

Minutes
ODL Board of Directors
January 31, 2003
10:00 a.m.
Oklahoma Department of Libraries
South Conference Room

Chairman Benny Briggs called the meeting to order at 10 a.m. and asked for roll call.

Board Members present: Duchess Bartmess, Benny Briggs, Doyle Kinney, Judi Knapp, and Susan McVey, ex officio. Absent: James Carter, Sherry Roberts, Clyde Petete.

Guests present: Mike Adams, Karen Currie, Carol Fox, Susan Gilley, Mary Hardin, Gary Harrington, Mrs. Doyle Kinney, Donna Skvarla, Debra Schwartz, Vicki Sullivan, and Bill Young.

Briggs asked for consideration of the November 1, 2002 minutes. Knapp moved that the minutes be approved. Bartmess seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Carter, absent; Petete, absent; Roberts, absent. The motion was approved.

McVey reported that a group of ten University of Oklahoma Library School students visited the Oklahoma Department of Libraries. They talked with the Administrators, were given the "About Your State Library" brochure, and toured the facilities. Board member Sherry Roberts arrived during the Director's Report.

Donna Skvarla presented the *2002 Library Services & Technology Act Final Report*. Gary Phillips, LSTA Coordinator, compiled the information showing how ODL's federal dollars were used in 2002. The Federal Program Office requires grant recipients to identify three exemplary programs. ODL's exemplary projects were:

"Change Your Life: Bus to Family Place," a grant, funding the costs of advertising on a "wrapped" Metro Transit bus featuring Dalmatian dogs with the theme *"Change Your Life."* Four routes were targeted in areas of Oklahoma City with low income and at-risk families. After providing the transportation, parent-child workshops were held with information on child development, speech pathology, nutrition and other areas of interest. Briggs asked if there were any quantifiable results. 2,300 free bus passes were used by library patrons in the targeted area to attend programming plus fare at half price was offered in non-targeted areas for those interested in attending the programs. Knapp asked if only the metropolitan area was targeted. The project was the metropolitan area only, but libraries across the state were eligible to apply for Children At Risk grants.

The second exemplary program was the Certification for Public Librarians Program, a continuing project to support public library certification in Oklahoma, carried out in partnership with the Oklahoma Library Association. Basic and advanced classes were offered in regional locations across the state. The goal was to increase the number of trained, certified staff for public libraries, increase the number of staff who continue their educational development, and increase the satisfaction of librarians with their professional development.

The third exemplary program was *Youth Services Guidelines*. The *Youth Services Guidelines* is a planning and evaluation tool to help Oklahoma public libraries improve services to youth. Nine focus areas were identified: administration, facilities, collections, information services, electronic

services, programming, public relations, volunteers, and partnerships/outreach. Regional hearings will be held in the spring of 2003 for further involvement of the library community. An introductory session on the *Guidelines* will be held at the Oklahoma Library Association Conference in March 2003, with presentation to the Board expected in May 2003.

McVey asked Leslie Gelders to report the results of an LSTA grant that resulted in the publication of "*Celebrating Our Journey*," a book allowing literacy students to put their words into print. Student authors signed books at this year's Literacy Conference and the book was sent to the students' state representatives and senators to publicize local literacy councils, the Oklahoma Department of Libraries and literacy in general. Gelders wrote an accompanying article that appeared in the Daily Oklahoman. The Washington LSTA Project Director said the book was well received.

ODL received a Community Technology Center grant from the U.S. Department of Education and recently hired a coordinator, Clint Smith, under contract for the next year, to help establish five literacy technology centers.

Gelders reported the agency had partnered with OETA to send 1,500 underprivileged preschool children a new book every month. Volunteers will read aloud each month in the classroom. OETA has funded the project and the Rotary Club has adopted the plan. A companion project for training parents and daycare providers for the "*Ready to Learn*" program stresses the importance of reading to children and getting these children "ready to learn."

Gelders said eight new trainers would present workshops to advance the project. The Department of Human Services (DHS) will give ODL money to train 1,000 DHS home daycare providers. Through a partnership with OETA, ODL will conduct 75 workshops across the state. Fifty of these workshops will be for DHS daycare providers. Each participant will receive a bin of children's books and craft activities. Gelders invited board members to attend any of the workshops. There will also be Spanish "*Ready to Learn*" programs. Kinney asked if the participating daycare centers were DHS approved. Gelders said yes, and workshops were free with the Department of Human Services issuing three continuing education units for attendance. Registration for these workshops has been brisk.

McVey handed out the preliminary *OU Public Opinion Poll* results. It is a preliminary overview of data on library related issues with more breakdowns possible at a future date. The poll used the generic term "libraries" rather than specific types such as public, school, and special.

Bartmess asked how the data would be used and if there were any surprises. McVey said the information would be shared with libraries to show their funding sources that 98% of the population thinks libraries are a good value for the money and to demonstrate to legislators the wide support of such things as the statewide databases and public library construction grants.

McVey introduced Donna Denniston who was recently awarded first place in the Winter Quilt Show in the Challenge Category. Denniston shared her prize-winning quilt with the board and staff. McVey wanted to demonstrate the diversity, creativity and outside interests of the ODL staff.

McVey reported on the budget concerns of other state libraries around the country. State budgets have not been so bad since the depression. The Florida State Library has been targeted for elimination. Initial plans were to transfer the collection to the Florida State University but the university does not have the money, space or staff to accept it. The Library Development Division

may become a part of the Department of Commerce. Florida passed an initiative to reduce class size and it has had tremendous impact on the state's budget. The revenue situation is bad everywhere and McVey wanted the board to be aware of different situations across the country.

Bartmess reasoned that's why the results of the *OU Poll* on libraries are so important. The agency should stress that we are a partner of education, which is one of the main missions of state government, and make certain the legislators are aware of how important the agency is. ODL is often used for research, going hand-in-hand with education.

The next item on the agenda was possible future budget reductions for the Oklahoma Department of Libraries. McVey reported the Office of State Finance and legislative staff asked the Department to outline how an additional 10%, 15% or 20% cut would be handled, if required. The agency first looked at duties it is statutorily mandated to provide. We then tried to be as uniform as possible with the cuts. Under a 10% budget reduction scenario, Public Library construction grants would be totally eliminated. These funds affect only two to three libraries and do not count toward our federal maintenance of effort requirement. Additional staff vacancies will remain frozen. Literacy grants will be reduced by 11%, since they were not included in the initial round of budget reductions. State Aid to Public Libraries will be reduced by 5.5% of the current allocation. The contract for the statewide library catalog will not be renewed. While the interlibrary loan component of this service currently has 234 participants and is very helpful to small libraries, we will have to explore alternatives if we are faced with a 10% reduction to ODL's budget.

At the 15% reduction level, State Aid to Public Libraries and State Literacy Grants will be further reduced. Also, the current contract for SIRS, the statewide children's database will not be renewed. While the SIRS database has been a valuable addition to the suite of databases offered through ODL, there are some children's products available in the other databases ODL provides. In addition to the reductions mentioned in the 10% and 15% budget reduction scenarios, a 20% reduction level would mean further reduction in State Aid to Public Libraries and State Literacy Grants. Also, the current contract for the statewide license to *Books in Print*, a library bibliographic tool, will not be renewed.

All of the reduction levels will impact the amount of federal dollars Oklahoma receives. The 10% reduction in ODL's state appropriation means that our federal funds would be cut by \$194,000; a 15% reduction would mean \$378,000 less federal dollars; and a 20% reduction would mean \$441,000 less federal dollars. Briggs asked if there were areas that could be cut and not affect federal funds so drastically. McVey responded that areas not affecting federal dollars have been cut as much as feasible at this time. She explained that under the Library Services and Construction Act (LSCA), all federal dollars were lost if Maintenance of Effort (MOE) dollars were reduced. With the transition to the Library Services and Technology Act (LSTA), the loss of federal dollars is pro rated based on a formula that factors loss of MOE dollars.

Activities that do not count toward ODL's federal Maintenance of Effort are Archives, Records Management, Law Library and Legislative Reference, which are all statutorily mandated services. Briggs asked how the MOE was determined. Sullivan responded that it is based on a formula taken from an average of the last three years of funding. She further reported that no decision has been made regarding the final percentage ODL's budget might be reduced. Also, the ODL budget has been reduced over \$800,000 since July 1, 2001.

McVey mentioned that the legislature could disregard ODL's recommendations and direct how the agency will make its cuts. Bartmess asked how much federal money ODL receives. McVey

responded approximately \$1.9 million. ODL's total state appropriated budget was \$6.8 million, with \$4.5 million counted toward the federal MOE. Approximately \$1 million of the federal dollars we receive goes toward salaries for public library development, public information, and interlibrary loan. The remainder of the federal funds is used for partial payment of the statewide licenses for databases and competitive grants for public libraries. ODL delineates how the federal money will be spent in its LSTA five-year plan.

Kinney asked how the state and small libraries would be affected if a furlough were implemented. McVey reported a furlough would be at the state level. ODL staff would be required to take a certain number of days off unpaid. The daily cost of payroll is approximately \$11,700.00. Bartmess asked if the furlough days would be staggered or if the agency would close for an extended time. McVey said most agency furlough plans she reviewed use the staggered method in order to maintain services.

Bartmess asked if it would help to have board members become involved with the Legislature, such as attending meetings or sending letters. She would like for ODL be more active in communicating who we are and what we do. Briggs agreed. McVey said the appropriations process is a closed meeting and attended by agency staff only. Bartmess suggested creation of a one-page fact sheet to send to legislators to let them know our issues.

Briggs asked Knapp and Bartmess to serve on a sub-committee to identify how to inform the Legislature that we are partners in progress with ties to education. Roberts asked if a list of key people could be developed so the board and others could contact them. McVey mentioned the upcoming OLA Legislative Day on March 11th when librarians from across the state will meet with their legislators at the Capitol to rally support for libraries. Knapp talked about the Pioneer Library System Legislative Day Breakfast held for libraries and the school district to show legislators how important state dollars are to both. Bartmess said when teachers want something they send post cards and letters and rally at the capitol.

As the possible future budget reductions for ODL had been submitted to the Office of State Finance previously, the board declined to vote on the issue.

Knapp made a motion to adjourn and Kinney seconded. Votes were as follows: Bartmess, yes; Briggs, yes; Kinney, yes; Knapp, yes; Roberts, yes; Carter, absent; Petete, absent. The motion was approved and the meeting adjourned at 11:10 a.m.

The next ODL Board meeting is scheduled for March 28th, 2003, 10 a.m. at the Cox Convention Center during the Oklahoma Library Association Conference in Oklahoma City.

Susan C. McVey
Secretary