

**Friends of the Library Advisory Board Meeting
Monday, June 5, 2023
2:30 p.m. via Zoom online**

Meeting Minutes

Present: Alireza Aghaey, Linda Sealey, Habib Tabatabai, Nicole Willard

Absent: Randal Ice, Michael Springer, Suzanne Silvester

I. Welcomes:

Welcomes, introduction of Ali Aghaey, new FOL member from the college of business, Department of Management. Lee Tyner resigned from the FOL board after many years of great service. Lee suggested Ali as his replacement. Willard also acknowledged long time board member and current president, David Macey, resigned from the board as he will be departing to take a new position at Fort Hays State University. This is a great loss for the Library and the university. We wish him well and thank both David and Lee for their service to the library.

II. Old Business:

Voting to accept the minutes of the Dec. 2, 2022, FOL Board Meeting was postponed because there was not a quorum present to vote. Willard said she would be sending out an email in the next couple of weeks asking for a vote by email. Willard got unanimous approval for the minutes of the Dec. 2, 2022, FOL Board Meeting through an email vote.

III. New Business

1. Executive Director's Report:

Habib welcomed Ali as a new board member. He then focused on the librarian ranking system recently developed by the Librarian Ranking System Task Force. He noted that the proposal is close to being presented to the provost.

2. Treasurer's Report:

Willard reviewed the treasurer's report noting FOL raised nearly \$13,000 in cash revenue during FY 2023. While the numbers for May and June were not included, as those reports have not yet come from the Foundation, we are certain we will top this amount and get close to making what was generated in FY 2022. For further details see Treasure's report attached.

3. Donations & Book Sales:

Covering the donations and books sales report, Willard noted that the in-kind gifts were much higher than normal as 455 donated items were added to the main collections; normally this number is between 100-150. This is due in large part to several vinyl LP records donations received over the past year. Much of what was added to the collection were these vinyl LPs. The combined cash and in-kind donations totaled \$31,873.38. We will report the final numbers for FY23 at the Fall 2023 FOL Board meeting. For a more granular breakdown of donations and books sales see attached report.

Executive Director Report for UCO Library FOL Board Members

Thursday, December 14, 2023

Dear Board Members,

Allow me first to welcome our newest members, Dr. Gary Steward, (Senior Associate VP, Institutional Effectiveness, Planning, and Analysis), Dr. William Radke (Interim Dean – Graduate Studies), and Dr. Sunshine Cowan (Professor in Dr. Virginia Peters Department of Kinesiology and Health Studies, and Director of John A. Maisch Collective for the Greater Good).

Thank you all for your continued support of Chambers library's operations and initiatives. Your voices have great impact on how wide our reach can be.

We continue to strategize, plan, and implement to the extent possible. These include:

- We have submitted a librarian ranking system proposal to provost Simmons for her review. As of now, we have made presentation before the Deans' Council and at the Academic Affairs Retreat in November 2023. Currently, we have an internal system but we need to codify it within UCO's HR and Finance structure.
- Library remains open almost 7/24, during the dead and finals weeks. This extended service provides students with additional time to do research, study, and finish projects for their classes. A number of activities have been organized to promote relaxation and reduce anxiety amongst students and researchers.
- Currently, we have one vacant position. Combining funds from this position and funds from a previously shared position with IT, we are seeking candidates for an enterprise system administrator/Developer position. This request is currently going through the university channels.
- After review of collected use statistics, we are adjusting our hours of operation, closing at 12:15 AM rather than 2:00 AM. This is due to a considerable drop in the number of visitors in the library after 12:00 AM, The new hours start on January 16, 2024. We will continue to monitor the traffic flow and respond accordingly.
- We continue to encourage practices that promote a healthy environment to ensure wellbeing and safety of our patrons and staff.

Respectfully,

Habib Tabatabai

4. Membership:

We added 15 new members since November 2022. This is the result of the membership drive we held in November of 2022 and from the Foundations Capital Campaign, which both run in the fall.

5. Events & Contests:

FOL sponsored several events this semester. Our student contest, *Take a Selfie at the Tech Express*, won by Anjali Chakkissary paid a \$500 UCO tuition waiver. The refreshments for the exhibit opening of *What Were You Wearing?* a collaboration with Project Speak and the Office of Equal Opportunity were sponsored by FOL. The two faculty book and materials grants that went to Edward Collins in the Donna Nigh Department of Advanced Professional Services who proposed titles on Artificial Intelligence and chatbots and Breana Downey in the Psychology Department for sports psychology titles were also funded by FOL. Finally, the FOL sponsored Pizza Night and the Coffee Bar for finals week activities. Willard mentioned that instead of having the coffee bar for one night we expanded it over 5 nights and it was very popular so we will try to do it again in the Fall.

6. Budget Proposal:

The budget proposal for FY 2024 was reviewed but could not be voted on since we lacked a quorum. Willard indicated she would try to get a vote by email later this month. Nicole Willard was able to get a unanimous approval for the FY 2024 budget proposal through email response.

IV. Other Business:

1. Willard shared that the Archives & Special Collections is looking to implement and new Content Management Systems (CMS) and Digital Assets Management Systems (DAM) for managing special collections. They will be reviewing systems developed specifically for the heritage industry.

2. Willard reminded the board that SHAREOK.org is a permanent storage repository for undergraduate research. She indicated the library is trying to get the word out about this resource where students can deposit their work in perpetuity. She hoped Michael Springer will share it with all his students participating at NCUR.

3. With David Macey's departure from the university we need a new FOL president. We have also had several board members retire so we are looking for new board members.

V. Next Meeting Date

Dec. 14, 2023, Noon-1:30 p.m.

VI. Adjournment

3:35 p.m.

Chambers FOL
Financial Summary
07/01/2022 through 06/30/2023

INCOME

Revenues	
Book Sales	7,080.97
Payroll Deduction	3,943.90
Cash Donations	<u>4,195.00</u>
TOTAL CASH REVENUES	15,219.87
Amazon Trade-In Program	79.00

TOTAL INCOME

EXPENSES

Spendable Acct:	
Event Refreshments	399.72
Promotional Items	3,580.06
Admin. Supplies	269.77
Promotional Events	1,234.20
Student Contests	<u>2,500.00</u>
TOTAL EXPENSES	7,983.75

Amazon Trade-In Acct:	
Admin. Supplies	<u>82.24</u>
TOTAL EXPENSES	82.24

CASH INCOME MINUS EXPENSES	7,236.12
AMAZON INCOME MINUS EXPENSES	236.04 [current balance]

BALANCE FORWARD

FOL Spendable Account S20051	
End of FY 2017 Balance	699.33*
FOL Endowment Spendable S10189	
End of FY 2017 Balance	46,864.71
FOL Endowment Account E10189	
End of FY 2017 Balance	14,549.50
Larry Musslewhite Fund Acct. S20368	
End of FY 2017 Balance	<u>2,068.93</u>
TOTAL	64,182.47

*Most of the funds in this account were rolled into S10189 so S20051 can be closed.

12/12/2023

Friends of Chambers Library
FY 2023 Earnings and Book Donations Report

FOL Board Meeting
Dec. 14, 2023

Summary: July 1, 2022 - June 30, 2023

Total Annual Earnings		Book Donation Totals	
In-Kind Donations			
Book Sales	\$7,080.97	Book Donations	9,396
Payroll Deduction	\$3,943.90	Individual Book Gifts	84
Cash Donations	\$4,195.00	Anonymous Book Gifts	16
Total Earnings	\$15,219.87		
AMAZON (added to Account)	\$79.00	Items added to Library	461
AMAZON (account balance)	\$236.04	In-kind added value	\$19,058.30
TOTAL VALUE ADDED (earnings plus in-kind)			\$34,278.17

Quarterly Breakdown

Earnings: 1st Quarter	
Jul 1-Sep 30	
Book Sales	\$2,090.76
Payroll Deduction	\$975.30
Cash Donations	\$250.00
Total Earnings	\$3,316.06
AMAZON (added to Account)	\$10.00
Books donated this quarter:	3,115
Individual book gifts	15
Anonymous book gifts	3
Books added to library	238

Earnings: 2nd Quarter	
Oct 1-Dec. 31	
Book Sales	\$1,414.50
Payroll Deduction	\$1,020.10
Cash Donations	\$1,829.00
Total Earnings	\$4,263.60
AMAZON (added to Account)	\$37.00
Book donated this quarter	1,115
Individual book gifts	14
Anonymous book gifts	3
Book added to library	151

Earnings: 3rd Quarter	
Jan 1-March 31	
Book Sales	\$2,107.69
Payroll Deduction	\$972.30
Cash Donations	\$1,450.00
Total Earnings	\$4,529.99
AMAZON (added to Account)	\$32.00
Books donated this quarter	2,924
Individual book gifts	22
Anonymous book gifts	3
Books added to Library	29

Earnings: 4th Quarter	
Apr 1-June 30	
Book Sales	\$1,468.02
Payroll Deduction	\$976.20
Cash Donations	\$666.00
Total Earnings	\$3,110.22
AMAZON (added to Account)	\$0.00
Book donated this quarter	2,242
Individual book gifts	33
Anonymous book gifts	7
Books added to Library	43

**Chamber Library FOL
Monthly Earnings Report
FY 2023**

***FOL Board Meeting
Dec. 14, 2023***

Month	Payroll Deduct.	Cash Donations
07	\$325.10	\$50.00
08	\$325.10	\$125.00
09	\$325.10	\$75.00
1st Quarter Totals	\$975.30	\$250.00
10	\$325.10	\$0.00
11	\$312.10	\$25.00
12	\$382.90	\$1,804.00
2nd Quarter Totals	\$1,020.10	\$1,829.00
01	\$320.10	\$400.00
02	\$326.10	\$575.00
03	\$326.10	\$475.00
3rd Quarter Totals	\$972.30	\$1,450.00
04	\$326.10	\$25.00
05	\$326.10	\$100.00
06	\$324.00	\$541.00
4th Quarter Totals	\$976.20	\$666.00
Grand Total	\$3,943.90	\$4,195.00

12/12/2023

Chamber Library FOL

FOL Board Meeting

Monthly Book Sales and Amazon Revenue and Expenditure Report FY 2023

Dec. 14, 2023

Month	Flash Sales	Book Dealers	Online Book Sales	Chamber of Books	Half Price Books	Floor Book Shelf	Quarter Totals
07	\$41.00	\$0.00	\$158.08	\$21.00	\$89.23	\$31.00	
08	\$10.00	\$0.00	\$143.36	\$19.00	\$35.78	\$43.00	
09	\$819.00	\$392.00	\$217.31	\$0.00	\$0.00	\$71.00	
1Q Totals	\$870.00	\$392.00	\$518.75	\$40.00	\$125.01	\$145.00	\$2,090.76
10	\$236.00	\$190.00	\$0.00	\$15.00	\$0.00	\$82.00	
11	\$173.00	\$0.00	\$0.00	\$76.00	\$0.00	\$108.00	
12	\$20.00	\$0.00	\$0.00	\$53.50	\$0.00	\$461.00	
2Q Totals	\$429.00	\$190.00	\$0.00	\$144.50	\$0.00	\$651.00	\$1,414.50
01	\$0.00	\$0.00	\$0.00	\$86.00	\$0.00	\$100.00	
02	\$309.50	\$400.00	\$177.10	\$2.00	\$0.00	\$119.00	
03	\$350.00	\$317.00	\$209.84	\$0.00	\$0.00	\$37.25	
3Q Totals	\$659.50	\$717.00	\$386.94	\$88.00	\$0.00	\$256.25	\$2,107.69
04	\$394.00	\$27.00	\$0.00	\$8.00	\$0.00	\$161.00	
05	\$0.00	\$20.00	\$258.18	\$0.00	\$0.00	\$45.00	
06	\$21.00	\$33.00	\$397.34	\$44.50	\$0.00	\$59.00	
4Q Totals	\$415.00	\$80.00	\$655.52	\$52.50	\$0.00	\$265.00	\$1,468.02
						Current Total	\$7,080.97

Month	Amazon Added	Amazon Expend.	Amazon Balance
07	\$0.00	\$41.12	\$198.16
08	\$0.00	\$41.12	\$157.04
09	\$10.00	\$0.00	\$167.04
1Q Totals	\$10.00	\$82.24	\$167.04
10	\$37.00	\$0.00	\$204.04
11	\$0.00	\$0.00	\$204.04
12	\$0.00	\$0.00	\$204.04
2Q-Totals	\$37.00	\$0.00	\$204.04
01	\$0.00	\$0.00	\$204.04
02	\$0.00	\$0.00	\$204.04
03	\$32.00	\$0.00	\$236.04
3Q-Totals	\$32.00	\$0.00	\$236.04
04	\$0.00	\$0.00	\$236.04
05	\$0.00	\$0.00	\$236.04
06	\$0.00	\$0.00	\$236.04
4Q-Totals	\$0.00	\$0.00	\$236.04
Totals	\$79.00	\$82.24	\$236.04

Total book sales by various methods

Flash Sales	\$2,373.50
Book Dealers	\$1,379.00
Online Sales	\$1,561.21
Chamber of Books	\$325.00
Half Price Books	\$125.01
Floor Book Shelf	\$1,317.25

Previous Amazon Balance	\$239.28
Amazon Revenue	\$79.00
Amazon Expenditures	\$82.24
Current Amazon Balance	\$236.04

12/12/2023

**Chambers Library FOL
Monthly Book Donations Report
FY 2023**

***FOL Board Meeting
Dec. 14, 2023***

Month	Book Donations	Individual Book Gifts	Anonymous Book Gifts	Added to Main Collection	Value Added to Coll.*
07	1181	2	2	11	\$439.52
08	773	5	1	133	\$3,594.44
09	1161	8	0	94	\$3,170.79
1Q Totals	3115	15	3	238	\$7,204.75
10	434	5	1	35	\$940.20
11	628	8	2	11	\$168.50
12	53	1	0	105	\$6,956.45
2 Q Totals	1115	14	3	151	\$8,065.15
01	996	10	1	0	\$0.00
02	1428	7	1	23	\$1,553.34
03	500	5	1	6	\$239.46
3 Q Totals	2924	22	3	29	\$1,792.80
04	332	2	1	27	\$1,252.84
05	1438	24	2	13	\$589.09
06	472	7	4	3	\$153.67
4 Q Totals	2242	33	7	43	\$1,995.60
Grand Totals	9,396	84	16	461	\$19,058.30

* Value added is Amazon market pricing at time of donation for each title added to the Library Collection.

FOL Membership Report as of Nov. 30, 2023, with Historical Data

FOL Board Meeting
Thursday, Dec. 14, 2023, Noon

November, 2023

Current Membership		
	New Members	20
	Renewing Members	48
	Total Members	68
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	25
	Community Level (\$50)	14
	Library Contributor (\$100)	14
	Library Partner (\$250)	6
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	68
Other Membership Statistics:		
	Library Staff Memberships	13
	Pay Roll Deduction Members	16

May, 2023

Current Membership		
	New Members	16
	Renewing Members	17
	Total Members	33
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	25
	Community Level (\$50)	17
	Library Contributor (\$100)	19
	Library Partner (\$250)	8
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	78
Other Membership Statistics:		
	Library Staff Memberships	13
	Pay Roll Deduction Members	18

November, 2022

Current Membership		
	New Members	6
	Renewing Members	12
	Total Members	18
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	19
	Community Level (\$50)	16
	Library Contributor (\$100)	15
	Library Partner (\$250)	5
	Library Patron (\$500)	2
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	63
Other Membership Statistics:		
	Library Staff Memberships	11
	Pay Roll Deduction Members	18

FOL Sponsored Events

UCO Creatives, July 2023

Over the summer we expanded on the library staff art exhibit to include the whole campus. A call went out to the campus community inviting staff to contribute their artwork for display in the *UCO Creatives* art exhibit. An opening was held on July 19, in the Bronze & Blue Corner. Approximately 60 people attended and those who contributed to the exhibit were given an opportunity to talk about their artwork. There were eleven UCO staff members who participated. A wide range of media were represented including paintings, digital media, mix media, photography, and pen & Ink. FOL sponsored the refreshments for the event.

Student Involvement Fair, August 23, 2023

The Library participated in the student involvement fair during Stampede Week. The table was in a great location, the weather was hot, and the students came out in droves. With the support of FOL we were able to give away chip clips with the library logo attached to list of top ten things to know about the library, the schedule of research and learning workshops, the ever-popular library stickers and candy.

1970s Here and Queer, Exhibit, October 5, 2023

In honor of LGBTQ+ month the Archives & Special Collections presented, *1970s Here and Queer, OKC*, examining the geographical evolution of 3rd spaces for queer communities in the OKC Metro during the 1970s. Brooke Lefler, archives specialist and Museum Studies graduate student, presented her research on the shifting spaces queer communities have occupied in the OKC Metro area. FOL provided refreshments for the reception that followed.

Drumming Up Wealth Exhibit, November 9, 2023

In tribute to Native American Heritage month the Chambers Library, Archives & Special Collections presented the exhibit, *Drumming Up Wealth*. The display focused on primary sources from the A.A. (Jack) Drummond Collection. Drummond was an Oklahoma cattle, oil and landman in Osage County and later near Madill, during the 1920-30s. On Nov. 9, in association with the exhibit, Bloomberg investigative reporter Rachel Adams-Heard gave a presentation about her research into the Drummond Collection. Adams-Heard was working on a story about the Osage Nation, which ultimately lead to the creation of her award-winning podcast, *In Trust*. This fascinating 10-part podcast series is the story of a system that moved wealth from Native hands to White ones.

Zooming in from Houston to a live audience of about 40 people and another 46 online, Rachel Adams-Heard shared her journey of discovery with this story. Refreshments, sponsored by FOL were served after the presentation. A large number of members from the Emeritus Faculty Association attended the event. The Chambers Library, Archives & Special Collections seeks to provide opportunities for students to experience learning through direct engagement with primary source materials.

Finals Week Activities, December 7-14, 2023

The Library had a slate of activities lined up for finals week. The library partnered with the Center for Counseling and Well Being, offering Roll Sober, stress kits, yoga and Stress Paws; Alpha Delta Gamma to give away free donuts, and the Metro Library who were here on Pizza Night to help student sign up for library cards. All these activities were designed to help students survive dead and finals week. FOL sponsored a Coffee Bar for five nights from Dec. 7-11, and Pizza Night on Dec. 12.

Other Library Events of Note

Metadata Justice Symposium hosted by Chambers Library, July 2023

In July, the second annual *Metadata Justice in Oklahoma Libraries & Archives Symposium* was hosted on Zoom. This symposium organized by the Chambers Library, sets UCO apart from other institutions as it is the first of its kind in the library and archive professions. The symposium serves as a platform where librarians and archivists can share strategies on how to improve access to library materials by or about members of historically overlooked communities.

The Chambers Library is committed to using accurate and appropriate language when creating the metadata that describes materials in our holdings. The symposium covered ways to make changes in metadata practices so they are more inclusive, compassionate and respectful. These changes can also promote justice for groups of people who historically have experienced systemic inequality. The daylong event was held over Zoom with multiple presentation and group break-out discussions. The Library will host the symposium again next summer.

Fall Interactive Exhibit, August 2023

An interactive display went up at the beginning of the Fall semester. The question, "How do you deal with challenges?" was posed for students to provide feedback. The question was interpreted in many ways. We got a lot of great responses some serious and some funny. Student feedback included, "Remember that humans are naturally resilient." "I take a nap." "Pooping." "Cry, cry, cry." "Self-care is essential. The interactive displays give students an outlet to channel their creative thoughts. Many of the comments were shared on the Library's social media channels.

Passport to Peru Kickoff, September 5, 2023

The Chambers Library collaborated with the UCO Passport Program to host the Fall 2023, Passport to Peru kickoff event on the first floor. Aisa Pessagno-Delboy, Ph.D., visiting assistant professor in the Modern Languages department, gave a fascinating portrayal of Mario Vargas Llosa, a Peruvian novelist, journalist, essayist and former politician who in 2010 won the Nobel Prize in Literature. Also included was the unveiling of the Library's Peruvian Book Display. The library adds new books on the selected country or region to the main collection each year. During the fall we display these books on a shelf just inside the east entrance of the library. These books covering Peru are available for checkout. After the event yummy Peruvian treats were served by Marina Abanto Deserts.

Metro Library-Banned Book Week, September 2023

To bring attention to banned book week in Sept. the Edmond Public Library was here signing up students for Metro library cards. Any person with a UCO ID can get a one-year Metro library card no matter where they live. We work closely with the Edmond Public Library to ensure as little overlap in our collections as possible. They will be in the library again during finals week.

Mindfulness Movement Series, October 2023

This series becomes more popular every semester. Ed Cunliff and Chez Redmond led mindfulness practices that included meditation, body scanning, tai chi, and qi gong. The classes are held every Wednesday at noon in room 201. Mindfulness is the practice of present awareness that helps reduce stress, anxiety, and mind wandering that can impede daily activities and interrupt focus. Participants could join in person at the library or via Zoom.

Stress Paws Dog Therapy, Every Thursday During the Semester

The library partnered again this semester with the Center for Counseling and Well Being to bring the H.A.L.O. certified doggies and their owners to The Max every Thursday from 3-5 p.m. It is a wildly popular event that gives students an opportunity to de-stress with these furry friends.