**OLA Leadership Retreat Agenda 2022**

**Creevey Complex -** [**Menucha Retreat and Conference Center**](https://menucha.org/guest-info)

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| **August 8, 2022** |  |
| **12:30 - 1:30 pm** | Checkin |
| **1:30 - 2:00 pm** | Welcome and get to know you activity - Star * Star—welcome & activity
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| **2:00 - 2:15 pm** | Menucha orientation |
| **2:15 - 3:00 pm** | OLA Zoom and Website Orientation – Shirley* Zoom account: 4 Zoom hosts, 1 can do as webinar (such as a workshop)
* Instruction sheet for set up of meetings, see Shirley for help. OLA homepage, under About, Exec Bd, OLA Bd Resources
* Also on OLA Bd Resources, contracts
* Use your OLA user password. Shirley can reset passwords.
* Personify database needs Admin login page
* Add Zoom meeting to OLA calendar
* Use “add meeting to calendar” button, opens a form that goes to Shirley to add w/in 24-48 hours
* Zoom recordings—once processed by Zoom, go in and download it locally. Shirley downloads board meetings and uploads to OLA’s YouTube acct. Also keep permanent storage.
* All units with unit emails also have YouTube accounts. Go into YouTube with OLA email.
* Tour of OLA homepage…
* Podcast will get its own page on the site soon
* About section most relevant for OLA leadership
* Know about the rest, even if you don’t personally use them.
* Events—conferences, including national conferences held locally.
* OLA units—update webpages, hosted by OLA on Personify. Shirley can help. Okay to use something else as long as OLA page links to it.
* OLA About page, Exec Bd, meetings/agendas. TBD about hybrid. Oregon State Library will host Aug 26.
* Zoom links on public site link to login first to OLA page. Libs-or, can be problematic for Zoom bombing. Know how to remove someone from Zoom, just in case.
* Communications page, correspondence sent from the OLA body.
* History, each president submits a report.
* Org chart
* Partner site
* Significant projects, submit to be added
* Strategic Plan through 2023 (organizational year from Sep 1 to August 31).
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| **3:00 - 3:15 pm** | Break |
| **3:15 - 4:00 pm** | OLA Financials Orientation - Shirley/Stuart* OLA website, under About, Financials
* Need documentation from Chair/Treasurer of unit to support fund requests. If over $500, need a 2nd signature from OLA Treasurer.
* Conference revenue stays with the Division.
* If your division doesn’t have a budget, Shirley can help create it in QuickBooks.
* Enterprise funds report has individual funds beginning balance (FY starts 9/1) and balances for divisions, grants, projects, etc. Updated monthly by Shirley.
* Units/Divisions/Committees w/o a Treasurer, Chair should reach out to Shirley for a budget set up. Money not spent rolls. It stays with your unit.
* Membership list has all new members. Optional for unit to send welcome to new members. (Renewal list is also available separately.)
* Financial reports are sent out to boards/leadership. Review and let Shirley know if there is an error or if you have questions.
* Contracts procedures to guide process. Send contracts to Shirley (before signing to get feedback, at least after for records).
* Preconference net revenue goes to the unit.
* Reimbursement forms—ex. Member buys supplies for unit, or online subscription, pay for with own money, then fill out reimbursement request form, with receipt to validate request, Unit Chair signs off, submit to Shirley with electronic signature to be paid from unit. Or print, take a pic, email.
* Can use OLA subscription for DocuSign to obtain signatures. Generally, only use that for authors and presenters, podcast guests.
* Grant reports, reimbursements go to granting agency (e.g. State Library)
* Direct purchases—create a cart, give access to Shirley to be paid for with OLA credit card. Some direct withdrawals (OSLIS). Still need the extra treasurer signature for over $500.
* Ask Shirley for unique situations or other questions.
* Deposit form—for collecting funds (e.g. Square) say for an event, raffle, etc. Don’t send cash to Shirley. If you’ve collected cash, contact Shirley. Maybe deposit to Wells Fargo. Send form to document deposit to Shirley.
* Shirley balances accounts monthly.
* Shirley will create the operating budget for 2022-2023 for the 8/26 meeting. Draft report is based off of what we have done this year. Unit heads are given the opportunity to submit a budget request form to increase a line item to do something differently. Divisions and roundtables—generally do not get funding from operations budget, but can approach the board for consideration for requests that benefit everyone.
* Advocacy rates increase 3% / year, per the contract.
* Mileage reimbursement for OLA board meetings only over 100 miles. Individual divisions decide based on their budgets.
* All past budgets and financial reports are listed in archives.
* Investments in long-range and mid-range. Have withdrawn some funds to support OLA functions.
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| **4:00 - 5:00 pm** | OLA Organization and Meetings - Shirley/Arlene/BuzzyBuzzy—* Org chart explanation of board, voting members, and all units--divisions, roundtables, standing committees, task forces, special committees, subcommittees
* Bylaws & policies
* Chapter 2—bylaws lay out how units and board work. You can conduct business online (ballots, emails, etc.)
* Ch 4 & 5—getting updates. Review positions.
* Ch 10—for roundtables
* Each division has its own bylaws. Reforma just became a division and will be added soon.
* Reach out to Buzzy for advice or to initiate changes.

Arlene—* Think about balance to in-person and virtual meetings. Virtual is very accessible. Just starting to bring back in-person meetings, which are also good. Hybrid needs extra consideration for equipment, bandwidth, etc. Bring expense needs to board.

Jeremy—question—Ex Officio role? Non-voting. Some are more crucial to the business of the unit than others. Committees can be restructured at the Exec Board level. Chapter 2 voted on by members, include OLA dues. Divisions can change their own dues. Members have to create divisions. Most of the rest of the work can be done by the Exec Board.Arlene—* Committee membership recruitment led by committee officials. If you need assistance, turn to Star, Arlene.
* Recruit by email, phone calls, draw on board members.

Buzzy—* Divisions may have bylaws to require two people run for a position, which has been difficult to get. Buzzy may be able to help. Co-chairs can also be more palatable.

Arlene—* Think about the task that really need to be done. Ask for volunteers and also okay to assign work to committee members. In their early organizing meetings, AARSL, they go through all the task for the year and expect every member to sign up for 1-2 tasks. Legislative Committee does that, too.

Star—* Preview of tomorrow. Star & Brittany will be asking 3 questions:
* 1--What is one thing you would like the OLA Board to do better, or in general?
* 2—How would you define the organizational culture of OLA
* 3—What’s something new that you would like to see OLA involved in or doing?
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| **6:00 pm** | Dinner |
| **7:00 pm** | Informal gathering - BYO food/beverages |
| **August 9, 2002** |  |
| **8:00 - 9:00 am** | Breakfast |
| **9:00 - 10:00 am** | Reflect on previous year - Arlene* OLA’s strategic goals, similar to April business meeting presentation
* Actively commit to being an EDIA organization

--Consider budget equity concern in WCCLS (discussed, did not make a statement). PLD Standards Committee and EDIA Committee continue to work on, especially with hiring practices--Petition to draw attn to unpaid BIPOC members, create paid consultant position at SLO. Supported, not done deal.--Overdue: Weeding out oppression in libraries, podcast, very successful* Advocacy

--HB 4092 Connecting Oregon Libraries Fund, state e-rate fund--Stronger school libraries, Media Standards Study Report; School Librarian Investigation—Decline or Evolution (SLIDE)--Intellectual Freedom Committee, statement, toolkit refresh as infographic* Enriched membership exp

--SSD Conference, OASL Conference, REFORMA conference, PLA presence/booth/social--Annual awards--OLAQ relaunched with new editorial guidelines, published Privacy and Confidentiality issue, new issue underway--Task Force on OLA Admin infrastructure, reviewing options for Exec Director position, will continue on with Exec Board* Highlights from the year from the group:

--PLD/Halsted: Our meetings, spent time getting to know one another, critical conversations about EDIA and in general about moving PLD forward as a division, not just for directors. Excited about Haley taking over. Fiscal plans for training for everyone. TY!--SSD/Rinny: Conference accessibility, high elevation was hard on some people. MCL layoffs affected BIPOC especially, and when many rehired, not eligible for conference and none overnight. Scholarships thanks to donor, $1000/year. Raffle builds money for scholarships. Will market more. --Leadership/ Liisa: Workshop, low attendance, but well received. LIOLA happening next summer again, continuing as virtual workshop. --Conference/Liisa: Big challenge is making a profit.--Tech Services RT/KT: Monthly discussions well attended across the state. W/o a conference, didn’t have that focus. New chair going to rock it. --EDIA/Ericka: Overdue podcast launch—Thank You to everyone. Biggest accomplishment for the year. Some challenges, too. EDIA—so many things to address, not enough people or time. Encourage other divisions and units to also prioritize EDIA. Navigating the changes in leadership. Four hours a month, not including time in projects and interviews/podcast production—most of any committee. Significant interest in June, just selected new members last week. --Intellection Freedom/Perry—Medford HS challenge a failure (books pulled, but not over, increased partnerships), also so many successes with books challenged that were retained. Statement in December supporting libraries. Emily—beyond the challenges, 10 libraries sought help in some fashion. Most from schools. Hard work to meet that need, emotional labor. Positive highlights—be proactive in getting info out. Training with PLD, present at SSD, presentation at Rotary, get info out about what Intellectual Freedom is, toolkit up to date, info on Libs-Or. Medford situation not over. Don’t want to over tax our committee.--Legislative Committee/Jeremy—short session, building toward upcoming year. Successes: 1) building capacity for infrastructure, OLA online tool for getting all members to communicate with representatives, 2) broadband bill was pretty easy, worked with lobbyists to have a lot of conversations with legislatures across the state, lasting relationships for library support. Biggest challenge is school libraries are #1 priority. Situation is dire, affects public libraires and academic libraries, too. Some of the worst funded school libraries in the US. Need to convince everyone else to take this seriously, get a bill passed.--Oregon Authors/Deidra: Oregon Authors webpage host had dumped the database, opportunity to reassess. Less a bibliographic database, and more as a tool to find info about authors with book reviews, etc. Did a survey of members to get feedback.--Buzzy, SLO works with many aspects of OLA. Impressed with so much that has been accomplished. I know everyone is tired and doing so much. The EDIA Committee, IF Committee, tireless. Happy that the SLO can support in the way we can.--Shirley, recognize support of SLO to support members and engagement, scholarship, trainings, functions, grants, supporting staff involvement.--CSD/Susan/Tara: Performers showcase moving to an online directory, should be done in the next month. Will make life easier for staff who schedule performers. No longer need in-person showcases. Spend money that makes the most impact for members. Work on scholarships, etc. Want to get a few more people on board. Mock award workshop opportunities, communication team opportunities, incoming co-Chair. Emily—Susan did a fantastic job welcoming everyone and leadership during this time. Want to continue to inspire and welcome others to CSD.--OYAN/Denise: Mock Printz completely online because of COVID, teens could join from own device, not have to go to a library. Plan on hybrid format in the future.--Conference/Lacey: Gathering at PLA was really fun. Jeopardy trivia, special time. OLA table super busy the entire time. Lots of people signed up for OLA EDIA Toolkit. Raffles. Lots of positive feedback about OLA. Next conference will be hybrid online/in Bend.--SSD/Jordan: Conference was great. Attendance had been going down steadily. Surpassed with 130 in attendance (vs 80-90). LIOLA experience with cohort was really incredible to share successes and challenges. --Wendy—wonderful how harmonious OLA and SLO are.--PLD/Haley—Echo what Halsted said. Tried to make it through the year, online trainings were great successes, worked with other committees. Behind the scenes, continuity, and documentation. As officers change, often start from scratch. Worked on documenting knowledge, processes. Looking forward to October training, representative of all public libraries, not just directors.--Jane—CSD spring workshop outside in a park, lovely. Gave award to Cathy Camper in person. Party at PLA was wonderful. Leadership committee, incoming co-chair. Working with that group an amazing experience. Looking forward to next LIOLA. |
| **10:00 - 10:30 am** | Break/Check out of room |
| **10:30 - 11:00 am** | Conference planning - Liisa/LaceyLiisa:* <https://ola.memberclicks.net/assets/Financials/conference%20planning%20101.pdf>
* September will be call for pre-conference and conference presentations, TBD on deadline. Ideally one contact person for all your programs per unit. Titles, descriptions, and speakers by end of October. March deadline for equipment requests.
* Contact me via the conference gmail account to email me.
* Using the Personify app. Smaller printed program w/o descriptions.
* Pre-conferences—limited to six or fewer, according to bylaws. Can be a money-maker for the unit. Fee set by the conference committee, may have to go up.
* Speakers and speaker arrangements—responsibility of the program sponsor. Includes travel and acccomodations.
* Honorariums, according to bylaws there are none. Likely to change.
* Standard set of equipment for each room, including microphones, projectors, screens provided by Conference, not units.
* Order meals for speakers, award winners, etc. Unit’s responsibility.
* Unit business meetings 7:30-8:30am.
* Scholarship opportunities
* From chat/Ericka: request EDIA representation in planning.
* Reservations/costs, need to meet minimum # of reserved rooms and ballroom.
* Meals, coffee, service charges have gone up in prices significantly.
* Either lower profit, or raise registration rates.
* Committee with representation from all over the state
* Theme still need’s final approval. Reconnecting, rising to the challenge, moving forward, healing. October board meeting

Lacey:* Virtual component still planned. First hybrid conference for OLA.
* Personify app already purchased. Software similar to Whova, used for last conference. Looking for volunteers for help building the virtual conference.
* Provides additional sponsorship opportunities (banners, etc), to help raise money.
* Last virtual conference had the most attendance we ever had and almost the most money. Scaled attendance for individuals or whole staff. Expanded access and made more money.
* RFP—still give opportunity for those not ready to be in-person yet or don’t have the budget to travel. Record ahead, or live. Integration for in-person and online.
* Message boards popular, will have again. Entertainment, social connections.
* Beautiful in-person location at Riverhouse in Bend.
* Last year 1000+ registrations for all virtual conference. Usually around 500-600 people for in-person conferences.
* Still a lot of technical details to decide about technology.

Rinny—SSD has a vested interest in the software and hybrid format procedures. Need to hear from people who approve funds for attendees about what their rules are and help to make conferences accessible. Ex. w/o meal option?Arlene—Conference is a money-maker, however, if costs going up and additional costs for hybrid, there may be less profit. The board has supported using reserves to make the conference successful.Lacey—send recommendations for exhibitors, including non-profits. Now is the time to reach out for exhibitors and programming, keynotes, entertainment. Try to get everything nailed down by December.Haley/PLD—Planning a virtual expedition (race/odyssey), set up an online site. Fundraiser. Culminating event at the conference finish. Registration in January. Participate in Spring. Race finish at the conference. Party/social, honor our reward winner. Jordan—OLA Prom event. Love excuses to dress up. Playlist from everyone’s prom years. Wednesday (pre-conferences), through Saturday morning.Send Liisa ideas at liisas@deschuteslibrary.orgRinny—suggestions from SSD conference for Dewey alternatives and book mending.Emily—could have field trip to Bend library, relabeling project will be done. Tech Services RT can cosponsor Dewey program.Question—what is unit responsibility? Be involved in conversations about content proposals to not duplicate. Costs for speaker fees, etc. Units propose programs. Not all proposals need to come via a unit. Can sponsor as many proposals as you want. Once all RFPs are received, your OLA unit division leaders can also “favorite” proposals that will best serve your members.Only 7 breakout rooms at Riverhouse. (Usually have 9). 1:15 long sessions. Adrienne—Experience as a panelist for a virtual session from STRT--units can also support speakers through content creation, reading drafts, listening to practice sessions, helping with research, monitoring Q&A during sessions, etc. |
| **11:00 - 12:00 pm** | Planning for upcoming year - Star/BrittanyStar’s Questions for discussion:* What is one highlight from your OLA experience in the last year?
* What is one challenge that your OLA unit needs to tackle in the upcoming year?
* What is one challenge the OLA Board should tackle in the upcoming year?

Jane:* Reputation that OLA is clique-y and don’t want to get involved.
* From the inside, it can be hard to get volunteers.

Haley:* Often someone is not involved, maybe just attend some things, on Libs-Or, or heavily involved as an officer.

Emily O’neill:* So few award nominations. Everyone could be nominated. Make it competitive. You all deserve it.

Emily West:* Zoom has really helped to get to know OLA.

Brittany:* Keep ideas coming.

Jeremy:* Relevancy to our library’s work. Ex. Makerspaces.

Emily W:* Educating people coming on board, even more. Ex. Acronyms.

Brittany:* Excited to be representing from law libraries. Helps make people more aware of what we do. Heard from academic librarians that OLA isn’t relevant.

Emily:* Rep for academic librarians. Do have informal reps at EDIA. ACRL national years, lots of people don’t attend OLA. Tenure and publishing culture contributes to focus on national conferences. Book banning topics are also gaining interest.

Lacey:* Need to make a bigger effort to update webpage, documentation, and resources to help units and clarify expectations of volunteers, what role of OLA is, what the value of OLA membership is, how it is applicable to everyone, not just librarians, advocate for our profession in our state. Interact with library directors about de-professionalization of our work, professional development. Stronger representation from OLA of actual librarians, value of getting a degree in library school, value of years of experience in our communities for people who don’t have the degree, and pay for that experience and knowledge.

Jeremy:* School librarians have become devalued, in particular.

Emily O: * IF Committee is a huge emotional toll. What resources do we have for them? How can we spread the impact? What can we do to support each other? EDIA, as well.

Liisa:* Libraries and staff facing harassment. Support is incredibly important, and we can do better. A lot related to IF issues.

Emily W:* Informal needs assessment of members and non-members. Align our key factors and objectives to that feedback. Will lead to more involvement.

Arlene:* Membership committee has done surveys every other year or so. A starting point. Make sure we are asking the right questions. What can we do for our members? Need more ideas on the table.

Star:* Very important to support ourselves so we can continue to do the work we do to serve others.

Erika: * Need to be aware of power distribution and barriers. Knowledge is power.

Lacey:* Asking for volunteers with very specific parameters is most helpful. Ex. Specific task, timeline, workload. Use all of the communication channels. Dual roles for all volunteer opps, gave more people opportunity without being completely responsible. Safer to say yes.

Star:* Clear guidelines, expectations help. OLA shows concrete support.

Ericka:* Need to also support people once they do volunteer.
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| **12:00 - 1:00 pm** | Lunch - Discussion topic |
| **1:00 - 2:00 pm** | Continue planning for upcoming year - Star/BrittanyStar and Brittany:* Accessibility
* Communication, reflect on debacles of the past. People have been surprised to know the board was working on things, e.g Petition. Still use Libs-Or, videos, email, and website updates. Want to have debriefs after board meetings and share on YouTube and in different ways to cover all our bases, plus a written version of short notes. “Total Request Library”. Create a streamlined process for future presidents to follow. Set time limits to get out quickly, within the next week. Can come with questions at the next drop-in meeting.
* Highlighting and promoting resources and drop-in board meetings more.
* Public comment during board meetings—really important for folks have an opportunity to address the entire board. Still working out the procedures.
* Make an effort to attend at least one meeting of each OLA unit to hear from units and learn what everyone is working on and what support is needed.
* Would like to go on library visits. Want people in far flung parts of the state to participate and feel supported. If there’s something you’d really like us to come to a particular event or meeting, let us know. Past president can also help.
* Want to start attending Director’s meetings to support them and their staff.
* EDIA (A for antiracism). “A” sometimes means accessibility. We intentionally are working on antiracism to support and help BIPOC. Look at everything that OLA does, including committees, roundtables, libraries themselves, look at all work with an equity lens. Sometimes that feels daunting, but becomes more automatic. I have some questions you can ask: Who does this affect pos/neg? Does this …disparities? Are those affected included? Needs to be the work of everyone, not just the EDIA Committee. Be proactive, not reactive.
* EDIA Committee needs to be made a permanent division, and therefore have a vote on the board to have a stronger voice. Also not to ask them to do all the work as unpaid labor or burn them out. Weave it into the work we are already doing. May have some funding needs and also need to incorporated into all the work.
* Ericka—EDIA Committee does not have an allocated budget. Can ask, but it speaks loudly that there is no set budget.
* Emily O—Consider allowing all committees a vote for better representation. Would encourage participation.
* Lacey—A vote as a chair would potentially increase support staff involvement and support from their employers.
* Wendy—Also keep in mind more involvement and requirements can be a barrier to volunteering.
* Arlene—Need to be cognizant of the board become unwieldy. Have time to work on this.
* Emily Ford—letter from president to supervisors about OLA involvement.
* Star—starting this year, making the member-at-large position the EDIA Committee chair, Ericka, to have that vote at the board.
* Buzzy—yes, can change EDIA Committee chair to voting member with a membership vote. Could expand to other committees, though unwieldy.
* Ericka--Strong support for making EDIA Committee the only one to have a vote because it is a OLA-wide commitment and priority.
* Star—want to raise transparency that all committees know they can contribute to the board conversations.
* Adrienne—to consider, units could submit a few sentences to a report for a packet in advance of the meeting with updates and “what we need from the board” statements to take some of the work off the member-at-large to coordinate.
* Star—awards, how do we make them more accessible to people other than the same people who are already heavily involved in OLA? Increase representation from more libraries, types of work, backgrounds?
* Haley—consider an organizational award
* Emily F—bylaws call our award “Award for Excellence”, don’t like the word “excellence”. Supports white supremacy culture. How do we decolonize the awards? Changed the rubric for the award. Also gave honorable mentions to everyone nominated.
* Lacey—think should be an award for people in this room and that this meeting. Year after year people show up and get virtually no recognition. How do we recognize the volunteers who show up over and over again. Also, at Director’s meeting, State of the Libraries reports to elevate issues and make change and share resources from OLA.
* Arlene--Public Library directors meeting is an opportunity. Remember there are directors at the other libraries that have different meetings.
* Haley--PLD general meeting is planned in October. Spring will be a training geared toward directors / administrators. Suggestion: “meet the membership” meetings and intro statements from new members in the Hotline.
* Shirley—use the new member report available to recognize new members. Already available.
* Buzzy—be mindful some members may not want to be featured/highlighted.
* Star—can ask that during membership signup. Shirley will add.
* Jane—we could acknowledge promotions, job changes.
* And puppies, cats, and all pets!
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| **2:00 - 2:30 pm** | Wrap up/final thoughts* Star—worked on this vision together with Brittany so the next two years are cohesive and collaborative.
* Brittany—Emily W. has experience with Strategic Planning.
* Star—will be hearing more from us about Strategic Planning and looking into whether to repeat the process or try something different.
* Arlene—Thank you to Star & Brittany. Lots of great ideas. We will work through ideas, not everything can be done, but the ideas are all helpful to move forward. Incoming and outgoing members invited to next meeting 8/26 at State Library, and virtual opportunity, too. Website still says McMinnville, that will be updated.
* Star—thank you for the trust and support. We are here for all of you, all in this together. I’m a leader right along with everyone else. Don’t hesitate to reach out!
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