

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, February 22, 2022  
Time: 9:30 am  
Place: Duncan Public Library, 3785 N. Hwy 81, Duncan, OK 73533

1. Call to Order with flag salute and prayer.
2. Read minutes from December 28, 2021, meeting. Consider approval.
3. Read minutes from January 25, 2022, meeting. Consider approval.
4. Presentation of library claims for January. Consider approval.
5. Director's report
  - a. Library statistics
  - b. Genealogy library info
  - c. Accomplishments and challenges
  - d. Upcoming programming and plans
6. Consider 2022-2026 strategic plan document.
7. Old Business
8. New Business
9. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
10. Adjourn

Duncan Public Library  
Board of Directors Meeting Minutes  
Tuesday, January 25, 2022  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



*Board Members Present:* Jo Ann Pierce, Tanya Case, John Ray Green, Geoff Johnson

*Others Present:* Amy Ryker, Library Director

**I. Call to Order, Flag Salute, Prayer**

The meeting was called to order at 9:33 am by Jo Ann Pierce. The flag salute was led by Geoff Johnson, and the prayer was led by Jo Ann Pierce.

**II. Reading of Previous Minutes**

Minutes for the December 28, 2021, meeting were read. No action was taken.

**III. Presentation of Library Claims**

Claims for December were reviewed. John Ray Green moved to approve. Geoff Johnson seconded. All approved.

**IV. Director's Report**

- Amy Ryker presented the library statistics for December.
- Genealogy info: Feb. 2 Brown Bag meeting will cover African-American genealogy, Kristi King at SCG Library is working on 80 8mm to SD, hundreds of VHS to DVD to come; society approved 2 journals and magazine rack to be purchased by library soon.
- Accomplishments and challenges discussed: Teen art closet, completed pergola, Sparklight changes and how DPL helps patrons, new StoryWalk features Hair Love by Matthew Cherry, laminator provided by FOL, snail aquarium success, talked to AAUW, DVD storage and desk reorganization, state aid approved, E-rate updates, TANF worker approved. Board requested some information on providing laminator service to the public.
- Upcoming programming and plans: Paper lanterns, birthday cupcakes, blind date with a book, Black history displays.

**V. Review of 2022 schedule of meetings.**

2022 meeting schedule was reviewed. No action taken. During this time, John Ray Green left the meeting.

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**VI. Consider list of withdrawn items. Library staff recommends the listed items be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library.**

List of withdrawn items was reviewed. Tanya Case moved to approved. Geoff Johnson seconded. All approved.

**VII. Consider making February fine free.**

All discussed past success of having a fine-free month to encourage patrons to bring back items soon with no penalty. Geoff Johnson moved to approve. Tanya Case seconded. All approved.

**VIII. Consider 2022-2026 strategic plan document.**

No action was taken.

**IX. Old Business**

No old business was discussed.

**X. New Business**

No new business was discussed.

**XI. Comments by Staff, Board, or Public**

No additional comments were made by the staff or board. No public was in attendance.

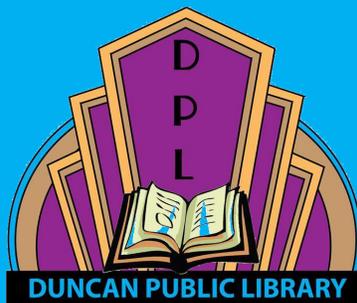
**XII. Adjournment**

Geoff Johnson moved to adjourn. Tanya Case seconded. All approved. Adjourned at 10:05 am.



# DUNCAN PUBLIC LIBRARY

## 2022-2026 Strategic Plan



# Mission and Vision

The Duncan Public Library connects people with ideas and supports lifelong learning.

The mission of the Duncan Public Library is to provide its patrons with both traditional library services and other options, which are largely based on applied technology. As the library works to accomplish its mission, it will connect people with ideas, support lifelong learning, encourage recreational reading, and stimulate children's reading. The mission tools include reliable information sources, a well-rounded book collection, and innovative programs. Mission success will result in a community which is more literate, better informed, and more culturally aware.

## Primary Areas of Focus

### Programming and Services

The library will strive to provide programming and services that are relevant and needed by the community.

### Collection

The library will strive to provide a well-balanced collection that informs and entertains the spectrum of patrons in our community.

### Building and Outdoor Spaces

The library will strive to provide a safe, comfortable place for people to gather.

### Staffing and Resources

The library will strive to deliver excellent service to all patrons, obtain relevant training, and seek out new resources.

### Technology

The library will strive to maintain up-to-date technology and fulfill patron technology needs.

### Marketing and Outreach

The library will strive to create community partnerships and spread the word about the library through many avenues to ensure as many people as possible are informed.

## Demographics and Background

We service seven counties: Carter, Comanche, Cotton, Garvin, Grady, Jefferson, and Stephens. The library itself is located in Stephens County, which is considered the primary service area. Stephens County has about 43,000 residents, with about 23,000 in Duncan. Stephens County's 65 and older population is greater than the Oklahoma average and is less diverse at about 80% white. The Hispanic population is next highest at 8% (over 11% in Duncan alone), then Native American at 6%. The percentage of people under 65 with a disability or no insurance is higher than the rest of Oklahoma. We also have higher poverty rates and lower in-home computer ownership and Internet access rates than Oklahoma overall.

A community environmental scan determined that other than a few scattered Redboxes and a used bookstore or two, we have no local provider for books or DVDs. Other places in town offer arts, crafts, and other things during certain parts of the year, often for pay or as special events. We are the main provider of free, year-round events. We are competitive with the few local copy and fax services and are the primary free public computer access, although several places offer WiFi access now.

Discussions with staff members, board members, city leaders, and citizens over the last couple of years have helped clarify important challenges and needs. As in the last plan, we never regained the three staff members we've lost since moving into this building, and now we are down two part-time as well since the pandemic began in March 2020. In 2017, most nights still had three members on staff at nights and Saturdays. We are down to two per night and Saturdays.

The primary problem in current years, of course, is that we are in a long-term pandemic. We were already in a world where studies showed that overall library use in the US had declined by about 25% in the last decade, prompting libraries to be constantly reinventing themselves, most recently accepting a role as community gathering place. But even this perspective was turned on its head by the pandemic. Most libraries in most states are sharing similar issues with staffing, funding, and difficulty with checkouts and program attendance.

## Currently Offered Services and Strategies

We already offer a fairly wide variety of items and programs, including: Regular print books, large print books, audiobooks, Spanish language books, interlibrary loan, printing, copy services, scanning, fax services, public computer and internet access, notary services, technology help, children's computers with educational games, children's programming, adult programming, Minecraft, meeting rooms, citizenship resources, teen volunteer program, art closet, and StoryWalk. Online services through our website or various apps, including Oklahoma Virtual Library, Mango, AtoZDatabases, Brainfuse resources, genealogy resources, Hoopla, and more. We stock Little Free Libraries around town as well. Our branch, the Stephens County Genealogy Library provides access to genealogy resources, computers, research help, and a Memory Lab.

Currently, we send articles to both our local papers every week and purchase yearly or bi-yearly ads in community calendars and high school papers or yearbooks. We occasionally get to be on the news for bigger events or projects and have even been featured in the Lawton paper a few times. We have an active Facebook page and Instagram. We post in local groups, produce internal documentation and signs, along with the newsletter, which is distributed by email, mail, in-house, and online in every media we have.

# Plans and Outcomes

## Programming and Services

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- The library will continue to provide children's programs weekly and Summer Reading Program every summer.
- The library will pursue collaborations with other government entities and community leaders and groups to provide services, workshops, and training to adults.
- We will partner with the Department of Human Services to have them embed a worker at the library at least once a week to provide social services.
- The library will perform one themed public survey a year to better ascertain the needs of the community.
- The library will produce one teen-focused program or craft 10 months of each year.
- The library will explore Makerspace options to expand Makerspace to a wider age group and broader interests.

## Collection

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- The library will continue weeding according to the CREW method and replenishing sections with new information and entertainment.
- The library will develop a graphic novel section for adults.
- The library will develop an audiobook collection in the Spanish section.
- The library will expand the Library of Things to include many other kinds of useful and entertainment items, such as games, sewing equipment, fishing equipment, and much more.
- The library will continue to creatively advertise and write articles about the collection to inspire interest.

## Building and Outdoor Spaces

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- The library will continuously work to solve roof, AC/boiler, and other similar problems.
- The library will make ceiling repairs necessary.
- The library will create a garden-sponsor program wherein local businesses can sponsor a pot of plants maintained by Think Ability.
- The library will complete parking lot changes at both locations, creating more accessible handicapped parking and usable ramps.
- The library will evaluate layouts inside to ensure wheelchair access throughout the building.
- The library will explore options for the balcony, including replacing windows, reinforcing balcony, and providing a cover.
- The library will make repairs and repaint throughout the library, focusing on signage and areas of disrepair. Teen and children's sections will take priority, followed by stairwells, then other areas.
- We will replace the tile running through the first floor with a more attractive and practical option.

- We will consider upgrading the heat system at the SCG Library.
- The library will explore options for creating a mural on the bare north side of the library.
- The library will make improvements to back building, including roof/ceiling repairs, full paint job outside, ventilation improvements and fire compliant doors.
- A bookdrop will be installed at the Genealogy Library.
- The library will explore the option of obtaining a generator for power outages.
- The library will explore the option of providing a playground on the land behind the parking lot.

## **Staffing and Resources**

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- The library will obtain CPR training every 3 years.
- The library will obtain active shooter training.
- The library will obtain fire extinguisher and exit training.
- The library will obtain more training on de-escalation techniques, sensitivity training, and resources for the homeless.
- We will continue monitoring and maintenance of our security system, panic buttons, and outdoor lighting situation to ensure a safe environment.
- We will improve safety at the SCG Library by adding door alerts and cameras.
- We will upgrade and improve equipment at the SCG Library.
- The library will explore new ways to improve our processes, including with circulation and cataloging systems, to ensure patrons get the best service as quickly as possible.

## **Technology**

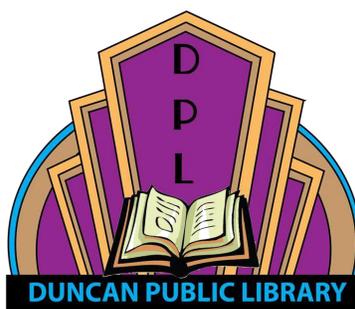
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- The library will move to cloud services through TLC. This will provide the ability to expand circulation services to the Genealogy Library and at popup locations. This will also save money long-term by eliminating the need for expensive hardware and will reduce risk of information loss onsite.
- The library will explore self-checkout options for one self-checkout.
- The library will explore RFID technology options.
- The library will utilize E-Rate, LSTA grants, and other resources to upgrade and provide new technologies.
- The library will repair/refresh the BEAM Interactive floor, Promethean board, projectors, presentation equipment, and conference equipment.
- The library will change website platforms and create a much more user friendly experience, focusing on easy mobile access.
- Evaluate intercom system and explore options for announcements.
- The library will obtain hotspot technology for checkout.

## Marketing and Outreach

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- The library will expand reach to papers in the smaller communities we serve, radio features for larger events, and restart sending slides and ads to any local channels and DTV.
- The library will create instructional videos to explain services and expand online outreach to video platforms.
- The library will participate in at least one town-wide event yearly.
- Once we are cloud-based, the library will develop a “popup library” kit so we can be an easy presence at events where we can create library cards and allow checkouts.
- The library will deliver books to the Genealogy Library every two weeks for checkout to spread access to other parts of town.
- The library will install one little free library a year in a local park, city lake, or sponsored partner’s business/home.
- The library will explore the option of a second StoryWalk in town.
- When safe, we will resume storytimes at local elementary schools.
- We will begin a program to Zoom with at least two teen classes per year, to discuss our resources and programming.
- The library will talk with at least two local clubs a year to spread the word and develop partnerships.
- Communities we will be extending more service to: Hispanic population, disabled or specially abled communities, older communities (homebound and nursing homes), and prisoners.
- We will continue the student card program with local schools.



## **Appendix: Long-Range Plan FY2017-2022**

See attached for previous long-range plan.

## Duncan Public Library-The Information Place

### Long Range Plan

FY 17 to FY 22

#### **Duncan Public Library Mission Statement:**

Duncan Public Library connects people with ideas and supports lifelong learning.

#### **Duncan Public Library Vision Statement:**

Mission success will result in a community which is more literate, better informed, and more culturally aware.

#### **Background:**

A survey of board, staff and citizens discussed challenges that currently face us. We are more understaffed than when we wrote our last 5 year plan. We lost one full time staff member in 2016. We are down 2 full time staff members since 2005. In the meantime our traffic, programming, and services have increased, plus we are covering twice as much floor space with the move to this site. This has created security concerns. We have utilized present staff more efficiently with combining job descriptions and outsourcing much of the technical processing. We need to add additional personnel to help our patrons navigate information stored in digital formats; and extend services to patrons located on the East side of town. In addition, we have one evening with only two staff members on duty and it is hard to secure the building and close at 8:00 with only two.

- **The Library will hire at least one more part time person**

Due to budget restraints, we have been unable to replace Brenda Strong, our full time cataloger when she retired in February of 2016. Her job was split 3 ways with Maria Diaz cataloging the adult materials, Lynn Thacker cataloging the children's materials and director, Jan Cole, ordering adult media and receiving all orders. None of these employees receive compensation for the extra duties and this shortens their availability to work on the desk. I will continue to ask for more personnel. Another part time person would free the full time people to work longer in the offices and give us 3 people on Thursday night.

#### **Security**

We have increased our security cameras and added monitors on all three front circulation desks. Right now we only have two people manning the desk so we use the third computer for a security monitor.

Outside lighting has been greatly improved with new LED lights on the outside of the building and 3 new parking lot lights have been installed.

The back door is locked at 5:30 pm each evening so that people have to come in to the front entrance. New doors have been installed so patrons can exit from any door.

Our phone system is antiquated and semi operational. We cannot access voice messages, use the menu tree, and we only have 12 lines when we need 14.

To address these concerns:

- We will increase security cameras.
- We will hold staff training on a yearly basis in March to cover the events of tornado, fire, or active shooter. Additional training will be added if needed.
- We will upgrade our phone system
- We will add security cameras to the outside of the building. Number and placement to be determined.
- A new phone system has been ordered with 16 phone lines and all the features we need. Two phones will be cordless.
- I will look into installing a panic buzzer at the front and back desk to be used in case of an emergency.

#### **Extending service to the East side of town:**

We have worked with Daisy Lawler to get the Elm Terrace Library operational and continue to help her stock it by ordering books for her as requested with grant money she has received.

We have 4 Little Free Libraries in various parts of town. One is located at Hillcrest Park, another at the Chickasaw Housing 2414 Harris Drive, at Stephens United Methodist Church at 904 West Stephens Avenue and the Stephens County Genealogy Society at 301 N. 8th and Christians

Concerned. Friends of the Library keep the boxes stocked with donated books. As part of an Eagle Scout project two more Little Free Libraries will be installed: one in a residential area and one at Centennial Park. In addition, two other citizens have built and placed some in their yards. We will continue to look for opportunities for library outreach.

#### **Results of the Survey**

A survey of library services was conducted the first 3 weeks in February of 2017. Overall, patrons, staff and Board were pleased with the library facilities and services. The most frequently noted concern was the lack of consistent heating and cooling within the building. The second most noted response was a request for longer hours, even Sunday afternoon hours.

Respondents were pleased with customer service, collection, programming, and online services. Criticisms included the many sub collections within the children's collection. Patrons preferred the books to be shelved together, not in so many categories, and a more streamlined look.

The biggest surprise to us was the lack of general knowledge about services we offer. Many suggested programs or ideas already in place; therefore we will market even more aggressively.

Our in house flyers, Off the Shelf Newsletter, Facebook posts, and word of mouth seem to be the most effective way to disseminate information about the library.

- We will make a series of You Tube videos explaining library services and upcoming events to link to our web page and our Facebook page. These might last only a minute or two.
- We will add a TV monitor advertising programs by the circulation desks to show a rotating display of services or informational videos.
- We are working with a HVAC service company to get the heating and cooling system aligned and we will put a maintenance contract in next year's budget so that the heating and cooling will be reliable.

At the time, we are unable to add staffing or add more room for programming and meeting rooms. We are currently in negotiation to add a roof for the patio area so that that can be utilized for some programs in the spring, summer and fall. There are structural problems with the way the patio has been connected to the building so it may take tearing out the old patio and then designing and building a patio roof.

- We will get the roof fixed properly so that it doesn't leak.
- We will look into building a patio cover so that we can utilize the balcony.

We have updated our digital resources to include Financial Ratings series and are adding Hoopla, a digital streaming database where patrons may check out eBooks, audiobooks, stream movies, comic books and music.

Due to customer request, we will be adding some genealogy programming from the Oklahoma History Society.

- We will add one more adult speaker/program per month. Schedule it on a Tuesday evening if at all possible because users surveyed preferred that night.
- We will conduct an adult Summer Reading Program this summer to encourage adult participation.
- I will speak to at least one civic group a year to promote the library's use.

#### **Technology Goals:**

We are a part of the libraryedge.org focus group to survey and bring our technology in alignment with national norms.

- We will continue to update our technology on a rotational basis.
- We will complete the Impact survey this fall to see how use of our software is impacting our community.
- We will endeavor to teach more adult programming such as coding, database use, photo editing, photo apps for phones, and genealogy searching.
- We will hold at least two technology training sessions per year for the staff.
- We will make some You Tube videos to explain how to use different databases we subscribe to and post them on our Facebook page.
- Through professional meetings and reading, we will stay up to date on technology in libraries.

**Duncan Public Library**  
**Claims for January 1 through 31, 2022**  
*Submitted to Library Board, February 22, 2022*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
21-xxxx	APSFireco.....	\$745.00
	Sprinkler system inspection/maintenance	
22-0343	Amy Ryker.....	\$76.08
	Reimbursement for custom cut plexiglass for shelf	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
22-0056	Quill.....	\$383.93
	Toner, batteries, masks	
22-0211	Demco .....	\$609.28
	Book pockets	
22-0276	Ace Hardware .....	\$76.99
	Large hand truck/dolly	
22-0415	Quill.....	\$507.44
	Toner, wiping cloths, monitor cleaner, batteries, lysol	
<b>01-11-522100</b>	<b><i>Equipment</i></b>	
21-xxxx	GMC/Bennett .....	\$276.74
	2021 copier services/fees-remaining	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
22-0389	TKE.....	\$399.91
	Quarterly elevator maintenance	
22-0420	Clearco .....	\$300.00
	6-month window cleaning	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
21-xxxx	ProQuest.....	\$1,216.80
	1-yr Fold 3 genealogy/military database	
21-xxxx	Midwest Tape.....	\$886.48
	Hoopla usage, December 2021	
22-0356	ProQuest.....	\$1,453.66
	1-yr Ancestry database	
<b>01-11-524800</b>	<b><i>Advertisement</i></b>	
22-0344	Community Matters.....	\$570.00
	1/8 page ad for 1-yr magazine	

<b>01-11-528200</b>	<b>Memberships</b>	
22-0393	Amy Ryker.....	\$44.00
	Reimbursement for ALA/OLA/PLA memberships	
<b>01-11-529300</b>	<b>Subscriptions</b>	
22-0051	Marlow Review.....	\$45.00
	1-yr subscription Marlow Review, genealogy library	
<b>15-11-530049</b>	<b>Books</b>	
21-xxxx	Baker & Taylor.....	\$80.76
	Book order (11 child)	
21-xxxx	Baker & Taylor.....	\$62.15
	Book order (8 child)	
21-xxxx	Cengage .....	\$24.00
	Book order (1)	
21-3776	Cengage .....	\$149.18
	Book order (7)	
21-3777	Ingram Entertainment .....	\$46.99
	Video game order (1)	
21-3778	Ingram.....	\$35.99
	Book order (1)	
22-0055	Amazon.....	\$21.93
	Book order (2)	
22-0057	Center Point LP.....	\$369.72
	Book order (16)	
22-0390	Amazon.....	\$48.95
	Book order (5)	
22-0443	Jr. Library Guild.....	\$1,033.20
	Book order (120 child)	
<b>27-11-530112</b>	<b>Grants: Genealogy</b>	
22-0428	Amazon.....	\$289.95
	Wolverine 8mm & Super 8 fully automated digitizer	

# January 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	220	1781	493	2541	Adult items added: 104
Inspirational Fiction	234	1778	367	1926	Adult items discarded: 141
LP Fiction	583	4003	949	5380	Fic: 2259
McNaughton Fiction	40	303	15	64	
Mysteries	156	1418	324	2126	
New Fiction	274	2226	585	2970	
New LP Fiction	359	2457	490	2463	
Adult Paperbacks	139	576	72	522	
Science Fiction	21	182	45	254	
Westerns	49	380	98	545	
New YA Fiction	22	197	35	223	
YA Fiction	142	1145	200	1442	
YA Paperbacks	10	83	16	38	
YA Sequoyah	10	70	25	128	
LP Nonfiction	5	83	4	60	Nonfic: 438
McNaughton Nonfiction	26	231	15	91	
New LP Nonfiction	12	75	13	69	
New Nonfiction	61	477	163	868	
Nonfiction	278	1864	290	1828	
New YA Nonfiction	5	84	11	159	
YA Nonfiction	51	681	64	478	
<b>Total Adult Fic/NF</b>	<b>2697</b>	<b>20094</b>	<b>4274</b>	<b>24175</b>	
<b>Juvenile Fic/NF</b>					
New Easy	64	785	NA	NA	
Easy Books	814	6528	949	4899	Juv added: 4
Beginning chapter books	32	148	29	243	Juv discarded: 62
New J Fiction	16	171	31	148	
Juvenile Fiction	112	1428	166	1353	JFic: 1226
Juvenile Paperbacks	180	1229	295	1286	
J Sequoyah	8	63	NA	NA	
New J Nonfiction	22	260	14	73	
Juvenile Nonfiction	181	1617	273	1524	JNonfic: 203
<b>Total Juv Fic/NF</b>	<b>1429</b>	<b>12229</b>	<b>1757</b>	<b>9526</b>	
<b>Total Periodicals</b>	<b>76</b>	<b>875</b>	<b>105</b>	<b>610</b>	
Spanish Easy, Juv	0	9	0	0	
Spanish Fiction/YA	1	2	0	0	
Spanish Nonfiction	1	4	1	1	
<b>Total Spanish</b>	<b>2</b>	<b>15</b>	<b>1</b>	<b>1</b>	
Interlibrary Loans: Borrowed	13	50	7	60	
Interlibrary Loans: Lent	49	329	63	321	
<b>Adult Audio/Visual</b>					
Books on CD	151	1172	146	1039	
Playaways	4	49	13	28	
YA Books on CD	2	4	2	18	
DVDs - Adult	569	3748	926	5565	
DVDs - Young Adult	89	479	118	875	
<b>Total Adult Audio/Visual</b>	<b>815</b>	<b>5452</b>	<b>1205</b>	<b>7525</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	6	30	3	5	
Music CD	0	6	0	5	
DVDs - Juvenile	105	1134	207	1466	
<b>Total Juvenile A/V</b>	<b>111</b>	<b>1170</b>	<b>210</b>	<b>1476</b>	

# January 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	97	668	69	522	
Cake Pans	4	27	1	23	Under Kits still
Binge Boxes	78	205	NA	NA	
<b>Total Other Items</b>	<b>179</b>	<b>900</b>	<b>70</b>	<b>545</b>	
<b>Total Physical Circulation</b>	<b>5371</b>	<b>41114</b>	<b>7692</b>	<b>44344</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	882	5667	857	5563	Total OverDrive: 3108
OverDrive: eBooks	2157	13619	2098	14189	Adult OD: 2756
OverDrive: movies	5	28	9	25	Juv OD: 281
OverDrive: magazines	60	356	66	204	
hoopla audio	250	1788	195	1313	Total hoopla: 451
hoopla comics	7	166	19	208	Adult hoopla: 384
hoopla eBooks	157	1129	168	1117	Juv hoopla: 67
hoopla movies	17	174	41	330	
hoopla music	4	75	10	77	
hoopla TV	11	180	18	141	
hoopla Bingeass*	5	5	NA	NA	*Adding starting January
Gale Reference eBooks	0	0	5	13	
<b>Total Electronic Circulation</b>	<b>3555</b>	<b>23187</b>	<b>3486</b>	<b>23180</b>	
<b>Total Circulation</b>	<b>8926</b>	<b>64301</b>	<b>11178</b>	<b>67524</b>	
<b>Electronic Information</b>					
Gale: Chilton	28	97	5	27	
Gale: LegalForms	0	12	4	40	
NewsBank: America's Newspapers	2138	12880	2108	16480	
NewsBank: Genealogy Bank	4	82	31	112	
BrainFuse: HelpNow	9	52	0	74	
BrainFuse: LearnNow	4	39	2	67	
BrainFuse: JobNow	22	41	4	22	
ProQuest: Ancestry	58	846	287	1766	
ProQuest: HeritageQuest	71	217	25	336	
ProQuest: Fold3	5	473	5	575	
EBSCO sessions	2618	5636	2200	19035	
Mango sessions	9	86	25	73	
OverDrive: Universal Class total	83	226	9	97	
AtoZ Database records viewed	478	2785	5171	7443	
<b>Successful Info Retrieval</b>	<b>5527</b>	<b>23472</b>	<b>9876</b>	<b>46147</b>	
<b>Services-Main</b>					
Public Service Hours	208	1450	186	1065	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	43		60		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	518	5264	408	3750	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	15	230	30	195	
Gate Count	7733	54901	3158	27234	
Number of borrowers in date range	1614	11823	1130	8579	
Photocopies Made	13599	82374	8091	45488	
New library cards	63	495	47	1268	
Public computer/Internet usage	185	1445	446	4256	
Wireless sessions	1354	67568	3520	31656	Unique users: 203
AWE Children's computers	178	2353	0	0	
Notary Services	22	160	NA	NA	
<b>Questions</b>					
Reference Questions	685	7726	418	3585	
Informational Questions	2573	22957	1191	12244	
E-Mail Questions	23	308	25	141	
<b>Total Questions</b>	<b>3281</b>	<b>30991</b>	<b>1264</b>	<b>15600</b>	

# January 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Programming</b>					
Adult In-Person Programs	38	171	0	0	
Attendance	187	1095	0	0	
Adult Live Virtual	1	1	0	0	
Attendance	1	1	0	0	
Views	2	2	0	0	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	2	8	0	0	
Attendance	8	82	0	0	
Teen Live Virtual	0	2	1	1	
Attendance	0	10	3	3	
Views	0	38	0	0	
Teen Recorded Programs	0	7	6	46	
Views	0	28	20	457	
Childrens In-Person Programs	14	142	3	18	
Attendance	149	1359	8	130	
Childrens Live Virtual	0	2	0	1	
Attendance	0	10	0	12	
Views	0	158	0	300	
Childrens Recorded Programs	2	19	0	39	
Views	10	345	0	1154	
Other Programs & Meeting Rooms	80	540	10	31	
Attendance	257	1748	18	72	
Adult Outreach	1	3	0	0	
Attendance	10	45	0	0	
Children Outreach	0	0	1	4	
Attendance	0	0	9	69	
Passive Programming	5	499	203	616	
Engagement	5319	25949	3693	9897	
Tech Help sessions	27	225	32	252	
Chickasaw Meals Program	302	2061	270	623	
Proctor Exam	0	0	0	0	
<b>Income</b>					
Fines	358.6	3233.99	45.05	415.53	Overdues: 7 days 332
Copies	638.9	3827.25	408.5	3482.95	1&2 63
Interlibrary Loan	34.45	115.6	30.1	132.9	Final 9
Fax	220	1664.58	166.1	1865.9	Lost
Lost & Paid Items	45.43	262.63	45.98	183.82	
Collections	10	70.5	10	35	
Non-county fee	25	150	0	50	
State Aid	0	0	0	0	
<b>Total Income</b>	<b>1332.38</b>	<b>9324.55</b>	<b>705.73</b>	<b>6166.1</b>	
<b>Genealogy Library</b>					
In-state visitors	50	380	40	295	
Out-of-state visitors	0	9	0	2	
In-house programs	2	10	2	9	
Attendance	14	100	13	58	
Outreach	0	1	1	2	
Attendance	0	20	20	25	
Hours open	84.5	530	76	558	
Hours spent researching for people	40	325	50	361	
E-mail questions	51	251	10	86	
Phone questions	26	179	18	99	
Computer use	60	349	30	229	
Scanner	5	52	16	81	40 min.
Microfilm	0	0	0	12	Most items on digitizer
Copies sold	28	533	46	223	
Total Money	2.8	66.35	4.6	53.5	
Memory Lab Usage # of patrons	6	82	13	54	Hours used: 57.25