percent. These shortfalls are being faced throughout the Library with dramatic and deteriorating impacts on the Library's programs. The Library's **FY 2005 acquisitions budget proposals include funding for the recovery of lost purchasing power (a one-time increase to the Law Library [\$205K] and CRS [\$800K], and a one-time and incremental increase in the National Library [\$2.333M]), for a total of \$3.338 million.** In addition, **\$479 thousand and 7 FTEs** are requested to support the new acquisitions methodology that has been successfully piloted in China. Lastly, **\$445 thousand** is needed to allow the Law Library to begin properly reclassifying 800,000 volumes or one-third of its legal collections from the "LAW" class - previously used to classify legal materials - to the "Class K," (the new international standard for the classification of legal materials that was developed by the Library of Congress). A total of **\$4.262 million and seven FTEs** are requested for these critical initiatives.

- **CRS Staff Capacity** — In FY 2005, CRS will face several challenges, most notably the increased cost of sustaining the capacity to meet the needs of the Congress. CRS is requesting a **one-time base increase of \$2.71 million** - the equivalent of about 25 FTEs. During the past ten years, **the total size of CRS has decreased; however, the cost per person has increased at a rate that exceeds the funding provided in the budget process.** Without the one-time base increase, CRS would have to staff down to a level of about 704 FTEs. The impact of this reduction would be a loss of CRS services to the Congress equating to about 275 hours a year in each of more than 150 major policy areas in which the Congress can be expected to be actively engaged — between eight and nine weeks of lost capacity per major policy area.

In addition, the CRS has been evaluating work force opportunities and authorities to improve the productivity, efficiency, and attractiveness of CRS as an employer. During FY 2003, CRS hired approximately 90 new staff — nearly 13 percent of the total staff population. **To enhance retention of new staff and to further staff development service-wide, CRS is also requesting a total of \$546 thousand to support a pilot student loan repayment program, and to increase training and related travel, and to increase incentive awards.**

- **Copyright Office and Re-engineering Project** — FY 2005 requires additional funding authority for the Copyright Office's re-engineering project, which will be

completed in FY 2006. The re-engineering program has been an extensive, multiyear effort to redesign the Office's business processes, including the development of new information technology infrastructure, new work flows, new job roles, and new facilities design. The project will allow the Copyright Office to replace outdated information systems with technology that promotes the use of electronically received applications and works. The Library requests **\$3.66 million, in budget authority and equal offsetting collections authority (zero net appropriations)**, in order to implement the facilities portion of there-engineering program. Funding will support costs related to temporary relocation of staff, redesign and construction of current space, furniture and other equipment.

- **Digital Talking Book Machine** — In support of the Blind and Physically Handicapped program, the National Library Service (NLS) is implementing a revolutionary change from analog to digital technology that has been projected and planned since the early 1990s. The service will replace cassette tape players with Digital Talking Book (DTB) players and introduce a new medium for distributing the DTBs: solid-state ("flash") memory, replacing the present cassette tape.

NLS plans to introduce the DTB players to its customers by FY 2008. The Library is requesting a total of **\$1.5 million in FY 2005**, of which **\$1 million will support** the continuation of the **design phase** of the DTB. In concert with the development of a DTB player, NLS will begin converting its current analog collection to digital format to ensure that its patrons will have a large and diverse collections of DTBs by FY 2008. The balance of **\$500 thousand in the request is the first installment of a three-year conversion of 10,000 audio titles from analog to digital format.**

- **Mass Deacidification** — A total increase of **\$948 thousand** is requested for the fifth increment of the Library's five-year, \$18 million initiative to save through deacidification one million endangered acidic books and five million manuscript sheets during the period of 2001-2005.
- **Veterans History Project** — Additional funding of **\$1.035 million and four FTEs** are required for this important and growing project. Support is requested to continue ongoing work and to achieve three specific goals: increased public participation in the creation of the collection; preservation of the accounts and documents for researchers, historians, educators, and future generations; and greater dissemination of this compelling material to the public.

3. Security

The Library is requesting an increase of **\$7.306 million and 47 FTEs** to support improved security of the Library's systems, staff, buildings, and collections. Components of the increase include:

- **Police staffing** — The police staffing request of **\$3.825 million and 45 FTEs** is a continuation of the FY 2004 hiring initiative, which identified a police staffing shortfall of approximately 100 FTEs. Staffing is requested over three years: FY 2004 - 2006. Funding and staffing are being requested in the Library of Congress's budget in FY 2005 to ensure that this critical need is set forth to the Congress. The staffing requirements will not be impacted if and when the Library's Police Force merges with the Capitol Police Force. The requirements will be the same, regardless of which force provides the service. Additional police positions are needed to meet minimum staffing levels at all public building entrances; staff new and enhanced fixed exterior posts; and ensure an overtime rate that does not exceed 10-15 percent above the standard 40-hour workweek.
- **Security Equipment Maintenance** — A total of **\$930 thousand** is requested for the **maintenance and repair costs of five new major electronic security systems, which will become fully operational in FY 2005**. Sustaining their operations will be crucial to providing adequate security for the Library, and funding will ensure these vital security systems, installed in accordance with the Library's Security Enhancement Plan, are adequately maintained and repaired in synch with best industry practices.
- **Intrusion-Detection System** — Requires **\$1 million to complete the present electronic access control and primary intrusion detection systems requirements**, identified in the Library's Security Plan's risk framework and needed to eliminate safety risks within the Library.
- **Alternate Computer Facility (ACF)** — An increase of **\$622 thousand** is needed for CRS to support the annual recurring operating costs of this facility. The ACF will provide for IT business continuity in the event of a catastrophic failure of the Library's computer center. In the event that the Library's primary computer center becomes inoperable, the ACF will also provide continued online service to the Library's remote/local users, preventing disruption of service to the Congress and its citizenry.
- **IT Security Certification and Accreditation** — Security must be treated as an integral part of the Library's overall IT infrastructure, if risks are to be systematically reduced. Accordingly, the Library has embarked upon a thorough

review of its IT security. Funding of **\$929 thousand and two FTEs are requested in FY 2005** for ITS to certify and accredit existing, mission-critical IT applications, systems, and facilities of the Library (\$720K) and to conduct security computer audits by the Inspector General Office (\$209K/2 FTEs).

4. Infrastructure Support

The Library is requesting **\$6.531 million and nine FTEs** to address critical support systems, space, and staff initiatives. These corporate management initiatives support all organizational entities within the Library and are key to performing our missions efficiently and to providing our customers with consistent and seamless services. Funding supports:

- **Information Technology (IT)** — Next to human capital, IT support is the Library's most critical tool for achieving organizational success. An additional **\$3.316 million is needed** for the IT infrastructure of the Library. To keep pace with the rapid increase of Library systems, continuous expansion of ITS server processing power and associated storage is required. A total of **\$1 million is needed to align ITS's maintenance base with actual and projected maintenance costs (a 14 percent increase in hardware maintenance and 6 percent increase in software maintenance is anticipated in FY 2005)**. To supplement in-house resources, the ITS Office contracts with an IT service provider to provide a highly qualified team with extensive experience relevant to the IT requirements of the Library. As the Library's technology needs change, so must the contractor's personnel and services. As a result, more services and 24-hour support are needed and demanded by the Library's customers, increasing contract costs. The requested **\$1.017M will allow ITS to support the increasing costs associated with the IT service provider contract, which the current ITS base is incapable of funding**. Without added funding, ITS will either have to curtail services or decrease equipment purchases or hardware/software maintenance — either of which would set back the IT and digital needs of the Library. **One-time funding of \$1.299 million is needed to implement a single integrated search function for the Library's primary on-line information sources (LIS/Thomas, American Memory, LC Web pages, and the bibliographic catalogs [ILS]). The initiative will support searching with the commonly used data standard (XML) that Congress is now applying to the preparation of its publications**. As the House and Senate develop and implement new authoring systems that support XML, they expect the Library to have a search engine and related software that can also handle XML. CRS will be partnering with the ITS Office to identify the requirements, develop solutions, and procure, migrate, configure, and optimize the new search engine tools.

- **Facilities Management** — An increase of **\$1.880 million and nine FTEs** are requested to **modernize the Library's facilities services, supporting space management (\$1.658M/8 FTEs) and custodial services (\$222K/1 FTE)**. The Library's Facilities Services Division cannot effectively meet current and future Library space support requirements and lacks flexibility to respond to the Library's rapidly changing needs. Multiple internal and external audits and studies of Facilities Services have identified fundamental problems in facilities programs that only division-wide modernization and workforce development can improve. The funding request addresses the most urgent recommendations identified by the auditors, the ISS Director, and the Facilities Services management team. Implementation of these recommendations will allow the Library to meet industry standards for space utilization, increase the efficiency of all space-related projects, and enable rotated scheduling of preventive maintenance (reducing costly repairs Library-wide). These steps are especially important to the offices of Security and Emergency Preparedness and ITS.

Reduced funding for custodial services in recent years has resulted in a general deterioration of building conditions, and an additional \$196 thousand and one FTE (custodial work inspector) is needed to supplement the current contract. In addition, between FY 2005-2009,

Ft. Meade will add 335 thousand square feet of space to the Library's custodial services requirements. The Library requests \$26 thousand to fund these additional services.

- **Personnel Management** — A total of **\$1.335 million is requested to upgrade the Library's personnel hiring system**. The future of all of the Library's efforts depends on our greatest asset - the expertise, intellect, and dedication of a Library staff that makes our vast collections and services relevant and accessible. Library management must be able to train, develop, and renew its staff and add fresh talent to sustain the Library's leadership role amidst the massive technological changes in the 21st century. The Library's Human Resources Services' (HRS), continued improvement requires a fully integrated and comprehensive Web-based Human Resource Information System (HRIS) that interfaces with the Library's payroll provider. Funding of \$1.335 million is requested in FY 2005 to procure and implement staffing and classification modules that will be integrated with the emerging HRIS.

ARCHITECT OF THE CAPITOL — LIBRARY OF CONGRESS RELATED PROJECTS

The Architect of the Capitol (AOC) is responsible for the structural and mechanical care and maintenance of the Library's buildings and grounds. In coordination with the Library, the AOC has requested an FY 2005 budget of **\$160.7 million**, an increase of **\$121.8 million for Library-related work and support**. The AOC budget includes funding for six client improvement projects requested by the Library. The two most significant projects are (1) continuation of the Ft. Meade construction program by the construction of Book Storage Modules 3 and 4 (\$40.5M) and (2) construction of the Copyright Deposit Facility (\$59.165M). Both of these capital improvement projects are critical in addressing storage and preservation deficiencies, serious environmental and fire safety issues, and employee safety issues. To delay funding for this construction exacerbates an already critical situation. Funding is also requested for increased space modifications (\$150K), construction of six secure storage rooms/vaults (\$860K), a dishwashing machine for the Madison cafeteria (\$210K), and a book conveyor integration and upgrade study (\$400K). The Library strongly recommends the approval of the AOC's Library Buildings and Grounds budget, which is essential for the Library's mission.

LEGISLATIVE INITIATIVES

The Library has proposed language to extend, by five years, the period for securing commitments from partners to join the National Digital Information Infrastructure and Preservation Program (NDIIPP) and contribute matching funds, and clarifies that received matching amounts may include grants, cooperative agreements, contracts, and other legally enforceable pledge agreements entered into before 2010.

Language is also proposed to prohibit the transfer of funds to the State Department (DOS) from the Library of Congress for the construction of embassies. The State Department is proposing the establishment of a Capital Security Cost-Sharing Program that, by FY 2009, would cost the Library as much as and possibly more than its total present budget for its overseas offices. By FY 2009, the Library would be paying DOS approximately \$7.4 million for 202 positions located in 12 locations — 95 percent of which are located in only six locations. This assessment is equivalent to 90 percent of the Library's FY 2004 total overseas budget of \$8.231 million. The DOS proposal does not follow government cost-sharing standards and would unfairly levy additional costs on the Library's overseas acquisitions programs.

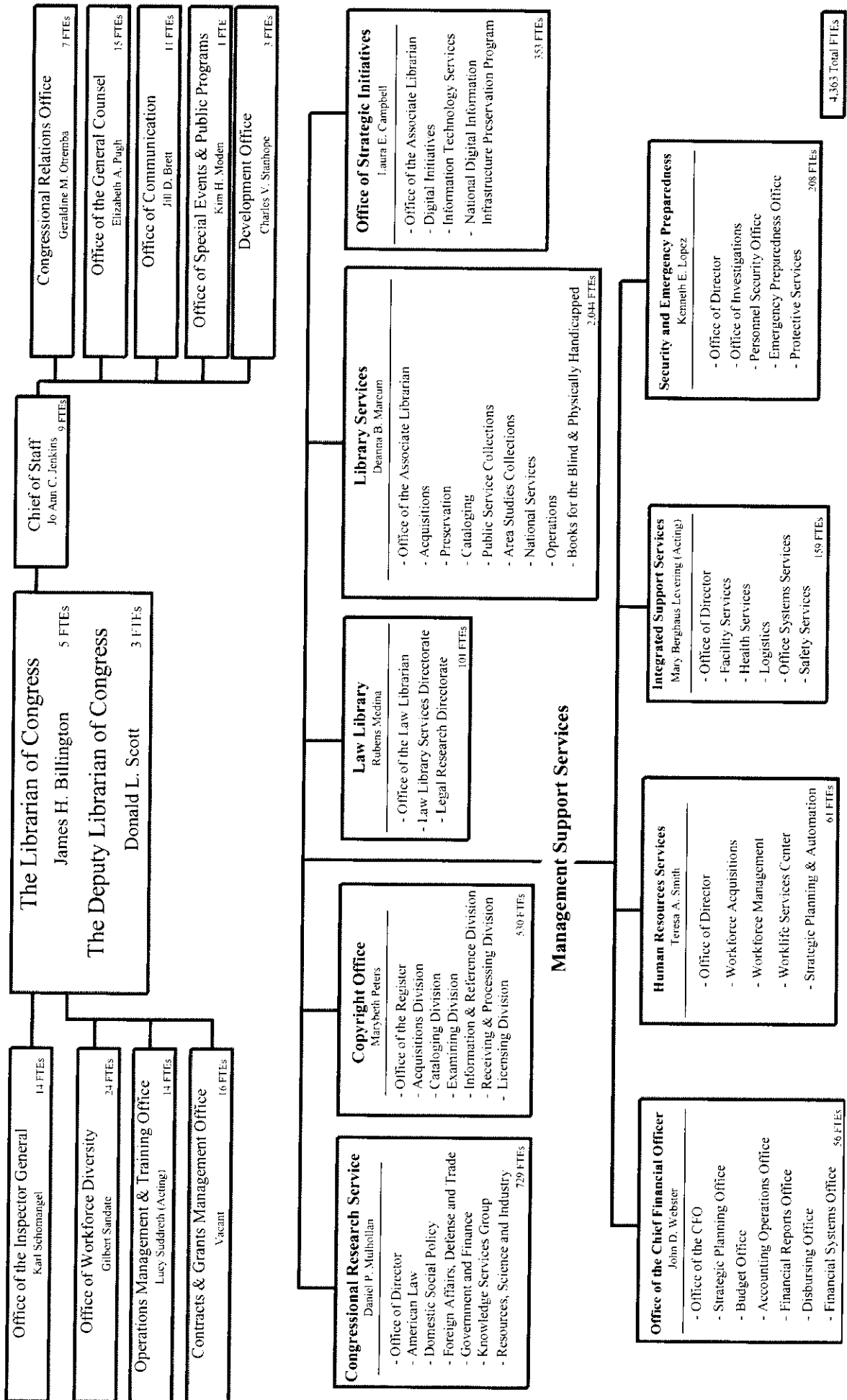
CONCLUSION

As the keeper of America's — and much of the world's — creative and intellectual achievements, the Library of Congress is keenly aware of its awesome responsibility.

The Library's Strategic Plan and supporting FY 2005 budget request will help ensure that this Library — the research and information arm of the national legislature and the world's largest storehouse of knowledge, and the mint record of America's creativity — continues its great tradition, which now also includes congressionally mandated leadership in the massive task of preserving digital material. All of this is needed to support the Congress, the public, and the democratic ideal.

The Library thanks the Congress for its continued support of our programs, and we look forward to working with the Congress as we prepare for the challenges in FY 2005 and beyond.

LIBRARY OF CONGRESS



Office of the Librarian

The Librarian of Congress

Directs the Library of Congress to create an environment that supports delivery of superior service to the Congress and the American people through effective communications and management of business, supporting processes, and financial resources that provides a safe and healthy workplace.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	5	0	5

The Deputy Librarian of Congress

As Chief Operating Officer, manages the day to day operations of the Library of Congress

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	0	0	0
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	3	0	3

Total FTEs - 8

Office of the Inspector General

The Office of the Inspector General prevents and detects fraud, waste, abuse and mismanagement in Library of Congress programs. The office performs financial, contract, IT, security, and performance audits and administrative investigations.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	10	0	10
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	14	0	14

Total FTEs - 14

Office of Workforce Diversity

The Office of Workforce Diversity (OWD) is responsible for creating a workplace environment that recognizes and respects the racial, ethnic, gender, cultural and other differences the Library's employees bring to the workplace, and to value the contributions they make to enable the Library to accomplish its mission. OWD manages the Library's Affirmative Action and Special Programs Office (AASPO), the Dispute Resolution Center (DRC), and the Equal Employment Opportunity (EEO) Complaints Office.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	9	0	9
GS 7 - 12/WG Equivalent :	10	0	10
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs:	24	0	24

Total FTEs - 24

Operations Management & Training Office

The Operations, Management & Training Office is responsible for providing support to the Deputy Librarian in his role as Chief Operating Officer in order to, enhance the Librarian's ability to respond to Congressional directives, implement operational policy across library boundaries, strengthen the Librarian's communication, collaboration and delivery of support services, provide oversight and staffing to the Management Control Program Committee and create and maintain the proper training infrastructure, resources, assessment tools and tracking system to ensure a highly skilled, well-developed and diverse workforce.

Total FTEs - 14

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	6	0	6
Total FTEs:	14	0	14

Contracts and Grants Management Office

Provides comprehensive contracting and grants management support for the Library; manages all procurement activity for the Library; provides administrative, managerial and technical direction, and policy guidance for the Library's grant programs.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	10	0	10
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	16	0	16

Note: The Chief's position is currently vacant and both the Contracts and Grants Officers report directly to the Deputy Librarian of Congress.

Total FTEs - 16

Total FTEs - 46

Office of the Chief of Staff

Manages the Office of the Librarian Service Unit and serves as key advisor to the Librarian for policy development and agency decision-making.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	9	0	9

Congressional Relations Office

Ensures that the Library efficiently and effectively meets Congressional requirements, internal priorities, improve annual audit requirements and external expectations.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	7	0	7

Office of the General Counsel

Provides timely legal support and advice for the Library's initiatives and legal requirements.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	5	0	5
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	15	0	15

Office of Communication

Maintains and develops the Library's communications and public relations functions; protects the Library's good name and image; maintains contact with online news outlets.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	11	0	11

Office of Special Events & Public Programs

Coordinates and manages all aspects of Library of Congress special and public events.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	0	0	0
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	1	0	1

Development Office

To reach agency fundraising goal and coordinate and track all fundraising activities throughout the Library.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	3	0	3

Congressional Research Service

Office of the Director

Administers Congressional Research Service in accordance with provisions of the Legislative Reorganization Act of 1946, to include determining personnel requirements; delivery of services to the Congress; establishing and changing the Service organization to accomplish the mission as required. The Office of the Director includes the Office of Congressional Affairs & Counselor to the Director, the Office of Legislative Information, Workforce Development Office, Finance and Administrative Office.

	GS	WG	TOTAL
SL/WG Equivalent:	10	0	10
GS 15/WG Equivalent :	24	0	24
GS 13 - 14/WG Equivalent :	64	0	64
GS 7 - 12/WG Equivalent :	69	0	69
GS 1 - 6/WG Equivalent :	12	0	12
Total FTEs :	179	0	179

Total FTEs - 729

American Law

Provides Congress with legal analysis and information.

	GS	WG	TOTAL
SL/WG Equivalent:	6	0	6
GS 15/WG Equivalent :	27	0	27
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	23	0	23
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs :	62	0	62

Domestic & Social Policy

Provides Congress with research and analysis on domestic social policies and programs.

	GS	WG	TOTAL
SL/WG Equivalent:	8	0	8
GS 15/WG Equivalent :	48	0	48
GS 13 - 14/WG Equivalent :	20	0	20
GS 7 - 12/WG Equivalent :	24	0	24
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	101	0	101

Foreign Affairs, Defense, & Trade

Provides Congress with research and analysis on political and economic developments.

	GS	WG	TOTAL
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent :	56	0	56
GS 13 - 14/WG Equivalent :	12	0	12
GS 7 - 12/WG Equivalent :	19	0	19
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs :	93	0	93

Government & Finance

Provides Congress with research and analysis on issues involving finance and government.

	GS	WG	TOTAL
SL/WG Equivalent:	10	0	10
GS 15/WG Equivalent :	30	0	30
GS 13 - 14/WG Equivalent :	11	0	11
GS 7 - 12/WG Equivalent :	30	0	30
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	81	0	81

Knowledge Services Group

Provides a full range of information services that support both the Congress and CRS staff.

	GS	WG	TOTAL
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	61	0	61
GS 7 - 12/WG Equivalent :	41	0	41
GS 1 - 6/WG Equivalent :	13	0	13
Total FTEs :	120	0	120

Resources, Science & Industry

Provides Congress with research and analysis on natural resources, science, technology, industry, and infrastructure.

	GS	WG	TOTAL
SL/WG Equivalent:	7	0	7
GS 15/WG Equivalent :	44	0	44
GS 13 - 14/WG Equivalent :	16	0	16
GS 7 - 12/WG Equivalent :	25	0	25
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	93	0	93

Copyright Office

Office of the Register

The Register of Copyrights has responsibility under the Copyright Act for directing the Copyright Office; administering the copyright law of the United States; promulgating copyright regulations; advising Congress and other Government agencies on copyright issues; and working with executive branch agencies to protect U.S. works abroad. The Office of the Register includes the General Counsel, the Associate Register for Policy and International Affairs, the Chief Operating Officer, the Administrative Office, and the Copyright Automation Group.

	GS	WG	TOTAL
SL/WG Equivalent:	5	0	5
GS 15/WG Equivalent :	13	0	13
GS 13 - 14/WG Equivalent :	17	0	17
GS 7 - 12/WG Equivalent :	27	0	27
GS 1 - 6/WG Equivalent :	3	0	3
Total FTEs :	65	0	65

Total FTEs - 530

Acquisitions Division

Responsible for the enforcement of the mandatory deposit requirements of Section 407 of the copyright law and for acquiring works for the Library's collections not obtained as regulation deposits.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	10	0	10
GS 1 - 6/WG Equivalent :	6	0	6
Total FTEs :	18	0	18

Cataloging Division

Records a bibliographic description and the copyright facts for all works registered in the Copyright Office; creates a public record of documents submitted for recordation.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	80	0	80
GS 1 - 6/WG Equivalent :	11	0	11
Total FTEs :	97	0	97

Examining Division

Responsible for examining all applications and deposits submitted for copyright and copyright-related registration for acceptability under copyright law, court decisions and Copyright Office regulations.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	14	0	14
GS 7 - 12/WG Equivalent :	89	0	89
GS 1 - 6/WG Equivalent :	15	0	15
Total FTEs :	119	0	119

Information & Reference Division

Responsible for responding to all copyright information and reference requests including forms, publications and search reports; maintaining the Office website; managing the information and publications programs; preparing certifications and other legal documents; and preserving and maintaining copyright related records.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	5	0	5
GS 7 - 12/WG Equivalent :	41	0	41
GS 1 - 6/WG Equivalent :	21	2	23
Total FTEs :	68	2	70

Receiving and Processing Division

Responsible for receiving all incoming and dispatching all outgoing materials, establishing necessary controls for material in process and searching, assembling and expediting material for processing; maintaining accounts and related reports on fees received and services rendered.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	55	0	55
GS 1 - 6/WG Equivalent :	73	0	73
Total FTEs :	130	0	130

Licensing Division

Responsible for administering the provisions of the copyright law sections on statutory licenses and obligations; collects royalty fees from cable operators, satellite carriers and importers & manufacturers of digital audio recording products.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	19	0	19
GS 1 - 6/WG Equivalent :	9	0	9
Total FTEs :	31	0	31

LAW LIBRARY

Office of the Law Librarian

The Office of the Law Librarian provides policy and program direction as well as support to Directorates and support functions of the Law Library which collectively provide innovative legal research and reference to the Law Library's various constituencies.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	11	0	11
GS 7 - 12/WG Equivalent :	13	0	13
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	27	0	27

Total FTEs - 101

Law Library Services Directorate

Responsible for developing policies and coordinating all aspects of congressional and public legal information services and to insure uniformity of its collections and services with other divisions of the Library of Congress.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	27	0	27
GS 1 - 6/WG Equivalent :	6	0	6
Total FTEs :	42	0	42

Legal Research Directorate

Responsible for legal and legislative analytical research and reference services, dealing with issues concerning international, comparative, and interrelated national laws, and developing the Law Library's international and comparative Law collections.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	14	0	14
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	11	0	11
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	32	0	32

Library Services

Office of the Associate Librarian

Library Services organizes, preserves, secures, and sustains for the present and future use of the Congress and the Nation a comprehensive record of American history and creativity and a universal collection of human knowledge.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent:	1	0	1
GS 7 - 12/WG Equivalent:	2	0	2
GS 1 - 6/WG Equivalent:	2	0	2
Total FTEs:	8	0	8

Total FTEs - 2,044

Acquisitions

Responsible for acquiring materials for the Library's collections in the most timely and cost effective manner and making them accessible.

	GS	WG	TOTAL
SL/WG Equivalent:	2	0	2
GS 15/WG Equivalent:	8	0	8
GS 13 - 14/WG Equivalent:	37	0	37
GS 7 - 12/WG Equivalent:	218	0	218
GS 1 - 6/WG Equivalent:	34	0	34
Total FTEs:	299	0	299

Preservation

Responsible for providing prospective and retrospective preservation treatments for Library materials in all formats.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	7	0	7
GS 13 - 14/WG Equivalent:	10	0	10
GS 7 - 12/WG Equivalent:	109	0	109
GS 1 - 6/WG Equivalent:	14	2	16
Total FTEs:	143	2	145

Cataloging

Responsible for providing leadership to the library and information communities and innovative and effective bibliographic access to onsite and remote resources.

	GS	WG	TOTAL
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent:	7	0	7
GS 13 - 14/WG Equivalent:	135	0	135
GS 7 - 12/WG Equivalent:	338	0	338
GS 1 - 6/WG Equivalent:	31	0	31
Total FTEs:	515	0	515

Public Service Collections

Responsible for providing leadership to the library and information communities and innovative and effective bibliographic access to onsite and remote resources.

	GS	WG	TOTAL
SL/WG Equivalent:	12	0	12
GS 15/WG Equivalent:	8	0	8
GS 13 - 14/WG Equivalent:	168	0	168
GS 7 - 12/WG Equivalent:	334	7	341
GS 1 - 6/WG Equivalent:	143	29	172
Total FTEs:	663	36	701

Area Studies Collections

Responsible for providing collections development, collections management, reference, research, research opportunities, and public programming, incorporating materials in most world languages and formats, using on and off-site resources, for a diverse clientele.

	GS	WG	TOTAL
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	34	0	34
GS 7 - 12/WG Equivalent:	34	0	34
GS 1 - 6/WG Equivalent:	10	0	10
Total FTEs:	83	0	83

National Services

Responsible for providing programs and services to specific audiences or customers, through the Cataloging Distribution Service, Federal Library Information Center and Committee; also includes Center for the Book, Interpretive Programs Office, Publishing Office, the Retail Marketing Office and Visitor Services Office.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	3	0	3
GS 13 - 14/WG Equivalent:	21	0	21
GS 7 - 12/WG Equivalent:	42	0	42
GS 1 - 6/WG Equivalent:	6	0	6
Total FTEs:	75	0	75

Operations

Responsible for creating and maintaining a world-class enabling Infrastructure for Library Services.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	8	0	8
GS 13 - 14/WG Equivalent:	45	0	45
GS 7 - 12/WG Equivalent:	29	0	29
GS 1 - 6/WG Equivalent:	5	0	5
Total FTEs:	90	0	90

Books for the Blind & Physically Handicapped

NLS administers a national reading program for blind and physically handicapped residents of the U.S. and U.S. citizens living abroad. Books and magazines in braille, recorded format and specially designed playback equipment are produced and distributed through state and local library networks.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	3	0	3
GS 13 - 14/WG Equivalent:	30	0	30
GS 7 - 12/WG Equivalent:	70	3	73
GS 1 - 6/WG Equivalent:	21	0	21
Total FTEs:	125	3	128

Office of Strategic Initiatives

Office of the Associate Librarian

Oversee institution-wide digital initiatives and lead the national program to build a preservation network and infrastructure for the nation's important digital assets. Includes management support and oversight for Information Technology Services.

	GS	WG	TOTAL
SL/WG Equivalent:	5	0	5
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	8	0	8
GS 1 - 6/WG Equivalent :	0	0	0
Total :	20	0	20

Total FTEs - 353

Digital Initiatives

Oversees the life cycle management of the Library's digital assets and implementation of library-wide institution digital initiatives; brings the Library's educational primary source materials online to local jurisdictions, teachers and classrooms.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	9	0	9
GS 13 - 14/WG Equivalent :	43	0	43
GS 7 - 12/WG Equivalent :	47	0	47
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	99	0	99

Information Technology Services

Responsible for the planning, analysis, design, development and maintenance of software and hardware system, telecommunications systems and services, and network architecture and software in support of Library mission and operations

	GS	WG	TOTAL
SL/WG Equivalent:	2	0	2
GS 15/WG Equivalent:	15	0	15
GS 13 - 14/WG Equivalent :	119	0	119
GS 7 - 12/WG Equivalent :	71	0	71
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs:	209	0	209

National Digital Information Infrastructure Preservation Program

Responsible for the establishment of a national network of committed partners, collaborating in a digital preservation architecture with defined roles and responsibilities.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	8	0	8
GS 13 - 14/WG Equivalent :	17	0	17
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	25	0	25

Office of the Chief Financial Officer

OCFO directs a comprehensive financial management program and is responsible for strategic planning, annual program performance planning, the formulation, presentation, and execution of the Library's budget, the establishment and monitoring of financial systems controlling the expenditure and reporting of funds, financial reporting, and the establishment of all budgetary and accounting standards.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent:	1	0	1
GS 7 - 12/WG Equivalent:	2	0	2
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	4	0	4

Total FTEs - 56

Strategic Planning Office

Responsible for coordinating the preparation of the strategic plan and annual program performance plans.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	3	0	3
GS 7 - 12/WG Equivalent:	0	0	0
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	4	0	4

Budget Office

Responsible for budget formulation, presentation and execution processes.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent:	7	0	7
GS 7 - 12/WG Equivalent:	2	0	2
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	10	0	10

Accounting Operations Office

Responsible for processing obligations and invoice payments for vendors, coordinating travel arrangements, and processing payroll transactions.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	2	0	2
GS 7 - 12/WG Equivalent:	7	0	7
GS 1 - 6/WG Equivalent:	4	0	4
Total FTEs:	14	0	14

Financial Reports Office

Responsible for preparing monthly, quarterly and annual reports to the Treasury, and financial statements for audit, coordinating cost accounting and reconciling of accounts.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	4	0	4
GS 7 - 12/WG Equivalent:	6	0	6
GS 1 - 6/WG Equivalent:	3	0	3
Total FTEs:	14	0	14

Disbursing Office

Responsible for payment of invoices via EFT and check, processing receipts, and handling of investments.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent:	1	0	1
GS 7 - 12/WG Equivalent:	4	0	4
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	5	0	5

Financial Systems Office

Responsible for the monitoring, enhancing and upgrading of the Library's central financial system.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	4	0	4
GS 7 - 12/WG Equivalent:	0	0	0
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	5	0	5

Human Resources Services

Office of the Director of Human Resources Services

In partnership with the service and infrastructure units, HRS designs and implements the policies, procedures, and systems to build, develop, and manage the workforce to support the Library's mission and priorities.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	0	0	0
GS 7 - 12/WG Equivalent:	1	0	1
GS 1 - 6/WG Equivalent:	0	0	0
Total:	3	0	3

Total FTEs - 61

Workforce Acquisitions

Responsible for recruiting and hiring a diverse and talented workforce through innovative strategies that emphasize speed and flexibility.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent:	7	0	7
GS 7 - 12/WG Equivalent:	9	0	9
GS 1 - 6/WG Equivalent:	1	0	1
Total FTEs:	19	0	19

Workforce Management

Responsible for managing all aspects of labor and employee relations and performance management programs for the Library.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent:	5	0	5
GS 7 - 12/WG Equivalent:	5	0	5
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	11	0	11

Worklife Services Center

Responsible for providing benefits, retirement, and employee assistance counseling as well as a wide-ranging array of human resources services and information to Library managers and staff.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent:	3	0	3
GS 7 - 12/WG Equivalent:	13	0	13
GS 1 - 6/WG Equivalent:	1	0	1
Total FTEs:	19	0	19

Strategic Planning & Automation

Responsible for ensuring human resources alignment to Library strategic goals and objectives; supporting workforce planning; and identifying and implementing electronic solutions to human resources needs.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent:	3	0	3
GS 7 - 12/WG Equivalent:	4	0	4
GS 1 - 6/WG Equivalent:	0	0	0
Total FTEs:	9	0	9

Integrated Support Services

Office of the Director

Responsible for planning, managing, and providing infrastructure support to the Library to include printing, graphics, transportation, mail, freight, and logistic services; operation, utilization and renovation of all facilities, management of Library parking program and ensuring the health and safety of staff, visitors and contractors. The Office of the Director plans, manages and provides oversight to all ISS functional activities, including budget, information technology, administrative and personnel support.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	8	0	8
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs:	15	0	15

Total FTEs - 159

Facility Services

Plans, designs and provides oversight of construction, alterations and operations of Library buildings and grounds; manages custodial and food services programs and the use and operation of public meeting spaces.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	24	3	27
GS 1 - 6/WG Equivalent :	5	12	17
Total FTEs:	38	15	53

Health Services

Develops and administers the Library's occupational health and medicine program, workers compensation program, and all public and work-force health issues; first responder to medical emergencies.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	6	0	6
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	10	0	10

Logistics

Responsible for utilization, inventory control and disposal of Library furniture and equipment; management of reimbursable supply operation, including a warehouse; the receipt, storage and deliveries of supplies and materials.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	9	5	14
GS 1 - 6/WG Equivalent :	1	7	8
Total FTEs:	11	12	23

Office Systems Services

Responsible for Library's correspondence and records management program, transportation services, printing, duplication, mail and messenger services and the loading dock operation.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	23	14	37
GS 1 - 6/WG Equivalent :	7	2	9
Total FTEs:	34	16	50

Safety Services

Manages Library fire prevention, safety, environmental health and environmental compliance programs; provides advice and guidance to agency safety committee; conducts periodic safety and environmental health evaluations; and develops hazard abatement plans.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	5	0	5
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	8	0	8

Security and Emergency Preparedness

Office of the Director of Security and Emergency Preparedness

The Office of the Director of Security and Emergency Preparedness provides and maintains security of Library staff and visitors; safeguards Library facilities, collections, assets, and information; maintains personnel security and suitability programs; executes an investigations program responsible for criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library programs and operations; and manages the Library's Emergency Preparedness Program.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total :	6	0	6

Total FTEs - 208

Office of Investigations

Responsible for conducting criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library programs and operations, including collections thefts and mutilations.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	3	0	3

Personnel Security Office

Responsible for administering the Library's personnel security and suitability programs; initiating and adjudicating background investigations to determine suitability of employees and contractors; and determining security clearance eligibility of individuals requiring access to classified national security information.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	5	0	5

Emergency Preparedness Office

Responsible for managing the Library's Emergency Preparedness Program, including staff training, exercises, plan review, and incident response and recovery; management of the Library's Emergency Management Center; and coordination with Library officers and outside agencies on emergency preparedness.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	4	0	4

Protective Services

Responsible for administering the Library's program for the protection of staff, visitors, collections, and equipment; the Library's Information Security Program for classified materials; the operation of the Library of Congress Police; and electronic and physical security services.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	181	0	181
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs*:	190	0	190

* Includes 181 Special Police Personnel

Library of Congress

Resource Summary by Appropriation

(Dollars in Thousands)

<u>Appropriation</u>	<u>FY 2003 Actual</u>	<u>FY 2004 Enacted ¹</u>	<u>FY 2005 Request</u>	<u>Change</u>
Library of Congress, S & E				
Total Budget	\$365,719	\$368,709	\$393,931	+ \$25,222
Total Offsetting Collections		<u>- 6,810</u>	<u>- 6,350</u>	<u>+ 460</u>
Total Appropriation	\$365,719	\$361,899	\$387,581	+ \$25,682
Copyright Office, S & E				
Total Budget	\$ 43,572	\$ 48,005	\$ 53,518	+ \$ 5,513
Total Offsetting Collections		<u>- 29,489</u>	<u>- 34,149</u>	<u>- 4,660</u>
Total Appropriation	\$ 43,572	\$ 18,516	\$ 19,369	+ \$ 853
Congressional Research Service, S & E	\$ 87,991	\$ 91,185	\$100,734	+ \$ 9,549
Books for the Blind and Physically Handicapped, S & E				
Handicapped, S & E	\$ 48,777	\$ 51,401	\$ 53,937	+ \$ 2,536
Total Budget	\$546,059	\$559,300	\$602,120	+ \$42,820
Total Offsetting Collections		<u>- 36,299</u>	<u>- 40,499</u>	<u>- 4,200</u>
Total Appropriations	\$546,059	\$523,001	\$561,621	+ \$38,620

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

Library of Congress

Resource Summary by Appropriation/PPA

(Dollars in Thousands)

Appropriation/PPA	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	Change
Library of Congress, S&E				
National Library:				
National Library - Basic	\$171,430	\$187,342	\$199,479	+ \$12,137
Purchase of Library Materials	11,415	11,478	14,519	+ 3,041
Office of Strategic Initiatives	97,348	77,630	75,958	- 1,672
Cataloging Distribution Service	4,409	7,356	6,700	- 656
Law Library	12,051	12,936	13,859	+ 923
Management Support Services:				
Office of the Librarian	15,674	20,185	21,253	+ 1,068
Human Resources Services	8,371	7,118	8,743	+ 1,625
Integrated Support Services	25,631	24,534	27,496	+ 2,962
Security & Emergency Preparedness	<u>19,390</u>	<u>20,130</u>	<u>25,924</u>	<u>+ 5,794</u>
Total, LC, S&E, Budget	\$365,719	\$368,709	\$393,931	+ \$25,222
CDS & Law Library Offsetting Collections	_____	- 6,810	- 6,350	+ 460
Total, LC, S&E, Appropriation	\$365,719	\$361,899	\$387,581	+ \$25,682
Copyright Office, S&E				
Basic	\$ 37,925	\$ 41,700	\$ 47,022	+ \$ 5,322
Licensing	3,178	3,628	3,762	+ 134
CARP	<u>2,469</u>	<u>2,677</u>	<u>2,734</u>	<u>+ 57</u>
Total, Copyright, S&E, Budget	\$ 43,572	\$ 48,005	\$ 53,518	+ \$5,513
Basic Offsetting Collections	_____	-23,183	-27,653	- 4,470
Licensing & CARP Offsetting Collections	_____	- 6,306	- 6,496	- 190
Total, CO, S&E, Appropriation	\$ 43,572	\$ 18,516	\$ 19,369	+ \$ 853
Congressional Research Serv, S&E	\$ 87,991	\$ 91,185	\$100,734	+ \$ 9,549
BBPH, S&E	\$ 48,777	\$ 51,401	\$ 53,937	+ \$ 2,536
Total Budget	\$546,059	\$559,300	\$602,120	+ \$42,820
Total Offsetting Collections	_____	- 36,299	- 40,499	- 4,200
Total Appropriations	\$546,059	\$523,001	\$561,621	+ \$38,620

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

Library of Congress
Total Funds Available - All Sources
(Dollars in Thousands)

	FY 2003 Actual	FY 2004 Budget	FY 2005 Estimate
Annual appropriation to the Library of Congress	\$503,175	\$523,001	\$561,621
Appropriation transfers to/from the Library of Congress:			
Transfer to Abraham Lincoln Bicentennial Commission	(497)	(249)	(250)
Receipts:			
Sales of catalog cards and publications	4,554	6,462	6,000
Collections to Global Legal Information Network	9	348	350
Copyright fees	23,170	23,183	27,653
Licensing fees	4,983	6,306	6,496
Annual appropriations for Library Buildings to the Architect of the Capitol:			
Structural and Mechanical Care	37,521	39,159	160,678
Gift and Trust Funds ¹	17,271	19,070	21,504
Revolving Funds	69,105	103,908	105,921
Reimbursable Program	6,500	1,058	1,064
Total.....	\$665,791	\$722,246	\$891,037

¹ Includes new gift and trust fund contributions and income realized: excludes prior-year carryover funds.

Library of Congress Statement of Receipts

(Dollars in Thousands)

Statement of Receipts, Treasury Department General Fund Account			
	FY 2003 Actual	FY 2004 Estimate	FY 2005 Estimate
Other miscellaneous receipts	\$251	\$300	\$300
Total receipts into general fund account	\$251	\$300	\$300
Statement of Receipts, Payments to Copyright Owners			
Receipts from Fees, Cable Television, Satellite, and Dart	\$200,288	\$203,717	\$216,024
Receipts from Interest on Investments in Public Debt Securities	8,980	12,943	20,559
Total receipts into general fund account	\$209,268	\$216,660	\$236,583

Library of Congress

Staffing Summary By Appropriation - FTEs

(Dollars in Thousands)

<u>Direct Funded by Appropriation</u>	<u>FY 2003 Actual</u>	<u>FY 2004 Enacted</u>	<u>FY 2005 Request</u>	<u>Change</u>
Library of Congress, S & E	2,711	2,896	2,976	+ 80
Copyright Office, S & E	507	530	530	0
Congressional Research Service, S & E	692	729	729	0
Books for the Blind and Physically Handicapped, S & E	<u>110</u>	<u>128</u>	<u>128</u>	<u>0</u>
Total, Agency	<u>4,020</u>	<u>4,283</u>	<u>4,363</u>	<u>+ 80</u>

Library of Congress

Staffing Summary By Appropriation/PPA - FTEs

(Dollars in Thousands)

<u>Direct Funded by Appropriation/PPA</u>	<u>FY 2003 Actual</u>	<u>FY 2004 Enacted</u>	<u>FY 2005 Request</u>	<u>Change</u>
Library of Congress, S&E				
National Library:				
National Library - Basic	1,813	1,855	1,876	+ 21
Purchase of Library Materials	0	0	0	+ 0
Office of Strategic Initiatives	300	353	353	+ 0
Cataloging Distribution Service	32	40	40	+ 0
Law Library	81	101	101	+ 0
Management Support Services:				
Office of the Librarian	137	176	178	+ 2
Human Resources Services	56	61	61	+ 0
Integrated Support Services	139	147	159	+ 12
Security & Emergency Preparedness	<u>153</u>	<u>163</u>	<u>208</u>	<u>+ 45</u>
Total, Library of Congress, S&E	2,711	2,896	2,976	+ 80
Copyright Office, S&E				
Basic	472	492	492	+ 0
Licensing	30	32	32	+ 0
CARP	<u>5</u>	<u>6</u>	<u>6</u>	<u>+ 0</u>
Total, Copyright Office, S&E	507	530	530	+ 0
Congressional Research Service, S&E	692	729	729	+ 0
BBPH, S&E	<u>110</u>	<u>128</u>	<u>128</u>	<u>+ 0</u>
Total, Agency	4,020	4,283	4,363	+ 80

The Library of Congress Comparison of Appropriations, Staff, and Workload Statistics FY 1999 - 2004

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004 Budget	Change FY 1999-2004	% Change
LIBRARY APPROPRIATIONS - ACTUAL								
FULL-TIME EQUIVALENT (FTE) POSITIONS (Appropriated)	\$391,660,000	\$427,457,610	\$550,347,401	\$525,837,000	\$539,496,502	\$559,299,548	\$167,639,548	+ 42.8%
SIZE OF LIBRARY COLLECTIONS	3,923	3,919	3,819	3,947	4,020	4,283	360	+ 9.2%
118,993,629	120,976,339	124,247,602	126,060,980	127,720,880	129,500,000	10,506,371	+ 8.8%	
WORKLOAD STATISTICS:								
Unprocessed Library Arrearages	19,793,689	19,215,629	21,142,980	20,065,008	20,422,598	20,425,000	631,311	+ 3.2%
CRS - Requests and Services Provided Congress	545,663	584,384	711,612	811,467	875,197	908,000	362,337	+ 66.4%
Loans of Collections to Congress	26,193	29,276	25,713	25,099	29,454	30,000	3,807	+ 14.5%
Copyright Claims Registered	594,501	515,612	601,659	521,041	534,122	550,000	-44,501	- 7.5%
Copyright Inquires	436,627	385,513	339,658	358,604	371,446	385,000	-51,627	- 11.8%
Services to the Blind and Physically Handicapped (BPH) - Readership	764,600	759,000	742,000	695,907	766,137	742,000	-22,600	- 3.0%
BPH - Books and Magazines; Total Circulated	22,665,000	22,825,000	23,100,000	23,464,309	23,780,639	23,074,000	409,000	+ 1.8%
BPH - New Braille, Audio Books, and Magazines Titles	2,647	2,729	2,638	2,663	2,764	2,764	117	+ 4.4%
Print Materials Cataloged	205,893	224,544	273,534	310,235	269,568	300,000	94,107	+ 45.7%
National Coordinated Cataloging Operation (NACO) - LC Contribution	80,176	80,066	90,542	88,475	93,584	90,000	9,824	+ 12.3%
National Coordinated Cataloging Operation - Outside Contribution	133,011	128,160	143,031	162,363	176,487	180,000	46,989	+ 35.3%
Exhibits, Displays, and Publications (Funded by Appropriations)	25	32	35	37	23	27	2	+ 8.0%
Regular Tours (Participants)	64,489	59,536	105,988	112,423	111,755	113,000	48,511	+ 75.2%
Reference Service	967,387	912,120	828,533	775,115	715,479	715,000	-252,387	- 26.1%
Main Reading Room and Five Other Reading Rooms Hours Per Week	65	65	65	65	65	65	0	0.0%
Items Circulated	1,767,565	1,694,582	1,580,162	1,362,724	1,375,807	1,400,000	-367,565	- 20.8%
Preservation Treatment - Original Format ¹	472,027	263,817	326,623	666,422	1,591,735	1,650,000	1,177,973	+ 249.6%
Mainframe Computer Transactions ²	331,103,221	85,217,677	63,913,258	109,008,458	111,175,428	111,200,000	-219,903,221	- 66.4%
Integrated Library System Input/Update Transactions ²	0	59,319,648	65,663,286	91,834,274	96,495,434	106,449,700	106,449,700	+ 100.0%
Machine Readable Cataloging (MARC) Records	28,890,000	29,633,607	31,103,700	31,638,841	33,758,594	37,134,500	8,244,500	+ 28.5%
Internet Transactions (i.e., LOCIS, MARVEL, WORLD-WIDE-WEB, and THOMAS public transactions)	728,226,616	931,256,160	1,283,747,169	2,039,288,542	2,620,884,359	2,882,972,800	2,154,746,184	+ 295.9%

January 2004

¹ The mass deacidification of paper sheets is a new process that was begun in FY 2003. There were 1,000,000 sheets processed.

² The Integrated Library System (ILS) number is a measure of input/update activity for the ILS database. Because of the integrated nature of the ILS, each input/update transaction represents more than one change to tables in the database. Mainframe computer transactions declined at a greater rate than ILS input/update transactions increased because duplicate data entry transactions were eliminated when multiple non-integrated systems were replaced by the ILS.

**Library of Congress
FY 2005
Supplemental Data on Mandatory Increases
(Dollars in Thousands)**

Category	LC, S&E	CO, S&E	CRS, S&E	BBPH, S&E	Total
<u>Mandatory</u>					
1. Pay Raises:					
1a. January 2005 Pay Raise	\$5,875	\$935	\$2,105	\$223	\$9,138
1b. Foreign Service Nationals (FSN) Pay Raise	282	0	0	0	282
2. Annualization of January 2004 Pay Raise	3,580	569	1,279	136	5,564
3. Within-grade (WIG) Increases	1,961	311	762	75	3,109
4. Child Care Center Benefits Adjustment	30	0	0	0	30
5. Workers' Compensation	39	0	0	0	39
6. Overtime Rate Adjustment per P.L. 108-136	28	2	0	0	30
7. One Less Day	(918)	(145)	(325)	(34)	(1,422)
Sub-total, Mandatory Increases	\$10,877	\$1,672	\$3,821	\$400	\$16,770
<u>Relatively Uncontrollable Costs</u>					
8. Career Ladder Promotions	0	0	293	0	293
<u>Relatively Controllable Costs</u>					
	0	0	0	0	0
Total Mandatory Increases	\$10,877	\$1,672	\$4,114 ¹	\$400	\$17,063

¹ Does not include requested PC&B adjustment of \$2.71 million, as this increase is being reflected as a program increase, not a mandatory increase in the FY 2005 budget document.

Explanation of Calculations

- 1a. January 2005 pay raise calculated at 2.52% of pay base. (COLA of 3.5% X 9 months or 75%, less 4% lapse rate).
- 1b. Pay raise for overseas foreign service nationals. Computation based on individual country rates, provided by the Department of State, applied to pay base. Country rates used for FY 2005 are as follows: Brazil - 5.2%; Egypt - 15%; Kenya - 10%; India - 10%; Pakistan - 7%; and Indonesia 6.5%.
2. January 2004 pay raise annualization calculated at 1.5696% of pay base. (Reflects the sum of: 1) COLA of 4.41% x 3 months or 25%, and 2) the difference between the budgeted FY 2004 pay raise of 3.7% and the actual pay raise of 4.41% (.71%) X nine months or 75%, less 4% lapse).
3. Within grade increase calculation based on historical data, at .864% of pay base (Rate = .9% less 4% lapse rate).
4. Government share of personnel benefits for employees of Child Care Center. Congress has mandated the Library of Congress to pay all benefits for these employees. Rate based on increased participation in Federal benefits.
5. Increase needed over FY 2004 base to fund the Library of Congress' FY 2005 Workers' Compensation bill. Total FY 2005 allocation provided by the Department of Labor.
6. The Defense Authorization Bill, P.L. 108-136, raised the overtime pay cap for GS-12-05 and above to an actual hourly rate vs. capped at the GS-10-01 level. The Library recalculated its FY 2003 actual overtime, using the new rate, to determine the minimal increase needed to fund overtime in FY 2005. Assumes a straight line of FY 2003 overtime, adjusted for pay raises.
7. FY 2005 has one less day -- 261 vs. 262 days. Pay base divided by 262 equals amount deducted for extra day.
8. Career ladder promotions based on CRS' actual career position projections for FY 2005, and historical trend analysis.

Library of Congress
Library of Congress, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	<u>Agency Request</u>	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	2,896	\$370,897
Minus: Rescission		- 2,188
Adjusted Appropriation, FY 2004		\$368,709
Non-recurring Costs:		
Meeting of the Frontiers	- 3	- 377
Lincoln Douglas Debates/Underground RR		- 497
Louisiana Purchase Bicentennial Celebration		- 497
Adventure of the American Mind		- 8,699
CDS Offsetting Collection Reduction		- 461
CDS Reduction in Appropriated Support.....		- 195
Police Command Center		- 735
Total, Non-recurring Costs	<u>-3</u>	<u>- 11,461</u>
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		5,875
Annualization of pay raise 2004		3,580
Annualization of pay raise 2004 (foreign)		282
Within-grade increases		1,961
Overtime Maximum Rate Adjustment		28
Child Care Center Benefits Adjustment		30
One Less Day		- 918
Accident Compensation		39
Total, Mandatory Pay and Related Costs		<u>10,877</u>
Price Level Changes		2,415
Program Increases:		
Acquisitions/Preservation/Access		
NAVCC - Culpeper	16	5,280
[NAVCC - LS-Basic]	[13]	[3,479]
[NAVCC - OSI-ITS]	[0]	[1,500]
[NAVCC - ISS]	[3]	[301]
GENPAC - Acquisition of Library Collections		2,538
Chinese Acquisitions Program	7	479
Law Library Reclassification of Collections.....		445
Mass Deacidification		948
Veterans History Project	4	1,035
Security		
Police Staffing	45	3,825
Security Equipment Maintenance.....		930
Intrusion-Detection System		1,000
IT Security Certification and Accreditation		720
IG Information Technology Audits	2	209
Infrastructure Support		
ITS Hardware/Software Maintenance		1,000
ITS Infrastructure Support		1,017
ITS XML Capability		750
ISS Facility Services Modernization	9	1,880
HRIS Modules Implementation	<u>0</u>	<u>1,335</u>
Total, Program Increases	83	23,391
Net Increase/Decrease	<u>80</u>	<u>\$ 25,222</u>
Total Budget	2,976	\$393,931
Total Offsetting Collections	<u>0</u>	<u>- 6,350</u>
Total Appropriation	2,976	\$387,581

Library of Congress
Library of Congress, Salaries and Expenses

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$177,721	\$192,098	\$205,177	+ \$13,079
12 Personnel Benefits	39,220	44,115	47,259	+ 3,144
13 Benefits for Former Personnel	114	148	153	+ 5
21 Travel	1,312	1,817	1,965	+ 148
22 Transportation of Things	744	906	935	+ 29
23 Rent, Communications and Utilities	5,480	7,551	7,881	+ 330
24 Printing and Reproduction	4,467	4,738	5,108	+ 370
25 Other Contractual Services	61,437	57,686	70,545	+ 12,859
26 Supplies and Materials	3,058	3,194	3,359	+ 165
31 Equipment	50,239	46,263	51,048	+ 4,785
41 Grants	21,908	9,943	250	- 9,693
42 Insurance Claims and Indemnities	11	1	1	0
43 Interest	9	0	0	0
94 Finance Transfers	0	249	250	+ 1
Total, Budget	\$365,720	\$368,709	\$393,931	+ \$25,222

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Library of Congress, Salaries and Expenses (LC, S&E) account supports several programs including the National Library, Office of Strategic Initiatives, Law Library and the Management Support Services (Office of the Librarian, Human Resource Services, Integrated Support Services, and Security and Emergency Preparedness).

FY 2005 BUDGET REQUEST

In FY 2005, the LC, S&E is requesting **\$393.931 million**, a net increase of \$25.2 million over FY 2004. Requested increase includes mandatory increases (\$10.9M), price level increases (\$2.4M), and program changes (\$23.4), offset by non-recurring costs (\$-11.5).

Program changes support a variety of initiatives including the National Audio-Visual Conservation Center at Culpeper, Virginia, Acquisitions and Classification of Library Materials, Physical Security, Space Management, Personnel Management, Information Technology, Mass Deacidification Program, Veterans History Project, and Inspector General staff capacity. All projects support the programs and staff of the Library and enhance its products, services, and customer satisfaction.

Detailed funding tables and justifications for each of the LC, S&E programs are provided under the next nine tabs.

Library of Congress
Library of Congress, Salaries and Expenses
National Library - Basic
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	FTE	Amount
Appropriation, FY 2004	1,855	\$188,454
Minus: Rescission		- 1,112
Adjusted Appropriation, FY 2004		\$187,342
Non-recurring Costs:		
Meeting of the Frontiers	- 3	- 377
Lincoln Douglas Debates/Underground RR		- 497
Louisiana Purchase Bicentennial Celebration		- 497
Total, Non-recurring Costs	-3	- 1,371
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		3,613
Annualization of pay raise 2004		2,201
Annualization of pay raise 2004 (foreign)		282
Within-grade increases		1,208
One Less Day		- 571
Total, Mandatory Pay and Related Costs		6,733
Price Level Changes		834
Program Increases:		
Acquisitions/Preservation/Access		
NAVCC - Culpeper	13	3,479
Chinese Acquisitions Program	7	479
Mass Deacidification		948
Veterans History Project	4	1,035
Total, Program Increases	24	5,941
Net Increase/Decrease	21	\$ 12,137
Total Budget	1,876	\$199,479
Total Offsetting Collections	0	0
Total Appropriation	1,876	\$199,479

Library of Congress
Library of Congress, Salaries and Expenses
National Library - Basic

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$111,803	\$117,762	\$124,151	+ \$ 6,389
12 Personnel Benefits	24,276	26,923	28,424	+ 1,501
13 Benefits for Former Personnel	94	64	69	+ 5
21 Travel	943	1,217	1,297	+ 80
22 Transportation of Things	624	780	809	+ 29
23 Rent, Communications and Utilities	1,171	1,757	1,879	+ 122
24 Printing and Reproduction	2,801	2,913	3,266	+ 353
25 Other Contractual Services	17,492	16,190	21,005	+ 4,815
26 Supplies and Materials	2,294	2,366	2,427	+ 61
31 Equipment	8,983	15,877	15,652	- 225
41 Grants	946	1,244	250	- 994
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	3	0	0	0
94 Finance Transfers	0	249	250	+ 1
Total, Budget	\$171,430	\$187,342	\$199,479	+ \$12,137

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The National Library's mission is to acquire, organize, preserve, secure, and sustain for the present and future use of the Congress and the nation a comprehensive record of American history and creativity and a universal collection of human knowledge. The services performed by the National Library include:

- Coordination of collection development policy for the Library of Congress and acquisition of materials from all over the world. Each year, the Library acquires more than two million new items for addition to the collections.
- Creation of the bibliographic records that assure access to the Library's vast collections, and also provide basic bibliographic information in standard form for libraries throughout the United States and the world.
- Creation, coordination, and dissemination of worldwide cataloging standards.
- Public service and collections management for both general and special format materials, such as manuscripts, rare books, prints, photographs, maps, atlases, music, motion pictures, sound recordings, videotapes, and materials in foreign languages.
- Development and distribution of Library products and services.
- Administration of the Library's preservation program (treatment of more than 1.5 million items a year), including the Mass Deacidification program.
- Administration of the National Film and Recording Preservation Boards.
- Management of the Library's educational, scholarly, visitor, and interpretive programs, as well as the Center for the Book, and the American Folklife Center. The Library responds to more than 700,000 requests a year for research and information, including almost 400,000 in-person requests in the 19 reading rooms, open to the public in Washington, D.C. In addition, the Library responds to more than 65,000 free interlibrary loan requests from across the nation as well as some 30,000 requests for book loans from the Congress each year.
- Coordination of service and programs on behalf of federal libraries and information centers. Approximately 1,200 Federal offices participate in the program, which saves the offices an estimated \$8.5 million annually, in contract cost avoidance benefits, and more than \$10 million, in products and services discounts.
- Online guides to Internet resources for selective and authoritative electronic links that provide data by countries and regions of the world.

- Management of the Library's pioneering effort to share its unique collections and those of its collaborating partners with the nation's schools, libraries and others, via new electronic technology. The internet-based systems of the National Library now record more than one billion such transactions annually.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 1:

Build and preserve a comprehensive collection of knowledge and creativity in all formats and languages for use by the Congress and other customers.

- Created the Election 2002 Web Archive in collaboration with Webarchivist.org, the State University of New York Institute of Technology, and the Internet Archive.
- Opened the Ft. Meade High Density Storage Facility on November 18, 2002. With an estimated capacity of 1.2 million items, the facility represents the beginning of the program to utilize custom-built off-site facilities both to relieve overcrowding on Capitol Hill and to ensure an excellent preservation environment.
- Entered into a cooperative agreement to become the repository for a national oral history project called StoryCorps through a partnership between the American Folklife Center (AFC) and Sound Portraits, Inc. This project will result in approximately 50,000 oral histories that will be transferred to the AFC as digital files.
- Acquired the original kinescope and videotape collection from the Ed Sullivan Show, the seminal American television variety program (1948-1971), in addition to new broadcast quality viewing copies.
- Acquired the scrapbooks and papers relating to the careers of television legends, Lucille Ball and Desi Arnaz. Holdings include more than 300 arrangements for Desi's Cuban band, including the "I Love Lucy" theme song.
- Provided 35,000 hours of conservation treatment for custodial division collections, including the selection and stabilization of 600 items for the National Digital Library.
- Successfully completed year two of a five-year preventive preservation initiative.
- Deacidified 223,575 books and one million sheets of paper.
- Completed the second year of a multi-year project to determine the life expectancy of CD media.

- Microfilmed 2.1 million exposures (4.3 million pages) for service to the Congress and the public.
- Implemented a key action component of the Library's approved Collection Security Plan, resulting in the identification of thousands of items still charged in the legacy systems prior to the changeover to the Library's Integrated Library System.

Library of Congress Goal 2:

Provide maximum access and facilitate effective use of the collections by the Congress and other customers.

- Released "Courage, Patriotism, and Community" web site, featuring 21 fully digitized collections of the Veterans History Project, selections from the Library's collections of patriotic melodies, and selections of oral histories from the American Folklife Center's Local Legacies project.
- Gained access to a shared database of links and other data about more than 16,000 electronic journal titles by joining the Elektronische Zeitschriftenbibliothek (EZB) of Regensburg, Germany, a consortium of more than 200 European research libraries.
- Doubled the number of countries available in the online international project, *Portals to the World*. With some 180 countries mounted, the project is expected to include a portal page for every nation of the world by early 2004.
- Increased the number of publishers participating in the Electronic Cataloging in Publication (ECIP) program to 2,858 participating publishers. The ECIP program dramatically shortens turnaround time for cataloging and eliminates postage costs for the Library and publishers.
- Linked directly to full electronic text of approximately 15,000 public-domain monographs through the LC Online Catalog.
- Enriched more than 50,000 bibliographic records in the LC Online Catalog with tables of contents that can be searched online by keyword.
- Linked 6,173 reviews in *H-NET Reviews* (from Humanities and Social Sciences Online) to LC catalog records for the monographs reviewed.
- The Interpretive Program Office presented three new major exhibitions: *Rivers, Edens, Empires: Lewis & Clark and the Revealing of America*; *Creative Space: Fifty Years of Robert Blackburn's Printmaking Workshop*, and *Reflections: Russian Photographs 1992-2002*.

- More than 750,000 visitors attended exhibitions at the Library of Congress, and the Library's forty-seven online exhibitions received more than 40 million hits.
- Produced the *Library of Congress Family Guide*, which enabled family groups to tour and understand the Library, its history, the historical Thomas Jefferson building, as well as its exhibitions on view in Washington and online.
- Celebrated on May 22, 2003, Bob Hope's 100th birthday with *The Bob Hope Revue*, a specially written variety revue featuring some of the songs, dances, skits, and comedy routines, with which Bob Hope entertained millions during his 75-year career.

Library of Congress Goal 3:

Lead, promote, and support the growth and influence of the national and international library and information communities.

During FY 2003, the National Library's efforts focused on building and preserving our collections, digital strategy, improved access to the collections through such efforts as arrearage reduction, and collections security.

- Hosted a day-long symposium in the Coolidge Auditorium on September 10, 2003, on "September 11 as History: Collecting Today for Tomorrow." The event marked the formal acceptance by the Library of Congress of the September 11 Digital Archive. The archive contains more than 130,000 written accounts, emails, audio recordings, video clips, photographs, web sites, and other materials that document the attacks on New York City, Washington, D.C., western Pennsylvania, and the aftermath. The symposium provided an opportunity to explore the use of digital materials in the writing and interpreting of the history of September 11.
- Implemented the Duplicate Materials Exchange Program, in which numerous duplicate materials exchange operations that were scattered throughout the Directorate were centralized and partially automated. More than 2,500 institutional partners worldwide participate in this program.
- Acquired 1,000,000 images of digitized documents from the Comintern archive, along with the full database of descriptors used in the archive. This was the culmination of a seven-year international project involving the national archival services of Russia, France, Germany, Italy, Spain, and Switzerland, in which the Library of Congress was the U.S. partner.
- Completed the sixth update and expansion of the *Meeting of Frontiers*, adding collections from the Library of Congress, the State and University Library of Lower

Saxony, Göttingen, Germany, the National Library of Russia, and the Russian State Library. With these additions, *Meeting of Frontiers* included more than 330,000 digital images.

- Worked with the National Library of the Netherlands digital library project, *The Atlantic World: America and the Netherlands, 1609 to the Present*, dealing with the Dutch presence in North America in the 17th century and beyond. Some 70 items, totaling 11,737 images, were produced in preparation for a site launch in late 2003.
- Reached an agreement in principle to proceed with the Bibliothèque Nationale de France on a digital project with the theme of the French in North America, with emphasis on early French explorers.
- With the National Library of Brazil, completed the first phase of *The United States and Brazil: Expanding Frontiers, Contrasting Cultures*, which explores the history of Brazil, interactions between Brazil and the United States from the eighteenth century to the present, and the parallels and contrasts between Brazilian and American culture and history.
- Awarded the first annual Kluge Prize for lifetime achievement in the Human Sciences to Leszek Kolakowski.
- Admitted 35 new libraries to the Name Authority Cooperative (NACO), the name authority component of the Program for Cooperative Cataloging, including 14 libraries from Latin America. NACO trained approximately 150 catalogers from other libraries in name and series authority work and produced 167,163 new name authority records.
- Trained 47 librarians from other libraries to serve as cooperative cataloging trainers. Coordinated the contribution of 74,793 bibliographic records through Bibliographic Cooperative (BIBCO), the monograph bibliographic record component of the Program for Cooperative Cataloging.
- Hosted visits for national and international digital preservation experts, consulted with digital preservation research experts and laboratories, and provided support for the efforts of the National Digital Information Infrastructure and Preservation Program.
- Sponsored 36 seminars and workshops for more than 1,300 federal information professionals, 54 hands-on information systems training sessions for almost 700 system users, and 32 vendor demonstrations of commercial information products, for 278 federal purchasers.

FY 2004 PRIORITIES

- Digital strategy (acquisition, conversion, access, services, and tools): Enable the National Library to carry out its mission in the digital age.
- Arrearage Reduction: Meet the revised total arrearage goals approved by Congress.
- Collections Security: Secure the Library's heritage assets, during all phases of collections' life cycle, using bibliographic, inventory, physical, and preservation controls.
- Off-site storage: Continue work on building facilities at Culpeper, Virginia and Ft. Meade, Maryland, and moving the collections to Ft. Meade, Maryland.
- Inventory Management: Improve controls over Library collections.
- Establish a "National Heritage Collection." Position the Library to use the legal deposits as a back-up "last copy" repository for all works published in the United States.
- National Library Operations: Maintain a basic level of National Library ongoing operations, while undertaking phased business process improvements.

FY 2005 PRIORITIES

In FY 2005, major priorities continue to be: planning and developing the Library's digital strategy; building and preserving our collections in this context; completion of the National Audio-Visual Conservation Center in Culpeper, Virginia; building stronger connections between the Library of Congress and the broader library community; planning for additional off-site storage at Ft. Meade, Maryland; and increasing development of the Veterans History Project.

FY 2005 BUDGET REQUEST

The National Library-Basic Program is requesting a total of **\$199.479 million, in FY 2005**, a net increase of \$12.137 million over FY 2004. Included is \$7.567 million for mandatory and price level increases and \$5.941 million for program changes, offset by non-recurring costs of \$1.371 million related to the Louisiana Bicentennial Celebration, Lincoln-Douglas Debates, and Meeting of the Frontiers program costs. **Total FTEs requested is 1,876 a net increase of 21 FTEs** over FY 2004 — reflects 24 new FTEs for program changes, offset by -3 FTEs for the Meeting of the Frontiers program.

PROGRAM CHANGES

\$5,941,000/24 FTEs

Culpeper

(\$3,479,000/13 FTEs)

The National Audio-Visual Conservation Center (NAVCC) in Culpeper, Virginia will be a world-class, state-of-the-art conservation center. It will consolidate and integrate Motion Picture, Broadcasting and Recorded Sound (MBRS) Division's administrative, acquisitions, processing, storage, preservation, laboratory transfer and reformatting activities in one central facility, while also greatly increasing preservation capabilities and efficiencies. A detailed introduction to the NAVCC was included in the Library's FY 2004 funding request for this initiative.

The Library continues to work closely with representatives from the Packard Humanities Institute (PHI) to build the NAVCC. Construction on the project began in early September 2003. PHI's construction schedule calls for the newly renovated Collections Building and Central Plant to be ready for collections move-in by June 2005 and the new Nitrate Vaults and Conservation (Laboratory) Building to be ready for staff move-in by Summer 2006. At this time, the entire property will be transferred to the government.

Although the time line for constructing the Center has now been set, the Library's ability to procure, deliver and install NAVCC furnishings, equipment and infrastructure will need to be carefully managed in concert with PHI's schedule for finishing, testing and commissioning the facility. For this reason, **no-year funding authority is again required** in order to stage the various components and procurements within the transition across fiscal years. The overall transition includes a number of components for which timing and funding flexibility are again highly desirable, including staff relocation, collections relocation, and the design, procurement and integration of the complex digital preservation systems within the NAVCC's audio-visual laboratories. As is the case with the procurement of the shelving systems requested as part of the FY 2004 request, many aspects of the transition must be carefully coordinated for phased implementation with PHI's general contractor and construction management firm.

The Library has identified a series of Investment, Relocation, Program, and Operations & Maintenance (O&M) cost requirements related to the transition to Culpeper that will need to be staged for deployment during an initial five-year period (FY 2004-2008), during which the facility will be opened and fully operational. **In FY 2005, Library Services is requesting a total of \$16.924 million and 17 FTEs, an increase of \$3.479 million (in no-year funding authority) and 13 FTEs over FY 2004.** Funding is requested as follows:

	<u>FY 2004</u>	<u>FY 2005</u>	<u>Increase</u>
Annual Base (One-year)	\$ 3.741M	\$ 3.741M	\$ 0
No-Year Authority	<u>9.704M</u>	<u>13.183M</u>	+ <u>\$3.479M</u>
Total	\$13.445M	\$16.924M	+ \$3.479M
FTEs	4	17	+ 13

Funding is also being requested for information technology support (\$1.5M) in the Office of Strategic Initiatives' budget, and facilities O&M support (\$301K/3 FTEs) in Integrated Support Services' budget. (Please go to these tabs for a more detailed justification).

The table on the following page reflects the allocation of Library Services FY 2003-2005 Culpeper costs by funding category.

Library Services NAVCC Request ¹

BOC	Description	FY 2003		FY 2004		FY 2005	
		FTE	\$	FTE	\$	FTE	\$
No-Year Funding							
1110	Salaries and Compensation	0	0	4	355,000	17	959,000
11 Personnel Compensation			\$0		\$355,000		\$959,000
1210	Personnel Benefits		0		93,000		260,000
1295	Transit Subsidy		0		5,000		5,000
12 Personnel Benefits			\$0		\$98,000		\$265,000
Subtotal, Pay		0	\$0	4	\$453,000	17	\$1,224,000
2330	Rental of Equipment		0		0		40,000
23 Rent, Communications, Utilities			\$0		\$0		\$40,000
2501	Other Services, Miscellaneous		0		131,000		3,217,694
2560	Maintenance and Repair to Equipment		0		0		25,000
25 Other Contractual Services			\$0		\$131,000		\$3,242,694
3114	Computer Software		0		20,000		2,000,000
3140	Equipment		0		7,661,000		239,500
3146	Automation Equipment		0		50,000		3,000,000
3150	Furniture and Workstations		0		0		806,000
3163	Security Equipment		0		694,000		30,000
3170	Broadcast & Film Preservation Equipment		0		695,000		2,600,806
31 Equipment			\$0		\$9,120,000		\$8,676,306
Subtotal, Non-Pay			\$0		\$9,251,000		\$11,959,000
Total No-Year Requested Base			\$0	4	\$9,704,000	17	\$13,183,000
Total FY 2005 Change Above Base						+ 13	+ \$3,479,000

Annual (Base) Funding				
2501	Other Services, Miscellaneous	\$541,337	\$550,000	\$1,558,403
2560	Maintenance and Repair to Equipment	0	50,000	50,000
25 Other Contractual Services		\$541,337	\$600,000	\$1,608,403
3140	Equipment	993,500	1,008,403	0
3170	Broadcast & Film Preservation Equipment	2,150,405	2,132,661	2,132,661
31 Equipment		\$3,143,905	\$3,141,064	\$2,132,661
Total Annual Base		\$3,685,242	\$3,741,064	\$3,741,064

NAVCC Total Funding (No-Year & Annual)	\$3,685,242	4	\$13,445,064	17	\$16,924,064
Total FY 2005 Change Above Base				+ 13	+ \$3,479,000

¹ Does not include ITS or ISS costs.

FY 2005 Funding

The requested increase of **\$3.479 million** supports the following:

Pay Costs - Total \$1.224M/17 FTEs (+ \$771K/13 FTEs over FY 2004)

Descriptions are for the 13 additional FTEs.

- **Director, NAVCC Transition Program Office:** Library Services is preparing a Phased Transition Plan to determine key milestones in the transition to Culpeper across five phases (Planning/Design, Preparation/Construction, Relocation, Startup, and Enhancement/Innovation) and within a number of component sub-plans (Human Resources, Operations, Systems, Facilities/Logistics). Management of the Phased Transition Plan will become the responsibility of an NAVCC Transition Program Office within Library Services, headed by the Director. **One FTE, Not-to-Exceed three years (SL)**
- **Administrative Assistant, NAVCC Transition Program Office:** A staff position to assist the Transition Program Office Director. **One FTE, Not-to-Exceed three years (GS-9)**
- **Maintenance Specialist, Film Laboratory:** The MBRS Film Laboratory in Dayton, Ohio, does not currently have a Maintenance Specialist on staff. During the year prior to the move of the Laboratory to Culpeper, this position will be needed to maintain, calibrate and repair the existing fragile and, in some instances, one-of-a-kind film laboratory equipment that will be relocated to Culpeper. The position will provide critical assistance with the installation and maintenance of the new film processors, printers, scanners, and recorders that will be procured by the Lab in FY 2004 and FY 2005. **One FTE (GS-12)**
- **Timer/Colorist, Film Laboratory:** The Film Laboratory in Dayton currently has one Timer/Colorist on staff. A second position will become necessary in FY 2005 in order to accommodate the increased workload of the lab, and to assist in the transition to color film preservation in Culpeper. Currently, the Film Laboratory only performs black & white preservation. **One FTE (GS-11)**
- **Collections Specialists:** A total of **five FTEs** including **one Team Leader (GS-9)** and **four specialists (GS-5-9)** to handle collections retrieval and delivery, shipping and packing, material tracking, collections control, and inventory management for all (non-nitrate) MBRS recorded sound and moving image collections once they are moved to the new NAVCC Collections Building in June 2005. MBRS does not currently have these positions on staff.

- Nitrate Film Specialists: These **two FTEs** will be hired in FY 2005 to complete the preparation to move the Library's nitrate film holdings (currently housed in Dayton) to Culpeper in FY 2006. Current staff have identified a number of issues (e.g., deteriorating and molding Fox newsreels) that will require more detailed than normal inspections (level 2 and 3 inspections) of a significant amount of nitrate prior to relocation to Culpeper. At Culpeper, the positions will become permanent staff responsible for maintaining and conducting annual inspection programs for the NAVCC's nitrate film vault holdings. **(GS-7/8)**
- Dockworkers/Drivers: **Two FTEs** to carry out all loading dock-related activities, collections and equipment movement, trash pick-up, equipment maintenance, recycling activities, and mail operations. In addition, the two positions will interface with MBRS collections staff to coordinate deliveries, pick-ups, driving assignments, and labor related activities. **(WG 4-5)**

Non-Pay Costs - Total \$11.959M (+ \$2.708M over FY 2004)

FY 2005 total costs reflect a combination of new requested funds and reprogrammed funds in the base for non-pay costs. Description of each funding category is for total costs.

- OC 23 - Rental of Equipment - Total \$40K (+ \$40K)

Collections transport vehicles: Specialized vehicles for dedicated NAVCC service, including one refrigerated truck and one step-van; estimated annual lease of \$40K/year.

- OC 25 - Contracts/Consultants - Total \$3.243M (+ \$3.112M)

Human Resources Consultant: To assist full-time with implementing the MBRS reorganization, prepare new job descriptions, consult with staff on position transitions, help with union packages and negotiations, and coordinate with the relocation contractor. (\$150K)

SETA Contract for Preservation Systems Design and Integration: Contract support to design and develop the integrated systems required for the operations of the Center's new Audio-Visual Laboratory, comprising two related laboratories – the Film Lab and the Sound & Video Lab – each of which will have integrated analog and digital capabilities. A System Engineering and Technical Assistance (SETA) contract will provide detailed system design and also support Library management with the development and integration process. One or more additional contracts will execute the actual system development, software customization, and integration, i.e., a system integration contract. Both contracts assume the existence of

hardware and COTS (Commercial Off the Shelf) software for the Digital Preservation System. (\$500K)

A/V Laboratories Development and Installation Support: Contract support to oversee the procurement, integration and installation of the specialized equipment for the Film and Sound & Video laboratories in the Conservation Building. This work includes equipment placement, electrical, plumbing, and mechanical systems hookups as well as related equipment, e.g., silver recovery, chemical mix, chemical analysis, etc. (\$150K)

Environmental Management Consultant/Hazardous Operability Study: For services of a professional engineer or engineering firm to perform a Hazard and Operability (HAZOP) Analysis of the NAVCC. The analysis will identify and evaluate safety hazards and operability problems that could compromise the facility's ability to operate safely and/or to achieve design productivity. Additionally there is a requirement to manage the storage, handling, and disposal of hazardous materials and hazardous waste materials and ensure compliance with applicable local, state, and federal rules and regulations. There is also the need to analyze the exact requirements for this program within the context of the new operation versus what is now currently happening at Wright Patterson Air Force Base. (\$100K)

Relocation Contractor: Provide advice and support for the relocation of staff to the NAVCC. Process started in FY 2004 and will continue through FY 2006. (\$25K)

Travel Services: Contract services to process travel costs; services to begin in FY 2005 and conclude in FY 2006. (\$21K)

Staff Relocation: Estimate is based on employees relocating at a cost of \$50K per employee. Eight are calculated to be relocated in FY 2005, with the remainder relocated in FY 2006. (\$400K)

Collections Relocation: Partially covers the FY 2005 costs for the relocation of all recorded sound and non-nitrate moving image materials from Capitol Hill, Landover (MD), Boyers (PA), and Elkwood (VA). (\$1.742M)

Equipment Relocation: Includes relocation of portions of the existing Film Lab and Recording Lab equipment and selected specialized furniture and cabinetry, as well as maintenance and spare parts supplies from both laboratories. (\$40K)

Security Contract: Provide 24/7 contract security guard services on site for Phase 1 occupancy from June 2005 through the end of the fiscal year (September 30, 2005). \$720/day, for two guards. (\$90K)

Maintenance, A/V Laboratories Equipment: Partially covers maintenance contracts for the Film Lab and Sound & Video Lab. (\$25K)

- OC 31 - Equipment - Total \$8.676M (- \$444K)

Conservation Building Office Furnishings and Fixtures: Includes furniture for managers' offices, conference rooms, multi-purpose rooms, lunch room, lockers, lobbies, other workstation furniture and upgrades, and shelving for the Conservation Building not being procured by PHI. Procurement of these furnishings must begin in FY 2005 in order to achieve consistency with PHI provided furnishings that will begin to be installed at the same time. (\$846K)

Audio-Visual Projection, Viewing, and Listening Equipment: For the Film Laboratory screening rooms, Conservation Building conference rooms, and the public Theater, Listening Room, and Multi-Purpose Room. (\$2.6M)

Collections Moving Equipment: Includes custom design of specialized transport vehicles; purchase of carts tubs and flatbed trucks for holding and transporting collection items moving through processing workflow to storage areas; and motorized lift dollies for delivery and retrieval of collection items in the Collections storage building. In addition, also includes pallet jacks and hand trucks for movement of heavy and bulk packed items on the loading dock and collections storage areas; and fork lift for unloading delivery trucks and movement of bulk deliveries in loading dock areas. (\$230K)

Digital Preservation System: Funding is requested to develop a Digital Preservation System to support and execute digital content preservation at the NAVCC. The NAVCC is being designed in collaboration with PHI to include an integrated Digital Preservation System (DPS) that will use the latest technologies to preserve, store and provide access to the Library's audio-visual collections in digital form. The Library is prototyping new approaches for storing and maintaining (preserving) digitally reformatted and born-digital recorded sound and moving image collections and experimenting with new ways to present them to researchers. Sound recordings, television and video titles, and film materials will be processed and made accessible to the Library's reading rooms on Capitol Hill. (\$5M)

With the dramatic development of digital technologies for the support of these preservation activities it is becoming apparent that the traditional Information Technology component of this facility will be significant. Working with expert consultants ITS has begun to design the software, server and storage components to meet these digital preservation needs.

The IT components can be grouped into five categories:

- MIS and tracking software systems.
- Standard workstation and departmental level servers.
- Open system servers.
- High quality online storage for “in-process” content.
- Robotic data tape systems to manage long term storage of digitized content.

ITS is initiating a project to identify the NAVCC needs with a level of specificity necessary to identify individual components. Even at this point, it is clear that the ITS investment in Culpeper will be significant.

The software necessary to manage the conversion, reformatting, restoration, and cataloging of the MBRS collections will require the development of several integrated software systems. The Library will rely, to the greatest extent possible, on components that have been developed for other purposes (e.g., the MAVIS system, the warehouse management system, and the ILS). However, much of this application software must be developed and/or integrated with other new or existing modules.

It will be necessary for local workstations and centrally located servers to support these software systems.

It is expected that approximately 150 terabytes of online storage will be necessary to support the “in-process” quality control, restoration, and preservation efforts. While in process, this material must be available in a digital form in real time.

Once the processing on any given piece has been completed, the digital version will be migrated to tape storage for long-term preservation. To the greatest extent possible this tape archive will be managed and handled with robotic equipment and control software.

Cost Model for the Entire Project

The current baseline of MBRS costs will continue to function at the Division’s existing locations while investments are made to design, construct, outfit and test the Culpeper facility during 2003 through 2007. As portions of the facility become available for use during this period, relocation costs will be incurred to move collections, personnel, equipment and materials. When the relocation is complete, a new operational baseline will be established where 90% of operations are conducted in Culpeper and 10% (primarily reference and reading room services) in Washington, D.C. Approximately 140-150 Library of Congress employees will be located at the NAVCC during its initial years of occupancy, with approximately 10-15 public service and reference staff remaining in Washington.

Future Funding

- **FY 2006 Highlights:** Construction on the NAVCC is currently projected to be completed during FY 2006. During this period, additional funds will be requested to complete the relocation of collections, primarily the nitrate film holdings currently stored in Dayton, Ohio. The FY 2006 request will also involve completing the relocation of staff to Culpeper and will address the need for additional staff (FTEs) to implement programs within the greatly expanded activities and capacity of the NAVCC facility. Funds will also be requested to continue equipment purchases necessary for the film and sound & video laboratories.
- **FY 2007-2008 Highlights:** At this point, the move to Culpeper will be completed and requests will primarily involve the remaining staffing necessary to operate the programs and funds to continue the NAVCC's equipment refreshment cycle.

Current Status of the NAVCC Project

In August 2003, the three-party NAVCC Implementation Agreement between the Library of Congress, the Architect of the Capitol, and the Packard Humanities Institute (PHI) was signed and approved by all parties. This agreement sets the conditions for the transfer of the NAVCC to the Architect and the Librarian once construction has been completed by PHI, as well as for the use of the facility by the government as the phases of construction are completed and ready for occupancy.

Also in August 2003, David Packard, President of PHI, signed the construction contract to begin construction of the NAVCC. On August 15, 2003, PHI representatives presented the Library with a detailed construction schedule for the entire project. Construction will take place in two phases: Phase 1 consists of the existing Collections storage building and Central Plant, and Phase 2 of the Nitrate Vaults and the new Conservation office building, which will contain the Library's audio-visual preservation laboratories.

With 100% Construction Drawings completed for Phase 1, construction on this phase began during the first week of September 2003. Detailed Design Development drawings have been prepared for Phase 2, and the PHI project management team estimates that 100% Construction Drawings for this phase will be available in March 2004.

Projected Completion Time Line

Below are key dates for construction and occupancy within PHI's new schedule:

Phase 1 - Collections Building and Central Plant:

- November 2004: Install mobile compact shelving in Collections Building.
- April 2005: Begin commissioning of Central Plant.
- June 2005: Collections Building completed and ready for the Library to move in all recorded sound and (non-nitrate) moving image collections.

Phase 2 - Conservation Buildings and Nitrate Vaults

- October 2005: Complete concrete work on nitrate vaults, followed by installation of nitrate shelving.
- December 2005: Begin installation of furniture and equipment in Conservation Building.
- Summer 2006: Conservation Building and Nitrate Vaults completed and ready for LC staff occupancy and move-in of nitrate film holdings.

Chinese Acquisitions Program

(\$479,000/7 FTEs)

Collecting materials published in China is difficult, but a three-year pilot project, conducted with grant funds from the Luce Foundation, successfully demonstrated that the Library can acquire high quality, hard to obtain materials as well as those openly available but politically sensitive, which traditional channels were not providing.

In the proposal to the Luce Foundation, the Library had pledged to request funds from the Congress to support the new acquisitions methodology at the conclusion of the pilot.

Funding of **\$479 thousand** is requested to establish six teams of experts in the social sciences, located at carefully selected sites throughout China. They will recommend materials from their regions, which would then be shipped by the Library's established vendors. Materials will be acquired and processed expeditiously in order to quickly make them available to the Congress and researchers on-site at the Library. Library staff will work proactively with U.S. academic colleagues to facilitate the availability of these additional materials to colleges and universities throughout the U.S.

The following positions are requested:

- 1 Coordinator of Acquisitions Associates, GS-13
 - 1 Collections Development Librarian, GS-9
 - 5 Technicians, GS-6
- 7 FTEs**

Funding supports salaries and benefits (\$359K), travel (\$35K), and bibliographic services (\$85K).

Mass Deacidification

(\$948,000/0 FTEs)

The Congress has approved the first four years (FY 2001-2004) of a five-year scale-up of the deacidification activity which focuses on saving endangered books that are central to the Library's 30-year (one generation) mass deacidification program plan. The FY 2005 funding is requested to continue the five-year \$18.4 million initiative to save one million endangered acidic books during the period of 2001-2005. A total of \$5.7 million is required in FY 2005, an increase of \$948 thousand over the FY 2004 level of \$4.755 million.

Based upon the Library's seven-year experience with examining and treating books, it is estimated that 5.3 million existing books, as well as 100,000-plus volumes of new acquisitions (still printed on acidic paper) received each year, will need to be deacidified. This makes a total of 8.5 million old and new books that must be treated during the 30-year program that began in 2001. The FY 2005 request will allow the deacidification of 300,000 books and approximately one million sheets of valuable unbound manuscript materials. Costs include contract support, transportation of things, binding, laboratory supplies and equipment. The following table details the total cost and number of books and manuscript sheets deacidified by fiscal year:

Fiscal Year	Books Deacidified	Manuscript Sheets Deacidified	Total Cost of Program (by Fiscal Year)	Budget-Year-to-Budget-Year Increase
2001	100000	1000000	\$1.213	\$1.213
2002	150000	1000000	\$2.901	\$1.688
2003	200000	1000000	\$3.828	\$.927
2004	250000	1000000	\$4.755	\$.927
2005	300000	1000000	\$5.703	\$.948
5-Year Totals:	1,000,000	5000000	\$18.400	\$5.703

At the end of five years, it is expected that the base will remain, at the FY 2005 level of \$5.7 million, to support a 30-year (one generation) mass deacidification program plan, that will treat 300,000 books and one million manuscript sheets per year.

Veterans History Project

(\$1,035,000/4 FTEs)

The Congress created the Veterans History Project (VHP) at the American Folklife Center to ensure that the personal wartime experiences of veterans and civilians who served in the major 20th century wars would not be lost to history. The VHP operates with a sense of urgency. Although there are some 19 million war veterans, about 1,700

die every day, most having served in World War II. The Congress saw this project as a national educational effort, offering the opportunity for generations to learn from each other, and for individual stories of national service to be shared with the public and preserved for the future.

After two years of planning, development, and implementation, the VHP has amassed a collection of 30,000 items representing the wartime histories of 13,000 individuals, half acquired through partner organizations across the United States. The project and resultant collection have received broad recognition and support from educators, researchers, and the media. It continues to grow through the active participation of Members of Congress, veterans and their families, civic organizations, and civilians who served. Currently the VHP receives about 180 histories a week, a doubling of volume since this time last year. The number of information kits mailed out has grown exponentially. In September 2003 alone, 24 Members of Congress initiated contact with the VHP.

The VHP's authorizing legislation (PL 106-380) mandates that the histories obtained be made available to the public. In FY 2005, collection material will be shared with the public more broadly, through a dynamic web site and a multitude of planned exhibitions, publications, and public events. At the same time, the work of collecting, processing, and making these materials accessible will continue. Maintenance effort includes working with Members of Congress by conducting interviews, briefings, and joint appearances; instructing the donating public; supporting the work of active partner organizations (those libraries, museums, schools, civic, and veterans groups that conduct interviews and collect documents); working with other Library of Congress programs and organizations; and maintaining a high public profile.

The VHP has succeeded at leveraging its limited resources through strong organizational effort and the active involvement of a network of Official Partners, now numbering 900 and growing by the day. These partners publicize the program at the local level, identify and interview veterans, and collect documents. The VHP also engages individuals as volunteer interviewers, interviewees, and project promoters. All instructional materials are available online and are provided free of charge to those who call an 888 line or request them at conferences or exhibitions.

Gift funds have been used to develop and distribute VHP instructional material, initiate digitization and preservation efforts, and promote the project through media, events and conferences. Primary financial support has come from Congress and the American Association of Retired People (AARP), however AARP's three-year, \$1M annual pledge comes to an end in FY 2005. While there will be a concerted effort to retain their sponsorship at some level, the VHP must find alternative sources of funding if it is to continue to grow within its narrow window of opportunity.

An increase of **\$1.035 million** and **four FTE's** are requested for the VHP, for a total operating budget of \$2.336 million and 19 FTE's in **FY 2005**.

The requested increase supports the following:

Pay Costs - \$197K

Funding supports the salaries and benefits of four FTE's:

- **2 Processing Technicians (1 GS-5 and 1 GS-6)**

Processing staff are needed to catalogue, make accessible, and preserve collection material, enter Partner Archives records into the VHP database for national access, and list all project participants on the National Registry of Service.

- **1 Reference Technician (GS-8)**

A reference technician is needed for the VHP to remain responsive to public inquiries. Requests come in many forms, sometimes as specific as asking for a story about a WW II veteran from St. Petersburg, with a D-Day story. Authors with a story idea want to know how many love letters we have, or what might be a good story angle. The reference position will manage this workload while deepening the knowledge about the collection and how it can be shared with the public.

- **1 Program Officer (GS-11)**

A program officer is needed to build relationships with the major military associations and alumni groups, serve as liaison with public affairs offices, identify major events and reunions where a VHP presence would be fruitful, and recruit volunteers and partners among the Reserve Officer Training Corps, Young Marines, and other organizations.

Non-Pay Costs - \$838K

- The emphasis in FY 2005 will be on sharing collections with the public, sponsoring events with Members of the Congress and partners in major media markets, and reaching volunteers and partners with instructional materials and meetings: **\$100K** for a public affairs consultant for ongoing media; **\$160K** for event management, press liaison, and a military historian; and **\$18K** for meetings and conferences and site arrangements for six regional conferences of official partners.
- A major component of the VHP is the free oral history training that is offered through a contract with the American Folklore Society. Requests for training volunteers are increasing, and the training contract will be renewed in FY 2005. Funding is needed

to cover the contract as well as the cost of contractors to plan and manage events, assist with publicity, provide liaison with the Library's Public Affairs Office and other public relations organizations, and provide research and interviewing services. **(\$120K)**

- The VHP met with solid success with the *Experiencing War* section of the Library of Congress web site that was launched on Memorial Day. The site generated a three-fold jump in Web hits and extensive media attention. Interest in these first 21 stories of the experience of war underscores the responsibility of the VHP to make the recorded memories and other documentary materials widely available. Additional funding is needed for an on-site or traveling exhibition to help fulfill this responsibility. **(\$100K)**
- The VHP will continue to hold a number of public events to present veterans' and civilians' stories and to highlight the special contributions of those who served during commemorative periods such as African American History month. An increase of **\$10K** is needed to fund the cybercasting of such events, to reach the broadest possible audience and be archived for continued accessibility over time.
- VHP will build digitized interviews, letters, memoirs, and other documents as part of the effort to make these stories more available. Funding of **\$30K** will provide contract support for a series of special digital presentations to allow greater access to the voices and materials in the collection.
- Requests for printed instruction kits are continuing to increase, and the VHP has an ongoing need to print materials. The VHP is developing a new, shorter-version "field kit" for use primarily by schools and a "self-memoir kit" for those who prefer to write their memoirs. Volunteers and interviewees will be recognized with certificates and listed on the National Registry of Service. An additional **\$300K** is required for printing and development costs for these materials.

Library of Congress
Library of Congress, Salaries and Expenses
Purchase of Library Materials
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	0	\$11,546
Minus: Rescission		<u>- 68</u>
Adjusted Appropriation, FY 2004		\$11,478
 Non-recurring Costs		 0
 Mandatory Pay and Related Costs		 0
 Price Level Changes		 503
 Program Increases:		
Acquisitions/Preservation/Access:		
Purchase of Library Materials		<u>2,538</u>
Total, Program Increases	0	2,538
 Net Increase/Decrease	<u>0</u>	<u>\$ 3,041</u>
 Total Budget	0	\$14,519
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	0	\$14,519

Library of Congress
Library of Congress, Salaries and Expenses
Purchase of Library Materials

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$0	\$0	\$0	\$0
12 Personnel Benefits	0	0	0	0
13 Benefits for Former Personnel	0	0	0	0
21 Travel	0	0	0	0
22 Transportation of Things	0	0	0	0
23 Rent, Communications and Utilities	0	0	0	0
24 Printing and Reproduction	0	0	0	0
25 Other Contractual Services	0	0	0	0
26 Supplies and Materials	0	0	0	0
31 Equipment (Books and Library Materials)	11,415	11,478	14,519	+ 3,041
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$11,415	\$11,478	\$14,519	+ \$3,041

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Purchase of Library Materials program provides for the acquisition of necessary research materials for the Library's collections. The program is administered by the Office of the Associate Librarian for the National Library in conjunction with the Law Library and the Collections Policy Committee. The Library purchases materials which are not available through copyright deposit, exchange or federal transfer. Most of these materials are foreign publications that the Library acquires with the assistance of the overseas offices and arrangements with book dealers, agents, or publishers. These techniques ensure that the library will acquire current foreign publications of research value for the Congress and the scholarly community.

Each year, the Library acquires more than two million new items in all formats for addition to its priceless collections, which are the largest of any library in the world. The collections, and the information they contain, are the foundation of the many services the Library provides to the Congress and the nation.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 1:

Build and preserve a comprehensive collection of knowledge and creativity in all formats and languages for use by the Congress and other customers.

Notable acquisitions during FY 2003 included:

- The exquisite *Bibliothèques des Enfants*, issued by John Marshall in the early nineteenth century. This first (and probably only) printing, of a very rare, miniature library, for English children learning French.
- *Church Missionary Society Archive*, Section II, Missions to women.
- *Korean Biographical Archive*. Reproduces about 110,000 biographical entries, from roughly 125 source works, encompassing more than 270 volumes published before 2000.
- *Papers of William Davenport & Co., 1745-1797*. Covers the Liverpool slave trade.
- *Special Operations Executive, 1940-1946*. Covers subversion and sabotage during World War II.
- *18th Century* (on microfilm) - 13,195 reels of film containing 200,000 titles selected from the half million titles printed in Great Britain and its colonies or printed in English anywhere else in the world between 1701-1800. The title covers a wide variety of literary, historical, scientific, religious, military, and other subjects.

- Berg, Alban: Handwritten correction pages for *Three Fragments* from the opera *Wozzeck*, including an extensive note of explanation, with detailed corrections and alterations for the second and third movements.
- Liszt, Franz: Manuscript of *Angelus!* from *Années de Pèlerinage*, (Book 3), extensively annotated and revised in Liszt's hand.
- Liszt, Franz: Proof copy of *Années de Pelérinage* (Book 3), extensively annotated by the composer.
- Subscription Online Databases:
 - *Web of Science* (1997+) provides subject access to more than 8,000 scholarly journals, worldwide, in ways that solve problems of keyword searching.
 - *North American Women's Letters and Diaries*.
 - *Women's Studies International*.
- NBC Radio Discs: A complement to the Library's outstanding collection of NBC radio network broadcasts, this collection of approximately 500 sixteen-inch transcription discs, contains live music broadcasts from the 1930s and 1940s. These broadcasts feature the best and most popular jazz and popular dance bands, in the forum in which most people heard them - live radio - particularly during World War II, when record production was curtailed by a shellac shortage and a musician's strike.
- *Ann H. Sneed Collection*: The Library completed its commitment to purchase the second half of the Sneed Collection, a group of recordings amassed by Ann H. Sneed during her tenure as producer of the International Art of Jazz series on Long Island, NY. These unique recordings of live performances feature many of the top jazz performers from the late 1960s through the early 1990s, such as Billy Taylor, Marian McPartland, Milt Hinton, Clark Terry, Stanley Turrentine, Johnny Hartman, and Alberta Hunter.
- *Bear Family Collection*: 112 sets of compact discs, containing multiple elaborately produced accompanying books, featuring a wide range of U.S. recording artists of the past sixty years. Many of these historically significant collections have won national recognition for their scholarly notes.

FY 2004 - 2005 PRIORITIES

Acquire books, serials, maps and other material documenting the American experience, published during the past five years. Acquire research quality materials published in languages other than English or from other countries. The material complements and extends materials published in the United States.

- Collecting priorities in FY 2004 are:
 - New electronic resources.
 - Materials regarding the United States elections.
- Collecting priorities in FY 2005 are:
 - Serials.
 - New electronic resources.
 - Material on the 2004 United States elections and the 2004 Olympic Games.

FY 2005 BUDGET REQUEST

The Purchase of Library Materials program will require **\$14.519 million** in FY 2005. Funding includes \$503 thousand in price level increases (to cover purchasing arrangements already in place) and \$2.538 million in program changes.

PROGRAM CHANGES

\$2,538,000

Acquisitions (GENPAC) Program

(\$2,538,000)

Acquiring timely and comprehensive collections in the National Library and Law Library as well as the highly specialized research materials required for the Congressional Research Service (please go to the CRS tab and read the section on "Research Materials"), is becoming increasingly difficult. Factors related to the projected funding shortfall include lost purchasing power, new subjects and new expertise to be collected, and the increased complexity of acquiring electronic resources. These challenges are being faced throughout the Library with dramatic programmatic impacts for affected organizations. Annual inflationary adjustments, applied to research materials funding, have been overwhelmingly outpaced by the actual increases in subscription prices. A recent study conducted by the Association of Research Libraries documented the progressive erosion in the purchasing power of libraries and research environments. Results of the study found that ". . . over a 15 - year period ending in 2001, journal prices rose 215 percent," despite a 6 percent decline in the number of printed titles.

The changing world environment has influenced collections policy and has created expanded needs to cover new policy subject areas such as homeland security and terrorism. Both print and electronic publishers are creating new resources tailored to these subject areas and the materials are expensive. These new subjects and formats do not supercede or replace the collection of other subject areas. Another recent development is the increased complexity of acquiring electronic resources, which presents a new set of unique challenges. The marketplace often dictates how research materials can be acquired. Most often the consumer buys access to packages of journals or articles, via an aggregated product distribution strategy, i.e., the consumer acquires a collection of publications in a single format, or the consumer acquires a collection of publications in multiple formats (“all or none”).

Over the past several years, Library managers have pro-actively employed, and have now exhausted, all reasonable means of absorbing the cost increases and still maintaining viable collections. The Library’s FY 2005 acquisitions budget proposals include funding for the recovery of lost purchasing power. Requests are for a one-time increase for the Law Library and CRS. The Library is also requesting a one-time increase for serial subscriptions and a one-time increase for electronic resources (to be allocated over three fiscal years) for the National Library.

The GENPAC appropriation, which funds the purchase of Library collections, is requesting a total increase of **\$2.538 million**, in **FY 2005**. Funding is needed to continue building and sustaining the Library’s universal collection. Requested funding supports the following:

<u>Description of Increases</u>	<u>GENPAC</u>	<u>GENPAC-LAW</u>
Serial Subscriptions (print)	\$1,500,000	\$ 125,000
Electronic Resources	<u>2,500,000</u>	<u>80,000</u>
Total Requirements	\$4,000,000	\$ 205,000
 FY 2005 Requirements		
Serial Subscriptions	\$1,500,000	\$ 125,000
Electronic Resources	<u>833,000</u> ¹	<u>80,000</u>
Total FY 2005 Program Request	\$2,333,000	\$ 205,000

¹ A total of \$833K will be requested for FY 2005 - 2007, for a total of \$2.5M for electronic resources in the National Library.

FY 2005 Total Increase \$2,538,000 (\$2.333M + \$205K)

Why

There are many factors that have combined to diminish the purchasing power of the GENPAC appropriation, to the point where it is currently inadequate to meet the Library's mission of sustaining and preserving its unparalleled collections. Some of these factors and other considerations include:

- There has not been an increase to the base appropriation in ten years. Over those years, the GENPAC appropriation has grown at an annual average rate of 3.77 percent for inflation.
- \$500,000 was eliminated from GENPAC in FY 2003, fulfilling a commitment made as part of the funding for the Integrated Library System.
- The purchasing power of the dollar has dropped. In FY 2003, \$38.62 was needed to purchase what cost \$35.00 in FY 2002.
- The U.S. Dollar has lost more than 20 per cent of its value vis-à-vis the Euro in the past 12 months. For the European approval plan fund, this translates into a loss of more than \$200,000.
- In parts of Europe, publishing has shifted from governmental and quasi-governmental institutions (academies of science, universities, etc.) to commercial publishers.
- Over a fifteen-year period, serials costs have risen 215 percent.
- The Law Library has been unable to buy any new journals since 1995, due to the inadequate inflationary increases received by the Library during that time. Only gazettes and primary legal source serials, from newly created countries, have been purchased since this time, along with a few important foreign titles no longer available via exchange.
- The number of electronic journals is growing rapidly. If the Library were to purchase just 10 percent of the new foreign electronic journals, and price increases for them were not to accelerate over the next two years, an additional \$1.061 million would be needed for GENPAC in FY 2005.

What

Serial Subscriptions: Print

Serials are the most important source of new research, new ideas, and research propositions. They are the first place a scholar will check for updated information in his or her discipline. They are being published in paper as well as electronically and the Library needs to have a full scholarly collection. Examples of costs and uses are highlighted below:

- At the dawn of the digital age, pundits predicted incorrectly that with the advent of electronic publishing, paper publishing would disappear.
- The Association of Research Libraries serials cost study of 2003 found that “. . . over a 15-year period ending in 2001, journal prices rose 215 percent.” The GENPAC appropriations has increased an average of 4 percent, each year, during the same time frame, not nearly keeping pace.
- From an allocation of almost \$10 million in FY 2003, the Library spent \$3.8 million on serials – paper serials. One commercial supplier carries more than 308,000 titles in its sales portfolio. The Library judiciously subscribes to only 34,000 titles.
- The very day of the 1995 Oklahoma City bombing, FBI agents used the collection to review various right-wing extremist magazines in the periodical collection. They were searching for clues as to the identity of the perpetrators, and no other public library has a collection with the scope and uniqueness found, in the Library of Congress. The Library remained open to accommodate their investigation.
- People often come to the Library looking for their past. One example involved a young woman self-identified as an orphan. She knew there was something mysterious about the loss of her mother when she was very young, but never knew what, and needed an answer to these questions about her past. The Library was able to find for her the local newspapers describing the murder of her mother, complete with pictures of her with her mother. This was a heart-wrenching experience for the orphan wanting to know her history, as well as for the librarian simply doing his job with the collections he had at hand.
- The Library provided information contained in its extensive newspaper and periodical collections to the three participants in the tobacco litigation wars, i.e., lawyers for the defendants, lawyers for the plaintiffs, and lawyers for other government agencies. Hosting both sides to the litigation, and currently the

Justice Department, the breadth and scope of our collections provided extensive data for all parties to this complicated public policy issue.

- The Library subscribes to multiple Arabic newspapers. Each day, Library staff in Cairo prepare an English language summary of news stories about Iraq and send it to Congressional Research Service analysts by email.

Electronic Resources: Yearly Subscriptions to Databases

- Scholars come to the Library with significant expectations. They expect to find at least the same level of electronic access they had on their campuses. Much cross-disciplinary research can only be done with the electronic versions of serials.
- Access to online databases, improves the efficiency and productivity of Library and Congressional staff by eliminating time-consuming searches of print indexes, aggregating hard to find information, enabling speedy access to timely topics, providing information no longer available in print, making information available in full-text, employing user-friendly interfaces and allowing flexibility in search strategies.
- Licensed electronic databases contain information that cannot be found anywhere else either in print or on the Internet, no matter which search engine you choose. Such information is proprietary and access to it must be purchased.
- Electronic databases allow simultaneous searching through hundreds of magazines, journals and newspapers from reputable publishing companies.
- Subscription electronic resources increase job efficiency. This applies to all the Library's users, from Congressional staffers and policy analysts to science investigators and reference librarians.
- Electronic databases provide these additional benefits to the Library:
 - Provide critical information in support of the creation of public policy.
 - Used to clarify incomplete inquiries.
 - Fill some gaps in the Library's print holdings.
 - Provide up-to-the-minute information in critical technical areas such as standards development.

- There is an unmet demand within the Library to provide access to numerous electronic databases for which we have not yet established subscriptions. Examples include:
 - *American Periodicals Series Online* - provides digitized images of the pages of American magazines and journals published from colonial days to the dawn of the 20th century.
 - *EBSCO Business Source Premier* - a comprehensive periodical database containing content from full text sources ranging from general business periodicals such as *Business Week*, *Forbes*, *Fortune*, and *American Banker*, to academic journals such as *Harvard Business Review*, *Academy of Management Review*, and *Review of Economics & Statistics*.
- There is an unmet demand for several electronic databases of legal material. Examples include:
 - International criminal law reports.
 - Official gazette of Mexico.
 - Russian Ministry of Justice database.
 - Legal database covering all Central Asian republics.
- In the absence of competition, some publishers of electronic databases charge exorbitant prices, especially when CRS is included in the service plan. An example, is the electronic version of *United States Congressional Serial Set*, which is a primary resource for Congressional research. When there was only one publisher, the price started at \$189 thousand just for Law Library access. Once a second publisher provided competition, the price negotiated for the entire Library, including CRS, dropped to \$50 thousand.

Electronic Resources: Foreign Content

- The Library anticipates that electronic journal publishing will grow rapidly in the next two years, particularly in Central and Eastern Europe as well as in Italy and Iberia.
- Subscription price increases have averaged 6.6 percent, over the most recently reported five-year period.

- In FY 2003, the Library identified Latin American electronic journals needed for the Library's collections, at a cost of \$31 thousand. Based on feedback from industry sources, we project an increase of \$103.8 thousand in FY 2005.
- China has undertaken major efforts to digitize all major books, journals, newspapers, and dissertations in the Chinese language. Requested funding would allow the acquisition of several major digital Chinese collections now available, including Chinese legal databases.
 - The acquisition of these e-resources from China at the current price is the most economic means of acquiring Chinese publications in digital format.
 - Staff, of the Asian Division, are often frustrated in their efforts to provide responses to Congressional inquiries which require the most current writings, essays or newspaper articles from China.

Impact if funding is not provided

Without the requested increase in funding to acquire library materials, the Library will fail its basic mission, which “. . . is to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations.” This failure will have a direct negative impact on the quality of service provided to the Congress and to the Library's other constituencies. Under-funding the Library's budget for purchasing collections materials will result in an incremental deterioration of the Library's services and its viability as the world's premier library.

Library of Congress
Library of Congress, Salaries and Expenses
Office of Strategic Initiatives
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	FTE	Amount
Appropriation, FY 2004	353	\$78,090
Minus: Rescission		<u>- 460</u>
Adjusted Appropriation, FY 2004		\$77,630
Non-recurring Costs:		
Adventure of the American Mind		- 8,699
Total, Non-recurring Costs		- 8,699
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		830
Annualization of pay raise 2004		506
Within-grade increases		277
Overtime Maximum Rate Adjustment		1
One Less Day		<u>- 129</u>
Total, Mandatory Pay and Related Costs		1,485
Price Level Changes		555
Program Increases:		
Acquisitions/Preservation/Access		
NAVCC - Culpeper	0	1,500
Security		
IT Security Certification and Accreditation		720
Infrastructure Support		
IT Hardware/Software Maintenance		1,000
IT Infrastructure Support		1,017
XML Capability		<u>750</u>
Total, Program Increases	0	4,987
Net Increase/Decrease	<u>0</u>	-\$ 1,672
Total Budget	353	\$75,958
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	353	\$75,958

Library of Congress
Library of Congress, Salaries and Expenses
Office of Strategic Initiatives

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$23,879	\$26,427	\$27,645	+ \$ 1,218
12 Personnel Benefits	5,372	6,133	6,400	+ 267
13 Benefits for Former Personnel	0	0	0	0
21 Travel	172	226	230	+ 4
22 Transportation of Things	5	8	8	0
23 Rent, Communications and Utilities	1,758	2,780	2,874	+ 94
24 Printing and Reproduction	195	190	193	+ 3
25 Other Contractual Services	19,428	17,939	21,804	+ 3,865
26 Supplies and Materials	327	306	311	+ 5
31 Equipment	25,249	14,922	16,493	+ 1,571
41 Grants	20,963	8,699	0	- 8,699
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$97,348	\$77,630	\$75,958	- \$1,672

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OSI OVERVIEW

The Office of Strategic Initiatives (OSI) oversees Library-wide digital initiatives, and leads the national program to build a preservation network and infrastructure for the nation's important digital assets. In addition to its leadership role in developing a digital strategy and preserving digital content, the OSI also has oversight and technical support responsibilities for the Library's information technology needs and requirements.

The OSI consists of Information Technology Services (ITS), the Directorate for Digital Resource Management and Planning (DRMP), and Digital Initiative offices, established to oversee the lifecycle management of the Library's digital assets and implementation of the Library's cross-institution digital initiatives. The purpose of these organizational units is to provide Library-wide leadership and integration between the Library's technology and digital initiatives as part of its continuing mission-critical services and operations. The programs of OSI are collaborative in nature, requiring the service unit to work with other units of the Library as well as with external partners and other institutions.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 4:

Expand, manage, and communicate Library of Congress digital strategies and roles.

- Completed the Library's digital report – *Preserving Our Digital Heritage: Plan for the National Digital Information Infrastructure and Preservation Program* (NDIIPP). The report was submitted to the Congress in October 2002, and approved December 2002. The NDIIPP Plan is the result of extensive fact-finding, planning, and consultation with a broad range of stakeholders. It outlines the steps the Library will take as it leads the national effort to develop a digital preservation infrastructure consisting of a network of committed partners, and the technical architecture to support long-term digital collection, storage, and preservation.
- Concurrent with the plan's approval, \$35 million was released by the Congress, to begin the program's next phase.
- Issued an announcement, in August 2002, requesting applications for projects that will advance the NDIIPP program. These project applications will develop and test models for the collection of digital materials, specifically those that are historically significant and at risk of disappearing if they are not captured. All project

applications needed to be postmarked by November 12, 2003, to receive consideration and approximately four to six awards will be made in February 2004.

The first set of projects will focus on two major NDIIPP goals:

- The selection and collection of at-risk and historically significant digital materials for which no analog equivalent exists.
- The development of a network of committed NDIIPP partners with defined roles and responsibilities to support the long-term collection and preservation of digital content.

Library of Congress Goal 5:

Manage and sustain digital content.

- During FY 2003, the National Digital Library (NDL) Program continued to receive widespread praise as a provider of free, high-quality, educationally valuable American cultural and historical resources on the Library's American Memory web site. Digital conversion activities at the Library of Congress are the product of an integrated program coordinated by the Public Service Collections, Area Studies Collections, and the OSI in cooperation with other Library divisions and other repositories. At year's end, more than 8.5 million items from the Library of Congress, and other institutions were available online or in digital archives.
- Added seven new multimedia historical collections to the American Memory web site, bringing the total to 123. Seven existing collections were expanded with approximately 344,000 digital items.

One of the seven new American Memory collections this year was the result of a Library of Congress-Ameritech award. The new presentation brings the total number of collections made available through this program to 23, and concludes the project. Beginning in 1997, the Library of Congress sponsored a three-year competition with a gift from the Ameritech Corporation to enable public, research and academic libraries, museums, historical societies, and archival institutions (with the exception of Federal institutions) to digitize American history collections and to make them available on the Library's American Memory web site. Those digital collections complement and enhance the Library's online resources. Thirty-three institutions received \$1.75 million of support to digitize 23 projects.

New American Memory collections added from the Library of Congress:

- The Pearl Harbor Attack Collections.

- American Notes: Travels in America: 1750-1920.
- Macao Maps.
- Wilbur and Orville Wright Papers.
- American Women's History.
- Stars and Stripes: The Official Newspaper of the American Expeditionary Forces printed in France from February 8, 1919, to June 13, 1919.
- Chinese in California, 1850-1920 was added to the new Ameritech collection.
- The ITS Digital Scan Center mounted five new Library exhibitions on the Library's web site, and three continuing exhibitions were updated. More than 45 exhibitions are now available on the Library's web site. The new exhibitions include:
 - *Earth as Art: A Landsat Perspective.*
 - *Ancient Manuscripts: From the Desert Libraries of Timbuktu.*
 - *Herblock's Gift: Selections from the Herb Block Foundation Collection.*
 - *Rivers, Edens, Empires: Lewis & Clark and the Revealing of America.*
 - *Creative Space: Fifty Years of Robert Blackburn's Printmaking Workshop*
- Collaborative Initiatives.
 - The Library's international cooperative digital library projects expanded, in FY 2003, to include both new projects and new partners. The National Library of Russia and the Russian State Library continued to contribute digitized historical materials to *Meeting of Frontiers*, a Russian-American bilingual web site. Launched in 1999 and funded by congressional appropriation, *Meeting of Frontiers* is part of the Library's Global Gateway web site, a portal to the Library's unparalleled global information that also provides links to information from other sources worldwide. Global Gateway is an initiative to create digital partnerships between the Library of Congress and leading libraries around the world.
 - Recent additions to the *Meeting of Frontiers* collections are from the Library of Congress; the State and University Library of Lower Saxony of Göttingen, Germany; the National Library of Russia; and the Russian State Library. The site now includes more than 330,000 digital images. *Meeting of Frontiers* is the world's largest bilingual collaborative library web site.

- Library of Congress collections added to *Meeting of Frontiers*, in FY 2003, include the Kiowa Stories from the papers of Hugh Lenox Scott, and the Eleanor L. Pray Album. Scott was a West Point graduate, and career military officer who served at various Western posts between 1876 and 1897. In 1892, he was assigned to Fort Sill, OK, and given command of Troop L of the 7th Cavalry, an all-Indian unit comprised of Kiowa, Comanche, and Apache Indians. The Eleanor L. Pray Album features images from Vladivostok in 1899-1901, and the life of an American merchant family living in the city at that time.
- The latest *Meeting of Frontiers* update also includes, from the State and University Library of Göttingen, a large portion of this institution's extraordinary Asch Collection. The collection, which is a creation of Georg Thomas von Asch (1729 - 1807), a German who studied medicine at Göttingen and then entered the Russian National Service, is a comprehensive record of Russian expeditions to Siberia in the second half of the 18th century.
- The Russian State Library and the National Library of Russia contributed rare books, maps, and manuscripts to their already extensive collections of digitized materials on the *Meeting of Frontiers* site. The additions include unpublished memoirs of Russian exiles in Siberia, Russian documentation about the Russo-Japanese War of 1904 - 1905, and the 1837 translation into Aleut of the Russian catechism by Loann Veniaminov (St. Innocent).
- Participated in the development of the *International Children's Digital Library* (ICDL), a cooperative project with the Internet Archive and the University of Maryland to build a web site containing international literature for children. The Library selected and digitized approximately 60 children's books from its General and Rare Book and Special Collections as its initial contribution to the web site. The ICDL web site (www.icdlbooks.org) was launched Nov. 20, 2002, at the Library, in conjunction with the celebration of National Children's Book Week.
- On September 10, 2002, the Library marked its first major digital acquisition of September 11, 2001, materials with the addition to its collections of the September 11 Digital Archive (911digitalarchive.org). The September 11 Digital Archive is a joint project with the City University of New York Graduate Center's American Social History Project, and George Mason University's Center for History and New Media — two institutions that have explored digital history for more than a decade.
- Educational Outreach.
 - Continued out reach to the educational community through the Library's electronic programs. Web sites such as *America's Library*, *Wise Guide* (a joint

project with the Public Affairs Office), *Today in History*, and the *Learning Page* provided educational materials to teachers and their students as well as the general public.

- The *Learning Page* web site redesign continued in FY 2003. Nine new lesson plans, designed by educators who participated in the Library's American Memory Fellows Program, were added to the web site.
- The *Learning Page* feature on Immigration continued to add major sections of content that demonstrates how various ethnic groups shaped America. A Community Center was implemented as an interactive feature of the web site. Eleven discussion themes were introduced. In addition, eight interactive activities were created for teachers' use with their students, and seven collection connections were added to provide activities for using the Library's digital materials in the classroom. *Learning Page* staff made presentations, led workshops and demonstrated the *Learning Page* at various conferences nationwide.
- America's Library continued to serve children and their families with new stories based on the Library's collections, and new interactive activities. The web site has won numerous awards and is one of the most popular online offerings of the Library.
- The Library's newest web site, *Wise Guide*, continued to serve as a gateway to all of the Library's online initiatives through monthly articles based on other web offerings.
- In FY 2003, the Adventure of the American Mind (AAM) program grew to include a total of 17 partners in five states. This program was created by the Congress, and implemented by the Library of Congress with the Educational and Research Consortium of the Western Carolinas. Its purpose is to bring the riches of the Library's online collections to students in the classroom, by providing educators with the tools and training to integrate electronic, primary sources into their instruction.

As a part of AAM, the final Thomas Jefferson Summer Institute was held. Participants included teachers who had recently completed the semester-long class at one of the partner universities. These teachers participated in several workshops and tours at the Library of Congress, and at the Thomas Jefferson home, Monticello. The experience allowed teachers to view firsthand many of the materials they have brought to their students through the *American Memory* web site.

Several partners joined the AAM program in FY 2003. New program directors from Loyola University, DePaul University, Governor's State University, the Federation of Independent Illinois Colleges and Universities, and Southern Illinois University,

Carbondale (all from Illinois); from the University of South Carolina in Spartanburg; from Brevard College in North Carolina; and from the Arlington, Alexandria and Falls Church school systems in Virginia attended a two-day orientation to the Library as an introduction to the AAM program. Program directors learned about the Library's vast digital resources.

Library of Congress Goal 17:

Manage and sustain mission-critical IT programs.

- OSI/ITS continued to provide a full range of technical support for the Library of Congress. Activities included planning and implementing the off-site Alternate Computing Facility, payroll and financial systems upgrades and maintenance, all facets of voice and data telecommunications, and software application design.
- A new deputy director started work in the office in July 2003. A new program for project management was created, and searches began for new project managers.
- During FY 2003, more than 2.5 billion transactions were recorded on the Library's computer systems, an increase of .5 billion over FY 2002. To meet increasing demand for better access to the Library's web content, OSI/ITS expanded the scope and customization options for the Library's web site search engine, including better support for non-Roman script.
- The *American Memory* web site usage increased to 46.9 million transactions per month, compared with 38.8 million per month, in FY 2002. *America's Library* web site increased by 30 million transactions in FY 2003.
- Continued supporting existing web sites and projects including the *Emergency Management Team* web site, the *Office of General Counsel Ethics* web site, CyberLC and Voice Systems videos, live webcasting for the Federal Library and Information Center, Congressional Research Service, the OSI/ITS Multimedia group, and CyberLC.
- Collaborated with Library Services on a number of initiatives, including the digital presentation, *American Women, A Gateway to Library of Congress Resources for the Study of Women's History and Culture in the United States*. Collected six web site archives, and put into production the Library's hosted version of web site archives for the *Election 2002* collection. Worked with Library Services MINERVA team to develop best practices for archive management and indexing. Other support of Library Services included a complete revision of the Electronic CIP system, production of Volume 59 of the *Handbook of Latin American Studies*, reestablishment of web sites for the *Quarterly Index to African Periodical Literature*

and the *Philippine Bibliography* system, and added two new collections for the Federal Research Division.

- Planned and implemented three major improvements to the Integrated Library System's (ILS) performance and stability, improving performance and capacity. Provided a "read only" copy of the primary ILS database, which allowed the Library to double the number of retrieval sessions available while ensuring that the staff production users continue to get optimal performance. Developed new solutions for bottlenecks caused by heavy use of two critical ILS retrieval tools, the keyword index and the Z39.50 protocol. As a result of these improvements, the Library has greatly improved service, for Web users, of the ILS.
- Established a new ILS database for the National Library Service for the Blind and Physically Handicapped, and implemented the inventory management system for the offsite book storage system at Ft. Meade, Maryland.
- Moved the Library's Global Legal Information Network system to a newer, upgraded version of Oracle, while replacing the administrative module with an improved interface.
- The OSI/ITS Copyright Imaging System (CIS) team worked closely with copyright users to develop, test, and field the new system. The new CIS system has both client/server and web-based components, and was designed and built to use "open technology." Because it is a web-based system, more than 250 new (and authorized) copyright users were able to access the new CIS from their existing PC by simply typing in the URL. The legacy CIS system allowed for fewer than 30 users using single-purpose, dedicated workstations.
- Took over the production operation support for the Copyright Office Electronic Registration, Recordation, and Deposit System (CORDS), a system designed and developed as a prototype for electronic copyright deposits. In FY 2004, OSI/ITS is planning for the implementation of a new version of CORDS, with industry-standard software and life cycle practices that ensure the robustness and manageability of the processes. CORDS is a key component of the Library's strategic planning for the future of digital operations and digital collections.
- The new ORACLE-based Copyright Office In-process System (COINS) went into production in early June. The project team is monitoring the system very closely to resolve any anomalies, fine tune the ORACLE tables, finalize the documentation, and cross train in the various subsystems. The new system replaces the 25 year old legacy system, running on hardware and software that the vendor no longer supported.

- Continued participation in the Copyright Office's Business Processing Re-engineering effort. The *Glossary of Copyright Terms* was produced in March 2003, for use by contractors and staff working on the re-engineering project.
- In January 2003, THOMAS and the Legislative Information System (LIS) were updated for the start of the 108th Congress. Treaties and Nominations were added to THOMAS, and the Bill Summary and Status feature was enhanced in both THOMAS and LIS.
- Approximately 3,600 e-mails to the THOMAS e-mail account were answered, usually on a same day basis, and 850 thank you e-mails were received in return.
- The new Congressional Research Service (CRS) Products System was completed in March 2003, allowing congressional access to the most timely and relevant CRS products.
- A new release of Committee Reports was completed in March 2003, and CRS also began using a new tracking and workflow system developed by OSI/ITS to create the Bill Digests. A new input path was established for the House Ways and Means Committee to send data from an external contractor, and integrate it into THOMAS and LIS.
- The Congressional Video Project, which piloted in October 2002, was completed in June 2003 with the successful capture of eight simultaneous video streams. OSI/ITS and CRS worked with the House Recording Studio, and the House Networkers to complete the initial phase of this project.
- The Multimedia Group satisfied an increasing demand for audio/video capture, encoding, editing, and distribution. Support continued for regularly scheduled programs including the Center for the Book, *Luminary Lectures @ Your Library*, the National Book Festival, *LC's Digital Future and You!*, Library poetry programs, *I Hear America Singing*, *Library of Congress Live* and Federal Library and Information Center Committee (FLICC)/FedLink monthly meetings. Special productions incorporated scripting, still image digital manipulation, animation, videography, music, and non-linear editing. These included a presentation on the recently discovered first Ledger of the U.S. Senate and the coverage provided for a conference on Muslim women in Istanbul, Turkey, and a conference undertaken as part of the Library's longstanding support of the Fulbright Scholar Program. The group produced a training video for the Veterans History Project for use by the public in completing oral history packets. Out-takes of this production have appeared on national news reports. In support of the Interpretive Programs Office, four multimedia programs were produced on the Library's collection of 9/11 related materials.

- Took the lead to assess the current state of CAPNET's (Legislative Branch shared fiber optic network) fiber infrastructure, equipment, bandwidth, and connectivity as well as discover future application requirements, and report these findings and recommendations for a new network design and operating model.
- Began the In-Building Wireless Project, which will provide a wireless system covering four million square feet in three Library buildings on Capitol Hill.
- Initiated the \$5.5 million Library-wide public address system project; this system will provide improved communications to Library of Congress staff and visitors.
- Planned and implemented a technology support contract that provides 35 highly qualified professionals with extensive experience relevant to the OSI/ITS infrastructure. With the assistance of this talented staff, OSI/ITS is able to ensure seamless continuity of operations and implement innovative technology-based improvements to achieve a low-risk modernization and user-focused operation for the Library's network services, workstation support, technical support services, data network service, and help desk support.
- Received 11,921 Hotline tickets containing requests and problem reports, a 10% increase from FY 2002. Completed the conversion from Token Ring to Fast Ethernet technology in the James Madison Building.
- Continued to migrate workstations off earlier versions of the Microsoft Windows Operating System. Working with automation staff throughout the Library, successfully coordinated the collection of workstation configuration information, assisted or effected resolution of software configuration incompatibilities, and provided or assisted in software application configuration and workstation installation.
- Provided training on the Library's core software applications at no cost to the service units. Training activities included identifying training requirements, developing course instruction, preparing course materials, scheduling classrooms, preparing training equipment and instructing the class. Customized training was offered to individuals and groups. In FY 2003, 10 courses were offered and more than 530 staff were trained.
- Provided audio-visual services to the Library and its constituents, including multimedia presentations involving a variety of software and live Internet, both for the Architect of the Capitol (AOC), and throughout Library conference/presentation rooms. As an example, the audio visual team served more than 75 congressional events in the Members Room in FY 2003. The team is equipped with a fleet of multimedia PCs, data projectors, plasma screens, VCRs, DVD players, a PA system, and assorted other audio-visual related equipment.

- Produced the 2003, *Library of Congress Telephone Directory*, and updated the online Searchable Employee Directory on a regular basis. Library telephone operators, often the first non-recorded voices public callers hear, responded to 67,381 information telephone calls.
- Successfully introduced WebTA, an automated time and attendance system that significantly reduces clerical support needs. Continued to maintain the system and support Human Resources Services in their roll-out of the technology across the Library.
- Implemented a Library-wide Crystal Enterprise environment for management and scheduling of automated reports on Library database systems. This environment is now used to support reports for major systems for Library service and support units.
- The Remedy team continued to support existing production systems, such as the Work Reporting System. In addition, team members are developing new tracking systems for the following offices and programs: Law Library, Safety Services, Facility Services, Car Pools, Congressional Relations, Security and Emergency Preparedness, and Dispute Resolution.
- High-resolution digital imaging services for all Library of Congress divisions and Digital Conversion projects were delivered by the Digital Scan Center. Major scanning projects during the year included: the large, fragile, 200 year-old Inoh maps of Japan for the Japanese National Library; the *Tissandier* collection documenting the early history of aeronautics for the Prints and Photographs online catalog; the 9/11 exhibition, *Witness and Response: September 11 Acquisitions at the Library of Congress*; ancient and fragile manuscripts from Mali for *Ancient Manuscripts from the Desert Libraries of Timbuktu*; a wide variety of materials, including the Waldseemüller map, and the Lewis and Clark exhibition, *Rivers, Edens, Empires*. Another project of particular interest was the scanning of the first Senate Ledger, at the request of the Historian, U.S. Senate.
- Digital Conversion Projects supported by the Scan Center were the Veterans History Project, the International Children's Digital Library, *I Hear America Singing* and, from China, the Naxi manuscript collection. During FY 2003, the total number of scans completed was 29,350. The Library's Exhibitions web site increased in popularity during FY 2003 – 30 million more transactions were recorded than in FY 2002.
- Service to the American with Disabilities Act (ADA), and American Sign Language (ASL) program was enhanced. ADA accommodation capabilities were strengthened by analyzing, selecting, and ordering sufficient ADA equipment to support first-day-at-work accommodations for physically challenged staff. The potential was

established for web-based ASL video interpreting by demonstrating the ability to use web cams and the Internet to communicate via ASL.

- A computer-network-based replacement for teletype machines was selected and acquired to provide better communication capabilities for deaf staff members and patrons. Software implementing the improved JPEG2000 standard for still graphics was tested and demonstrated in preparation for future use to display items from Library collections, including maps and pictures.
- Drafted a new Information Technology (IT) security policy, coordinating with all Library offices.
- Provided extensive technical and administrative support to address new security challenges presented by the Library's Telework Pilot. Technical support was also provided for new wireless and TTY-LAN initiatives. Security awareness training was offered online, and at new employee orientations. Access to the online module was requested by other organizations after security team members briefed Federal agencies. An active awareness campaign included a successful Computer Security Day celebration with Dan Verton of *ComputerWorld*, brown-bag lunchtime briefings, *Gazette* articles, and a continually expanding web site.
- Threat surveillance and selective distribution of alerts/advisories were extended to 24/7, and auditing of OSI/ITS servers was initiated and significant upgrades were made to the enterprise firewall, including use of new, stronger encryption standards. Additional firewalls were deployed in the Library's overseas offices in Nairobi and Islamabad, and in the OSI/ITS test lab. New Virtual Private Network tunnels, now, provide the New Delhi office with secure access to Cairo and Islamabad offices.
- Working closely with information technology specialists across the Legislative Branch, developed an architecture and assembled all the components to provide the Alternate Computer Facility (ACF) for the Library. With no increase in staffing levels, and only a minimum of expert consulting services, systems engineering staff designed and constructed this secure computing facility. All of the Library's high priority applications will be mirrored in a remote location in case of disaster in the Library's Madison Building data center. All primary servers, storage, and backup systems have been replicated at the alternate facility. Combined with the remote storage of all the Library's enterprise-level digital data in backup tape format, this computing facility will provide for rapid return to service, with entirely up-to-date data.
- A System Development Life Cycle methodology (SDLC) was adapted and implemented. SDLC is an overall, structured process for developing information systems. A web site which includes the SDLC content material, a glossary, templates and samples of document deliverables and reference information was

launched. The SDLC, together with a renewed emphasis on project management methodologies, will help OSI/ITS continue its mission of efficiently developing and/or procuring systems for the Library.

FY 2004 - FY 2005 PRIORITIES

All of OSI's digital priorities and goals are overarching, long-term initiatives that span more than one fiscal year. OSI will continue to sustain the Library's digital strategy by making its resources available and useful, and to preserve collections of knowledge and creativity in the digital environment by:

NDIIPP

- **Network Partnerships** - Build collaborative content, technology, and economic network partnerships.
 - Award between 10 -12 partnerships to include:
 - Joint digital preservation research with computer scientists.
 - Partnerships for collecting and preserving digital content with other organizations.
 - Partnerships to share technology and content with international libraries.
 - These partnerships will test potential collaborative business models.
 - Under the current partnership program, the Library will support up to 50 terabytes of "at risk" content covering topics in public policy, cultural heritage, international policy, and scientific information.
- **Preservation Architecture** - Advance the concept of a distributed, modular, and protocol-connected technical preservation architecture and build a prototype national technical network.
 - Test, ingest, export, and transfer functions with 7-8 tests of existing architectures with other archival institutions.
 - Use 1-2 case scenarios for prototyping the NDIIPP architecture.
- **Joint Research** - Participate in joint collaborative research focused on long-term, open-ended exploration of complex long-term preservation issues.

- Work with the National Science Foundation and other Federal agencies to sponsor and manage a call of basic research into enabling tools and technologies for preservation.
- Work with the National Aeronautics and Space Administration (NASA), and potentially Los Alamos National Laboratories, to prototype and test future repository environments.
- Communication, Management Coordination and Outreach - Communicate NDIIPP technical architecture activity to key external communities.
 - Present keynote speeches, and other presentations, at major industry conferences to publicize the NDIIPP.
 - Work with content creators and distributors in various market segments to address issues of digital format standards for preservation.
 - Assess the types of curator services that will support a national network of partners.

Digital Strategies

- Lifecycle Management of Content:
 - Execute a full production schedule of new collections for digitization.
 - Continue to add content and partners to Global Gateways.
 - Continue to add born digital content, covering topics about the Middle East, Health Care, Election 2004, Congressional web sites, and state and local governments.
 - Continue to ingest “at risk” digital content, including capturing broadcast content, in addition to web site content and electronic journals.
 - Continue to execute projects designed to address; selecting and capturing content; defining technical specifications for digital content; setting standards for metadata.
- Technical Infrastructure and Expertise:
 - Define functional requirements for a Library repository; requirements for e-deposit of digital content through copyright deposit; and requirements for providing electronic access to rights clearance records.

- Test web harvesting and archiving technologies to determine functional capabilities.
- Initiate an evaluation of the necessary digital content repository infrastructure to sustain digital content.
- Communications
 - Establish a Library-wide web site.
 - Share progress in the Library's priority areas and evolving digital content best practices, tools and technologies.
 - Participate in forums addressing evolving issues of intellectual property, preservation, and access in the digital realm.
- Management Coordination:
 - Manage the Library's digital initiative priority activities, via the Digital Executive Oversight Committee.
 - Monitor evolving external digital content developments.
 - Respond to changing technical, economic, social, and public policy environmental factors.
- Outreach:
 - Increase traffic to the Library's web sites.
 - Conduct targeted community outreach.
 - Expand the Library's web site to include models developed in the field by the partners in the Library's *Adventure of the American Mind* program, to ensure that an online learning environment can be created for educators that is acceptable in all states.

ITS

- Complete the Library's PA system in its three Capitol Hill buildings.
- Complete the implementation of the In-building wireless communications project with propagation to most inner areas of the Library campus, including meeting and conferences rooms, common areas, etc.
- Continue support for several other Library-wide projects such as the NAVCC move, ACF, Central Financial Management System, etc.
- Continue with all aspects of the ITS vision, including replacing or upgrading existing search engine tools, certifying and accrediting major systems, and restructuring IT infrastructure and development support.

FY 2005 BUDGET REQUEST

The OSI is requesting a total of **\$75.958 million** in **FY 2005**, a net decrease of \$-1.672 million below FY 2004. Of this amount, \$2.040 million is for mandatory and price level increases, and \$4.987 million for program changes, offset by non-recurring costs of \$8.699 million related to the Adventure of the American Mind program. Funding supports 353 FTEs, the same level as in FY 2004.

PROGRAM CHANGES

\$4,987,000

Culpeper

(\$1,500,000)

No-year funding authority is requested to continue work on the facilities at the National Audio-Visual Conservation Center (NAVCC), in Culpeper, Virginia. The project is discussed in more detail under the National Library-Basic tab in this document.

In FY 2005, funding is needed to provide cabling (data and telecommunications) in support of systems and staff housed in the NAVCC facility and between the NAVCC facility and other Library locations - Capitol Hill and the ACF. The installation of telecommunications circuits must occur prior to occupying the NAVCC and before program work can commence. Occupancy will begin in FY 2005.

The NAVCC telecommunications task is a two-year project, which was started in FY 2004. A total of \$2.5 million is needed, in FY 2005, to complete this project or an increase of **\$1.5 million** over funding approved in FY 2004. Once completed, recurring costs are estimated to be \$750 thousand a year, beginning in FY 2006.

Funding supports the digital switch (\$50K), contract support (\$150K), and automation equipment and machines and telecommunications cabling (\$1.3M).

Without this funding, the facility will not be functional for staff or program systems, forcing a delay in occupancy and operations.

As noted in previous discussions on NAVCC, the Library's ability to procure, deliver and install furnishings, equipment, and infrastructure will need to be carefully managed in concert with Packard Humanities Institute's schedule for finishing, testing, and commissioning the facility. The requested IT funding is critical to ensure this coordination and implementation.

Information Technology Support

(\$3,487,000)

ITS Vision:

ITS is in the process of addressing infrastructure and security areas that cannot be funded through current resources. Where possible, significant improvements in infrastructure and security have already been made, without additional funding. IT-security related examples include: drafted and submitted a more comprehensive security policy for the Library; initiated a policy that requires all newly developed systems be certified and accredited before production; requested that the National Security Agency's Vulnerability Assessment Division conduct a threat and vulnerability assessment on ITS infrastructure; contracted for an upgraded Continuity of Operations Plan (COOP), to include the Alternate Computer Facility (scheduled to come online this fall); and over the past year have addressed nearly all of the outstanding IT security audit findings.

In the infrastructure area, ITS has restructured its operations to create a separate, secured from production, platform for all development and testing; created and implemented a System Development Lifecycle methodology; and, created a program for increasing the quantity and quality of project managers (hiring, training, mentoring, etc.)

ITS is also in the midst of organizational and strategic change, creating clearer lines between operations and development; responsibility and accountability, emphasizing planning, best practices and security. Overall, the ITS vision is focused on creating a responsive, forward-looking support organization whose high success rate is sustainable through the commitment to using best industry practices.

The FY 2005 budget request represents additional resources needed above ITS' base budget, and is critical in meeting the IT infrastructure needs of the Library. Pursuant to the Library's strategic plan and ITS goals, funding is requested for the following:

- Hardware-software maintenance.
- IT infrastructure support.
- Certification and accreditation of existing mission-critical IT applications and systems.
- Search tools for indexing, searching, and retrieval of documents in both Library databases and Library Web pages, from a single access point.

Hardware and Software Maintenance

[\$1,000,000]

To keep pace with the rapid increase of Library systems, and the Library's databases and constituencies, continuous expansion of ITS server processing power and associated storage is required. Maintenance contracts no longer only support mainframe equipment and applications. IT maintenance contracts now range from mainframes to UNIX and proprietary servers, to EMC storage, to telecommunications switch equipment and databases and applications associated with such hardware platforms. Rarely is a piece of equipment, or an application retired, with no replacement. Consequently, if maintenance is dropped on a product, it is offset by its replacement. Every piece of equipment and every software package needs to be covered by a vendor contract. A hardware contract would typically cover service calls, parts, and installation; while a software contract would include hotline support, licensing fees, upgrades, and support. For example, to maintain GROUPWISE, ITS contracts for an annual support agreement, and additionally, pays a per user license fee. Each request to "add" a user equals an additional charge. The Library has many similar type license fees associated with software packages.

Each year, negotiations are undertaken with vendors to procure Library-wide agreements to keep license fees as low as possible. ITS has been very successful in keeping costs at less than \$100 per user. Support agreements have generally shown an annual increase of between 10 -15 percent, as compared to inflation increases between 1 - 4 percent. Service contracts on equipment have also increased. When equipment is purchased, the manufacturer generally issues a warranty for one to three years. Equipment "coming off" warranty periods shows a dramatic increase in maintenance costs. For example, the annual maintenance to cover the suite of Integrated Library System Sun servers increased from \$98 thousand, to more than \$229 thousand in FY 2003. EMC storage shows an even greater increase, from \$296 thousand to \$748 thousand.

Currently ITS' hardware/software inventory is approximately \$48 million in hardware and \$18 million in software. To fulfill the ever growing IT requirements, ITS must add millions more to its infrastructure inventory of hardware and software. However, in recent years the base funding to maintain the Library's infrastructure computing

environment has not kept pace (in FY 2004, the Library did request, and receive, maintenance funding to support the hardware and software for the ACF). In FY 2003, ITS realigned and requested reprogramming of over a \$1 million to meet the expenses incurred to maintain the Library's computing environment. The FY 2003 movement of funds from new equipment/software purchases to maintenance categories delayed and limited purchase of non-critical equipment. Such a decrease in available funds for equipment can generally be absorbed for nine to twelve months; however, the eventuality of not staying current with the state-of-art changes will begin to negatively affect ITS and the Library's overall missions. A total of **\$1 million** is requested to align ITS maintenance base with actual maintenance costs. This request is critical to ITS' ability to provide a current and functional infrastructure for the Library.

The following tables reflect the FY 2003-2005 hardware and software maintenance costs for the Library's products/systems. Tables show a projected 14 percent increase in hardware maintenance, and 6 percent increase in software maintenance in FY 2005:

Hardware Maintenance					
Vendor	FY 2002	FY 2003	FY 2004	FY 2005	Service Unit
	Estimate	Estimate	Estimate	Estimate	
AMDAHL	\$38,763	\$38,764	\$38,764	\$38,764	LC-Infrastructure (Mainframe)
Anacomp Inc. (Jukebox drives)	16,740	16,740	16,740	16,740	Copyright (CIS)
AT&T (StorageTek)	98,880	107,773	117,000	127,000	LC-Infrastructure
Audio Visual	2,540	2,540	2,540	2,540	ITS
AVAYA Communications	353,500	353,500	353,500	353,500	LC-Infrastructure (Switch)
Banctec	18,389	18,390	18,390	18,390	Copyright (CIS)
Decision	433	433	433	433	LC-Infrastructure
EMC	296,090	747,932	1,300,000	1,665,424	LC-Infrastructure
EMC (Data General)	110,101	110,102	110,102	110,102	Copyright (COINS)
Fax Connection	2,500	2,500	2,500	2,500	ITS
HAYNES	23,640	19,878	19,878	19,878	LC-Infrastructure (tape drives)
IBM (RS6000)	363,624	531,418	650,000	700,000	LC-Infrastructure
Intrepid Tech Services (Scanners)	16,179	35,333	32,000	35,000	Copyright (CIS)
KEATOR	15,000	15,000	15,000	15,000	ITS
Marconi	145,283	161,581	165,000	168,000	LC-Infrastructure
NCR Corporation	41,642	15,580	0	0	LC-Infrastructure (COMTEN)
Stealth (CISCO Network)	82,374	132,717	160,000	200,000	LC-Infrastructure (CISCO)
Sun Microsystems	18,584	18,584	18,584	18,584	Copyright (CIS)
Sun Microsystems	96,980	229,027	350,000	375,000	ILS (Library Services)
Technical Specialties	2,500	2,500	2,500	2,500	ITS
Whitaker	2,500	2,500	2,500	2,500	ITS
Xerox	40,464	40,464	40,464	40,464	(4050) LC-Infrastructure
Xerox	52,926	54,000	54,000	54,000	(4135) LC-Infrastructure
Hardware Maintenance Total	\$1,839,632	\$2,657,255	\$3,469,895	\$3,966,318	
Percentage Yearly Change		44.4%	30.6%	14.3%	

Software Maintenance

Vendor	FY 2002	FY 2003	FY 2004	FY 2005	Service Unit
	Estimate	Estimate	Estimate	Estimate	
Advanced Digital Info	\$45,274	\$45,274	\$45,274	\$45,274	Open systems
American Management Systems	66,160	66,160	66,160	66,160	Financial Services
Arbortext	1,005	1,005	1,005	1,005	CRS
Bentley	8,769	26,060	0	30,000	Facility Design & Construction
CANDLE	24,130	24,130	0	0	Mainframe
ccmMercury	12,937	29,767	32,000	35,000	LC-Wide
Computer Associates	125,988	125,988	125,988	125,988	Mainframe
Compusearch	4,260	4,260	4,260	4,260	Contracts & Grants Management
Computer Management Services	3,750	3,750	3,750	3,750	Mainframe
Compuware	19,427	19,427	19,427	19,427	Mainframe
Control Access System	48,972	52,000	55,000	58,000	Patron ID (Library Services)
COREL (WordPerfect)	45,900	72,390	80,000	88,000	LC-Wide
CRYSTAL	65,318	25,421	30,000	33,000	Financial Services
CUDRA	11,594	11,594	11,594	11,594	MBRS (Library Services)
EMC	162,644	197,000	225,000	250,000	Open systems
EMC (Data General)	26,383	26,383	26,383	26,383	COINS (Copyright)
Gary Bergman	7,990	7,990	7,990	7,990	Mainframe
Hummingbird	21,970	25,237	57,424	65,000	Mainframe
IBM	378,672	378,672	378,672	378,672	Mainframe
IBM	135,567	174,076	220,000	270,000	RS6000 servers
Inktoni	49,852	111,297	140,000	155,000	WEB
INQUERY	13,500	13,500	13,500	13,500	Bill Digest (Congressional Record)
International Bar Code	6,000	6,000	6,000	6,000	Logistics Services
Iron Mountain	4,458	26,000	30,000	34,000	LC-Wide Tape Vaulting
Keynote	13,216	13,216	13,216	13,216	Web
L-Soft	3,500	3,500	3,500	3,500	List servers
Macro 4	23,958	23,958	23,958	23,958	Mainframe
Mythics	126,392	126,392	126,392	126,392	ORACLE

Software Maintenance

Vendor	FY 2002	FY 2003	FY 2004 Estimate	FY 2005 Estimate	Service Unit
NCR	46,955	23,477	0	0	LC-Infrastructure (COMTEN)
Net IQ	3,463	3,463	3,463	3,463	Web
NETEC	2,700	2,700	2,700	2,700	Mainframe
New Market	3,638	3,638	0	0	ISS
OCLC (Site Search)	3,779	3,779	3,779	3,779	Library Services
OmniMark	675	2,700	2,700	2,700	CRS
Pager Services	56,499	56,499	56,499	56,499	LC-Wide
Patriot (Security)	117,300	117,300	125,500	125,500	UNIX
PeopleSoft (EEL-USDA)	0	20,000	240,000	240,000	LEADS (Human Resources)
People Soft	86,120	86,120	86,120	86,120	LEADS (Human Resources)
Pitney Bowes	68,325	56,325	0	0	CIS (Copyright)
Prince (Tape Stacking)	7,250	7,250	7,250	7,250	Mainframe
Project Management (LEXICO)	7,600	7,600	0	0	CRS-LAW-LS
Real Networks	10,856	10,856	10,856	10,856	Audio/Visual
REMEDY	44,100	98,190	110,000	120,000	LC-Wide
SAS	141,180	111,850	115,015	115,015	Mainframe
SAS	41,251	47,945	50,000	50,000	Open systems
Software Engineering	4,487	4,487	4,487	4,487	Mainframe
Sybase	11,283	17,243	21,593	25,000	Congressional Research
Syncsort	4,003	4,003	4,003	4,003	Mainframe
TONE	9,547	9,547	9,547	9,547	Mainframe
TRIPWIRE (Security)	8,744	8,744	8,744	8,744	Open Systems
Veritas	55,297	55,297	70,000	75,000	UNIX, NT, SUN, AIX
Veritas (Vaulting)	2,989	2,989	2,989	2,989	Solaris
Veritas (Vaulting)	3,800	3,800	3,800	3,800	UNIX
Wizard (MAVIS)	32,000	32,000	32,000	32,000	MBRS (Library Services)
Software Maintenance Total	\$2,231,427	\$2,438,249	\$2,717,537	\$2,884,520	
Percentage Yearly Change		9.3%	11.5%	6.1%	

IT Infrastructure Support

[\$1,017,000]

To supplement in-house resources, ITS contracts with an IT service provider to provide a highly qualified team with extensive experience relevant to the IT requirements of the Library. These services have been expanded to ensure seamless continuity of operations, and implement innovative technology-based improvements that improve customer service.

Within the scope of this contract, ITS is attempting to assemble an integrated team that offers the entire range of skills and experience necessary to meet the requirements of the Library's user community. Costs associated with the new contract exceeded original estimates, and an additional \$1.017 million is requested in FY 2005, to support the ongoing and increased costs associated with the IT service provider contract, as ITS cannot absorb the increase within its base budget.

The Library requires a contractor who can evolve as technology evolves. The previous contract was limited in the scope of work that could be performed. For example, under the previous contract, there was no provision to provide qualified personnel to assist with an upgrade of a workstation's operating system. The scope of the contract was outdated, could not adequately address new technologies, and was designed to address a less sophisticated IT environment.

As the Library's technology needs change, so must the Contractor's personnel and services. Next to human capital, IT support is the most critical tool in achieving organizational success. As a result, Library customers are demanding more services, and 24-hour support.

In order to improve the Library's IT infrastructure and help facilitate client projects, ITS has expanded five critical support areas:

- Network Operations Center
 - 24 hour Help Desk Support
 - 24 hour Network Operation Monitoring
 - Audio-Visual Support
 - Notification of Outages

- Technical Services
 - 12 hour Business Day Coverage
 - Field Response for Client Difficulties
 - Printing Support
 - Client OS Disaster Recovery
 - Hardware Repairs

- Network Support
 - Support Network Servers
 - Support Network Switches
 - Support Enterprise Applications
 - Support Disaster Recovery
 - Virus Protection
 - Ethernet Conversion Support

- Cable Support
 - 12 hour Business Day Coverage
 - Cable Moves and Installation
 - Fiber Work
 - Ethernet Conversion Support

- Workstation Configuration
 - 12 hour Business Day Coverage
 - Escalation Point for Technical Services Team
 - Change Management on OS and Application Settings
 - Automated Software Distribution - Schedule and Build
 - Technical Support for Client Applications
 - Technical Support for Client Operating System
 - Assists in Client Disaster Recovery Issues
 - Assists in Client Virus Protection

In addition, the vendor is providing resources to assist ITS with creating and maintaining an offline testing laboratory designed to allow the Library's automation staff to evaluate and design software implementations for the Library's future. This effort also addresses security issues inherent in operating production, test and development on the same platform.

The expanded contract provides IT'S THE opportunity to put a team in-place with outstanding qualifications to support the Library's IT needs and improve the overall environment of IT support at the Library. The additional funding will ensure seamless continuity of operations (24/7), innovative technology-based improvements, and better user-focused operation. Without the funds, ITS will either have to curtail services, a step backward, or decrease equipment purchases or hardware/software maintenance – also detrimental to the IT and digital needs of the Library.

IT Security Certification and Accreditation

[\$720,000]

A total of \$720 thousand is requested for contract support for Certification and Accreditation (C&A) of the Library's existing, mission-critical IT applications, systems, and facilities.

What

ITS would like to establish a standard approach for performing C&A on systems, regardless of acquisition strategy or lifecycle status. Certification is the comprehensive assessment of the security features and other safeguards of a system associated with its use and environment, and establish the extent to which a particular system meets a set of specified security requirements. The certification process identifies weaknesses, and evaluates the vulnerabilities of the weaknesses associated with the operation of the application, system, or facility. Accreditation is the formal declaration by the designated approving authority that an automated information application, system, or facility is approved to operate in a particular security mode, using a prescribed set of safeguards. It is a business decision that balances the costs of the level of safeguards with the level of need for reliability, availability, and integrity of information.

All newly developed systems are required to include C&A costs as part of the development of the application or system. The existing mission-critical systems covered by this request include tier one, and some tier two legacy systems which have never been Certified and Accredited. These legacy systems are expected to be operational for several more years. (Funding only supports FY 2005 work. C&A funding for remaining tier two legacy systems will be requested in FY 2006 (\$570K - reduction from FY 2005) and FY 2007 (\$370K - reduction from FY 2006).

The Library recognizes that security must be considered an integral part of its overall IT infrastructure if risks are to be effectively managed. To that end, the Library has embarked upon a thorough review of its IT security posture and plans to undertake Information Assurance (IA) oversight activities at the enterprise level. These activities will serve as a major step toward integrating IT security into Library operations.

Why

The General Accounting Office (GAO) audit report, briefed to the Library on March 20, 2003, found a lack of IT system Certification and Accreditation at the Library, and recommended that funding be allocated for the Certification and Accreditation of existing, mission-critical IT applications and systems.

The Library's Inspector General (IG) Audit Report, 2002-CA-2001, also found that the Library's mission-critical applications and systems have not been certified and accredited. This report, and annual IG Notices of Finding and Recommendation (NFR) beginning in 1998, direct that all mission-critical IT systems of the Library be certified and accredited.

The Federal Information Security Management Act of 2002 (FISMA), like its predecessor, the Government Information Security Reform Act (GISRA), mandates that all IT systems used in the Executive Branch of the Federal government be certified and

accredited. Although not required to meet FISMA mandates, the Library endeavors, to comply with the spirit of all laws and regulations governing federal IT use.

Impact if funding is not approved:

The Library will be unable to comply with GAO and the Library IG's mandates to Certify and Accredit its existing, mission-critical IT applications, systems, and at least, one major computing facility.

XML Capability

[\$750,000]

A total of \$750 thousand, is needed to implement a single integrated search function for the Library's primary on-line information sources (LIS/Thomas, American Memory, LC web pages, and the bibliographic catalogs [ILS]).

This initiative will support searching with the commonly-used data standard (XML) that the Congress is now applying to the preparation of all its publications. As the House and Senate develop and implement new authoring systems that support XML, they will expect the Library to have a search engine, and related software, that can handle XML for both the LIS and THOMAS. CRS expects that all bills will be prepared in XML by 2005, and that other Congressional publications will follow. The Library's current LIS/THOMAS search engine may not be able to provide the XML capabilities needed to support Congressional research requirements.

At the same time, the Library is conducting a wider review of search engine tools for integrated indexing and retrieving information from Library resources. The Congressional Research Service is requesting funding in FY 2005 (see CRS' tab of this document) for the replacement of the LIS and THOMAS, which would provide an opportunity to identify the requirements for integrated searching, and propose a solution to meet these requirements.

The feasibility of a single solution is strengthened by a combination of factors. American Memory uses the same search engine as THOMAS/LIS, and could take advantage of a replacement solution, if it met their business and integration requirements. The ILS vendor has announced plans to switch to an off-the-shelf commercial search engine, and it is anticipated that this search engine will be strong in XML searching, with features similar to those being sought by the LIS/THOMAS replacement project. Commercial search engines are increasingly being strengthened and expanded to index and retrieve multiple types of documents and multiple scripts – including non-Roman scripts. This is an opportunity to put together a single solution that could be implemented to support these tools with a single search engine and point of access.

The FY 2005 request provides for:

- **One-time** acquisition of search engine tools (replacement or upgrading of existing tools). The analysis of requirements, and evaluation of options has not yet occurred; therefore, the \$650 thousand estimate is based on an informal market survey of recent known government procurements of search engine services. Search engine companies do not publish fixed rates for this level of business.
- Contract support from a search engine vendor and/or integrator for migration, configuration, and optimization services is \$100 thousand.

Library of Congress
Library of Congress, Salaries and Expenses
Cataloging Distribution Service
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	40	\$7,400
Minus: Rescission		<u>- 44</u>
Adjusted Appropriation, FY 2004		\$7,356
 Non-recurring Costs		-656
 Mandatory Pay and Related Costs		0
 Price Level Changes		0
 Program Increases		0
 Net Increase/Decrease	<u>0</u>	<u>-\$ 656</u>
 Total Budget	40	\$6,700
Total Offsetting Collections	<u>0</u>	<u>- 6,000</u>
Total Appropriation	40	\$ 700

Library of Congress
Library of Congress, Salaries and Expenses
Cataloging Distribution Service

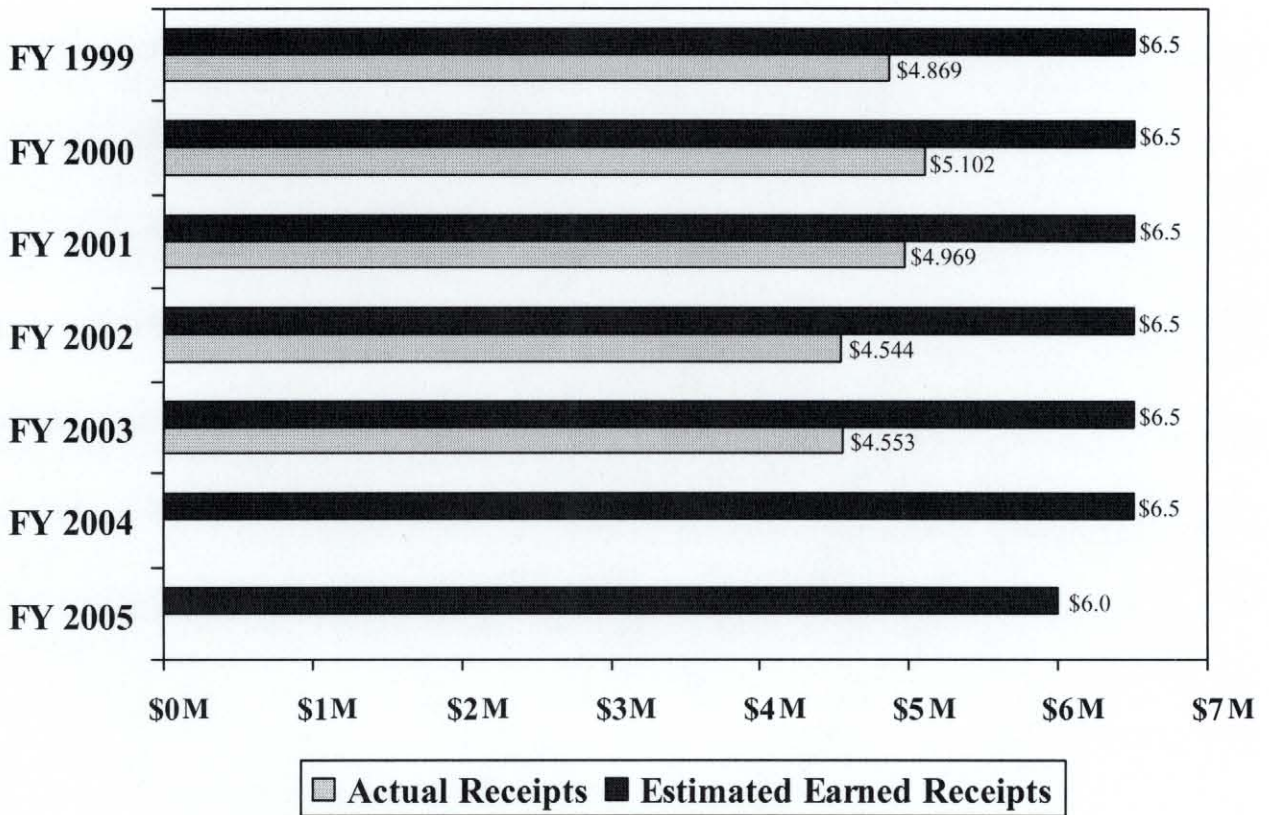
Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$2,210	\$2,329	\$2,167	- \$162
12 Personnel Benefits	445	474	441	- 33
13 Benefits for Former Personnel	0	0	0	0
21 Travel	13	29	29	0
22 Transportation of Things	102	102	102	0
23 Rent, Communications and Utilities	214	247	247	0
24 Printing and Reproduction	614	799	799	0
25 Other Contractual Services	767	2,832	2,371	- 461
26 Supplies and Materials	26	27	27	0
31 Equipment	18	517	517	0
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$4,409	\$7,356	\$6,700	- \$656

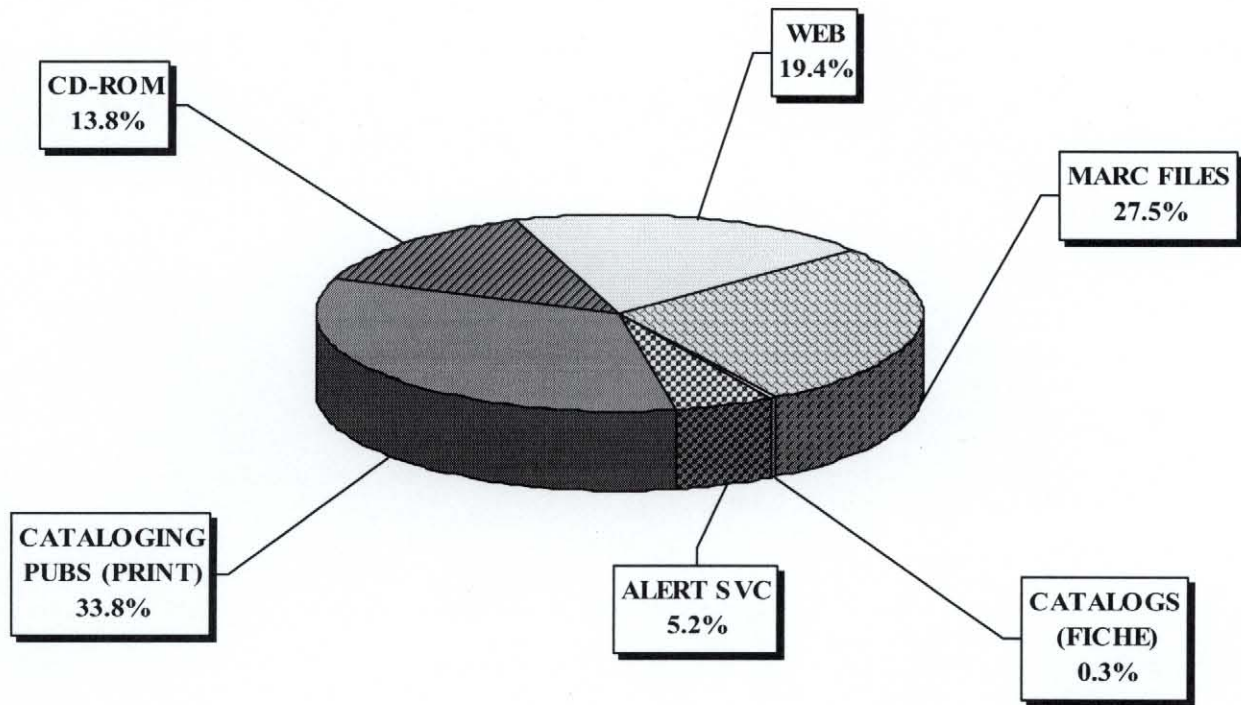
¹ Reflects the FY 2004 Enacted level, less the pending rescission.

**Library of Congress
Cataloging Distribution Service
FY 1999 – 2005
Earned Receipts
(Dollars in Millions)**



The Cataloging Distribution Service (CDS) is the distribution arm for the Library's bibliographic, authority and technical data. CDS develops, produces, markets, and distributes products and services that are used by the Library of Congress internal users and by libraries and information concerns throughout the world. Products and services include Machine-Readable Cataloging (MARC) records delivered to customers, via Internet file transfer, web-based access to Library of Congress Classification and Library of Congress Subject Headings, and cataloging publications and standards in print and CD-ROM formats. Microfiche catalogs and the card-based Alert Service are being phased out in favor of electronic alternatives. Total sales, for FY 2003, reflect these product categories in the following proportions:

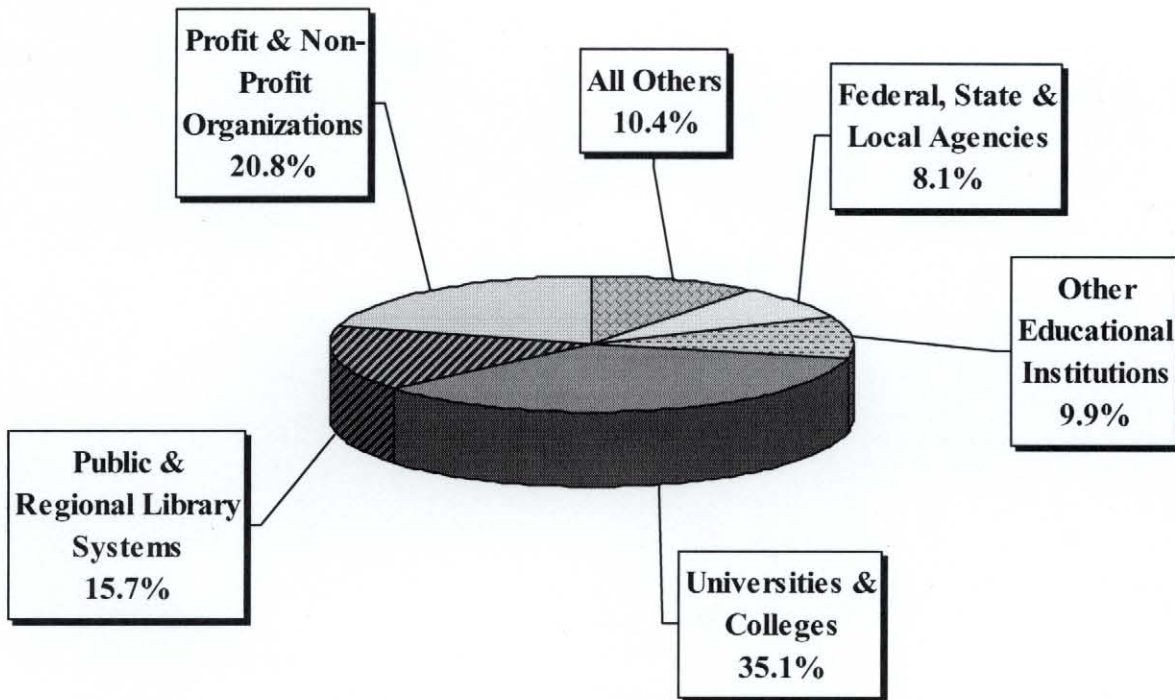
LIBRARY OF CONGRESS Cataloging Distribution Service FY 2003 Net Sales and Products



Total Net Sales : \$4,553,193

In FY 2003, a total of 5,028 accounts representing over 7,900 customers purchased Library of Congress cataloging products and services from CDS. These accounts represent all segments of the information services community, as illustrated by the following chart:

Library of Congress Cataloging Distribution Service Active Accounts



Total Active Accounts : 5,028

OVERVIEW

For more than 100 years, libraries throughout the United States and around the world have depended upon Library of Congress cataloging records and standards to process their materials. The use of Library of Congress cataloging data and standards promotes consistency and sharing of data that helps libraries avoid expensive duplication of cataloging efforts.

The Cataloging Distribution Service (CDS) administers the Library's cost-recovery distribution program under the authority of 2 U.S.C. 150, which requires that the Library charge for its products ". . . a price which will cover their costs plus ten per centum added." This requirement to return cost plus 10 percent applies across the sum of all products sold. On an annual basis, CDS establishes product prices that will fulfill this statutory requirement within the earned receipt requirement established through the congressional budget process.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 3:

Lead, promote, and support the growth and influence of the national and international library and information communities.

- Developed plans for the transition of legacy products and the CDS customer information management system to new technologies.
- Achieved a record number of subscriptions for the first full year of CDS first Web-based subscription service, *Classification Web*. By the end of FY 2003, more than 1,370 sites, representing more than 7,500 concurrent user accounts, had subscribed to *Classification Web*.
- Began development of a Web version of *Cataloger's Desktop*, CDS' flagship CD-ROM product containing Library of Congress cataloging manuals and standards. *Cataloger's Desktop* on the Web is scheduled for beta testing in early 2004 with release of the production version by June 2004.
- Continued planning for the implementation of a Web-based business and customer information management system (CIMS 21) that will enable customers to place orders for products and services online.
- Began implementation of a plan for the transition of mission-critical CDS bibliographic databases and product processing from the Library's mainframe computer to a server environment by December 2004.

- Electronically published the 26th edition of the five-volume Library of Congress Subject Headings using a retooled production process.
- Completed the development of a server-based method for updating and publishing new print editions of the Library of Congress Classification schedules.
- Published new editions of Machine-Readable Cataloging (MARC) publications, looseleaf cataloging manuals, and other technical publications.
- Introduced a new serials cataloging course, Integrating Resources Cataloging Workshop, and updated several other courses published in Portable Document Format (PDF) to meet the burgeoning need for authoritative training in the cataloging of electronic resources.
- Developed, in partnership with the Library's cataloging instruction office, a Web-based training course in the use of Cataloger's Desktop.
- Tested the distribution of cataloging records in MARC XML format as a strategy for reaching new subscribers such as Web search engines and online publishers outside the traditional library community.
- Terminated the costly production of three legacy product formats—microfiche, tape reel, and tape cartridge—by successfully migrating customers to more timely and cost-effective electronic alternatives.

FY 2004 PRIORITIES

- Launch the Web version of Cataloger's Desktop to Library of Congress internal users and to the worldwide library community.
- Enhance the functionality of Classification Web by adding the Library's name authority file and by implementing a Dewey Decimal Classification correlations feature and an automatic link to the Library's public online catalog.
- Continue planning for the implementation of an integrated Web-based business and customer information management system for improved customer service and more timely delivery of products and services to customers.
- Migrate CDS' bibliographic databases and product processing from the Library's mainframe computer to a server-based application within the Library's Integrated Library System environment.
- Introduce MARC XML as a distribution option for the MARC distribution services

with the aim of extending the reach of the Library's cataloging data to Web developers and other new audiences.

- Publish new editions of classification schedules KF (Law of the United States) and Q (Science), followed by the language and literature schedules, using a newly-developed electronic publishing system.
- Plan for the collaborative development and introduction of an online training course for non-specialists on the basics of organizing information for effective access.
- Continue defining and implementing new business processes and approaches for disseminating the Library's cataloging databases, standards, and related technical publications.

FY 2005 PRIORITIES

- Enhance and extend the reach of the Library's cataloging products and services through marketing and product development initiatives in the area of emerging digital standards and metadata generation.
- Implement an integrated Web-based business and customer information management system for improved customer service.
- Continue the collaborative development and distribution of cataloging and metadata training materials in support of the Library's leadership role in the emerging digital environment.
- Sustain cost-recovery operations by continuing to define and implement new business processes and approaches for disseminating the Library's cataloging databases, standards, and related technical publications.

FY 2005 BUDGET REQUEST

The Library is requesting a total of **\$6.7 million**, in **FY 2005**, to support the CDS program. This includes an earned receipt level of **\$6 million** for products and services provided to external customers and **\$700 thousand** in appropriations for products and services provided to internal Library customers.

The earned receipt level reflects a decrease of **\$460K** from FY 2004. This reduction is the result of adjustments in costs and revenue as legacy product formats and delivery methods are replaced by less costly electronic alternatives. The earned receipt level of \$6 million will provide sufficient obligational authority for new product initiatives and other capital investments, while at the same time allowing for some growth in receipts from the introduction of new products and services.

The appropriation level reflects a reduction of **\$196K** from FY 2004. This reduction is the result of the discontinuance of the microfiche production line in FY 2003, the planned termination of the Alert Service Card in FY 2004, and the continuing migration of Library internal customers from print to electronic cataloging documentation.

Library of Congress
Library of Congress, Salaries and Expenses
Law Library
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	FTE	Amount
Appropriation, FY 2004	101	\$13,013
Minus: Rescission		- 77
Adjusted Appropriation, FY 2004		\$12,936
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		232
Annualization of pay raise 2004		141
Within-grade increases		77
Overtime Maximum Rate Adjustment		3
One Less Day		- 35
Total, Mandatory Pay and Related Costs		418
Price Level Changes		60
Program Increases:		
Acquisitions/Preservation/Access:		
Reclassification of Collections.....	0	445
Total, Program Increases	0	445
Net Increase/Decrease	0	\$ 923
Total Budget	101	\$13,859
Total Offsetting Collections	0	- 350
Total Appropriation	101	\$13,509

Library of Congress
Library of Congress, Salaries and Expenses
Law Library

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$6,016	\$7,388	\$7,730	+ \$ 342
12 Personnel Benefits	1,231	1,559	1,635	+ 76
13 Benefits for Former Personnel	0	0	0	0
21 Travel	17	124	126	+ 2
22 Transportation of Things	0	2	2	0
23 Rent, Communications and Utilities	35	38	39	+ 1
24 Printing and Reproduction	34	34	35	+ 1
25 Other Contractual Services	4,558	3,610	4,108	+ 498
26 Supplies and Materials	36	38	39	+ 1
31 Equipment	124	143	145	+ 2
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$12,051	\$12,936	\$13,859	+ \$ 923

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Law Library of Congress is the world's largest legal and legislative library containing more than 2,500,000 volumes of legal material. Its primary mission is to provide the United States Congress with legal research and reference service in foreign, international, and comparative law and with reference assistance about American law. The Law Library, through its Directorate of Legal Research, provides high quality and timely legal research, analysis, and legal reference to the Congress, executive branch agencies, courts, the legal community, and other customers. The Directorate of Law Library Services acquires, maintains and preserves a comprehensive legal collection in both analog and digital formats, for use by the Congress, the Supreme Court, and other customers. Through the development and implementation of the Global Legal Information Network (GLIN), the Law Library is creating an international model for an electronic legal information system that provides a timely and comprehensive global legal information database for the use and support of the Congress, other government agencies, and governmental jurisdictions.

FY 2003 ACCOMPLISHMENTS

Directorate of Legal Research:

Library of Congress Strategic Goal 6:

Provide high-quality and timely legal research, analysis, and legal reference services to the Congress, the executive branch agencies, courts, the legal community, and other customers.

- Provided 617 reports, studies and legal briefs to the Congress, in FY 2003, with an average of 2.46 reports or legal briefs produced per work day.
- Non-congressional customers of the Law Library received 563 reports, studies or legal opinions during FY 2003, with an average of 2.25 reports produced per work day.
- Of the combined congressional and non-congressional 4.71 reports per day:
 - The Department of Homeland Security (formerly the Immigration and Naturalization Service (INS)) received 112 opinions delivered to 27 INS regional offices.
 - Executive branch agencies requested and received 152 special studies, legal opinions and reports from the Law Library. The number of FY 2003 legal opinions requested is a 50 percent increase in requests from FY 2002.

- Responded to 169 inquiries from the federal court system in FY 2003, seven times the number of court requests submitted to the Law Library in FY 2002.

Directorate of Law Library Services:

Library of Congress Strategic Goal 7:

Acquire, secure, maintain, preserve, and make accessible a comprehensive legal collection, in both analog and digital formats, for use by the Congress, executive branch agencies, courts, the legal community, and other customers.

- Completely eliminated its arrearage of: (1) Documents transferred from federal agencies, (2) Monograph and Serial titles to be added to the Integrated Library System (ILS), (3) Looseleaf documents awaiting filing, and (4) Materials requiring preparation for binding. The arrearage elimination project was made possible by a special FY 2002 congressional appropriation of \$850 thousand specifically mandating the elimination of the Law Library's arrearages by the close of FY 2003. The Law Library completely eliminated all four arrearage categories under its control, by September 30, 2003.
- Added 60,400 new volumes to the Library's collection.
- Processed 93,501 volumes of material for off-site storage at Fort Meade.
- Responded to 7,150 reference inquiries from the Congress, of which 4,056 required in-person assistance with their legal research.
- Law Library hours were extended to provide after-hours services, utilized by 345 congressional staff members to obtain specialized information.
- The Directorate of Law Library Services offered 15 seminars on legal research, providing training to 412 congressional staff members.
- Online requests - In FY 2003:
 - The Law Library Reading Room responded to 2,434 Internet references inquires.
 - The Guide to Law on Line recorded 1,581,309 transactions.
 - The Century of Law Making recorded 1,158,714 transactions.
 - The Multinational Database, containing 6,515 records, recorded 86,018 transactions.

The Global Legal Information Network:

Library of Congress Strategic Goal 8:

Expand and enhance the Global Legal Information Network (GLIN).

- In FY 2003, the Law Library targeted six countries for recruitment: Costa Rica, El Salvador, Honduras, Nicaragua, Panama, and Russia. All six countries were successfully recruited.
- The GLIN database was expanded to include the laws of forty-eight (48) countries and international organizations. The database includes legal writings from six (6) countries and international organizations. Of the 48 countries participating in GLIN, 25 make direct contributions to the database and Law Library staff members provide the input of legal documents for 23 other countries.
- A total of 1,331 rolls of microfilm, containing laws from Latin American countries, were converted to Portable Document Format (PDF) for inclusion in the GLIN database.
- The full texts of 27,000 laws, in official languages, were linked to corresponding English language summaries of the laws.
- An additional 7,200 laws were added to the database by the Law Library. Approximately 4,000 additional laws were added to the database by other GLIN member countries.
- Recorded 1,700,000 transactions, in the GLIN database.

Outreach:

- Staff members of the Law Library actively participated in 41 events in FY 2003, reaching 3,070 individuals. Fifty-five percent of the staff or 54 individuals participated in out reach activities.

FY 2004 PRIORITIES

In FY 2004, the Law Library will respond to increased demand for legal research by increasing both the quality, quantity, and timeliness of legal opinions and briefs required by the Congress and by other customers. Controls will be put in place by the Law Library to prevent arrearage shortfalls from developing in its processing of new acquisitions. A strategic plan will be developed for the reclassification of one third of the Law Library's collection in the Class K schedule, the standard used by all major

legal research libraries in the United States. A contract will be awarded to upgrade the GLIN software system, with a demonstrable prototype produced, by the close of FY 2004. Special emphasis will be placed on expanding the GLIN database with retrospective legal material and maintaining the current standard of capturing all U.S. public laws as they become available.

FY 2005 PRIORITIES

In FY 2005, the Law Library will enhance the GLIN system, focusing on retrospective laws between 1950-1975, by digitizing approximately 40,000 full text laws from six Latin American countries and adding 40,000 English language summaries for those laws to the GLIN database, placing all current U.S. public laws on the database, and conducting GLIN demonstrations and assessment/recruitment missions in at least two countries. Congressional seminars on legal research techniques for both U.S. and foreign law will be expanded to include electronic and Internet sources. Emphasis will be placed on the maintenance and security of special collections of government documents. The Law Library will initiate a five-year program to reclassify one third (800,000 volumes) of its collection of legal material to Class K.

FY 2005 BUDGET REQUEST

The Law Library is requesting a total of **\$13.859 million in FY 2005**, an increase of \$923 thousand over FY 2004. The increase includes \$478 thousand for mandatory and price level increases, and \$445 thousand for program increases. Total FTEs requested in FY 2005, is 101 FTEs, the same level as FY 2004.

PROGRAM CHANGES

\$445,000

Reclassification of Collections

(\$445,000)

The Law Library is requesting contract support funding to convert 800,000 volumes or one-third of its legal collection from the "LAW" class to the "Class K," the new international standard for the classification of legal materials. This project will take five years and funding of \$445 thousand per year, is requested, beginning in FY 2005, for a total project cost of \$2.225 million.

At the close of FY 2003, the Library of Congress concluded the development of the "Class K" schedule to replace the "LAW" class categories previously used to classify legal materials. With the development of "Class K," the Library established the international standard for the classification of legal materials. Other Libraries have already converted their collections from "LAW" to "Class K." For example, the Yale University Law Library has reclassified all legal material held in its collection; the University of California, at Berkeley, has reclassified its canon law collection; and Cornell University has reclassified its entire collection of European legal materials.

However, the Library lacks the resources to undertake a reclassification effort of this magnitude required to bring the Law Library into compliance with the standards established by the Library of Congress.

The Library of Congress' Law Library has approximately 800,000 volumes or one third of its legal collections classified under the **obsolete** "LAW" class category. One out of every three items of legal material collected are without full call numbers, subject classification, and descriptive elements. Twenty-five percent of all requests for foreign legal materials cannot be located when sought for research purposes.

Currently, the Law Library compensates for the obsolete classification of such a significant portion of its collection by relying on the institutional memory of veteran staff members knowledgeable of the "LAW" system of classification. Only five professional librarians, on the current staff, know the "LAW" system and the loss of that institutional memory is inevitable through attrition and retirement. The United States Congress currently invests \$2.8 million annually, retaining the services of 22 legal research specialists, dependant on access to foreign legal material, to respond to Congressional requests for information and opinions. The return on that investment is seriously compromised when 90 percent of foreign law serials remain classified in the "LAW" system and one out of every four documents sought cannot be located due to the inability of professional staff members to interpret the "LAW" system. If the Law Library is to provide accurate and timely legal information to the Congress its collection must be made accessible through the systematic application of the "Class K" schedule to both current and retrospective materials.

The Law Library's request of \$445 thousand, per year, for five years of contract support, will allow the Library of Congress to meet its own standards established for all Library communities, and return the Law Library to a position of leadership within the greater Law Library community. It will greatly enhance the capacity of the Legal Research Directorate to meet the expectations of the Congress and facilitate decisions made by the Congress in matters concerning international law and in many instances concerning the lives of individual American citizens.

Library of Congress
Library of Congress, Salaries and Expenses
Office of the Librarian
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	FTE	Amount
Appropriation, FY 2004	176	\$20,305
Minus: Rescission		<u>- 120</u>
Adjusted Appropriation, FY 2004		\$20,185
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		418
Annualization of pay raise 2004		255
Within-grade increases		138
Overtime Maximum Rate Adjustment		24
Accident Compensation		39
One Less Day		<u>- 64</u>
Total, Mandatory Pay and Related Costs		810
Price Level Changes		49
Program Increases:		
Security		
IG Computer Security Audits	<u>2</u>	<u>209</u>
Total, Program Increases	2	209
Net Increase/Decrease	<u>0</u>	<u>\$ 1,068</u>
Total Budget	178	\$21,253
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	178	\$21,253

**Library of Congress
Library of Congress, Salaries and Expenses
Office of the Librarian**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$9,444	\$13,299	\$14,092	+ \$ 793
12 Personnel Benefits	2,748	3,688	3,914	+ 226
13 Benefits for Former Personnel	20	84	84	0
21 Travel	75	90	91	+ 1
22 Transportation of Things	7	7	7	0
23 Rent, Communications and Utilities	169	221	225	+ 4
24 Printing and Reproduction	607	555	564	+ 9
25 Other Contractual Services	2,152	1,843	1,872	+ 29
26 Supplies and Materials	115	122	124	+ 2
31 Equipment	328	275	279	+ 4
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	9	1	1	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$15,674	\$20,185	\$21,253	+ \$1,068

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Office of the Librarian (OL) consists of the Librarian of Congress and his staff, the Congressional Relations Office (CRO); the Development Office; the Office of Communications; the Office of Contracts and Grants Management; the Office of the General Counsel; the Office of the Inspector General; the Office of Operations Management and Training; the Special Events Office; the Office of Workforce Diversity; and the Office of the Chief Financial Officer. These offices have Library-wide responsibility for congressional and press relations; private sector outreach fund-raising; internal and external communications; facilitating and executing large purchases, contracts, grants, and cooperative agreements; legal counseling; auditing and investigating; formulating and implementing operational policies; developing and administering training and career development programs; creating a workplace environment that recognizes and respects the racial, ethnic, gender, cultural, and other diversities the Library's employees bring to the workplace; and the centralized strategic planning, budgeting, accounting, and disbursing activities for all of the Library's appropriations, gift and trust funds, revolving funds, and reimbursable activities.

In addition, the Management Support Service Units of Human Resources, Integrated Support Service, and Security and Emergency Preparedness reports to the Office of the Librarian. These offices are presented elsewhere in the budget as separate program elements.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 16:

Create an environment that supports delivery of superior service to the Congress and the American people through effective communication and management of business and supporting processes and financial resources, and that provides a safe and healthy workplace.

- The OL continued its ongoing efforts to serve Members of Congress, their staffs and committees by providing and responding to thousands of congressional inquiries about the Library's collections, activities, policies, and facilities.
- The Court-ordered supervision of the Library's hiring processes was brought to a close when the Library prevailed in U.S. District Court in the final motion in the *Cook vs. Billington* case.
- Provided legal advice in support of Congressionally-mandated activities including: the Veterans History Program, the Hands Across American Program, the Abraham Lincoln Bicentennial Commission, the Open World Leadership Center, and the National Digital Information Infrastructure and Preservation Program (NDIIPP).

- Established an Implementation Agreement between the Packard Humanities Institute (PHI) and the Architect of the Capitol for construction and operation of the National Audio-Visual Conservation Center (NAVCC) in Culpeper, Virginia. PHI is donating the Culpeper property to the United States.
- Successfully implemented the transition of the Special Events account from a gift to a revolving fund.
- Approved the use of Library facilities for 43 outside organizations, and successfully planned and managed 531 events, including 118 congressionally hosted lectures, symposia, policy meetings, film showings, dinners and receptions held in the Library's Great Hall, Members Room, and other facilities.
- In addition to the service provided through the Congressional Research Service, the Library also responded to more than 7,000 Congressional requests for service and research assistance.
- Fund-raising initiatives were very successful and included raising more than \$2M for internships, symposia, conferences, scholarly programs and exhibitions; \$1.9M for music, motion picture, and recorded sound initiatives; and raising \$4.5M for outreach initiatives including the National Book Festival, the Library's web sites, friends' programs, and special events.
- The Madison Council's meeting in the fall of 2002 was held in conjunction with the opening of the *When They Were Young* exhibition and the viewing of *Witness & Response: 9/11 Acquisitions at the Library of Congress*. In May 2003, Council members and other friends of John Kluge came together to celebrate the formal opening of the *John W. Kluge Center at the Library of Congress* with Tony Bennett giving the first musical performance ever in the Main Reading Room of the Thomas Jefferson building. The Jeffersonians — Madison Council members who have given gifts of \$1M or more — met together for the first time as a group, and they decided to fund a joint project that would provide additional resources for high priority, time-sensitive initiatives needing immediate support. By the end of the fiscal year, Jeffersonians had committed nearly \$2 million for this purpose.
- The Public Affairs Office (PAO) continued to be responsible for many aspects of the Library's most popular public face, its World Wide Web Site. In partnership with the Ad Council, PAO continued a campaign to advertise the Library's main web site (www.loc.gov) as a public service. PAO also maintained and updated a monthly Web Magazine, *Wise Guide to loc.gov*, which introduces newcomers to the educational resources available on the Library's web site.

- PAO, in association with the Office of Strategic Initiatives, promoted and upgraded the *America's Library Web Site* for children and families with interesting historical stories and interactive activities (www.americaslibrary.gov). With millions of dollars in public service advertising space, and creative advice donated by the Advertising Council as part of its Children's Initiative effort, americaslibrary.gov continued to be publicized through television, radio and web public service announcements. This site handled 184 million hits in FY 2003 (and more than half a billion hits since its inception in April 2000).
- PAO facilitated the production of numerous radio and television news and public affairs programs featuring the Library and its collections. The most notable was public television's weekly award-winning series *Great Museums*, which highlighted the Library's unique legacy as ". . . the nation's life story and arguably the ultimate American museum." Mixing expert narrative with dynamic visuals, the 30-minute segment titled *The Library of Congress: Volumes to Speak*, included interviews with the Librarian and a variety of curators while highlighting items from the collection. It was awarded the Golden Tally Award for excellence.
- PAO in cooperation with the Publishing Office, compiled and produced the *Annual Report of the Librarian of Congress for the Fiscal Year Ending September 30, 2002*. The report featured a poignant picture portfolio of selected images from the Library's commemorative exhibition titled *Witness and Response: September 11 Acquisitions at the Library of Congress*.
- Actively planned and prepared to launch *LC Comes to Your Hometown*, highlighting the Library's services to the local communities of Members of Congress and their constituents. This initiative was developed by the Public Affairs Office, CRO, and the Leadership Development Class of 2002. The project was successfully piloted in three Ohio communities in the first quarter of FY 2004.
- FY 2003 was an active year for the Library's Leadership Development Program. The program activities included: a formal graduation ceremony for the program's third graduating class; recruitment and selection of candidates for the Library's FY 2004 class were completed; and, working closely with representatives from each of the Library's offices, the program orientation schedule for the Library's fourth Leadership Development class was finalized.
- Realigned the Contracting Office to the Office of the Librarian and established the Office of Contracts and Grants Management during the 4th quarter of FY 2003. The Contracts Operations section, which supports internal Library service units, completed 4,508 contractual actions valued at approximately \$149M for supplies,

services and equipment. A number of acquisition reforms were realized during the year, including a greater use of the Government Purchase Card, more extensive use of existing government contracts and schedules (such as GSA and NASA schedules), and use of commercial contracting methods to meet most requirements. These reforms were instrumental in the success realized in meeting a relatively large surge of work toward the end of the year. The FEDLINK contracts' unit successfully tested the use of indefinite quantity contracts vice basic ordering agreements. The indefinite quantity contracts provide customers more flexibility and a quicker response time in ordering against the contracts.

- To support the Deputy Librarian of Congress' role of Chief Operating Officer of the Library, the Operations Management and Training Office (OM&T) was established and staffed during the 4th quarter of FY 2003.
- The training component of OM&T, the Learning Support Center, delivered Library-wide support to all offices by providing technical, non-technical, mandatory, and mission critical training. Usage of the Learning Support Center increased by 300 percent over FY 2002.
- The mentoring program, a program that nurtures the professional development of the Library's diverse staff and provides a strategic gateway to preserving and transferring institutional knowledge was enhanced, and matched 39 mentor-mentoree partners in FY 2003.
- Continued to streamline procedures to track the Librarian's Correspondence, which averages 1,050 pieces a month. Maintained the new electronic correspondence tracking system, ccmMercury that: (1) retains the original correspondence in the Correspondence Control Unit, with only electronic scans going forward, and (2) eliminates duplication of efforts.
- Established the Office of Workforce Diversity as part of the Deputy Librarian's reorganization. The office consolidated key workforce diversity and civil rights activities (Affirmative Action, Dispute Resolution and Equal Employment Opportunity (EEO)), into one organizational entity, reporting directly to the Deputy Librarian of Congress. Closed 112 cases through statutory processing, despite minimal staffing levels. Mediated 48 cases through Dispute Resolution process for an 84 percent resolution rate. The Dispute Resolution Center Conveners/Mediators provided 721 consultations to Library supervisors and employees resulting in resolutions that prevented the filing of labor relations cases or EEO complaints.
- Implemented a new system (Visual Power Files) that tracks and reports the data and status of EEO cases, and also develops statistical under representation

analyses to address affirmative action hiring needs of the Library. Developed and implemented an automated dispute tracking system (REMEDY) to collect, track, and report data relative to claims processed by the Dispute Resolution Center. Completed selection of 12 Library employees for the "Affirmative Action Intern Program." Developed and provided several ethnic and diversity awareness programs.

- Received the seventh consecutive "clean" audit opinion for the Library's FY 2002 consolidated financial statements.
- Coordinated the issuance of the Library's FY 2004 - 2008 strategic plan, which provides overall guidance for preparing the budget and annual program performance goals.
- Procured the next generation central financial management system that will support more cost effective and efficient financial processes throughout the Library.

FY 2004 PRIORITIES

In FY 2004, the OL will continue to publicize and promote the Library's broad range of programs, exhibitions, acquisitions, publications, events and activities, beginning with the 2003 National Book Festival, the awarding of the Kluge Prize, the Librarian's additions to the Film Registry, and other programs and projects, including *LC Comes to Your Hometown*. In coordination with the James Madison Council, the OL will continue to focus on new and challenging fund-raising endeavors. The OL will support the Library's move to the National Audio-Visual Conservation Center (NAVCC) in Culpeper, Virginia, by providing legal advice on issues relating to copyright, contracts, and personnel.

Other priorities include continuing to improve communication and program planning and execution across library boundaries, bringing best practices and business management skills to all offices to enhance library management, operational analysis, and service delivery systems. For example, integrating all support for contracts, grants, and cooperative agreements, re-engineering the Library's learning/training program, implementing the Library's Multi-Year Affirmative Action Plan, and implementing the initial phase of the new central financial management system.

FY 2005 PRIORITIES

For FY 2005, in addition to assuring excellence in the administration of all Library programs, the OL will continue to focus on expanding projects that increase public educational awareness through national, international, scholarly and digital initiatives.

The OL will continue to play a leadership role in the digital arena and protect the Library's name and image through oversight of internal and external representations of the Library of Congress by commercial and non-commercial entities. Striving to strengthen and improve the Library's operating efficiencies in all program areas including EEO case processing, alternative dispute resolution, and affirmative action recruitment and analysis will be an ongoing endeavor. Under representation in the Library's workforce will continue to be addressed by developing and implementing a national campaign to recruit targeted under represented groups, including Hispanics and Native Americans.

FY 2005 BUDGET REQUEST

The Office of the Librarian is requesting **\$21.253 million in FY 2005**, an increase of \$1.068 million, over FY 2004. Of this amount, \$209 thousand is for program changes described below and includes a request for two additional FTEs, for a total FTE ceiling of 178 FTEs in FY 2005.

PROGRAM CHANGES

\$209,000/2 FTEs

IG Computer Security Audits

(\$209,000/2 FTEs)

The Congress approved the plan for the National Digital Information and Infrastructure Preservation Program (NDIIPP). When implemented, NDIIPP will ensure electronic collection, preservation, and dissemination of information to the Library's users: the Congress, the Federal government, and the American People. The Library's leadership role in preserving digital information, especially materials that are created only in digital formats, and ensuring their accessibility will require a substantial investment in Information Technology (IT) security capabilities to safeguard the assets while protecting copyright, licensing, and contractual restrictions. Although some improvements have been made, the Library's IT security program is still inadequate. Documented security policies and procedures need to be implemented and enforced. Weaknesses have been identified in logical access controls, application and system software security controls, and change control procedures.

In FY 2005, the Office of the Inspector General (OIG) is requesting funding of **\$209 thousand** to support **two additional FTEs** for IT Auditors (one GS-13 and one GS-14). The auditors will provide oversight of the Library's IT Security program and ensure compliance with minimal best practices, meeting the Librarian's need to address the integrity, confidentiality, authenticity, and access of information and the Library's information systems. The Library's critical information systems have not been certified, accredited, or otherwise adequately assessed for risk. The OIG has not been able to devote sufficient audit resources to IT security due to increasing demand for administrative investigations, and for increased financial and performance audits.

The OIG needs to oversee the implementation of appropriate policies, procedures, and control mechanisms that are sufficient to afford security protections commensurate with the risk and magnitude of harm that could result from the loss, misuse, or unauthorized access to or modification of information and information systems that would adversely affect the Library's programs. Library-wide policies are currently being developed. The OIG needs to place considerable emphasis on system-level reviews that cover system-specific policy, procedures, and management, including operational (people) controls and technical (computer) controls.

Library of Congress
Library of Congress, Salaries and Expenses
Human Resources Services
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	61	\$7,160
Minus: Rescission		<u>- 42</u>
Adjusted Appropriation, FY 2004		\$7,118
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		129
Annualization of pay raise 2004		78
Within-grade increases		43
Child Care Benefits Adjustment		30
One Less Day		<u>- 20</u>
Total, Mandatory Pay and Related Costs		260
Price Level Changes		30
Program Increases:		
Infrastructure Support		
HRIS Modules Implementation	<u>0</u>	<u>1,335</u>
Total, Program Increases	0	1,335
Net Increase/Decrease	<u>0</u>	<u>\$1,625</u>
Total Budget	61	\$8,743
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	61	\$8,743

Library of Congress
Library of Congress, Salaries and Expenses
Human Resources Services

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$4,980	\$4,097	\$4,286	+ \$ 189
12 Personnel Benefits	1,206	1,118	1,189	+ 71
13 Benefits for Former Personnel	0	0	0	0
21 Travel	14	23	23	0
22 Transportation of Things	2	2	2	0
23 Rent, Communications and Utilities	48	52	53	+ 1
24 Printing and Reproduction	148	132	134	+ 2
25 Other Contractual Services	1,853	1,631	2,992	+ 1,361
26 Supplies and Materials	38	32	33	+ 1
31 Equipment	75	31	31	0
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	2	0	0	0
43 Interest	5	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$8,371	\$7,118	\$8,743	+ \$1,625

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

This budget funds Human Resources Services (HRS) and provides administrative support to the Little Scholars Child Development Center, the Library's day care facility.

In partnership with the service and infrastructure units, HRS designs and implements the policies, procedures, and systems to build, develop, and manage the workforce needed to support the Library's mission and priorities. HRS consists of the following offices:

- The **Strategic Planning and Automation Office** ensures alignment of human resources plans, programs, and systems to the Library's strategic goals and objectives. The Office identifies and implements electronic solutions to human resources needs, conducts workforce transition plans to identify current and future required skill sets, and assists Library offices in succession and workforce planning initiatives.
- The **Workforce Acquisition Office** recruits and hires the best and brightest staff through internal and external partnerships, ensuring a diverse and talented workforce through the design of innovative strategies that emphasize speed and flexibility.
- The **Workforce Management Office** supports the Library's goal of becoming a performance-based organization through the design of programs and policies. The Office also manages all aspects of labor and employee relations and performance management programs for the Library.
- The **WorkLife Services Center** provides a wide-ranging array of human resources services and information to Library managers and staff. The Office maintains an Employee Service Center that is the principal point of contact for human resources information for Library staff, and provides counseling in the areas of benefits, retirement, and employee assistance.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 15:

Manage Human Capital so the Library is able to attract and maintain an outstanding workforce with the skills, resources, and dedication to deliver a range of high-quality, cutting-edge services, in all the Library's program and support areas.

During FY 2003, HRS took significant steps to modernize its operations and improve service delivery to its customers:

- Implemented a new, more strategically focused organization.
- Continued to fill competitive selections at a record pace, making 292 professional, administrative, and supervisory technical competitive selections - comparable level as in FY 2002 - and a significant improvement to the five-year average of 190 competitive selections during the period FY 1997 to 2001.
- Co-chaired a Merit Selection Plan Task Force charged with developing a new Merit Selection Plan that will be implemented in FY 2004.

In addition to its work in support of the hiring process, HRS implemented numerous actions to strengthen its core processes and provide enhanced service to its customers. Of particular note are the following key initiatives:

- Developed and distributed, to staff, a comprehensive and convenient Employee Reference Guide. This guide contains phone numbers and web sites for human resources activities and various organizational services.
- Sponsored a "Meet-N-Greet" for Library staff to learn more about the new HRS, inform them about the availability of online human resources services, and identify HRS points of contacts. Staff received numerous, helpful brochures on HRS functions and activities.
- Developed an online alert system, LC Events, to inform Library staff about important employee issues (e.g., benefits open seasons, transit subsidy updates, and retirement planning classes).
- Strengthened lines of communications between HRS managers and employees through weekly meetings in each HRS office, and monthly meetings for all HRS staff.
- Designed and delivered Administrative Management training Modules in Labor Management Relations, Employee Relations, Performance Management, and Employee Assistance. Each of the courses received very high evaluations by the participants.
- Developed a tracking module to record performance appraisal information.

- Reorganized WorkLife Services to enhance customer service delivery. A centralized location for applicants and staff to receive accurate information about the application and benefits processes and a confidential setting for retirement counseling was established.
- Transformed the “first day employee in-processing and orientation” program. Substantially improved the quality and amount of information provided to new staff in areas such as benefits, compensation, organizational structure, mission and security. Service units are now using this expanded program as a foundation to complement their own new-employee orientation programs.
- Conducted highly-rated employee relations training sessions for supervisory staff, reestablished training in administrative management, and implemented a performance appraisal tracking module.
- Official Personnel Folders (OPFs) are now accounted for through an automated tracking system that permits efficient and effective tracking and retrieval of folders. Hundreds of inactive OPFs were forwarded to the National Records Center for appropriate records storage.
- Through a collaborative agreement with the United States Department of Agriculture, provided the Library access to a web-based Human Resources Information System (HRIS), which will be implemented in FY 2004.

FY 2004 PRIORITIES

During FY 2004, HRS will focus on revising and implementing a new Merit Selection Plan, piloting the use of foundational job analysis for positions requiring digital competencies, implementing an action plan to ensure an efficient and effective performance management program, implementing a web-based HRIS, expanding use of a web-based application to record employee time and attendance and to transmit certified data to the Library’s payroll provider, and piloting a workforce planning tool.

FY 2005 PRIORITIES

During FY 2005, HRS will continue streamlining the merit selection process, further strengthen the Library’s performance management program, provide analysis and support to service units in succession and workforce planning, and award a contract and implement a staffing and classification online system.

FY 2005 BUDGET REQUEST

The Library is requesting **\$8.743 million** for its HRS activities in **FY 2005**, an increase of \$1.625 million over FY 2004. Funding includes \$290 thousand for mandatory and price level increases, and \$1.335 million for program changes. Funding supports 61 FTEs, the same level as FY 2004.

PROGRAM CHANGES

\$1,335,000/0 FTEs

Human Resources Information System Staffing and Classification Modules

(\$1,335,000/0 FTEs)

The Library is requesting **\$1.335 million** to procure and implement staffing and classification modules that will be fully integrated with its emerging Human Resources Information System (HRIS).

The Current Automation Environment

The Library uses automation extensively for human resources activities. Four systems/applications comprise the Library's human resources toolkit. First, the Library employs a web-based subscription service to create position descriptions and draft supporting job analysis documentation and vacancy announcements, and to receive and rate online applications to Library postings. After a selection is made, a client-server personnel action system is used to effect the hire. This system, utilizing customized workflow, which allows personnel action requests to begin in the service units and then be routed through several authorization points before entering HRS for processing, supports not only selections but the full gamut of personnel actions, including promotions, reassignments, and separations. The personnel action system interfaces with the third element of our toolkit, the National Finance Center (NFC) Payroll/Personnel System database, containing employee personnel records and time and attendance (T&A) reports. Finally, the Library is currently implementing a web-based T&A application that permits time records to be entered, verified, certified, and collected for transmission to NFC. This application allows exception-based T&A processing and thus streamlines a labor-intensive activity that requires extensive administrative support.

Problems

Despite the achievements accomplished in FY 2003 (e.g. the record number of competitive selections), the current automation approach has several weaknesses:

- An interface does not exist between the position description/application and

personnel action systems. Selection information is rekeyed into the latter system, requiring double entry and creating the potential for data inconsistencies.

- Because the personnel action system is a client server, the application must be installed on each user's workstation. This is both labor intensive and limiting, in that the system is only accessible at the Library's campus.
- The Library's new staffing vision articulated in its revised Merit Selection Plan redefines job analysis as the core activity driving each of the following areas: position descriptions, selection and assessment, compensation, performance management, training and development, career progression, workforce planning, and business structuring. The Plan streamlines administrative tasks, reducing the time and work to fill vacancies while improving the quality of interview pools. This vision is inconsistent with the position description-centric approach found in the Library's current classification and staffing tool.

New Direction

Through a partnership with USDA, the Library will begin implementing a comprehensive, web-based HRIS in FY 2004. This system, interfacing with NFC, will provide Library managers and staff accurate, secure, direct, and immediate access to human resources records, data, and information, to support timely decision-making and action in the following functions: 1) position management and classification, 2) recruitment and staffing, 3) personnel action administration, 4) employee official personnel folders, 5) worklife services, 6) labor-management and employee relations, 7) performance management, 8) workforce planning and analytics, and 9) workforce development and training.

The HRIS will support real-time workflow management that provides for tasking, tracking, review, and approval for work in progress in all of the above functions. For example, the system will generate FTE and on-board staffing reports required to comply with Library and federal government regulations, based on a centralized and official Library database, thereby increasing the consistency and reliability of the information provided. The HRIS also will improve ease of use by providing a common user interface and common, context-sensitive help screens for all human resources functions.

FY 2004 - 2006 Activities

The Library will implement the foundational elements of the HRIS, including Personnel Action Recommendation processing, in FY 2004.

During FY 2005, resources will be directed to implementing the classification and staffing modules and interfacing them with the HRIS. These modules will support the Library's ability to analyze and synthesize information regarding the work to be performed, which in turn will drive the recruitment and retraining processes. This effort will more effectively position the Library to ensure that the staff have the Knowledge, Skills, Abilities, and Other Characteristics (KSAOs) to serve the Congress and other customers now and in the future. Funding supports the implementation of the modules, conversion of Library data, integration with the HRIS and partial costs of the old and new classification and staffing modules during the transition year.

In FY 2006, the Library will implement the HRIS' performance management module and an electronic Official Personnel Folder module (e-OPF) that will interface with the HRIS. The performance management module will give managers online capability to create performance, individual development and performance improvement plans, and route the plans to superiors and impacted staff, as well as to appraise employees against the standards contained in the plans. The e-OPF initiative will convert existing employee records into an electronic format, resulting in increased security and flexibility, and reduced operational costs. Through this initiative, the Library will be able to store OPFs safely and securely, provide multiple backups, accommodate OPF reviews by authorized personnel from any location at any time via the Web, allow immediate retrieval and updating of OPF documents, empower each employee to view and print records from his/her own OPF on demand, ensure employee confidentiality by controlling those who can access specific OPF documents and limiting the types of documents they can view, and allow OPFs to be quickly summarized to aid in audits or to provide statistical data.

Impact if funding is not approved:

The future of all of the Library's efforts depends on our greatest asset - the expertise, intellect and dedication of a Library staff that makes our vast collections and services relevant and accessible. Library management must be able to train, develop and renew its staff and add fresh talent to sustain the Library's leadership role amidst the massive technological changes in the 21st century. Requested resources will ensure the Library's continued improvement in personnel management, meeting human capital goals and objectives, increasing consistency, accuracy and productivity, while decreasing operational costs.

Library of Congress
Library of Congress, Salaries and Expenses
Integrated Support Services
Analysis of Change
(Dollars in Thousands)

	FY 2005 Agency Request	
	FTE	Amount
Appropriation, FY 2004	147	\$24,680
Minus: Rescission		- 146
Adjusted Appropriation, FY 2004		\$24,534
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		263
Annualization of pay raise 2004		160
Within-grade increases		87
Overtime Maximum Rate Adjustment		1
One Less Day		- 40
Total, Mandatory Pay and Related Costs		471
Price Level Changes		310
Program Increases:		
Acquisitions/Preservation/Access		
NAVCC - Culpeper	3	301
Infrastructure Support		
Modernize Facility Services	<u>9</u>	<u>1,880</u>
Total, Program Increases	12	2,181
Net Increase/Decrease	<u>12</u>	<u>\$ 2,962</u>
Total Budget	159	\$27,496
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	159	\$27,496

Library of Congress
Library of Congress, Salaries and Expenses
Integrated Support Services

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$8,024	\$8,365	\$9,417	+ \$1,052
12 Personnel Benefits	1,756	1,867	2,148	+ 281
13 Benefits for Former Personnel	0	0	0	0
21 Travel	46	69	70	+ 1
22 Transportation of Things	2	4	4	0
23 Rent, Communications and Utilities	2,035	2,369	2,476	+ 107
24 Printing and Reproduction	45	81	82	+ 1
25 Other Contractual Services	11,438	10,238	11,733	+ 1,495
26 Supplies and Materials	84	151	154	+ 3
31 Equipment	2,201	1,390	1,412	+ 22
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$25,631	\$24,534	\$27,496	+ \$2,962

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The mission of Integrated Support Services (ISS) is to provide basic administrative support services to the Library as a whole. ISS comprises five offices:

Logistics Services: Accounts for, and ensures proper utilization and disposal, of line items of Library property, including inventory control for Library-owned furniture and equipment; manages the Library's reimbursable supply program that buys common office supplies in bulk; manages a warehouse operation in Landover, MD, responsible for the receipt, storage, and delivery of materials and supplies, and for the pick-up, recycling, and disposal of surplus property.

Facility Services: Plans, designs, and provides oversight of construction, alterations, and operation of the Library's buildings and grounds on Capitol Hill and in remote locations (NW Washington, D.C.; Wright-Patterson Air Force Base, OH; Landover, MD; and Boyers, PA); cooperates with the Architect of the Capitol (AOC) in design and construction of the book storage modules at Fort Meade, MD; and the National Audio-Visual Conservation Center (NAVCC) at Culpeper, VA; provides labor support for facility operations; manages the custodial services and the food services programs; and oversees the use and operation of the Library's public meeting spaces to facilitate meetings, workshops, seminars, receptions for public and private events.

Health Services: Develops and administers the Library's occupational health and medicine program; manages the workers compensation program; provides expert advice to the Library on public health and workforce health issues, and serves as first responder to medical emergencies.

Office Systems Services: Administers the Library's correspondence and records management program; transportation services; printing, duplication, and composition functions; and manages the contractor operation for mail and messenger services, and the loading dock.

Safety Services: Manages the Library's fire prevention, safety, environmental health and environmental compliance programs for staff, researchers, and visitors of the Library; develops and promulgates safety and environmental health directives; periodically reviews and analyzes the Library's injury record and redirects training or procedures as necessary; provides expert advice and guidance to the Library's safety committee; conducts or directs periodic safety and environmental health evaluations of Library work places, and develops hazard abatement plans for correction of identified hazards.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 16:

Create an environment that supports delivery of superior service to the Congress and the American people through effective communication and management of business and supporting processes and financial resources, and that provides a safe and healthy workplace.

- Started, continued, or completed a number of facility actions and moves based on the FY 2003 portion of the comprehensive Library-wide space plan. These projects included: renovation of the Poetry Office, and planning for spaces affected by the Capitol Visitor Center (CVC) tunnel connection in the Thomas Jefferson Building; preparation of space in the John Adams Building for the House Select Committee on Homeland Security, and for Library Services Digital Futures; completion of renovation of the Office of the Chief Financial Officer; and continuation of the James Madison Building ergonomic furniture replacement program.
- Provided expert consultation and support to the AOC, and their contractors, on the NAVCC and the book storage project.
- Continued a customer service quality improvement plan to increase efficiency, effectiveness, and customer satisfaction by mapping and streamlining major processes, and documenting standard operating procedures.
- Initiated a new series of Safety Services Directives for the implementation of regulations supporting national safety standards at the Library.
- Partnered, with the Library's Information Technology Services, to develop an automated Hazard Abatement Program (HAP) tracking system, to record safety hazards identified in the work place and track them until corrective action is completed.
- Participated in emergency management and planning activities throughout the year. These activities included: completing a ground-breaking study that examined the impact of handling irradiated mail by staff; tested the Library's emergency medical protocols; carried-out fire and life safety reviews; provided professional engineering advice and safety management services for Capitol Hill perimeter security design and construction, Police Communications Center, and elevator safety and evacuation upgrades; established and assisted with the implementation of protocols for the off-site testing of all future commercial courier deliveries for the Library; and collaborated with the House-Senate-Library Joint Mail Management Task Force.

FY 2004 PRIORITIES

In FY 2004, ISS will focus on its facilities plan, emphasizing safety and security upgrades that include support for the CVC tunnel and off-site facilities at Ft. Meade and Culpeper; execute the logistics ongoing five-year plan to upgrade materials handling equipment, creating written procedures for the logistics warehouse and inventory control operation; implement the new automated HAP; utilize an inventory management software to provide an online supply catalog for Library users; create a business continuity and succession plan for safety services; publish four Safety Directives; create an agency safety training plan, and refine and implement mail shipment and distribution changes on Capitol Hill.

FY 2005 PRIORITIES

In FY 2005, ISS' top priority will be to re-engineer the entire facility services operation by developing and utilizing tools and processes that capture data in usable format in order to manage the Library's limited and highly valued, space on Capitol Hill and in its off-site facilities more efficiently and effectively. Elements of the re-engineering plan include automation of manual processes enabling faster delivery and better tracking of FACS services; modernization of the computer-aided-design (CAD) system to state-of-the-art; creation of a space use database to facilitate strategic and tactical decisions about space use, condition, and maintenance; and development of oversight tools that document space conditions allowing performance of preventive maintenance on a timely, scheduled basis.

FY 2005 BUDGET REQUEST

The Library is requesting **\$27.496 million** for its ISS activities in **FY 2005**, a net increase of \$2.962 million over FY 2004. The required increase includes \$781 thousand in mandatory and price level increases, and \$2.181 million in program changes. Requested funding includes the support for an additional 12 FTEs, for a total of 159 FTEs, in FY 2005.

PROGRAM CHANGES

\$2,181,000/12 FTEs

Culpeper

(\$ 301,000/3 FTEs)

Annual funding of **\$301 thousand** is requested for **three additional positions/FTEs** to support the operations and maintenance (O&M) of the NAVCC. While Library Services is responsible for the NAVCC program, ISS is responsible for O&M work at the NAVCC. (The project itself is discussed in more detail under a different section. Please go to the National Library-Basic Tab in this document.)

The three positions, which will be located on-site, include:

- **1 Facilities Manager (GS-14)** - Responsible for day-to-day facilities management functions and repairs, renovation and upgrade projects, coordination with AOC staff and contractors, contract oversight, building inspections, cyclical care of the facility, furniture and furnishings programs, refuse contracts, recycling operations, house cleaning, pest control, dock operations, equipment maintenance, mail service, collections transport, security and safety, hazmat, vending, health services, and short and long-term planning and budget forecasting.
- **1 Administrative Support Contract Specialist (GS-13)** - To manage facility-related contracts, oversee budget related activities, personnel matters, staff work requests, and the process portion of the facilities operation. Ensure that all contract actions associated with the NAVCC facility are funded, and that all contract actions are planned and executed accurately, and on-time.
- **1 Safety/Health/Hazmat Specialist (GS-13)** - To manage the NAVCC safety-related programs, including inspections, reports, and training associated as well as OSHA and other applicable codes and regulation requirements. Establishes respirator protection programs and hazardous materials/waste handling programs, and contract and staff activities related to these programs as well as health services, and emergency management and response. Plans and manages the movement and disposition of collections, waste products, recyclable materials, and waste disposal. Serves as the liaison between NAVCC-Culpeper and the Library's Safety Office and Health Services.

The Library's ability to procure, deliver and install furnishings, equipment and infrastructure services will need to be carefully managed in concert with Packard Humanities Institute's schedule for finishing, testing, and commissioning the NAVCC facility. The requested positions are critical in ensuring this coordination and implementation.

Modernize Facility Services

(\$1,880,000/9 FTEs)

The Facility Services (FACS) Division of ISS cannot effectively meet current and future Library space support requirements and lacks flexibility to respond to the Library's rapidly changing needs. Multiple internal and external audits and studies of Facility Services, conducted in the period 1998-2003, identified fundamental problems in facilities programs that only division-wide modernization and workforce development can improve. To accomplish this, the Library seeks a total of **\$1.88 million and nine FTEs** in FY 2005 to support space management (**\$1.658M/8 FTEs**) and custodial services (**\$222K/1 FTE**). Funding addresses, recommendations identified, as most urgent by, the Auditors, the ISS Director, and the FACS management team.

Space Management

[\$1,658,000/8 FTEs]

Space management comprises: planning and designing current, and future space needs; development and implementation of the Library's policy governing the structural, mechanical, and custodial care of Library buildings on Capitol Hill, off-site, and of leased space; designing interior spaces and furnishings for renovation, new projects, and for ergonomic work stations; and special events support. Automated space management systems are utilized by Federal agencies and private industry to maximize space. The Library's plan is to deploy space management systems compatible with the AOC and its outside consultants - similar to the way the AOC manages the U.S. Senate space (management of LOC space is not under the authority of the AOC).

Funding is requested for **contract support (\$1.143M)** and for the salaries and benefits for **eight additional FTEs (\$515K)** for a total of **\$1.658 million** in FY 2005. Staffing includes:

- 1 Space Technical Systems Manager (GS-14)
- 1 Facility Program Planning Specialist (GS-12)
- 3 Junior Interior Designers/Construction Coordinators (GS-9)
- 2 (NTE three years) Interior Designers (GS-9)
- 1 Public Programs Services Steward (GS-6) ¹
8 total FTEs

¹ Beginning in 2000, the Library has experienced a 35 percent increase in overall use of space by Members of Congress. This usage continues to have a direct impact on staff overtime to support this activity. An additional Public Programs Services Steward will increase efficiency, allowing for staggered scheduling, thus providing a greater level of support to all special event activities.

Contract support will be used to produce two major surveys and a maintenance plan, upgrade current CAD technology, support project management and administrative support for scheduling, job control, estimating and construction administration, and supplement in-house resources with a full range of professional architecture and engineering services.

The combination of improved or new space and facility management software with additional staff will ensure that ISS/FACS will meet its modernization goals.

Why

Audit Findings:

- Based on the audit recommendations that pertain to space management in general, Facility Services needs:
 - More effective and efficient coordination and planning of projects.
 - Faster delivery and better tracking of FACS project-related services, and improved management and tracking of requests for service.
 - Better inspection and oversight of space conditions so immediate problems can be identified and addressed, and preventive maintenance can be performed on a timely, scheduled basis.

What

Requirements:

- To achieve these goals, automation upgrades or additions will be required in the areas of Project Management, Computer Aided Design (CAD), Space Management (planning, allocation, and utilization of space), Maintenance Management, and Work Order Management. Contractors will gather information and data in two major studies (space assignment and utilization survey, and physical condition survey and maintenance plan).
- Implementation of these recommendations will:
 - Allow the Library to meet industry standards for space utilization.
 - Increase the efficiency of all space-related projects and tasks.
 - Enable rotated scheduling of preventive maintenance, thus reducing costly repairs.
 - Allow the coordination of facility functions Library-wide by more easily sharing CAD files with other infrastructure and service units. This capability is especially important to the Offices of Security and Emergency Preparedness and Information Technology Services and also will be of great use to the Library's contractors, consultants, and customers.

Benefits:

- **Planning:** Will provide ISS with automation tools and baseline data on current space condition and utilization that will enable the Library to track trends in space use (for example, is the unit expanding or decreasing in size? Is it fragmented throughout the buildings?) and; to make strategic and tactical decisions about space use, condition and maintenance;
- **Efficiency:** Allows evaluation of space and recommendation of space changes that would:
 - Increase efficiency of use and of work flows, eliminating manual processes.
 - Provide instant access to information about the location of storage and meeting spaces appropriate to users' needs.
 - Enable the rapid and equitable adjustment of space.
 - Provide office spaces that are healthy, safe, efficient, and comfortable.
- **Standardization:** Facilitates achievement of industry standards (National Institute of Building Sciences CAD standard, International Facility Management Association guidelines, and others) that would bring LC space management up to the level widely practiced by other government agencies (including the U.S. Senate), allowing the Library to work more effectively with outside contractors and others who need access to our baseline information.
- **Satisfaction:** Will increase customer satisfaction by enabling:
 - Space liaisons to see project status, add needed elements (for example, funding codes for furniture), and participate with FACS in schedule development.
 - Space audits on request.
 - Online access to floor plans for service/support unit staff for space planning.
 - Emergency responders accurate, and real-time access to building layouts.

Workload and Results:

In FY 1997, Facilities Services received 1,100 requests for service. In FY 1999, requests for service increased to 1,600, and by FY 2003, request for service reached 2,500, a **125 percent** increase with no additions to staff.

The increases are motivated by several factors. While the Library has experienced considerable staff reductions overall, office configurations are dramatically different from when the building was completed more than 25 years ago. Not only is the very age of the facility a factor, but also offices were designed prior to the advent of the personal computer. Rapidly changing technologies and decreases in overall staffing levels have required service units to re-engineer their business processes. These revisions require literally hundreds of space modifications and service adjustments. Seemingly simple changes are usually complicated by the need to fit modular furniture into freestanding space, emerging cognizance of ergonomic considerations, occupational safety review, and necessary adjustments to neighboring spaces.

Impact if funding is not approved:

- Continued dependence on inefficient, labor intensive manual processes. For example, the current paper based manual routine work request process is part of a 40 to 50 step process, with limited ability to track, manage, and report workflow.
- Inability to ensure that space allocation Library-wide is equitable and efficient. For example the Office of Strategic Initiatives Madison 6th floor moves have taken nearly two years to complete, and hundreds of man-hours to study and recommend space solutions. With automated facility information, multiple options could have been generated in less time for more efficient and effective management decision making and planning.
- Inability to manage and control effectively the "domino" effect of large projects like the Ft. Meade and NAVCC, which will displace one group after the other in Capitol Hill buildings.
- Inability to properly maintain internal fixtures, flooring, furniture, and accommodations that directly impact the preservation of collections and the workplace.
- Continued deterioration of the James Madison building.
- Inability to meet the Library's staff and collections requirements due to a lack of information.
- Inability to provide the space management flexibility required by the Library.

Custodial Services

[\$222,000/1 FTE]

A total of **\$222 thousand, in contract support**, is requested for additional custodial services needed to meet current and projected facilities requirements. Reduced

funding for custodial services in recent years has resulted in a general deterioration of building conditions, and an additional **\$150 thousand** is needed to supplement the current custodial contract.

Additionally, between FY 2005-2009, Ft. Meade will add 335 thousand square feet of space, requiring custodial services. In FY 2005, the cost associated with the increased square footage is **\$26 thousand**, and will increase to \$365 thousand by FY 2009.

Also one additional position/FTE is requested for a Custodial Work Inspector. Funding of **\$46 thousand** supports salaries and benefits.

Over the years, the Library's cleaning contract has grown in size and scope. Contract cleaners provide services in the Library's Capitol Hill facilities and the Little Scholars Child Development Center facility from 6:30 a.m. to 10:00 p.m., Monday through Friday. Service is provided on Saturday from 7:00 a.m. to 5:00 p.m.

Currently, only the Contracting Officer's Technical Representative (COTR) monitors the daytime work of the contractor. There is a dire need to create a Custodial Work Inspector position to assist the COTR in ensuring that the Library is receiving full dollar value for its expenditures (approximately \$3.9M/year). The Custodial Work Inspector would work an overlapping shift that will extend coverage through the evening custodial operations. The Inspector would be responsible for all aspects of the Custodial Maintenance Program. The Inspector will be responsible for acceptance and/or authorization changes to cleaning methods or procedures for maintaining check sheets and logs; inputting inspection data into an automated database; preparing written reports; and handling complaints from building occupants and the cleaning contractor during his/her tour of duty. With many special events having a starting time closely following the closing of the Library's buildings to the public, the need for quick timely cleaning exists. The esthetics and cleanliness of the Library spaces are intricate to the success of all special events. Due to the nature of many special events, there is also the requirement to provide periodic custodial service in the public restrooms throughout the event.

Library of Congress
Library of Congress, Salaries and Expenses
Security and Emergency Preparedness
Analysis of Change
(Dollars in Thousands)

	FY 2005	
	Agency Request	
	FTE	Amount
Appropriation, FY 2004	163	\$20,249
Minus: Rescission		- 119
Adjusted Appropriation, FY 2004		\$20,130
Non-recurring Costs:		
Police Command Center	—	- 735
Total, Non-recurring Costs	0	- 735
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		391
Annualization of pay raise 2004		238
Within-grade increases		130
One Less Day		- 59
Total, Mandatory Pay and Related Costs		700
Price Level Changes		74
Program Increases:		
Security:		
Police Staffing	45	3,825
Security Equipment Maintenance.....	-	930
Intrusion-Detection System	—	1,000
Total, Program Increases	45	5,755
Net Increase/Decrease	45	\$ 5,794
Total Budget	208	\$25,924
Total Offsetting Collections	0	0
Total Appropriation	208	\$25,924

Library of Congress
Library of Congress, Salaries and Expenses
Security and Emergency Preparedness

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$11,365	\$12,431	\$15,689	+ \$3,258
12 Personnel Benefits	2,186	2,353	3,108	+ 755
13 Benefits for Former Personnel	0	0	0	0
21 Travel	32	39	99	+ 60
22 Transportation of Things	0	1	1	0
23 Rent, Communications and Utilities	49	87	88	+ 1
24 Printing and Reproduction	25	34	35	+ 1
25 Other Contractual Services	3,749	3,403	4,660	+ 1,257
26 Supplies and Materials	138	152	244	+ 92
31 Equipment	1,845	1,630	2,000	+ 370
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	1	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$19,390	\$20,130	\$25,924	+ \$5,794

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Library's Office of Security and Emergency Preparedness (OSEP) mission is to provide and maintain the security of Library staff and visitors; safeguard Library facilities, collections, assets, and information; maintain personnel security and suitability programs; administer an investigation program that is responsible for criminal, civil, and administrative investigations, involving violations of laws and regulations affecting Library programs and operations; and manage the Library's Emergency Preparedness Program.

The Director of Security and Emergency Preparedness is the Library's principal representative on all security and emergency preparedness matters, and serves as the chair of the Library's Collections Security Oversight Committee and the Emergency Management Team. The OSEP consists of the following four functions:

Protective Services includes:

- **The Library of Congress Police**: Responsible for protecting the life, property, and civil rights of staff and visitors by maintaining law and order, and for protecting Library property and collections.
- **Electronic Security Section**: Responsible for analyzing and evaluating requirements for electronic security applications, developing electronic security system designs, and overseeing system installations.
- **Physical Security Section**: Responsible for assessing the effectiveness of the Library's physical security systems, devices, procedures, and methods used for safeguarding information, property and materials, and assisting Library managers in maintaining control of their work space and collections materials.

Personnel Security Office is responsible for:

- Administering the Library's personnel security and suitability programs.
- Initiating and adjudicating background investigations to determine suitability of employees and contractors, and determining security clearance eligibility for individuals requiring access to classified national security information.
- Maintaining the re-investigation program.
- Conducting defensive security briefings and debriefings.
- Providing clearance certifications for agency employees and visitors, who require

access to classified information; in conjunction with Protective Services, establishing policies and procedures for indoctrinating and training cleared personnel to safeguard classified information.

- Issuing and maintaining the *Library of Congress National Security Manual*.

Investigations is responsible for:

- Conducting criminal, civil, and administrative investigations involving violations of laws and regulations affecting the Library of Congress programs and operations, including thefts and mutilation of the Library's collections.

Emergency Preparedness is responsible for:

- Managing the Library's Emergency Preparedness Program, which includes, but is not limited to, staff training, exercises, emergency planning review, and incident response and recovery.
- Managing the Library's Emergency Management Center.
- Coordinating with Library managers and outside agencies on emergency preparedness.

Program Management is responsible for:

- Performing all of the administrative functions that support the OSEP, such as budget planning, formulation, and execution; personnel management, logistics, and training; technical writing and special assignments.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 18:

Provide effective security and emergency planning for the Library's staff and visitors, collections, facilities, and other assets.

The OSEP assumed responsibility for the Library's emergency preparedness in FY 2003. Since assuming this responsibility, the OSEP has:

- Trained office emergency coordinators, floor wardens, and zone monitors.
- Trained staff in the use of escape hoods, building evacuation, use of the stair chair, and assisted disabled persons - incident command, shelter in place, and table top command post exercises were part of the training objectives.

- Prepared a comprehensive Emergency Management Plan and an Employee Emergency Action Guide, which were distributed to Library officials and staff and continued the development of Continuity of Operations (COOP) and Business Recovery Plans as part of the Emergency Preparedness Program.
- Coordinated planning for the Library's new Emergency Management Center (EMC), to be built in the former James Madison Building Police Communications Center. Construction of the EMC is anticipated to be completed in FY 2004. The EMC will be directly connected to the new Police Communications Center in the Thomas Jefferson Building, ensuring enhanced communication throughout the Capitol complex. The OSEP also took the lead in coordinating enhanced emergency communications between the Library and the U.S. House of Representatives, U.S. Senate, U.S. Capitol Police, Federal Emergency Management Agency, D.C. Emergency Management Center, and others.
- Continued leading a collaborative effort throughout the Library to sustain implementation of the 1997 Library of Congress Security Plan in coordination with the Collections Security Oversight Committee (CSOC), whose members include representatives from the service units as well as key infrastructure offices.
- Monitored the effectiveness of staff security practices. Protective Services and the CSOC have now conducted fifty-nine Site Assistance Visits (SAVs) to divisions throughout the Library. SAV findings are reported to the OSEP director and to the Chief of the division inspected. The OSEP has found that the SAVs over time significantly enhance security practices of the Library's staff members. Areas that improved over the past twelve months included the proper display of Library identification badges; timely charging of books; and enhanced control over keys and generic electronic access cards. Moreover, division chiefs have frequently requested tailored briefings and follow-up visits from Protective Services.
- Enhanced security awareness through the security web sites designed by Protective Services and the CSOC for patrons and staff. In FY 2003, the patron web site averaged about 10,500 hits monthly. Patron complaints over the pervasive nature of security controls continued to decline as new visitors and researchers accessed the security web sites and became better prepared to use the Library's resources.
- Supported the Police Communications Center (PCC) and lobby upgrade projects in the James Madison, Thomas Jefferson, and John Adams buildings. Efforts, led by the Protective Services, resolved challenges in operating both metal detectors and book theft detection systems. The Protective Services also were involved in planning for the full operation of the PCC, and associated transition of the primary intrusion detection system as well as the operation of 300 closed-circuit television (CCTV) cameras covering the perimeter and lobbies of the Library's buildings on Capitol Hill.

- Enhanced a wide array of electronic and physical security controls protecting the Library's three major buildings on Capitol Hill. Electronic security systems experts designed and inspected the installation of controls protecting the House Select Committee on Homeland Security's Sensitive Compartmented Information Facility in the John Adams Building. Protective Services also installed a camera and digital recorder for the Office of Compliance's John Adams Building office; relocated and improved the House Page School's security monitoring and duress alarm equipment in the Thomas Jefferson Building; relocated fiber optic cables and power supplies in planning security systems for the Capitol Visitor Center tunnel entrance to the Thomas Jefferson Building; and upgraded exhibit case alarms for the Library's top treasures, including the Mainz and Gutenberg Bibles. Working with the Architect of the Capitol (AOC), senior facility managers, and the OSEP's Investigations and Protective Services Divisions, designed electronic access control, intrusion detection, and CCTV systems in planning for significant security upgrades for the James Madison Building's loading dock.
- Protective Services Division's senior physical security specialist continued serving as the Library's Contracting Officer's Technical Representative (COTR) on the contract with Securiguard, Inc. Library Security Officers employed by Securiguard have played a central role in deterring the theft and mutilation of the Library's priceless collections. The contract with Securiguard entered its last option year, requiring recompetition of the contract. The COTR, working closely with the Library's Contracting Office, prepared a new statement of work, organized a question-and-answer session with potential bidders, and led a proposal review team. The contract was awarded in November 2003.
- Designed and upgraded security controls protecting many of the Library's annexes off Capitol Hill. The Protective Services' electronic and physical security experts were integral members of teams planning construction of the Library's National Audio-Visual Conservation Center in Culpeper, Virginia. At the Landover Center Annex, Protective Services completed the installation of magnetic lock enhancements mandated by applicable fire and safety codes. At the High-Density Storage Facility at Fort Meade, MD, Protective Services customized emergency entrance electronic systems for the AOC.
- In conformance with the Capitol complex security objectives, the Library of Congress Police (LC Police) continued to provide support for additional security measures to protect the Library's facilities, staff, researchers and visitors, and collections. The LC Police staff the Police Communications Center (PCC) twenty-four hours a day, seven days a week. The PCC is the primary communications center for all calls for police services (e.g., emergencies, requests for general information and assistance, response to alarms, and so forth). The July 2003 consolidation of the two separate police communications centers in the James

Madison and Thomas Jefferson buildings into the new PCC in the Thomas Jefferson Building went smoothly. The communications systems remained operative during the consolidation without interruption to calls for services. The consolidation resulted in a more consistent and efficient communication process, thus allowing the LC Police to provide better service to the Library community.

- Continued to provide the appropriate level of security with the minimum amount of disruption to normal Library operations during special events for statutory protectees; elected local, state, and national officers; domestic and foreign dignitaries; and heads of state. In FY 2003, the LC Police provided efficient and timely law enforcement support for 204 special events, of which 100 were hosted by the Congressional leadership, fourteen were state or official visits (including those by foreign heads of state), and ninety were Library-sponsored events including the James Madison Council Meeting and exhibit openings held in the Library's buildings.
- Participated as a member of the Metropolitan Washington Council of Governments and the Federal Bureau of Investigation's Joint Terrorism Task Force, bringing together law enforcement agencies to share information (sensitive or intelligence) and encourage the same level of heightened vigilance to combat crimes and threats to our national security. The LC Police also participated in the annual Law Enforcement Torch Run sponsored by the D.C. Special Olympics held in Washington, D.C.
- Administered the Library's background investigations program to determine the suitability of employees, contractors, and volunteers and to grant security clearances for classified access when required by job duties. Year-end statistics evidenced an increase in case openings over the previous year: 711 cases were initiated, a 13 percent increase over FY 2002 figures. The number of case closings, 614, rose almost 4 percent over the prior year. Contractor cases remained a substantial part of the workload, totaling almost 45 percent of new investigations. The Personnel Security Division recommended administrative actions ranging from removal to counseling in 26 cases, which generally involved issues of adverse employment, criminal history, and/or material falsification.
- Following the issuance of revised personnel security regulations in August 2002 and subsequent meetings with labor organizations, the Personnel Security Division implemented the use of classified information nondisclosure agreements for employees authorized access to classified national security information. As part of the process, the Protective Services and the Personnel Security Divisions conducted security refresher briefings on classified handling and security awareness topics for cleared employees. This initiative enhanced employees' understanding of security policies and procedures and helped to ensure the Library's compliance with established safeguards for classified information.

- Partnered with Human Resources Services, in an effort to improve the timeliness of case initiations and implemented presentations regarding personnel security requirements during new employee orientations. In response to a request to Federal agencies from the Office of Personnel Management (OPM), the Personnel Security Division also reviewed its compliance with OPM's reporting requirements related to personnel security adjudicative actions. Division representatives participated in training at OPM on E-government program initiatives and other developments in the personnel security community.
- Received and acted on allegations, from various sources, that involved violations of laws or regulations that would affect Library of Congress programs and operations. Year-end statistics showed the following investigative activity:
 - Thirty-six investigations were conducted that related to reports of suspected theft and mutilation of collection material; thirty-five of those inquiries were closed.
 - Thirty investigations were conducted that related to theft of government property and violations of Library regulations; twenty of them were closed.
- Participated as a member of the Library's Computer Security Coordination Group, to assist with developing computer security policies and procedures. Investigators served, as liaisons, to the Federal Bureau of Investigation (FBI) in the event that a computer crime perpetrated against the Library required FBI assistance. If the FBI declines to investigate a computer crime against the Library, Investigations Division's agents will investigate the offense with support from the Library's computer security officer.
- Continued to provide fraud awareness training to contract specialists and guidance to Library managers for resolving allegations concerning serious employee misconduct.

FY 2004 PRIORITIES

For FY 2004, the OSEP's priorities are to:

- Continue to improve the physical security of the Library through the sustained implementation of the Library's Security Enhancement Plan.
- Continue the implementation of the Library's collections security controls as outlined in the Library's 1997 Security Plan through an updated integrated schedule of actions addressing policy and standards, operations, security awareness, and resources.
- Continue to provide professional and timely security investigations and services

pertaining to physical security, criminal investigations, background investigations, and other police/security events critical to the accomplishment of the Library's mission.

- Establish an Emergency Management Plan, and staff an Emergency Management Section within the OSEP, in concert with the FY 2004 approved budget, to assure that the Library and its staff are prepared to respond, and do respond, efficiently and effectively to internal and external emergency events and situations.

FY 2005 PRIORITIES

For FY 2005, the OSEP's priorities will be to continue to:

- Improve the physical security of the Library through the sustained implementation of the Library's Security Enhancement implementation Plan.
- Continue to improve the security of the Library's collections through the sustained implementation of the Library's 1997 Security Plan by updating an integrated schedule of actions addressing policy and standards, operations, security awareness, and resources.
- Continue to provide professional and timely security investigations and services pertaining to physical security, criminal investigations, background investigations, and other police/security events critical to the accomplishment of the Library's mission.
- Continue to ensure that the Library and its staff are prepared to respond efficiently and effectively to both internal and external emergency events and situations through a Library-wide coordinated emergency preparedness plan; continue staff and emergency personnel training and exercises, and updating the Emergency Preparedness Plan as necessary.

FY 2005 BUDGET REQUEST

At total of **\$25.924 million** is requested for the Office of Security and Emergency Preparedness, in **FY 2005**, a net increase of \$5.794 million over FY 2004. Funding includes \$774 thousand for mandatory and price level increases and \$5.755 million for program changes, offset by non-recurring costs of \$-735 thousand for one-time costs related to the Police Command Center. The requested funding supports an additional 45 police positions/FTEs. Total FTEs requested in FY 2005, is 208.

PROGRAM CHANGES

\$5,755,000/45 FTEs

Police Staffing

(\$3,825,000/45 FTEs)

The police staffing request is a continuation of the FY 2004 hiring initiative, which identified a police staffing shortfall of 85 privates, 13 sergeants, and two lieutenants over the current 136 authorized police FTEs, within the OSEP. Staffing was/is requested over three years - FY 2004-2006.

The FY 2004 Enacted bill provided 23 additional Capitol Police FTEs (privates), to be assigned to the Library of Congress.

In FY 2005, the Library is requesting funding for **39 privates, five sergeants, and one lieutenant**, with the remaining 23 privates, eight sergeants, and one lieutenant funded in FY 2006. Funding and staffing are requested in the Library of Congress' FY 2005 appropriation.

Pursuant to Public Law 105-277, the Library of Congress Security Enhancement Implementation Plan resulted in an expansion of the Library of Congress Police Force. However, since the September 11, 2001, terrorist attacks, the Library has experienced an unprecedented challenge to provide additional security measures to protect its facilities, staff, researchers, visitors, and collections while remaining an open and accessible institution. Since September 11, the Library police force has struggled to meet minimum staffing requirements. The renewed terrorism threat has resulted in establishment of unanticipated additional police posts and staffing argumentation for existing posts. The additional staffing requirements coupled with the loss due to resignations and retirements of more than 30 police officers, in FY 2001 - 2003, have created a series of problems. The existing problems include:

- Excessive police overtime (exceeding 15 percent above the standard 40-hour work week).
- Erosion of officer and staff safety by reduction of minimum staffing levels at key posts.
- Curtailment of interior/exterior roving patrols, to satisfy fixed posts staffing.
- Low police officer morale due to mandatory excessive overtime, compromise of officer safety, denial of annual leave requests, and constant days-off schedule changes.

It should also be noted that current staffing requirements will not be impacted if and when the Library's Police Force merges with the Capitol Police Force. Minimum staffing requirements will be the same, regardless of which force provides the service.

Without additional police resources, the Library faces a situation of major cutbacks in police services, e.g., closing of some building entrances, reduction of post hours, inability to support many special events and dignitary protection details, and support for emergency contingencies and building evacuations.

The police staffing increase will result in:

- Staffing of three new and five enhanced fixed exterior posts (Thomas Jefferson, John Adams, and James Madison Buildings new police shelters controlling newly installed pop-up vehicle police barriers). Two of these new posts are now operational (Jefferson West Front Drive North Security Barrier and the West Front Drive South Security Barrier). Both of these new posts will require the use of additional overtime to staff them. The other new and/or enhanced posts are being completed as scheduled, and will be operational in FY 2004.
- Attainment of minimum staffing levels, at all public building entrances, to insure officer safety.
- Decrease of police officer overtime to 10-15 percent above the standard 40-hour workweek.

To support the aforementioned enhanced security measures, additional police staffing is required.

The OSEP FTE ceiling is 158 FTEs, of which 136 FTEs are authorized for police positions. Currently, the total annual man-hours required to staff posts is 276,931. In order to meet the minimum staffing requirements, an additional 62 police private FTEs are required (39 for FY 2005 and 23 for FY 2006). The number of required private FTEs is calculated by dividing the number of minimum man-hours needed to meet annual staffing requirements by 1,572 (the average number of hours an officer is available for duty per year) — 276,931 man-hours divided by 1,572 available hours per officer equals 176 private FTEs. The current authorization for private FTEs is 114. Therefore, an additional 62 private FTEs are required to fulfill minimum staffing. Fifteen additional management/supervisors (sergeants and lieutenants) are needed to facilitate a span of control which will promote an efficient and effective discharge of duties and responsibilities, of which six positions (five sergeants and one lieutenant) will be filled in FY 2005.

Disapproval of the FY 2005 police staffing increase request would result in:

- Inability to staff newly installed exterior police shelters with controls to operate vehicle pop-up barriers.

- Unsafe staffing levels at building entrances and at current exterior access control points, e.g., garages, loading docks.
- Further reduction of police interior patrols, thereby, placing the collections at risk to frequent environmental hazards.
- Elimination of dedicated exterior patrols, for three principal buildings.
- Reduction of supervision and oversight of police operations.
- Pressure to increase police overtime, to meet minimum staffing.
- Shut-down of selected police posts.
- Inability to fulfill requests for police support of Library special events (2,357 hours were provided in FY 2002 and 3,539 hours were provided in FY 2003).

The costs associated with these additional FTEs are reflected on the following page.

POLICE STAFFING

Pay:

<u>Position</u>	<u>Number of FTEs</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total Cost</u>
Private	39	\$1,698,684	\$470,886	\$2,169,570
Sergeant	5	278,780	77,280	356,060
Lieutenant	1	65,752	18,226	83,978
Overtime		540,180	6,525	546,705
Differential Pay		101,400	1,470	102,870
Transit Subsidy	—	—	<u>54,000</u>	<u>54,000</u>
Subtotal Pay	45	\$2,685,000	\$628,000	\$3,313,000

Non-Pay:

BOC

2101	Mandatory Travel (\$1,500 per x 39 = \$58,500)		\$ 59,000
2515	Serv of Other Agencies (FLETC Instructors)	\$39,130	
2520	Tuition and Training (\$2,500 x 39)	97,500	
2540	Security Investigations (\$3,150 x 39)	122,850	
2565	Cleaning & Laundering (\$300 x 45)	13,500	
	Subtotal, OC 25		273,000
2604	Uniforms (\$2,000 x 45)	90,000	90,000
3146	Security Equipment (\$2,000 x 45)	90,000	<u>90,000</u>
Subtotal Non-Pay			\$ 512,000
Total FY 2005 Request			\$3,825,000

Equipment Maintenance**(\$ 930,000/0 FTEs)**

A total of **\$930 thousand** is requested for the maintenance and repair costs of the Library's major new electronic security systems. Five major security initiatives implemented, in accordance with time-lines established in the Library's Security Enhancement Plan, will be fully operational in FY 2005. Sustaining their operations will be crucial to providing adequate security for the Library, and funding will ensure that vital major new electronic security systems installed, in accordance with the Library's Security Enhancement Plan, are adequately maintained and repaired with best industry practices. Failure to fully support this funding request will jeopardize the effectiveness of systems protecting the Library's facilities, staff, patrons, and collections.

The chart below captures the major systems that will be coming on line, their installed cost, and projected annual costs for repair and maintenance. The OSEP has adopted the standard industry practice of projecting annual repair and maintenance costs at 10 percent of the initial purchase. OSEP's Systems Administrator will manage a performance-based contract enabling the timely repair and maintenance of the newly opened Police Communications Center, Perimeter Security Expansion, Interface Control System, Systems Transition, and Emergency Management Center.

System Description	Installed Cost	Annual Costs
<u>SECURITY ENHANCEMENT PLAN</u>		
Police Communications Center	\$2,871,000	\$287,000
Perimeter Security Expansion	1,440,000	144,000
Interface Control System	450,000	45,000
Systems Transition	2,871,000	287,000
Emergency Management Center	900,000	90,000
<u>PROTECTIVE SERVICES IDS BUILD-OUT</u>		
Card Reader Expansion	774,000	77,000
Total Installed and Projected Annual Costs	\$9,306,000	\$930,000

Intrusion-Detection System**(\$1,000,000/0 FTEs)**

A total of \$2 million (**\$1 million** each in FY 2005 and FY 2006) is requested to continue the Library's program of enhancing physical and collections security. Funding will complete present electronic access control and primary intrusion detection systems requirements, identified by the Library's 1997 Security Plan's risk framework, in the Thomas Jefferson, John Adams, and James Madison buildings.

The Library's Security Plan, approved by the Congress in FY 1998, focused on the critical need for effective access control. Electronic access and timely intrusion detection controls significantly enhance traditional mechanical lock and key controls by:

- Eliminating vulnerabilities created by the loss of keys. The OSEP can immediately deactivate a lost electronic key card and not be forced to change multiple mechanical locks and reissue keys.
- Enabling "time of entry" controls, precluding access by unauthorized staff and members of the public. Enables system-wide control and flexibility in programming access for standard work hours, all hours, and special access requirements.
- Compartmentalizing staff access, ensuring that only staff members with established access needs may gain entry to select locations.
- Facilitating the control of access, by the police and other initial responders, during emergencies.
- Tracking "record of use," facilitating the identification of users on a 24-7 basis. Alerting the police to intrusions by unauthorized personnel.

Requested funding will address unmet requirements in electronic access controls and intrusion detection systems by installing needed card readers, intrusion detection sensors, and magnetic locks in selected locations in the National Library, the Copyright Office, Law Library, and the Congressional Research Service (CRS). Specific areas and items include:

- National Library's platinum and gold collections items in several divisions including: Geography and Map, Manuscripts, Prints and Photographs, Music, Rare Book and Special Collections, Motion Picture and Recorded Sound, and Conservation.
- Copyright's highly vulnerable materials, requiring special handling, such as popular labels in print and compact disc format.
- CRS' shared reference materials used in preparing responses to congressional inquiries.

If funding is not approved, the Library will continue facing unacceptable safety risks.

Cost Summary:

Intrusion Detection and Primary Access Control

A total of **\$2M** is required to update and increase coverage. This cost will be spread over two years, **\$1M in FY 2005**, and another \$1M in FY 2006. Total costs are outlined in the following table:

Intrusion Detection and Primary Access Control					
Item	Total Quantity	Unit Cost	FY 2005	FY 2006	Total
Card Readers	83	\$6,600	\$547,800	\$0	\$547,800
Door Alarm Contacts	292	1,200	0	350,400	350,400
Motion Detectors	571	1,400	452,200	347,200	799,400
Magnetic Locks	54	5,600	0	302,400	302,400
Total	-----	-----	\$1,000,000	\$1,000,000	\$2,000,000

The security industry's standard for estimating annual repair and maintenance costs is 10 percent of the initial purchase. Recurring costs for the proposed electronic security systems will be approximately \$100K in FY 2006 and \$200K annually beginning in FY 2007.

**Library of Congress
Copyright Office, Salaries and Expenses**

**Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	530	\$48,290
Minus: Rescission		- 285
Adjusted Appropriation, FY 2004		<u>\$48,005</u>
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		935
Annualization of pay raise 2004		569
Within-grade increases		311
Overtime Maximum Rate Adjustment		2
One Less Day		<u>- 145</u>
Total, Mandatory Pay and Related Costs		1,672
Price Level Changes		181
Program Increases:		
Acquisitions/Preservation/Access:		
Re-engineering project	<u>0</u>	<u>3,660</u>
Total, Program Increases	0	3,660
Net Increase/Decrease	<u>0</u>	<u>\$ 5,513</u>
Total Budget	530	\$53,518
Total Offsetting Collections	<u>0</u>	<u>- 34,149</u>
Total Appropriation	530	\$19,369

**Library of Congress
Copyright Office, Salaries and Expenses**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$27,447	\$29,747	\$31,118	+ \$1,371
12 Personnel Benefits	6,115	6,945	7,246	+ 301
13 Benefits for Former Personnel	38	18	18	0
21 Travel	162	367	373	+ 6
22 Transportation of Things	6	40	40	0
23 Rent, Communications and Utilities	575	710	3,400	+ 2,690
24 Printing and Reproduction	432	631	641	+ 10
25 Other Contractual Services	7,064	8,114	8,244	+ 130
26 Supplies and Materials	232	386	392	+ 6
31 Equipment	1,500	1,045	2,044	+ 999
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	1	2	2	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$43,572	\$48,005	\$53,518	+ \$5,513

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

Library of Congress Copyright Office, Salaries and Expenses

Estimated Value of Materials Transferred to the Library of Congress in FY 2003

(Dollars in Thousands)

Category of Work	Registered Works	Non-Registered Works	Total Works Transferred	Average Unit Price	Value of Works Transferred
Books ¹	173,159	93,267	266,426		\$13,213
<i>Ink Print</i>	149,781	44,091	193,872	\$59.80	[11,593]
<i>Electronic Works (ProQuest)</i>	20,781	34,372	55,153	3.82	[211]
<i>Microfilm</i>	2,597	14,804	17,401	80.95	[1,409]
Serials ²	210,865	389,381	600,246		9,702
<i>Periodicals</i>	188,477	349,200	537,677	29.08	[9,382]
<i>Ink Print Newspapers</i>	20,032	39,000	59,032	0.97	[34]
<i>Microfilm Newspapers</i>	2,356	1,181	3,537	80.95	[286]
Computer-related works	9,618	1,950	11,568		2,677
<i>Software</i>	3,366	31	3,397	26.86	[91]
<i>CD-ROMs</i>	1,924	1,919	3,843	673.00	[2,586]
<i>Printouts</i>	4,328	0	4,328	<i>Indeterminate value</i>	
Motion Pictures ³	10,783	781	11,564		6,185
<i>Videotapes</i>	10,230	776	11,006	85.00	[936]
<i>Feature Films</i>	553	5	558	9,406.00	[5,249]
Music	34,757	3,322	38,079	34.02	1,295
Dramatic Works, Choreography, and Pantomimes	819	0	819	59.80	49
Other Works of the Performing Arts	170	0	170	34.02	6
Sound Recordings	20,676	2,469	23,145	13.81	320
Maps	2,533	36	2,569	34.96	90
Prints, Pictures, and Works of Art	7,520	13	7,533	28.25	213
Total	470,900	491,219	962,119		\$33,750

¹ 60 percent of "Books" are selected for the collections; 40 percent are used for the Library's exchange program.

² 60 percent of "Serials" are selected for the collections, except in the case of microfilm newspapers, of which 100% are selected.

³ Includes 46 copies selected by the Library under motion picture agreements.

Library of Congress Copyright Office, Salaries and Expenses

Receipts and Obligations - FY 2000 - 2005

(Dollars in Thousands)

	2000	2001	2002	2003	2004 Estimate	2005 Estimate
Receipts:						
Offsetting collections	\$20,800	\$21,759	\$19,684	\$23,170	\$23,183	\$27,653
Royalties credited to Licensing appropriation from Cable, Satellite and DART	2,989	3,261	3,396	3,515	3,629	3,762
Royalties credited to CARP appropriation from Cable, Satellite and DART	729	1,116	742	1,468	2,677	2,734
Estimated value of materials selected by the Library	32,310	31,857	31,296	33,750	32,344	33,153
Total Receipts	\$56,828	\$57,993	\$55,118	\$61,903	\$61,833	\$67,302
Obligations:						
Salaries	\$28,577	\$29,830	\$31,375	\$33,600	\$36,710	\$38,382
Other Obligations	6,122	6,837	6,282	9,972	11,295	15,136
Total Obligations	\$34,699	\$36,667	\$37,657	\$43,572	\$48,005	\$53,518
RATIO of Receipts to Obligations	164%	158%	146%	142%	129%	126%

OVERVIEW

The Copyright Office has three major budgetary activity areas: Basic, Licensing, and Copyright Arbitration Royalty Panels. Functions include:

- Registering claims to copyright, recording documents relative to Copyright ownership, and works deposited under the mandatory deposit provisions of the law; creating public records of these actions; and providing copies of deposited works for the Library's collections.
- Assisting congressional committees in drafting and analyzing legislation relating to intellectual property and providing Copyright expertise and assistance information to the United States Trade Representative, the State Department, the Commerce Department, relating to protection of U.S. works abroad, the public, and other customers on domestic and international copyright laws.
- Administering the national compulsory licensing provisions of P.L. 94-554, the Audio Home Recoding Act of 1992, and the Satellite Home Viewers Act. Collecting more than \$200M in royalty fees annually from cable television systems, importers and manufacturers of digital audio recording equipment and media, and from satellite carriers, who retransmit copyrighted television broadcasts across the U.S.
- Convening Copyright Arbitration Royalty Panels (CARP) to determine distribution of royalties and adjusting royalty rates for the various compulsory licenses and statutory obligations of the Copyright Office.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 9:

Carry out the statutory mission of the Copyright Office to administer copyright and related laws embodied in 17 U.S.C. to provide benefit to the nation (Copyright Law Administration).

- Registered more than 534,000 claims and transferred almost one million works, valued at nearly \$34M, to the Library.
- Reduced registration work on hand by 28 percent, shortening the time required to issue a certificate.
- Reduced cataloging work on hand by a third, making registration records more rapidly available via the internet.
- Recorded 16,103 documents containing 300,000 titles and halved document processing time.

- Increased electronic fund transfers (EFT) of royalty remittances to nearly 95 percent.
- Distributed more than \$66M in royalty fees to copyright owners.
- Administered six CARP proceedings that included five rate-adjustment proceedings and one distribution proceeding. Of the five rate-adjustment proceedings, four involved setting rates and terms for the digital performance right in sound recordings license and the statutory license for the making of ephemeral recordings to facilitate these transmissions. The fifth proceeding involved setting rates and terms for the license for the use of certain copyrighted works in connection with noncommercial broadcasting. The distribution proceeding dealt with the distribution of royalty fees collected in accordance with the cable compulsory license.

Library of Congress Goal 10:

Formulate and provide expert advice to the Congress, executive branch agencies, courts, and international entities in the furtherance of maintaining a strong and effective national and international copyright system (Policy Assistance).

- Provided advice and assistance to the Congress on: (1) peer-to-peer networks and section 512 of the copyright law; (2) the “broadcast flag” proposal to discourage piracy of digital broadcasts; (3) the Copyright Royalty and Distribution Reform Act of 2003 (H.R. 1417) to replace Copyright Royalty Panels with Copyright Royalty Judges; (4) the Intellectual Property Protection Restoration Act of 2003 (H.R. 2344) to restore full copyright protection following two 1999 Supreme Court decisions regarding state immunity from liability for copyright infringement; (5) the Database and Collections of Information Misappropriation Act of 2003 (H.R. 3261) to provide protection for databases and similar collections of information.
- Assisted with preparation of briefs to the Supreme Court on: (1) *Eldred v. Ashcroft*, a case challenging the constitutionality of the Sonny Bono Copyright Term Extension Act of 1998, for which the Court upheld constitutionality in a January 2003 opinion; (2) *Veeck v. Southern Building Code Conference International (SBCCI)*, for which the Solicitor General advocated the Copyright Office position that model building codes are not copyrightable after they are enacted into law and that the Supreme Court should not accept the case for review; the Court chose not to accept the case; (3) *Dastar Corporation v. Twentieth Century Fox Film Corporation*, a Lanham Act case involving a claim of misattribution of the origin of a public domain work, in which the Copyright Office urged the Solicitor General to file a brief expressing concern that the Court’s ruling not adversely affect U.S. treaty obligations to protect the moral rights of authors.
- Issued final, interim or proposed rules in such areas of the Copyright Office’s Circular 92, such as section 304 - Termination of Transfers and Licenses Covering Extended Renewal Terms; section 203 - Termination of Transfers and Licenses Granted by the Author; works excluded from architectural protection; and a waiver of

the regulation for filing claims to cable, satellite, and digital audio recording technology royalty fees.

Library of Congress Goal 11:

Be an effective voice for the principles of copyright, which benefit the public, by providing information and informing the public debate on copyright issues (Public Information).

- Responded to 371,446 in-person, telephone and e-mail requests for information, a 4 percent increase.
- Sixteen (16) million hits to the Copyright Office web site, a 23 percent increase.
- The Register of Copyrights and her senior staff spoke at more than forty symposia, conferences, and workshops on various aspects of copyright law and the intellectual property world's current challenges. Most of these presentations were centered on the copyright issues posed by digital content, the Internet, and current technology.

Library of Congress Goals 9 -11:

The Re-engineering Program supported all three of the copyright-related goals in the Library of Congress Strategic Plan.

- Developed a facilities plan, that provided construction schedule options, and estimated costs for construction, furniture, equipment and move to temporary space.
- Produced a space *Program Report*, that identifies space standards for staff and work to support the areas re-engineered processes.
- Completed a workflow analysis for the "licensing" process - the last process to be re-engineered.
- Continued the development of an organizational package.
- Selected a contractor, to design and develop the new Copyright Office information technology systems infrastructure.

FY 2004 PRIORITIES

Issues/Challenges

- Re-engineering program coordination of the organization, information technology, and facilities fronts to be ready for synchronized implementation in FY 2006.
- Provision of public services in a timely manner.

- Expert policy and legal assistance to the Congress, executive branch agencies, and the judiciary.

Priorities

Re-engineering

- Complete space redesign plans by March 2004.
- Complete and submit a reorganization package for Human Resources Services approval in April 2004.
- Complete engineering and architectural construction documents by June 2004.
- Implement change management training for managers and staff by August 2004.
- Develop new information technology systems initial operating capability to support re-engineered processes by September 2004.

Public Services

- Continue to improve processing times for the Office's public services.

Rulemaking

- Issue final rules pursuant to 17 U.S.C. §1201 of the Digital Millennium Copyright Act (DMCA). (Completed October 31, 2003).

Expert Advice to Congress

- Complete an evaluation of the Vessel Hull Design Protection Act. (Presented to Congress in November 2003).
- Advise the Congress on legislative initiatives in various areas, including CARP reform, state sovereign immunity, database protection, and web casting.

FY 2005 PRIORITIES

Issues/Challenges

- Re-engineering program coordination of the organization, information technology, and facilities fronts to be ready for synchronized implementation in FY 2006.
- Ongoing provision of public services in a timely manner.

- Expert policy and legal assistance to the Congress, executive branch agencies, and the judiciary.

Priorities

Re-engineering

- Initiate staff training on new processes and systems, and coordinate with internal and external providers, by March 2005.
- Begin above-ceiling construction work, during first part of the construction phase (between August and November 2005).
- Locate and prepare rented off-site staff space (temporary location for staff during construction), and begin moving affected staff to new location by September 30, 2005.
- Procure new furniture by September 2005.
- Complete tasks in preparation for single-phase construction of the Copyright Office space by September 30, 2005, with construction beginning in October 2005, and completion in FY 2006.
- Develop new information technology systems full operating capability to support re-engineered processes by September 2005.

Public Services

- Maintain desired processing times for the Office's public services.

FY 2005 BUDGET REQUEST

The Library is requesting a total budget of **\$53.518 million** for the Copyright Office, an increase of \$5.513 million over FY 2004. The increase includes mandatory and price level increases (\$1.853M) and program changes (\$3.660M). A total of 530 FTEs are funded in FY 2005, the same level as FY 2004.

PROGRAM CHANGES

\$3,660,000

Re-engineering Initiative

(\$3,660,000)

Budget authority and equal offsetting collections authority (zero net appropriations) are requested to continue the Copyright Office's re-engineering program, which started in FY 2000, and will be completed in FY 2006.

The re-engineering program is an extensive, multi-year effort to redesign the Office's delivery of its public services. The foundation of the re-engineering work is redesigned work processes. In addition to capabilities that the new IT infrastructure provides, the redesigned processes will also require a new organization structure and new job roles for most of the Office's staff. With changes in the flow and processing of material, coupled with the placement of staff into these new areas, dramatic changes are required to the Office's current facilities design and layout.

To begin reconfiguration of the Office's current space, the Office completed a baseline space occupancy survey and a detailed furniture inventory. During 2003, the Office completed a Facilities Plan, which lays out options to plan, design, build and move staff into reconfigured space for the new business processes.

The next phase in the facilities design work is more detailed space planning, which will focus on the functional aspects of the design concept. The space plans will show the specific size and location of workstations and support space. Upon completion of the space planning phase, the Office will develop its construction plans and begin reconfiguring its space in FY 2005 and FY 2006.

The FY 2005 request for **\$3.660 million, in offsetting collections authority**, is part of a total \$7.524.9 million funding to implement the facilities' portion of the re-engineering program. A total of \$3.864.9 million will be funded from Copyright-Basic's base. Funding supports costs related to relocation (temporary leased space, storage and moving expenses), and furniture, carpet, lighting, design and reconstruction support, bonds/permits, etc., of current space.

Success in re-engineering requires the complete implementation of both supporting IT systems **and** facilities reconfiguration because the new processes cannot be implemented without full transitions in both areas. Without the requested funding, the Copyright Office will not be able to complete its re-engineering program as scheduled. This will delay needed efficiencies in public services and the provision of these services online.

The following tables highlight the comparison of Copyright-Basic's annual appropriations and no-year funds for FY 2004-2005:

Change in Annual Appropriations				Mandatory/ Price Levels	Program	Difference
	FY 2004	FY 2005	Difference			
Total Appropriation	\$41,699,513	\$47,022,000	\$5,322,487	\$1,662,487	\$3,660,000	\$5,322,487
Offsetting Collections	23,183,406	27,653,000	4,469,594	809,594	3,660,000	4,469,594
Net Appropriation	\$18,516,107	\$19,369,000	\$852,893	\$852,893	\$0	\$852,893

Change in No-Year Funds		
	FY 2004	FY 2005
No-Year Beginning Balance	\$4,280,962	\$4,280,962
No-Year Ending Balance	4,280,962	620,962
Difference	\$0	\$-3,660,000

Detailed funding tables for the Copyright Office’s activities in Basic, Licensing, and CARP funds are presented under the next three tabs.

**Library of Congress
Copyright Office, Salaries and Expenses
Basic
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	FTE	Amount
Appropriation, FY 2004	492	\$41,947
Minus: Rescission		<u>- 247</u>
Adjusted Appropriation, FY 2004		\$41,700
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		859
Annualization of pay raise 2004		522
Within-grade increases		286
Overtime Maximum Rate Adjustment		1
One Less Day		<u>- 133</u>
Total, Mandatory Pay and Related Costs		1,535
Price Level Changes		127
Program Increases:		
Acquisitions/Preservation/Access:		
Re-engineering project	<u>0</u>	<u>3,660</u>
Total, Program Increases	0	3,660
Net Increase/Decrease	<u>0</u>	<u>\$ 5,322</u>
Total Budget	492	\$47,022
Total Offsetting Collections	<u>0</u>	<u>- 27,653</u>
Total Appropriation	492	\$19,369

**Library of Congress
Copyright Office, Salaries and Expenses
Basic**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$25,404	\$27,332	\$28,591	+ \$1,259
12 Personnel Benefits	5,673	6,453	6,729	+ 276
13 Benefits for Former Personnel	18	18	18	0
21 Travel	156	349	355	+ 6
22 Transportation of Things	5	21	21	0
23 Rent, Communications and Utilities	567	681	3,370	+ 2,689
24 Printing and Reproduction	327	453	460	+ 7
25 Other Contractual Services	4,087	5,113	5,195	+ 82
26 Supplies and Materials	223	367	373	+ 6
31 Equipment	1,464	912	1,909	+ 997
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	1	1	1	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$37,925	\$41,700	\$47,022	+ \$5,322

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

**Library of Congress
Copyright Office, Salaries and Expenses
Licensing Division
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	FTE	Amount
Appropriation, FY 2004	32	\$3,650
Minus: Rescission		- 22
Adjusted Appropriation, FY 2004		\$3,628
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		64
Annualization of pay raise 2004		39
Within-grade increases		21
Overtime Maximum Rate Adjustment		1
One Less Day		- 10
Total, Mandatory Pay and Related Costs		115
Price Level Changes		19
Program Increases		0
Net Increase/Decrease	<u>0</u>	<u>\$ 134</u>
Total Budget	32	\$3,762
Total Offsetting Collections	<u>0</u>	<u>- 3,762</u>
Total Appropriation	32	\$0

**Library of Congress
Copyright Office, Salaries and Expenses
Licensing Division**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$1,698	\$2,023	\$2,117	+ \$ 94
12 Personnel Benefits	368	411	432	+ 21
13 Benefits for Former Personnel	0	0	0	0
21 Travel	6	13	13	0
22 Transportation of Things	0	1	1	0
23 Rent, Communications and Utilities	8	28	29	+ 1
24 Printing and Reproduction	25	47	48	+ 1
25 Other Contractual Services	1,032	959	974	+ 15
26 Supplies and Materials	8	17	17	0
31 Equipment	33	128	130	+ 2
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	1	1	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$3,178	\$3,628	\$3,762	+ \$134

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

**Library of Congress
 Copyright Office, Salaries and Expenses
 Copyright Arbitration Panels
 Analysis of Change
 (Dollars in Thousands)**

	FY 2005 Agency Request	
	FTE	Amount
Appropriation, FY 2004	6	\$2,693
Minus: Rescission		- 16
Adjusted Appropriation, FY 2004		\$2,677
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		12
Annualization of pay raise 2004		8
Within-grade increases		4
One Less Day		- 2
Total, Mandatory Pay and Related Costs		22
Price Level Changes		35
Program Increases		0
Net Increase/Decrease	<u>0</u>	<u>\$ 57</u>
Total Budget	6	\$2,734
Total Offsetting Collections	<u>0</u>	<u>- 2,734</u>
Total Appropriation	6	\$0

**Library of Congress
Copyright Office, Salaries and Expenses
Copyright Arbitration Royalty Panels**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$345	\$392	\$410	+ \$ 18
12 Personnel Benefits	74	81	85	+ 4
13 Benefits for Former Personnel	20	0	0	0
21 Travel	0	5	5	0
22 Transportation of Things	1	18	18	0
23 Rent, Communications and Utilities	0	1	1	0
24 Printing and Reproduction	80	131	133	+ 2
25 Other Contractual Services	1,945	2,042	2,075	+ 33
26 Supplies and Materials	1	2	2	0
31 Equipment	3	5	5	0
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$2,469	\$2,677	\$2,734	+ \$57

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

**Library of Congress
Congressional Research Service
Salaries and Expenses
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	FTE	Amount
Appropriation, FY 2004	729	\$ 91,726
Minus: Rescission		- 541
Adjusted Appropriation, FY 2004		\$ 91,185
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		2,105
Annualization of pay raise 2004		1,279
Within-grade increases		762
Reallocations		293
One Less Day		- 325
Total, Mandatory Pay and Related Costs		4,114
Price Level Changes		208
Program Increases:		
Acquisitions/Preservation/Access:		
Research Materials		800
Staff Capacity		2,710
Enhancing Staff Retention		546
Security:		
Alternate Computer Facility.....		622
Infrastructure Support:		
XML Capability	<u>0</u>	<u>549</u>
Total, Program Increases	0	5,227
Net Increase/Decrease	<u>0</u>	<u>\$ 9,549</u>
Total Budget	729	\$100,734
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	729	\$100,734

**Library of Congress
Congressional Research Service
Salaries and Expenses**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$60,752	\$66,773	\$71,768	+ \$4,995
12 Personnel Benefits	12,372	14,417	16,731	+ 2,314
13 Benefits for Former Personnel	0	8	8	0
21 Travel	194	308	344	+ 36
22 Transportation of Things	3	4	4	0
23 Rent, Communications and Utilities	752	742	755	+ 13
24 Printing and Reproduction	110	125	127	+ 2
25 Other Contractual Services	7,789	3,842	4,897	+ 1,055
26 Supplies and Materials	3,248	3,155	4,006	+ 851
31 Equipment	2,771	1,811	2,094	+ 283
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$87,991	\$91,185	\$100,734	+ \$9,549

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The mission of the Congressional Research Service (CRS) is to work exclusively and directly for all Members and Committees of the Congress in support of their legislative and oversight functions. CRS provides high quality research and information services that are authoritative, timely, objective, nonpartisan, and confidential. The Service's expert staff support the Congress' decision making by addressing public policy issues in a multi-disciplinary, integrative manner. CRS also works cooperatively with other congressional support agencies – the Congressional Budget Office and the General Accounting Office – and with other formal entities of the Congress.

To carry out its mission, CRS offers a broad range of multi-disciplinary research services directly related to the public policy deliberations of the Congress. These services include confidential, individual policy consultations and memoranda; analytic reports; econometric and computer-simulated modeling; risk assessments; and a secure CRS web site available only to the Congress. CRS experts assist Members and their staff as they address public policy problems by analyzing the extent of the problems, options for addressing the problems, and the consequences of those options. This assistance is provided throughout the legislative process – from the development of legislative proposals; through the design and content of congressional hearings; during Member deliberations in committee, on the floor, and in conference; and as policy is implemented and evaluated.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 12:

Carry out the statutory mission of the Congressional Research Service to assist the Congress as it undertakes its legislative responsibilities by providing multi-disciplinary, nonpartisan, confidential, timely, and objective analysis of public policy problems and their possible solutions.

This goal was achieved through staff and financial resources expended on three focused objectives:

- **Objective 1 - Develop and execute a research agenda based on the current legislative needs of the Congress.**
 - **Congressional Needs:** Congressional needs for significant research and analytical support were sustained throughout the year across an increased number of major policy areas. Many of the policy problems facing the Congress were especially challenging because of the lack of relevant precedents and a sense of urgency and importance for ensuring the well-being of the nation.

- The requirement to address issues related to terrorism was the most widely recognized factor adding to the workload of the Congress — a requirement which entailed enacting, funding, and overseeing a variety of domestic and international initiatives in areas of national defense, intelligence, foreign relations, as well as exploring and deliberating on a broad range of proposals relating to various infrastructures, emergency management, public health, and law enforcement/civil liberties.
- Some of the other significant needs of the Congress during FY 2003 arose from continuing areas of concern such as health costs, a weak economy, resource and environmental tradeoffs, and trade relations — punctuated by special circumstances which arose during the year such as those relating to financial services integrity, space shuttle safety, and electricity reliability.
- **CRS Research Management Approach:** Throughout FY 2003, CRS succeeded in meeting demanding congressional needs across a broad range of policy areas by anticipating many of those needs and by positioning resources and systems to be able to work with the Congress on rapidly evolving concerns.
 - The Service's research managers led the entire research community of CRS in systematic policy research assessments to identify significant policy problems facing the Congress; to articulate policy issues, points of contention, and information needs specific to each major policy problem (the analytical and information needs CRS could count on having to meet for the Congress); to identify CRS research staff whose areas of expertise were most relevant to the continuing and expected needs of the Congress; and to identify and maintain existing research products and develop new products and services directly addressing those needs.
 - The Director of CRS reviewed the identified policy areas with congressional leadership, both to receive comments and suggestions and to inform the Congress of the Service's preparations and readiness to meet current and ongoing needs of the Congress.
 - This research management approach, initially implemented at the start of the 107th Congress, was instrumental in providing CRS with the ability to mobilize its resources to meet the increasingly complex needs of the Congress over a broader range of major policy problems, especially as some important, specific needs arose without much, if any, advance notice.
- **CRS Research and Analytical Support for the Congress:**
 - CRS employed specially-tailored, Service-wide research frameworks in supporting several extremely demanding policy areas. One was

congressional formulation, consideration and oversight of legislation establishing the Department of Homeland Security (enacted November 11, 2002). Another was U.S. involvement with Iraq from early scrutiny of adherence to United Nations sanctions, through the regime change, to efforts to restore civil order, reconstruction, and consideration of funding requirements.

- In support of developing and deliberating on major legislation, CRS provided ongoing research and analysis, often tailored to specific, evolving needs. Examples of supported legislative activities include: providing for major tax cuts for economic stimulus; revamping the Medicare payment structure, establishing private sector options for providing medical service, and developing prescription drug coverage; and reformulating energy policy (modifying incentives and requirements relating to all conventional and alternative energy sources and many energy uses) and related environmental concerns.
- CRS assistance with congressional oversight ranged from work on long-standing government functions, such as the effectiveness of U.S. intelligence, to intensive interest in implementation and operations of recently enacted legislation (No Child Left Behind Act); major election reforms (Help America Vote Act); and the applications, challenges and legislative proposals for limiting or extending provisions of the USA PATRIOT Act.
- CRS experts provided immediate and continuing support for the Congress on matters that were suddenly on the agenda such as dealing with fundamental questions about the administration and strategic direction of the U.S. space program — elevated by the space shuttle accident; addressing serious integrity lapses in providing financial services for the public; and examining heightened uncertainties about the pricing and reliability of energy resources.
- Throughout the year, CRS provided the Congress with a broad range of support on a number of other challenging policy areas, including a number of tension points in U.S. — foreign relations; a variety of private sector problems arising from a weak economy; interests in protecting personal security threatened by technological developments in areas such as genetics and electronic communications; resource use — environmental protection tradeoffs; and securing health in the context of globally-epidemic diseases.
- **An increased venue of major policy problems:** CRS provided concerted research support to meet congressional needs relating to more than 150 major policy problems from the start of the 108th Congress and continuing for the remainder of FY 2003. The breadth of major policy problems continued to represent the larger range of challenges facing the Congress which evolved

during FY 2002. The 160 major policy problems identified by CRS experts at the close of FY 2003 represented a 7 percent increase over the number at the close of FY 2002 (150), and a 23 percent increase over the number at the start of FY 2002 (130). In addition to the appearance of new policy problems on the congressional agenda in FY 2003, many of the problems were carried over from the 107th Congress for additional work and deliberation, but with substantial changes resulting from shifts in context or in policy designs being considered.

- **Key CRS products addressing major problem areas:** CRS actively maintained more than 900 key products directly addressing congressional needs in specially identified major policy areas by the close of FY 2003. These research products represented a significant increase — nearly 30 percent — over the 700 key products CRS maintained at the close of FY 2002, near the end of the 2nd session of the 107th Congress. Nearly half of the key products maintained at the end of FY 2003 were new titles, originally written in the context of the evolving needs of the 108th Congress over the last three quarters of FY 2003. New reports and issue briefs represented two-thirds of all new titles prepared from the start of the 108th Congress.
- **Online access to CRS products and services:** During FY 2003, CRS continued to facilitate immediate online access to key products supporting critical policy areas through the CRS *Current Legislative Issues* (CLI) system, the central feature of the CRS Home Page. At the start of the year, CRS significantly enhanced online access to these and other products with improved capabilities for searching and accessing CRS products. Overall, congressional use of CRS electronic services, which has risen dramatically in recent years, continued to increase, rising to 737,685 in FY 2003, up 10 percent from FY 2002 and up 37 percent from FY 2001.
- **CRS custom work for the Congress:** During FY 2003, direct congressional access to CRS experts remained a key component of CRS services to the Congress — work which included efforts tailored to specific situations or work that required confidential assistance. Individualized attention to congressional needs was provided primarily through telephone consultations, in-person briefings, and confidential memoranda. Overall, the number of tailored services remained somewhat constant, reflecting the productivity limits of these highly labor-intensive activities. For example, the number of telephone consultations (42,618) increased just 1 percent over the FY 2002 level (42,239). More highly customized work products are normal in the CRS workday but necessarily fewer in number, making the counts susceptible to high variability across time periods. For example, the number of in-person briefings (2,886) increased 30 percent over the FY 2002 level (2,176). The number of confidential memoranda (2,214) increased by about 7 percent over the FY 2002 level (2,072). Nonetheless, new research staff hired during FY 2003 are expected to contribute to increases in

these important types of service simply by adding to the number of contact hours available to the Congress.

- **Constraints and limitations:** During FY 2003, CRS worked intensively to address major constraints limiting the information and analytical services it was able to provide to the Congress.
 - CRS made significant initial progress in addressing major challenges in providing ready-access to timely, authoritative information that is directly relevant to major policy areas. Both the Congress and CRS policy analysts working to meet needs of the Congress routinely experience well-known information resource difficulties: the complexity of many evolving policy problems demands access to a wide array of information; the continuing proliferation of information resources is characterized by a considerable range of qualitative standards.
 - CRS released prototypes for several services designed to meet both congressional and CRS analytical needs for consulting timely and authoritative primary sources relating to specific major policy problems. One prototype, developed and maintained by information specialists, focused on electricity blackouts by including immediate online access to official reports on the most recent and prior large-scale blackouts, directly relevant to up-to-date public laws and regulations, authoritative transmission reliability assessments, and current legislative proposals. Another prototype comprehensively identified all of the 108th Congress' bills (150 at the end of FY 2003) relating to U.S. involvement with Iraq as they were introduced; organized the bills into 11 major functional areas as well as legislative status; and provided direct online access to the legislation itself, summaries, and legislative process details.
 - These projects require additional staff time and resources, but CRS anticipates significant productivity gains from the focus, level of support, and information-based expertise to be developed through the reorganization and retooling of a workforce of professional information specialists into a future Knowledge Services Group.
 - CRS concentrated efforts to enhance research capacity which had been lost over several years of attrition and sluggish hiring activity while implementing the Library's new merit selection process. CRS also engaged heavily in acclimating newly hired research staff to the legislative setting, the service qualities the Congress demands from CRS, and CRS work settings and systems. CRS anticipates continuing efforts to develop and retain these essential, newly-hired analysts and, as a result, strengthening CRS services for the Congress — including augmenting highly valuable, labor-intensive

services requiring direct, tailored and confidential services to the Congress on major policy problems.

- **Objective 2 - Ensure the intellectual capacity of CRS to meet continuously the changing needs of Congress.**
 - Successful achievement of Objective 1 is directly linked to achievement of Objective 2, maintaining intellectual capacity. CRS completed more than 90 new hires in FY 2003. This number far surpasses the number of external hiring actions for any single year in the history of the Service and represents an increase of nearly 300 percent (64 more hires) over the FY 2002 level. Further, the number is slightly higher than the 82 new hires completed in FY 2000-2002 combined. The increased level of hiring is the direct result of a Service-wide commitment to implementing the Library's new merit selection process and to continuing the momentum started in FY 2002 for building the capacity needed to meet the changing needs of the Congress.
 - During FY 2003, CRS lost a total of 31 permanent staff through retirement, resignation, transfer, and one death. This number is slightly less than expected and represents a decrease of 14 percent from the FY 2002 attrition level. While the specific reasons for the decrease are undocumented, the current economy and the job market are factors that may delay a retirement or affect professional mobility.
 - The total FY 2002 staff capacity increased from 680 full-time equivalents (FTEs) in FY 2002 to 692 in FY 2003 — an increase of 12 FTEs or 1.8 percent. CRS started FY 2002 with 689 permanent staff on board. By the end of FY 2003, the total number of permanent staff on board had increased to 708, representing a 3 percent increase over the two-year period. Given that more than 40 percent of the FY 2003 new hires reported during the last quarter of the fiscal year, the annualized impact upon total FTEs will not be realized until FY 2004.
 - CRS augmented its staff capacity to satisfy the needs of the Congress via two non-staff, short-term mechanisms:
 - contracts acquiring expertise in rapidly-evolving and/or highly-specialized disciplines/issues and areas in which CRS had major short-term gaps in capacity (approximately 7 FTE-equivalents); and
 - external research partnerships with universities (approximately 1 FTE-equivalent), foundations (approximately 2 FTE-equivalents), and with sister agencies.
 - Mindful of the transformation of the role of librarians and other information

professionals that is occurring in parallel to the global expansion of digital resources and processes, CRS initiated a functional review of such information positions. In FY 2003, CRS completed an in-depth, eighteen-month study of the discipline of library and information science and information professionals. Study results indicated that (1) there are major changes in the ways in which the Congress uses technology to gather information and to communicate; (2) there are notable shifts in the CRS workload that can be attributed to the changes in ways that the Congress works; and (3) recent hires can and expect to work with more technologically sophisticated research tools. The study also articulated a vision and a set of recommendations to redefine the information research approach, the accompanying competencies and requisite skill sets, and the appropriate organizational structure to support the work.

- **Objective 3 - Sustain an effective internal infrastructure, responsive to the specific needs of the Service, and that partners effectively with other units throughout the Library to provide high-quality support enabling the Service to carry out its mission.**
 - CRS refined and increased its Web services in response to the growing needs of the Congress for electronic transfer of analysis and information. Improvements to the Legislative Information System (LIS) included redesign of search features and more timely updates. Infrastructure security and reliability were also enhanced.
 - The CRS web site continued to be a valuable tool for the Congress. A wide range of services were offered, including the full text of all CRS reports; phone numbers and email addresses of CRS issue area experts; the status of appropriations with links to CRS appropriations reports, bills, and committee reports; links to reference sources needed by legislative staff; and the ability to send requests for research and analysis electronically.
 - The CRS Current Legislative Issues (CLI) system, accessible to the Congress from the CRS web site home page, supported immediate analytical and information needs of the 108th Congress. In a successful pilot project, electronic access to relevant and authoritative information resources was provided through a primary research sources page focused on electricity reliability and released shortly after the major blackout of August 2003. Another new service was an extensive legislative tracking service covering legislation relating to Iraq and reporting on about 150 legislative measures by the end of the fiscal year.
 - The CRS web site has an enhanced search engine designed to find and display the most relevant CRS material on the initial results screens. CRS staff monitor high frequency search requests and adjust the system on a continuing basis to

ensure that the reports most related to those search requests appear before others, thereby making the system more efficient for users.

- Reflecting the growing use of video over the Web, CRS produced live web casts as well as video recordings of seminars on a variety of key legislative issues, including the war in Iraq, the impact of tax reform, and the military personnel system. These seminars are also accessible at any time from the web site on the CRS multimedia page and are edited with annotations allowing staff to access directly the portion of the program that covers topics of concern, without having to view a program in its entirety.
- The Legislative Information System (LIS) retrieval system continued to provide Congress with accurate and timely legislative information. In response to user requests and needs, the LIS team made a number of enhancements to the system, including the redesign of search pages for LIS databases through a user-centered design process. New bill displays were added, and plans were initiated for improved quality control of reports, emails, and logs of retrieval patterns. CRS created an 11-minute video, "How to Use LIS." The LIS team put the infrastructure in place to use electronic mailing lists for Hill-wide notices of daily updates to LIS data and advance notices of system downtime. The team continued to support users through LIS mail, answering more than 600 questions during the fiscal year. CRS enhancement to LIS summaries of bills included the completion of a new system for creating and uploading these summaries to the Web, making the assignment and management of this workload more efficient.
- Information security and system reliability continued to be a major focus of CRS technological support. CRS initiated a contract to review and enhance CRS security policies and procedures, enhanced the log-on security required for CRS systems, improved management of servers and work stations to ensure that they had the latest security patches and upgrades, acquired and installed additional fire walls to provide greater "defense-in-depth," continued vulnerability assessments, and developed an intrusion detection system. The CRS Technology Office worked with the Library's Information Technology Services to develop plans for backup systems to be located at the congressional Alternate Computer Facility (ACF). When fully implemented, this facility will ensure CRS' ability to serve the Congress even if the James Madison building is unavailable.
- CRS continued efforts to enhance the analytic capacity of the Service's business operations by developing management tools for decision making that both support and secure the strategic success of the Service. Early in the year, CRS completed two three-year cost projections, one for staff and one for research materials. The results of the analyses showed that: (1) the current FY 2004/FY 2005 budget would not support the increasing costs of sustaining a CRS staffing

level of 729 FTEs beyond FY 2004; and (2) the current FY 2004/FY 2005 budget would not support fully the growing demand for the analytic and research materials needed to perform mission critical work for the Congress. CRS quickly initiated actions to take advantage of savings that would be realized from late-term reporting dates of many new hires. The one-time cost savings were used to pay a significant portion of the FY 2004 fixed costs for three contract operations (copy centers, help desk, and user support). These actions provided CRS with sufficient financial flexibility for FY 2004 to complete its FY 2003 hiring plan; however, without additional resources, the projected FY 2005 budget cannot sustain the cost of the projected staff capacity and meet the growing demand for research materials.

FY 2004 PRIORITIES

In October 2003, CRS held its annual executive management retreat to clarify business priorities and finalize the Service's FY 2004 Operating Plan. The FY 2004 Operating Plan set forth a financial plan that supports the CRS strategic program goal and objectives.

- **Objective 1 - Develop and execute a research agenda based on the current legislative needs of the Congress.**
 - **Congressional Needs:** Congressional needs for research and analyses continue across a large number of major policy problems and require major efforts from the full complement of CRS experts. The following policy problem areas are illustrative:
 - The U.S. presence in Iraq and Afghanistan presents a constellation of policy interests and concerns across the issues of peace-keeping, post-war governance, economic reconstruction, meeting humanitarian needs, and regional and international relations within the Middle East and for the U.S. Concerns about weapons of mass destruction in Iran and North Korea remain active.
 - Independently, foreign relations for the U.S. across the world, both in bilateral and multinational contexts such as the United Nations, World Trade Organization, and North Atlantic Treaty Organization, draw on a number of active, but mixed, interests relating to matters such as terrorism, trade prospects, and world health threats.
 - Many major domestic social policies are receiving thorough study with prospects for some redirection, including Temporary Assistance to Needy Families (TANF), Social Security, and higher education student aid and other

programs. Medicare restructuring has moved to a rather challenging, multi-year implementation phase.

- Economic weakness, characterized by continued high levels of unemployment and faltering experiences in some sectors of the economy, remains a concern in the context of an increasingly globalized economy in which world economic growth remains subdued.
 - Government finance is increasingly a sensitive area as tensions rise between interests in sustaining economic stimulus and curtailing increasingly large budget deficits, and as demands for funding to meet military and reconstruction costs appear with calls for limiting the impact of taxation on specific groups or the country as a whole. Already demanding decision making, in the far-reaching appropriations process, is becoming even more difficult and contentious.
 - The extent, nature and possible effectiveness of government regulation are major concerns in a number of significant areas such as medical malpractice and patient safety; products liability, with asbestos and misuse of firearms as leading examples; broadcast/media ownership; and protections for financial services offered to the public.
 - With the backdrop of a war against terrorism, a complex mix of concerns relating to civil liberties and law enforcement and to privacy and free access to information are increasingly requiring additional scrutiny as court decisions affect recently enacted provisions or policy options.
- **Objective 2 - Ensure the intellectual capacity of CRS to meet continuously the changing needs of Congress.**
- CRS projects attrition of 50 staff during FY 2004 and plans to rehire a commensurate number given the long-term priority to preserve and maintain the research capacity that the Service has worked so hard to build. The FY 2004 hiring priorities are: (1) completion of the FY 2003 hiring plan; (2) building and retooling the Service's corps of information professionals; (3) addressing shortfalls in the Service's internal infrastructure to ensure ongoing and seamless day-to-day operations; and (4) addressing any new or emergent research/analytic capacity gaps to meet the needs of the Congress.
 - CRS started the first quarter of FY 2004 with 710 FTEs, and within the resources available expects to execute nearly 725 FTEs during the year — 4 FTEs must be absorbed to cover the difference between the 4.41 percent civilian pay raise (effective January 1, 2004) and the 3.7 percent mandatory pay raise approved in the budget. The FTEs will be further compromised by the .59 percent rescission (\$541 thousand). Given the Service's standing priority to fund staff capacity, the

Service has already taken measures to reduce its non-pay related expenditures. The rescission will compromise the Service's effort to meet even the 725 FTE target.

- CRS will develop the detailed operational concept and implementation plan for its new Knowledge Services Group (KSG). The KSG — a corporate resource of professional information specialists — will be a 21st century model for acquiring, accessing, managing, and delivering information services. Information professionals play a pivotal role in the Service's ability to accomplish its mission and strategic goals. Building on the knowledge gained from the eighteen-month study completed in FY 2003, extensive staff and management input will become the basis for (1) redefining and refocusing the role of information professionals and (2) enhancing the use of technology tools into their work to provide the Congress and CRS staff with access to high quality products and services.
- **Objective 3 - Sustain an effective internal infrastructure, responsive to the specific needs of the Service, and that partners effectively with other units throughout the Library to provide high-quality support enabling the Service to carry out its mission.**
 - CRS will continue to enhance its web site to reflect client requirements, evolving technology, and changes in the way that information can be accessed, distributed and secured electronically.
 - Improvements to the LIS will continue to focus on the implementation of XML, further development of the video repository for committee hearings, improvements in quality control, and further testing of the disaster recovery facility.
 - Supporting quantitative analysis, CRS will continue activities that ensure adequate computing capacity and programming assistance. CRS will implement the capacity for geographic analysis and displays.
 - Disaster recovery and security remain strategic objectives. CRS will continue to test operations at the alternate computer facility, assess and implement specific application security measures, strengthen the firewall configuration, and complete implementation of the intrusion detection system begun in FY 2003.
 - CRS will continue to enhance the various information technology systems, including identifying and responding to new threats as they evolve in the fast-paced and ever-changing online environment, and maintaining, testing and balancing the upgrades to servers and operating systems at both the primary

and alternate computer facility in coordination with the Service-wide continuity of operations.

- During FY 2004, CRS will explore new techniques and expand the use of technology to enhance briefings and special programs for Members, staff, and leadership, including public policy orientation programs; anticipatory legislative issues seminars; institutes on legislative and budget processes; and Web-based products and programs. New techniques will be developed to assess client needs and satisfaction, and new marketing strategies will be introduced to alert congressional clients to CRS products, programs, and other services.

FY 2005 PRIORITIES

In FY 2005, CRS will continue to carry out its core mission and achieve its single strategic goal of providing the Congress with nonpartisan legislative analysis and information support as it addresses policy issues. The Service will respond to the needs of a new Congress and ensure adequate research capacity to cover the broad range of legislative issues that they will consider.

- **Objective 1 - Develop and execute a research agenda based on the current legislative needs of the Congress.**
 - **Congressional Needs:** Extending through FY 2005, a number of important, long-term factors are expected to contribute significantly to a broad and legislatively demanding agenda for the Congress:
 - continuing needs for security of people and infrastructures against terrorism;
 - major challenges arising from the U.S. military response to international terrorism — which have no geographical boundaries and no clear end in sight;
 - increasing long-term pressures on the Federal budget with rising deficits;
 - interest in exploring increased flexibility in government operations to assure responsiveness to needs of the nation;
 - destabilizing increases in health care costs;
 - adverse effects of an aging population on the effectiveness or viability of national programs established to meet their needs, especially retirement income and health care;

- continuing uncertainties about the pricing and reliability of energy resources;
 - major continuing and new challenges throughout the country in allocating and protecting resources ranging from the adequacy and safety of drinking water to resolving multiple objectives in managing forests;
 - need for securing individual and societal interests in the context of increasing reliance on continually enhanced electronic networks for communications and record keeping;
 - need for safeguarding financial services offered to the public;
 - demands for individual education and economic opportunities supporting social and economic gains in the context of shifts arising from an increasingly globalized economy;
 - requirements to adapt to evolving technologies across a range of application areas such as the use of genetic engineering in agriculture and health care, military applications posing needs for additional rounds of “transformation”, and dislocations arising from economic sectors displaced by rapidly successful innovations.
 - Many additional policy concerns across the principal functions and policy areas of the Federal government, some appearing on a crisis basis, are sure to arise during FY 2005 as is typical with the breadth and nature of policy interests and concerns arising in a large, developed, democratic nation.
- **Objective 2 - Ensure the intellectual capacity of CRS to meet continuously the changing needs of Congress.**
 - CRS projects attrition of 50 to 60 staff during FY 2005, and plans to rehire a commensurate number to sustain the research capacity that the Service has built. Given the anticipated legislative agenda and the Congress’ need for research support covering a vast array of complex public policy issues, CRS anticipates the need to sustain a workforce of approximately 729 FTEs. The FY 2005 hiring priorities will be: (1) building and retooling the Service’s corps of professional information specialists; (2) addressing immediately any new or emergent research/analytic capacity gaps to meet the needs of the Congress; and (3) maintaining a highly-productive, skilled, and motivated workforce that remains the research provider of choice of the Congress.
 - CRS will formally establish its new KSG during the first quarter of FY 2005. The quantity and mix of work activities will be derived through partnership

agreements with each of the CRS research divisions. The precise size of the KSG staff remains uncertain; however, during FY 2005, CRS will continue to evaluate performance and consider additional industry best practices for information professionals. Sustaining a total workforce capacity of 729, CRS plans to realign the FY 2004 and FY 2005 attrition to meet the staffing needs of the KSG.

- **Objective 3 - Sustain an effective internal infrastructure, responsive to the specific needs of the Service, and that partners effectively with other units throughout the Library to provide high-quality support enabling the Service to carry out its mission.**
 - CRS will continue to enhance its web site to reflect client requirements, evolving technology, and changes in the way that information can be accessed, distributed, and secured electronically.
 - CRS will continue enhancing the LIS — focusing on the implementation of XML, further development of the video repository for committee hearings, improvements in quality control, and testing of the disaster recovery facility.
 - CRS will continue to ensure adequate computing capacity and programming assistance. Implement capacity for geographic analysis and displays.
 - In addition to ongoing testing at the alternate computer facility, CRS will assess and implement specific application security measures, strengthen the firewall configuration, and complete implementation of the intrusion detection system begun in FY 2003.
 - CRS will continue to enhance various information systems, including identifying and responding to new threats as they evolve in the fast paced and ever-changing online environment; maintaining, testing and balancing the upgrades to servers and operating systems at both the primary and the alternate facility in coordination with the Service-wide continuity of operations.
 - In conjunction with the beginning of the 109th Congress, special briefings and seminars will be offered to new and returning leadership, Member offices, committee offices, and their staff. CRS will continue to develop and enhance CRS products and services that support the legislative work of the Congress — particularly to the anticipatory public policy seminars on new and emerging legislative issues, a Web-based notification system on programs and products, and the development of e-learning products for incorporation in the web sites of individual Members.

FY 2005 BUDGET REQUEST

The Congressional Research Service is requesting a total of **\$100.734 million** in FY 2005. This represents an increase of \$9.549 million over FY 2004, and is comprised of \$4.322 million for mandatory and price level increases, and \$5.227 million in program changes to sustain an overall capacity to meet the needs of the Congress; to implement business processes that will position CRS with the resources needed to support the Congress with high quality research and information services at any location, at any time, and in any state of emergency; and to enhance workforce retention and developmental opportunities.

In FY 2005, CRS will face several challenges, most notably the increased cost of sustaining the cost of capacity to meet the needs of the Congress. The Service is requesting additional resources to address its most critical needs to support the work activities set forth in its mission, strategic goal, and program objectives. The FY 2005 challenges are categorized around three themes:

- **The Increasing Cost of Sustaining Adequate Staff Capacity**
 - CRS is requesting funding for the equivalent of about 25 FTEs. During the past ten years, the total size of CRS has decreased; however, the cost per person has increased at a rate that exceeds the funding provided in the budget process. Increasing costs have now out-stripped the Service's ability to sustain the capacity required to meet the needs of the Congress.

- **Business Continuity and an Improved Technological Infrastructure**
 - CRS is requesting funding to continue operation of an alternate computer facility in partnership with the Library's Information Technology Service. Successful operation of the alternate site facilitates accomplishment of several CRS strategic objectives/targets to: (1) ensure that CRS is able to meet the needs of Congress in any emergency or non-emergency situation; (2) maintain and enhance the CRS congressional tracking system; (3) maintain a secure technology environment within the Service; (4) plan for and maintain a high-performance technological environment that is responsive, flexible, and reliable; and (5) ensure capacity for continuity of business operations in the event of a disaster.
 - CRS is also requesting funding to maintain capability with the House and Senate as they implement XML for document creation and with the Library's ITS as it implements XML search and display capability. This initiative supports the CRS strategic objective/target to provide Congress with accurate, timely, and complete legislative information.

- **Reforming Workforce Policies, Practices, and Tools**

- CRS has been evaluating workforce opportunities and authorities to improve the productivity, efficiency, and attractiveness of CRS as an employer. This review includes: (1) an in-depth evaluation of the requisite work tools that staff need to produce the highest quality product for the Congress; and (2) workforce policies and practices that enable CRS to attract, compete for, acquire, and retain a highly skilled, well-trained, motivated staff. Reforming workforce policies, practices, and tools will ensure CRS as a first choice research service provider to the Congress and a first choice workplace for current and prospective staff.
- CRS is requesting funds to improve research capacity in support of the Congress by ensuring that the Service's research and analytic staff have visibility of and access to the most comprehensive and current research materials available. Beyond the primary need to have adequate and sufficient work tools to perform the analytic work (Objective 1), this initiative supports the CRS strategic target to maintain and retain an effective, world-class workforce (Objective 2).
- In recent years, the Congress supported the Service's workforce management initiatives — namely succession planning. To safeguard that investment, CRS is now moving into the next phase of its succession planning effort and focusing on retaining the staff hired over the last few years, accelerating their professional growth and development, and preparing them to assume senior positions and leadership roles in the future. Supporting our strategic efforts to retain and develop employees (Objective 2), CRS is requesting funds to launch a limited pilot program that will reduce the student loan debt for a segment of its recent hires. CRS is also requesting an increase in the base allocation for training, travel, and incentive awards to support its retention efforts through increased staff opportunities for professional development.

PROGRAM CHANGES

\$5,227,000

Sustaining Staff Capacity

(\$2,710,000)

CRS proposes a **one-time budgetary adjustment of \$2.71 million** to sustain a CRS FTE capacity level of 729. Without the additional funding, CRS estimates that the current budget base will afford about 704 to 705 FTEs in FY 2005 and beyond — about 25 FTEs short of its FTE ceiling. Every CRS strategic objective and target will be affected by this initiative.

CRS is changing the way it supports the Congress. The research and analytic work has become increasingly complex and interdisciplinary. Congress is able to acquire factual

information directly through electronic resources from CRS and elsewhere. One result of this increase in readily available information is that subsequent related questions to CRS are typically more complex and require custom analytic responses.

CRS has promised the Congress that they will get a positive experience each time they come to CRS for research assistance and policy analysis. The Service believes that the current ceiling of about 729 FTEs is an appropriately-sized organization to provide that consistent positive experience and to meet the known needs of the Congress. The 729 FTEs affords CRS with just over 1,200,000 productive work hours — Service-wide productive work hours that contribute to the total capacity of research and information services accomplished by the Congressional Research Service.

The dynamics of the one-time cost adjustment is the confluence of several influences:

- A dramatic change in the workforce composition is the most significant factor. During the past ten years, CRS has adapted its workforce to meet the analytic and research needs of the Congress. Efforts to reach and maintain a substantive presence on the Web — with coverage on more than 150 complex legislative issues and five to six products per issue — requires a very highly skilled, knowledgeable, and motivated workforce — a workforce that is increasingly more expensive to sustain.
- For the period FY 1995 to FY 2004 (with the exception of FY 1998), the Library/CRS received mandatory funding adjustments for staff salary and benefit costs in an amount less than what was ultimately paid to the employees. This is the result of the President approving annual civilian pay raises at a level higher than what was funded through the budget process.
- The CRS workforce historically remained with the Service for the duration of their federal career — and often stay well beyond their retirement-eligibility date. As a result, CRS is somewhat behind the Civil Service Retirement System (CSRS)-to-Federal Employees Retirement System (FERS) transition curve when compared to the rest of the federal sector. The FY 2005 cost projection, based upon recent experience, confirms that: (1) the majority of CRS retirements/separations are CSRS staff, and (2) the large majority of new CRS hires are coming from the private sector/school and eligible only to participate in FERS. The employer-paid benefit rate for a FERS employee is nearly double that of a CSRS employee making the same base salary. Actual CRS expenditures demonstrate that, by the end of FY 2003, a FERS employee's fringe benefits were costing just over 27 percent of the base salary versus 13.5 percent for CSRS.
- The \$2.71 million one-time budgetary adjustment equates to about 25 CRS staff - or more than 41,000 productive work hours a year. Without the one-time funding adjustment, CRS would have to staff down (through attrition without

replacements) to a level of approximately 704 FTEs. The impact of this reduction would be a loss of CRS services to the Congress equating to about 275 hours a year in each of more than 150 major policy areas in which the Congress can be expected to be actively engaged — between eight and nine weeks of lost capacity per major policy area. Throughout the year, across the Service as a whole, this reduction would equate to a loss of nearly 800 productive hours per week, that would not be available to provide critical research and analytical support for the Congress.

Alternate Computer Facility

(\$622,000)

In FY 2004, CRS requested \$1.436 million to support its share of the start-up costs of the Alternate Computer Facility. Congress approved the funding through an FY 2003 no-year Supplemental, supporting the contract work from July 2003 through June 2004.

In FY 2004, Congress provided CRS with \$77 thousand for this project, reflecting funding needed to operate the facility from July-September 2004. Total annual operating costs are projected to be \$699 thousand.

In FY 2005, the CRS is requesting **\$622 thousand** (\$699K - \$77K = \$622K) to support the annual recurring operating costs of this facility. Without these additional funds, CRS will not be able to ensure the continuity of CRS functions in the event of a disaster at the Library's Madison Computer Facility.

XML Capability

(\$549,000)

The Congress is in the process of applying the XML data standard to the preparation of all of its publications. The current plan calls for both chambers to prepare bills in XML and then take up preparation of committee reports and the *Congressional Record*. The House already creates between 25 to 35 percent of the introduced version of its bills in XML, using the XMetal authoring system and then transmits them to the Government Printing Office (GPO); they have also begun some development work on committee reports. The Senate plans to begin the preparation of bills in XML in early 2004. It will then turn either to the preparation of the *Congressional Record* or to committee reports. The Library assumes, and is preparing to address, that all FY 2005 bills will be prepared in XML, with other congressional publications following thereafter.

As the House and Senate develop and implement new authoring systems that support XML, they expect the Library to have a search engine and related software that can handle XML for both the LIS and THOMAS. The Library's current search engine can handle XML data in a limited way, but it was not designed as an XML compliant search engine. It is not clear whether the company that developed it has the resources or intends to upgrade the system and, if upgraded, the related cost impact to the Library.

The LIS plans submitted to Congress in each of the past two years have explicitly stated that the Library may require additional resources to meet this requirement.

CRS is requesting **\$549 thousand** to support the implementation of a single integrated search function for the Library's primary online information sources. The CRS request complements the request in the Office of Strategic Initiatives-Information Technology Service's (OSI-ITS) budget as CRS will be partnering with OSI-ITS to identify the requirements, develop solutions, and procure, migrate, configure and optimize the new search engine tools. As part of this request, CRS has included funding for two senior computer specialists (contract staff). This is a one-time funding request.

Research Materials

(\$800,000)

Providing accurate, timely, and comprehensive research and analysis services to the Congress is becoming increasingly difficult due to financial constraints related to funding available for the purchase of research materials.

The changing world environment has influenced Congressional requests for research and analysis. A significant portion of the current requests that CRS receives require subject-specific materials in new public policy subject areas such as homeland security and terrorism. Both print and electronic publishers are creating new resources tailored to these subject areas; however, the materials are expensive. These materials are highly specialized and are not acquired by the Library for CRS use. Within the current funding levels projected for FY 2004 and FY 2005, CRS would be unable to sustain acquisition of all of the current research materials needed by CRS analysts and at the same time add a substantive collection of new items.

A more recent development is the increased complexity of acquiring electronic resources, which presents a new set of unique challenges. In some cases, the CRS research needs require both print and electronic formats and the Service may choose specifically to purchase multiple formats for particular publications to meet its research needs. The marketplace today often dictates the acquisition of research materials through an aggregated product distribution strategy, i.e., the consumer acquires a collection of publications in a single format, or the consumer acquires a collection of publications in multiple formats. These aggregated acquisitions consume a majority of CRS' funding and, in most cases, there are no viable alternatives to obtain the publications needed. While for the most part there is a general cost-effectiveness to aggregated or *bundled* purchases, this distribution strategy — which benefits publishers and aggregators — poses two business challenges to the consumers (e.g., libraries and research environments): (1) such collections often result in an overlap of acquisitions (duplicative materials) and receipt of some out-of-scope materials that are not in the areas of customer's interest; and (2) the cost of maintaining a cross-disciplinary core collection in multiple formats is so much greater today that the acquisition of more highly specialized materials is at risk if funding is limited. In other areas, research

materials are available only in electronic format and must be acquired by licensing agreement, identifying the number of concurrent users or total number of potential users. Negotiated annual increases in site licenses for the larger, more expensive electronic resources (e.g., Lexis-Nexis, Westlaw, Factiva) are often 5 to 10 percent annually, which exceeds recent price level increases for inflation.

There are a number of critical electronic research materials which CRS is currently unable to adequately provide to staff for access due to prohibitive cost and the reason CRS is requesting an increase of **\$800 thousand** in FY 2005, for its electronic research materials. These resources are continuously requested by CRS research staff in order to respond to Congressional inquiries. These materials fall into two categories:

- To take full advantage of the wealth of information that certain resources provide, CRS proposes extending access to all CRS research desktops. The present mode of access limits CRS staff usage and restrains staff from their potential research utility. This group includes resources such as: Oxford Analytica, Jane's Defence Equipment Library, Economist Intelligence Unit, and Inside Washington.
- A number of tailored electronic products are extremely desirable for CRS researchers. They exemplify subject-specific, but extremely costly, resources which CRS staff require to answer inquiries in areas of current interest to Congress. This group includes resources such as:
 - PIERS, which includes comprehensive statistics, available retrospectively to the 1970's on exporting and importing, including data for companies. Also included are global cargo shipments by seaport, with breakdowns by types of cargo. Increased security concerns at U.S. ports since September 11, 2001 have led to new policy initiatives, such as the Department of Homeland Security's Customs Container Security Initiative.
 - Prescription Drug Pricing Proprietary Databases, which will expand CRS' capacity to analyze prescription drug policy options by acquiring data on drug prices. Issues regarding prescription drugs will grow in interest and importance in the coming years. Information on prescription drug prices is critical to understanding the cost implications of recently enacted legislation and to evaluate any future policy options regarding prescription drugs.
 - Bloomberg LP, which is an important source of financial analysis, data and business news for professional investors around the world. Its data are widely used by the private sector financial services community.

Enhancing CRS Retention

(\$546,000)

During FY 2003, CRS hired more than 90 new staff — nearly 13 percent of the total staff population. To enhance retention of new staff and to further staff development Service-wide, CRS is requesting funding **(\$412K)** to initiate a pilot program that provides for the repayment of higher education loans — as is currently done in the executive branch and at the General Accounting Office. As a companion human capital flexibility tool, CRS is also requesting an increase of 10 percent above the FY 2004 base for training **(\$40K)**, travel **(\$31K)**, and incentive awards **(\$63K)**. The Service's ability to meet the work-life expectations of a highly talented, motivated, and mobile new generation of workers is a critical retention tool for staff members with less than five years of tenure. An attendant benefit of this small investment is to provide new staff with ongoing training experiences that foster their ability to quickly assume the responsibilities and levels of expertise of the veteran staff that they are replacing.

**Library of Congress
Books for the Blind and Physically Handicapped
Salaries and Expenses
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2004	128	\$51,706
Minus: Rescission		<u>- 305</u>
Adjusted Appropriation, FY 2004		\$51,401
Non-recurring Costs		0
Mandatory Pay and Related Costs:		
Comparability pay raise 2005		223
Annualization of pay raise 2004		136
Within-grade increases		75
One Less Day		<u>- 34</u>
Total, Mandatory Pay and Related Costs		400
Price Level Changes		636
Program Increases:		
Acquisitions/Preservation/Access:		
Design of Digital Talking Book Player		1,000
Sound Reproductions	<u>0</u>	<u>500</u>
Total, Program Increases	0	1,500
Net Increase/Decrease	<u>0</u>	<u>\$ 2,536</u>
Total Budget	128	\$53,937
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	128	\$53,937

Library of Congress
Books for the Blind and Physically Handicapped
Salaries and Expenses

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$6,533	\$7,116	\$7,443	+ \$ 327
12 Personnel Benefits	1,295	1,424	1,497	+ 73
13 Benefits for Former Personnel	0	2	2	0
21 Travel	219	238	242	+ 4
22 Transportation of Things	54	58	59	+ 1
23 Rent, Communications and Utilities	2,193	1,283	1,253	- 30
24 Printing and Reproduction	1,166	1,093	1,110	+ 17
25 Other Contractual Services	4,704	4,672	4,747	+ 75
26 Supplies and Materials	2,393	2,471	2,511	+ 40
31 Equipment	30,217	33,044	35,073	+ 2,029
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	3	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$48,777	\$51,401	\$53,937	+ \$2,536

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Library of Congress, as authorized by Public Law 89-522, administers a national reading program for blind and physically handicapped residents of the United States and for all U.S. citizens living abroad. Under the management of the National Library Service for the Blind and Physically Handicapped (NLS), books and magazines in braille and recorded formats, as well as specially designed playback equipment, are produced and distributed through a network of state and locally supported libraries. Program policy is to provide eligible readers with access to a broad collection of general interest reading material in adequate quantity and scope, in appropriate language and reading level, and with careful attention to quality control of all products. Advisory committees, all of which include consumer and library representatives, provide recommendations for program additions and enhancements. In addition, research and evaluation are conducted to improve the quality of books, equipment, and service.

Background

A free national library program of braille and recorded materials for blind and physically handicapped persons is administered by the NLS. NLS selects and produces full-length books and magazines in braille and on cassettes. Reading materials are distributed to a cooperating network of regional and sub-regional (local) libraries where they are circulated to eligible borrowers. Reading materials and playback machines are sent to borrowers and returned to libraries by postage-free mail. Established by an act of Congress in 1931 to serve blind adults, the program was expanded in 1952 to include children, in 1962 to provide music materials, and again in 1966 to include individuals with other physical impairments that prevent the reading of standard print. In 1996, the U.S. Copyright Law was amended to allow NLS to produce audio and braille books without the requirement to gain permission from the copyright holder.

Eligibility

Anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations may receive service. A survey sponsored by NLS found that two (2) million persons with some type of visual impairment may be eligible and another million with physical conditions such as paralysis, missing arms or hands, lack of muscle coordination, or prolonged weakness could benefit from the use of reading materials in recorded form.

Book Collection

Books are selected on the basis of their appeal to a wide range of interests. Bestsellers, biographies, fiction, and how-to books are in great demand. A limited number of titles are produced in Spanish and other languages for readers whose

primary language is not English. Registered borrowers learn of new books added to the collection through two bimonthly publications, *Braille Book Review* and *Talking Book Topics*. Through an online union catalog every user and every network library has access to the entire NLS book collection and to the resources of several cooperating agencies.

Magazines in audio and braille formats are offered through the program. Readers may request free subscriptions to *U.S. News and World Report*, *National Geographic*, *Consumer Reports*, *Good Housekeeping*, *Sports Illustrated*, *Sports Illustrated for Kids*, *People*, *Rolling Stone*, *PC World*, *Smart Computing*, *Bon Appétit*, *NFL*, and other sports schedules, and many other popular magazines. Current issues are mailed to readers at the same time the print issues appear.

Volunteer Services

Free correspondence courses leading to certification in braille transcribing (literary, music, and mathematics braille) and braille proofreading are offered. Auditions and informal training are given to volunteer tape narrators affiliated with local recording groups. A directory of volunteer groups that produce books for libraries and individuals is published biennially. Volunteers may call on NLS staff for their expertise in braille transcription and recording techniques.

Research and Development

The NLS research program is directed toward improving the quality of reading materials and related equipment, controlling program costs, and reducing the time required to deliver services to users. Significant research activities include development of a digital talking book player and the methods for producing and distributing digital audio books and periodicals.

FY 2003 ACCOMPLISHMENTS

Library of Congress Goal 13:

Ensure a high-quality, responsive, and free national reading program is available to the nation's blind and physically handicapped people.

- Approximately 23.8 million audio and braille books and magazines were circulated to the blind and physically handicapped readership.
- Provided and expanded web braille services to patrons of the NLS program. Currently 6,700 book and magazine titles and music scores are available to users – up from 4,500 in FY 2002.

- Continued the process to design and produce prototypes of a National Information Standards Organization (NISO) compliant Digital Talking Book (DTB) machine. Finalized arrangements with the General Services Administration to procure and monitor a contract to design a prototype DTB machine.

FY 2004 PRIORITIES

- Research, design and produce audio digital and web braille magazines, books and talking book players for program patrons by:
 - Continuing efforts to design a DTB machine.
 - Providing digital access to audio magazines through the Web.
 - Continuing the development and implementation of digital specifications for all production stages of books and magazines.
 - Providing and expanding web braille services to patrons.

FY 2005 PRIORITIES

- Continue priorities noted in FY 2004 and design a DTB machine and distribution medium.
- Begin converting audio titles from the NLS analog collection to digital format.

FY 2005 BUDGET REQUEST

The Library is requesting a total of **\$53.937 million**, in FY 2005, to support the National Library Service for the Blind and Physically Handicapped program. This reflects an increase of \$2.536 million above FY 2004 and includes \$1.036 million in mandatory and price level increases and \$1.5 million for program changes. Total FTEs requested is 128, same level as in FY 2004.

PROGRAM CHANGES

\$1,500,000

**Design of DTB Player
and Distribution Medium**

(\$1,000,000)

NLS is implementing a revolutionary change from analog to digital technology that has been projected and planned since the early 1990s. In brief, the change consists of replacing cassette tape players with DTB players and introducing a new medium for distributing the DTBs.

There are two major forces driving this change: patron expectations and the avoidance of costs associated with obsolescence.

- **Patron expectations:** Patrons are aware of the emergence of DTBs in many areas of the world and they, as well as their advocates, expect the Talking Books program to keep pace with this technology as it offers many more benefits than the cassette technology.
- **Cassette obsolescence:** Cassette technology is declining in popularity in the United States and costs for media and player components will increase more rapidly as the end of the cassette era approaches. Already, the NLS cassette player's manufacturer is experiencing difficulty obtaining some components, reflecting the mid-1970s design of the player.

In addition to the DTB player, NLS is also considering a commercial successor to cassette tape, namely, solid-state ("flash") memory. A player based on flash memory medium contains no moving parts and will be far more reliable than the current cassette player, thereby requiring less frequent repair. It will be smaller and lighter than the current player, making it more portable. It will offer improved sound quality, easier handling of books, simpler operation for older readers, and for those who wish it, rapid and flexible navigation through a book and greater control over the reading experience. Because the player and medium form an integral system, they must be developed as part of a single design process, to ensure seamless operation and ease of use by the patron. Further, it is imperative that NLS develop its own player rather than use an off-the-shelf device for the following reasons:

- **Stability:** NLS must offer a stable player design that users and libraries can learn and operate quickly. Therefore, using one player/system vs. many players or systems will ensure that all patrons will adapt quickly. Further, it will eliminate the confusion and cost of an inventory of many devices for both the libraries that provide the players and NLS, who is responsible for maintaining the devices.

- **Open Standards:** The player (and medium) must be based on open standards so that NLS can procure products competitively from a number of sources; and the loss of a single company does not eliminate the only source of a product.
- **Durability:** The player must be highly durable as it is subjected to rough handling and must survive transit through the mail system. It must be easy to clean, as players returned by one user are reissued to another.
- **Controls:** The controls on the player must be usable by patrons who are blind and/or have physical disabilities (limited strength/dexterity, use of mouth stick/breath switches, etc.). Commercial consumer products are unsuitable as they typically include visual displays and are controlled by complex arrays of small buttons.
- **Copyright:** While based on open standards, the specific NLS implementation will be designed to conform to a legislated "special format" that protects intellectual property [Public Law 104-197; H.R. 3754].

The fundamental benefits of this program are that it avoids the cost of technical obsolescence and satisfies patron and sponsor expectations.

NLS will contract for the services of a commercial design and development firm that has experience in taking a consumer product from concept to manufacturing. The process is expected to span about three years and includes extensive user testing of both the physical player and its complex internal software to ensure that the final product fully meets user needs. A total of \$5 million is needed for the design phase of this project, beginning in FY 2004. In FY 2005, NLS is requesting **\$1 million, in no-year funding authority**, to continue this work.

The following outlines the specific tasks and funding requirements by fiscal year:

FY 2004: Project Total = \$1M (from base)

- Develop user requirements for player and distribution medium.
- Develop concepts for player and medium.
- Develop draft functional specification for player and medium.

FY 2005: Project Total = \$2M (an increase of \$1M over base)

- Develop preliminary design for player and distribution medium.
- Produce initial prototypes for player and medium.
- Perform usability tests with patrons.
- Develop draft performance specifications for player and medium.

FY 2006: Project Total = \$2M

- Develop detailed design for player and distribution medium.
- Produce engineering prototypes for player and medium.
- Perform field tests with player and medium.
- Develop final performance specifications for player and medium.
- Oversee transfer of player and medium design to manufacturing.

If funding for this initiative is not approved, NLS will be forced to delay development of a DTB player. This is not desirable because it risks escalation of costs due to technical obsolescence and it frustrates the blind community's expectation that the Library of Congress will provide contemporary technology.

Sound Reproductions

(\$ 500,000)

In concert with the development of a DTB player, NLS needs to begin converting its current analog collection to digital format to ensure its patrons have a large and diverse collection of DTBs by FY 2008, the year the DTB players are planned to be introduced to NLS' customers. To accomplish this goal, NLS must convert 10,000 audio titles from analog to digital format over a three-year period. Beginning in FY 2005, NLS is requesting **\$500 thousand**, per year, in annual funds, for a total project cost of \$1.5 million. A detailed allocation of the costs is provided below:

Estimated Conversion Costs

- Hourly rate at an analog-to-digital conversion house: \$21 per hour.

Analog to Digital Audio Files Conversion

- Running at 4x speed (maximum allowed to preserve sound quality) = 22 minutes per 88 minute side.
- Average book = 8 sides.
- 22 minutes X 8 sides = 176 minutes per book of running time.
- Time to load reels, create labels, verify content, check levels, etc. = 30 minutes per book.
- 176 minutes per book + 30 minutes per book = 206 minutes per book / 60 minutes = 3.43 hours per book.
- Total time per book = 3.43 hours per book X \$21 per hour = **\$72 per book**

Creation of DTB Files

- Includes location of chapter headings or other "navigation points" using custom software.
- Estimated time = 2 hours per book @ \$39 per hour (computer specialists) = **\$78 per book.**

Total Cost Breakdown

- Total cost per book = \$72 + \$78 = \$150 per book.
- 10,000 book titles/3 years = 3,333 book titles per year @ \$150 = \$500K/year.

The following table provides an overview of the estimated costs for transition to a DTB system. Data is provided to show the relative magnitude of the transition costs and the time over which they are likely to be incurred. More accurate estimates will be available as the detailed study of the transition process is completed and as final products are selected. All projects support Goal 13 in the Library's Strategic Plan.

FY 2004 - 2011 Estimated Costs for Transition to Digital Talking Book System					
FY	Task	Current Quantity	Budget Base	New Money	Total Cost
		(# of items)	(Dollars in Millions)		
2004	Player/Media Design		\$ 1.0M		\$ 1.0M
2005	Player/Media Design		\$ 1.0M	\$ 1.0M	\$ 2.0M
2005	Analog to Digital Conversion	3,000		\$.5M	\$.5M
2006	Player/Media Design		\$ 1.0M	\$ 1.0M	\$ 2.0M
2006	Analog to Digital Conversion	3,000		\$.5M	\$.5M
2007	Analog to Digital Conversion	3,000		\$.5M	\$.5M
2007	Player Production ¹	60,000	\$12.0M		\$12.0M
2007	Media Production (Cartridges) ²	1,000,000		\$10.0M	\$10.0M
2007	Media Duplication ³	1,000,000	\$ 2.0M		\$ 2.0M
2008	Player Production ¹	120,000	\$12.0M	\$12.0M	\$24.0M
2008	Media Production (Cartridges) ²	1,000,000		\$10.0M	\$10.0M
2008	Media Duplication ³	1,000,000	\$ 2.0M		\$ 2.0M
2009	Player Production ¹	120,000	\$12.0M	\$12.0M	\$24.0M
2009	Media Production (Cartridges) ²	1,000,000		\$10.0M	\$10.0M
2010	Player Production ¹	120,000	\$12.0M	\$12.0M	\$24.0M
2010	Media Production (Cartridges) ²	1,000,000		\$10.0M	\$10.0M
2011	Player Production ¹	60,000	\$12.0M		\$12.0M
Total New Money				\$79.5M	

¹ Player production assumes \$200 per player.

² Media production assumes a \$10 cartridge.

³ Media duplication assumes \$2 per copy, including labeling and packaging.

**Library of Congress
Reimbursable Funds
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	<u>FTE</u>	<u>Amount</u>
Obligational Authority, FY 2004	6	\$1,064
Minus: Rescission		- 6
Adjusted Obligation Authority, FY 2004		<u>\$1,058</u>
Non-recurring Costs	-1	- 83
Mandatory Pay and Related Costs		0
Price Level Changes		0
Program/Project/Activity Increases	<u>0</u>	<u>89</u>
Net Increase/Decrease	<u>- 1</u>	<u>\$ 6</u>
Total Obligational Authority, FY 2005	5	\$1,064

**Library of Congress
Reimbursable Funds**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$144	\$360	\$294	- \$66
12 Personnel Benefits	39	91	78	- 13
13 Benefits for Former Personnel	0	0	0	0
21 Travel	3	12	12	0
22 Transportation of Things	0	0	0	0
23 Rent, Communications and Utilities	0	0	0	0
24 Printing and Reproduction	0	0	0	0
25 Other Contractual Services	121	595	582	- 13
26 Supplies and Materials	2	0	9	+ 9
31 Equipment	76	0	89	+ 89
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
44 Refunds	2	0	0	0
Total, Obligational Authority	\$387	\$1,058	\$1,064	+ \$ 6

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

Under authority of the Economy Act (31 U.S.C. 1535-1536), the Library provides reimbursable services to organizational units within the Library and to other Federal Government agencies when it is determined by both parties that the Library can provide the service in a more economical and cost-effective manner. In each instance, the Library and the customer enter into an interagency agreement which sets forth the scope and cost of the service. Funds are transferred from the customer agency and credited to the Library's accounts to pay for all of the direct and indirect costs. Any funds transferred to the Library in excess of the actual costs are returned to the customer-agency at the end of the performance period.

In FY 2005, the Library is requesting obligational authority of **\$1.064 million** for its reimbursable program. The requested authority is for the Library's interagency agreements.

The Library's interagency reimbursable customers include:

- The **Department of Homeland Security** – for legal research, opinions, and advisory support from the Library's Law Library.
- The **Congressional Budget Office and the Office of Compliance** – for financial management, administrative support, and mainframe computer processing services from the Library's management support organizations.
- The **Open World Leadership Center Trust Fund** – for financial management, legal assistance, event planning, administrative support, and mainframe computer processing services from the Library's management support organizations.
- The **Abraham Lincoln Bicentennial Commission** – for financial management, legal assistance, event planning, administrative support, and mainframe computer processing services from the Library's management support organizations.

**Library of Congress
Revolving Funds
Analysis of Change
(Dollars in Thousands)**

	FY 2005 Agency Request	
	<u>FTE</u>	<u>Amount</u>
Obligational Authority, FY 2004	146	\$104,525
Minus: Rescission		<u>- 617</u>
Adjusted Obligation Authority, FY 2004		\$103,908
 Non-recurring Costs	 - 2	 - 1,075
 Mandatory Pay and Related Costs		 522
 Price Level Changes		 829
 Program/Project/Activity Increases	 <u>3</u>	 <u>1,737</u>
 Net Increase/Decrease	 <u>1</u>	 <u>\$ 2,013</u>
 Total Obligational Authority, FY 2005	 147	 \$105,921

**Library of Congress
Revolving Funds**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2003 Actual	FY 2004 Enacted ¹	FY 2005 Request	FY 2004/2005 Net Change
11 Personnel Compensation	\$8,188	\$8,855	\$9,373	+ \$ 518
12 Personnel Benefits	1,810	2,398	2,356	- 42
13 Benefits for Former Personnel	5	8	3	- 5
21 Travel	140	150	182	+ 32
22 Transportation of Things	231	242	201	- 41
23 Rent, Communications and Utilities	469	442	715	+ 273
24 Printing and Reproduction	400	396	453	+ 57
25 Other Contractual Services	29,933	38,178	39,071	+ 893
26 Supplies and Materials	1,032	1,446	1,260	- 186
31 Equipment	32,415	51,722	52,161	+ 439
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
44 Refunds	438	71	146	+ 75
Total, Obligational Authority	\$75,061	\$103,908	\$105,921	+ \$2,013

¹ Reflects the FY 2004 Enacted level, less the pending rescission.

OVERVIEW

The Library of Congress administers several revolving fund activities under the authority of 2 U.S.C. 160 and 2 U.S.C. 182 a-c, as amended. These activities support the acquisition of library materials, preservation and duplication of the Library's audio-visual collections, special events and programs, classification editorial work, research and analysis, and retail sales. All of these activities further the work of the Library and its services to its customers and the general public.

In **FY 2005**, a total of **\$105.921 million**, in obligational authority, is requested for the Library's revolving fund programs, an increase of \$2.013 million over FY 2004. This reflects an increase of \$471 thousand in pay costs and \$1.542 million in non-pay costs.

Program increases reflect adjustments in the activities of the Cooperative Acquisitions Program, Duplication Services, Document Reproduction and Microfilm Services, Decimal Classification Development Program, Special Events and Public Programs, FEDLINK, Federal Research Program (FRP), Clapp Publication Fund, Traveling Exhibits, and the DaCapo Fund, offset by a decrease in the Gift Shop Operations. Adjustments were the result of heightened security in overseas field offices, and continued efforts to streamline revolving fund operations, increase market bases through product line enhancements, and investigation of new market opportunities.

OBLIGATIONAL AUTHORITY

Obligational authority is requested as follows:

2 U.S.C. 160

- The **Verner Clapp Publishing Fund** sells facsimiles of historic and rare materials in the Library's collections in the form of books, pamphlets, and related items. In FY 2005, the Library is requesting obligational authority of **\$200 thousand** for the publishing program.
- The **Traveling Exhibition Fund** supports the loan and display of select, major exhibitions, prepared by the Library, to municipal and private museums throughout the world. In FY 2005, the Library is requesting obligational authority of **\$67 thousand** for these touring exhibition activities.
- The **Cafritz Foundation Scholarly Activities Fund** covers expenses related to the publication of the Library's exhibit catalogs, posters, and related exhibitions. In FY 2005, the Library is requesting obligational authority of **\$3 thousand** for publication activities.

- The **Elizabeth Hamer Kegan Fund** promotes the activities of the American Folklife Center through publication and/or distribution of folklife-related publications, recordings, crafts and art objects. In FY 2005, the Library is requesting obligational authority of **\$4 thousand** for the Center's activities.
- The **DaCapo Fund** supports publications, concerts, lectures, and other special projects, using the Music Division's collections. In FY 2005, the Library is requesting obligational authority of **\$21 thousand** for Music Division activities.

2 U.S.C. 182

- The **Cooperative Acquisitions Program** secures hard-to-acquire research materials on behalf of participating U.S. research libraries. These materials are obtained by the Library's six overseas offices, which purchase additional copies of items selected for the Library's own collections based on the individual subject and language profiles supplied by the participating institutions. Each program participant pays for the cost of the publications, shipping, binding, and a surcharge that recovers the Library's administrative costs of providing this service. Materials are acquired from 43 countries on behalf of more than 104 research institutions. Some 500,000 pieces were acquired through this program in FY 2003. In FY 2005, the Library is requesting obligational authority of **\$3.386 million** for the Cooperative Acquisitions Program.

2 U.S.C. 182a, as amended by PL 107-68, SEC. 207

- The **Duplication Services Revolving Fund** provides preservation and duplication services for the Library's audio-visual collections, including duplication services for motion pictures, videotapes, sound recordings, and radio and television broadcasts. This fund also provides access to copies of these collections for on-site, public-viewing purposes and preservation services to other non-profit archival institutions, for the acquisition of historically and culturally important audio-visual materials for the Library's collections. In FY 2005, the Library is requesting obligational authority of **\$1.112 million** for the activities of the Duplication Services Revolving Fund.

2 U.S.C. 182b, as amended by PL 107-68, SEC. 208

- The **Decimal Classification Development Program** finances editorial work performed by the Decimal Classification Division, which produces and maintains editions of the *Dewey Decimal Classification (DDC)* and other related Dewey products, including the Abridged Edition 14 scheduled to be published in 2005. In FY 2005, the Library is requesting obligational authority of **\$441 thousand** for editorial activities.

- **Gift Shop Operations** supports retail sales activities of the Library. In FY 2005, the Library is requesting obligational authority of **\$1.668 million** for retail sales.
- **Document Reproduction and Microfilm Services** provides preservation microfilming services for the Library's collections. It also provides photocopy, microfilm, photographic, and digital services to other libraries, research institutions, government agencies, and individuals in the US and abroad. In FY 2005, the Library is requesting obligational authority of **\$4.063 million** for these activities.
- The **Special Events and Public Programs Revolving Fund (SEPP)** supports staff expenses and other costs associated with the coordination of Congressional, outside organization, and Library-sponsored events, such as the annual National Book Festival Gala, co-hosted by the First Lady of the United States, and the award ceremony and dinner for the presentation of the first Kluge Prize. In FY 2005, the Library is requesting obligational authority of **\$1.700 million** for Library of Congress special events and programs.

2 U. S. C. 182c

- **Federal Library and Information Network (FEDLINK)** supports more than 1,200 federal offices, providing cost-effective training and a centralized procurement process for the acquisition of books, library support services, serials, and computer-based information retrieval services. The consolidated purchasing power permits the Library to negotiate economical contracts with more than 100 vendors. In FY 2005, the Library is requesting obligational authority of **\$89.942 million** for the FEDLINK program.
- **Federal Research Program (FRP)** provides customized research reports, translations, and analytical studies for entities of the Federal Government and the District of Columbia on a cost-recovery basis. The products derived from these services make the Library's vast collections available to analysts and policy makers throughout the Federal and District of Columbia governments, maximizing the utility of the collections through the language and area expertise of the FRP staff. In FY 2005, the Library is requesting obligational authority of **\$3.314 million** for FRP.

OVERVIEW

The Architect of the Capitol (AOC) is responsible for the structural and mechanical care and maintenance of the Library's buildings and grounds, which are critical components of the Library's infrastructure. Projects are submitted to the AOC as part of the Library's multi-year Capitol budget plan.

FY 2005 BUDGET REQUEST

The Library has requested six client improvement projects. The following describes each of the projects:

ANNUAL RECURRING BUDGET ITEMS

LOC Space Modifications (Rooms and Partitions) **\$150,000**

The Library is requesting an **increase of \$150 thousand, for a total operating budget of \$650 thousand in FY 2005, for LOC space modifications.** These space modifications accommodate organizational changes, office moves, and/or reallocation of space due to the transfer of staff and collections to Ft. Meade and Culpeper. In addition to addressing new requirements, funding also will allow the AOC/LOC to reduce the number of backlog projects, many delayed during the renovation of the Thomas Jefferson and John Adams buildings. Funding is critical in meeting life safety standards, ensuring uninterrupted program operations, and providing efficient use of space.

ANNUAL NON-RECURRING BUDGET ITEMS

Collections Security (HVAC Secure Storage Rooms) **\$860,000**

Based on findings from a study conducted in the Library and in compliance with the Library's Collections Security Plan, funding was requested for the design and construction of 12 secure storage vaults within the Library's three Capitol Hill buildings. Vaults are needed to house high-risk platinum and gold collections.

Funding provided through FY 2003, supported the design of the vaults and construction of two vaults.

In FY 2004, the AOC requested \$1.72 million for the construction of six additional vaults. Of the funds requested, \$860 thousand or 50 percent was provided.

In FY 2005, the balance of \$860 thousand is being requested to complete the construction of the six vaults for a total of eight vaults. The remaining four vaults

will be constructed in FY 2006, the final year funding will be requested for this project.

The on-site vaults are not in competition with, nor do they duplicate the off-site treasures vault, but are a complement to the off-site vault. The installation of the vaults, with improved temperature and relative humidity control, will extend the life of these collections five to six times over current conditions. Environment control is a critical component, and the most cost effective tool in preserving the collections, especially the targeted platinum and gold collections, which are the most priceless and one-of-a-kind items in the Library's collections.

If funding is not provided for the completion of the vaults, significant gold level collections will not be stored in a manner consistent with the Congressionally-approved standards and could result in a life expectancy of about 20 percent of what it would be if stored under proper conditions.

Dish Washing Machine (Madison Cafeteria)

\$210,000

The existing dish washing machine in the James Madison building cafeteria is approximately 20 years old and is in disrepair. The piece of equipment is frequently not operational impacting cafeteria operations and resulting in poor service to staff and visitors. Over the last few years, significant resources have been expended to maintain this equipment, funding that can be better utilized on other preventive maintenance activities at the Library.

The condition of the equipment will continue to deteriorate, consuming funding and labor hours. A poorly functioning dish washing machine creates a safety hazard with operators, health concerns with Library patrons, increased costs for patrons (who absorb price increases related to the procurement of paper products) and increased frustration for all who must work with or are serviced by the cafeteria equipment.

A total of \$210 thousand is requested for the purchase of a new dish washing machine.

STUDY, DESIGN AND CONDITION ASSESSMENT

Book Conveyor Integration and Upgrade Study

\$400,000

The Library currently uses three standalone conveyor systems to transport Library collections and other items within and between its three Capitol Hill buildings:

- Adams Gray Box Carrier (AGBC) (Vertical F) - internal to the John Adams building.
- Jefferson Gray Box Carrier (JGBC) - internal to the Thomas Jefferson building.

- Automated Book Conveyor System (ABCS) - serves inter-building transport, with one station in the Thomas Jefferson building, thirteen stations in the John Adams building, and approximately thirty-five stations in the James Madison building.

These systems pose many challenges due to their current design, condition, and/or old technology, which impacts delivery operations, access, and collections security. For example, the AGBC only travels vertically, linking the 12 Adams Decks with the South Reading Room, but does not permit inter-building transport. The JGBC is of little or no use, as the system continues to deteriorate, breaking down frequently (not in service and for long periods of time due to hard to get parts) or providing poor service (incorrect routing of boxes). Only a small number of the ABCS stations remain in operation, because uncontrolled access to the system represents a security risk. Closed stations have already hampered efficient delivery of material. In addition, none of the systems permit collections tracking by providing a mechanism to link the box to the content (comparable to the content link used to track items at the High Density Storage Facility at Ft. Meade, Maryland).

Funding of \$400 thousand is requested in FY 2005 for a study to determine a long-term strategy for the Library's book conveyor systems. The study would include the:

- Review and summary of existing studies (i.e., Gross and Associates; Lockwood Greene).
- Review of report decisions to determine changes needed to accommodate recent control upgrades and/or to integrate planned security and fire code evaluations and designs. Currently, there are no controls on who can send a box from point "a" to point "b." As a result, many conveyor stations have been shut down to eliminate the threat of unauthorized persons sending items from one area to another within or between the Library's three buildings. The security feature of an IBCS would control the initiation of a "send" request by card readers (similar to the card reader access now employed for access to secure areas). In essence, to begin a transaction, senders would have to use their LC ID, to verify that they are authorized to use the system for the stations requested.
- Determination of the estimated useful life of existing equipment.
- Cost-benefit analyses for various options:
 - Total replacement.
 - Code compliance.

- Complete integration.
- Manual delivery options.
- Exploration of integrating/interfacing an Integrated Book Conveyor System (IBCS) with Library tracking databases such as the LC Integrated Library System (ILS). An IBCS should have the ability to allow the sender to link content (for collections, item) barcodes with the barcode of the tote (box). This will permit tracking of specific content rather than simply that of boxes.

Without the funding, the Library will be unable to determine the most cost-effective way to support the efficient delivery of its material to staff and other customers.

MULTI-YEAR CAPITAL IMPROVEMENTS

Ft. Meade Book Storage Modules 3 & 4

\$40,500,000

In FY 2005, the Library of Congress continues its Ft. Meade construction program, to provide adequate storage space for its unique and growing special format collections. This program is critical to meeting the Library's mission of sustaining and preserving a universal collection of knowledge and creativity for future generations.

In FY 2005, a total of \$40.5 million is requested for the construction of Book Modules 3 and 4, including adequate processing space, four cold vaults and related spaces.

- Module 1 was developed to house paper-based books and bound periodicals; an 8,500 square foot facility with a capacity of approximately 1.2 million items, which will be filled to capacity by late calendar 2004.
- Module 2, a 12,000 sq. ft. module will open in January 2005 and will also house paper-based books and bound periodicals. The capacity of Module 2 will be 1.8 million items. It will be filled to capacity by 2009, at which time the Library hopes Module 5, also designed for paper-based books and bound periodicals, will be ready for occupancy.
- Mathematically, from the time books started appearing on the floor in the Thomas Jefferson and John Adams book stacks in 1996, and the time Module 5 will be ready for occupancy in 2009, the Library will have acquired approximately 3.9 million books and bound periodicals. The combined capacity of Modules 1 and 2 is anticipated to be 3 million items. So even with an ambitious schedule and full funding, the Library will be worse off by approximately 900 thousand items by 2009

than in 1996 when books were already on the floor. Only with the opening of Module 5 (in 2009) will the Library have adequate storage and expansion space (accommodating the 900 thousand overcrowding plus capacity for an additional 900 thousand items or 3-years growth).

- Given the delays in the construction schedule from that originally projected in the early 1990's, relief from Modules 1 and 2 occupancies will be minimal, and will only address the book and bound periodicals collections. Severe overcrowding in the special format collections is also a major concern and must be addressed as these special format collections are often rare and unique collections, subject to damage and deterioration because of improper environmental controls.
- Planning for Modules 3 and 4 has been funded and design was completed in CY 2003.
- Key elements of the Modules 3 and 4 program include:
 - **Two Storage Modules to be Constructed Simultaneously.** This approach was taken for a number of reasons:
 - Collections space on Capitol Hill is in crisis mode, and a catch-up program is essential.

In fact, even in a best case situation, with timely funding and on-time construction, Modules 3 and 4 will not be ready for occupancy until the Spring of 2007. Special format collections, already experiencing extreme overcrowding and deterioration, will continue to grow as major collections are required (e.g. Lomax, Hammond map collections, etc.), with many either in temporary rental storage, in severely overcrowded conditions, or deteriorating at Landover. Already, special format collections have been identified which will fill both Modules 3 and 4.

- It is more economical in both design and construction, to build these modules together. Mechanical equipment can be sized for both, and subcontractor work can be done in one rather two phases, etc.
- **Four Cold Vaults for Non-Paper Based Collections.** A number of collections such as photographs and microform require a cold climate for satisfactory preservation. Currently much of the Library's materials are not stored properly. To address this satisfactorily, four cold vaults will be constructed as part of the program; three will be built at 35° F, 25% rh and the fourth at 25° F, 30% rh. Many hundreds of thousands of reels for master film will be transferred to this facility. For much of this film, time is of the essence, in that, in its current storage environment, this film is deteriorating.

- **New Loading Dock, Processing Area, Security Area and Office Area.** Cost overruns and other considerations resulted in a significant scaling back of common areas for Modules 1 and 2. This has seriously limited the Library's ability to process collections at the facility as there is no storage space for incoming collections; and there is no space for processing staff. As Modules 3 and 4 are built, it is critical that on-site processing areas are provided. The design that is now being finalized includes new acquisition areas — loading docks, staging areas, etc., and workspace for 20-25 on-site staff — processing tables, computer workstations.
- **Isolation Room.** It is critical to ensure that potential insect infestations are kept out of the collections storage areas. Special format collections acquired by donors that are to be processed and housed in Modules 3 and 4 will first be placed in an isolation room for observation to see if there is any indication of infestation. Only when the Preservation staff are comfortable that no infestation exists, will the collection be released for processing and housing.

A comparison of funding for Modules 1 and 2 with Modules 3 and 4 follows:

Module	Description	Cost
Module 1	8,500 sq. ft. Module with reduced processing space	\$7,800,000
Module 2	12,000 sq. ft Module	\$10,000,000
Module 3	12,000 sq. ft Module	\$10,000,000
Module 4	12,000 sq. ft. Module	\$10,000,000
Cold Vaults	Four cold vaults totaling 20,482 sq. ft.	\$7,700,000
Modules 3/4	Dock, Generator and Mechanical Area	\$3,751,000
Modules 3/4	Processing and Quarantine	\$4,151,000
Modules 3/4	Administrative and Security	\$4,899,000

Time is of the essence for this program. Delays in previous construction have resulted in critical space shortages and dangerous situations in the stacks, cited both by the Office of Compliance and the Library's Safety Services Office.

Current Storage

- Landover Center Annex: 50,000 cubic feet of deposits. This facility is currently filled to capacity and is slated to close. Storage conditions here are unacceptably harsh on the collections.
- Iron Mountain: 85,000 cubic feet of deposits. This is a commercial records management storage facility located in Sterling, Virginia. Security is not adequate and conditions are environmentally unacceptable for the Copyright Office's materials.

Need for New Facility

- For 25 years, copyright deposits have been stored under inferior environmental conditions with wide fluctuations in temperature and relative humidity, causing significant deterioration of the collections.
- Both of the current storage areas are wholly inadequate for providing the proper conditions for the long-term retention of collections materials. They fail to meet the National Archives and Records Administration (NARA) fire code requirements for long-term records' storage. Continued storage under present substandard environmental conditions will accelerate the aging of the deposit material and reduce the useful life span by 75 percent, i.e., deterioration that would occur in 100 years occurs in 25 years. This means that the deposits could be made useless long before their retention requirements expire.
- The Landover Center Annex is planned to be evacuated by the Library within the next few years. This will leave the Copyright Office with no direct control over any deposits.

Program Requirements

- Capacity
 - New facility will have a capacity of 245,000 cubic feet of storage and will provide security commensurate with the value of these collections.
 - Almost two-thirds (156,000 cubic feet) of this capacity will be filled on move-in.
 - A total of 6,500 cubic feet of deposits and 500 cubic feet of business/correspondence records are added annually.
 - In 2020, it is estimated that removals will equal additions.

- Environment
 - The Library's Conservation Division determined minimum environmental levels that were necessary for each group of deposits (Published and Unpublished) to ensure the useful life of the legal deposits for the mandated retention period.
 - In addition, the facility is designed to finally meet the NARA fire code requirements for long-term storage of these records.

**Library of Congress
FY 2005
Administrative Provisions**

1. Section 1202 - Obligational Authority for Reimbursable and Revolving Fund Activities

The Legislative Branch Appropriations Act of 1994, P.L. 103-69, requires that obligations for any reimbursable and revolving fund activities performed by the Library of Congress are limited to the amounts provided in appropriation acts. The Library requests obligational authority, consistent with this provision:

Reimbursable Funds	\$1,064,000
Revolving Funds	\$105,921,000

Further justification for these amounts is provided in the Reimbursable and Revolving Fund sections of this document. The following is the proposed administrative provision:

SEC. 1202. (a) IN GENERAL. — For fiscal year 2005, the obligational authority of the Library of Congress for the activities described in subsection (b) may not exceed \$106,985,000.

(b) ACTIVITIES. — The activities referred to in subsection (a) are reimbursable and revolving fund activities that are funded from sources other than appropriations to the Library in appropriations Acts for the legislative branch.

(c) TRANSFER OF FUNDS. — During fiscal year 2005, the Librarian of Congress may temporarily transfer funds appropriated in this Act, under the heading "LIBRARY OF CONGRESS" under the subheading — "SALARIES AND EXPENSES" to the revolving fund for the FEDLINK Program and the Federal Research Program established under section 103 of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481; 2 U.S.C. 182c): *Provided*, That the total amount of such transfers may not exceed \$1,900,000; *Provided further*, That the appropriate revolving fund account shall reimburse the Library for any amounts transferred to it before the period of availability of the Library appropriation expires.

2. Section 1203 - National Digital Information Infrastructure and Preservation Program

The Library is requesting a provision that extends by five years, the period for securing commitments from the information industry, educational institutions, libraries, archives

and others to join the National Digital Information Infrastructure and Preservation Program (NDIIPP) and contribute matching amounts of private resources to building a national digital preservation network. The provision also clarifies that received matching amounts may include grants, cooperative agreements, contracts, and other such legally enforceable pledge agreements entered into before 2010.

This vision of NDIIPP is to ensure the access, over time, to a rich body of digital content through the establishment of a national network of committed partners, collaborating in a digital preservation architecture with defined roles and responsibilities.

The Library's strategy for meeting the requirements of the legislation revolves around making investments that require mutual participation and cost sharing among a variety of diverse stakeholders. Given the current economic climate, the Library anticipates that a substantial volume of non-Federal matches will be in the form of in-kind, cost sharing contributions to joint NDIIPP projects as they are defined and developed by the Library over time. As such, the Library desires to extend the period of time in which these non-Federal contributions are solicited and received by the Librarian of Congress. In addition, the Library's ability to support these jointly funded projects will be substantially enhanced if the \$75 million that is subject to match, is made available for obligation as the pledged donations are received and accepted by the Librarian, prior to pledge fulfillment over time.

The creation of such a national preservation strategy will occur incrementally, because of the complexity of the challenge and the number and diversity of partners involved. To realize this vision, the Library is taking actions that begin to build the preservation infrastructure:

- Developing a network of partners over the next five years.
- Building the technical architecture that will support multiple partnerships.

A formal call for partners was released in August 2002 and final proposals were received November 12, 2003. The Library, along with the National Endowment for the Humanities, is making selections among the proposed applicants to seed the NDIIPP network with partners for long-term preservation of digital content. The Library anticipates awarding up to \$15 million of the available \$20 million available in this initial round of investments. Achieving the \$75 million matching of federal funding and desired results is contingent upon having the initial \$20 million in funds to invest in a series of practical projects that take place over a five-year period. The Library is also simultaneously funding a test of existing architectures to assess the handling of digital content among differing local architectural environments. This will result in a revised technical architecture and a second generation of investments in developing the overall technical preservation architecture.

The Library's funding direction for the NDIIPP is to invest in a first set of practical experiments and tests followed by an assessment and second set of investments as described in the plan that was submitted to and approved by the Congress in December of 2002. During the initial planning and fact-finding phase of NDIIPP, it became clear that it was not possible to wisely spend the entire amount available to NDIIPP without

the benefit of early action, iterative learning, adjustment and re-investment in a second generation of work. The core areas of future investment include:

- Selection and collection development practices, roles and responsibilities.
- Intellectual property arrangements, and agreements as they relate to long-term preservation.
- Identification and testing of incentives for institutions to undertake digital preservation.
- Fostering and coordinating services, best practices and standards that support a network of partners.
- Testing and strengthening the initial preservation architecture proposed for NDIIPP.

The following is the proposed administrative provision:

2. SEC. 1203. NATIONAL DIGITAL INFORMATION INFRASTRUCTURE AND PRESERVATION PROGRAM. The Miscellaneous Appropriations Act, 2001 (enacted into law by section 1(a)(4) of Public Law 106-554, 114 Stat. 2763A-194), division A, chapter 9, under the heading "Library of Congress" "Salaries and Expenses" is amended by inserting "and pledges" after "other than money" and by striking "March 31, 2005" and inserting "March 31, 2010".

3. Section 1204 - Construction of United States Diplomatic Facilities

The Library is requesting a provision that prohibits the transfer of funds to the Department of State (DOS) from the Library of Congress for the construction of embassies.

The Administration is proposing the establishment of a Capital Security Cost-Sharing Program in the DOS' budget. The program is designed to have all U.S. Government agencies with overseas presence pay a portion of DOS' new building program, based on number of employees overseas (vs. actual space required or services provided in each embassy). The building program proposes to build approximately 150 new embassy compounds over a 14-year period for a total of approximately \$17.5 billion.

Each agency, including the Library of Congress (LOC), would be required to request funding in its yearly budget submission to support this program.

The program will begin slowly in FY 2005, with a lower funding rate in FY 2005, and then build to a progressively increasing funding level which will top out at an annual cost of \$1.4 billion for FY 2009-2018. Current data indicates that DOS would pay approximately 63 percent of the yearly \$1.4 billion, with the balance paid by all agencies with an overseas presence.

The LOC's yearly total would be \$1.2 million in FY 2005, increasing each year thereafter, with an estimated flat rate of \$5.5 million for FY 2009-2018. In addition, the LOC is assessed approximately \$1.3 million a year for International Cooperative Administrative Support Services (ICASS) charges for administrative support for overseas space. This assessment will increase by \$110 thousand a year, beginning in FY 2005 and increasing to \$605 thousand a year by FY 2009, based on the new embassy construction plan. By FY 2009, the Library will be paying DOS approximately **\$7.4 million for 202 positions located in 12 locations - 95 percent of staff are located in only six locations.** This assessment is equivalent to 90 percent of the LOC's total overseas budget of \$8.231 million, in FY 2004.

The Library has the following major problems with this proposal as follows:

Global Program Problems:

- Cost-sharing program is built on faulty methodology as there is no relationship between charges and services provided. The head tax proposal does not meet current federal cost accounting standards which **do** require a relationship between costs and services provided.
- Forces small agencies with a small presence overseas to subsidize larger agencies who are represented everywhere. Why should LOC pay/subsidize building and administrative costs for posts where it does not operate, or will never operate?
- Proposal described as "simple," yet it forces the Congress to track one project in 30 budgets vs. in the one budget responsible for embassy compounds. Camouflages a \$17.5 billion DOS program.
- Forces non-DOS agencies to defer their own funding and related mission-driven work for the DOS' embassy program. Are building DOS' embassy compounds the number one funding priority of all these departments?
- Proposal also subordinates the overseas presence to agencies who can afford world-wide constructions, rather than on agencies whose mission or work

requires investment in specific overseas locations. LOC, should be the driving force in determining where to invest its overseas resources, not DOS. Further, LOC's programs should not be penalized due to DOS' unchecked administrative overhead.

- Proposal is not in the spirit of the Overseas Presence Advisory Panel (OPAP) report that recommended that DOS be able to charge rent for the actual amount of space occupied: balancing costs with space and services provided, giving agencies the right to demand more or better services from their landlords, allowing them to participate more effectively in the planning process, and establishing proper lines of accountability.
- While costs are shared among all agencies, DOS maintains ownership and control of all overseas facilities. Agencies have no voice in construction priorities or designs nor inclusion in management oversight of facilities. Agencies' location and/or site-specific space requirements are not guaranteed, even after proceeds are provided for construction. Agencies also will have no voice in the use or allocation of proceeds from the sale of DOS-owned facilities.
- Methodology does not take into consideration projected increases or decreases in agencies' staffs and related impact on the size of projected compounds and related costs. If an agency reduces its overseas presence will it recoup its construction investment?

Library Issues:

- LOC has presence in six major overseas locations and minimal presence in six other locations. LOC is currently located within the embassy compound in two locations (Cairo and Nairobi) - with no charge for construction costs. Therefore, approximately 57 LOC positions are already housed and should not be included in calculations for future constructions.
- LOC is located in the Consulate in Rio; in an U.S. - owned building in Jakarta; and off campus (leased space) in Islamabad. DOS has not indicated any movement in co-locating LOC employees in these locations - therefore, the LOC questions why these approximately 77 positions should be included in the new funding proposal. **Note:** DOS has agreed to discount 19 of the Islamabad positions in their cost allocation for a revised count of 58.
- In New Delhi, LOC's sixth and largest office (approximately 73 positions), DOS wants the LOC to either find leased space (contradicting the directive to co-locate) or pay for construction needed to accommodate LOC employees within the embassy compound. According to DOS, construction costs range from \$5-6 million - this in addition to the cost-sharing program.

- LOC has 10 positions housed in four other embassy compounds - with no charge for construction costs. Therefore, these positions should not be included in calculations for future constructions (Bangkok - 4; Colombo - 2; Kuala Lumpur - 2; and Manila - 2).
- While LOC does have three positions in two locations where new embassies are projected to be built (Dhaka - 2 and Rangoon - 1), we question the \$7 million price tag for three positions.
- Finally, LOC is also being charged for one position in Moscow, though this position is not a Library position but rather an "Open World Leadership Center" position.

The LOC strongly recommends that no funds be provided for this initiative and that the report language indicate that DOS is to continue to provide the LOC's overseas employees safe, secure and adequate space. The following is the proposed administrative provision:

*3. SEC. 1204. CONSTRUCTION OF UNITED STATES DIPLOMATIC FACILITIES.
None of the funds in the Act may be used to pay any fee charged by the Department of State for the purpose of constructing new United States diplomatic facilities.*

4. The Library of Congress, Salaries and Expenses appropriation language changes:

Provided further, That of the total amount appropriated, \$16,005,000 shall remain available until expended for support of the National Audio-Visual Conservation Center:

Provided further, That of the amount appropriated, \$14,519,000 million is to remain available until expended for the acquisition of books, periodicals, newspapers and all other materials

Provided further, That \$2,795,000 shall remain available until expended for the development and maintenance of the Alternate Computer Facility.

5. Other - Information Only

The Library's FY 2005 mandatory and price level increases were based on the following assumptions:

- Pay raise factor of 3.5 percent based upon the actual 3.0 percent Employment Cost Index (ECI) for FY 2003 plus .5 percent, which is consistent with the Defense Authorization Act.

- Inflation factor of 1.6 percent for non-personnel items, except for the Purchase of Library Materials and Library overseas field offices.
- Funding authority for the Integrated Library System (ILS) and the Central Financial Management System has been changed from no-year to one-year authority in FY 2005, as both programs will be in production (vs. development) in FY 2005.