

Friends of the Library Advisory Board Meeting
Thursday, December 14, 2023
Chambers Library Conference Room, 208J4, Noon – 1:30 pm.

Meeting Minutes

Present: Alireza Aghaey, Sunshine Cowan, Randal Ice, Bill Radke, Linda Sealy, Michael Springer, Gary Steward, Habib Tabatabai, Nicole Willard

Absent: Suzanne Silvester

I. Welcome

1. We had several new board members so everyone went around and introduced themselves giving their title and department. Michael Springer and Alireza Aghaey were not able to be with us in person so joined us by Zoom.

II. Old Business

1. Linda Sealey moved that we accept the minutes from the June 5, 2023 meeting and Aghaey seconded the motion. Willard asked if there was any discussion and any needed changes. There was no further discussion and the vote was unanimous.

III. New Business

1. Habib Tabatabai went over his report including the submission of a library ranking system to the provost and the dean's council. There were questions about librarians having faculty status. Habib explained they used to have faculty status but that the university needed faculty positions so they change the classification of the librarians freeing up faculty positions for the university to us.

Other topic covered by Habib included our 24/5 hours for dead and finals week, vacant positions in the library, and the change to library hours starting next semester. He indicated that after a review it was determined it is not a good return on our investment to be open later than midnight. Sealey commented that the only issue might be come at the end of block I, 8 weeks into the semester. She thought student may have more of a need for late night library hours. Habib noted it and said we would watch that as a concern. (for more detailed information see attached report.)

2. Willard presented a summary of the treasurer's report for FY 2023. She stated, "FOL raised over \$15,000 in cash for the library. When looking at in-kind gifts added to the library's collections over \$19,000, was saved not having to purchase these titles. In all FOL raised \$34,278.17, for the library last year. There was a complete

breakdown of exact how FOL generates revenue. (More detailed information can be found on the attached report.)

3. Willard went over expenses indicating the expenses did not include the faculty book and materials grant book funding for 2023 as she has not yet purchased those titles. These funds will be added to next year's expenditures so it will look like we paid out 4- \$1000 grants when this is not the case. We intend to have one celebration in the Spring of 2024 for the winners of 2023 and 2024.

Willard indicated book sales are the biggest source of revenue. Looking at the Book Sale Report, there is a complete breakdown of the 6 different ways revenue is generated selling donated items and how much was made through each method. In FY23 it was the basement flash sales that generated the most Revenue.

Looking at this year's numbers, Willard indicated we are on track to raise the same amount in FY24. She explained that we have upgraded our floor sale shelf and added clear signage that the purchase of books from these shelves supports the FOL. Since the shelf was launched the income from our floor shelf has tripled. Willard said she hoped this increased revenue stream continued that perhaps it will give our FY24 numbers as boost over last year's numbers.

Willard also explained the Amazon Account. Amazon used to buy used textbooks giving us Amazon dollars that can be used for any Amazon purchase except for gift cards. Amazon has now changed, they are no longer buying textbooks but are now buying used electronic devices. Notably they pay the most for used cell phones, Wi-Fi speakers, wireless routers, and gaming consoles and accessories.

A quick look at the donations report reveals over 9,000 items were donated to the library. This is down a little from the most recent years. However, with COVID people were cleaning out their closets, attics and garages bring the library all the stuff they didn't want. (More details can be found in the attached Earnings and Donations report.)

4. Following a look at the earnings and donations, Willard reviewed the membership report. She indicated we struggle to add new members. We have a core of supporters that number between 60-75, but, with the fairly recent retirement of some of our strongest supporters we are looking for ways to increase our membership. The membership report included a breakdown of the number of members at each level of giving, how many payroll deduction members we have and how many staff in the library are members. The report included historical information to make it easier to

understand the changes in our membership. (For details see the attached membership report.)

5. Willard, followed the membership report with a short report of FOL sponsored events that took place in the summer and fall of 2023. She highlighted the *Drumming Up Wealth*, exhibit indicating over 80 people participated. Ice mentioned he shared information about the exhibit at an event Liberals Arts hosted that included the Chief of the Osage Nation. Ice also asked if we had gotten copies of the transcripts from Rachel Adams-Heard, the event speaker, for her 11-part podcast series called *In Trust*, about the transfer of wealth from Osage hands to White hands. Willard indicated she would follow-up as Adams-Heard was going to make sure the transcripts were not behind a pay wall. (See FOL Sponsored Events report attached for further details.)

IV. Other Business

1. After considerable review we selected the online version of Past Perfect as the content management system for the Archives & Special Collections. We are currently working on getting a quote for the cost to ingest our current Access databases into their system.
2. New Library hours starting with the Spring semester. Habib mentioned this in his director report so, there's no need to discuss it again. Other than to say, the new hours begin Tuesday, Jan 16, 2024 and that we are currently advertising this change so students are aware before they return for the spring semester.
3. For the past few years we have been improving spaces on the first floor utilizing the building fund that comes from fee money. This fund is used for one-time capital projects. We installed the Day Break Lounge on the south side of the first floor and then the Bronze and Blue Corner on the north side of the first floor. Our aim is to equip spaces with features students need to do their academic work. We try to provide a comfortable, technology equipped, aesthetically pleasing space where students feel safe. This year we have decided to focus on improving the furnishing in The Max. We initially worked with the Clocktower group in the School of Design, to help us develop a design for The Max that was flexible and could be used for multiple purposes. Working with their design we have employed Scott Rice to help us select the right furnishing for the space. Willard showed a board with the Clocktower design indicating how it could be used for individual study, group study, as a presentation space, or a space for group meetings. The focus will be on furniture that is easy to move and can be nested together to conserve space when needed. We are hoping to

have this work done by the end of the fiscal year.

V. Next Meeting Date

Willard suggest May 2 or 3, 2024, which is during dead week. A date was not set and Willard said she would reach out once next semester started to find a date that would work for everyone.

VI. Adjournment:

The meeting ended at 1:20 p.m.

Friends of the Library Advisory Board Meeting
Thursday, December 14, 2023
Chambers Library Conference Room, 208J4, Noon – 1:30 pm.

Agenda

I. Welcome

1. Introduction of new FOL board members.

II. Old Business

1. Approval of the June 5, 2023, board meeting minutes.

III. New Business

1. Executive Director's Report
2. Treasurers Report (includes account balances and expenditures)
3. Earnings Report (includes donations & book sale)
4. Membership Report
5. Contests & Events Report

IV. Other Business

1. Selection of a new content management system for the Archives & Special Collections
2. New Library hours starting in the Spring semester
3. Furnishing The Max

V. Next Meeting Date

- April 2 or 3, 2024?

VI. Adjournment

Executive Director Report for UCO Library FOL Board Members

Thursday, December 14, 2023

Dear Board Members,

Allow me first to welcome our newest members, Dr. Gary Steward, (Senior Associate VP, Institutional Effectiveness, Planning, and Analysis), Dr. William Radke (Interim Dean – Graduate Studies), and Dr. Sunshine Cowan (Professor in Dr. Virginia Peters Department of Kinesiology and Health Studies, and Director of John A. Maisch Collective for the Greater Good).

Thank you all for your continued support of Chambers library's operations and initiatives. Your voices have great impact on how wide our reach can be.

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

- We have submitted a librarian ranking system proposal to provost Simmons for her review. As of now, we have made presentation before the Deans' Council and at the Academic Affairs Retreat in November 2023. Currently, we have an internal system but we need to codify it within UCO's HR and Finance structure.
- Library remains open almost 7/24, during the dead and finals weeks. This extended service provides students with additional time to do research, study, and finish projects for their classes. A number of activities have been organized to promote relaxation and reduce anxiety amongst students and researchers.
- Currently, we have one vacant position. Combining funds from this position and funds from a previously shared position with IT, we are seeking candidates for an enterprise system administrator/Developer position. This request is currently going through the university channels.
- After review of collected use statistics, we are adjusting our hours of operation, closing at 12:15 AM rather than 2:00 AM. This is due to a considerable drop in the number of visitors in the library after 12:00 AM, The new hours start on January 16, 2024. We will continue to monitor the traffic flow and respond accordingly.
- We continue to encourage practices that promote a healthy environment to ensure wellbeing and safety of our patrons and staff.

Respectfully,

Habib Tabatabai

Chambers FOL
Financial Summary
07/01/2022 through 06/30/2023

INCOME

Revenues	
Book Sales	7,080.97
Payroll Deduction	3,943.90
Cash Donations	<u>4,195.00</u>
TOTAL CASH REVENUES	15,219.87
Amazon Trade-In Program	79.00

TOTAL INCOME

EXPENSES

Spendable Acct:	
Event Refreshments	399.72
Promotional Items	3,580.06
Admin. Supplies	269.77
Promotional Events	1,234.20
Student Contests	<u>2,500.00</u>
TOTAL EXPENSES	7,983.75

Amazon Trade-In Acct:	
Admin. Supplies	<u>82.24</u>
TOTAL EXPENSES	82.24

CASH INCOME MINUS EXPENSES	7,236.12
AMAZON INCOME MINUS EXPENSES	236.04 [current balance]

BALANCE FORWARD

FOL Spendable Account S20051	
End of FY 2017 Balance	699.33*
FOL Endowment Spendable S10189	
End of FY 2017 Balance	46,864.71
FOL Endowment Account E10189	
End of FY 2017 Balance	14,549.50
Larry Musslewhite Fund Acct. S20368	
End of FY 2017 Balance	<u>2,068.93</u>
TOTAL	64,182.47

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

12/12/2023

Friends of Chambers Library
FY 2023 Earnings and Book Donations Report

FOL Board Meeting
Dec. 14, 2023

Summary: July 1, 2022 - June 30, 2023

Total Annual Earnings		Book Donation Totals	
In-Kind Donations			
Book Sales	\$7,080.97	Book Donations	9,396
Payroll Deduction	\$3,943.90	Individual Book Gifts	84
Cash Donations	\$4,195.00	Anonymous Book Gifts	16
Total Earnings	\$15,219.87		
AMAZON (added to Account)	\$79.00	Items added to Library	461
AMAZON (account balance)	\$236.04	In-kind added value	\$19,058.30
TOTAL VALUE ADDED (earnings plus in-kind)			\$34,278.17

Quarterly Breakdown

Earnings: 1st Quarter	
Jul 1-Sep 30	
Book Sales	\$2,090.76
Payroll Deduction	\$975.30
Cash Donations	\$250.00
Total Earnings	\$3,316.06
AMAZON (added to Account)	\$10.00
Books donated this quarter:	3,115
Individual book gifts	15
Anonymous book gifts	3
Books added to library	238

Earnings: 2nd Quarter	
Oct 1-Dec. 31	
Book Sales	\$1,414.50
Payroll Deduction	\$1,020.10
Cash Donations	\$1,829.00
Total Earnings	\$4,263.60
AMAZON (added to Account)	\$37.00
Book donated this quarter	1,115
Individual book gifts	14
Anonymous book gifts	3
Book added to library	151

Earnings: 3rd Quarter	
Jan 1-March 31	
Book Sales	\$2,107.69
Payroll Deduction	\$972.30
Cash Donations	\$1,450.00
Total Earnings	\$4,529.99
AMAZON (added to Account)	\$32.00
Books donated this quarter	2,924
Individual book gifts	22
Anonymous book gifts	3
Books added to Library	29

Earnings: 4th Quarter	
Apr 1-June 30	
Book Sales	\$1,468.02
Payroll Deduction	\$976.20
Cash Donations	\$666.00
Total Earnings	\$3,110.22
AMAZON (added to Account)	\$0.00
Book donated this quarter	2,242
Individual book gifts	33
Anonymous book gifts	7
Books added to Library	43

**Chamber Library FOL
Monthly Earnings Report
FY 2023**

***FOL Board Meeting
Dec. 14, 2023***

Month	Payroll Deduct.	Cash Donations
07	\$325.10	\$50.00
08	\$325.10	\$125.00
09	\$325.10	\$75.00
1st Quarter Totals	\$975.30	\$250.00
10	\$325.10	\$0.00
11	\$312.10	\$25.00
12	\$382.90	\$1,804.00
2nd Quarter Totals	\$1,020.10	\$1,829.00
01	\$320.10	\$400.00
02	\$326.10	\$575.00
03	\$326.10	\$475.00
3rd Quarter Totals	\$972.30	\$1,450.00
04	\$326.10	\$25.00
05	\$326.10	\$100.00
06	\$324.00	\$541.00
4th Quarter Totals	\$976.20	\$666.00
Grand Total	\$3,943.90	\$4,195.00

12/12/2023

Chamber Library FOL

FOL Board Meeting

Monthly Book Sales and Amazon Revenue and Expenditure Report FY 2023

Dec. 14, 2023

Month	Flash Sales	Book Dealers	Online Book Sales	Chamber of Books	Half Price Books	Floor Book Shelf	Quarter Totals
07	\$41.00	\$0.00	\$158.08	\$21.00	\$89.23	\$31.00	
08	\$10.00	\$0.00	\$143.36	\$19.00	\$35.78	\$43.00	
09	\$819.00	\$392.00	\$217.31	\$0.00	\$0.00	\$71.00	
1Q Totals	\$870.00	\$392.00	\$518.75	\$40.00	\$125.01	\$145.00	\$2,090.76
10	\$236.00	\$190.00	\$0.00	\$15.00	\$0.00	\$82.00	
11	\$173.00	\$0.00	\$0.00	\$76.00	\$0.00	\$108.00	
12	\$20.00	\$0.00	\$0.00	\$53.50	\$0.00	\$461.00	
2Q Totals	\$429.00	\$190.00	\$0.00	\$144.50	\$0.00	\$651.00	\$1,414.50
01	\$0.00	\$0.00	\$0.00	\$86.00	\$0.00	\$100.00	
02	\$309.50	\$400.00	\$177.10	\$2.00	\$0.00	\$119.00	
03	\$350.00	\$317.00	\$209.84	\$0.00	\$0.00	\$37.25	
3Q Totals	\$659.50	\$717.00	\$386.94	\$88.00	\$0.00	\$256.25	\$2,107.69
04	\$394.00	\$27.00	\$0.00	\$8.00	\$0.00	\$161.00	
05	\$0.00	\$20.00	\$258.18	\$0.00	\$0.00	\$45.00	
06	\$21.00	\$33.00	\$397.34	\$44.50	\$0.00	\$59.00	
4Q Totals	\$415.00	\$80.00	\$655.52	\$52.50	\$0.00	\$265.00	\$1,468.02
						Current Total	\$7,080.97

Month	Amazon Added	Amazon Expend.	Amazon Balance
07	\$0.00	\$41.12	\$198.16
08	\$0.00	\$41.12	\$157.04
09	\$10.00	\$0.00	\$167.04
1Q Totals	\$10.00	\$82.24	\$167.04
10	\$37.00	\$0.00	\$204.04
11	\$0.00	\$0.00	\$204.04
12	\$0.00	\$0.00	\$204.04
2Q-Totals	\$37.00	\$0.00	\$204.04
01	\$0.00	\$0.00	\$204.04
02	\$0.00	\$0.00	\$204.04
03	\$32.00	\$0.00	\$236.04
3Q-Totals	\$32.00	\$0.00	\$236.04
04	\$0.00	\$0.00	\$236.04
05	\$0.00	\$0.00	\$236.04
06	\$0.00	\$0.00	\$236.04
4Q-Totals	\$0.00	\$0.00	\$236.04
Totals	\$79.00	\$82.24	\$236.04

Total book sales by various methods

Flash Sales	\$2,373.50
Book Dealers	\$1,379.00
Online Sales	\$1,561.21
Chamber of Books	\$325.00
Half Price Books	\$125.01
Floor Book Shelf	\$1,317.25

Previous Amazon Balance	\$239.28
Amazon Revenue	\$79.00
Amazon Expenditures	\$82.24
Current Amazon Balance	\$236.04

12/12/2023

**Chambers Library FOL
Monthly Book Donations Report
FY 2023**

***FOL Board Meeting
Dec. 14, 2023***

Month	Book Donations	Individual Book Gifts	Anonymous Book Gifts	Added to Main Collection	Value Added to Coll.*
07	1181	2	2	11	\$439.52
08	773	5	1	133	\$3,594.44
09	1161	8	0	94	\$3,170.79
1Q Totals	3115	15	3	238	\$7,204.75
10	434	5	1	35	\$940.20
11	628	8	2	11	\$168.50
12	53	1	0	105	\$6,956.45
2 Q Totals	1115	14	3	151	\$8,065.15
01	996	10	1	0	\$0.00
02	1428	7	1	23	\$1,553.34
03	500	5	1	6	\$239.46
3 Q Totals	2924	22	3	29	\$1,792.80
04	332	2	1	27	\$1,252.84
05	1438	24	2	13	\$589.09
06	472	7	4	3	\$153.67
4 Q Totals	2242	33	7	43	\$1,995.60
Grand Totals	9,396	84	16	461	\$19,058.30

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

FOL Membership Report as of Nov. 30, 2023, with Historical Data

FOL Board Meeting
Thursday, Dec. 14, 2023, Noon

November, 2023

Current Membership		
	New Members	19
	Renewing Members	48
	Total Members	67
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	24
	Community Level (\$50)	14
	Library Contributor (\$100)	14
	Library Partner (\$250)	6
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	67
Other Membership Statistics:		
	Library Staff Memberships	13
	Pay Roll Deduction Members	16

May, 2023

Current Membership		
	New Members	16
	Renewing Members	17
	Total Members	33
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	25
	Community Level (\$50)	17
	Library Contributor (\$100)	19
	Library Partner (\$250)	8
	Library Patron (\$500)	3
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	78
Other Membership Statistics:		
	Library Staff Memberships	13
	Pay Roll Deduction Members	18

November, 2022

Current Membership		
	New Members	6
	Renewing Members	12
	Total Members	18
Members By Level of Giving:		# by Level
	Student Level (\$10)	N/A
	Supporting Level (\$25)	19
	Community Level (\$50)	16
	Library Contributor (\$100)	15
	Library Partner (\$250)	5
	Library Patron (\$500)	2
	Presidential Partner (\$1,000)	4
	Library Benefactor (\$5,000)	2
	Total:	63
Other Membership Statistics:		
	Library Staff Memberships	11
	Pay Roll Deduction Members	18

FOL Sponsored Events

UCO Creatives, July 2023

Over the summer we expanded on the library staff art exhibit to include the whole campus. A call went out to the campus community inviting staff to contribute their artwork for display in the *UCO Creatives* art exhibit. An opening was held on July 19, in the Bronze & Blue Corner. Approximately 60 people attended and those who contributed to the exhibit were given an opportunity to talk about their artwork. There were eleven UCO staff members who participated. A wide range of media were represented including paintings, digital media, mix media, photography, and pen & Ink. FOL sponsored the refreshments for the event.

Student Involvement Fair, August 23, 2023

The Library participated in the student involvement fair during Stampede Week. The table was in a great location, the weather was hot, and the students came out in droves. With the support of FOL we were able to give away chip clips with the library logo attached to list of top ten things to know about the library, the schedule of research and learning workshops, the ever-popular library stickers and candy.

1970s Here and Queer, Exhibit, October 5, 2023

In honor of LGBTQ+ month the Archives & Special Collections presented, *1970s Here and Queer, OKC*, examining the geographical evolution of 3rd spaces for queer communities in the OKC Metro during the 1970s. Brooke Lefler, archives specialist and Museum Studies graduate student, presented her research on the shifting spaces queer communities have occupied in the OKC Metro area. FOL provided refreshments for the reception that followed.

Drumming Up Wealth Exhibit, November 9, 2023

In tribute to Native American Heritage month the Chambers Library, Archives & Special Collections presented the exhibit, *Drumming Up Wealth*. The display focused on primary sources from the A.A. (Jack) Drummond Collection. Drummond was an Oklahoma cattle, oil and landman in Osage County and later near Madill, during the 1920-30s. On Nov. 9, in association with the exhibit, Bloomberg investigative reporter Rachel Adams-Heard gave a presentation about her research into the Drummond Collection. Adams-Heard was working on a story about the Osage Nation, which ultimately lead to the creation of her award-winning podcast, *In Trust*. This fascinating 10-part podcast series is the story of a system that moved wealth from Native hands to White ones.

Zooming in from Houston to a live audience of about 40 people and another 46 online, Rachel Adams-Heard shared her journey of discovery with this story. Refreshments, sponsored by FOL were served after the presentation. A large number of members from the Emeritus Faculty Association attended the event. The Chambers Library, Archives & Special Collections seeks to provide opportunities for students to experience learning through direct engagement with primary source materials.

Finals Week Activities, December 7-14, 2023

The Library had a slate of activities lined up for finals week. The library partnered with the Center for Counseling and Well Being, offering Roll Sober, stress kits, yoga and Stress Paws; Alpha Delta Gamma to give away free donuts, and the Metro Library who were here on Pizza Night to help student sign up for library cards. All these activities were designed to help students survive dead and finals week. FOL sponsored a Coffee Bar for five nights from Dec. 7-11, and Pizza Night on Dec. 12.

Other Library Events of Note

Metadata Justice Symposium hosted by Chambers Library, July 2023

In July, the second annual *Metadata Justice in Oklahoma Libraries & Archives Symposium* was hosted on Zoom. This symposium organized by the Chambers Library, sets UCO apart from other institutions as it is the first of its kind in the library and archive professions. The symposium serves as a platform where librarians and archivists can share strategies on how to improve access to library materials by or about members of historically overlooked communities.

The Chambers Library is committed to using accurate and appropriate language when creating the metadata that describes materials in our holdings. The symposium covered ways to make changes in metadata practices so they are more inclusive, compassionate and respectful. These changes can also promote justice for groups of people who historically have experienced systemic inequality. The daylong event was held over Zoom with multiple presentation and group break-out discussions. The Library will host the symposium again next summer.

Fall Interactive Exhibit, August 2023

An interactive display went up at the beginning of the Fall semester. The question, "How do you deal with challenges?" was posed for students to provide feedback. The question was interpreted in many ways. We got a lot of great responses some serious and some funny. Student feedback included, "Remember that humans are naturally resilient." "I take a nap." "Pooping." "Cry, cry, cry." "Self-care is essential. The interactive displays give students an outlet to channel their creative thoughts. Many of the comments were shared on the Library's social media channels.

Passport to Peru Kickoff, September 5, 2023

The Chambers Library collaborated with the UCO Passport Program to host the Fall 2023, Passport to Peru kickoff event on the first floor. Aisa Pessagno-Delboy, Ph.D., visiting assistant professor in the Modern Languages department, gave a fascinating portrayal of Mario Vargas Llosa, a Peruvian novelist, journalist, essayist and former politician who in 2010 won the Nobel Prize in Literature. Also included was the unveiling of the Library's Peruvian Book Display. The library adds new books on the selected country or region to the main collection each year. During the fall we display these books on a shelf just inside the east entrance of the library. These books covering Peru are available for checkout. After the event yummy Peruvian treats were served by Marina Abanto Deserts.

Metro Library-Banned Book Week, September 2023

To bring attention to banned book week in Sept. the Edmond Public Library was here signing up students for Metro library cards. Any person with a UCO ID can get a one-year Metro library card no matter where they live. We work closely with the Edmond Public Library to ensure as little overlap in our collections as possible. They will be in the library again during finals week.

Mindfulness Movement Series, October 2023

This series becomes more popular every semester. Ed Cunliff and Chez Redmond led mindfulness practices that included meditation, body scanning, tai chi, and qi gong. The classes are held every Wednesday at noon in room 201. Mindfulness is the practice of present awareness that helps reduce stress, anxiety, and mind wandering that can impede daily activities and interrupt focus. Participants could join in person at the library or via Zoom.

Stress Paws Dog Therapy, Every Thursday During the Semester

The library partnered again this semester with the Center for Counseling and Well Being to bring the H.A.L.O. certified doggies and their owners to The Max every Thursday from 3-5 p.m. It is a wildly popular event that gives students an opportunity to de-stress with these furry friends.