

Friends of the Library Advisory Board Meeting
Thursday, May 5, 2022
2:00 p.m. Library Conference Room 208J4

Minutes

Present: Randy Ice; David Macey; Linda Sealy; Michael Springer; Habib Tabatabai; Nicole Willard

Absent: Cheryl Frech; Lee Tyner

Special Guests: Brenda Knot, VP UCO Foundation; Michael Washington (husband of late Pam Washington)

I. Welcome:

Introduction of Mike Washington and Brenda Knot, guests at the meeting were made. Followed by a formal presentation of a \$1,000 check to the FOL Endowment from the Washington family on behalf of Pam Washington in support of the Library's mission. A small celebration followed with cake enjoyed by all the attendees.

II. Old Business:

Approval of Minutes from the January 14, 2022, board meeting. The minutes of the meeting were presented. David Macey moved we accept the minutes; Randy Ice seconded the motion. There was no further discussion. The vote was unanimous to accept the minutes of the January 14, 2022 meeting as they stand.

III. New Business:

1. Executive Director's Report

Executive Director Habib Tabatabai reported on things happening around the library. He reported that we continue to encourage practices that promote a healthy environment to safeguard the wellbeing of patrons and staff. He indicated the library is currently looking to fill some key roles in the library, Director of Research and User Experience and an Emerging Technology Librarian positions. We are also continuing to improve spaces to provide researchers and staff with more inviting environments that accommodate a wide range of needs from individual study to collaborative spaces. For more details please see report attached.

2. Treasurers Report-We are only about \$1,000 off from last FY's revenue totals. We expect this to increase with the collection for May and June so we

anticipate breaking last years revenue totals. This indicates a change back to pre-pandemic funding levels.

3. **Donations & Book Sales**-Half price books in Edmond on 2nd street is closing. The one in OKC at 63rd and May, will remain open and Jeff will be taking books there to continue our relationship with them as this is an important source of income. We are expecting several retirements this year. Once you are ready please contact Jeff Musslewhite if you need assistance cleaning out your office with boxes or pick-ups. Please pass this along to your retiring colleagues, we want donations and we are happy to pack them or/and pick-ups. We anticipate breaking our record donation total which currently stands at 15,159 in FY19.
4. **Membership Report**-Our membership continues to grow at a slow pace. However, we are losing valuable member to retirement this year and will be striving to make up this loss. We will conduct our annual membership drive in November.
5. **Contests, Events & Exhibits:**
The library hosted several groups this semester Stress Paws Therapy Dogs were here every Thursday from 3-5 p.m. The Mindfulness series was back during March and Build-A-Broncho returned to the library in December after a two year absence. FOL sponsored two \$1,000 Faculty Book and Materials Grants and the usual finals week activities pizza night and coffee bar. Exhibits for the semester included *Creating Ripples*, *Black Female Artists*, in February, *Women Make History*, in March and *Projections of Self*, in April. See attached report for more details on all these events.
6. **Budget Proposal:**
A budget for the FY 2023 was presented. A request of \$10,200.00 was proposed for the upcoming years expenditures. Randy Ice moved to accepted the budget proposal, which was seconded by Michael Springer. After some brief discussion a vote was taken to accept the budget proposed for FY 2023. The motion carried with a unanimous vote.

IV. Other Business

1. **Edvard Munch Painting:**
The Munch painting in the Melton Legacy Collection has gone to the Conservator in Denver, CO for restoration of the artwork and the framing. Nicole Willard presented an itemized report on expenditure to this point. See attached report for details. The artwork is expected to return sometime in the fall, 2022.
2. **New Archives and Communication Staff Members:**
Mary Stoll, joined the archives staff as an archive's digitization specialist. Amaya Stevenson has joined the advancement and communications team as our new marketing assistant.
3. **Washington Donation:**

We want to thank Mike Washington and the Washington family for the generous \$1,000 donation made in honor of Pam Washington.

4. **Members Retiring:**

Two long time board member will be retiring in June Cheryl Frech, from the college of math and science and Randal Ice Finance Chair

5. **President Elect:**

Dr. Macey was elected president.

V. **Next Meeting Date**

Dec. 15 or 16, 2022

VI. **Adjournment:**

The meeting adjourned at 3:38.

Executive Director Report for UCO Library FOL Board Members

Thursday, May 5, 2022

Dear Board Members,

I appreciate your continued support of Chambers library's operations and initiatives. Your voices and actions mean a lot to us.

I offer a special thank you to Dr. Ice for unwavering support for the library, throughout the years. On behalf of the library staff, I wish him the best as he retires from UCO.

While I am aware of financial woes UCO is facing, I am dismayed by the painful impact that it is leaving on faculty positions.

We continue to encourage practices that promote a healthy environment to safeguard wellbeing and safety of our patrons and staff.

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

- We are in the last stages of our search to find quality replacements for retired colleagues. One position is being restructured to better streamline operations and allow for salary adjustments for others. A new position of "Emerging and Immersive Technology Librarian" is created and currently posted.
- 19 of our staff received promotions in FY22.
- Improve user spaces and provide researchers and staff with more ergonomic work environments.

As you may already know, Chambers Library Vision of the Future taskforce started in 2021. The goal is to bring more of student learning resources/services under the same roof. Tutorial and Writing services could be natural parts of this initiative.

UCO has hired Rees and Associates architectural firm to aid in this study.

The effect of FY23 budget cuts will be felt across all collections in all subject areas.

We are currently operating almost 24/7 during dead and final weeks of Spring 2022 semester. This extended service provides students with additional hours to do research, study, and finish projects for their classes. A number of activities are organized to offer students and researchers to help make their stressful time more palatable.

Respectfully,

Habib Tabatabai

Chambers FOL
Financial Summary
07/01/2021 through 04/30/2022

INCOME

Revenues	
Book Sales	5,312.21
Payroll Deduction	2,786.36
Cash Donations	<u>2,917.00</u>
TOTAL CASH REVENUES	11,015.57
Amazon Trade-In Program	0.00

TOTAL INCOME

EXPENSES

Spendable Acct:

Event Refreshments	131.62
Promotional Items	2,544.44
Admin. Supplies	279.07
Promotional Events	1,790.73
Student Contests	250.00
Faculty Book Grants	<u>2,000.00</u>
TOTAL EXPENSES	6,995.86

Amazon Trade-In Acct:

Admin. Supplies	65.51
Promo Event	29.16
FOL Sponsored Prizes	<u>54.11</u>
TOTAL EXPENSES	148.78

CASH INCOME MINUS EXPENSES	4,019.71
AMAZON INCOME MINUS EXPENSES	361.79 [current balance]

BALANCE FORWARD

FOL Spendable Account S20051		Previous Bal.
End of FY 2017 Balance	699.33*	699.33
FOL Endowment Spendable S10189		
End of FY 2017 Balance	54,572.03	51,253.16
FOL Endowment Account E10189		
End of FY 2017 Balance	13,841.18	13,982.60
Larry Musslewhite Fund Acct. S20368		
End of FY 2017 Balance	<u>1,569.34</u>	<u>1,410.49</u>
TOTAL	70,681.88	67,345.58

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

5/5/2022

Friends of Chambers Library

FY 2021 Earnings and Book Donations Report

*FOL Board Meeting
May 5, 2022*

Annual Summary

Total Annual Earnings		Book Donation Totals	
Running Total thru Current Quarter		Running Total thru Current Quarter	
Book Sales	\$5,312.21	Book Donations	10,903
Payroll Deduction	\$2,786.36	Individual Book Gifts	82
Cash Donations	\$2,917.00	Anonymous Book Gifts	13
Total Earnings	\$11,015.57		
AMAZON (added to Account)	\$0.00	Books added to Library	137
AMAZON (account balance)	\$361.79	In-kind added value	\$4,668.15
TOTAL VALUE ADDED (earnings plus in-kind)			\$15,683.72

Quarterly Breakdown

Earnings: 1st Quarter	
Jul 1-Sep 30	
Book Sales	\$1,302.13
Payroll Deduction	\$781.96
Cash Donations	\$45.00
Total Earnings	\$2,129.09
AMAZON (added to Account)	\$0.00
Books donated this quarter:	4,128
Individual book gifts	27
Anonymous book gifts	4
Books added to library	35

Earnings: 2nd Quarter	
Oct 1-Dec. 31	
Book Sales	\$1,260.66
Payroll Deduction	\$1,021.10
Cash Donations	\$2,372.00
Total Earnings	\$4,653.76
AMAZON (added to Account)	\$0.00
Book donated this quarter	2,794
Individual book gifts	34
Anonymous book gifts	4
Book added to library	9

Earnings: 3rd Quarter	
Jan 1-March 31	
Book Sales	\$2,019.78
Payroll Deduction	\$983.30
Cash Donations	\$500.00
Total Earnings	\$3,503.08
AMAZON (added to Account)	\$0.00
Books donated this quarter	3,774
Individual book gifts	15
Anonymous book gifts	3
Books added to Library	69

Earnings: 4th Quarter	
Apr 1-June 30	
Book Sales	\$729.64
Payroll Deduction	\$0.00
Cash Donations	\$0.00
Total Earnings	\$729.64
AMAZON (added to Account)	\$0.00
Book donated this quarter	207
Individual book gifts	6
Anonymous book gifts	2
Books added to Library	24

**Chamber Library FOL
Monthly Earnings Report
FY 2022**

***FOL Board Meeting
May 5, 2022***

Month	Payroll Deduct.	Cash Donations	Book Money
07	\$177.32	\$0.00	\$106.45
08	\$302.32	\$10.00	\$242.16
09	\$302.32	\$35.00	\$953.52
1st Quarter Totals	\$781.96	\$45.00	\$1,302.13
10	\$327.10	\$150.00	\$559.31
11	\$326.10	\$275.00	\$204.09
12	\$367.90	\$1,947.00	\$497.26
2nd Quarter Totals	\$1,021.10	\$2,372.00	\$1,260.66
01	\$326.10	\$300.00	\$476.98
02	\$326.10	\$175.00	\$1,388.30
03	\$331.10	\$25.00	\$154.50
3rd Quarter Totals	\$983.30	\$500.00	\$2,019.78
04			\$258.25
05			\$471.39
06			\$0.00
4th Quarter Totals	\$0.00	\$0.00	\$729.64
Grand Total	\$2,786.36	\$2,917.00	\$5,312.21

5/5/2022

Chamber Library FOL

FOL Board Meeting

May 5, 2022

Monthly Book Sales and Amazon Revenue and Expenditure Report FY 2022

Month	Flash Sales	Book Dealers	Online Book Sales	Chamber of Books	Half Price Books	Floor Book Shelf	Quarter Totals
07	\$0.00	\$0.00	\$0.00	\$23.00	\$83.45	\$0.00	\$106.45
08	\$44.00	\$0.00	\$0.00	\$62.50	\$27.66	\$108.00	\$242.16
09	\$325.00	\$0.00	\$286.24	\$58.00	\$59.28	\$225.00	\$953.52
1Q Totals	\$369.00	\$0.00	\$286.24	\$143.50	\$170.39	\$333.00	\$1,302.13
10	\$80.00	\$158.00	\$0.00	\$6.00	\$140.81	\$174.50	\$559.31
11	\$0.00	\$0.00	\$0.00	\$10.00	\$85.09	\$109.00	\$204.09
12	\$3.50	\$0.00	\$361.90	\$27.00	\$47.36	\$57.50	\$497.26
2Q Totals	\$83.50	\$158.00	\$361.90	\$43.00	\$273.26	\$341.00	\$1,260.66
01	\$0.00	\$150.00	\$155.17	\$47.00	\$60.81	\$64.00	\$476.98
02	\$0.00	\$0.00	\$1,260.65	\$17.00	\$28.65	\$82.00	\$1,388.30
03	\$48.00	\$0.00	\$0.00	\$15.50	\$0.00	\$91.00	\$154.50
3Q Totals	\$48.00	\$150.00	\$1,415.82	\$79.50	\$89.46	\$237.00	\$2,019.78
04	\$0.00	\$0.00	\$111.75	\$57.50	\$0.00	\$89.00	\$258.25
05					\$98.39	\$373.00	\$471.39
06							\$0.00
4Q Totals	\$0.00	\$0.00	\$111.75	\$57.50	\$98.39	\$462.00	\$729.64
						Current Total	\$5,312.21

Month	Amazon Added	Amazon Expend.	Amazon Balance
07	\$0.00	\$0.00	\$510.57
08		\$29.16	\$481.41
09			\$481.41
1Q Totals	\$0.00	\$29.16	\$481.41
10		\$73.08	\$408.33
11			\$408.33
12		\$46.54	\$361.79
2Q-Totals	\$0.00	\$119.62	\$361.79
01			\$361.79
02			\$361.79
03			\$361.79
3Q-Totals	\$0.00	\$0.00	\$361.79
04			\$361.79
05			\$361.79
06			\$361.79
4Q-Totals	\$0.00	\$0.00	\$361.79
Totals	\$0.00	\$148.78	\$361.79

Total book sales by various methods

Flash Sales	\$500.50
Book Dealers	\$308.00
Online Sales	\$2,175.71
Chamber of Books	\$323.50
Half Price Books	\$631.50
Floor Book Shelf	\$1,373.00

Previous Amazon Balance	\$510.57
Amazon Revenue	\$0.00
Amazon Expenditures	\$148.78
Current Amazon Balance	\$361.79

5/5/2022

**Chambers Library FOL
Monthly Book Donations Report
FY 2022**

***FOL Board Meeting
May 5, 2022***

Month	Book Donations	Individual Book Gifts	Anonymous Book Gifts	Added to Main Collection	Value Added to Coll.*
07	1356	20	1	3	\$202.57
08	2750	6	2	0	\$0.00
09	22	1	1	32	\$1,581.85
1Q Totals	4128	27	4	35	\$1,784.42
10	1183	2	1	0	\$0.00
11	597	8	2	7	\$339.23
12	1014	24	1	2	\$114.00
2 Q Totals	2794	34	4	9	\$453.23
01	1507	5	1	2	\$34.54
02	1920	6	1	61	\$1,724.29
03	347	4	1	6	\$126.91
3 Q Totals	3774	15	3	69	\$1,885.74
04	207	6	2	24	\$544.76
05					
06					
4 Q Totals	207	6	2	24	\$544.76
Grand Totals	10,903	82	13	137	\$4,668.15

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

FOL Expenditures

July 1, 2021 - April 30, 2022

FOL Board Meeting
May 5, 2022

Foundation Acct. S10189

Payment Date	Vendor	Amount	Description	Type
8/9/2021	RKBlack	\$ 49.11	Mailing	Asup
8/18/2021	Gourmet Popcorn	\$ 487.98	Popcorn for back to school popcorn party	ProEv
8/19/2021	Walmart	\$15.66	Baggies supplies for Popcorn Party	ProEv
8/19/2021	Walmart	\$3.68	Additional baggy supplies	ProEv
10/5/2021	Staples	\$229.96	Brochure paper for newsletter and advertising of FOL sponsored events	Asup
11/12/2021	Campus Dining Services	\$250.00	Design a Bookmark Contest prize UCO Dining Dollars	Cont
12/14/2021	All American Pizza	\$542.96	Finals week activity, Pizza Night	ProEv
11/18/2021	Sam's Club	\$88.30	FOL sponsored refreshments for Native American Exhibition	Evnt
12/10/2021	Sams Club	\$85.72	Finals week activities, supplies for Coffee Bar	ProEv
12/10/2021	Walmart	\$38.77	Finals week activities, supplies for Coffee Bar	ProEv
12/10/2021	Walmart	\$8.62	Finals week activities, supplies for Coffee Bar	ProEv
4/22/2022	Walmart	\$43.32	Faculty Book and Materials Grant Winners Reception refreshments	Evnt
4/22/2022	Amazon	\$2,000.00	Faculty Book and Materials Grant items	Grnt
4/25/2022	Sam's Club	\$51.64	Finals week activities, supplies for Coffee Bar	ProEv
4/25/2022	Sam's Club	\$44.44	Promotional candy to hand out at Forge events	ProItm
4/25/2022	Walmart	\$55.70	Finals week activities, supplies for Coffee Bar	ProEv
5/3/2022	All American Pizza	\$500.00	Finals week activities, Pizz Night	ProEv
4/29/2022	UCO Dining Services	\$500.00	5-\$100 UCO dining dollar incentive for LibQual survey	ProItm
4/29/2022	UCO Buresar	\$2,000.00	Tuition waiver incentives for LibQual survey	ProItm
	Total	\$ 6,995.86		

AMAZON Textbook Program (previous balance \$510.57)

Deliver Date	Vendor	Amount	Description	Type
8/12/2021	Amazon	\$ (29.16)	Candy for SIF	ProEv
10/27/2021	Amazon	\$ (29.22)	Prize for Halloween Costume contest	Cont
10/28/2021	Amazon	\$ (24.89)	Prize for Halloween Costume contest	Cont
10/30/2021	Amazon	\$ (18.97)	Sticker paper	Asup
12/19/2021	Amazon	\$ (46.54)	Decal paper for making library decal stickers	Asup
	TOTAL	\$ (148.78)		
	New Amazon Balance	\$ 361.79		

FOL Historical
Membership Report

FOL Board Meeting
May 5, 2022

May, 2022

Current Membership		
	New Members	23
	Renewing Members	19
	On-going Members	63
	Total Members	105
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	34
	Community Level (\$50)	31
	Library Contributor (\$100)	24
	Library Partner (\$250)	8
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	3
	Library Benefactor (\$5,000)	2
	Total:	105
Other Membership Statistics:		
	Library Staff Memberships	16
	Pay Roll Deduction Members	18

January, 2022

Current Membership		
	New Members	16
	Renewing Members	17
	On-going Members	63
	Total Members	96
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	31
	Community Level (\$50)	28
	Library Contributor (\$100)	21
	Library Partner (\$250)	8
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	3
	Library Benefactor (\$5,000)	2
	Total:	96
Other Membership Statistics:		
	Library Staff Memberships	16
	Pay Roll Deduction Members	18

July, 2021

Current Membership		
	New Members	7
	Renewing Members	15
	On-going Members	63
	Total Members	85
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	29
	Community Level (\$50)	19
	Library Contributor (\$100)	24
	Library Partner (\$250)	4
	Library Patron (\$500)	4
	Presidential Partner (\$1,000)	3
	Library Benefactor (\$5,000)	2
	Total:	85
Other Membership Statistics:		
	Library Staff Memberships	17
	Pay Roll Deduction Members	22

November, 2019

Current Membership		
	New Members	19
	Renewing Members	22
	On-going Members	32
	Total Members	73
Members By Level of Giving:		# 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

FOL LIBRARY SPONSORED EVENTS AND EXHIBITS SPRING 2022

EVENTS

Faculty Book and Materials Grant Winner Reception – April 22

For the first time in 2 year we held the reception in person. Because we have not been able to celebrate the past 2 years winners we invited all the winners from 2020, 2021 and 2022. Listed below are the winners and they topic. The celebration was well attended with 30 people participating. Each of the winners who was there spoke about how they selected their topic. There were six very good submission making it difficult for the judges to select winners.

LibQual Survey, April

Every three years we administer a customer satisfaction survey called LibQual. It is a web-based survey offered by the Association of Research Libraries that help libraries assess and improve library services. The survey instrument measures library users' minimum, perceived, and desired levels of service quality across three dimensions: Affect of Service, Information Control and Library as Place. In addition to the survey we ask for feedback using our white boards. This year we are working with Rees Associates on a vision plan for the library. We allowed them to ask questions on our whiteboards. The assessment ran the month of April and we received some great feedback. We provided incentive prizes to get students to take the survey. The prizes were 1-\$1,000 tuition waiver, 2-\$500 tuition waivers and 5-\$100 UCO Dining Dollars. The survey was viewed 1882 times but only 516 were completed. Once the data has been analyzed a summary report will be provided.

HOSTED EVENTS

Stress Paws – Sporadic Throughout Semester

The library served as the location for Stress Paws again this semester. However, it was a bit bumpy with starts and stops caused from the change in the level of operations due to covid. It is a great collaboration and the dog owners as well as the students have told us they prefer the library location. There has been turnover at the Center for Counseling and Wellbeing, which may also have contributed to the inconsistency this semester. We are working to strengthen this relationship and hope to continue Stress Paws in the fall semester on Thursday from 3-5 p.m.

Mindfulness Workshop – March

UCO Professor Ed Cunliff Ph.D., and Senior Director for TRIO Student Services, Chez Redmond, hosted a Mindfulness Movement program in the library during the month of March. The four-week program focused on tai chi and qigong methods for promoting mindfulness, relaxation, core strength and balance. We have been hosting this event in the library for several semesters and it is well attended by UCO staff.

Metro Library –April 4

The Edmond Public library was at the Chambers Library, Monday, April 4 form 2-5 p.m. signing students up for metro library cards. Any student with a UCO ID, no matter where they live, is eligible for a one your Metro Library card. Jessica Burch, Outreach Coordinator for the Edmond Library has requested a meeting with us on May 18, 2022 to discuss how we can further collaborate.

Build-a-Broncho – April 20

We had Build-A-Broncho in the library again this semester. In the fall they did not require the donation of a children's book to build a broncho. They brought this requirement back this semester. As a result, we had the most successful collaboration yet. We were prepared with lots of children's books on our 1st floor sale shelf. On April 20, during the two hour event, which took place from 9-11 a.m. FOL made \$358 in book sales. The event was held in the Bronze & Blue café.

Finals Week Activities – May 1-5

A whole slate of activities were planned for finals week. The Coffee Bar and Pizza night were back. The Coffee Bar was as popular as ever. We gave away over 400 cups of coffee. On Tuesday night students went through 51 pizza's that's over 500 slices of pizza in just under 45 minutes. In addition, the Library has partnered with Health Promotion and Peer Leadership to provide stress kits and a tea station, Stress Paws, and Yin Yoga. The events were all advertised on the Library's event calendar.

EXHIBITS

Interactive Exhibit

The first two and last two weeks of the semester we put up an interactive exhibit asking students for feedback with a question. At the beginning of the spring semester we asked, "What are you in school?" We received lots of great feedback, with many first generation students wanting to better their life, those seeking career advancement and those wanting to change the world. At the end of the spring semester we asked, "What do you wish you knew at the beginning of the school year?" Students provided range of diverse responses some very positive, others not so much. These exhibits are very effective as students enjoy expressing their thoughts and opinions.

Creating Ripples Black Female Artists – February

Collaborating with Inclusion in Art we featured the works of four contemporary female black artists in celebration of Black History Month. Black artists represented in the exhibit were, Aunj Braggs, Raasheda Burnett, Ronna Pernell, and Sunni Rice. We had hoped to feature a speaker with this event but, due to covid concerns we were not allowed to gather. More information about the artists and their artwork can be viewed at: [Creating Ripples Black Female Artists - Art Exhibitions - LibGuides at University of Central Oklahoma Library \(uco.edu\)](https://libguides.uco.edu/black-history-month/creating-ripples-black-female-artists)

Women Make History – March

For Woman's History Month we honored women who have made history at Central. Starting with Ruby Canton Central's first librarian and celebrating fourteen other Central women of diversity. Other women honored included, Lucille Hampton, Alberta Eddens, Elizabeth Threat, Virginia Peters, Marilyn Harris, Reba Collins, Carol Hamilton, Olivia Nash, Ann Coyner, Larrisa Cox McBurney, Regina Woodberry, Milena Govich, Katrina Shaklee, and Cyndi Munson.

Projection of Self – April

This exhibit reflected on what portraits tell us about the people in them. Portraits were one way for people to show their class and status. A backdrop was also provided for those who wanted to take their own selfies.

**Chambers Library FOL
Budget Proposal for
FY 2023**

*FOL Board Meeting
May 5, 2022*

PROGRAMMING	Unit	Projected Cost
Faculty Book Grants	2 @ \$1000	2000
Student Contests Prizes:	2 @ \$600	1200
FOL Events & Activities	4 @ \$200	800
Start of Academic Year:		
Student Activity	New	0
Finals Week Activities:		
Pizza Night	2 @ \$600	1200
Coffee Bar	2 @ \$500	1000
Board Meetings	2 @ \$100	200
PROMOTION & ADVERTISING		
Promotional Items		2500
Social Media Advertising		200
Posters & Flyers		400
Newsletter Production	2@\$100	200
Mailings		200
OPERATING EXPENSES		
Administrative Costs		300
(envelops, labels, decorations, etc...)		
GRAND TOTAL		\$ 10,200.00

REPORT ON THE EDVARD MUNCH PAINTING:

The Edvard Munch painting has been delivered to the conservator in Denver. To date we have incurred the cost of shipping crate construction and transportation to the conservator.

The conservator has given us an estimate for the repairs that is very reasonable. They are recommending we have the piece reframed. The way it is currently framed is what allowed the damage to occur in the first place. A framer the conservator recommended has looked at the piece and is working on a quote for us.

When the artwork is completely restored we intend to have an official appraisal done so we'll know how much we need to increase the insurance on its return trip. Funding for this project is coming from Foundation Account Melton Legacy Collection S20646. See breakdown of costs below.

- \$182.37 – Johnson Crating Services, custom crate construction
- \$1,872.30 – Handle with Care, artwork transportation
- \$1,457.00 – WCCFA, conservation work, high estimate
 - ? – Frame replacement
 - ? – Appraisal
 - ? – Additional insurance
- \$1,872.30 – Return transportation from Denver to UCO, estimate
- \$5,383.97 – Total known costs to date**