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Rosters

Oberlin Group Board of Directors 2018-19

- Mike Roy, Middlebury, President
- Terri Fishel, Macalester, Vice-President/President Elect
- Jonathan Miller, Williams, Treasurer, 2017-2019
- Vivienne Piroli, Simmons 2018-20, Secretary
- Darlene Brooks, Rhodes, 2018-20, Communications
- Dena Hutto, Reed, 2017-2019 - Member at Large
- Liz Bagley, Agnes Scott, 2018-19 - Member at Large, Membership

Committees and Task Forces

Big Deal Transparency Working Group

- Jonathan Miller, Williams, Convener
- Michael Van Houten, Albion
- Bryn Geffert, Amherst
- Patricia Schoknecht, Bates
- Marjorie Hassen, Bowdoin
- Brad Schaffner, Carleton
- Bonnie Clemens, Claremont
- JoAnn Jacoby, Colorado College
- Lisa Forrest, Davidson
- Eleanor Mitchell, Dickinson
- Neal Baker, Earlham
- Scott Vine, Franklin and Marshall
- Kelly Jacobsma, Hope
- Mark Shelton, Holy Cross
- Stacy Nowicky, Kalamazoo
- Anne Houston, Lafayette
- Mike Roy, Middlebury
- Marsha Schnirring, Occidental
- Deborah Prosser, Rollins
- Andrew White, Wesleyan
- Megan Brooks, Wheaton
- Dalia Corkrum, Whitman
- David McCaslin, Whittier

Diversity, Equity, and Inclusion Task Force

- Marta Brunner, Skidmore
- Terri Fishel, Macalester (Facilitator)
- Jennifer Green, Barnard
- Marjorie Hassen, Bowdoin
- Irene Herold, Wooster
- Alexia Hudson-Ward, Oberlin
- JoAnn Jacoby, Colorado College
- Lisa Johnston, Eckerd
- Frances Maloy, Union
- Jonathan Miller, Williams
- Peggy Seiden, Swarthmore
- Terry Synder, Haverford
- Alex Wirth-Cauchon, Mount Holyoke

New Directors Orientation Task Force

- Megan Brooks, Wheaton
- Terri Fishel, Macalester (Chair)
- Andrew White, Wesleyan
- Courtney Young, Colgate

Nominations Committee

- David McCaslin, Whittier
- Stacy Nowicki, Kalamazoo
- Vivienne Piroli, Simmons (Chair)
- Deborah Prosser, Rollins
Program Planning Committee for Annual Meeting
- Param Bedi, Bucknell (Host)
- Bonnie Clemmens, Claremont (2020 Host)
- Terri Fishel, Macalester (Chair)
- Irene Herold, Wooster
- Anne Houston, Lafayette
- Marsha Schnirring, Occidental

Treasurer Report - Jonathan Miller, full report at Annual Business Meeting
As of 9/30/19, we currently have a balance in our account of $42,767.23. This is considerably higher that our balance on 12/31/18 of $20,838.30 because the Board asked each member institution to contribute $200 towards the cost of the ACRL planning consultants. These contributions equal almost 50% of the cost of the consultants, the Board plans to take the rest from our account, so we can expect our approximately $42,000 balance to drop to around $10,000 when we pay that bill. All other expenses this year have been regular expenses of approximately $7,000 associated with our contract with Amigos, our contract with Gene Spencer, web hosting fees, and incorporation fees. This year, there was an additional expense of under $700 associated with the cost of the Board retreat in Chicago in September. Members can expect to receive their annual membership invoice in early 2020, so we expect that balance of $10,000 to rise. The Oberlin Group is in a healthy financial position based on our current level of operations with an annual operating surplus of approximately $8-9,000.

As I end my term as Treasurer, members can help our new Treasurer, Alex Wirth-Cauchon, by paying invoices from Amigos promptly and by alerting Amigos to staffing changes that sometimes mean that invoices go astray.

Activities

Annual Meeting 2018
The annual meeting of the Oberlin Group of Libraries took place at Furman, November 4-6, 2018. 60 members attended the meeting. Draft minutes to be approved at the 2019 Business meeting will be found in Appendix 1.

Big Deal Transparency Working Group
Oberlin Group Big Deal Transparency Working Group
Annual Report 2018-19

Jonathan Miller (Convener.)

The group was set up after the 2018 Oberlin Group meeting. The goal of the group is to:

Create a more "perfect market" and lower costs to libraries by increasing price information parity between libraries and vendors. To do so we seek to bring transparency to contract pricing, provisions, and terms for recurring licensed digital resources in Oberlin Group libraries by removing or negating the legality of Non Disclosure or confidentiality provisions (NDA's) within contracts and sharing data on pricing and contract provisions amongst participants. Further we seek to be a model for the wider library community in how to increase such information parity.
The group met between December 2018 and May 2019 via Zoom. The group’s membership is fluid, but at least 29 individuals have expressed interest and attended at least one online meeting.

Members: Jonathan Miller, Williams, Convener; Michael Van Houten, Albion; Bryn Geffert, Amherst; Patricia Schoknecht, Bates; Marjorie Hassen, Bowdoin; Brad Schaffner, Carleton; Bonnie Clemens, Claremont; JoAnn Jacoby, Colorado College; Lisa Forrest, Davidson; Eleanor Mitchell, Dickinson; Neal Baker, Earlham; Scott Vine, Franklin and Marshall; Kelly Jacobsma, Hope; Mark Shelton, Holy Cross; Stacy Nowicky, Kalamazoo; Anne Houston, Lafayette; Mike Roy, Middlebury; Marsha Schnirring, Occidental; Deborah Prosser, Rollins; Andrew White, Wesleyan; Megan Brooks, Wheaton; Dalia Corkrum, Whitman; David McCaslin, Whittier

The group discussed a variety of ways to achieve our goal including; trying to identify the (many and varied) data elements that would need to be compared; using a set of standard resources compiled by the Canadian Research Libraries to begin initial comparison, and finally by simply comparing individual prices and calculating average price, and then allowing interested libraries to contact institutions to discuss similarities and differences. All this work helped group members to understand the complexities involved in such comparisons.

Eventually during the summer of 2019, this work came to a screeching halt when one of our number received the following advice from counsel about the Federal Trade Commission’s rules for sharing (See article “Information exchange: be reasonable” from the FTC).

1. It should be time lagged (at least 3 months old) according to article below.
2. De-identified. We should make it so that you can not tell what info is from which participant, can only see your own data and aggregated data from others.
3. It should be collected by a third party on behalf of the participants. (Similar to how we manage the salary survey.)
4. It is okay to share information, but we need to use it only to make independent judgements. If we use it to take collective action then we are moving out of what the article below describes as the ‘safe zone’.

The group agreed that (2) was particularly problematic for the work the group was attempting to do. All the others were manageable. But without some way of seeing data from individual schools and learning more about the individual characteristics of a school and its license, aggregate data would be of limited use. In the meantime, we stopped sharing any data collected so far and suspended meeting as a group. We also reached out to SPARC (which is working on similar initiatives) and asked them whether they would be able to seek a more definitive and focused “staff advisory opinion” using the legal resources available to them. SPARC were supportive. As I write this report, Heather Joseph of SPARC has informed me that they are working with a former DOJ anti-trust attorney (now a law professor) on a slew of issues, and this is one of them and “will share any guidance we get asap.”

Jonathan Miller
Submitted 9/3/19

**Code of Conduct**

At the request of the Board, the Program Planning Committee was given the task of preparing a Code of Conduct. Irene Herold and Anne Houston took the lead on this task. A draft was shared with the membership and after feedback and review, a final version was shared with the Board and approved. The
Code of Conduct is included in the registration site for the annual meeting and a copy has been uploaded to the Oberlin Group website. [https://www.oberlingroup.org/node/17490] See Appendix 2.

**Communications**
Set up new site - [http://oberlingroupplanning.org/](http://oberlingroupplanning.org/) - password protected. Intended to be a location for putting up strategic planning documents and collecting responses.

**Diversity, Equity and Inclusion Task Force**
(https://www.oberlingroup.org/node/17399)

**Members:** Marta Brunner (Skidmore), Terri Fishel (Macalester), Jennifer Green (Barnard), Marjorie Hassen (Bowdoin), Irene Herold (Wooster), Kelly Jacobsma (Hope), JoAnn Jacoby (Colorado College), Lisa Johnston (Ekerd), Frances Maloy (Union), Jonathan Miller (Williams), Peggy Seiden (Swarthmore), Terry Synder (Haverford), Alex Wirth-Cauchon (Mount Holyoke), Alexia Hudson-Ward (Oberlin)

The DEI task force was created after the 2017 Annual Meeting in Portland. Our charge will be found on our web page in the Oberlin Group website. (https://www.oberlingroup.org/node/17399) In 2018 we created a [LibGuide](https://www.oberlingroup.org/node/17399) and we organized a workshop at the 2018 annual meeting. Jonathan Miller was the facilitator for the group in 2017-18. We decided in 2018 to have a rotating annual facilitator model with Terri Fishel facilitating for the first half of 2019. Other members of the task force, especially Marjorie Hassen have stepped in to facilitate the meetings over the summer and into the fall. Kelly Jacobsma has volunteered to facilitate beginning with the meeting following the annual meeting in October 2019.

Our work in 2019 included monthly virtual meetings. These meetings focused on discussing initiatives, but have also been opportunities for working group members to discuss DEI issues in their own organizations in a supportive environment. and resulted in the following events and accomplishments:

**January - Survey of OG membership** - follow up to our workshop at the 2018 annual meeting. Marjorie took the lead on this project. 44 directors responded to the survey. Survey results will be found in Ad Hoc section on Oberlin Group website.
https://www.oberlingroup.org/node/17504

**February - “Operationalizing” Diversity, Equity, and Inclusion** - Alexia Hudson-Ward, Oberlin. Webinar. (link to session on the Oberlin Group webpage)

**June - Statement on Diversity, Equity, and Inclusion** created and approved by Board - Marjorie and Terry took the lead on this. See Appendix 3. The group is currently working on assessment methods to measure our progress. Frances and Terry are taking the lead on this. An assessment survey is being prepared for the membership.

**August - DEI Lightning Round** - August 8, 2019 - six institutions presented; at one point 80 institutions were logged in and with multiple participants at some of the larger institutions, we estimate 128 participants. Alex, Irene, Jonathan organized. This initiative was in response to individuals expressing a need and interest in having institutions share what has worked at their institution that others could learn from after Alexia’s presentation. A survey of participants was shared after the presentation and another round is planned for November. Although the first session was not recorded, there seems to be a strong demand to record the next session.
Presentations:

Bates College:
- EDI in Theory and Practice at Bates College
  - Krystie Wilfon, Associate College Librarian for Collection Management and Scholarly Communications
  - Laura Conforte, Librarian Assistant - Public Services
  - Christina Bell, Humanities Librarian
  - Caitlin Lampman, Reference and Outreach Archivist

Colby College:
- Decolonizing the Archives: International Archive at Colby
  - Maggie Libby, Visual Resource Curator
  - Erin Rhodes, Archives Education Librarian

Earlham College:
- Improving Persistence Rates for First Generation Students
  - Amy Bryant, Associate Library Director and Head of Reference

Furman University:
- Inclusive Pedagogy Library Teaching Checklist
  - Laura Baker, Outreach Librarian
  - Libby Young, Outreach Librarian

Gettysburg College:
- Planning and Partnerships: Obtainable opportunities for increasing the intercultural competencies of all library employees
  - Eggan Smith, Research & Instruction Librarian
  - Miranda Wisor, Technical Services Assistant

Mount Holyoke College:
- Decolonize your Bibliography
  - Caro Pinto, Librarian & Instructional Technology Liaison
  - Julie Adamo, Librarian and Instructional Technology Liaison

September
- Working on assessment plan for Diversity, Equity, and Inclusion activities at Oberlin Group libraries
- Planning November lightning rounds

October
- Assessment survey drafted

Documentation

The Oberlin Group of Libraries became incorporated as a nonprofit 501(c) (3) in July 2017. Previously as an informal organization we did not have much in the way of documentation for policies and procedures so this year members of the Board have been trying to document activities for the year. Documentation prepared for this year includes:

- Procedures for welcoming new directors (see appendix 3)
  - Created a template for a letter to be sent from the current president to new directors and interim directors
o Created an outline for the New Directors Orientation at the annual meeting

o Created a peer support program that we are piloting this year with the 2019 annual meeting for new and interim directors

- Procedures for onboarding new board members
- Procedures for nominations
- Procedures for planning the annual meeting – under review and should be ready no later than the end of September

Documentation outlining above procedures has been filed in the Oberlin Group Board of Directors Procedures Folder.

**Membership**

Update on Membership – Fall 2019

The Oberlin Group’s membership data were analyzed most recently by librarian Sarah Pickle, who works in an assessment role at Claremont, for Fiscal Year 2017 from ACRLMetrics, in conjunction with the 2018 Membership Committee.

That report was shared at the Oberlin Group Annual Meeting at Furman in the fall of 2018 and will be found in Appendix 1 following the minutes of the annual meeting.

Settling membership criteria, articulating the purpose of the Group, and emphasizing expectations of membership were all priorities that came out in the recent consultants' survey and small focus groups, with the expectation that the Group could proceed to add members if that is the will of the whole.

Once the Strategic Planning process resolves whether or not and to what degree we want to grow in size, because we have newly elected Board members and so many new directors, we should call for a fresh expression of interest in serving on the Membership Committee. Oberlin Group Bylaws 7.2.3 cover appointment of a Membership Committee.

The most recent Membership Committee (2018) included:

Amy Badertscher, Kenyon
Liz Bagley, Chair, Agnes Scott
Dalia Corkrum, Whitman
Alexia Hudson-Ward, Oberlin
John Tombarge, Washington & Lee

The Membership Committee:

- has some ideas on how the Oberlin Group might proceed to add members
- has past assessment data gathered before Strategic Planning began
- stands ready to proceed if charged to do so and welcomes new committee members

-Liz Bagley, Board Liaison, for the most recent version of the Membership Committee, 9/23/2019

**Nominations & Election**

The Board asked Vivienne Piroli, Board Secretary, to convene a Nominations Committee and oversee the 2019 Board Elections. The positions on the ballot were Vice President/President Elect, Treasurer, and two Directors at Large. Vivienne worked with David McCaslin (Whittier), Stacy Nowicki (Kalamazoo), and
Deborah Prosser (Rollins) on the Nominations Committee. The Committee sent out the call for nominations on June 6, 2019. They followed up with approximately 30 member directors to solicit their participation in the election and to prepare a statement of intent. The election ran from July 29 to August 9, 2019 and had 80% voter participation. Following Board approval, the Committee shared the results with the Group on August 15, 2019.

Vice President/President Elect, Gina Siesing (Bryn Mawr) 2019-2022
Treasurer, Alex Wirth-Cauchon (Mount Holyoke) 2019-2021
Director at Large, Liz Bagley (Agnes Scott) 2019-2021
Director at Large, Anne Houston (Lafayette) 2019-2021

New members of the Board assume their roles at the Annual Meeting in Bucknell, October 2019.

**Orientation for New Directors and Peer Support Program**

A task force (see Roster) was formed to help create a program to welcome new directors and interim directors. In addition to preparing an outline (see appendix 4), the task force developed a Peer Support Program proposal approved by the Board and implement in August 2019. A call for volunteers went out August 14 and seven directors volunteered to provide support. Five new directors and Interim directors who did not already have a contact were paired with volunteers. The volunteers list will be maintained and updated for the next group of new directors. An assessment of this program after the annual meeting will be conducted and the next VP/President Elect will be responsible for pairing new/interim directors with volunteers.

**Salary Surveys**

Gene Spencer Consulting conducted the annual salary surveys for Directors and Staff. The salary survey began in December and results were shared in March. We had a 100% participation rate this year.

**Statistics – Annual ACRL Counting Opinions**

The annual statistical survey was completed by 79 of the 80 Oberlin Group libraries. A webinar refresher was provided on August 19.

**Strategic Planning**

Discussion of a strategic planning process was held at the 2018 annual meeting. In January, President Mike Roy, conducted a poll of the membership on next steps. The poll was closed in February. With 68 institutions responding, we had a majority confirm that they were willing to support the costs for a consultant. An RFP was issued in March, and after reviewing the proposals submitted the Board selected consultants Karen Brown and Kara Malenfant from ACRL in May. A survey of the membership was conducted in August and focus groups were organized by the consultants for the end of August. The Board met with the consultants in Chicago on September 12 and 13th. Results to be shared with the membership at the annual meeting. (See Appendix 4 for details on strategic planning timeline.)

The outcome of this planning will be a revised mission statement, a statement of the values of the Oberlin Group, a set of strategic directions, and an accompanying set of resources and effort required to meet these goals, along with a finalized set of recommendations regarding the question of membership,
informed by a process that will be deeply inclusive and consultative. All shared with Mike Roy, October 2, available at https://oberlingroupplanning.org/drafts/. password is #2019changeAgent)
Appendix 1 – Minutes of 2018 Business Meeting

Oberlin Group Business Meeting

Monday November 5, 2018 1:00 PM to 3:00 PM Watkins Room at the Trone Student Center (and via zoom), Furman University

1. Approve Minutes

Mike Roy asked for corrections or amendments to the 2017 Business Meeting minutes. The Membership approved the minutes.

2. Finance Report

Jonathan Miller offered an update on the state of the Group’s finances. As of September 2018, there is a balance of $30,096.63 in our account. The increase to the membership dues resulted in a surplus. Some of this will fund the needs of our planning process and other needs as we prioritize them. Jonathan is available to answer questions about the Group’s money. He noted any institution who experience a delay in receiving a dues invoice/paying their dues is most often the result of an invoice being sent by Amigos to a defunct email address. When there are new or interim directors appointed, Amigos needs to receive a new/active email address.

Now that the Group is incorporated, the Treasurer is responsible for submitting the 990 IRS filing. Stacy Nowicki explained the Group is a non-profit with gross receipts under $50,000. The filing was straightforward and we will repeat the process for the next tax year. Responding to a question from Alex Wirth-Cauchon on what could change our receipts, she explained large donations and running money through the organization would cause a change. If each member contributed $1,000 to the Group, it would put us over the $50,000 threshold and we would have to file differently. She noted gross receipts over three years and grants do not count.

3. Future Meetings

a. 2019: October 13-15: Bucknell University

Parem Bedi announced the Oberlin Annual Meeting at Bucknell for 2019. He recommended that people come a couple of days early and participate in the Digital Scholarship Conference, October 11-13, 2019. This latter is a combined conference of librarians, faculty and students.

b. 2020: Claremont Colleges

c. 2021: Smith/Mt. Holyoke/Amherst

d. 2022: Kenyon/Denison
4. Reports from Committees and Working Groups

a. Diversity, Equity, and Inclusion

Jonathan Miller gave an overview of the DEI activities. He indicated a fuller description is available on the program website. The group is looking to concentrate on proposed next steps and to grow the membership of the working group. He invited new directors to participate and to email him at jm30@williams.edu. The group’s meetings take place via Zoom web conferencing. The group wants to develop a reading list, which will ideally live within our Oberlin Group website. They will distribute a survey soon and hope to continue the engagement from today’s workshop. Their goal is to develop a grant, which will support diversity initiatives in the Group and at our institutions. They hope to seek partnerships with ACRL and ARL too. Terri Fishel is assuming the role of facilitator for the DEI group.

b. Digital Asset Management and Preservation/Institutional Repositories

Gina Seising offered her thanks to all the members of DAMP/IR group. She indicated that the group had successfully fulfilled its original charge and in the future just in time communications will suffice. They anticipate individual members will be working on their own local projects going forward. The group collated a list of the collaborations in the liberal arts and the projects that are currently happening. She complimented the participation in the survey sent out by DAMP/IR and noted there is quite a bit of diversity in the platforms and content that we each host. Some members are planning for change, and interested in consortial collaborations. Gina hopes that we can create an informal mentor network to support interest, especially when there are not staffing resources at the home institution. Members of the working group are willing to act as resources or to locate mentors for this work. Gina posed three questions:

1. What are people doing about the Elsevier acquisition of bepress?

Dalia Corkrum (Whitman) opted to leave bepress in favor of Islandora; Alex Wirth-Cauchon (Mount Holyoke) is going with Islandora never having been with bepress; Andrew White (Wesleyan) is leaving bepress next year; Rick Provine (Indiana) signed with Washington area consortia to a pilot with Islandora with a view to leaving bepress; Mark (Holy Cross) will stay with bepress for as long as the business model stays the same. Alexia Hudson-Ward (Oberlin) has ethical concerns with Elsevier but bepress does what it needs to do and is not anxious to change platforms too much; Marsha Schnirring (Occidental) is looking around for alternatives; Terri Fishel (Macalaster) has seen significant issues with services at bepress and will be looking for an alternative; Amy Badertscher (Kenyon) shared that she is on the bepress advisory board to try and represent the library perspective. The advisory board is in some disarray and its future is not clear. Kenyon will be piloting streaming media; Bryn Geffert (Amherst) wanted to know if anyone is using a third-party service for hosting faculty publications (MLA).

2. How can we have a more active listserv not just limited to library directors?

Gina asked for ideas on a venue that would integrate with existing workflows and engage more of our staff members in discussions that directly affect their work. Andrew White suggested Slack. Joe Shelley seconded this option for this and other purposes.

3. Where is the most useful place to house DAMP/IR documentation and survey results? Gina is advocating for a more vibrant and easily editable space and expects this will figure in discussions about the future of the website. Lee Hisle suggested a platform comparison project for the group. Dalia Corkrum noted there was strong sentiment at last year’s Meeting at Reed, to investigate a consortial repository. Gina thought the LASIR working group was looking at this, as it was not happening in the
DAMP/IR group. Members in the LASIR group did not believe this was part of an active agenda. Alex Wirth-Cauchon said the Five Colleges were investigating such an initiative but did not think it would extend to the size of the entire membership of Oberlin.

c. Membership

Liz Bagley invited Amy Badertscher, Dalia Corkrum, Alexia Hudson-Ward, and John Tombarge to join in. A report was shared in advance of the meeting. She noted in 2008 the Group affirmed that membership would be capped at 80 institutions. She asked if this was something to address every five years, noting there are peer institutions who would like to join. Is there a mechanism to sunset members who have not participated in a number of years? Other groups cap their membership (CLAC at 70 members, Annapolis at 120). In considering new members, Amy asked how would we diversify the organization and would we just add more schools like ourselves? What are the opportunities for HBUCs and Latinx institutions? Marta Brunner asked about the reason for having a cap. Liz indicated it was an annual meeting organizational issue and that there are no criteria. Pat Schoknecht said CLAC is having the same discussion. Alexia Hudson-Ward reminded the membership that volunteers power our Group activities and a larger group might require staff positions, funded via a dues increase. Alex Wirth-Cauchon said parameters for new members would need to apply to existing members so we do not lose any membership. Janis Bandelin thought Furman was one of the last to come into Oberlin in 2007. She asked how was that decision made. It was through a nomination process and the five institutions receiving the most votes were admitted. Lisa Johnston highlighted that looking at improving diversity within the Group means we cannot exclude institutions with small budgets. Small colleges cannot afford to join Lever Press etc. Since the founding of the Group, has there been a consideration of members’ endowments and materials budgets? Rick Provine asked about issues of creep and determining why we want to get bigger. Andrew White pointed to the example of Nercomp. They engaged with consultants to determine an answer to membership issues. Using a consultant avoids a situation of gatekeepers trying to decide where the gates need to go.

d. Communications

Stacy Nowicki shared that the group’s report is available on the program guide. She expressed her thanks to the committee. This past year the work involved a high degree of housekeeping. We have changed our website registration to Oberlin Group and got email accounts for all of the groups. The group looked at G Suite as a possible communications tool and ran into some constraints. There was discussion about changing to a different CMS for the website. Under advice from the Board, the group tabled this until after the planning exercise takes place. Mike asked which member institutions are not using Google Suites (eight schools currently).

e. Lever Press

Jonathan Miller offered updates on this working group. The group published its first book, now cataloged and included in WorldCat. Eight more are in process and a further 20-30 are in the pipeline. Charles Watkins is considering the open source platform Fulcrum and evaluating its open access workflows in contrast to those of Elsevier. The group is fortunate to have the University of Michigan as a partner and it is good to have small schools be part of discussions about these broader topics.
5. Announcements

Mike invited contributions on topics of interest or note:

- Terry Snyder volunteered the Tri-Co as hosts for the 2023 Annual Meeting.

- Alex Wirth-Cauchon emphasized recognition for the role members play in cultivating the make-up of the group and its future leaders.

- Gene Spencer raised the topic of the annual salary survey. He requested the Group discuss it and let him know when we would like to conduct the survey.

- Terri Fishel as President elect will emphasize orienting new directors and more broadly sharing the message of the Oberlin Group.

6. Small Group Discussions on Planning for the future of the Oberlin Group

Facilitators led group discussions.

7. Report out from Small Group Discussions

The facilitators will compile the responses and send them to the Board who will then report out to the members.
Executive Summary

The following infographic analyzes data from fiscal year 2017, downloaded from ACRLMetrics and IPEDS, with 78 institutions reporting. The Group is indebted to Sarah Pickle, Director of Organizational Planning and Assessment at The Claremont Colleges Library, along with former member Kevin Mulroy, for preparation of the Membership Report.

It will not come as a surprise that 80% of our institutions are in the eastern half of the country. The average student population size is 2,268. Within *U.S. News & World Report*’s 2018 liberal arts college rankings, all except six of the top 50 are Oberlin Group members.

Service snapshots, such as hours open, ILL, instruction sessions, initial circulation, and research consultations are measured from smallest to largest and an average is provided. Sarah also computed Transactions & Consultations: Student FTE.

Resources in terms of staffing (excluding student assistants) and expenditures are charted, along with Physical Collection Items: Student FTE.

The numbers reflect common values, goals, and interests, with 85% granting Bachelor’s degrees and only 21% having “university” in their name.

The report does not profile which schools have merged IT/Library services or which have pre-professional programs. As the Group examines its future directions, perhaps that would be of interest. Sarah also footnoted some points where median could be a more useful measure.

### Snapshot of Current Membership

- Data from fiscal year 2017
- Downloaded from ACRLMetrics on June 12, 2018
- 78 institutions reporting. (St. John’s and College of St. Benedict reported separately; Barnard, Manhattan, and Whittier did not report.)

### Demographics

80% of institutions are located east of the Mississippi River.

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1 Data in this section are derived from both from ACRLMetrics and IPEDS.
85% are Bachelor’s degree-granting institutions. 21% have “university” in their names.

In US News & World Report’s 2018 liberal arts college rankings, Oberlin Group (OG) institutions’ rankings range from 1 to 160. All but six (Richmond, Soka, Centre, and three military academies) of the top-50 ranked institutions are Oberlin Group members.

Student populations range from 868 to 8,226. Average is 2,268.
### Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Materials</th>
<th>Operations &amp; Maintenance</th>
<th>Total Expenditures</th>
<th>Materials Expenditures : Student FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>$174,265</td>
<td>$505</td>
<td>$897,392</td>
<td>$121 : 1</td>
</tr>
<tr>
<td>Largest</td>
<td>$5,213,047</td>
<td>$5,003,904</td>
<td>$12,398,373</td>
<td>$2,064 : 1</td>
</tr>
<tr>
<td>Average</td>
<td>$1,412,869</td>
<td>$372,642</td>
<td>$3,475,372</td>
<td>$658 : 1</td>
</tr>
</tbody>
</table>

### Total Expenditures (in millions)

![Bar chart showing total expenditures]

### Collection

<table>
<thead>
<tr>
<th></th>
<th>Physical Collection</th>
<th>Digital Collection</th>
<th>Total Collection</th>
<th>Physical Collection Items : Student FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>9,232</td>
<td>36,390</td>
<td>231,769</td>
<td>6 : 1</td>
</tr>
<tr>
<td>Largest</td>
<td>1,108,899</td>
<td>3,531,309</td>
<td>4,028,467</td>
<td>509 : 1</td>
</tr>
<tr>
<td>Average</td>
<td>441,361</td>
<td>789,283</td>
<td>1,230,644</td>
<td>196 : 1</td>
</tr>
</tbody>
</table>

---

5 Includes fringe benefits.
6 Data are skewed to the right. The median is 623,654 and might be a more useful measure.
7 Data here are skewed to the right. The median is 1,077,912 and might be a more useful measure.

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3 Includes fringe benefits.
4 Data are skewed to the right. The median is $221,537 and might be a more useful measure.
5 There are outliers at the top of these collections counts, and they are especially prominent for electronic collections. I do not believe this is the result of a great disparity between a few libraries at the top and the rest of the Oberlin Group. I think the difference is instead due to (1) different interpretations of the definitions for various categories that fall under “digital collection” and (2) the challenges inherent in counting items within digital content packages.
6 Data here are skewed to the right. The median is 623,654 and might be a more useful measure.
7 Data here are skewed to the right. The median is 1,077,912 and might be a more useful measure.
Initial Circulation

<table>
<thead>
<tr>
<th></th>
<th>Physical</th>
<th>Digital</th>
<th>Physical Circulations : Student FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>4,834</td>
<td>2,895</td>
<td>2 : 1</td>
</tr>
<tr>
<td>Largest</td>
<td>136,692</td>
<td>1,162,330</td>
<td>73 : 1</td>
</tr>
<tr>
<td>Average</td>
<td>29,824</td>
<td>176,995</td>
<td>13 : 1</td>
</tr>
</tbody>
</table>

Interlibrary Loan

<table>
<thead>
<tr>
<th></th>
<th>Total provided</th>
<th>Total received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>415</td>
<td>534</td>
</tr>
<tr>
<td>Largest</td>
<td>31,261</td>
<td>27,304</td>
</tr>
<tr>
<td>Average</td>
<td>6,027</td>
<td>6,568</td>
</tr>
</tbody>
</table>

---

8 Digital usage is notoriously difficult to calculate. These data should be taken with a grain of salt. Only 50 institutions submitted figures on initial digital circulation.

9 46% of institutions have 10 or fewer initial circulations per student FTE; 85% have 20 or fewer.

10 Data here are skewed to the right. The median is 21,686 and might be a more useful measure.

11 Data here are skewed to the right. The median is 123,649 and might be a more useful measure.

12 Data here are skewed to the right. The median is 4,446 and might be a more useful measure.

13 Data here are skewed to the right. The median is 4,929 and might be a more useful measure.
Hours Open per Week

Public Services, pt. 1

<table>
<thead>
<tr>
<th></th>
<th>Transactions</th>
<th>Consultations</th>
<th>Transactions &amp; Consultations : Student FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>58</td>
<td>11</td>
<td>0.2 : 1</td>
</tr>
<tr>
<td>Largest</td>
<td>11,967</td>
<td>3,205</td>
<td>7.3 : 1</td>
</tr>
<tr>
<td>Average</td>
<td>2,337</td>
<td>476</td>
<td>3.0 : 1</td>
</tr>
</tbody>
</table>

Public Services, pt. 2

<table>
<thead>
<tr>
<th></th>
<th>Presentations</th>
<th>Attendance</th>
<th>Attendance : Student FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest</td>
<td>25</td>
<td>414</td>
<td>0.3 : 1</td>
</tr>
<tr>
<td>Largest</td>
<td>462</td>
<td>8,369</td>
<td>3.2 : 1</td>
</tr>
<tr>
<td>Average</td>
<td>174</td>
<td>2,692</td>
<td>1.1 : 1</td>
</tr>
</tbody>
</table>

There are outliers at the top of these public services counts, and, once again, I do not believe this is the result of a great disparity between a few libraries at the top and the rest of the Oberlin Group. I think the difference is instead due to different interpretations of the definitions for various categories that fall under “transactions” and “consultations.” Two libraries indicated they had zero consultations last year and one indicated it had zero transactions, both of which are hard to believe and have been eliminated from these stats.

Data here are skewed to the right. The median is 1,877 and might be a more useful measure.

Data here are skewed to the right. The median is 371 and might be a more useful measure.
Appendix 2 – Code of Conduct

The Oberlin Group Code of Conduct*

The Oberlin Group seeks to provide an environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual respect. We recognize a shared responsibility to create and hold that environment for the benefit of all. Some behaviors are, therefore, specifically prohibited:

- Harassment or intimidation based on race, color, religion (creed), sex or gender, gender expression, age, size, national origin (ancestry), disability, marital status, sexual orientation, military status, or socioeconomic background.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers, participants, and guests (verbally or physically).

Oberlin Group members recognize the value of healthy and sometimes vigorous disagreement. Nevertheless, speakers and participants are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. All speakers, participants, and their guests are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Anyone asked to stop a hostile or harassing behavior is expected to comply immediately. Group members seek to learn, network, and have fun. Please do so responsibly and with respect for the right of others to do likewise.

If you feel you have been subject to harassment, please contact an Oberlin Group Board Member. (Current Board Members continuing in 2019-20 are: Mike Roy, Terri Fishel, Darlene Brooks, Vivienne Piroli)

*This statement has been adopted and slightly revised from the ALA Statement of Appropriate Conduct (http://www.ala.org/conferences/events/statement_appropriate_conduct) and the Educause Code of Conduct for events (https://events.educause.edu/educause-institute/new-it-managers-program/2019/registration/policies-and-permissions).

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Created by members of the OG Annual Meeting Planning Committee - Anne Houston and Irene Herold and approved by planning committee members - Param Bedi (Bucknell), Bonnie Clemens (Claremont 2020 host), Irene Herold (Wooster), Anne Houston (Lafayette), Marsha Schnirring (Occidental), Terri Fishel (Macalester)

Reviewed by Board 4/8/2019
Comment period - 4/8/2019 - 5/6/2019
Approved by OG Board of Directors June 10, 2019
Equal opportunity is important for the continuing success of the Oberlin Group of Libraries (Oberlin Group). The Oberlin Group does not discriminate in any of its activities or operations on the basis of race, color, religion (creed), sex or gender, gender expression, age, size, national origin (ancestry), disability, marital status, sexual orientation, military status, or socioeconomic background. This policy applies to all activities of the Oberlin Group, including but not limited to employment, selection of volunteers, grant making, purchasing, selecting vendors and consultants, and programming.

The Oberlin Group is an equal opportunity employer. We embrace a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote talented and diverse people in a culture where all contribute to their fullest potential.

Approved by the Oberlin Group of Libraries Board of Directors - as announced at the 2017 Annual Oberlin Group Directors Meeting at Reed College, October 20, 2017.
Appendix 3 - Oberlin Group Statement on Diversity Equity and Inclusion

Approved by the Oberlin Group Board of Directors
June 10, 2019

Statement of Purpose

The Oberlin Group of Libraries believes strongly in the values of equity, diversity, and inclusion and the benefits of working in environments that foster and honor a wide array of perspectives, thought, and experiences. We are committed to overcoming cultural, historical, and divisive biases recognizing the importance that diverse perspectives bring to our society. As leaders, we are committed to creating and sustaining diverse and inclusive communities in liberal arts college libraries and the library profession. We value different ways of knowing. As an organization we acknowledge our history in regard to marginalizing underrepresented individuals and groups. As a result, we are committed to challenging oppressive systems and eliminating barriers to services, spaces, resources, and scholarship within academic libraries.

Action items and declaration of intent

As leaders in our organizations, we will:

1. Raise our awareness and that of our staff of the importance of and opportunities provided by creating a diverse, equitable, and inclusive workplace and community space, recognizing that this endeavor requires an ongoing commitment of effort.
2. Facilitate the development and continuous improvement of processes and procedures that are hallmarks of culturally competent librarians.
3. Actively recruit and hire underrepresented staff and mentor them to ensure their success.
4. Regularly audit and assess our spaces and programs to determine levels of inclusivity and make needed adjustments.
5. Consider ways in which our collections, and how we describe and make them available, foster inclusivity.
6. Create programming that expands opportunities for underrepresented communities to participate in the learning environments of our libraries.
7. Partner with institutional groups to support and advance diversity, equity, and inclusion.
8. Develop ways to measure our progress, and review progress on a regular basis.

Consulted/Adapted from:

EDUCAUSE: https://www.educause.edu/about/cio-commitment
ALA statement and resources: http://www.ala.org/advocacy/diversity
RBMS: http://rbms.info/about/#diversity
ACRL Core Commitment: http://www.ala.org/acrl/aboutacrl/strategicplan/stratplan
Appendix 4 – Orientation for New Directors at the Annual Meeting

Orientation for New Directors
2019 Oberlin Group Annual Meeting

Welcome by current President and Volunteers
Intros around the room - allow time for new directors to chat with each other. Directors serving as Peer Support Persons are invited to attend with new directors.

a. Brief history of the Oberlin Group - Name is result of location of first meeting in 1986 (Bill Moffit, Oberlin College)
   i. 80 members
   ii. Membership by invitation
   iii. Formal organization nonprofit in 2017
   iv. Bylaws
   v. Dues and other payments - currently $200 per year - billed through Amigos
      1. ACRL survey - separate payment
      2. Initiatives - like strategic planning, Lever Press, web site, plus

b. What the Group does
   i. Be a source of advice and support for each other
   ii. Discussions are confidential
   iii. Code of Conduct
   iv. Diversity, Equity, Inclusion Statement
   v. Other statements?

c. Where to find information - navigating the OG Website - logging in to get to more detailed information - demonstrate website -
   1. FAQ section (if it gets updated) -
      http://www.oberlingroup.org/node/17296
   3. OG Bylaws - includes information on annual dues
   4. Adding staff and deleting staff

   ii. Ad Hoc Survey Reports - http://www.oberlingroup.org/adhoc-surveys -
      1. See website Resources on How to for more information on posting after conducting a survey -
      http://www.oberlingroup.org/node/add/adhoc-survey
   iii. Listservs for staff - http://www.oberlingroup.org/node/13538

   iv. Benefits of OG Listserv -
      1. Asking questions, getting advice, sharing successes
      2. Listserv Etiquette
         a. Discussions are private and confidential
         b. Responses should be sent to original sender, not the entire list
         c. Please be respectful of others, agree to disagree without being disagreeable

   v. Annual Statistical Survey - using Counting Opinions - annual charge $200
      http://www.oberlingroup.org/historical-annual-survey-reports -
      1. Where to get help in updating annual survey, running reports, etc.
   vi. Annual Salary Survey - managed by Gene Spencer Consulting -
1. Staff survey
2. Director’s survey
3. How to get a copy of the data

vii. Questions
Appendix 5 - Strategic Planning - Summary of events

1. In the spring of 2018, we conducted a survey, and shared the results of that survey. A large majority of the respondents agreed that it would be good for the Oberlin Group to engage in a planning exercise.
2. In the summer of 2018, based on this expressed interest in engaging in a planning exercise, we asked for volunteers to help develop a plan to move forward. That group concluded that (a) it would be very useful to hire a consultant to help facilitate this process (b) defined in rough terms what the outcomes of this process should be and what values should inform the process and (c) recommended that the board undertake this activity this year.
3. Based on this work, at the annual meeting, we reviewed the survey results and the work of the planning group, as a way to (1) ensure that the entire membership understood our work to date (2) provide an in-person opportunity to refine the process and outcomes, and (3) affirm that it was prudent and necessary to engage a consultant to help facilitate this process. (See notes from the ‘what we are and what we should be’.)
4. In December, the board took all this information and developed an RFP that was shared with the membership for feedback, and also asked for suggestions for consultants that could help facilitate this planning process.
5. Consultants were selected in May. ACRL Consulting Services was selected.
6. Surveys were prepared and conducted in August. With focus groups conducted at the end of August.
7. Board of Directors met with consultants September 12 and 13 in Chicago and will share a preliminary report to the membership prior to the October annual meeting.

The outcome of this planning will be a revised mission statement, a statement of the values of the Oberlin Group, a set of strategic directions, and an accompanying set of resources and effort required to meet these goals, along with a finalized set of recommendations regarding the question of membership, informed by a process that will be deeply inclusive and consultative.