

Minutes
ODL Board of Directors
September 19, 2003
10:00 a.m.
Clinton Public Library,
Western Plains Library System
Clinton, Oklahoma

Chairman Benny Briggs called the meeting to order at 10 a.m. and asked for roll call. Board members present: Duchess Bartmess, Betty Bass, Benny Briggs, Glenda Kilmer, Doyle Kinney, Judi Knapp, and Susan McVey, ex officio. Absent: Sherry Roberts.

Guests and staff present were: Carol Fox, Susan Gilley, Mary Hardin, Gary Harrington, Jane Janzen, Dee Ann Ray, Donna Skvarla, and Vicki Sullivan.

Briggs asked for consideration of the minutes of the June 6, 2003 meeting. Bartmess moved the minutes be approved with correction to the Almanac date on page 1. Kinney seconded. Votes were as follows: Bartmess, yes; Bass, abstain, Briggs, yes; Kilmer, abstain, Kinney, yes; Knapp, yes; Roberts, absent. The minutes were approved.

McVey shared a thank you letter from Mac Wall, former head of OETA regarding the Resolution of Appreciation from the ODL Board, thanking him for the support he has provided over the years to the Literacy program. McVey also shared an article from the Tulsa World regarding the public library grant from the Bill and Melinda Gates Foundation and about the impact it has made in the small communities.

Gary Harrington reported on the last Oklahoma Historical Records Advisory Board meeting on August 14, 2003. Jan Davis introduced the Oklahoma Archives Week project which will be held November 9th - 16th. Posters were shared and given to the board members. ODL worked with the Historical Society as well as the Museums Association on this project. Using a Historical Society picture, Bill Struby, PIO, created the Archives Week poster, in-house. 1500 posters will be mailed out to 700-800 libraries and museums statewide for display. In conjunction with this project, the Oklahoma Historical Records Advisory Board will sponsor a November 12th seminar at the Historical Society. At the morning session, presenter Jane Thomas, who works at the Oklahoma Bombing Memorial, will be talking about "*Collecting and Using Sensitive Materials*" (preservation of objects placed on the fence at the Memorial), from 10-12. Afternoon session presenter, Chester Cowan, will talk about "*Women Photographers in the Twin Territories.*" The morning session will appeal to participants with archival responsibilities and the afternoon program will be for a wider, more general audience.

Harrington attended the national Council of State Historical Records Coordinators (COSHRC) meeting in Providence, Rhode Island. The COSHRC encouraged states to establish an Archives Week. Last year approximately 30 states participated and this year ODL will join them. Bill Young will develop story ideas, taking them to various papers and encouraging them to feature Archives in their area or statewide. Briggs asked about previous historical pictures shared with the board. McVey said they were part of a different project, and on the online archives exhibit. Harrington said the board had also been shown materials from an exhibit that had been about the capital dome. ODL's website will have information about Archives Week. The Historical Society owns their pictures, so those pictures may not be available for ODL's website.

Donna Skvarla shared news on the Summer Reading Program (SRP). A Share Fare was held in August at ODL for children's librarians across the state to share their SRP successes. The theme this year was *Dinosaurs*. Next year's theme will be "*Summer of Champions*," a take-off on the Olympics, with sports and games included. Instead of a poster, there is a possibility of using photographs of Oklahoma Olympians. High point of the Share Fare was Donna Norvell's box of Wheaties, autographed by Shannon Miller in 1996. The SRP may use it as a take-off with some kind of publicity with "*Readees*" (rhyming with *Wheaties*).

Briggs asked if there were any involvement for teens in the SRP and if there was a noticeable difference in participation between metropolitan areas/systems and rural libraries. The response has been good. The Pioneer Library System and Metropolitan Library System coordinated a joint project for teen programming and had an amazing amount of participation. Yukon and Mustang participated in a joint teen project and Tulsa also had a teen program. Stillwater Public Library extended the SRP downward, to include preschool and below. Attendance numbers doubled for them. Skvarla said percentage wise, participation was close to the same between rural and metropolitan areas. The Metropolitan Library System targeted low income areas and passed out bus tokens for free transportation on the bus system to attend programs. Participants showed their library card when boarding the bus and received a free token at the library for the return trip.

Briggs asked for consideration of the ODL Budget Request for FY05. McVey reported at the end of FY03, leftover money was redistributed to the agencies. ODL's amount was \$78,000. ODL identified how the money would be used. The amount was put back into state aid which was reduced by \$90,832 last year. All but \$12,000 was restored. The caveat is that no one knows what this year will bring and state aid may have to be cut again. It appears this is not the year to ask for increases. The Department is hoping for an approximate restoration of state aid money for public libraries and public library construction grants, cut during the last 18 months. The state aid dollars were counted towards the federal maintenance of effort and restoration of those funds will help ODL with its maintenance of effort (moe) level.

Bartmess asked the response when ODL reported it would lose federal dollars due to reduced moe. McVey said the budget committee cares, but it did not have a big impact. Over the last 18 months, when asked how ODL would handle a cut and what the impact would be, ODL said there would be a real possibility the agency might lose federal dollars. The budget office does not like agencies to lose federal funding, but the situation was such, it did not radically change their stand. ODL did not receive as large a cut as many agencies. Some agencies were cut 20% and as a result are laying off staff. Knapp asked if each item should be voted on individually. Briggs suggested unless someone had an objection, it should be voted on as a package. Bartmess moved that the FY05 Budget be adopted. Knapp seconded the motion. Votes were as follows: Bartmess, yes; Bass, yes, Briggs, yes; Kilmer, yes, Kinney, yes; Knapp, yes; Roberts, absent

The board thanked Susan and the department for maintaining its focus and services. McVey thanked Vicki Sullivan for her work on the budget and providing areas ODL was able to cut with the least damage to services. Bartmess said the efficiency and dedication of the agency has already been acknowledged through the Budget Office by the agency receiving a lesser cut than most.

McVey said public libraries are really beginning to hurt across the country. State libraries have had mild to severe cuts. Others are starting to feel more optimistic. Kilmer said 20,000 jobs have been lost over the last three years in Tulsa with the real possibility of losing 1,000 jobs at CITGO to Houston. McVey said it was a good sign that the voters approved the recent vote in Tulsa. Kinney said the scary thing is it is hard to tell at this point what might happen. Knapp asked how much staffing was down. McVey said at least 10%. The vacant positions were ones we did not have to fill immediately. The Oklahoma Public Employees Association spoke with the staff and said we were able to survive better because we had voluntary absences and unfilled positions. Knapp asked if there were any "sweetheart" deals for early retirement. McVey said there was talk last legislative session about offering incentives, but there was no action. Sullivan responded if it becomes available, the agency has to have the resources to cover the early out offer. The legislature recommended that the end of the year money that was returned to the agencies could be used for early retirements or separations.

Bartmess asked about the Children's Internet Protection Act (CIPA) and if ODL is putting a plan of action together. McVey asked Debra Schwartz, of the Attorney General's Office, for guidance. Schwartz will be looking over accuracy of information to be shared. Libraries have been advised if they are looking at filtering software, to choose one that can be disabled at the request of an adult patron. There is preliminary planning for three workshops to be held statewide in December, with panels of local people with filters already installed and some who don't, to deal with some of the questions libraries might have. Knapp asked about the internet

filtering hearing with Representative Thad Balkman. McVey reported that Andy Peters, Pioneer Library System and David Burk, who works with a filtering company, N2H2, along with herself attended the hearing. Members of the judiciary committee asked Representative Balkman if he intended to introduce legislation on filtering. Representative Balkman is in the process of gathering information at this point. McVey said five libraries were undecided about filtering, with the rate of those filtering going from approximately 30% to 98%. Balkman is considering a parallel state bill requiring filters if a library receives state appropriated money, where Istook's federal bill requires filtering if the entity receives e-rate funding. Knapp asked how this would be monitored. With the federal regulation, libraries will file certification assurances with the Federal Communications Commission. Libraries might report to ODL if state law goes into effect. If LSTA funds were used for computer grants from ODL, libraries would be required to give assurance of filtering software to ODL. ODL is currently considering a grant for upgrades from routers to T1 lines. The Institute of Museum and Library Services has developed a form for libraries that would show compliance that would be part of the grant application. With many smaller libraries concerned about how they will meet the legislation, McVey asked Balkman if the legislature would be able to assist with the cost of filtering. Those libraries sharing a network with either their cities or schools may be in a bind as they may not have filters, or they may not be able to disable the filtering software upon request.

Briggs thought the most effective filtering was to have computers in a public area, not in a corner or separate room. McVey responded that many smaller libraries have not encountered problems because their computer stations are across from the librarian's desk in a very public place. Paying for filters at small libraries will be difficult and e-rate funds may not be used to purchase filters. Briggs pointed out a previous ODL report regarding filtering. Oklahoma was one of the first state libraries in the country to write a paper on the issue of filtering. Several state libraries requested copies of the paper. Bartmess suggested inviting legislators on the filtering committee and legislators representing the areas to the workshops so they may hear about the concerns and financial needs of libraries.

Bartmess asked about the budget office and the 2005 budget. Sullivan reported the budget document was due October 1st. The system for input was not available online until a couple of weeks ago. Forms have changed almost daily. ODL will not be required to do zero based budgeting until two years from now. McVey and Sullivan will attend some of the meetings next year to find out about the process. ODL's Senate liaison mentioned the legislature already has information, but in a different format. Many questions asked this year are directly related to zero based budgeting. McVey mentioned that an area of concern for ODL is the migration from a legacy system to the new PeopleSoft program, whose implementation has been problematic. The system encompasses purchasing, payroll, human resources, and time and leave. There have been two delays on start-up already. Various larger agencies have submitted questions and concerns in writing and have received no response. The Office of State Finance is in charge of the system's implementation.

McVey spoke about the upcoming forum "*Developing Effective Volunteer Leadership*" to be held on October 31st at the Oklahoma City Zoo's educational building. Free admission to the Zoo is included. A partnership with museums has meant wonderful facilities available for our use, and frequently with free or reduced admissions. An earlier forum held at the Omniplex gave participants reduced admission price to the *Titanic* exhibit.

Glenda Kilmer talked about the Literary Landmark program. Michael Wallis, author, is chair of the Literary Landmark Committee. The first program was on Woody Guthrie and was held in Okemah. Ralph Ellison was honored last year in Oklahoma City. October 3rd, Literary Landmark will be celebrating Lynn Riggs at the Will Rogers Library in Claremore at 1 p.m. A dinner will be held that night at the Philbrook Museum at a cost of \$55. The Oklahoma Center for Poets and Writers organized the ceremony and will be honoring Rilla Askew in the Oklahoma Writers Hall of Fame. Special guest will be Shirley Jones. The next morning, Ms. Jones will be giving a speech and taking questions.

McVey said there are so many wonderful things happening. The Red Dirt Festival is October 17th and 18th in Shawnee and there is a possibility of holding one in the Tulsa area.

Briggs asked for consideration and possible vote on the potential reduction if ODL receives another 5-10% cut. McVey said the document shows where ODL would take more cuts as well as the effect to federal dollars. Briggs asked if furlough days for staff would change the loss of federal funds. McVey responded most staff's salaries count towards maintenance of effort (moe). The Archives, Records Center, and some of the Cartwright Library do not count towards the maintenance of effort. Outside those areas, furlough days would count against moe. Bartmess asked how many federal dollars we would lose per category. Sullivan responded the budget moe is figured on an overall basis on a three year rolling average and is not easily broken down by category. Briggs asked if there were any projects listed in the 10% cut that don't go towards moe and whether it might be better to maintain the databases rather than the construction grants. McVey said construction grants do not count on moe but we have tried not to cut them disproportionately, because of support gained from the Legislature for this initiative. Representative Barbara Staggs had worked to get the money for the public library construction grants. Briggs volunteered to talk to Representative Staggs about the construction grants and whether ODL could cut them, rather than lose federal dollars. Sullivan mentioned that the reason the SIRS database was cut at the 5% reduction level is that there are materials in the EBSCO database that can serve that need. Kilmer asked about *Books in Print (BIP)* and if it was heavily used. Carol Fox said it was heavily used by librarians but not the public. McVey had researched when Michigan dropped *BIP* and there is not a very clean alternative. Briggs asked what the loss of federal funds at the 5% level would mean to ODL. McVey responded that the Department would offer fewer competitive grants, such as the Hispanic grant or Children at Risk grant. Kinney made a motion that we accept a change in the budget if it's acceptable to Briggs and Representative Staggs or approve as is, unless change is okay with Representative Staggs, then change. Knapp asked if we would want to eliminate all of the construction money. Kilmer asked if it was taken out, could it be put back in. Knapp and Bartmess said it is very important to cultivate and maintain our relationships with the legislature. It was decided to take a vote on the potential service reductions of 5-10% as presented and revisit it at a later date if changes were needed. Kinney withdrew his previous motion and made a motion to approve as is the potential service reductions of 5-10% if ODL funding is cut in FY2005. Knapp seconded the motion. Votes were as follows: Bartmess, yes; Bass, yes; Briggs, yes; Kilmer, yes; Kinney, yes; Knapp, yes; Roberts, absent.

McVey said the department should have more information on what the federal appropriation is going to be when the board meets on December 5th. Hopefully, the agency will have the information before March, as it was last year.

Kinney made a motion to adjourn. Knapp seconded. Votes were as follows: Bartmess, yes; Bass, yes; Briggs, yes; Kilmer, yes; Kinney, yes; Knapp, yes; Roberts, absent. The meeting adjourned at approximately 11:30 a.m.

Susan McVey
Secretary