

Depository Library Council

Advisory body to the Director of the U.S. Government Publishing Office

DEPOSITORY LIBRARY COUNCIL SPRING MEETING

May 2, 2024

MINUTES

Thursday, May 2

12:30-2:00*

12:30-12:45 Welcome and Opening Remarks

- Jen Kirk, Depository Library Council Chair, Government Information Librarian, Utah State University Libraries
- Hugh Nathaniel Halpern, Director, U.S. Government Publishing Office (GPO)
- Scott Matheson, Superintendent of Documents, GPO

During the welcome, the meeting was officially called to order, and opening remarks were delivered.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

12:45-1:15 State of the FDLP

- Scott Matheson, Superintendent of Documents, GPO

The Superintendent of Documents provided an update on GPO's transition to a digital FDLP and roles for depositories today and in the future. The latest on the work of the National Collection Service Areas and their Steering Committees and opportunities created by the limited print distribution framework were shared. The vital roles depository libraries, coordinators, and staff play in meeting patrons' Government information needs were emphasized.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

1:15-1:45 PDT Implementation & Preservation Stewards Updates

- Kate Pitcher, Chief of Federal Depository Support Services, LSCM, GPO
- Suzanne Ebanues, Supervisory Management Analyst, LSCM, GPO

This session shared the status of the implementation of the Print Distribution Titles (PDT) and impacts for libraries and GPO. An overview of analysis of administrative support to preserve PDT titles and plans to obtain Preservation Steward commitments for these titles were also discussed.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

1:45-2:00 Community Q&A

**All times Eastern*

2:00-2:45 Digital Depository: FDL Operation Insights Panel/Digital FDLP Stewardship

- Kelly Smith, Moderator, Government Information Librarian/Librarian for Urban Studies & Planning and Environmental Studies, UC San Diego
- Marie Concannon, Head of Government Information & Data Archives, University of Missouri Library
- Elisabeth Garner, Government Information Librarian, University of North Carolina Wilmington
- Sarah Hendy-Jackson, Librarian II, San Diego Public Library

In the move to a digital FDLP, depository libraries are navigating new opportunities and challenges as they transition to Government information digital collections, reference, and other services. This panel of depository librarians shared their insights, best practices, and tips for making the transition to, or operations as, a digital depository.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

2:45-3:00 Break

3:00-3:30 Open Forum

- Jen Kirk, Depository Library Council Chair, Government Information Librarian, Utah State University Libraries
- Joshua Finnell, Director of Research and Scholarly Initiatives, Professor in the University Libraries, Case Library and Geyer Center for Information Technology, Colgate University
- Susanne Caro, Government Information Librarian, New Mexico State Library

Community members are encouraged to attend and participate in this session. In response to open questions, attendees can share their comments, questions, and observations about current and future issues in the Federal Depository Library Program with members of the Depository Library Council. Review the [discussion and poll questions](#).

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

3:30-5:00 DLC Business Meeting

I. Business from the Secretary

- Roll Call

Hayley Johnson took roll call. Council members present: Aimée Quinn, Jen Kirk, Valerie Glenn, Amy Laub, Hayley Johnson, Kelly Smith, Robert Mead, Susanne Caro, Angela Bonnell, Angela Kent, Gwen Sinclair, Joshua Finnell, Sarah Erekson

Hayley Johnson stated that we have a quorum.

- Fall 2023 Meeting Minutes

**All times Eastern*

Hayley Johnson introduced the minutes from the Fall 2023 meeting <https://www.fdlp.gov/file-download/download/public/24738> . Aimée Quinn made a motion to approve the minutes. Jen Kirk seconded the motion. Minutes were approved by unanimous consent.

II. Remarks from the Chair

Jen officially thanked her DLC colleagues for their work this past year. The year was one of change and communication, and she expressed that it was an honor to serve as Council chair and work alongside everyone.

III. Election of Secretary

Hayley Johnson nominated Amy Laub to serve as secretary for the 2024-2025 Council. Aimée Quinn seconded the motion. Amy agreed to serve. Council approved Amy as secretary by unanimous consent. Congrats, Amy!

IV. Subcommittee & Working Group Reports and Updates

COLLECTION AND DISCOVERY SERVICES SUBCOMMITTEE (CDSS)

Kelly Smith shared a summary of the subcommittee charge and membership. Activities from the past year have been primarily focused on discussing the transition to a digital FDLP. The subcommittee designed and implemented a survey on managing FDLP digital publications in library catalogs to solicit feedback from the community. The group presented their preliminary data in a session earlier today. The next steps are to continue to analyze survey data to get a detailed view of the needs and concerns and then present those findings to DLC and GPO.

UNIQUE CHALLENGES, UNDERSERVED POPULATIONS, AND FEDERAL DEPOSITORY LIBRARIES SUBCOMMITTEE (UCUP)

Aimée Quinn shared a summary of the subcommittee's charge and membership. This past year, the subcommittee spent a considerable amount of time developing focus groups. There are six focus groups and meetings will take place throughout the rest of this year. Responses received from participants will dictate the order in which the focus groups will meet. Once the subcommittee gathers the data from the focus groups, they will develop a report while concurrently analyzing the Biennial Survey data with the hopes of having a progress report by the Fall meeting.

LONG-TERM IMPACTS OF COVID-19 ON FDL ACCESS, COLLECTIONS, AND SERVICES WORKING GROUP

Susanne Caro shared the working group membership and its charge. Progress for the group this year was very much connected to having the results of the latest Biennial Survey. The group is going over the initial results. The change that has continued for many libraries has been in public access, followed by staffing, reference and instruction. 549 of responding libraries are back to pre-COVID, but 497 have maintained some COVID changes. The group sent its initial report and recommendations to Council in the Fall of 2023. Recommendations included: 1) GPO should include a question about the impact of COVID-19 policies and practices in the Biennial Survey of

Depository Libraries at least through the 2025 survey; and 2) Encourage the use of 2021 Biennial Survey Question 6 data for local needs and further exploration and study.

STATISTICS AND METRICS WORKING GROUP

Susanne shared the membership and charge of the working group noting that it is a recently created group. The working group has been analyzing the responses from the 2023 Biennial Survey as well as past biennial surveys that asked questions regarding how libraries were recording statistics for their collection usage. They are also exploring current practices and are working on a literature review. They are developing a survey to determine how libraries are recording usage, what tools are utilized, and what challenges libraries are encountering in collecting data.

V. Council Questions, Comments, & Feedback on Reports

Q: from Valerie Glenn: Is it too soon based on the analysis of the most recent Biennial Survey to know if the recommendation that we have at least one more year of a question related to COVID is still something that is needed to address a longer trend?

Susanne: To have the best data possible, we want to include the question for at least one more survey. It would be interesting to see which of these areas are continuing to expand and develop or what services are being pulled back. Susanne is also very interested in the access and staffing issues.

Jen: Jen would entertain a motion to put forward the recommendations specified in the COVID-19 working group report. Sarah Erikson moved that Council issue two recommendations: 1) GPO should include a question about the impact of COVID-19 policies and practices in the Biennial Survey at least through the 2025 survey; and 2) Encourage the use of the 2021 Biennial survey Question 6 data for local needs and further exploration and study. Hayley Johnson seconded the motion. The motion passed unanimously.

VI. Council Review of GPO Responses to Fall 2023 DLC Recommendations

Jen: Director Halpern responded formally to Council's Fall recommendations on April 16th. Jen called attention to the response to recommendation number one, which was related to the PURL Working Group. Council had recommended that GPO enact the principles of persistent identifiers and persistent identifier systems from the PURL Working Group report, and that GPO explore potential opportunities for prospective PID systems for additional uses beyond the current implementation of GPO's PURL system to improve services to depository libraries. GPO should seek as much as possible within the federal technology environment to leverage interagency efficiencies and explore technical solutions for needs related to PID systems. Director Halpern's response was that GPO accepted the recommended principles in the Fall of 2023.

Jen opened the floor to Council to discuss GPO's responses to the recommendations.

Valerie: In the appendix to the recommendations on the updated FAQ items, Council asked about the methodology used. There was a short answer, and then states that a more detailed description of the methodology will be in the report of the new print distribution framework which is expected to be completed and posted prior to Council's Spring meeting which is today's meeting.

Jen: Jen also asked about the report, but Council has not yet received it. Jen understands that it is still in production and the timeline indicated in the responses was not able to be met. Council cannot consider that larger report referred to in the responses at this time. It is an open item for continuing Council. Jen requests that GPO continue to provide that report to Council as soon as it is ready.

Valerie: Later in the appendix, there is mention of the development of a preservation plan, but it doesn't give a timeline. That is something for the next Council group to be prepared to read, discuss, and provide feedback on also.

Jen: Yes, Jen understands that it is a portion of the national collection plan which is in development with LSCM. As a member of Council, it would be helpful to have a timeline of anticipated production of that so that Council can be tracking it on paper as well as through these meetings.

Valerie: Given that Council has had informal discussions about the number of plans and documents and how those all fit together, Valerie would second that as a member of the community and not just as a member of Council.

Susanne agreed that a timeline would be very helpful.

Aimée: The more transparency that GPO can provide on their timelines and to reflect delays on the timeline would be helpful.

Jen would entertain a motion that GPO produce a structure of what plans are in development, how they interact with each other, and tentative timelines for their release to the community as well as how they will announce any changes to those timelines. Aimée moved. Susanne seconded the motion. The motion passed.

Susanne: Thanked GPO for following Council's recommendation regarding the digital FDLP implementation facts and keeping those updated as things have changed.

VII. Council Discussion

Gwen Sinclair: We always have a lot of new coordinators and coordinators who are more experienced, and there needs to be a session for new coordinators to answer all their basic questions that are outside of the main conference flow. Traditionally in the Fall conference, there has been a session for new coordinators, but we might also want to have something for new coordinators that is done in conjunction with the Spring meeting to move that discussion into its own space where individuals can get the attention they need.

Josh Finnell: This was discussed in the Council meeting and has come up in the chat, but Council could think about a one-sheet of compelling reasons why one would want to stay in the depository program given the transition to digital. It may be time to provide that information to the community in a more formal way.

Gwen: Gwen thought this had been discussed in a previous meeting and that Scott or someone at GPO had stated that they would work on updating that. Gwen would like to see GPO update their existing one-sheet and have Council review and make suggestions.

Josh: Agrees that it should be a GPO led partnership with Council's input moving forward.

Question from Valerie: Who would the audience be for this one-sheet?

Gwen: The old one was mainly library directors.

Aimée highlighted that conversation in the chat noted there was a need for two sheets – one for coordinators to help with outreach to their directors and one for the directors.

Susanne: Susanne thinks there is a good argument to have both of the documents as it is two separate approaches.

Susanne moved that we recommend that GPO produce two one-page handouts – one promoting the GPO to administrators and directors and the other to help coordinators advocate for their collections. Aimée seconded. The motion carried.

Aimée: Aimée appreciated and wanted to thank GPO for bringing Council to have a face-to-face meeting. Aimée wished the meeting could have been two days as Council received a lot of information and she needed a day to process what Council learned. Two days would also allow more time for conversations to take place amongst Council members. Aimée strongly encouraged Council and Scott to think about having at least a two-day meeting even if it is only once per year.

Valerie: Valerie feels that this meeting would have been great to have in her first year of Council rather than right before rolling off Council. She encourages GPO to think about the timing of the meeting and the amount of information covered. Coming together as a Council face-to-face was an incredibly valuable experience.

Amy Laub: Amy agreed that it was a fabulous experience but that two days would be very useful. Amy felt like our working session should be longer which is why two days would be helpful. She strongly encouraged GPO to hold this session more often in-person.

Aimée moved that we formally ask GPO to provide a two day in-person working session annually for Council if finances allow. Sarah seconded the motion. The motion carried.

VIII. Spring 2024 Meeting Discussion

Valerie: Valerie would like to revisit some of the discussions about the preservation stewards and partnerships that we heard in the first session. Gwen's comments about possible incentives for becoming a preservation steward should be carefully thought about especially if we are relying on these agreements in each NCSA to ensure a minimal amount of print copies in the program. There was a lot of discussion about the floppy disc project at Indiana University, and Valerie has a concern about that. In the November information sharing call when Council heard about partnerships, Valerie asked about the standard timeframe for these agreements and was told they were reviewed every three to five years to make sure that everything was working. The fact that the IU agreement was allowed to stay the same as when it was originally introduced points to a different kind of challenge of overseeing all these partnerships. Knowing that each partnership is unique and that GPO is trying to scale up partnerships, there needs to be some thought regarding the efficiencies of scale and what it means to manage that.

Jen: Jen had a similar takeaway. She felt that a lot of different things were happening and that it would be potentially helpful to learn more about GPO's plans for developing that and what constraints they might foresee.

Susanne: There were several people asking about GPO's budget, and she was wondering if Council could request that GPO share that document with the community. It would be informative for people to see where these efforts are going.

Jen: To connect that with Valerie's partnerships discussion, Scott did mention that some of the savings won't show up on balance sheets until some point in the future and will be dedicated to ongoing efforts such as possibly these partnerships. Jen thinks that Council is asking for more transparency around partnerships and the budget.

Sarah: Sarah feels like there are two different concepts being talked about. One was the idea that the memorandums of understanding involved in the partnerships with GPO need to be reviewed. Sarah asked Valerie for more clarification.

Valerie: Valerie thinks there needs to be some consistency across all partnership agreements even if they are for preservation stewards or digital access partners. She thinks there needs to be additional oversight of partners because the community is relying on these efforts.

Sarah: Sarah likes the idea of a continuity of operations type of clause, but she knows that some people won't agree to that.

Valerie: Valerie wonders if the staffing issues that we've heard about play into this. We haven't seen the NCSA service model or the plans for scaling services at the NCSA level. So, some of our questions might be answered when that material is published.

Jen: The motion could be that Council would like GPO to identify their priorities for partnerships as part of the digital FDLP implementation and provide transparency and clarity on what those partnerships include.

Valerie: More of Valerie's concern is the communication with these partners which ties into services that GPO is or isn't providing or is looking to develop.

Gwen: Jennifer Morgan in the chat noted that the three-to-five-year timeframe is too long for the regular check-ins. Gwen stated that we might want to recommend that GPO annually check in on partners and produce some type of report about their contacts with all the different types of partners, how many new partnerships they've added, etc. That gives us a bird's eye view of what is happening with partnerships. Gwen isn't sure that asking GPO to state its priorities for partnerships is necessarily what we want.

Aimée: Is there anything in the partnership agreement that requires or suggests that when somebody leaves a partnership that GPO be informed or that requires that somebody take over? Aimée suggested that GPO investigate adding language into the contracts that covers a transition when it happens within the organization.

Angie Bonnell added language from her contract into the chat. "In the event ISU can no longer perform their responsibilities under the terms of this agreement, notify GPO at least ninety (90) days before termination of their responsibilities so that GPO can arrange for an alternative method of access."

Susanne Ebanues also noted in the chat: Each type of partnership, Digital content contributor, etc., have a template MOA which has standard language. The standard language includes clauses about termination. There are sample MOAs at <https://fdlp.gov/about/partnerships>. Aimée agreed that this covered her concerns about transitions.

Jen: Jen noted that what has come from this discussion is that Council needs to learn more about partnerships and have a better understanding. Suzanne Ebanues may be able to speak with Council to answer some of the questions that have come up in discussion today.

Gwen: Gwen agreed that would be a good course of action as there wasn't enough consensus today to make a recommendation. If a recommendation is needed, it can be made at the Fall meeting.

Valerie: Valerie supports Gwen's idea of possible statistics reporting the number of libraries in the process of leaving the program, number of preservation stewards added, etc. which could help further inform.

Jen: Gwen brought up training opportunities in conjunction with the Fall and Spring meetings. Does this need to be a recommendation or something on the next Council's radar?

Gwen: Gwen doesn't think it isn't a recommendation but rather an item for future discussion. It feeds into an earlier discussion of Council about forming a conference planning committee in the future.

IX. Questions, Comments & Feedback from the Depository Library Community

Charlie Amiot commented on the 19 libraries that are leaving or have left the program in the chat. It was noted by both Aimée and Sarah that this didn't seem like a large stat since many libraries are going digital.

Scott reported in the chat that LSCM carefully tracks depository libraries that ask about the process for relinquishing FDLP status. Calls are arranged with library staff and their designated regional coordinators. Many libraries that are at some point included in this count decide to remain in the FDLP after those discussions.

Valerie: This ties back to the recommendation that GPO develop a one-sheet. We heard today that many libraries have been digital for quite some time, so what is the incentive for libraries to continue to stay if they have no physical collection?

James Jacobs added in the chat that only a small number of executive branch publications make it into the CGP/National Collection. He stated that GPO needs funding to build infrastructure for the executive agencies to digitally publish.

Gwen noted that the creation of a submission portal or process for executive branch publications is parallel to what GPO provides for congressional publications. She is wondering if the mechanism existed would the same problem exist of executive branch agencies not using it.

Jen: Jen offered that it was something that Council could take into consideration as Council continues to hear from GPO about the evolving services GPO is providing, including the Common Press project Director Halpern mentioned this morning. Jen also acknowledged that several people as well as James have noted that executive branch agency capture has always been an issue, and we can keep that in mind as we continue to hear how GPO is continuing to publish for the federal government.

Valerie: With the congressionally mandated reports portal, this technology has already been incorporated or is being incorporated and that GPO is aware of this and what services they can provide.

Jen: Jen summarized what Council took action on as part of the business meeting. Council passed the recommendation that GPO provide a structure of the various plans that have been mentioned, how they interact with each other, tentative timelines, as well as articulate how they will announce changes to those timelines. Informally, Council thanked GPO for their positive adoption of many of Council's recommendations from the Fall. Council also passed a recommendation that GPO update the values of the FDLP one sheet in two ways: one with the identified audience of library directors or their equivalent about the values of remaining in the FDLP and the second for coordinators on how to advocate for their collections to their administration including digital materials and access. Council will review those drafts and provide feedback. Council also passed a recommendation for a two day in-person Council working session annually if finances allow.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

5:00-5:15 Recap & Closing

I. The 2024-2025 Council

Jen extended thanks to the 2023-2024 Council, and welcomed the new class:

- Officers: Susanne Caro will serve as Chair and Amy Laub as secretary.
- New Council Members: term from 2024 to 2027. Welcome to Charlie Amiot, Lisa DeLuca, Elissa Lawrence, Nia Rodgers, and Andrea Stelljes.

II. Superintendent of Documents

Scott thanked everyone for attending the meeting and the lively chat and continued spirit of engagement with the FDLP. Scott noted the great suggestions for how GPO can do better and this candor and wisdom as we navigate the digital first FDLP are helpful to Scott and the staff. Scott thanked Council and Jen for her leadership over the past year. The Fall meeting and conference will be virtual and held on October 21-23rd. They are continuing to explore a hybrid meeting for Spring 2025. Scott also thanked Valerie, Jen, Rich, Alan, and Aimée whose terms end on May 31st.

Scott shared that an email would go out to participants with a link to a survey and asked that attendees take the time to complete it.

Scott also thanked LSCM staff who helped with the DLC on-site visit at the beginning of the week as well as the logistics of the online meeting. They spent most of the week dealing with a technical issue with their vendor and IT, so Kelly and Ashley and others deserve a big round of applause for making the meeting happen today.

III. Thank you and Farewell from the Chair

**All times Eastern*

Jen: Jen thanked all the day's presenters. Many thanks to Kelly and Ashley for bringing us together today despite the technical issues. Jen also thanked the community members, particularly the coordinators that presented in the Collections and Discovery Services Subcommittee presentation about what being a coordinator looks like in a digital depository world. Jen also thanked her fellow Council members and GPO, in particular Director Halpern, Scott, and Cindy Etkin, the designated federal officer for the Council. This has been a year of change, but there's still more to do. The next few weeks will be dedicated to formalizing the recommendations that were passed today, wrapping up the work of the 2023-2024 Council, and welcoming new DLC colleagues. Jen looks forward to continuing to be involved as a member of the community.

IV. Adjourn

Adjourned at 5:03 EDT.

[Recording, slides, closed captioning transcript, and chat log for this session.](#)

Respectfully Submitted,

Hayley Johnson

HAYLEY JOHNSON

Secretary, Depository Library Council