

Friends of the Library Governing Board Meeting
Friday, November 8, 2017
12:30 pm., Lillard Conference Room CL208J4

Minutes

Present: Ted Honea, Randal Ice, Michele Ramsdell, Linda Sealy, Jessica Sheetz-Nguyen, Habib Tabatabai, Lee Tyner, Nicole Willard

Absent: Cheryl Frech, David Macey

I. Welcome and Round Robin

There was brief discussion about the fact the campus needs a museum. There was discussion about the future of the Melton Collection and Thatcher Museum and who is over seeing these collections.

II. Old Business

1. Minutes from the May 10, 2017 board meeting approval
Lee Tyner motioned to approve the minutes and Ted Honea seconded the motion.
The minutes were approved unanimously with no corrections or changes.

III. New Business

1. Executive Director's Report
Habib gave the Executive Directors report. He highlighted changes to spaces in the Library including the new Daybreak Lounge just to the left as you come in the south entrance of the library and the Max room on the northwest corner of the 4th floor that has been transformed into a flex-space that allows for large group presentations when needed. Designs have been completed for a new café and student collaborative space and a new maker space. Lee Tyner mentioned that one of the challenges that he runs into, as a faculty member is students looking for a place where they can practice a presentation with PowerPoint and a screen. He asked are there any plans to provide such a space in the Library with the new changes. Habib indicated that the maker space will have a presentation space. Habib also shared that UCO is now an active member of SHAREOK <http://shareok.org/> and the first collection added was the Herland Sister Resources. See attached report for further details.
2. Treasurers Report
Michele gave the treasurers report. There were two reports one was a financial summary for FY2017 and a first quarter report for FY 2018. She mentioned we are

reviewing the way we report our earnings and will be developing a report that shows quarterly earnings rather than trying to run the reports from one board meeting to the next. This will simplify the process. She reported that last fiscal year FOL made \$8,988.55 and Amazon Trade-In-Program which is credit with Amazon and not cash was \$1,373.06. Total earnings was \$10,361.61. Nicole mentioned we haven't raised this kind of money in a long time and it was due in large part to Michele's efforts selling donated books in multiple ways. Michele talked about the ways in which we are selling the books, flash sales, the year-round book self, book dealers, online sales and selling to Half Price Books and Amazon.

Michele shared an itemized expenditure report that also included the expenditures for the Amazon-Trade-In account. She mentioned that we have already made \$1500.00 in just the first quarter of FY 2018. These sales depend on donations so there will be a call for donations in an upcoming Centralities just to remind people to donate their unwanted materials including books, CD's, videos and we are now even taking board games, to the Library.

Dr. Ice mentioned that he had a meeting with Anne Holzberlein, they are working with some retired faculty on some significant financial contributions. One of the things they are also trying to get them to do is donate their personal papers to the Archives. Nicole mentioned that many faculty have been donating their publications to the Archives. Dr. Ice said we would like all their papers, as we should try to create a record of faculty who have spent many years here. In the future if someone wants to research their work or their life the materials will be available. Dr. Ice wants to ensure that when the Foundation asked for donations they also include an ask for their papers.

Dr. Honea indicated he is alone in the world so he was wondering if it would be better for him to donate his materials before he passes which is what he would prefer to do. Nicole said that would be most acceptable. Dr. Ice indicated it would also be tax deductible. Nicole indicated that the Archives has a collection just for UCO faculty. Dr. Honea also asked if the Archives would want all the materials from his dissertation. Nicole said these are the type of materials we like to keep. The things that are mundane or routine to us today will be immensely fascinating in 100 years.

Dr. Sheetz-Nguyen talked about her experience as a graduate at Marquette she worked with the Dorothy Day Catholic Worker Collection and the Tolkien Collection processing letters from Dorothy Day. She said it inspired what she does today. The work with the Day collection inspired her to become who she is now. So you never know what materials will inspire someone.

Dr. Sheetz-Nguyen asked what happens to the books she donates do they automatically get sold? Michele said the first step is to see if we want to add a title to the collection if not then it is evaluated for how we can sell it to raise the most money. See attached report for further details.

3. Membership Report

Michele gave the membership report. We currently have 78 members. Michele indicated we are also going to review this report looking for a better way to represent this information, as it can be confusing.

Dr. Tyner wanted to make us aware of a situation where he added to his giving areas and signed off on a donation form for a scholarship in the College of Business. What he didn't understand was that when he signed the form to give to the scholarship it wiped out his other giving. Any new donation forms have to include all areas you want to give to whether you have/are giving to a particular area previously. Any previous giving needs to be included on any new forms. He discovered this when he didn't get his Presidential Parking Sticker. The impact to the Library was we didn't get Dr. Tyner's donation to the Larry Musslewhite funds for the Library until he changed it back. This pertains only to payroll deductions. See attached report for further details.

4. Update on Book Sales

Michele gave an update on book sales. Again, there was an summary from FY 2017 and a first quarter report from 2018. She noted on the annual summary we took in 12,135 items, 5,456 of those were from the Herland donation. Nicole indicated that number does not reflect how many books went to the Center. Dr. Ice asked how many were added to the Center. Nicole indicated a little over 2,700 items were cataloged to go to the Center. She noted that 3,200 donated items were added to the main collection. Dr. Ice followed up with a question about what happens to the other books are we allowed to sell them. Michele indicated that yes we can sell them but that she had contacted 3 LGBT library's and one was interested in about 25 titles. She also indicated that the Center was having a book sale this week to sell remainders from the donation to help support the Center that would take place in the Liberal Arts building.

5. Fall Fundraiser

Michele indicated that we had a fall fundraiser planned called Bingo Bash and about 3 weeks before the event we learned that Bingo was considered gambling and our event had to be approved by the ABLE Commission and get an exemption certificate. The process to file for this certification is very long and in-depth. Once

the application is submitted it can take up to 3 months to get approval. Dr. Tyner shared that one of the business law professors John Maisch used to work for the ABLE Commission. He might be able to streamline the application. With the time constraints, we are postponing this event until probably next fall. Michele shared that we are planning a Library Comic Convention March 3, 2018. A call for vendors has gone out, there will also be presenters and a costume contest. She indicated it was not really a fundraiser but that there would be a \$20 charge per table for vendors. She said we are looking at charging \$5 for students and \$10 for the community. Nicole mentioned that we voted at our last Board Meeting to fund this event with \$1000. See attached report for further detail.

6. Contests, Events & Exhibits (Book Spine Poetry Contest, SIF, New Space Grand Opening and Naming Contest, VR Events, Drawing in the Library, Finals Week Activities, 2 Exhibits)

Michele gave a report on the contest and events from the past two semesters. She indicated the Book Spine Poetry Contest was very successful with 43 entries. We've sponsored several events to draw students into the Library. Nicole works with faculty to put on exhibits with Talks either by faculty and/or students. The Build-A-Bronco happens once a semester that is good for the Library because they purchase children's books off our year-round bookshelf to donate to be able to Build-A-Broncho. Last semester we made \$147 in one day from this event. Nicole mentioned we target children's books at the Metropolitan Library sale in February. On Sunday night, they allow non-profits to come and take as much as you can haul away for free. See attached report for further details.

IV. Other Business

1. Board Membership (New Community Member)

Nicole said we would like to include more community members so we get more community engagement and would like suggestions from the Board. Dr. Sheetz-Nguyen offered Diane Brown's name as a potential candidate. She is Dr. Brown's wife and is retired. Dr. Tyner offered Sue Lynn Sasser who just retired from the College of Business in May. Michele mentioned that Sasser has come to our fundraisers in the past. Her parents were donors to UCO. Michele asked if we were familiar with Breck McGoff. Dr. Honea indicated Breck was a former student of his and that he is currently a graduate student who works at the Edmond branch of the Metropolitan Library. Rudy Nollert suggested him as a community member for our board. Dr. Honea said he is a very conscientious and responsible person who would be good on our board. Dr. Tyner suggested it would be good to have someone from the Library System on the Board. We will consider these members and look at our bylaws to see how we incorporate new members.

2. Appointment of New President-Elect

When Dr. Ice became president of FOL we did not have a president elect named. So we are looking for a president elect. The president's term is a one-year commitment. Jessica Sheetz-Nguyen volunteered to be our president elect. The President essentially chairs two meetings per year. Dr. Ice made the motion to elect Dr. Sheetz-Nguyen the FOL President Elect, Dr. Tyner seconded the motion and motion passed unanimously.

3. Redesign of the 1st floor (Café & MakerSpace)

This topic was covered under the Executive Director's report.

4. Herland Project Update (Book Sale)

Michele covered this topic when she discussed the Book Sales update.

V. Next Meeting Date

The next meeting date was discussed and it was decided Thursday May 3, 2018 at 12:30 would be the best time and date. Habib indicated he would be at ELUNA Conference the week and would not be in attendance.

VI. Adjournment

Dr. Honea moved to adjourn the meeting and Dr. Sealy seconded with a unanimous vote the meeting adjourned at 1:41.

Executive Director Report to UCO Library FOL Board

Wednesday, November 8, 2017

Greetings Board Members.

Thank you for your support and commitment to Chambers library.

We are closely monitoring our current political and budget realities and we are working diligently to steward the resources available to us with care and reason by being forward thinking and creative.

Resource Update: In consultation with faculty/Dean/Colleges, we continue to review our print and electronic collections. We are investing more in resources to ensure currency and full access. We continue to obtain individual journal title subscriptions, when embargoed in aggregated databases.

Learning Commons Updates:

- “Daybreak Lounge”, our new redesigned collaborative space on the first floor is open for use and all signs point to a great welcome from the students.
- Our new Director of Learning and User Experience, is hard at work reviewing our service models and engaging our researchers and students at a more one on one level.
- We are working with CFAD design students to create more collaborative user spaces, including a new coffee shop.
- We have transformed fourth floor NW, affectionately called “Max”, into a presentation/flex space that can accommodate both research and learning activities but also events and presentations. The latest event was a month ago, VR and 3D Modeling event in conjunction with CeCE.
- Library spaces are transformed into flex spaces with emphasis on collaboration and access to tools that facilitate working together.
- We are developing a makerspace to offer special services, 3D Scanner, 3D Printer, large format printer ...

As the result of our partnership with OU and OSU libraries, we are now an active member of SHAREOK, <https://shareok.org/>. Our first collection added was “Herland Sister Resources”.

Respectfully,
Habib Tabatabai

Chambers FOL
Financial Summary
07/01/2016 through 06/30/2017

INCOME

Revenues	
Book Sales	4,901.00
Memberships	3,992.55
Cash Donations	95.00
TOTAL CASH REVENUES	8,988.55
Amazon Trade-In Program	1,373.06
TOTAL INCOME	10,361.61

EXPENSES

Spendable Acct:	
Event Refreshments	1,098.22
Promotional Items	1,432.26
Admin. Supplies	464.99
Fundraiser Costs	260.51
Student Contests	<u>1,200.00</u>
TOTAL EXPENSES	4,455.98

Amazon Trade-In Acct:	
Amazon Books	2,286.84
Admin. Supplies	455.07
FOL Sponsored Prizes	<u>210.95</u>
TOTAL EXPENSES	2,952.86

CASH INCOME MINUS EXPENSES	4,532.57
AMAZON INCOME* MINUS EXPENSES	
TOTAL REVENUES	1,325.15

BALANCE FORWARD

FOL Spendable Account S20051	
End of FY 2017 Balance	37,592.00
FOL Endowment Spendable S10189	
End of FY 2017 Balance	1,427.59
FOL Endowment Account E10189	
End of FY 2017 Balance	9018.75
Larry Musslewhite Fund Acct. S20368	
End of FY 2017 Balance	<u>5,346.60</u>
TOTAL	53,384.94
Amazon Trade-In Account	
End of FY 2017 Balance	1,858.74

*Amazon income includes this period earning plus previous balance minus expenditures.

Chambers FOL
Financial Summary
07/01/17 through 09/30/2017 (1st Quarter FY2018)

INCOME

Revenues	
Book Sales	1,532.00
Memberships	782.12
TOTAL CASH REVENUES	2,314.12
Amazon Trade-In Program	396.44
TOTAL INCOME	2,710.56

EXPENSES

Spendable Acct:	
Event Refreshments	0.00
Promotional Items	1,340.50
Admin. Supplies	94.90
Student Contests	<u>0.00</u>
TOTAL EXPENSES	1,435.40

Amazon Trade-In Acct:	
Amazon Books	0.00
Admin. Supplies	89.99
FOL Sponsored Prizes	<u>0.00</u>
TOTAL EXPENSES	89.99

CASH INCOME MINUS EXPENSES	878.72
AMAZON INCOME* MINUS EXPENSES	<u>1,621.60</u>
TOTAL REVENUES	2,500.32

BALANCE FORWARD

FOL Spendable Account S20051	
Current Balance	38,452.79
FOL Endowment Spendable S10189	
Current Balance	1,612.61
FOL Endowment Account E10189	
Current Balance	9,425.14
Larry Musslewhite Fund Acct. S20368	
Current Balance	<u>5,426.40</u>
TOTAL	54,916.94
Amazon Trade-In Account	
Current Balance	1,621.60

*Amazon income includes this period earning plus previous balance minus expenditures.

FOL Membership Report

July 1, 2017 - Sept. 30, 2017

Current Membership			
	New Members		3
	Renewing Members		2
	On-going Members		69
		Total Members	74
Members By Level of Giving:		Number by Level	Revenue
	Student Level (\$10)	9	\$9.00
	Supporting Level (\$25)	14	\$44.30
	Faculty Level (\$25)	10	\$46.60
	Community Level (\$50)	17	\$216.67
	Library Contributor (\$100)	17	\$330.55
	Library Partner (\$250)	2	\$60.00
	Library Patron (\$500)	0	\$0.00
	Presidential Partner (\$1,000)	3	\$75.00
	Library Benefactor (\$5,000)	2	\$0.00
	Annual Fund Members	13	\$100.00
	Total:		\$782.12
Other Membership Statistics:			
	Library Staff Memberships		22
	Pay Roll Deduction Members		27
	Annual Fund Members		13

Book Sales & Material Donations Report

We continue to sell books through several different avenues. Since moving away for the three day book sale format we have dramatically increased our book sales revenue. 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 1, 2016 – June 30, 2017

Book/Material Sales		Total amount
Flash Sales		\$1,361.00
Book Dealer Sales		\$600.00
Year Round Book Shelf		\$1,968.00
Half Price Books		\$447.00
Online Book Sales		\$525.00
Misc. Other Sales (Bake Sale)		\$95.00
	Total (Cash Revenue)	\$4,996.00
Amazon Trade-In	Earned revenue	\$1,373.06
	"on account" balance	\$1,858.74
	Total Revenues Earned	\$6,369.06
Book/Material Donations:	Items	12,135
*Herland Donation	(5,456)	
Other Materials Stats:		
Added to Library Collection	Items	3,200
Donations	Individual	79
Donations	Anonymous	46

July 1, 2017– September 30, 2017 (first quarter)

Book/Material Sales		Total amount
Flash Sales	Cash revenue	\$548.00
Book Dealer Sales	Cash revenue	\$250.00
Year Round Book Shelf	Cash revenue	\$562.00
Half Price Books	Cash revenue	\$114.00
Online Book Sales	Cash revenue	\$58.00
	Total (Cash Revenue)	\$1,532.00
Amazon Trade-In	Earned revenue	\$386.44
	"on account" balance	\$2,155.19
	Total Revenues Earned	\$1,918.44
Book/Material Donations:	Items	2,663
Other Materials Stats:		
Added to Library Collection	Items	216
Donations	Individual	31
Donations	Anonymous	23

EVENTS, CONTESTS & EXHIBITS

FALL 2017

CONTESTS

Book Spine Poetry Contest:

Each Fall, Chambers Library hosts a student contest to promote the Library, and to encourage students to use the Library and all the wonderful services we have to offer. This year, we re-circulated a student favorite, by offering the Book Spine Poetry Contest. In this contest, students take the spines of books, and create original poetry. We received some very creative entries!

Through Friends of Chambers Library, we are able to offer cash prizes to the winners; first place receives \$300, second place \$200, and third place \$100. This year's winners are David Horst, Sarah Davis, and Cheyenne Pickett, respectively.

We received 43 total entries from 27 students, many of which will be used to promote future Library activities.

EVENTS

Student Involvement Fair:

The Library continues to participate in the SIF, held during Stampede Week each year. This is a time when all UCO students can learn more about their campus and all UCO has to offer by visiting tables set up around Broncho Lake. This year the Library, through FOL, offered mechanical pencils, bookmarks, and Smarties candy wrapped in a note reminding them to "Get Smart" at Chambers Library. Over 500 students visited our table this year.

New Space Grand Opening and Naming:

The Library is renovating spaces, adding equipment, and updating our service model to better serve our UCO community. The most noticeable change is the renovation of the space just inside the south entrance. This area was updated with new seating options, including individual and group seating, more connectivity, and wall color. The focal point of the space is a colorful mural painted by Library Specialist and artist, Luci Seem. The space design was created by the Charles Evans Design Group in CFAD under the direction of Dr. Valerie Settles. A grand opening was held on August 24, 2017. The President spoke eloquently about the importance of the Library and providing these types of spaces for our students.

The space will be known as the Daybreak Lounge, as voted on by the UCO community, after a "Name That Space" contest was held in early September. Library staff members were asked to submit names for the space. We had 12 staff members submit over 57 names. FOL offered \$20. in Amazon money to the staff member whose name was the ultimate winner. The winning name was submitted by Shay Beezley, Manager of Metadata & Cataloging. The Library staff then voted on the top five names, which were presented at the Grand Opening celebration. The entire UCO Community was then asked to vote on their favorite name. Over 157 members of the UCO community voted in the contest.

VR Events:

The world of virtual reality is here, and Chambers Library is well equipped to help students and faculty learn how virtual reality can be used to enhance learning. In early September, the Library took part in a multi-campus virtual reality tour of the Arivipa Cave System, presented by Archeology Southwest. This cave system features an array of native cave art dating back centuries. This event was streamed live in The Max Room.

In October, Chambers Library, in collaboration with CeCe, hosted an Open House to showcase both our 3D and our virtual reality capabilities here at UCO. Equipment was set up in The Max Room, where students, faculty and staff enjoyed learning how to use the various pieces of equipment. We will continue to offer these types of programs as they become available.

Drawing in the Library:

Jose Rodriguez, Adjunct Prof. of Art, holds a weekly drawing session on the 4th floor of the Library on Thursdays from 12:00-2:30. He has students come but anyone is welcome. Engaging with the African Art Collection Shikoh Shiraiwa selects a piece usually a mask and puts it on a pedestal with proper lighting then gives a brief introduction about the piece before drawing begins. The sessions will take place through the end of the semester.

Finals Week Activities:

The Library continues to be a busy place during Finals Week! Students clamor for every available space and spend long hours studying. Chambers Library will continue to support these students with free pizza and coffee on designated nights. With continued collaboration between Friends of Chambers Library and the Student Alumni Association, we are able to offer refreshments during finals week. We will also offer a Coffee Bar and serve over 400 cups of coffee. These popular events continue to please hungry students working late into the night to insure they are successful.

UPCOMING EXHIBITS

Preserving a Moment in Glass: The Cheyenne and N.E. Foster, November 16, 2017

Preserving a Moment in glass is a collaboration with the UCO Laboratory of History Museum and the Library. An exhibit opening and presentation with two guest speakers will be held on the first floor of the Library. On display will be glass plate images from the Laboratory of History Museums, N.E. Foster Collection that depict Canton and Fonda, Oklahoma. Gordon Yellowman, Sr., Asst. Director of Education, Cheyenne and Arapaho Tribes, will interpret the photos highlighting customs and values depicted in the images. Michael Elizondo, Jr. Cheyenne Junior Apprentice, will be speaking about project Communicating and Speaking Bravely, a language immersion project funded by an Administration for Native Americans Grant. The exhibit will be on display through the end of the year.

Global Art and Visual Culture: A Lens for Understanding the World, December 5, 2017

In collaboration with Global Arts and Visual Culture, the UCO Chambers Library will host student poster presentation on a variety of topics. Students from Global Approaches to Socialist Art and Architecture, European Art, and Multicultural Art will share their research at an exhibition to be held from 3-6 pm, on the 2nd floor of the Library, North Alcove. The posters will be on display in the North Alcove through the end of the year.