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The OLA executive board: Its roles and responsibilities

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OLA's Executive Board acts for OLA during intervals between annual meetings, determines current and long-range policies, directs the activities of all standing and special committees, and empowers the president to perform delegated responsibilities on behalf of the Association and the Executive Board. The board is composed of four elected officers (president, vice president/president elect, secretary, and treasurer); the past president, the American Library Association (ALA) representative, the Pacific Northwest Library Association

(PNLA) representative, the presiding officer of each division (academic libraries division, public libraries division, children's services division, and trustees and friends division); one member at large; and the state librarian. The Oregon Educational Media Association (OEMA) Representative is a non-voting member of

the board. The parliamentarian attends board meetings but is not officially a member of the Executive Board. Each board member represents a constituency and fulfills a particular function.

PRESIDENT

The president services three years on the Executive Board, the first as vice-president/president elect, the second as president, and the third as past president.

VICE PRESIDENT/PRESIDENT ELECT

The vice-president/president-elect serves in the usual roles indicated by the name and represents OLA on the OEMA board. Gary Jensen of Western Oregon State College is the current vice-president/president-elect. At the March 1996 OLA conference, he made the following remarks:

"I have been in Oregon for the past eight and one half years, and if there is one important observation I have made in that time, it is that even in difficult budget times, Oregon librarians have delivered. They provide high quality collections and services in spite of lack of support and severe cuts in their library budgets.

"How have they been able to do that? I am convinced that a major contributing factor is cooperation. Librarians have always found strength in numbers. The Oregon Library Association is a good example. But I sense a new willingness on the part of all Oregon librarians to combine together in mutually beneficial associations and consortia. Differences in missions and clientele, once viewed as precluding commonality of interest, no longer prevent us from developing shared visions and projects, especially those relating to technology.

"If the trend continues toward greater expectations and more accountability for libraries, coupled with soft support for libraries and ongoing budget difficulties, librarians must continue to connect with their colleagues, as well as citizens and other govern-

mental and non-governmental groups. If libraries are to control their destinies, there are few other choices. The Oregon Library Association is a perfect vehicle for promoting cooperation."

PAST PRESIDENT

The past president is available to the new president for advice or counsel and advises the new board of the preceding board's actions. The past president recommends a site for the annual conference in the third year after the completion of his or her term and negotiates a contract for the site. The current past president is Deb Carver of University of Oregon's Knight Library. During her term she selected the theme of Intellectual Freedom, and most divisions, committees, and round tables focused their activities on intellectual freedom.

SECRETARY

The Secretary handles official OLA correspondence, takes minutes of board meetings and general membership meetings, and maintains files of minutes and correspondence. The secretary also keeps a mailing list of Executive Board members, committee chairs, and division chairs and sends them notices and mailings as requested by the president. The current secretary is Carol G. Henderson, instructional dean at Central Oregon Community College. Carol holds an MLS from the University of Denver. She was faculty librarian at the COCC Library from 1986 to 1995.

TREASURER

The treasurer is responsible for paying bills upon receipt of proper documentation in accordance with the approved annual budget. The treasurer also countersigns checks for more than \$200 and works closely with the association management contractor to ensure competent management of OLA's finances. The treasurer prepares a financial statement that is given to each member of the board at each meeting and prepares an annual statement that is presented to the membership for acceptance at the annual conference. The current treasurer is Donetta Sheffold of Oregon State University's Valley Library. She is serving the second half of her two-year term as treasurer. She has been a member of OLA for about five years. During her association with OLA, she founded the Library Support Staff Round table (LSSRT) and was named Oregon Library Employee of the Year in 1992. She has served on the Membership Committee as well as the Annual Conference and LSSRT Conference committees. She was elected the first LSSRT chair and has previously served as OLA secretary.

Donetta has prepared a General Fund Balance Sheet, which appears on the facing page. It can be confusing if you are unfamiliar with OLA's structure, so Donetta has included explanations defining what is on each separate line.

1986-1987 OLA budget adopted.
Approved budget totals \$29,700.

—"Oregon Library News," August 1986

The OLA Executive Board:

Its Role and Responsibilities

ALA REPRESENTATIVE

The ALA representative serves a four-year term in a dual capacity, as a voting member of the OLA Executive Board and as a voting member of the Council of the American Library Association.

The council is the governing body of ALA. It determines all ALA policies. It's a big group: It consists of 100 people elected at large, 11 individuals representing each ALA division, and 53 representing chapters in each of the 50 states, Guam, the Virgin Islands, and the District of Columbia. The members of ALA's Executive Board are also part of the council. Each year, perhaps 15 to 20 percent of council members are new, and it takes at least a year to begin to understand how the body operates.

Most of ALA's work is done by divisions, committees, and round tables, supported by ALA paid staff. After they've each held meetings and conducted hearings, they draft resolutions for council's consideration. The council meets officially on three days during the annual and midwinter ALA conferences. Resolutions on big topics like library legislation tend to be approved with little or no council discussion, while resolutions about ALA's internal structure and operation are debated endlessly.

The conference schedule also calls for informal caucuses of council (usually held in the late evening when sane people would have gone to bed) and caucuses of chapter representatives. The most useful and interesting meetings at conferences, however, are those held by the Chapter Relations Committee. This committee aims to communicate chapter needs and goals to ALA and ALA goals, programs and priorities to the chapters.

An important part of the ALA representative's job is to keep the OLA Executive Board and membership informed about national library initiatives that have an impact at the state level or that must be supported at the state and grass roots level. The three chapter relations meetings scheduled at each conference are where the ALA representative learns about the important work being done by people in ALA's Washington office, the Office for Intellectual Freedom, and the other parts of the oldest and largest national library association in the world.

Ronnie Lee Budge is the current ALA representative, serving the third year of her four-year term. She is library director of Jackson County Library Services.

PNLA REPRESENTATIVE

The PNLA representative serves on PNLA's board of directors for a two-year term. The PNLA region includes Alberta, Alaska, British Columbia, Idaho, Montana, Oregon, and Washington. The PNLA board meets three times each year and does PNLA's work, including planning the annual conference. Carol Ventgen, library director at Coos Bay Public Library, began her term October 1 to coincide with the PNLA year. She has previously served OLA as president and as ALA representative.

GENERAL FUND BALANCE SHEET

as of August 31, 1996

ASSETS

<i>Account</i>	<i>Balance</i>
Checking	4,064.55
HAS Savings	1,364.00
Money Market	124,931.18
Total Assets	130,359.73

LIABILITIES & EQUITY

Liabilities

<i>Liability</i>	<i>Amount</i>
Accounts Payable	1,886.10
Enterprise Fund	51,679.24
HAS Contributions	416.00
OEMA Dues	540.00
Pre-Paid Dues	12,933.50
Total Liabilities	67,454.84

Equity

OLA General Fund	62,904.89
Total Liabilities & Equity	130,359.73

ASSETS

Checking: Everything we bring in is deposited into our checking account.

HAS Savings: Contributions throughout the year go into checking, and payouts for HAS awards are made from checking. At the end of the year the difference between HAS contributions and payout are balanced and the excess is deposited into HAS Savings.

Money Market: This account includes OLA's general fund; enterprise funds for divisions, round tables and committees; and interest. The interest earned in this account is credited to OLA's general fund.

LIABILITIES

Accounts Payable: Anything OLA has been billed, exclusive of the enterprise funds. A zero means OLA is up to date and all bills are paid.

Enterprise Fund: How much the various groups, such as the divisions and round tables, have in their accounts.

HAS Contributions: Belongs to HAS but has not been transferred to HAS savings.

OEMA Dues: Belongs to OEMA but has not been transferred to them.

Pre-Paid Dues: Dues for new year which we have already received as of August 31.

EQUITY

General Fund: The amount OLA would have left if it paid off all enterprise funds as well as any other funds outstanding. This is general fund cash on hand.

GENERAL

On a balance sheet, total assets should equal liabilities plus equity, as it does in this case.

State Librarian Jim Scheppke Receives Oregon Library Association's Librarian of the Year Award

Jim Scheppke, State Librarian at the Oregon State Library, received the Oregon Library Association's Librarian of the Year award. Scheppke has worked at the State Library in Salem, Oregon for ten years. He began his tenure in Oregon as Administrator of Library Development for Oregon. Later, Scheppke served as Interim

Director of the State Library during the summer of 1991 until he was appointed as State Librarian in the fall of 1991.

Scheppke received his advanced degree in Library Science at the University of Texas at Austin and spent the first years of his library career in Texas before coming to Ore-

gon. From the beginning of his career in Oregon, Scheppke has been active in the Oregon library Association. His commitment was never more evident than when he served as President of OLA in 1991. Scheppke was honored for his continued endeavors to support Oregon libraries and enhance service throughout the state.

He has a keen understanding of funding and the political process and was a leader in the efforts to target library service to children with state funds.

Jim Scheppke is exemplary in his vision and commitment to excellent library service.

—“OLA Hotline,” May 1, 1996

STATE LIBRARIAN

The state librarian is a voting ex officio member of the Executive Board, advising on legislative matters, business to be considered in regard to the State Library and libraries at large. The current State Librarian is Jim Scheppke, who is OLA's 1996 Librarian of the Year.

MEMBER AT LARGE

The member at large is appointed by the president and “shall not be an administrative member who supervises more than three full-time librarians.” The member at large in recent years has assumed a role as the representative of small libraries (public, academic, and special). The current member at large is Gretta Siegel. Her background is in science and in small libraries. She earned a BA in chemistry, an MS in biochemistry and toxicology, and an MLS in information studies. She has filled professional library positions at the Oregon Graduate Institute (technical services librarian, reference bibliographic instruction librarian, and assistant director); at Washington State University-Vancouver (campus librarian); and currently at the Columbia River Inter-Tribal Fish Commission (information services coordinator and StreamNet librarian).

Her current project involves gathering all gray literature on anadromous fish in the Columbia River Basin; indexing, abstracting, and cataloging it; and creating a full-service library in Portland that will serve fisheries scientists, managers and policy analysts who are working on Columbia Basin issues. The library is part of a larger data integration project funded by Bonneville Power Administration and co-managed by several state and federal fisheries agencies as well as by several tribes.

ACADEMIC LIBRARIES DIVISION

Since 1983, OLA's Academic Libraries Division has played a dual role within the state. It is OLA's academic division and its president is a voting member of OLA's Executive Board. It is also the Oregon chapter of the Association of College and Research Libraries (OR-ACRL) and its president is a voting

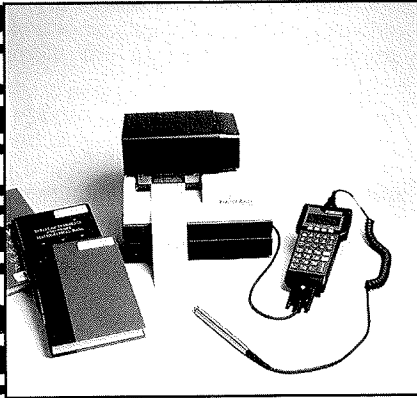
member of the ACRL Chapters Council. In both its roles, the division supports academic libraries by fostering communication, sponsoring educational programs, and advocating in the political, social, and professional arena at the local and national level.

OR-ACRL's 180 members reflect the diversity of academic libraries. They work at community colleges, private and public colleges and universities, and special libraries. They catalog, answer reference questions, provide research assistance, acquire materials, teach users information-seeking skills in workshops and credit classes, check-out books and software, deliver and receive electronic and print materials, maintain automated systems and CD-ROM networks. They also conduct and publish research in books and journals, present papers at conferences, and serve on committees and boards of library and academic professional associations.

OR-ACRL is governed by a board consisting of a president, vice president/president elect, past president (ex officio), and publications editor (ex officio) and an eight-member advisory board, four of whose members are elected by the membership and four of whose members are appointed to represent community colleges, private colleges, Oregon State System of Higher Education (OSSHE) colleges and universities, and the State Library. The board meets quarterly, and membership meetings are held twice each year, once at a breakfast meeting during OLA's annual conference and once at an annual conference held jointly with the Washington ACRL.

At OLA's annual conference, OR-ACRL sponsors a preconference, a breakfast, and several programs. Topics reflect issues that affect academic libraries but that also are interesting to employees at other types of libraries: collection development in an electronic environment, rethinking reference services, outsourcing services, organizational change, digitizing special collections, library instruction, and new technologies.

In October, the Oregon and Washington ACRL chapters meet jointly for a two-day conference and membership meeting, either in Oregon at the Menucha Retreat on the Columbia Gorge or at Pack Forest, the



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University of Washington's Research Forest on Mt. Rainier. Recent programs have addressed libraries' roles in multimedia development, the political and social ramifications of the internet, total quality management in libraries, developing user-centered services, teaching critical thinking skills, and diversity. This annual meeting provides an opportunity for members from both states to assemble and discuss mutual concerns and share ideas in a casual, rustic setting. The food is great, the scenery is beautiful, but the upper bunks seem higher each year!

OR-ACRL's methods of communicating with the membership are changing. The quarterly newsletter will be replaced in 1997 by columns and information items in the *OLA Hotline*, by mailings to members, and by a homepage. In addition, OR-ACRL maintains a regional listserv, ACRL-NW. To subscribe, send the message "SUBSCRIBE ACRL-NW <your name>" to listproc@listproc.wsu. There are many opportunities to participate in OR-ACRL, on program planning committees, on special topic task groups, as a contributor to the homepage or *Hotline*, or as a participant in ACRL-NW.

The current OR-ACRL president is Loretta Rielly of Oregon State University's Valley Library. Other ACRL Board members are listed below:

David Bilyeu, member at large
Central Oregon Community College
 Rushton Brandis
State Library

Anne Christie, member at large
Oregon State University
 Dale Edwards, community college representative
Treasure Valley Community College
 Paula Hamilton, private college representative
Mount Angel
 John Helmer, member at large
University of Oregon
 Barbara Jenkins, past president
University of Oregon
 Sue Kopp, member at large
Pacific University
 Kit Dusky, OSSHE representative
Portland State University
 Lori Robare, publications editor
University of Oregon
 Janet Webster, vice-president/president elect
Oregon State University

PUBLIC LIBRARIES DIVISION

According to its by-laws, OLA's Public Libraries Division (PLD) was established "to promote public library service and development, to promote the potential for increasing cooperation among public libraries, to represent the interests and concerns of public libraries in relation to the Oregon Library Association and the Oregon State Library, and to develop legislative priorities for public libraries and

other issues as may be pertinent to the Division." This constitutes a rather daunting assignment, but one that PLD has worked diligently to fulfill.

Consequently, PLD has engaged in a number of activities designed to enhance the visibility and effectiveness of public libraries across Oregon. PLD sponsors workshops and other activities each year at the annual OLA conference. PLD works cooperatively on an ongoing basis with the OLA board and other divisions, committees, and round tables to advance public library goals. Additionally, the division promotes public libraries to regional and statewide organizations such as the League of Oregon Cities and the Association of Oregon Counties. During the OLA conference, PLD hosts the membership's spring dinner and business meeting. Throughout the year, PLD strives to offer articles of interest and value to public libraries in OLA publications.

PLD will be engaged in a number of promotional ventures during the next few months. The division will make a presentation on electronic resources and what libraries have to offer their cities at the League of Oregon Cities annual conference. The conference is November 16 and 17 in Portland. PLD will also sponsor a number of programs at the joint OLA-WLA conference in April 1997. Additionally, PLD will pay special attention this year to encouraging public library staff members to join the division, promote staff exchange programs, support the OLA legislative agenda, and work on a classification-and-salary study.

One of the divisions most visible activities is the annual Olé Award, which PLD established in 1993-1994. The Olé Award is given to a deserving person employed in any capacity in an Oregon public library who has displayed exceptional effort and excellence. The annual Olé Award was so named in recognition of the recipients' efforts to "take the bull by the horns" and get the job done. Winners to date:

1994 Mark Yerburgh
director, Fern Ridge Community Library

In recognition of his efforts to improve library service in the community through the formation of a library district.

1995 McMinnville Public Library Staff
In recognition of their ability to deal with the day-to-day challenges of a 10-year-old library building that was falling down around them, with holes in the walls and gallons of water streaming inside on rainy days.

1996 Gail Warner
director, Josephine County Library System

In recognition of her efforts to acquire stable funding for a library system that has seen closure and desperate times in recent years.

PLD members are actively encouraged to forward nominations for the year's Olé Award to PLD's executive board:

Margaret Barnes, chair
Dallas Public Library

Aletha Bonebrake, vice-chair/chair elect
Baker County Public Library

Leah Griffith, past chair
Newberg Public Library

Peter Rayment, secretary
Toledo Public Library

Leigh Van Sickle, director #1
Douglas County Library

Colleen Winters, director #2
Forest Grove and Banks Public Libraries

Peter Ford, director #3
Clackamas County Library

Bob Russell, director #4
Springfield Public Library

CHILDREN'S SERVICES DIVISION

The defining goal for the Children's Services Division is to provide support and continuing education for Oregon's children's librarians and support staff who work in children's services. Several constant and several changing objectives and activities enable the Children's Services Division to meet its defining goal:

- It produces, markets, and distributes support materials for the statewide summer reading program. The statewide Summer Reading Committee chair for 1997 is Steven Engelfried of the West Linn Public Library. In past years, support materials have included a projects-and-activities manual complete with artwork for certificates; a poster; stickers; and a t-shirt with a summer reading logo. After an unsuccessful attempt at using American Library Association materials in 1996, the Summer Reading Committee for 1997 plans to expand what it will offer libraries, and it will provide the materials in a timely manner so that libraries may take advantage of them when planning their summer programs.

OLA supported the Children's Services Division in developing a partnership with McDonald's of Oregon and Southwest Washington to help support the statewide summer reading program. 1997 marks the third and final year of that partnership. We hope either to continue the partnership with McDonald's or develop new partnerships.

- It holds a continuing education workshop annually, usually during November. A hugely popular component of the 1994 and 1995 fall workshops consisted of an afternoon session of a Mock Caldecott Award selection committee. In 1996 the major portion of the fall workshop will be a program titled *Advocating for Children's Services in Your Library and in Your Community*. Books, summer reading, and division business reports will fill the remainder of the day.
- It holds continuing education workshops during the OLA Annual Conference. In 1996 there was little to arrange as OLA and the Public Library Association met jointly in Portland. In 1997 the Children's Services Division will cosponsor a pre-conference program with the Public Libraries Division. One or two other workshops will be conducted, and the division will hold its annual business meeting.

- In 1996, the Children's Services Division worked on revising bylaws and examined its structure. Several bylaws were changed to make the division's operations uniform with the rest of the association.
- The division began a joint project with the Oregon Young Adult Network in the spring of 1996. Many youth librarians from throughout the state had the opportunity to attend the "Wisconsin Public Library Youth Services Guidelines" session at the PLA Conference in Portland. A group has begun work on developing youth services guidelines for public libraries in Oregon. This is a multi-year task that will continue through 1997. The next meeting of this group is scheduled for October 1996.
- The division established The Evelyn Sibley Lampman Award in 1982 to honor a living Oregon author, librarian, or educator who has made a significant contribution to the children of Oregon. The division solicits nominations and conducts the balloting. This award may be given annually by the Children's Services Division. Past recipients include the following:
 - Walt Morey (1982)
 - Patricia Feehan (1983)
 - Eloise Jarvis McGraw (1984)
 - Nonny Hogrogian (1985)
 - Irene Brady (1986)
 - Ursula LeGuin (1987)
 - Irene Bennett Brown (1988)
 - Peggy Sharp (1989)
 - B. J. Quinlan (1990)
 - Eric Kimmel (1991)
 - Walter Minkel (1992)
 - Patricia Blair (1993)
 - Rebecca Cohen and Rick Steber (1994)
 - Sandi Olmstead (1995)
 - Aletha Cox (1996)
- The division initiated two new events in 1995-1996. *Stories by the Sea* was held in Newport on September 30, 1995. This storytelling festival provided training and experience for storytellers from the region. This endeavor was so successful—it made money—that it is being repeated in 1996. Another success was the Performers Showcase, which gave librarians an opportunity to preview a large number of performers who could be booked for library programs. This proved popular not only for librarians, but also for the performers. It will be repeated in January of 1997 at the request of both librarians and performers.
- Children's Services Division scholarships to attend a conference, workshop, showcase, training session, etc., may be applied for by any member of the division. In addition the division makes available scholarships for membership in OLA and CSD.

The current chair of the division is Curtis L. Kiefer of the Corvallis-Benton County Public Library and the vice chair/chair-elect is Steven Engelfried of the West Linn Public Library.

FRIENDS AND TRUSTEES DIVISION

The Friends and Trustees Division is committed to providing interesting programs to Friends and Trustees and to publicizing what Friends groups do for their libraries. It also encourages membership in OLA itself. On October 18, at the Library Information Network of Clackamas County conference, the Friends and Trustees Division will sponsor two workshops: *Community Connections* by Michael Gaston, Siuslaw Public Library director, and Ray Cooper, board president of the Siuslaw Public Library District; and *Friends Forever*, a round table discussion about what Friends groups are doing around the state, led by Anne Carter, president of the Friends and Trustees Division.

What the Division needs most are three things:

1. OLA members to encourage their Friends and Trustees to join OLA and to check off the division box on the membership form.
2. Friends groups to write Anne Carter (2901 Baker Blvd., Eugene, OR 97403; 541-686-2558; atecarter@aol.com) and tell her what their activities are.
3. Ideas and suggestions for future programs. Friends and Trustees are true library lovers. The division is here to assist OLA any way it can in order to have good libraries in Oregon.

PARLIAMENTARIAN

"Most people roll their eyes when I say that I'm OLA's current Parliamentarian," says Janet Webster. "Trust me, it's not nearly as dry as it sounds."

Webster is the librarian at the Hatfield Marine Science Center's Guin Library in Newport.

The parliamentarian monitors OLA's procedures and ensures that new decisions do not conflict with previous ones. At the general business meetings held during the annual conference, the parliamentarian ensures that issues are properly communicated to the membership and that votes are legal. During Executive Board meetings, the parliamentarian assists the president by tracking motions, amendments, and votes. The parliamentarian also maintains the constitution, bylaws and procedures for the organization. When a new round table is proposed, the parliamentarian ensures that its methods of doing business—its bylaws—are in harmony with OLA's. If a division re-organizes, the parliamentarian compiles the changes and communicate them to the Executive Board. The parliamentarian assures that the organization abides by its own rules and helps to change them if necessary.

"My tenure as parliamentarian, from 1993 to the present, has given me a broad knowledge of the organization, its history and its mechanics," says Webster. "I have had the opportunity to help the Children's Division review its organization, a division that as an academic librarian I would otherwise have little contact with."


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Board

(continued from page 11)

"I have chaired a special committee on political activity and learned a great deal about what we can and cannot do in the political arena. My predecessor, Don Ownbey, was OLA parliamentarian for 17 years. He participated on a task force addressing reorganization, which precipitated decisions on publications, fiscal year and elections process. So, though not voting on the Executive Board, the parliamentarian reminds us where we have come from and where we are, and even attempts to help shape where we are going as an organization."

OEMA REPRESENTATIVE


The Oregon Educational Media Association (OEMA) representative is a non-voting member of the Executive Board who serves as a liaison between OLA and OEMA. OEMA usually has designated its past president as its OEMA representative. However, because Carol Henderson, OLA secretary, is on both the OEMA and OLA boards, OEMA has appointed her to serve as the OEMA representative to OLA. OEMA and OLA have worked together for many years to further the efforts of both organizations to improve libraries in Oregon. Joint membership is available through both organizations. Jim Hayden, current OEMA past president, has just completed his second, non-consecutive term as OEMA president. He has been an active OLA member and is currently a member of OLA's Legislation and Development Committee. 

Committees

(continued from page 16)

Cynthia Sturgis, ad coordinator
Ledding Library, Milwaukie

Resource Sharing Committee

The Resource Sharing Committee is chaired by Sheila Wilma, director of the North Bend Public Library. The duties of the committee are "to foster interlibrary loan and cooperation among libraries (sharing of materials) and to assess the need for lists of subject area holdings of libraries." 

Telefacsimile Document Delivery

PNBC has leased a Xerox Telecopies 400-1 for the next few months to provide a quick document delivery to those libraries who need materials within a few hours. PNBC's equipment is compatible with other standard telecopiers. Transmission of documents takes four to six minutes per page.

—"Oregon Library News," February 1979

Oregon Library Association 1996-97 Executive Board

President • Ed House
Albany Public Library, 541-917-7589
ehouse@teleport.com

Vice President • Gary Jensen
Western Oregon State College Library
503-838-8886
jenseng@fsa.wosc.osshe.edu

Past President • Deb Carver
The Knight Library, University of Oregon
541-346-1892
dcarver@oregon.uoregon.edu

Secretary • Carol Henderson
Central Oregon Community College
541-383-7562
chenderson@cocc.edu

Treasurer • Donetta Sheffold
The Valley Library, Oregon State University
541-737-7297
sheffold@ccmail.orst.edu

Parliamentarian • Janet Webster
Guin Library, Hatfield Marine Science Center
541-867-0249
websterj@ccmail.orst.edu

ALA Representative • Ronnie Lee Budge
Jackson County Library, 541-776-7280
rebudge@jcls.org

PNLA Representative • Carol Ventgen
Coos Bay Public Library, 541-269-7307
cventgen@mail.coos.or.us

Member at Large • Gretta Siegel
Columbia River Inter-Tribal Fish Commission
503-731-1304

State Librarian • Jim Schepcke
Oregon State Library, 503-378-4367
jim.b.schepcke@state.or.us

Academic Library Division • Loretta Rielly
The Valley Library, Oregon State University
541-737-2642
riellyl@ccmail.orst.edu

Children's Services Division • Curtis Kiefer
Corvallis-Benton County Public Library
541-757-6962
curtis.kiefer@ci.corvallis.or.us

Public Library Division • Margaret Barnes
Dallas Public Library, 503-623-3841
mbarndpl@teleport.com

Trustees and Friends Division • Anne Carter
541-686-2558