

Friends of the Library Advisory Board Meeting

Friday, July 24, 2020

(spring meeting delayed because of school closure for Covid-19)

1:00 pm., via Zoom Online Conference Platform

Join Zoom Meeting

<https://uco.zoom.us/j/93895712316?pwd=RzQ2R3lxd0QxcXZOa05KQVJoUkk5UT09>

Meeting ID: 938 9571 2316

Password: 386047

Meeting Minutes

Present: Cheryl Frech, Randal Ice, David Macey, Linda Sealey, Jessica Sheetz-Nguyen, Habib Tabatabai, Nicole Willard

Absent: Ted Honea, Lee Tyner

I. Welcome

There was a brief welcoming and updates as we waited for everyone to join the meeting.

II. Old Business:

Nicole called for any discussion on the minutes from the November 15, 2019, Advisory Board meeting. There was no further discussion and Jessica Sheetz-Nguyen motioned to accept the minutes as is. The motion was seconded by Randal Ice. Approval of the November 15, 2019, board meeting minutes was unanimously passed.

III. New Business

1. Executive Director's Report:

Habib gave his report starting out by thanking all the board meetings for their support letting them know it makes a difference for us. COVID has forced us to look at how we do everything including how we reach out to people. The closure gave us time to redesign, recreate our virtual services more effective and they will be even more effective this fall. We returned with about 20% staff here since we reopened. Research consultation are being offered online. We will not be here physically as much as we were but we are extending out virtual services. The area east of the service desk received new furnishings and the vending machines have been moved from the south hallway to this newly furnished area. We also have a new service

desk. We still have other plans although the University has stopped any space improvement projects. We are trying to minimize contact points so we are not circulating reserves anymore instead we are offering those in the digital format. We have had much lighter traffic with classes going online. For more details see attached report.

2. Treasurers Report: (includes revenues, expenditures & book donations)

Nicole indicated the summary shows all monetary donations and all expenditures. There is more granular details on each of the items She indicated that the biggest expense is promotional items and refreshments for students. We raised a little of \$11,000 in FY 2020. An impressive number considering we were closed for two and a half months. Nicole went through the numbers thoroughly as well as the book sale and book donation numbers. In all with monetary and in-kind values FOL earned \$27,304.43 in support of the Library in FY 2020. This number was only \$1,700 off what we did in FY 2019. We would have significantly topped last years numbers had we not been closed. Cheryl Frech asked what are we handling book donations in the time of COVID so she will know what to tell people. Nicole indicated we will still come and make pick-ups or if people would prefer to deliver to the Library we are still taking them. All donations go to the basement where they sit for a minimum of seven days before we even begin to processes them. Jeff will be doing pick-ups with mask and gloves. If people would prefer to drop off they can come to the loading dock and we will come out to their car with a cart so they don't have to enter the building. We will work with you to do it in a way that makes each individual feel safe. For all the granular details see the attached report.

3. Membership Report:

Nicole went over the membership report. She indicated that it is a snapshot of where we are today. Also included is the report from the last meeting so we could see growth or decline. We are up a few members since our last meeting. She indicated we do have some attrition that's normal with faculty and staff retiring. Jessica Sheetz-Nguyen asked if we have emeritus membership. Nicole indicated we currently don't but thought it was a great suggestion. Any one is welcome to continue to be a member. Habib also liked the concept. Dr. Ice suggested contacting the Emeritus Faculty Association with emeritus levels to get them to join and also solicit book and paper donations from them. Nicole mentioned that Susan Spencer retired and she called to say she had some books to donate and Nicole reminded her we take other materials too like faculty research, papers and presentations, any unit or campus work you've done. Susan had not thought about it and as a result she donated her UCOPassport materials since she was part of it almost from its inception. The attached report provides more detail.

4. Contests & Events Report:

Nicole went over the events and activities for the semester. One event was held before the university closed in March. The Exhibit called *Don't Touch My Hair: Ode to Black Girls Everywhere*, was very well attended. We have three presenters that were exceptional. The exhibit included works by African American artist. We also received a donation from a local arts organization that supports minority artists to support the event. FOL sponsored a Valentines Day back sale with library staff contributing baked goods they are usually the ones who also buy a lot of the goodies. We raised over \$250 and every morsel sold by the end of the day. We also had two faculty book grant winners this year and were planning an April reception in their honor but it was canceled because of COVID. We will have to find a way to honor our winners if we are not able to come together and celebrate them. Because we closed the books have not all been purchased yet so that will show as coming out of next quarters budget. We had an online contest this semester called a Bookface Contest in an effort to increase our following the person with the most followers is who won. Finals week activities were altered since we were closed. We were not able to have the usual pizza night or coffee bar. Instead we partnered with Hideaway Pizza and gave away 90 \$5 gift cards. For the coffee bar we partnered with Ellis Island Coffee Shop and gave away 30 \$5 gift cards. We had a membership drive with the incentive of a pair of echo earbuds for anyone who joined or increased their giving had their names entered into the drawing.

5. Budget Proposal

Nicole presented the numbers for what we requested for FY20 and what we actually spent. So, going forward we make better estimates for our proposals. She then presented the budget proposal for 2021. She indicated it was difficult to plan since we don't know what the environment will look like but, making the best estimates possible the request was for \$8,600. Nicole asked for any discussion. There was no further discussion. Linda Sealey moved that we accept the budget proposal for FY 2021 as presented, and David Macey seconded the motion. The proposal passed unanimously.

IV. Other Business

1. Staffing changes in Library Advancement & Communications

Nicole explained there were changes made when Michele Ramsdell left. We now have a full-time graphic designer and a full-time marketing assistant. The changes so far have been working very well.

2. Fall semester activities

Nicole said we are looking at our events for next semester and trying to find engaging ways to have exhibition. We are looking for any innovated ideas and suggestions. Jessica suggested a chamber music group to perform in the library atriums, or have an art expert or art historian to a talk on some of our more powerful art pieces. She also suggested a poetry night or a Plato night or a Byron night. Encouraging other departments to get involved. We have the venue and with Zoom we could present on many different topics. David Macey indicated the artist in residence this year is a poet, Alisha Mountain will be here beginning in August. He suggested perhaps a poetry reading for artist in residence. Linda Sealey suggested looking at Viking Cruises website, they started doing Viking TV since they are not cruising. She indicated they have some very nice things that are educational. We could do something similar in format.

3. Next President-Elect

Linda suggested we have a brief meeting at the beginning of the semester to meet any new member and get them engaged in what we are doing. While I agreed this was a good suggestion, I was not able to secure new members until later in the semester. In addition, the time we had off for the severe ice storm put me further behind. So this meeting did not occur.

4. Thank you, Jessica, for serving the Library! You will be missed!

Jessica said she appreciated the opportunity to serve on FOL. She indicated she was grateful for the planning and all the work that goes into preparing for our meetings and that she felt privileged to make a small contribution to the very important institution of Chambers Library.

V. Next Meeting Date

November or December, 2020?

VI. Adjournment

The meeting adjourned at 2:10 p.m.

UCO Chambers Library
Executive Director Report to FOL Board
Friday, July 24, 2020

Dear Board Members,
Thank you for being steadfast voices for the good of Chambers library.

During these past few months, COVID-19 has forced us to strategize, plan, and implement differently, at times drastically. These include complete physical closure, deliver services virtually, and limited re-opening with restricted access to collections, services, and spaces. All of this while we encourage social distancing and disinfect the space to safeguard the health and safety of our patrons and staff.

Summer of 2020, with lower enrollment and all instruction Online, is allowing us to transition into a hybrid learning environment with more ease. Lessons learned will be valuable as we prepare for 2020-2021 academic year.

The Library did not remain immune from the effects of statewide budget shortfalls. The Library's share included, reduced funding in FY21, loss of positions, and minor cutbacks on access to electronic resources. If this continues, we will have to make much more drastic decisions.

Updates on Physical Spaces:

- The Library opened a new user space on the first floor, with a direct view to the east. This is a new state-of-the-art collaborative space to work, study, or socialize.
- A new and redesigned information desk began operating in January 2020.

Updates on Services:

- Where we could not safely provide physical service, we pivoted to virtual instead.
 - ✓ Research librarians are now assisting researchers virtually, this includes delivering library instruction Online.
 - ✓ Our staff pull needed items for patrons in light of our stacks being closed.
- All staff and patrons are required to wear mask when in common areas and where it is difficult to maintain a 6 ft. social distance.
- Due to a much lighter foot traffic than normal, we are reducing our hours for in-person/physical operations. Instead, we are drastically increasing our availability for virtual services. This can start with a chat session with peer assistant and as needed be elevated to direct consultation with a research librarian.

Respectfully,

Habib Tabatabai

Chambers Library FOL
FY 2020 Summary
07/01/2019 through 06/30/2020

INCOME

Revenues	
Book Sales	4,974.53
Payroll Deduction	4,403.56
Cash Donations	<u>4,231.52</u>
TOTAL CASH REVENUES	13,609.61
Amazon Trade-In Acct	172.49
TOTAL INCOME	13,782.10

EXPENSES

Spendable Acct: S20051	
Advertising	2.00
Admin. Supplies	354.14
Event Refreshments	324.55
Promotional Items	560.00
Promotional Events	1,157.13
Student Contests Prizes	.00
Faculty Book Grants	<u>.00</u>
TOTAL EXPENSES	2,397.82
Amazon Trade-In Acct:	
Admin. Supplies	126.86
Faculty Book Grants	59.41
Student Contest Prizes	<u>326.56</u>
TOTAL EXPENSES	548.83
TOTAL EXPENSES	2,946.65

NET REVENUES

CASH INCOME MINUS EXPENSES	11,211.79
AMAZON INCOME MINUS EXPENSES	780.11
BEGINNING BALANCE 1,156.45	
TOTAL NET REVENUE	11,991.90

BALANCE FORWARD

FOL Spendable Account S20051	
End of FY 2020 Balance	47,330.28
FOL Endowment Spendable S10189	
End of FY 2020 Balance	2,567.28
FOL Endowment Account E10189	
End of FY 2020 Balance	9,910.44
Larry Musslewhite Fund Acct. S20368	
End of FY 2020 Balance	<u>1,829.16</u>
TOTAL	61,447.20

Chambers Library FOL

FY 2020 Earnings and Book Donations Report

(UCO closed March 27-June 1 for pandemic)

FOL Board Meeting
July 24, 2020, via Zoom

Annual Summary

Total Annual Earnings		Book Donation Totals	
Running Total thru Current Quarter		Running Total thru Current Quarter	
Book Sales	\$4,974.53	Book Donations	13,547
Payroll Deduction	\$4,403.56	Individual Book Gifts	83
Cash Donations	\$4,231.52	Anonymous Book Gifts	20
Total Earnings	\$13,609.61		
AMAZON (added to Account)	\$172.49	Books added to Library	571
AMAZON (account balance)	\$780.11	In-kind added value	\$13,694.43
TOTAL VALUE ADDED (earnings plus in-kind)			\$27,304.04

Quarterly Breakdown

Earnings: 1st Quarter	
Jul 1-Sep 30	
Book Sales	\$2,374.79
Payroll Deduction	\$1,194.46
Cash Donations	\$775.00
Total Earnings	\$4,344.25
AMAZON (added to Account)	\$172.49
Books donated this quarter:	5,448
Individual book gifts	43
Anonymous book gifts	4
Books added to library	126

Earnings: 2nd Quarter	
Oct 1-Dec. 31	
Book Sales	\$1,137.22
Payroll Deduction	\$1,032.14
Cash Donations	\$2,705.00
Total Earnings	\$4,874.36
AMAZON (added to Account)	\$0.00
Book donated this quarter	575
Individual book gifts	12
Anonymous book gifts	5
Book added to library	66

Earnings: 3rd Quarter	
Jan 1-March 31	
Book Sales	\$1,307.97
Payroll Deduction	\$1,100.98
Cash Donations	\$426.52
Total Earnings	\$2,835.47
AMAZON (added to Account)	\$0.00
Books donated this quarter	5,949
Individual book gifts	15
Anonymous book gifts	9
Books added to Library	201

Earnings: 4th Quarter	
Apr 1-June 30	
Book Sales	\$154.55
Payroll Deduction	\$1,075.98
Cash Donations	\$325.00
Total Earnings	\$1,555.53
AMAZON (added to Account)	\$0.00
Book donated this quarter	1,575
Individual book gifts	13
Anonymous book gifts	2
Books added to Library	178

Chamber Library FOL Monthly Earnings Report FY 2020

*FOL Board Meeting
July 24, 2020, via Zoom*

Month	Payroll Deduct.	Cash Donations	Book Money
07	\$414.82	\$500.00	\$254.87
08	\$414.82	\$125.00	\$890.19
09	\$364.82	\$150.00	\$1,229.73
1st Quarter Totals	\$1,194.46	\$775.00	\$2,374.79
10	\$329.82	\$0.00	\$436.12
11	\$351.16	\$1,325.00	\$323.32
12	\$351.16	\$1,380.00	\$377.78
2nd Quarter Totals	\$1,032.14	\$2,705.00	\$1,137.22
01	\$373.66	\$100.00	\$162.10
02	\$368.66	\$226.52	\$977.05
03	\$358.66	\$100.00	\$168.82
3rd Quarter Totals	\$1,100.98	\$426.52	\$1,307.97
04	\$358.66	\$0.00	\$0.00
05	\$358.66	\$225.00	\$0.00
06	\$358.66	\$100.00	\$154.55
4th Quarter Totals	\$1,075.98	\$325.00	\$154.55
Grand Total	\$4,403.56	\$4,231.52	\$4,974.53

Yellow highlight indicates this is an estimate, we have not received the June report from the Foundation

Chamber Library FOL
Monthly Book Sales and Amazon Revenue and Expenditure Report FY 2020

*FOL Board Meeting
July 24, 2020, via Zoom*

Month	Flash Sales	Book Dealers	Online Book Sales	Half Price Books	Floor Book Shelf	Quarter Totals
07	\$20.00	\$95.00	\$0.00	\$104.87	\$35.00	\$254.87
08	\$14.00	\$253.00	\$449.34	\$115.35	\$58.50	\$890.19
09	\$12.25	\$417.00	\$383.78	\$149.95	\$266.75	\$1,229.73
1Q Totals	\$46.25	\$765.00	\$833.12	\$370.17	\$360.25	\$2,374.79
10	\$0.00	\$0.00	\$137.34	\$215.28	\$83.50	\$436.12
11	\$0.00	\$0.00	\$0.00	\$78.82	\$244.50	\$323.32
12	\$0.00	\$0.00	\$0.00	\$302.78	\$75.00	\$377.78
2Q Totals	\$0.00	\$0.00	\$137.34	\$596.88	\$403.00	\$1,137.22
01	\$0.00	\$60.00	\$0.00	\$11.10	\$91.00	\$162.10
02	\$652.50	\$0.00	\$0.00	\$270.05	\$54.50	\$977.05
03	\$0.00	\$0.00	\$0.00	\$88.82	\$80.00	\$168.82
3Q Totals	\$652.50	\$60.00	\$0.00	\$369.97	\$225.50	\$1,307.97
04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06	\$0.00	\$110.00	\$0.00	\$44.55	\$0.00	\$154.55
4Q Totals	\$0.00	\$110.00	\$0.00	\$44.55	\$0.00	\$154.55
Current Total						\$4,974.53

Month	Amazon Added	Amazon Expend.	Amazon Balance
07	\$0.00	\$24.71	\$1,131.74
08	\$172.49	\$0.00	\$1,304.23
09	\$0.00	\$0.00	\$1,304.23
1Q Totals	\$172.49	\$24.71	\$1,304.23
10	\$0.00	\$205.52	\$1,098.71
11	\$0.00	\$24.38	\$1,074.33
12	\$0.00	\$221.85	\$852.48
2Q-Totals	\$0.00	\$451.75	\$852.48
01	\$0.00	\$0.00	\$852.48
02	\$0.00	\$72.37	\$780.11
03	\$0.00	\$0.00	\$780.11
3Q-Totals	\$0.00	\$72.37	\$780.11
04	\$0.00	\$0.00	\$780.11
05	\$0.00	\$0.00	\$780.11
06	\$0.00	\$0.00	\$780.11
4Q-Totals	\$0.00	\$0.00	\$780.11
Totals	\$172.49	\$548.83	\$780.11

Total book sales by various methods

Flash Sales	\$698.75
Book Dealers	\$935.00
Online Sales	\$970.46
Half Price Books	\$1,381.57
Floor Book Shelf	\$988.75

Previous Amazon Balance	\$1,156.45
Amazon Revenue	\$172.49
Amazon Expenditures	\$548.83
Current Amazon Balance	\$780.11

**Chambers Library FOL
Monthly Book Donations Report
FY 2020**

*FOL Board Meeting
July 24, 2020, via Zoom*

Month	Book Donations	Individual Book Gifts	Anonymous Book Gifts	Added to Main Collection	Value Added to Coll.*
07	1909	17	1	2	\$87.95
08	2937	15	2	1	\$130.54
09	602	11	1	123	\$2,674.25
1Q Totals	5448	43	4	126	\$2,892.74
10	85	4	3	27	\$543.26
11	484	6	1	0	\$0.00
12	6	2	1	39	\$906.36
2 Q Totals	575	12	5	66	\$1,449.62
01	692	8	4	17	\$596.14
02	4927	5	2	2	\$70.93
03	330	2	3	182	\$4,153.63
3 Q Totals	5949	15	9	201	\$4,820.70
04	0	0	0	0	\$0.00
05	0	0	0	0	\$0.00
06	1575	13	2	178	\$4,531.37
4 Q Totals	1575	13	2	178	\$4,531.37
Grand Totals	13,547.00	83	20	571	\$13,694.43

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

Chambers Library FOL Expenditures

July 1, 2019-June 30, 2020

FOL Board Meeting
July 24, 2020, via Zoom

Foundation Acct. S20051

Payment Date	Vendor	Amount	Description	Type
2019/07/11	Motivators	(\$560.00)	Promotional mechanical pencils with Library logo	PI
2019/07/11	Sams Club	(\$36.40)	Roman Noodles to giveaway at Student Involvement Fair	EvFd
2019/10/08	Gormet Popcorn	(\$14.39)	Popcorn for the Latinx Film Festival	EvFd
2019/10/08	Walmart	(\$55.12)	Beverages for the Latinx Film Festival	EvFd
2019/10/23	Sams Club	(\$69.69)	Refreshments for the Latinx Arts Exhibition	EvFd
2019/10/23	Walmart	(\$38.98)	Refreshments and supplies for Latinx Arts Exhibition	EvFd
2019/10/29	Staples	(\$34.29)	11x7 paper for FOL Newsletter	ASup
2019/11/15	McCalisters Deli	(\$34.99)	Lunch for FOL Board Meeting	EvFd
2019/11/15	Walmart	(\$14.03)	Lunch FOL Board Meeting	EvFd
2019/11/18	Facebook	(\$2.00)	Facebook Boost (social media advertising)	Advrt
2019/11/18	Sams Club	(\$19.98)	McCasland Foundation Recording Studio Naming Ceremony	EvFd
2019/11/18	Walmart	(\$7.37)	McCasland Foundation Recording Studio Naming Ceremony	EvFd
2019/11/29	Costco	(\$16.98)	Coffee for finals week coffee bar	EvFd
2019/12/08	Sam's Club	(\$78.62)	Supplies for finals week coffee bar	EvFd
2019/12/08	Walmart	(\$26.38)	Creamers and sugar for finals week coffee bar	EvFd
2019/12/10	Dominos	(\$398.75)	Pizza for finals week pizza night	EvFd
2020/02/07	Staples	(\$147.04)	11 x 17 paper for FOL Newsletter	ASup
2020/02/11	Walmart	(\$70.00)	Exhibition Opening Don't Touch My Hair refreshments	EvFd
2020/04/24	Hideaway Pizza	(\$450.00)	90-\$5 Gift cards giveaway for Pizza Night (Library closed for pandemic)	ProEV
2020/05/11	Ellis Island Coffee Shop	(\$150.00)	30-\$5 Gift cards giveaway for Coffee Bar (Library closed for pandemic)	ProEV
2020/05/29	R.K. Black	(\$75.00)	FOL Mailing Envelops	ASup
2020/06/09	R.K. Black	(\$97.81)	Cost of mailing gift cards for finals week activities	ASup
	TOTAL	(\$2,397.82)		

AMAZON Textbook Program (previous balance \$1,156.45)

Deliver Date	Vendor	Amount	Description	Type
2019/07/01	Amazon	\$ (24.71)	Burst Labels for SIF	ASup
2019/10/15	Amazon	\$ (64.81)	Decorations for Dedication Ceremony	ASup
2019/11/01	Amazon	\$ (140.71)	Amazon Echo Earbuds (Membership Drive incentive prize)	Prz
2019/11/04	Amazon	\$ (24.38)	Balloon pump for Dedication Ceremony	ASup
2019/02/11	Amazon	\$ (221.85)	Prizes for students contests. 2-Fire Sticks; 1-7"Fire; 1-10" Fire; 1-Paperwhite	Prz
2020/02/24	Amazon	\$ (12.96)	Labels for tracking books from the Metro Book Sale	ASup
2020/02/04	Amazon	\$ (59.41)	2-Design Books order for Faculty Book Grant	Grnt
	TOTAL	\$ (548.83)		

**FOL Membership Report
July, 2020**

Current Membership		
	New Members	13
	Renewing Members	11
	On-going Members	56
	Total Members	80
Members By Level of Giving:		Number by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	28
	Community Level (\$50)	16
	Library Contributor (\$100)	22
	Library Partner (\$250)	6
	Library Patron (\$500)	2
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	80
Other Membership Statistics:		
	Library Staff Memberships	15
	Pay Roll Deduction Members	25

Report Nov. 15, 2019

Current Membership		
	New Members	19
	Renewing Members	22
	On-going Members	32
	Total Members	73
Members By Level of Giving:		Number by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	22
	Community Level (\$50)	14
	Library Contributor (\$100)	28
	Library Partner (\$250)	1
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	3
	Library Benefactor (\$5,000)	2
	Total:	73
Other Membership Statistics:		
	Library Staff Memberships	18
	Pay Roll Deduction Members	25

**Chambers Library FOL
Sponsored Contest and Events
Spring Semester 2020**

*FOL Board Meeting
July 24, 2020 via Zoom*

Don't Touch My Hair: An Ode to Black Girls Everywhere, **February 12, 2020**

The exhibition Don't Touch My Hair: An Ode to Black Girls Everywhere, was held in the Library on Wednesday, February 12, 2020, first floor. The art exhibit featured works by Edward Grady, Skip Hill, Beverly Kirk, Nathan Lee and Gay Pasley. Two of the pieces were collaborative efforts one by D.B. Brown and G. Mesfin the other by Jaive Farrell and James Ere. The event featured three guest speakers, the first Tuesday Pelt-Willis, Co-Manager of UCO's Women's Research Center, shed light on the historical context of Black hair, it's cultural appropriation, and the recent natural hair movement. Tuesday was followed by Gay Pasley, author and photographer. Gay gave a moving rendition of her essay "African Blush, the emotionally story of her life-long journey to find women who look like her. The final speaker was community activist Ayanna Najuma who recalled a few memorable experiences regarding her hair choices particularly during college. She closed the program with a call to action, asking everyone to step out of their comfort zone and learn something new, expand your mind. The event drew a large crowd with many community people in attendance.

Valentine's Day Bakes Sale, **February 13, 2020**

We held our annual Valentine's Day Bake sale to support Friends of the Chambers Library. We rely on our staff to supply the treats for the table and they always come through. This year was no exception as we had several staff members who supported our bake sale by bringing an array of yummy treats for us to sell. With Valentine's Day falling on a Friday this year we decided to have our sale the day before; Friday is not usually one of our busier times. It was a good strategy because we sold out of everything. Not one morsel was left at the end of the day. Thanks to the staff who make this event possible we were able to raise \$246 for FOL. Library staff are our biggest customers and supporters. It was just another sweet day in the Library.

Faculty Book and Materials Grant **Spring, 2020**

We had several good submissions this year. This year's winners were Amanda Horton and Sam Washington from the UCO School of Design for their joint submission requesting user experience and user interface design titles. Winner of the other grant was Dr. Cynthia Johnson, Asst. Prof. in the Department of English. Her proposal recommended titles that represent the intersecting fields of technical communication and digital writing. A reception to recognize these winners was scheduled for April 23, 2020. Due to campus closure the event had to be canceled. We will reschedule the reception hopefully in the Fall 2020.

BookFace Contest **April 13-19, 2020**

In early April we were looking for a creative idea to cheer up students during the pandemic. We thought it would be fun for students to show us their book faces. During the contest we reached 1813 people with a single post, had 677 engagements, nearly 200 comments, and 11 students competing for two prizes. The rules were simple; like our Facebook page, and upload an image with your #BookFace. The winner and runner up were selected based on the number of likes they received. Our winners were, Daniela Arvizo, a junior majoring in Mass Communication/ Professional Media who won with a total of 233 likes. She took home a Fire Tablet 8"HD, 16

GB. Our runner up was C. Vanessa Avalos, a senior majoring in Elementary Education with a total of 215 likes. She took home a Fire TV Stick streaming media player. The goal of this contest was to increase our social media following.

Finals Week Activities:

Online in April, 2020

The Library being closed did not stop finals week activities. The FOL partnered with Ellis Island Coffee Shop and Hideaway Pizza to sponsor some giveaways. The giveaways started with 30-\$5.00 gift cards to Ellis Island Coffee Shop, which were gone within four hours of the giveaway's start. A few days' later 90-\$5.00 gift cards to Hideaway Pizza were given away. The pizza gift cards were even more popular disappearing in less than two hours. This was our way of connecting with the students even though the Library and campus were closed.

FOL Membership Drive

November, 2019

Our membership drive was held in November as usual. This year as an incentive to join we gave away a pair of Amazon Echo Earbuds. To be entered in the drawing you had to join as a new member or increase your giving levels if you were an existing member. Overall, the drive was a success with twelve new joins and eleven renewals. The winner of the drawing was UCO staff member Jeff Musslewhite who works in the Advancement & Communication Department of the Library. Congratulations Jeff.

FOL Final Budget Numbers for FY 2020

FOL Board Meeting
July 24, 2020, via Zoom

PROGRAMMING	Estimated Cost	Projected Cost	Spent	Balance
Faculty Book Grants	2 @ \$1000	\$2,000.00	2,000.00	\$0.00
Fall Fundraiser	\$2,000	\$2,000.00	0	\$2,000.00
Student Contests:				
Fall Semester		\$600.00	\$362.56	\$237.44
Spring Semester		\$600.00	0	\$600.00
Promotional Items	\$1,500	\$1,500.00	\$596.40	\$903.60
Finals Week Activities:				
Pizza Night	2 @ \$400	\$800.00	\$848.75	-\$48.75
Coffee Bar	2 @ \$200	\$400.00	\$294.93	\$105.07
Social Media		\$200.00	\$2.00	\$198.00
FOL Events & Activities	5 @ \$100	\$500.00	\$275.53	\$224.47
Board Meetings	2 @ \$110	\$220.00	\$49.02	\$170.98
ADVERTISING/PUBLICITY	Estimated Cost	Total	Spent	Balance
Event Postcards & Flyers Mailings		\$340.00	\$293.67	\$46.33
Newsletter Production	2 @ \$120	\$240.00	\$181.33	\$58.67
	GRAND TOTAL	\$9,400.00	4,904.19	4495.81

**Chambers Library FOL
Budget Proposal for
FY 2021**

*FOL Board Meeting
July 24, 2020, via Zoom*

PROGRAMMING	Unit	Projected Cost
Faculty Book Grants	2 @ \$1000	\$2,000.00
Student Contests Prizes:	2 @ \$600	\$1,200.00
FOL Events & Activities	4 @ \$200	\$800.00
Finals Week Activities:		
Pizza Night	2 @ \$500	\$1,000.00
Coffee Bar	2 @ \$200	\$400.00
Board Meetings	2 @ \$100	\$200.00
PROMOTION & ADVERTISING		
Promotional Items		\$1,500.00
Social Media Advertising		\$200.00
Posters & Flyers		\$400.00
Newsletter Production	2@\$100	\$200.00
Mailings		\$200.00
OPERATING EXPENSES		
Administrative Costs		\$500.00
(envelops, labels, decorations, etc...)		
GRAND TOTAL		\$8,600.00