



Oregon Library Association Executive Board Meeting

September 23, 2024, 4:00 p.m. - 6:00 p.m.

Location: Zoom

Minutes approved October 28, 2024

[Agenda](#)

Present: Ayn Frazee (OLA President), April Witteveen (OLA Vice President), Ericka Brunson-Rochette (OLA Past President), Wendy Cornelisen (State Librarian of Oregon), Stuart Levy (OLA Treasurer), Buzzy Nielsen (OLA Parliamentarian), Shirley Robert (OLA Manager), Roxanne M. Renteria (OLA Secretary), Jane M. Nicols (ACRL), Jaime Thoreson (CSD), Liisa Sjoblom (Leadership Committee), Jeremy Skinner (Legislative Committee), Jennifer McKenzie (OASL), LaRee Dominguez (OLA EDIA), Kirsten Brodbeck-Kenny (OLA Representative to ALA), Vickie Kromer (OYAN), Kathy Street (PLD), Brandace Rojo (REFORMA OR), and Rinny Lakin (SSD).

[ACTION ITEMS highlighted below] [ACTION ITEMS for everyone in yellow]

Welcome & Icebreaker (Ayn Frazee)

- Our [community agreement](#) during our meetings.
- Icebreaker - introduce yourself, including pronouns, as well as something you are looking forward to.

Agenda Changes/Minutes (Ayn)

- Substantial changes made to the agenda due to lack of quorum.
- See [August Minutes](#) and [Retreat Notes](#)
- Motion to pass August Minutes approved, with updated hotel name and spelling changes to notes

Treasurer's Report (Stuart Levy)

- [Report](#) as of August 31, 2024
- See detailed financials on the OLA [website](#) (login required)
- End of Fiscal Year Report overview comments
 - OLA is in good financial shape given total assets and the checking account balance.
 - Dues Income was projected to earn \$60k, and OLA exceeded the budget.
 - Total Income decreased by more than 10% (compared to this time last year) due to earning less at the 2024 OLA Conference in April.
 - Net Income is always budgeted as \$0, and this year it is down by more than 46% compared to this time last year.
 - Two main areas of investments:

- Connected Wealth (short to medium term)-low risk investments
 - Both OLA and OASL have investment accounts
 - Donovan Wealth (long term)-high risk investments
 - Both OLA and OASL have investment accounts
 - Hull Accounts belong OASL
- Stuart and the Investment Committee will meet with financial consultants from Connected Wealth and Donovan Wealth in November, and will bring any recommendations for change to the board.

Balance Sheet (September 1, 2023 - August 31, 2024)

Checking: **\$187,033.65**

Total assets: **\$1,205,735.23**

Profits and Losses (September 1, 2023 - August 31, 2024):

- a. **Dues income: \$63,791.00** which is a 5.6% increase from this time last year (i.e. we are up \$3,384.50 in dues income compared to last year).

We **exceeded** our budget for the dues income by \$3791 for the 2023-24 fiscal year.

- b. **Total income: \$215,397.32** which is a 10.9% decrease from this time last year (i.e. we are down \$26,269.42 in total income compared to this time last year.)

We budgeted \$175,720.00 for conference income, and we only received \$127,500.01, which is \$48,219.99 short.

We were **short** \$70,761.68 for the total income budget for the 2023-24 fiscal year.

- c. **Total expenses: \$213,787.20** which is a 10.4% decrease from this time last year (i.e. we have spent \$24,805.92 less than we did last year at this time.

We did budget \$141,345.00 for conference expenses, and we only spent \$97,707.39. That's \$43,637.61 less than planned.

We spent \$72,371.80 **less** in total expenses that budgeted for the 2023-24 fiscal year.

- d. **Net income: \$1,610.12** which is a 47.6% decrease from this time last year (i.e. we are down \$1,463.50 in net income compared to this time last year).

We **exceeded** our budget for net income by \$1610.12 for the 2023-24 fiscal year.

Investments Update (September 1, 2023 - August 31, 2024)

- a. Connected Wealth Solutions (short to medium term investments)
 - OLA General Account: an increase of 11.4% (\$17,525.77) since September 1, 2023
Account value: \$171,073.55 and Original Investment: \$125,000.
 - OASL General Account: an increase of 11.2 % (\$18,244.86) since September 1, 2023
Account value: \$180,678.13 and Original Investment: \$100,000.
- b. Donivan Wealth Management (long term investments)
 - OLA Reserve: an increase of 14.2% (\$48,720.21) since September 1, 2023
Account value: \$390,833.30 and Original Investment: \$233,916.80
 - Hull Endowment: an increase of 16.8% (\$24,218.11) since September 1, 2023
Account value: \$168,731.67 and Original Investment: \$155,000.
 - Hull Earnings: an increase of 0.7% (\$619.62) since September 1, 2023
(includes transfer of \$3000 for grants and donations)
Account value: \$84,080.47 and Original Investment: \$25,351.85

Association Report (Shirley Roberts)

- Duties include:
 - Assisting the OBOB team, and registration is going well
 - Helping OASL with conference preparation, cutting checks
 - Providing ACRL Oregon with certificates of insurance
 - Currently working with the OLA Conference Planning Committee on the April 2025 Conference, and things are going well
 - Putting together new budgets and adding new officers to the website
 - Keeping up with deposits and check requests
- Finally, the fiscal year end is approaching, and Shirley will meet with professionals who will complete the 990 form

State Librarian Report (Wendy Cornelisen)

- [Moved to after Legislative Committee Update and New Contract Proposal Approval]
- See [State Library Report](#)
- Overview Comments
 - Wendy toured Jeremy's library—Curry Public Library
 - The State Library of Oregon is currently fully staffed
 - SLO is in the process of hiring an overlap position to work with an outgoing staff person ([Readers Advisor – State Library Specialist 2](#) which closes 9/30/2024)
 - The COSLA Spring Fly In with ALA is coming up in 6 months

LIOLA Scholarship Funds for the 2025 Institute (Liisa Sjoblom)

- [Moved to after the Association Report]
- See [Leadership Committee Request](#)
- Overview Comments
 - Liisa provided a brief summary of the Leadership Committee Request, and the

need for increased funds to cover requests for professional development, followed by a brief question and answer session.

- Questions posed include:
 - “What are the processes units need to follow in order to offer a scholarship?” Essentially chairs need to verify they possess adequate funds to cover a scholarship recipient and then get their board to approve coverage.
- Motion to approve increasing LIOLA scholarship funds passed
- Shirley asked a clarifying question regarding which account to use.
- After a quick discussion, Stuart stated the funds will come from the Special Programming Moneys from the Enterprise Fund Account.
- **ACTION ITEM: Shirley will transfer Special Programming Moneys from the Enterprise Fund Account to the LIOLA Scholarship Fund in the amount of \$5000.**

Legislative Committee Update and New Contract Proposal Approval (Jeremy Skinner)

- See [Contract Proposal for Oregon Library Association](#)
- Overview Comments
 - OLA has been without a lobbyist since July
 - Jeremy and his Co-Chair Kate Laskey have been working on acquiring a new lobbyist
 - The maximum OLA can spend on a lobbyist is 20% of expenditures, which is \$42k (at 5:40pm, the board realized grant funds were not taken into account so this number is much higher than originally thought).
 - Prior to the aforementioned clarification, a brainstorming session occurred in order to address budget limitations, but is now irrelevant as were original action items in this section.
 - Considerations included the need for a “substantial parts test”, the possibility of short term contracts, and increasing contract expenses (projected to increase by 40% a year).
 - **ACTION ITEM (updated at 5:40pm): Jeremy will email EAMES Consulting to request a Zoom meeting, and will copy Ayn and Kate on that email, and ask if they can negotiate a contract (so long as meeting IRS Regulations and the Board agrees).**
 - Buzzy noted it may still be worth reaching out to non-profit organizations (that use a substantial parts test versus 20%) for an attorney referral to discuss the use of this with, so OLA can confirm and document for the future. This recommendation was part of the original action item prior to 5:40pm.
 - **ACTION ITEM: Shirley will meet with accountant on October 1st @ 1pm. To ensure there is not an issue.**

State Librarian Report (Wendy Cornelisen)

- See [State Library Report](#)
- Overview Comments
 - Wendy toured Jeremy’s library—Curry Public Library

- The State Library of Oregon is currently fully staffed
- SLO is in the process of hiring an overlap position to work with an outgoing staff person ([Readers Advisor – State Library Specialist 2](#) which closes 9/30/2024)
- The COSLA Spring Fly In with ALA is coming up in 6 months

Final Review and Vote to Approve OLA 2024-25 Budget (Shirley/Stuart)

- See [OLA Budget for 2024-2025](#)
- Overview Comments
 - LIOLA Scholarship Funds updated
 - Increased travel due to change in leadership
 - Increase in insurance and liability
 - 3% increase in OLA association management costs
 - \$98,000 for conference expenses
 - OLA RETreat left at the same amount
 - Marketing material set at \$750
 - Awards Committee funds increased from \$869 to \$900 to cover meals during the Awards Luncheon at the 2025 OLA Conference
 - \$239,095 Total Expenses for 2024-25 Draft Budget
 - Projected to be short \$39,000
 - This is a planning document, the Executive Board can edit during the business meeting if need be
 - 2021–Only year OLA was in the Red (that was the year PLA came)
 - 5:40pm: After reviewing [PDF TIFW Wrapper \(irs.gov\)](#) and revealing the EDIA Committee will be awarding (\$55k) professional development scholarships for Oregon library staff (made possible in whole by the IMLS through the LSTA, administered by the State Library of Oregon), Buzzy revealed OLA’s operating costs are higher than previously thought.
 - Thus, the amount of money OLA may spend on a lobbyist changed from \$42k to \$48k.
- Motion to approve the 2024-2025 Budget with changes discussed passed at 5:42
- The board circled back to the Legislative **Committee Update and New Contract Proposal Approval** agenda item, and updates have been noted in the minutes.

Review of OLA Conference RFPs (Shirley)

- [Moved to before Review of OLA Conference RFPs]
- Overview Comments
 - Shirley “costed things out” and ran some numbers, revealing Hillsboro is not a financially viable conference location.
 - Reached out to the Riverhouse in Bend as well as the Holiday Inn Portland - River Front to explore alternative options, and shared details.
 - Riverhouse Bend
 - Pros include:
 - Site rental of \$2500 (with contracted room block and food/beverage minimum being met)
 - Willing to contract special meal prices that will better fit within our budget and the chef will create custom menus

- based on budget (minimum \$30k)
 - Parking is complimentary
 - Resort Fee: \$15 (discounted)
 - Exhibitor Fee: \$75 (one time charge)
- Cons include:
 - Cannot accommodate the third week in April, but is available April 15-17, 2026.
 - AV increasingly expensive, and the quote is \$31k+ (25% discount) using Pinnacle Live
- Holiday Inn Portland - River Front
 - Pros include:
 - Can accommodate the week of April 22-24, 2026
 - Parking is complimentary
 - Resort Fee: \$15
 - Cons include:
 - \$7k site rental (minimum \$30k food/beverage or \$0 with \$50k f/b minimum, which is impossible)
 - Exhibitor Fee: unknown
 - AV services with Encore Global would cost \$22k+ with a 15% discount.
 - Shirley is asking for a reduced audio package, and seeking to reduce the AV package to 1 projector, 1 mic, and access to the internet.
- A decision does not need to be made today—we're 20 months out from the conference.
- Ayn suggested OLA select Bend, unless we partner with PNLA and if so, select Portland.
- Shirley shared the Redmond Airport is 20 minutes from Bend, so PNLA might be amenable as a result.
- **ACTION ITEM: Shirley will work on the PNLA budget, and get back to the Executive Board.**

OLA Amazon Business Account (Shirley)

- [Moved to before Review of OLA Conference RFPs]
- Overview comments
 - Over the years, there has been discussion regarding opening an Amazon Business Account so units could make purchases without having to use the OLA credit card or Shirley (as a liaison).
 - Shirley discussed association accounts with Amazon, and details sounded great initially.
 - There would be no cost
 - Rebates would generate income
 - Since OLA doesn't have affiliations, Amazon suggested it made sense to go with an association account
 - Benefits to Members include:
 - Free Business Prime Membership

- Discounts on IT & office supplies
- Benefits to Association include:
 - Potential to earn a rebate of 1, 2 or 3% back (tiers \$100k, \$175k, \$250k—growth based each year, so this is not a standard rebate)
 - Cost to Members—Free
- Cost to Association:
 - Year 1: Free
 - Year 2+: \$3,499/year (this is cost prohibitive, as OLA would need to make \$175k in sales)
- April brought up privacy concerns and asked if it's possible to sign up for one year without committing to a second or third, which led to a very brief discussion.
- The general consensus was this does not make sense at this time, but Shirley will continue to monitor benefits and cons.

Proposed Changes to the IFC bylaws (Buzzy Nielsen)

- See [Draft bylaws](#)
- Due to lack of time, this agenda item will be addressed via email.
- **ACTION ITEM: Buzzy will send out IFC bylaw updates for a vote via email.**
- **ACTION ITEM: Buzzy will send out REFORMA bylaw updates for a vote via email.**

Action Item Review/Next Meeting (Ayn & Roxanne M. Renteria)

- **ACTION ITEM: Shirley will transfer Special Programming Moneys from the Enterprise Fund Account to the LIOLA Scholarship Fund in the amount of \$5000.**
- **ACTION ITEM: Shirley will meet with accountant on October 1st @ 1pm. To ensure there isn't an issue.**
- **ACTION ITEM: Shirley will monitor Amazon's Association program**
- **ACTION ITEM: Shirley will work on PNLA budget, and get back to the Executive Board.**
- **ACTION ITEM: Jeremy will email EAMES Consulting to request a Zoom meeting, and will copy Ayn and Kate on that email, and ask if they can negotiate a contract, (so long as meeting IRS Regulations and the Board Agrees).**
- **ACTION ITEM: Buzzy will send out IFC bylaw updates for a vote via Email**
- **ACTION ITEM: Buzzy will send out the REFORMA bylaw updates for a vote via email**

Adjourned at 6:00 p.m.

Appendix. Common OLA Abbreviations.

- ACRL—Assoc. of College & Research Libraries
- CSD—Children's Services Division
- EDIA—Equity, Diversity, Inclusion, and Antiracism Committee
- IFC—Intellectual Freedom Committee
- LEG—Legislative Committee (formerly Library Development and Legislation)
- LIOLA—Leadership Institute of OLA
- OASL—Oregon Assoc. of School Libraries
- OBOB—Oregon Battle of the Books
- ORCA—Oregon Reader's Choice Award
- OYAN—Oregon Young Adult Network
- PLD—Public Library Division

- REFORMA–REFORMA Oregon
- SLO–State Library of Oregon
- SSD–Support Staff Division