

University of Missouri Libraries Staff Association
MULSA Annual Meeting
May 16, 2007
9:00-10:00 a.m.
Ellis Library Staff lounge

The 2006-07 annual meeting Minutes were read and approved.

Annual reports were read. Summaries follow:

Treasurer's report:

Total income for the year: \$2,188.93

Total expenses for the year: \$3,008.64

Checking balance: \$974.92

Savings account: \$3,353.67

CD: \$4,162.57

New Covenant Balanced Income Fund: \$4,909.31

(purchased on June 28, 2004:\$4,000)

Total balance: \$13,400.47

Muse:

Rachel Brekhus and Mike Spears reported that two issues of the Muse were produced, a Winter 2006 and a Spring 2007 issue. Online editor Michael Spears, in addition to producing the online Muse, transferred the MULSA website to the new server and updated its organization.

Staff Lounge:

Mary Ann Hainen in her report thanked staff lounge cleaners Adrienne Arden, Rachel Brekhus, Cindy Cotner, Michaelle Dorsey, and Karen Eubanks. Adrienne purchased items to add to the ambience of the lounge, Michaelle and Adrienne launder dish towels and dish rags. Vic helped to buy water filters throughout the year. CPRR recycles newspapers for MULSA. The committee spent \$117.47 on supplies.

Community Service:

Over the past year MULSA had no Community chair. The Board decided to break that position down to have a community service Team Chair.

Steve Clayton reported that Kathy Peters, who served as Community Service Chair during the previous year, continued to work with The Central Missouri Food Bank and Bluebird Closet; Ruthe Morse continued her work with the Adopted Families program; Michaelle Dorsey continued as the liason to Columbia Second Chance; The Book Sale for SUNO was chaired by both Wayne Sanders and Ruthe Morse. Steve personally chaired the Eldercare Center Reading program, now called the Adult Day Connection reading program. Also the Adult Day Connection Program has been successful and rewarding.

Courtesy Report:

Delores Fisher reported that she sent 17 sympathy cards, 4 get well cards, 4 get well plants, 6 sympathy donations, 1 sympathy plant, 1 retirement gift card, 2 wedding cards, 1 wedding gift card, and 1 retirement donation.

Book Sale:**Book Sale in Copy Services**

MULSA received payment for FY05/06 book sale proceeds in the amount of \$1745.88 in September. We also received monthly sales figures from the beginning through the end of the fiscal year.

Jim Cogswell announced at the All Staff Meeting on Jan. 10, 2007, that the Book Sale area had grossed over \$4,500 from July 1-Dec, 2006. This was a 27% increase over the same period in the previous FY. If sales are consistent, we should earn roughly \$500 more than last year – making it \$2250 for the FY 0607.

Walter Michener of Michener & Rutledge, Buyers & Sellers of Scholarly Books, buys books from academic institutions (such as Washington University, University of Illinois, University of Wisconsin, etc.). In February and April combined, he purchased 372 books from MULSA for a total of \$1,672.

In June 2006, 17 boxes of books and journals were donated to Southern University at New Orleans. Charlie Seavey of SISLT drove them to New Orleans during the ALA Annual Conference.

In October, two boxes of books were donated by MULSA to the Guria Youth Center in the Republic of Georgia. Library Administration paid for the shipping.

In response to a request from a group of Elementary Education students at MU, MULSA donated three boxes of materials for their professor to use in literacy education of street children in Guatemala.

Just last month, MULSA donated a box of science fiction and popular paperback books in general for ages 23-40 to Michelle Proctor of Hospitality Services of University Hospital.

Questions from MULSA members about the book sale

Jim asked for a comparison between the ongoing book sale and the biennial book sale. The proceeds received are about the same as the biennial sale. MULSA might be making more money.

Rachel Brekhus (Reference) mentioned that MULSA was able to donate books to more worthy causes than simply discarding or recycling the remaining books.

Adrienne Areden (Acquisitions) wondered how MULSA might get more people to help with the sale so the Book Sale co-chairs would not have to do all the work. Wayne said that the co-chairs plan on calling for volunteers to help with sorting books on work days.

Social Chairs: (Karla Geerlings)

The June 16, 2006, Annual Picnic was held at Stephen's Lake Park (Gordon Shelter) with an Old Fashioned Picnic theme and was catered by Jack's Gourmet, supplemented by carry-in donations. [\$140-food; \$10.30-ice; \$50-raffle; \$25-shelter: \$225.30 total]

Projected total expenses for social events in 2006/2007 (including a picnic at either end of the year)—approx. \$950.

Special thanks go to Ruthe Morse, Wayne Sanders and Tammy Green, who have taken a special interest in assuring that events go smoothly and that the Social Chair emerges with her sanity and her dignity mostly intact.

Election Results:

Election of officers: The following candidates were introduced and with no nominations from the floor; the slate was elected:

P- Steve Clayton

VP- Tammy Green

Secretary-Jack Batterson

Treasurer- Mark Ellis

Staff Room Chair- Adrienne Arden

Courtesy Chair- Delores Fisher

Social Co-chairs- Karla Geerlings and Michelle Baggett

Muse editor- Michael Spears and Rachel Brekhus

Book sale Co-chair- Ruthe Morse.

Community Service Chair- Mary Hainen

Wayne Sanders, book sale, term ends next year.

26 people were present at the meeting.

Proposal:

Effective July 1, 2007, first time employees, excluding student assistants, of the MU Libraries, University Archives, and Library Systems Office, will be given one year free membership in MULSA to begin the month the employment starts and to end after one year.

Reason:

MULSA wants to establish free membership to all employees. In order to reach this goal, MULSA must find ways to encourage new and continuing membership. Currently, the dues paid and various fundraising projects are helping to build a fund to achieve this aim.

The vote outcome was 24 yes, and 3 no.

Respectfully submitted,
Jack Batterson, Secretary

Treasurer's report:

Total income for the year:	\$3,205.17
Total expenses for the year:	\$1,453.06

Checking balance:	\$2,791.62 (4/30/08)
Savings account:	\$1,361.98 (4/25/08)
CD #1:	\$4,409.00
CD#2:	\$2,000.00
New Covenant Balanced Income Fund:	\$4,775.75 (4/10/08)

Total balance: \$15,338.35

Income:

Booksale:	\$2,464.00
Dues:	\$345.00
Misc.	\$ 61.62
Garage Sale/Lic plate:	\$256.55
Thanksgiving party:	\$78.00

\$3205.17

Expenses:

Picnic:	\$65+?
New Staff Tea:	\$75.47
Halloween Party:	\$59.95
Thanksgiving luncheon:	\$331.00
Christmas party:	\$112.39
Spring Fling	\$42.64
All MULSA meeting:	\$67.07

Social total: \$ 753.52 (sub total)

Courtesy:	\$ 160.00
Staff room:	\$255.86
Adopted Families:	\$150.00
Misc./Admin.:	\$86.79 (g.sale ads, stamps,etc.)
Caring for Columbia (sorting books):	\$46.89

\$1,453.06

Certificate of Deposit with Commerce Bank

Issue Date	11/8/07
Term:	7 months
Principal Amount:	\$4,409.00
Maturity Date:	6/8/08
Rate :	4.75 %

Certificate of Deposit with Commerce Bank

Issue Date:	7/20/07
Term:	11 months
Principal Amount:	\$2,000.00
Maturity Date:	6/20/08

Muse Annual Report: 2007-08

The *Muse* published only one full issue, the holiday issue, Vol. 54, No. 1, as a pdf document. Its URL is:

<http://mulibraries.missouri.edu/staff/committees/mulsa/muse/museV54no1/muse54no1.pdf>

The issue included photographs, poetry, recipes and original stories and accounts of holiday traditions by MU Libraries staff, drawn from a survey sent by email.

As an experiment, Editor Rachel Brekhus established a new format for the *Muse*, a blog to which *Muse* editors may post and to which all MU Libraries employees may send comments. URL: <http://mulibraries.missouri.edu/muse>. After some initial technological hurdles, the blog-format *Muse* is about 95% functional. Three April Fools blog entries were created and events threads were created, but comments to the *Muse* and use of the events thread has been low so far.

The next *Muse* editors may want to consider the following issues as they decide whether to retain the blog format:

- 1) Advantage: events threads can be updated as people post their events; anyone can post events. If people get used to and like the format, they can easily add new events.
- 2) Advantage: layout looks nice; rss feeds into the left margin from News Notes are helpful; editors can include images in postings. It is possible to load MULSA's own photos into the photo bar, though the present editors have not done so yet.
- 3) Advantage: articles can be written and posted quickly, not just in one big issue
- 4) Advantage: Archiving and searchability happens automatically
- 5) Disadvantage: Blog format will not print out as easily as pdf format onto paper in cases when print copies are desired
- 6) Disadvantage: Readers can post comments to the blog but they currently can't post their own "main" postings. This can be changed, and perhaps it should be, especially since it's not possible to include graphics in comments, though it is for postings
- 7) Disadvantage: Blog software is updated frequently. Pdf format is more standard and less likely to "break" when a new update is implemented.
- 8) Consideration: It is difficult to assign volumes and numbers for a blog. One way to keep track would be to take snapshots every 3 months or so of all posts and their comments, print everything out, and call it an "issue," but it may be necessary to move away from the volume/issue numbering system altogether.
- 9) Consideration: For a blog to be successful and well used, it needs to be promoted more AND it needs to be perceived as worth using by its potential user base

Michael Spears has made a number of improvements to MULSA's Web presence over the past year.

- 1) The MULSA website was revamped in conformity with the new layout/design of the MU Libraries website.
- 2) Michael created events web pages for events such as the Annual Meeting, Annual Picnic and Halloween Party.
- 3) Michael reworked the interactive Adopt-a-Family Web site for new families for year 2007.

Respectfully submitted by
Rachel Brekhus and Michael Spears

Staff Lounge Annual Report

2007/2008

Personal:

My 2007/2008 term as Chair of the Staff Lounge, or, Staff Lounge-chair, depending upon your silliness level, has been an interesting learning experience. I learned that vendors often do not respond to calls for service as fast as they should, and that contact people at Jesse hall do not respond to calls/emails as fast as they should. But an ice machine company will respond as if Queen Elizabeth herself had placed the call. I learned the best method for removing exploded and baked on chicken soup from the top of a microwave—soak it first, and then go away for a while. I've also learned that people in the libraries who use this room do appreciate the work that I, and a terrific group of volunteers do to keep it clean and comfortable.

Cleaning Crew:

I want to acknowledge a special group of your co-workers: the "Staff Lounge All Volunteer Esteemed Scrubbers" a.k.a. S.L.A.V.E.S., who devote time every week to keeping the Lounge sparkling for the benefit of all the staff. If you are never in the Lounge in the morning, you may think that we have a custodial presence that takes care of the cleaning. Not so! The custodians handle the floor and trash only. Here is a list of what these much esteemed scrubbers do:

- * Clean the microwave ovens and their glass trays.
- * Wash/dry/put away any dishes/flatware. Wash the ice scoop.
- * Clean the tables, counter, ice machine, stove top and burner trays, sink, and vending machines.
- * Fill the soap dispensers if necessary.
- * Add napkins to the baskets.
- * Replace the dish towel and cloth with clean ones.
- * Refill salt and pepper shakers when needed.
- * Report any low supplies to the Chair.

And they do all of this without tips!

Who are these Lounge heroes?

Monday: Mary Hainen

Tuesday: Colleen Smith

Wednesday: Cindy Cotner

Thursday: Rachel Brekhus alternating with Amy Lana

Friday: Me

I'm thinking the room might stay cleaner if you knew who was going to be cleaning up after you!

Recycling:

Regarding recycling in the Staff Lounge, I personally want to thank all of you for cooperatively placing your recyclables in the designated containers. Our next target is to ask that bottles and cans be rinsed of their contents before depositing them and to only place plastic containers with either number 1 or 2 on the bottom, as the recycling centers do not want the higher numbered plastic.

This operation is also carried out by volunteers who receive no remuneration for their efforts. Thanks to Karla Geerlings for taking the cans and Mary Acock for the plastic bottles. I take the glass (they fill up a lot slower). Mary and Karla have been diligent about speedily taking the bags away. Thanks too to members of the cleaning crew who help remove the paper recycling now that CPRR is no longer available to do that.

Lastly, we come to the business end:

Beverage refunds totaled: \$ 8.35

Snack refunds totaled: \$ 4.00

Supplies totaled: \$267.02

(Supplies for the lounge include: Water filters and their refills, napkins, paper towels, soap, cleaning supplies, and other miscellaneous items as needed.)

During this past year we have had our sofas and chairs professionally cleaned, a new ice machine arrived to replace our failed one, our under sink water heater and hot water dispenser were replaced, and our 20+ year-old stove was replaced in late April with a good used one.

It has been my pleasure to serve as Chair of the Staff Lounge for the 2007-2008 term.

Thank you,
Adrienne Arden

Social Chair Report
Annual Meeting
May 6, 2008

Several successful events were hosted by MULSA in 2007/2008.

Although technically part of the previous board year, the Annual Picnic for 2007 was held in June following the Annual Meeting in May. With the theme of Summer Carnival, popcorn, hot dogs and nachos were served, supplemented by carry-in contributions, while carnival games occupied the younger set.

The New Employee Tea was held in August, and persons hired since the last New Employee Tea were welcomed. Our furry friends were the center of attention with a match-the-owner-with-the-pet contest, pet-themed masks and prizes, and a collection for Barkley House.

The traditional Halloween party was held in October, followed by our customary Thanksgiving Feast in November, once again catered by Jack's Gourmet.

Santa visited us at the Winter Holiday Party, bringing gifts for the children and grab-bags for the adults.

In March we celebrated all things spring at Spring Fling held on the Vernal Equinox.

We'd like to thank all the many people who have assisted in our planning, decorating, preparing, rearranging, hosting and cleanup. We could not have had such a successful year without willing volunteers to lend us a hand.

Our final event as Social Co-Chairs will be Annual Picnic 2008, to be held on June 20 at Gordon Shelter in Stephens Lake Park. This year the picnic will take its cue from the Academy Awards as we celebrate our favorite stars on the red carpet.

We've enjoyed our tenure as Social Co-Chairs, and now it's time to turn all the fun over to a new set of lunatics.

Respectfully submitted,

Karla Geerlings
Michelle Baggett
Social Co-Chairs

MULSA COURTESY CHAIR

ANNUAL REPORT

2007/2008

Sympathy Cards – 14
Memorial Donations – 2
Get Well Cards – 2
Planter – 1
Baby Card – 1

Plants were purchased at Allen's Flowers.

Respectfully submitted,
Delores Fisher

MULSA COMMUNITY SERVICES CHAIR Annual Report

May 6th, 2008

The library continues to be generous in donations and a willingness to help those in need. Following is a list of our accomplishments this year:

Central Missouri Food Bank:

Once again, MULSA sponsored a food and donation drive at our annual picnic and during the Thanksgiving dinner, as well as continuing to collect non-perishable items throughout the year (the collection bins are located in the Ellis Library Staff Lounge).

Our efforts for the year resulted in 177 lbs of non-perishable items and \$140.37 in donations.

CMFB continues to express appreciation for our generosity. They wish to remind us that cash donations, through purchasing leverage, can buy a lot, so when we have a food drive, please keep that in mind. They are grateful for all donations, cash or material, however.

Second Chance:

A special thanks is given to Michaelle Dorsey for once again coordinating the CSC event during the Thanksgiving dinner, and for continuing to collect and deliver donations left in the CSC bin throughout the year. Between donations and the purchase of crafts at the dinner, around \$75 was collected. Renee Ratna, from HSL, adopted Sebastian (the long-haired grey cat) and Gracie, a calico.

Adopt-A-Family:

A special thanks also to Ruthe Morse who coordinated the Adopt-A-Family drive once again this year. MULSA adopted two families: Tina and her children (Larry, Andrea, Adrian, Vernice, and Lamar); and Shiquila and her children (Travis, Deontral and Briana). About 40 items and \$600!!!! was donated! MULSA gave another \$150 to the families for food. Approximately 45 more items were purchased and the remaining money divided between the families. The items were wrapped on Dec. 7th and delivered to the VAC on Dec. 11th.

Barkley House:

A special thanks to Adrienne Arden and Michelle Baggett for coordinating this fundraising event to help raise awareness concerning the proposed University of Missouri College of Veterinary Medicine guesthouse. \$33.69 was raised for this worthy cause. Kim Bussard is the contact person.

Christmas in July:

Each \$10 ticket purchased a meal for a low income person at the picnic, plus is used to help continue to provide much needed services offered by the VAC and to raise awareness that the spirit of giving is needed all year long, not just in December. Each ticket was also entered into a prize drawing. We sold one \$10 ticket last year.

Bluebird Closet and Rainbow House:

We ceased support of the Bluebird Closet, located in Cole Camp, Mo., at the end of 2007, since the organization has become self-sufficient, through the help and support of it's community, which is great news for MULSA. To replace this organization, we have just begun collecting for Rainbow House, a children's emergency shelter and regional child advocacy center whose mission is to keep children safe and to support families in crisis through prevention, assessment, and intervention in child abuse and neglect cases. MULSA has supplied a bin for donations—clothing is an excellent donation, but there are many other items needed by the organization—a list is posted on the wall above the bin.

Eldercare Reading Program:

This is a reading program for the elderly which is held biweekly in 137 Clark Hall from 12:45-1:15 p.m.. You can have up to one hour's release time (so you'll have time to get there and back). The reading should be around 20-25 minutes, which will give you a few extra minutes to meet and greet everyone and have time for discussions. The groups are usually small--from 6-12 older adults. and held in a cozy room with comfortable chairs. Any topics that might stimulate memories or conversations are highly encouraged, such as: family and personal stories, history (but not war history), ethnic stories, biographies, and stories of exploration (like Lewis & Clark). If you have visual/tactical aids that complement your topic, feel free to bring them. If you want to do a "show and tell" with personal items and history, instead of a published story, feel free. Eldercare staff are always on site to help.

Carolyn Anderson is the Activities Director at the center. Her email is AndersonCK@health.missouri.edu. You can also reach her by phone at 882-7070.

In summary, it's pretty clear that the CSC acts mainly as a coordinator (I think you probably noticed the number of different names mentioned throughout this report and many more who have given support have gone unnamed)—it would not have been possible to function without the help of so many from the library community and MULSA would like to thank each and every one of you for your generosity and support.

Respectfully submitted,
Mary Ann Hainen
Community Service Chair
June 2007-June 2008

Book Sale annual report 2007-08

Book Sale in Copy Services

In August 2007, MULSA received \$2,464.00 (25% of \$9,856.00 Book Sale sales) from the Book Sale in Copy Services. The Book Sale co-Chairs will be renegotiating our contract in the coming months.

So far this FY, we moved 7,348 books through Copy Services starting at \$4.00. This number is down 6% from last FY, but we still have 5 more weeks to go to the end of the FY. We also placed 40 new \$5 books in the closed cases in Copy Services December 2007.

Better World Books

August 2007 Rec'd from Better World Books \$40.62 through the second quarter of 2007.

Sales By Suffix							
Year	Month	Gross Sales	Refunds/ Cancellations	MarketPlace Commission	Net Sales	National Center for Family Literacy Commission	MULSA Commission
2008							
	JANUARY	\$352.94	\$26.48	\$76.42	\$250.05	\$16.82	\$31.03
	FEBRUARY	\$117.15	\$13.24	\$24.93	\$78.98	\$5.14	\$10.06
	MARCH	\$156.49	\$0.00	\$34.11	\$122.38	\$7.87	\$15.73
	APRIL	\$300.51	\$8.88	\$65.70	\$225.94	\$11.71	\$33.27
	MAY	\$21.09	\$0.00	\$3.29	\$17.80	\$0.98	\$2.54
2007							
	JULY	\$25.70	\$0.00	\$3.86	\$21.84	\$1.99	\$1.93
	AUGUST	\$51.29	\$0.01	\$7.69	\$43.59	\$5.42	\$1.68
	SEPTEMBER	\$138.24	\$0.00	\$20.74	\$117.50	\$12.40	\$7.84
	OCTOBER	\$35.62	\$0.00	\$8.74	\$26.88	\$3.61	\$0.63
	NOVEMBER	\$9.40	\$3.48	\$0.89	\$5.03	\$0.25	\$0.75
	DECEMBER	\$126.85	\$0.70	\$28.57	\$97.58	\$8.95	\$8.53
	Totals	\$1,335.27	\$52.79	\$274.94	\$1,007.58	\$75.14	\$114.00

We received a check for \$77.42 from BWB yesterday for sales through the first quarter of 2008.

BetterWorldBooks changed their reporting system for tracking sales in Oct. 2007.

Christian Blue, or BWB representative, contacted us about changes to their programs at the end of 2007. In order to remain sustainable, they will no longer accept picked over books *carte blanche*. Our client web portal has been equipped with a "Prescreen tool" where we enter the ISBN to see if they will or won't accept it. Those accepted materials will be shipped under our new code L265B.

Those materials without ISBNs (primarily non-fiction), antiquarian, or rare materials should be sent to the BWB also with “ARC” written on the labels to route to that division.

Work days

Several work days were held to sort and package books to send to BetterWorldBooks, as well as recycle materials. They were held Nov. 3rd, Dec. 8th, and most recently Apr. 5th.

Approximately 115 boxes of picked over books shipped this FY! In addition, we were able to recycle more than 5 bins of paperbacks and disbound hardcover books.

We would like to thank Karla Geerlings, Adrienne Arden, Rachel Brekhus and Gwen Gray for their assistance as Jeremy Clark for assistance with the shipments.

Caring for Columbia –

Who: 6 sorority & fraternity volunteers [& Karla, Ruthe, & Wayne]

Time: Apr. 5th, 9:30-2:00

Place: Ellis 4th floor conference room

Expenses: \$46.89 (sandwiches)

Books with ISBNs were scanned (if in a barcode format) or typed by the volunteers using the now required “PreScreen feature” on the BWB client portal which either accepts or rejects them. Rejected books were recycled.

Books without ISBNs were then perused by one of the staff to see what matched the criteria BWB accepts as part of their Antiquarian, Rare and Collectible Books, or ARC, division. For details, see: <http://betterworldbooks.com/Files/ARCGuidelines.pdf>. Those materials were then packaged in separate boxes with “ARC” written on them.

What was leftover was recycled as well. Several people disbound the hardbacks while others performed the above tasks of searching and packing books on the trucks.

We hope a similar routine could be used periodically to manage the unpurchased materials as well as the other boxes of books stored in surplus and the stairwell as time permits.

MULSA also received \$25.08 for picked over books sold before going to BWB.

We have enjoyed working with other staff to benefit both the Libraries and the staff during our terms.

Respectfully submitted by:

Ruthe Morse

Wayne Sanders