

Friends of the Library Advisory Board Meeting
Wednesday, May 10, 2017
12:00 pm., Lillard Conference Room CL208J4

Minutes

Present: Randal Ice, David Macey, Larry Musslewhite, Michele Ramsdell, Linda Sealy, Nicole Willard

Absent: Cheryl Frech, Ted Honea, Jessica Sheets-Nguyen, Lee Tyner, Habib Tabatabai

I. Welcome and Round Robin:

Dr. Ice talked about the Thatcher Museum in Thatcher Hall and how it needs to officially be placed under the Archives. An endowment supports the museum. Nicole discussed the Archive's involvement in the Grand Re-opening of Old North. She also mentioned the Library Exhibit Committee. We are going to start offering space in the Library for exhibits and we have a committee that will oversee this process.

Mr. Musslewhite discussed Dr. Springer's trip to London this year and would like to go next year. They are working on cataloging Thomas Cromwell's library. Linda Sealy mentioned that The Speech Language Pathology Program received the Faculty Book Grant enabling them to get some new books to get back on track for research they are currently conducting. She is also getting ready to take an Alaskan cruise with her mother.

II. Old Business

1. Approval of the Nov. 11, 2016 board meeting minutes. There were no additions or changes suggested for the minutes. We did not have a majority so we were not able to vote on approval of the minutes. Michele will take a vote through email to get approval for the minutes.

III. New Business

1. Executive Director's Report

Habib was away at ELUNA conference so Nicole went over Habib's report and discussed budget issues, the new position of director of Learning and User Experience and changes in space to accommodate the Learning Commons. See attached report for full details.

2. Treasurers Report

Ms. Willard gave the treasures report. A full accounting of what we have earned and what we have spent over the fiscal year. The Amazon trade-in account was listed separately. The balances for all of FOL accounts were included. See attached Treasurer's report for full details.

3. Membership Report

Michele went over the Membership report. We did not do a membership drive in November however, we sent out renewal letters. As a result, our membership dropped slightly. We are transitioning all memberships so they go from Nov-Oct. Our goal is to try to get more community members involved with FOL. Nicole indicated this membership report was only from Nov. to April 30, 2017. See full report attached.

4. Update on Book Sales

Michele reviewed the Book Sales Report. We currently have \$958.86 in our Amazon Trade-In-Account. This is totally depended on donations. We have had a little over 3000 items donations this year. The Herland donation is separated out because it was so large. Under book dealers, one of the things we have expanded to this year is doing online sales where they do pay cash. We are working with five different companies who all pay in cash. It has been fairly lucrative so far. For this time period, we've made \$1,763. The small year-round bookshelf continues to be a good source of revenue. See attached report for full details.

5. Fall Fundraiser

The fundraiser happened the night of our last FOL board meeting. It was titled, "Painting with Palmer." Bob Palmer instructed about 31 people on how to paint a picture. We cleared about \$608 on that event. We had a silent auction and sold the painting that Bob Palmer produced that evening. It was a lot of fun and Bob did a great job. It was held in the Library. We could not have done it without the help of Ines Burnham and her crew in the Oklahoma Center for the Arts. They loaned us the easels and paintbrushes allowing us to hold the event ourselves in the Library.

6. Contests & Events

Michele reviewed the report. We had finals week activities, the Faculty Book Grant Awards, Valentine Day bake sale. Funds from the bake sale went to the Faculty & Staff Campaign. We also held the Book Collection Contest for which we had 6 submissions. There were also several events held for National Library

Week. There were also several exhibits with presentation where FOL sponsored the refreshments. One exhibit was on Native American art. Dr. Ice mentioned more and more tribes are giving out cultural grants. Dr. Ice has been working with the Choctaw and Chicksaw on other matters and they indicated to him they are very interest in working with university particularly those with archival or artistic collections of Native American materials. They are paying to digitize full collections. They are putting lots of money into exhibits. We may be able to get tribal sponsors next time. For full details, see attached report.

7. Budget Proposal

Michele reviewed the budget proposal for FY 2017-18. We are asking to fund all the same activities we funded last year in addition we would like to fund a ComicCon in Spring 2018 and are asking for a new line item for social media advertising. There was discussion about the ComicCon among the members so everyone understood what it means. Linda asked about a Comic museum in south Oklahoma. She indicated they have an annual event where they bring in a big name speaker. She suggested we might try to piggyback on whomever they may bring in. We are asking for \$9,150.00 for next year's budget. We only had discussion because we lacked a quorum for a vote. We will vote through email. See attached proposal for full details.

IV. Other Business

1. Update on the Herland Project-Michele indicated the project was very close to being finished with the processing. There were 4623 total pieces of material not including the archival material. There is a meeting today at 2:00 to look at the shelving and getting the materials moved to the Center. Several departments in the Library have been involved with this project. Nicole gave an update on the archival materials. The newsletter have been scanned by STLR students. We are developing a launch page where all the newsletters will be accessible. The materials will also be made available on ShareOK. Dr. Macey added the Herland Sisters have a monthly supper club. For last months meeting they were in Edmond and came to look at the space for the Center. They have indicated they are willing to donate to other resource we might need to help the library. Two other collections came to the library and selections were pulled for addition to the Center's library.
2. Melton Gift-Nicole indicated the Melton Art Reference Library will be closing and the Chamber Library will be absorbing the collection to continue to provide that service to the community. It's a major gift that includes artwork, reference books and a vertical file. Many of the artworks are by Oklahoma artists and

often educators. The original Melton Legacy Collection is going to also come to the Library for management and collection care. We are currently rewriting the original agreement. There was some discussion about the Melton Legacy Collection and how and when it can be viewed. We would ultimately like for UCO to have a museum with appropriate storage space.

3. Library ComicCon-Discussed early in the agenda

4. FY18 Tentative Schedule of Events-Michele presented the calendar of events for FY 18. It does not include exhibits but there will be several. This was for review purposes only. See attached for more details.

5. Dr. Ice indicated that the 100th anniversary of WWI will be coming up in 2018 and it might be a good time to do an exhibit on any WWI materials we may have. Nicole indicated she would put this idea on the exhibit schedule discussion.

V. **Next Meeting Date**

We discussed Friday, November 10, 2017, which is Veterans Day as well as November 3. Everyone agreed that a daytime meeting works better than a late afternoon or evening meeting. Changing the meeting to 12:30 instead of 12:00 would better accommodate teaching schedules. Since there were so many absent it was decided Michele would find an agreeable date for everyone through email.

VI. **Adjournment**

The meeting adjourned at 1:37.

**Executive Director Report to UCO Library FOL Board
Wednesday, May 10, 2017**

Greetings Board Members.

Thank you for your continued support and commitment to Chambers library. My apologies for not being here to welcome you in person.

We are very conscious of 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 looking and creative.

Resource Update: In consultation with faculty/Dean/Colleges, we continue to review our electronic journal subscriptions. In partnership with the College of Business, we are now offering access to WRDS, Wharton (School of Business) Research Data Set, a premier business research tool for students and faculty. To ensure currency and full access, we continue to obtain individual journal title subscriptions, when embargoed in aggregated databases.

Learning Commons: A new position, Director of Learning and User Experience, will oversee all related initiatives as we change some of our service models, including developing the concept of a Unified Service Desk on the first floor.

We plan to transform fourth floor NW, affectionately called “The Max”, into a presentation/flex space that can accommodate both research and learning activities but also events and presentations.

We offered expanded hours, 24/5, the week before and the week of finals. In collaboration with the Center for Counseling and Well-being, we hosted therapy dogs in the library; a favorite event among students. We collaborated with the Student Alumni Association and served pizza one night, and Friends of Chambers Library offered a Coffee Bar on another night.

We continue to look into creating new user spaces. We are finalizing new furniture designs for first floor south. This will introduce new user spaces.

Respectfully,
Habib Tabatabai

Chambers FOL
Financial Summary
11/01/2016 through 04/30/2017

INCOME

Revenues	
Book Sales	1,763.00
Memberships	1,500.45
Cash Donations	95.00
TOTAL CASH REVENUES	3,358.45
Amazon Trade-In Program	473.18
TOTAL INCOME	3,831.63

EXPENSES

Spendable Acct:	
Event Refreshments	919.92
Promotional Items	693.37
Admin. Supplies	445.30
Student Contests	600.00
TOTAL EXPENSES	2,658.59

Amazon Trade-In Acct:	
Amazon Books	2,148.57
Admin. Supplies	99.44
FOL Sponsored Prizes	210.95
TOTAL EXPENSES	2,458.96

CASH INCOME MINUS EXPENSES	699.86
AMAZON INCOME* MINUS EXPENSES	958.86
TOTAL REVENUES	1,658.72

BALANCE FORWARD

FOL Spendable Account S20051	
Current Balance	37,413.64
FOL Endowment Spendable S10189	
Current Balance	1,427.59
FOL Endowment Account E10189	
Current Balance	8,973.17
Larry Musslewhite Fund Acct. S20368	
Current Balance	5,346.60
TOTAL	54,119.86
Amazon Trade-In Account	
Current Balance	958.86

*Amazon income includes this period earning plus previous balance.

FOL Membership Report

Nov. 1, 2016 - Apr. 30, 2017

Current Membership			
	New Members		6
	Renewing Members		11
	On-going Members		44
		Total Members	61
Members By Level of Giving:		Number by Level	Revenue
	Student Level (\$10)	11	\$65.00
	Supporting Level (\$25)	9	\$92.30
	Faculty Level (\$25)	8	\$118.90
	Community Level (\$50)	12	\$260.00
	Library Contributor (\$100)	12	\$774.25
	Library Partner (\$250)	2	\$65.00
	Library Patron (\$500)	0	\$0.00
	Presidential Partner (\$1,000)	5	\$125.00
	Library Benefactor (\$5,000)	2	\$0.00
	Total:	61	\$1,500.45
Other Membership Statistics:			
	Library Staff Memberships		18
	Pay Roll Deduction Members		31

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

November 1, 2016 – April 30, 2017

Book/Material Sales		Total amount
Flash Sales	Cash revenue	\$389.00
Book Dealer Sales	Cash revenue	\$189.00
Year Round Book Shelf	Cash revenue	\$958.00
Half Price Books	Cash revenue	\$227.00
	Total (Cash Revenue)	\$1,763.00
Amazon Trade-In	Earned revenue	\$473.18
	"on account" balance	\$958.86
	Total Revenues Earned	\$2,236.18
Book/Material Donations:	Items	7,680
*Herland Donation	4,623	
Other Materials Stats:		
Added to Library Collection	Items	74
Donations	Individual	35
Donations	Anonymous	19

FOL SPONSORED EVENTS AND CONTESTS

EVENTS AND CONTESTS

Finals Week – December 2016

The Library continues to be a busy place during Finals Week! Students clamor for every available space and spend long hours studying. Chambers Library continues 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 were able to offer two slices of pizza to over 225 students on Tuesday night. We also offered a Coffee Bar on Monday evening, and served over 400 cups of coffee. These popular events continue to please hungry students working late into the night to insure they are successful. The positive response from students was so overwhelming we had the same offerings during Spring finals.

Faculty Books & Materials Grant – January 2017

The Faculty Book & Materials Grant continues to receive multiple submissions each year. These grants provide faculty members the opportunity to add books and materials to the library collection, enhancing the offerings in a specific field of study. This year we received seven very worthy proposals, making the decision quite difficult. The grants were awarded to Dr. Margaret Musgrove and Dr. Joey Williams, and Dr. Linda Sealy-Holtz.

Drs. Musgrove and Williams collaborated on a submission entitled “Diversity in the Classical World”. Dr. Sealey-Holtz submission focused on resources to enhance the Speech Language Pathology program. A reception honoring the winners was held in April. This reception was funded by Friends of Chambers Library.

Chambers Library has offered the Faculty Book & Materials Gant since 2005. For the past two years, the Amazon account has funded these grants.

Valentine’s Bake Sale - February 2017

On Monday, February 13, students studying in the Library between 6:00 and 8:00pm were able to purchase delicious baked goods homemade by library staff. This first-time event raised \$95.00.

Based on an idea from Library staffers, the Bake Sale bubbled to the top as a way to unify and support Friends of Chambers Library while also supporting the campus Faculty/Staff Campaign initiative. All the money raised was divided among those staffers who participated in the sale by bringing baked goods, helping with set-up, or purchasing items. The money was given to FOL in the name of those individuals, which helped increase our full-time staff giving to 78%.

Book Collection Contest – March 2017

This contest allows students to enter their personal book collections for a chance to win monetary prizes. This year we had six entries, which was a good response to the contest.

The contest was funded by Friends of Chambers Library and monetary prizes were given for 1st, 2nd and 3rd place. In addition, the first place winner is eligible to enter the National Collegiate Book

Collecting Contest which is sponsored by the Antiquarian Bookseller's Association of America (ABAA), and others. A reception honoring the winners was held in April.

The winners of this year's contest were:

1st place: Nicholas Brush "Masculinity and Male Relationships in Shakespearean Tragedy"

2nd place: Matt Hewes "Soren Kierkegaard"

3rd place: Emily Bond "Where History and Theatre Meet"

National Library Week – April 2017

We chose Tuesday, April 11, to create a carnival atmosphere on the first floor, offering free popcorn, and a free raffle. Both activities, along with the Build-A-Broncho, brought in almost 200 students.

With a borrowed popcorn machine from Student Affairs, we gave away 194 bags of popcorn, and had 111 entries into the raffle. The raffle prizes included a Kindle Fire, a Roku Streaming Stick, and five Friends of Chambers Library Tote bags; each included a 2GB USB drive and other FOL promotional items. To enter the raffle, students had to list their favorite book on a decorated whiteboard. The whiteboard was filled with wonderful book titles, and allowed us to see what books have been important in the lives of our students.

Tuesday, April 11, was also National Library Student Employee Day. We celebrated our student employees with decorated white bags, filled with snacks, water, and a yellow smiley face toy stress ball. The Library has over 26 of the best and brightest student employees on campus.

EXHIBITS

Evolution of Native American Art: Traditional to Contemporary, November 14, 2016

Nearly 50 people were in attendance for the exhibition opening and artist talk, *Evolution of Native American Art: Traditional to Contemporary*. Guest artist Michael Elizondo Jr. and Micah Wesley shared what has influenced and inspired their art exploring topics of symbolism, cultural identity, sociological events and micro-aggression along the way. All topics relevant in today's political climate. There was good discourse among the students in attendance.

Artworks on display represented some of the most influential artists who shaped the Native American Fine Arts Movement of the 20th Century. FOL sponsored the refreshments for the exhibit opening.

The Golden Age of Hollywood "B" Movies: Lobby Cards from the Bob Burke Collection April 13, 2017

About 20 spectators enjoyed an impeccable presentation given by UCO Professor of English and Director of Film Studies Program, Dr. John Springer. On exhibit were 24 lobby cards highlighting "B" movies from the 1930-1950's. Selected from the Bob Burke Film & Television Autograph Collection. Springer conjured up feelings of nostalgia among those old enough to remember spending Saturday afternoons at the theater watching double features. FOL sponsored the refreshments for the exhibit opening.

Budget Proposal FY 2017-18

Current operating account balance (S20051): \$ 37,413.64

Cash Revenue, July 1, 2016—April 29, 2017: \$ 8,581.35

PROGRAMMING	Estimated Cost	Total
Faculty Book Grants		
Number: 2	\$1000	\$2000
Fall Fundraiser	\$1500	\$1500
Library ComicCon (March 2018)	\$1000	\$1000
Student Contests	1 st Prize: \$300	\$1200
Number: 2	2 nd Prize: \$200	
	3 rd Prize: \$100	
Promotional Items	\$1500	\$1500
FOL Finals Week Activities	2 @ \$400.	\$800
Social Media	\$200	\$200
FOL Event Refreshments		
Faculty Research Series	4 @ \$25	\$100
FOL Events & Activities	5 @ \$100	\$500
Board Meetings	2 @ \$75	\$150
ADVERTISING/PUBLICITY	Estimated Cost	Total
Event Postcards & Flyers	\$100	\$100
Newsletter Production	\$50	\$100
	GRAND TOTAL	\$9,150