

Friends of the Library Governing Board Meeting
Friday, November 11, 2016
12:00 pm., Lillard Conference Room CL208J

Agenda

- I. Welcome and Round Robin
- II. Old Business
 - 1. Minutes from the April 29, 2016 board meeting approval
- III. New Business
 - 1. Executive Director's Report
 - 2. Treasurers Report
 - 3. Membership Report
 - 4. Update on Book Sales
 - 5. Fall Fundraiser
 - 6. Contests & Events (Selfie Contest, Meg Cabot Event, Faculty Research, Intellectual Freedom Panel, Finals Week Activities)
- IV. Other Business
 - 1. Redesign of the 1st floor
 - 2. Lucy Jeston Hampton Endowment
 - 3. Herland Project
- V. Next Meeting Date
 - May 12 or 19, 2017
- VI. Adjournment

Chambers Library Executive Director's Report

Dear Board Members,

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

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 are reviewing our electronic journal subscriptions. If embargoed in aggregated databases, we obtain individual subscriptions to ensure currency and full access.

Learning Commons Update: First Floor redesign – The proposal is reviewed by the Provost and now is before the President for his review and approval; Fourth Floor North Redesign – Working with CFAD faculty and students. Developing the concept Concierge Service and a Single Service Center stop.

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

We continue to look into creating new user spaces. We plan to move and consolidate our microfilm collections on fourth floor NE to fourth floor south. This will allow us to create newly envisioned user spaces on the fourth floor north.

We have entered into a partnership with OU and OSU libraries for a shared institutional repository system. First targeted collection is STLR archival and evidentiary content.

New electronic resources: ProQuest Central, Accessible Archives, ARTFL-Frannot, Berg Fashion Online, Digital Theatre Live Plus, and the Tulsa World.

In October we hired Elizabeth (Beth) Jones as the new Director of Technology and Data Management. Beth comes to us from University of Oklahoma Health Sciences Center.

Respectfully,
Habib Tabatabai

Chambers FOL
Financial Summary
05/01/2016 through 10/29/2016

INCOME

Revenues	
Book Sales	3,089.00
Memberships	<u>959.35</u>
TOTAL CASH REVENUES	4,048.35
 Amazon Trade-In Program	 770.38
 TOTAL INCOME	 4,818.63

EXPENSES

Spendable Acct:

Event Refreshments	91.62
Promotional Items	1,867.58
Admin. Supplies	17.92
Fundraiser Supplies	124.44
Student Contests	<u>600.00</u>
TOTAL EXPENSES	2701.56

Amazon Trade-In Acct:

Amazon Books	177.96
Promotional Items	66.01
Admin. Supplies	226.49
Fundraiser Supplies	<u>63.13</u>
TOTAL EXPENSES	533.59

CASH INCOME MINUS EXPENSES	2,117.07
AMAZON INCOME MINUS EXPENSES	<u>236.79</u>
TOTAL	2,353.86

BALANCE FORWARD

FOL Spendable Account S20051	
Current Balance	37,276.04
 FOL Endowment Spendable S10189	
Current Balance	1,211.71
 FOL Endowment Account E10189	
Current Balance	8,563.15
 Larry Musslewhite Fund Acct. S20368	
Current Balance	5,266.80
 Amazon Trade-In Account	
Current Balance	2,410.55

TOTAL	54,728.25
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Itemized FOL Expenditures

(May 1, 2016 - October 29, 2016)

Expenditures against FOL Spendable Account S20051

Payment Date	Vendor	Amount	Description
5/18/2016	Home Depot	\$17.92	Yard signs for Big Book Sale
6/14/2016	4 Imprint	\$258.36	Promotional Items - Bic Sticky Notepads
6/16/2016	Discount Mugs	\$730.00	Promotional Items - Stylus/Highlighter/Pens
7/21/2016	4 Imprint	\$495.84	Promotional Items - Zippered pouches
7/26/2016	Discount Mugs	\$243.05	Promotional Items - FOL Tote Bags
8/21/2016	Wal-Mart	\$37.96	Ice Cream and Pop Ice for Ice Cream Social Event
8/24/2016	Wal-Mart	\$18.24	Smarties for SIF Giveaways
9/28/2016	Jason's Deli	\$39.70	Box Lunches for Intellectual Freedom Panelists
9/29/2016	Homeland	\$15.96	Cookies for September Book Club
10/5/2016	Foundation	\$600.00	Library Selfie Contest
10/13/2016	Homeland	\$15.96	Cookies for Faculty Research Series (Overman)
10/13/2016	Party Galaxy	\$19.69	Cellophane bags for Nat'l FOL Week giveaways
10/14/2016	Wal-Mart	\$64.44	Candy for treat bags for Nat'l FOL Week giveaways
10/19/2016	Michael's	\$124.44	Canvas for Fundraiser - Painting with Palmer
10/26/2016	Wal-Mart	\$8.00	Refreshments for Faculty Research Series (Kyle)
10/27/2016	Wal-Mart	\$12.00	Refreshments for Faculty Research Series (Honea) and Book Club
	TOTAL	\$2,701.56	

Expenditures against Amazon Trade-In Account

Payment Date	Vendor	Amount	Description
6/22/2016	Amazon	\$39.19	Book: Hosting a Library Mystery
7/8/2016	Amazon	\$48.28	Business Card Paper for SIF giveaways
7/13/2016	Amazon	\$26.51	Large Desk Calendars for Development Calendar
7/20/2016	Amazon	\$17.73	Cellophane Bags for Faculty/Adjunct giveaways
8/1/2016	Amazon	\$30.40	Sept. Book Club Books (4) "We All Looked Up"
9/8/2016	Amazon	\$70.61	Meg Cabot Books for Collection
9/30/2016	Amazon	\$37.76	Book Club Books (2) "Cat's Cradle"
10/12/2016	Amazon	\$199.98	2-5 Gallon Insulated Beverage Containers
10/31/2016	Amazon	\$63.13	Butcher Paper for Fundraiser & Book Club Books (2) "The Invoice"
	TOTAL	\$533.59	

Previous Amazon Balance	\$2,944.14
Total Expenditures	<u>\$533.59</u>
Current Amazon Balance	\$2,410.55

FOL Membership Report

May 1 -- Oct. 29, 2016

Current Membership			
	New Members		6
	Renewing Members		1
	On-going Members		69
		Total Members	76*
Members By Level of Giving:		Number by Level	Revenue
	Student Level (\$10)	9	\$74.50
	Supporting Level (\$25)	18	\$70.55
	Faculty Level (\$25)	11	\$68.20
	Community Level (\$50)	18	\$125.00
	Library Contributor (\$100)	12	\$521.10
	Library Partner (\$250)	1	\$0.00
	Library Patron (\$500)	0	\$0.00
	Presidential Partner (\$1,000)	5	\$100.00
	Library Benefactor (\$5,000)	2	\$0.00
	Total:	76	\$959.35
Other Membership Statistics:			
	Library Staff Memberships		27**
	Pay Roll Deduction Members		25
	Joined thru 2015 November Membership Drive		10

*Increase of 19 members since November 2015

**Increase of 11 members since April 2016 Board Meeting

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

May 1, 2016 – October 29, 2016

Book/Material Sales		Total amount
Flash Sales	Cash revenue	\$1,526.00
Book Dealer Sales	Cash revenue	\$380.00
Year Round Book Shelf	Cash revenue	\$995.00
Half Price Books	Cash revenue	\$188.00
	Total (Cash Revenue)	\$3,089.00
Amazon Trade-In	Earned revenue	\$770.38
	"on account" balance	\$2,944.14
	Total Revenues Earned	\$3,859.38
Book/Material Donations:	Items	8,460
Other Materials Stats:		
Added to Library Collection	Items	328
Donations	Individual	55
Donations	Anonymous	24

FOL SPONSORED CONTESTS

Selfie Contest – September 2016

Each Fall, Chambers Library hosts a student contest to promote the Library, and to encourage students to use the Library and all the wonderful resources and services we have to offer. This year we chose to host a “Selfie in the Library” contest. There were four categories of selfies, each one running a week; Selfie with a Book, Selfie with Friend/or Friends, Selfie with a Beanbag Chair, and Selfie on the Atrium Stairs. Many of the submissions were very creative!

Weekly winners received \$100.00, and from those 4 winners a grand prize winner was chosen and given an additional \$200.

We received 49 total entries from 23 students, many of which will be used to promote future Library activities. Congratulations to the following winners:

- Morgan Massey: Selfie with a Book
- Shelby Landis & Nursing Classmates: Selfie with Friend/or Friends (*Grand Prize Winner*)
- Karlie Whitworth: Selfie with a Beanbag Chair
- Jaimee Wood & Modern Dance Class 3: Selfie on the Atrium Stairs

Library Staff & Student Workers Costume Contest – October 2016

Several library staffers and student workers approached the Staff Development Committee about hosting a Halloween costume contest for Library staff and student workers. It was decided FOL could provide prizes for the contest using funds available through our Amazon Trade-In account.

We had 9 entries, two of which were group entries. Using a poll system, voting was held on Facebook, which helped increase our social media presence for both the Library and FOL.

Congratulations to the following winners:

- First place \$50: Grace Otto and Mandilyn Sanders (as *Mario and Wario*)
- Second place \$30: Metadata & Cataloging (as the *Witches Coven*)
- Third place \$20: Christine Edwards (as *The Joker*)

FOL SPONSORED EVENTS

Finals Week – Spring 2016

In an effort to support students studying and finishing projects during Finals Week last spring, the Library sponsored two new events; Pizza Night and a Coffee Bar. Both these events were highly successful, and students were very appreciative!

On Sunday evening of Finals Week at 9:00pm, we set up a coffee bar on the first floor near the Circulation Desk. 100 cups of coffee were made, and consumed within 20 minutes of making the coffee available to students. Another 100 cups was made, and consumed within 30 minutes of making it available. It was a whirlwind of activity and acclamations of thanks and appreciation were made by many. We have invested in 2-5 gallon insulated beverage containers using Amazon Trade-In funds so we can serve more coffee faster this year.

On Tuesday evening of Finals Week at 7:00pm, In partnership we provided pizza from Papa John's to hungry students that were in the Library studying. We served 226 students, each receiving two pieces of pizza each. Thank you to the Alumni Association for splitting the cost with FOL. We plan to do both events during Finals Week this Fall.

Banned Book Week - September 2016

In celebration of Banned Book Week, the library hosted an Intellectual Freedom Panel Discussion. Panelists included Dr. Ted Honea, Dr. David Macey, and Dr. Lee Tyner. The panel did an excellent job with their individual presentations, and worked together well to answer questions from those in attendance.

In addition, Banned Book week displays were set-up, and bookmarks were made available that listed the top 10 banned book classics. Thank you to FOL for providing the lunches for the panelists.

National FOL Week - October 2016

Did you know there is a National Friends of the Library Week? We do now, and this year it was the week of October 16 – 22. To promote awareness of FOL, we provided small treat bags filled with candy, to every individual that works in the Library building, to FOL members on campus, and to random students that were in the Library on Wednesday of that week. FOL provided the funds to purchase the treat bags and the candy.

Faculty Research Series – October 2016

The Library, along with FOL, again hosted the Faculty Research Series, where faculty members from across campus were invited to present details of their recent research. This year we had three very interesting presentations, heard by a combined audience of over 70! Thank you to FOL for providing refreshments for each of these presentations. The faculty that presented this year were:

- Dr. Elizabeth Overman – “Lessons From the Paris Commune in Comparative Perspective”
- Dr. Ted Honea – Nicolas Listenius and the Creation of Music Pedagogy”
- Dr. Sara Kyle – Medicine and Humanism in late Medieval Italy: the Carrara Herbal in *Pedua*”

Meg Cabot Visit – October 2016

FOL partnering with Best of Books of Edmond, brought best-selling author, Meg Cabot, to campus on October 25. Cabot is best known for her book, *The Princess Diaries*, which has become a contemporary movie classic among young adults.

Cabot was quite entertaining. She discussed how she became an author, the downfalls and upswings of her journey, and the end results. The crowd was captivated by her presentation, and questions abounded during the Q&A portion of her presentation. She graciously signed books for all, and posed with numerous fans for pictures.

The evening would not have been possible without the collaborative efforts of FOL and Best of Books. Best of Books through their connections with publishers, was able to get Meg Cabot to Edmond for this visit, while FOL hosted the event. FOL also purchased several of her books to add to the Library’s collection. We hope to continue this collaboration in the future bring more noted author to UCO.