

**Friends of the Library Governing Board Meeting
Friday, April 29, 2016
12:00 pm. Lillard Conference Room CL208J**

Meeting Minutes

Present: Cheryl Frech, Ted Honea, Larry Musslewhite, Lee Tyner, Habib Tabatabai, Nicole Willard, Michele Baker

Absent: Randal Ice, David Macey, Linda Sealy

I. Welcome:

We dispensed with the round robin as several of the faculty had limited time to stay for the meeting. We proceeded right to old business.

II. Old Business:

The meeting began with a call to accept the minutes of the Fall November 13, 2015, FOL Board meeting. Lee Tyner motioned to accept and Larry Musslewhite seconded. The minutes were accepted by acclamation as is with no changes.

III. New Business

1. Executive Director's Report:

Habib kept his remarks short in the interest of time. He thanked the board for approving the purchase of the LibQual incentive prizes. Because of regulation changes we were not able to use the "02" account to purchase these items as we had in previous years. He provided a written report and asked the board to review it and let him if they had any questions. (report is attached)

2. Financial Report:

Nicole went over the financial summary indicating this was a record year for earnings with combined total of \$14,264.70 to date. She indicated that new on the summary is the addition of all FOL account balances summary not just the FOL spendable account. The total balance of all FOL accounts is \$49,179.57. Nicole then covered the expenditures report noting expenditures from the Amazon Trade-In Program were now being added to show what is being purchased with these funds.

3. Budget Proposal for FY 2016-2017:

Michele went over the budget proposal giving justification for each line item. When discussing Honor with Books Jessica suggested targeting Alumni and Cheryl suggested also targeting retiring faculty and their colleagues. Lee asked if a specific title can be requested. The current brochures only allow the select of a subject area. Habib suggested we might explore making title selection available in the future.

When we got to the Faculty Research Series line item, Jessica asked if that was for faculty only. Jessica said she was getting ready to take a group of students on a trip to conduct research in archives and Library in London. She indicated they would like a platform where they could showcase their research. Jessica also mentioned the Office of High Impact might like a venue to give students an opportunity to present before presenting at the Undergraduate Research Conference. Ted suggested it be faculty sponsored so there is someone responsible for coordinating. Ted indicated he gave 4 of his graduate students an opportunity to present their work to the campus before presenting it at the Undergraduate Research Conference this year and they remarked how grateful they were to have that opportunity to practice their presentation before the conference. They felt it made their presentation stronger. It was agreed that we would open the Research Series to faculty and students. Funding was being sought for 8 events and it was decided 4 could be for faculty and 4 for students so no adjustment to the budget was required.

After all discussion Ted called for a motion to pass the budget proposal currently before the board. Jessica motioned we accept and Larry seconded the motion. With no further discussion the motioned carried by unanimous proclamation.

4. Update on Book Sales:

Michele gave a report on the different ways the books have been selling as well as an update on materials donations. Book sales have generated \$7,175.55 in cash during FY16. Nicole remarked this was the largest amount of revenue the book sales has generated in one year in the history of the organization and it's due in large part to Michele and the efforts of her team. Michele noted we picked-up 360 free books at the end of the Metro Library Book sale for the Year-Round Book Shelf. She is tracking those sales separately to determine the profits from this one donation. Nicole mentioned we will go again next year with more people and more carts. (See attached Book Sales and Material Donations Report)

5. Membership Report:

Michele covered the membership report indicating we have 66 FOL members. Nicole noted that was an increase of 9 members since the Fall board meeting report.

Lee noted student membership was low and suggested we might work with Outtakes to get Starbucks gift cards or discounts to offer student as an incentive to join. Jessica suggested we might use STLR to fund a Civic Engagement Project where we could use students to promote FOL student memberships. Lee said there is a program in business that emphasis professional selling. He suggested we might get with Bob Kaiser instructor of Marketing, ext. 5838. In the program students are required to create a marketing campaign with brochures, develop a sales pitch and elevator speech, cold call and then actually have to sell what they are marketing.

6. Library Assessment:

Nicole shared some of the stats from the recently administered LibQual assessment. There were 1224 survey's taken of which 1107 were valid. This was a record breaking year. The next highest year was in 2005 when we first administered LibQual there were 930 respondents. There were nearly twice as many women who took the survey as men. The largest age group to take the survey was 18-22 year olds. The top disciplines responding were Biology, Nursing, English, Kinesiology and Mass Comm. Undergraduates were by far the largest user group responding to the survey. In addition there were 452 written comments on the survey. We also sought feedback on a white board stationed on the first floor. We asked a variety of questions the survey did not address. Nicole also noted we did the Lite version of LibQual for the first time this year which may have contributed to the increase in response to the survey. Instead of 25 questions the number is reduced to 9 in the lite version. Nicole also thanked the board for their quick approval of payment for the incentive prizes used to generate participation in the survey. Over the next year the Library's planning team will be dissecting the data to help inform our strategic planning process.

7. Fall Fundraiser:

Michele reported on the success of FOL's first Fall Fundraiser. We had 34 participants and raised \$1,910.00 minus expenses of \$1,111.74 we earned \$798.26. It was successful for our first fundraiser. (See attached report)

8. Contests (Faculty Book Grant & Book Collection):

Michele noted a new student contest was held in the Fall 2015 called "Lens on the Library." There were 99 photos submitted and 3 winners were selected. The names are listed in the report. This spring only one Faculty Book Grant was awarded to Dr. Susan Spencer for her submission *Asian Literature of the Seventeenth and Eighteenth Century*. There were 2 submissions but one did not qualify. We held a reception on April 6, 2016. It was well attended and we had a traditional Taiko drum performance in honor of her submission. (See attached report for full details)

IV. Other Business

1. President Elect:

Dr. David Macey the current President Elect will begin his term as President on July 1, 2016. This will leave the position of President Elect vacant. Ted asked for nominations or self-nominations. Jessica suggested Dr. Ice would make a great FOL president. Lee Tyner agreed and nominated Dr. Ice for the position of President Elect. Larry seconded the motion and it was approved by acclamation. Unfortunately, Dr. Ice was not there to give his consent to serving in this post. Michele will follow-up with Dr. Ice to ascertain his agreement.

2. Fall Fundraiser Ideas:

Nicole asked the group for new fall fundraiser ideas.

Jessica suggested a book talk perhaps on a special collection that had been donated to the Library. She shared information about author Emily Mayhew and her book on WWI medical history following all the steps phases a wounded soldier goes through from the battle field to the hospital in London. However, she indicated Mayhew would not fly across the Atlantic. Michele indicated she was going to follow-up with Half Price Books on an potential author event.

Lee suggested a summer reading program or camp for parents and their children. He got the idea from a flyer he received advertising a similar program sponsored by OU in conjunction with a local library. They charged admission, he said, of around \$700 for a 4 week program. He suggested we could work with the College of Education to develop the reading program and offer it through the Library.

Cheryl suggested we might contact the Thunder basketball team who has a book mobile. She thought we could hold an event where we might get some of the Thunder players to come out. Everyone agreed this would be a huge draw. Michele will follow-up on these ideas.

V. Next Meeting Date:

The next meeting was set for Friday, Nov. 4, 2016, at Noon.

VI. Adjournment:

The meeting adjourned at 12:50.

Attached Reports:

Executive Director's Report
Financial Summary
Expenditures Report
Budget Proposal FY17

Book Sale & Materials Donations Report
Membership Report
Fall Fundraiser Report
Contest Report

Meeting Note: The meeting was not conducted in the order of the agenda. We skipped around covering those items that needed a vote first. We were accommodating the schedule of members who needed to leave the meeting early because of their class schedule.

**Executive Director Report to
UCO Chambers Library FOL Board Meeting
Friday, April 29, 2016**

Dear Board Members,

Please accept my deepest appreciation for your continued support and commitment to Chambers library.

With your support, we will continue with our initiatives to improve services, resources, and the facility. We are mindful of our realities, amongst them, budgetary constraints. This should motivates us even more to be forward looking and creative.

Nicole will report on this in detail, but I just wanted to express my deep appreciation to FOL Board for stepping forward and funding incentives for library LibQUAL satisfaction survey participants.

We are reviewing library staff positions, especially as they become vacant. We want to make sure that our first year students, undergraduate research, eLearning, and at risk students are getting special assistance that they may need.

We continue to offer expanded hours, 5/24, the week before and the final week. In collaboration with Wellness Center and their affiliates, we offer therapeutic activities to students during this time. Presence of therapy dogs in the library during this time is a well-liked event.

We continue to look into creating new user spaces. After moving our current periodicals collection to the first floor, we are envisioning 4th floor space and how it can be used better/different, among these, quiet study space, collaborative work space, flex space just to name a few.

We are expanding our investments and transitioning to electronic access to library resources, amongst them Chronicle of Higher Education. More resources are being reviewed.

Library has requested for authorization to designate two individual bathrooms on the first floor Gender Neutral. Initial response has been positive. We are pursuing it.

Respectfully,
Habib Tabatabai

Chambers FOL
Financial Summary
07/01/2015 through 04/29/2016

INCOME

Revenues	
Book Sales	7,175.55
Memberships	1,941.70
Fundraiser	<u>798.26</u>
Total	9,915.50

Amazon Trade-In Program 4,349.20

TOTAL INCOME 14,264.70

EXPENSES

Admin. Expense	
Event Refreshments	-426.93
Assessment Incentives	-2,225.76
Student Contests	-600.00
Fundraiser	-1,019.00
Amazon expenditures	<u>-1,632.09</u>
TOTAL EXPENSES	-5,903.78

INCOME minus EXPENSES 8,360.92

BALANCE FORWARD

FOL Spendable	
Account S20051	
Current Balance	35,771.52
FOL Endowment Spendable	
Account S10189	
Current Balance	1,047.07
FOL Endowment	
Account E10189	
Current Balance	7,652.78
Larry Musslewhite Fund	
Account S20368	
Current Balance	4,708.20

TOTAL 49,179.57

Breakdown of FY 2016 FOL Expenditures

FOL Account S20051 (as of April 24, 2016)

Payment Date	Vendor	Amount	Description
4/29/2016	McAlister's Deli & Walmart	\$90.84	Lunch FOL Board Meeting
4/27/2016	Walmart & Uptown	\$70.19	Refreshments LibQual Thank You Recetion & Prize Drawing
4/6/2016	Walmart & Uptown	\$76.97	Refreshments Faculty Book Grant Reception for Susan Spenser
12/15/2015	Chic Fil A	\$46.50	Library FOL Members Drive Luncheon
3/6/2016	Various vendors	\$2,225.76	Library Assessment Incentive Prizes
11/4/2015	Homeland	\$22.98	Refreshments Faculty Research Series (Ludlum)
11/13/2015	Paint Your Art Out	\$1,019.00	Tick Tock Fundraiser Costs
11/13/2015	McAlister's Deli	\$91.45	Lunch FOL Board Meeting
11/17/2015	Homeland	\$14.00	Refreshments Faculty Research Series (McCune)
11/18/2015	Homeland	\$14.00	Refreshments Faculty Research Series (Lack)
10/29/2015	Carolyn Click	\$300.00	Lens on Library Contest 1st place
10/29/2015	Clay West	\$200.00	Lens on Library Contest 2nd place
10/29/2015	Estefania Vasquez Ospina	\$100.00	Lens on Library Contest 3rd place
		TOTAL	\$4,271.69

Amazon Trade-In Account (as of April 24, 2016)

Payment Date	Vendor	Amount	Description
10/21/2015	Amazon	\$ 6.21	Bubble Mailers
11/5/2015	Amazon	\$ 151.92	Tick Tock Fundraiser supplies (Plastic Wine Glasses)
11/25/2015	Amazon	\$ (73.54)	Refund - Tick Tock Fundraiser supplies
2/4/2016	Amazon	\$ 273.94	Winner - Dept. Membership Drive (Music Dept.)
2/22/2016	Amazon	\$ 1,212.30	Faculty Book Grant
4/16/2016	Amazon	\$ (88.54)	Refund - Faculty Book Grant
4/23/2016	Amazon	\$ 91.48	Finals Week Supplies (Crayons & colored pencils)
4/23/2016	Amazon	\$ 58.32	Finals Week Supplies (markers)
		TOTAL	\$ 1,632.09
		CURRENT AMAZON BALANCE \$ 2,717.11	

TOTAL EXPENDITURES \$5,903.78

Budget Proposal

FY 2016-17

Current operating account balance (S20051): \$35,771.52

Revenue to date April 29, 2016: \$14,264.70

PROGRAMMING	Estimated Cost	Total
Faculty Book Grants		
Number: 2	\$1000	\$2000
Fall Fundraiser	\$1500	\$1500
Student Contest Number: 2	1 st Prize: \$300 2 nd Prize: \$200 3 rd Prize: \$100	\$1200
Honor With Books Mailing	\$300	\$300
Promotional Items	\$1500	\$1500
FOL Sponsored Student Activities 2 semesters	\$400	\$800
FOL Events Refreshments		
Faculty Research Series	\$25 x 8 events	\$200
FOL Events	\$200	\$200
Board Meetings	\$200	\$200
ADVERTISING/PUBLICITY	Estimated Cost	Total
Event Postcards & Flyers	\$100	\$100
Newsletter Production Number 2	\$50	\$100
	Total	\$8100

Book Sales & Material Donations Report

Since discontinuing the annual three day book sale in 2015, we have been exploring other methods of selling donated items. These new methods have been highly successful and include the following:

- Targeted Book Sales (known as Flash Sales)
- Book Dealer Sales
- Year Round Book Shelf Sales
- Amazon Trade-In Sales

July 6, 2015 through April 22, 2016

Book/Material Sales		Total amount
Flash Sales	Cash revenue	\$1,077.50
Book Dealer Sales	Cash revenue	\$3,778.00
Year Round Book Sales	Cash revenue	\$1,851.30
Half Price Books	Cash revenue	\$468.75
	Total (Cash Revenue)	\$7175.55
Amazon Trade-In	"on account" revenue	\$4,349.20
	Grand Total	\$11,524.75
Book/Material Donations:	Items	4,503
Other Materials Stats:		
Added to Library Collection	Items	475
Donations	Individual	111
Metro Book Sale Donation	Items	360

FOL Membership Report				
April 2016				
Current Membership				
	New Members			23
	Renewing Members			6
	On-going Members			37
Total Current Members				66
Members By Level of Giving:			Number of Members	
	Student Level (\$10)			4
	Supporting Level (\$25)			18
	Faculty Level (\$25)			11
	Community Level (\$50)			17
	Library Contributor (\$100)			12
	Library Partner (\$250)			2
	Library Patron (\$500)			0
	Presidential Partner (\$1,000)			2
	Library Benefactor (\$5,000)			0
			Total:	66
Other Membership Statistics:				
	Library Staff Memberships			23
	Pay Roll Deduction Members			29

FOL Fundraiser Report
Tick Tock Paint the Clock
November 11, 2015

Expenses:	
34 participants @ 25.each	\$850.00
Custom Art Labor	\$75.00
Wine	\$94.00
Food	\$92.74
Total Cost	\$1,111.74
Income:	
33 participants @ 45. each	\$1,485.00
1 non-participant @ 20.	\$20.00
Silent Auction	\$367.00
T-Shirt Raffle	\$38.00
Total Income	\$1,910.00
Minus Expenses	\$ (1,111.74)
TOTAL REVENUES	\$798.26

FOL Sponsored Contests Report

Student Contest, Fall 2016:

FOL sponsored a new contest in Fall 2015 entitled *Lens on the Library*. Student could submit up to 10 photos of the Library with a description of the image and why they were moved to take that image. There were 99 photo submissions in all. The winners were:

First Place: “Bridge” photo by Carolyn Click

Second Place: “Evening Studies” photo by Clay West

Third Place: “I Prefer the Stairs” photo by Estefania Vasquez Ospina

Faculty Book & Materials Grant Contest, Spring 2016:

Normally two, \$1000 grants are given each spring semester. Applicants must be a UCO faculty members or UCO librarian who identifies a gap in a specific subject area in the Library’s collection. To participate the applicant must submit an essay describing the need in a specific subject area and a list of titles that would help fill that gap. This year there were 2 submissions, one of which did not meet the minimum requirements so was disqualified. The winner of the Spring 2016, Faculty Book grant was Dr. Susan Spencer for her submission titled, *Asian Literature of the Seventeenth and Eighteenth Centuries*. These books were purchased through the FOL’s Amazon Trade-In Program account.