Proceedings of the 2nd Annual
Federal Depository Library Conference, 1993
May 19-26, 1993

Remarks

by Gil Baldwin, Chief, Administrative Support Group

Thank you, Mr. Baumgardner. Please let me add my greetings to the second annual Federal Depository Conference. It's great that so many of you could make it here to enjoy Washington in the spring!

Much of what we are discussing this week concerns managing change. Of course change is not a new condition in the Depository Library Program, but the pace has definitely picked up. For example, when I started at LPS, Gerald Ford was President, the 1,152 depository libraries received everything in paper, the Monthly Catalog was about 1/2" thick, and we didn't have to worry much about program expenses. Needless to say there have been a few changes over the years...

In my current role I am responsible for a range of Service-wide analytical and support activities. The best feature of this assignment is that I am able to work with people from all parts of LPS. I have a lot of latitude to help other managers come up with solutions, and I feel we're making progress in resolving some of our long-standing problems.

My role in LPS includes investigating operational, resource, or administrative issues, and coming up with recommended solutions.

For example, some of my recent projects were developing the claims core list, documenting the shorts and rain checks policies, processing the rain check backlog, conducting the Congressional Serial Set survey, and so on. Working through some of these projects has raised interesting questions and points about our changes in policies and services. As I work with your input, I keep tabs on the questions which reflect the more general or system-wide concerns. The answers and responses for your concerns and other questions from the field will later appear in articles in Administrative Notes.

Among other things I've been doing are developing policy recommendations and alternatives, and providing them to our management team. As we search for solutions which will enable us to better get you the information which the public expects, we are constantly balancing the demands of the system against the available resources. In doing this balancing act we must consciously decide the most effective use of our finite resources. An example of this evaluation process is the development of the claims core list. Using this list to fill claims will not only save us printing and binding funds, but will permit us to concentrate our limited staffing resources on those materials which are absolutely essential to our Program's information delivery mission.

Acting in the institutional memory mode, I'm a resource person for information on LPS activities and the underlying policy or statutory framework.

I work throughout LPS and with other Documents personnel on automated systems, for mainframe, minicomputer, and personal-computer solutions and applications. In this role I concentrate in the requirements development and systems procurement phases.

I serve as the primary resource for financial management issues in LPS and coordinating LPS' budget preparation and expense tracking activities.

I prepare specifications, statements of work, and cost/benefit analyses for LPS service contracts.

I develop information packages, handouts, and responses to inquiries for a variety of groups and persons, ranging from the Congressional Appropriations Committees to individual depository librarians.

I coordinate projects of LPS administrative support personnel.

I'll be joining Mr. Baumgardner and Mr. Carl Redd in the information exchange sessions emphasizing distribution issues.

Now I have the honor to introduce Carl Redd, the Chief of the Depository Distribution Division. Carl and I share the dubious distinction of being members of the LPS Class of 1974. Carl has held a progression of supervisory positions in LPS, after joining the Service as an assistant supervisor in the Distribution Division. Later he served as Chief of the Processing Branch, and took charge of the Distribution Division in 1989. Carl has been a key player in the elimination of the microfiche backlog. Ladies and Gentlemen, Mr. Carl Redd ...