

Subject: Duncan Public Library Board Meeting
Date: Tuesday, April 26, 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 March 22, 2022, meeting. Consider approval.
3. Presentation of library claims for March. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Consider adjourning into executive session to discuss employment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee, specifically to discuss and evaluate the library director, pursuant to 25 O.S. Section 307 (B-1).
6. Consider reconvening into regular session.
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, March 22, 2022
Location: Stephens County Genealogy Library,
3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, Tanya Case, John Ray Green, Brendhan Fritts

Others Present: Amy Ryker, Library Director; Kristi King, Branch Manager

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:31 am by Jo Ann Pierce. The flag salute was led by Brendhan Fritts, and the prayer was led by Jo Ann Pierce.

II. Reading of February Minutes

Minutes for the February 22, 2022, meeting were read. Tanya Case moved to approve. Brendhan Fritts seconded. All approved.

III. Presentation of Library Claims

Claims for February were reviewed. John Ray Green moved to approve. Brendhan Fritts seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for February.
- Accomplishments and challenges discussed: Art Closet success, DHS success, Impachi meal updates, staff health update, D&D success, FOL purchasing books and gift basket for community baby shower, Kristi earned her certification in public librarianship from ODL, toured Patty Wininger and Jimmy Peters who offered to help with setting up little free libraries and future playground, parking lot updates, roof leak updates, copy machine for genealogy updates, and E-Rate has been filed for 22-23 project.
- Upcoming programming and plans: Teen volunteer applications available til April 22, Red Cross programs for weather, safety, and health, Library week April 3-9.

V. Genealogy Report – Kristi King

Kristi provided updates on her hours spent running the memory lab and researching for people, provided upcoming brown bag information.

VI. Consider plan to replace DPL sign out front of main building with digital sign for advertising programming

Plan was discussed. The Friends of the Library will pay for the entire project, spending around \$40,000. The sign will be used to advertise programming and services and will fully replace the current lit Duncan Public Library sign. The Friends will ultimately decide the exact size they will

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be willing to purchase. Tanya Case moved to approve a plan to replace the DPL sign out front with a digital sign for advertising, paid for by the Friends of the Duncan Public Library. John Ray Green seconded. All approved.

VII. Old Business

No old business was discussed.

VIII. New Business

No new business was discussed.

IX. Comments by Staff, Board, or Public

No additional comments were made by the staff. Board member Brendhan Fritts commented on how speakers were paid, color sales for the FOL book sale room, and how we could strengthen relationship with Chickasaw Nation by having them sponsor the kitchen or make donations. No public was in attendance.

X. Adjournment

John Ray Green moved to adjourn. Brendhan Fritts seconded. All approved. Adjourned at 10:21 am.

Duncan Public Library
Claims for March 1 through 31, 2022
Submitted to Library Board, April 26, 2022

01-11-521400	<i>Materials & Supplies</i>	
22-0901	Demco	\$300.26
	DVD/CD labels-custom, New stickers, Spanish stickers	
22-0969	Quill.....	\$256.67
	Foam hand soap, Goo Gone, toner	
01-11-524550	<i>Databases</i>	
22-0802	Mango.....	\$2,954.82
	1-yr renewal Mango Languages database	
22-0868	Midwest Tape.....	\$938.45
	Hoopla usage, February 2022	
22-0939	DatabaseUSA	\$1,500.00
	1-yr renewal AtoZDatabases	
22-1016	Cengage	\$3,247.26
	1-yr renewal ChiltonLibrary and LegalForms databases	
01-11-528200	<i>Memberships/Dues</i>	
22-0965	Terrie Renfro.....	\$81.20
	Reimbursement for Oklahoma notary fees/renewal	
01-11-529300	<i>Subscriptions</i>	
22-0919	Movie LicensingUSA.....	\$482.00
	1-yr public performance site license for movie showings	
15-11-530049	<i>Books</i>	
22-0060	Baker & Taylor.....	\$742.33
	Book order (45)	
22-0275	Baker & Taylor.....	\$158.12
	Book order (23 child)	
22-0318	Ingram.....	\$189.67
	Book order (15)	
22-0345	Ingram.....	\$802.72
	Book order (60)	
22-0346	Midwest Tape.....	\$442.26
	DVD order (24)	
22-0375	Midwest Tape.....	\$323.86
	DVD order (14 child)	
22-0623	Ingram.....	\$333.52

	Book order (21)	
22-0728	Genealogical Publishing.....	\$504.90
	Book order (7)	
22-0769	Center Point LP.....	\$369.72
	Book order (16 LP)	
22-0790	Cengage	\$758.72
	Book order (28 LP)	
22-0888	Ingram.....	\$333.81
	Book order (21)	
22-0912	Ingram.....	\$386.46
	Book order (18)	
22-0990	Amazon.....	\$75.45
	Book order (8)	

March 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	261	2285	388	3352	Adult items added: 228
Inspirational Fiction	258	2245	375	2704	Adult items discarded: 33
LP Fiction	575	5057	972	7222	Fic: 2355
McNaughton Fiction	18	346	24	102	
Mysteries	180	1752	450	2874	
New Fiction	321	2831	613	4080	
New LP Fiction	347	3081	551	3441	
Adult Paperbacks	91	773	142	728	
Science Fiction	25	223	20	307	
Westerns	56	491	90	710	
New YA Fiction	20	241	59	313	
YA Fiction	185	1461	188	1777	
YA Paperbacks	3	91	18	61	
YA Sequoyah	15	97	30	182	
LP Nonfiction	12	99	10	76	Nonfic: 581
McNaughton Nonfiction	33	291	30	143	
New LP Nonfiction	12	96	19	104	
New Nonfiction	138	694	200	1222	
Nonfiction	300	2378	380	2485	
New YA Nonfiction	9	97	16	181	
YA Nonfiction	77	809	99	651	
Total Adult Fic/NF	2936	25438	4674	32715	
Juvenile Fic/NF					
New Easy	62	931	NA	NA	
Easy Books	1060	8403	1132	6751	Juv added: 159
Beginning chapter books	31	210	74	346	Juv discarded: 174
New J Fiction	22	205	29	192	
Juvenile Fiction	187	1745	280	1773	JFic: 1552
Juvenile Paperbacks	180	11573	367	1817	
J Sequoyah	10	83	NA	NA	
New J Nonfiction	66	346	17	109	
Juvenile Nonfiction	245	1995	257	1953	JNonfic: 311
Total Juv Fic/NF	1863	15491	2156	12941	
Total Periodicals					
	170	1162	171	976	
Spanish Easy, Juv	1	10	2	9	
Spanish Fiction/YA	0	2	0	0	
Spanish Nonfiction	0	4	0	3	
Total Spanish	1	16	2	12	
Interlibrary Loans: Borrowed	9	68	7	77	
Interlibrary Loans: Lent	50	417	66	422	
Adult Audio/Visual					
Books on CD	183	1494	217	1434	
Playaways	8	65	11	48	
YA Books on CD	5	9	6	25	
DVDs - Adult	545	4785	1133	7503	
DVDs - Young Adult	52	581	136	1114	
Total Adult Audio/Visual	743	6934	1503	10124	
Juvenile Audio/Visual					
J Books on CD	4	40	2	9	
Music CD	0	9	1	6	
DVDs - Juvenile	168	1415	236	1819	
Total Juvenile A/V	172	1564	239	1834	

March 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	165	930	88	662	
Cake Pans	6	34	9	34	Under Kits still
Binge Boxes	88	347	NA	NA	
Total Other Items	259	1311	97	696	
Total Physical Circulation	6253	52301	8915	59807	
Electronic Circulation					
OverDrive: eAudiobooks	897	7330	633	6822	Total OverDrive: 2951
OverDrive: eBooks	2005	17435	1836	17924	Adult OD: 2697
OverDrive: movies	9	42	2	29	Juv OD: 202
OverDrive: magazines	38	461	152	394	
hoopla audio	278	2358	188	1704	Total hoopla: 479
hoopla comics	15	204	27	271	Adult hoopla: 414
hoopla eBooks	138	1448	171	1461	Juv hoopla: 65
hoopla movies	32	258	49	443	
hoopla music	6	84	14	96	
hoopla TV	6	200	21	203	
hoopla Bingeass*	4	10	NA	NA	*Adding starting January
Gale Reference eBooks	8	11	0	21	
Total Electronic Circulation	3436	29841	3093	32461	
Total Circulation	9689	82142	12008	92268	
Electronic Information					
Gale: Chilton	2	119	10	42	
Gale: LegalForms	21	34	3	45	
NewsBank: America's Newspapers	2516	18213	1941	20106	
NewsBank: Genealogy Bank	85	183	7	152	
BrainFuse: HelpNow	5	60	31	107	
BrainFuse: LearnNow	1	40	260	330	
BrainFuse: JobNow	6	53	1	24	
ProQuest: Ancestry	378	1346	288	2541	
ProQuest: HeritageQuest	23	282	20	442	
ProQuest: Fold3	32	513	90	772	
EBSCO sessions	3103	11743	2219	23021	
Mango sessions	8	107	125	202	
OverDrive: Universal Class total	33	292	14	112	
AtoZ Database records viewed	1253	4067	1559	9669	
Successful Info Retrieval	7466	37052	6568	57565	
Services-Main					
Public Service Hours	237	1866	223	1457	Doors open 14 days, 9-7 (10hr) = 140
Circulation per Hour	41		53		Doors open 9 days, 9-6 (9hr) = 81
In-House Circulation	685	6398	513	4624	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	46	294	17	238	
Gate Count	8929	71154	3565	32845	
Number of borrowers in date range	1819	15073	1334	10872	
Photocopies Made	15153	105535	10257	61258	
New library cards	59	595	55	1359	
Public computer/Internet usage	227	1847	308	4956	
Wireless sessions	2820	70388	5437	40578	Unique users: New system
AWE Children's computers	421	2923	0	0	
Notary Services	25	199	NA	NA	
Questions					
Reference Questions	777	9100	481	4460	
Informational Questions	2910	28364	1045	14267	
E-Mail Questions	45	378	32	163	
Total Questions	3732	37842	1558	18890	

March 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Programming					
Adult In-Person Programs	53	261	1	1	
Attendance	239	1523	20	20	
Adult Live Virtual	1	2	1	1	
Attendance	5	6	5	5	
Views	5	7	92	92	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	7	17	0	0	
Attendance	22	124	0	0	
Teen Live Virtual	0	4	1	3	
Attendance	0	20	4	11	
Views	0	38	0	0	
Teen Recorded Programs	0	7	5	56	
Views	0	28	15	492	
Childrens In-Person Programs	24	184	4	26	
Attendance	339	1904	11	153	
Childrens Live Virtual	0	2	2	3	
Attendance	0	10	7	19	
Views	0	158	153	453	
Childrens Recorded Programs	1	22	0	39	
Views	10	365	0	1154	
Other Programs & Meeting Rooms	90	689	14	53	
Attendance	291	2303	28	116	
Adult Outreach	1	6	0	0	
Attendance	3	87	0	0	
Children Outreach	1	1	0	4	
Attendance	50	50	0	69	
Passive Programming	6	514	165	909	
Engagement	5156	39164	2565	14075	
Tech Help sessions	21	271	32	314	
Chickasaw Meals Program	297	2797	439	953	
Proctor Exam	0	0	0	0	
Income					
Fines	375.1	3755.24	355.15	810.48	Overdues: 7 days 269
Copies	695.24	4932.89	700.95	4567.95	1&2 52
Interlibrary Loan	23.05	147.85	16.9	167.95	Final 12
Fax	438.7	2304.78	249	2294.1	Lost
Lost & Paid Items	67.9	455.45	25.98	255.8	
Collections	5	75.5	20	55	
Non-county fee	0	150	0	50	
State Aid	0	13681	13664	13664	
Total Income	1604.99	25502.71	15031.98	21865.28	
Genealogy Library					
In-state visitors	63	443	27	351	
Out-of-state visitors	0	432	0	2	
In-house programs	2	11	1	11	
Attendance	12	24	6	70	
Outreach	0	113	1	4	
Attendance	0	20	20	55	
Hours open	87.5	676.5	60	674	
Hours spent researching for people	21.5	376.5	50	441	
E-mail questions	43	343	19	110	
Phone questions	24	227	19	127	
Computer use	65	474	36	288	
Scanner	6	71	9	99	3 hr
Microfilm	6	6	0	12	Most items on digitizer
Copies sold	25	589	9	247	
Total Money	5.5	74.95	1.45	61.05	
Memory Lab Usage # of patrons	8	94	5	64	Hours used: 137.75 hr