

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, August 23, 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 July 26, 2022, meeting. Consider approval.
3. Presentation of library claims for July. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Genealogy library information
  - c. Accomplishments and challenges
  - d. Upcoming programming and plans
5. Consider approving a statement of compliance to send to vendors of digital resources to ensure they are compliant with HB 3702.
6. Old Business
7. New Business
8. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
9. Adjourn

**Duncan Public Library**  
**Claims for July 1 through 31, 2022**  
*Submitted to Library Board, August 23, 2022*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
22-2165	Duncan Janitorial.....	\$40.83
	Vacuum repairs	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
22-1976	Amazon.....	\$97.03
	Refrigerator locks, scrapbook supplies	
22-1977	Quill.....	\$603.23
	Paper, paper towels, tissues, clips, post-its	
22-1982	The Library Store .....	\$279.50
	Label locks, various sizes	
22-1983	Showcases .....	\$382.86
	DVD cases	
22-2048	Amy Ryker.....	\$65.54
	Reimbursement for antibacterial wipes, spray, wasp spray	
22-2113	Quill.....	\$345.04
	Stamp pads, masks, gloves, mailers	
<b>01-11-523900</b>	<b><i>Computers/Technology</i></b>	
22-2191	Quill.....	\$180.98
	Printer and ink for children's dept station	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
22-1265	Pippin Bros.....	\$2,880.00
	Yearly RTU maintenance	
22-2047	APS FireCo.....	\$350.00
	1-yr annual alarm monitoring service	
22-2049	ThyssenKrupp Elevator .....	\$399.91
	Quarterly elevator maintenance service	
22-2104	Clearco Window.....	\$300.00
	6-month window cleaning	
22-2287	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
22-1997	Midwest Tape.....	\$1,157.78
	Hoopla usage, June 2022	

22-2000	ProQuest.....	\$1,083.97
	1-yr subscription HeritageQuest genealogy database	
<b>01-11-528200</b>	<b>Memberships/Fees</b>	
22-2303	Kristi King.....	\$102.00
	Reimbursement for notary public application, bond, fees, etc.	
<b>01-11-529300</b>	<b>Subscriptions/Materials</b>	
22-1459	Ebsco.....	\$2,175.64
	1-yr renewal magazine subscriptions (30)	
<b>15-11-530049</b>	<b>Books</b>	
22-0889	Baker & Taylor.....	\$579.29
	Book order (56 YA)	
22-1492	CenterPoint LP.....	\$369.72
	Book order (16)	
22-1746	Amazon.....	\$121.49
	Book order (6)	
22-1960	Cengage .....	\$146.19
	Book order (6 LP)	
22-2103	CenterPoint LP.....	\$369.72
	Book order (16)	
<b>15-11-530107</b>	<b>E-Rate Project</b>	
22-2018	PC Net.....	\$2,005.00
	Cabledrop/Access Point E-Rate project, our part	
<b>15-11-530601</b>	<b>Shelving</b>	
22-1264	The Library Store .....	\$5,892.92
	Initial set of shelving for upstairs, w/end panels	

Duncan Public Library  
Board of Directors Meeting Minutes  
Tuesday, July 26, 2022  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



*Board Members Present: Tanya Case, John Ray Green, Brendhan Fritts, Geoff Johnson*

*Others Present: Amy Ryker, Library Director*

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

The meeting was called to order at 9:31 am by Tanya Case. The flag salute was led by Brendhan Fritts, and the prayer was led by Geoff Johnson.

**II. Reading of Previous Minutes**

Minutes for the June 28, 2022, meeting were read. Geoff Johnson moved to approve. Brendhan Fritts seconded. John Ray Green abstained. All others approved.

**III. Presentation of Library Claims**

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

**IV. Director's Report**

- Amy Ryker presented the library statistics for June.
- Genealogy library updates: Brown Bag August 3: Yearbooks; computers and research rising.
- Accomplishments and challenges discussed: Receiving applications for part-time positions. Parking lot complete. Working with DALC on computer classes. Caregiver computer station almost ready. Graphic novel section installed for adults in nonfiction. New StoryWalk: Galapagos Girl by Marsha Arnold. Stories about patrons in need of help and bathroom vandals. AC went out, back up. Dishwasher went out. ODL will now be providing BrainFuse apps. City gave 5% raises. Staff received evaluations. Teens have games about ready to check out. Overload of book donations require sales and free carts. All lunch sites have lost attendance due to lack of waiver.
- Upcoming programming and plans: Mrs. Claus storytime & décor, OECU financial literacy programs, possible back to school activities.

**V. 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.**

Geoff Johnson moved to approve list of items to be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library. Brendhan Fritts seconded. All approved.

**Duncan Public Library  
Board of Directors Meeting Minutes  
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**VI. Old Business**

No old business was discussed.

**VII. New Business**

Board discussed new laws being passed by the Oklahoma legislature.

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

No comments were made. No public was in attendance.

**IX. Adjournment**

Geoff Johnson moved to adjourn. John Ray Green seconded. All approved. Adjourned at 10:11 am.

# An Act

ENROLLED HOUSE  
BILL NO. 3702

By: Russ of the House

and

Weaver of the Senate

An Act relating to schools; providing for digital or online library database resources to be offered to certain students under certain conditions; requiring safety policies and technology protection measures for resources; directing withholding of payments to noncompliant vendor; providing for breach of contract based on noncompliance; requiring submission of certain annual report; prohibiting certain employees from being exempt from prosecution for willful violations of certain indecent exposure law; providing for codification; and providing an effective date.

SUBJECT: Schools

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 11-201 of Title 70, unless there is created a duplication in numbering, reads as follows:

A. A school district, charter school, virtual charter school, state agency, public library, or university may offer digital or online library database resources to students in kindergarten through twelfth grade only if the vendor, person, or entity providing the resources verifies that all the resources comply with the provisions of subsection B of this section.

B. Digital or online library database resources offered by school districts, charter schools, virtual charter schools, state agencies, public libraries, or universities to students in

kindergarten through twelfth grade shall have safety policies and technology protection measures that:

1. Prohibit and prevent a user of the resource from sending, receiving, viewing, or downloading materials that are child pornography or obscene materials, as defined in Section 1024.1 of Title 21 of the Oklahoma Statutes, or materials that depict child sexual exploitation, as defined in Section 843.5 of Title 21 of the Oklahoma Statutes; and

2. Filter or block access to child pornography or obscene materials, as defined in Section 1024.1 of Title 21 of the Oklahoma Statutes, or materials that depict child sexual exploitation, as defined in Section 843.5 of Title 21 of the Oklahoma Statutes.

C. Notwithstanding any contract provision to the contrary, if a provider of digital or online library resources fails to comply with the requirements of subsection B of this section, the school district, public charter school, state agency, public library, or university shall withhold further payments, if any, to the provider pending verification of compliance.

D. If a provider of digital or online library database resources fails to timely verify that the provider is in compliance with the safety policies and requirements of subsection B of this section, the school district, public charter school, state agency, public library, or university shall consider the provider's act of noncompliance a breach of contract.

E. No later than December 1 of each year, libraries shall submit to the Speaker of the Oklahoma House of Representatives and President Pro Tempore of the Oklahoma State Senate an aggregate written report on any issues related to provider compliance with technology protection measures required by subsection B of this section.

F. Employees of school districts, charter schools, virtual charter schools, state agencies, public libraries, and universities shall not be exempt from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography as provided in Section 1021 of Title 21 of the Oklahoma Statutes.

SECTION 2. This act shall become effective November 1, 2022.

Passed the House of Representatives the 12th day of May, 2022.

\_\_\_\_\_  
Presiding Officer of the House  
of Representatives

Passed the Senate the 27th day of April, 2022.

\_\_\_\_\_  
Presiding Officer of the Senate

OFFICE OF THE GOVERNOR

Received by the Office of the Governor this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

By: \_\_\_\_\_

Approved by the Governor of the State of Oklahoma this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

\_\_\_\_\_  
Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Office of the Secretary of State this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

By: \_\_\_\_\_



## Statement of Compliance with Oklahoma HB 3702

To provide services for Duncan Public Library, vendors must sign a statement of compliance with Oklahoma HB 3702. Duncan Public Library is required to report vendor noncompliance to the Oklahoma legislature annually.

Please verify the following by providing your signature. HB 3702 is attached for your review.

“Supplier is familiar with the provisions of 2022 Oklahoma State Legislature HB 3702, codified as Title 70 O. S. § 11-201, and agrees that all services, resources and data that may be provided by Supplier pursuant to this Contract will comply with all requirements of the provisions of said statute.”

Vendor \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Signature

\_\_\_\_\_

Position/Title

# July 2022

					*Stats always start over in July :)
	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	343	343	302	302	Adult items added: 200
Inspirational Fiction	349	349	234	234	Adult items discarded: 171
LP Fiction	550	550	548	548	Fic: 2641
McNaughton Fiction	25	25	36	36	
Mysteries	177	177	181	181	
New Fiction	298	298	350	350	
New LP Fiction	390	390	331	331	
Adult Paperbacks	99	99	77	77	
Science Fiction	25	25	9	9	
Westerns	40	40	56	56	
New YA Fiction	33	33	26	26	
YA Fiction	300	300	229	229	
YA Paperbacks	2	2	5	5	
YA Sequoyah	10	10	8	8	
LP Nonfiction	9	9	8	8	Nonfic: 621
McNaughton Nonfiction	12	12	22	22	
New LP Nonfiction	4	4	4	4	
New Nonfiction	137	137	71	71	
Nonfiction	314	314	281	281	
New YA Nonfiction	4	4	14	14	
YA Nonfiction	141	141	135	135	
<b>Total Adult Fic/NF</b>	<b>3262</b>	<b>3262</b>	<b>2927</b>	<b>2927</b>	
<b>Juvenile Fic/NF</b>					
New Easy	97	97	1307	1307	
Easy Books	1399	1399	13498	13498	Juv added: 2
Beginning chapter books	62	62	401	401	Juv discarded: 7
New J Fiction	41	41	357	357	
Juvenile Fiction	356	356	2868	2868	JFic: 2224
Juvenile Paperbacks	258	258	12507	12507	
J Sequoyah	11	11	126	126	
New J Nonfiction	47	47	589	589	
Juvenile Nonfiction	430	430	3418	3418	JNonfic: 477
<b>Total Juv Fic/NF</b>	<b>2701</b>	<b>2701</b>	<b>35071</b>	<b>35071</b>	
<b>Total Periodicals</b>	<b>102</b>	<b>102</b>	<b>89</b>	<b>89</b>	
Spanish Easy, Juv	5	5	4	4	
Spanish Fiction/YA	1	1	1	1	
Spanish Nonfiction	1	1	1	1	
<b>Total Spanish</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>	
Interlibrary Loans: Borrowed	10	10	11	11	
Interlibrary Loans: Lent	40	40	43	43	
<b>Adult Audio/Visual</b>					
Books on CD	196	196	218	218	
Playaways	1	1	9	9	
YA Books on CD	2	2	0	0	
DVDs - Adult	564	564	601	601	
DVDs - Young Adult	51	51	70	70	
<b>Total Adult Audio/Visual</b>	<b>814</b>	<b>814</b>	<b>898</b>	<b>898</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	8	8	1	1	
Music CD	0	0	2	2	
DVDs - Juvenile	192	192	217	217	
<b>Total Juvenile A/V</b>	<b>200</b>	<b>200</b>	<b>220</b>	<b>220</b>	

# July 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	106	106	112	112	
Cake Pans	5	5	3	3	Under Kits still
Binge Boxes	49	49	NA	NA	
<b>Total Other Items</b>	<b>160</b>	<b>160</b>	<b>115</b>	<b>115</b>	
<b>Total Physical Circulation</b>	<b>7296</b>	<b>7296</b>	<b>6766</b>	<b>6766</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	1172	1172	687	687	Total OverDrive: 3406
OverDrive: eBooks	2179	2179	1973	1973	Adult OD: 2973
OverDrive: movies	2	2	11	11	Juv OD: 378
OverDrive: magazines	49	49	50	50	
hoopla audio	353	353	279	279	Total hoopla: 647
hoopla comics	22	22	27	27	Adult hoopla: 571
hoopla eBooks	210	210	136	136	Juv hoopla: 76
hoopla movies	22	22	24	24	
hoopla music	13	13	21	21	
hoopla TV	22	22	40	40	
hoopla Bingepass	5	5	NA	NA	
Gale Reference eBooks	2	2	0	0	
<b>Total Electronic Circulation</b>	<b>4051</b>	<b>4051</b>	<b>3248</b>	<b>3248</b>	
<b>Total Circulation</b>	<b>11347</b>	<b>11347</b>	<b>10014</b>	<b>10014</b>	
<b>Electronic Information</b>					
Gale: Chilton	0	0	22	22	
Gale: LegalForms	6	6	3	3	
NewsBank: America's Newspapers	2837	2837	2699	2699	
NewsBank: Genealogy Bank	66	66	0	0	
BrainFuse: HelpNow	7	7	31	31	
BrainFuse: JobNow	0	0	6	6	
BrainFuse: VetNow	2	2	NA	NA	*VetNow is a new addition, LearnNow removed
ProQuest: Ancestry	68	68	396	396	
ProQuest: HeritageQuest	189	189	0	0	
ProQuest: Fold3	79	79	58	58	
EBSCO sessions	3378	3378	3210	3210	
Mango sessions	11	11	13	13	
OverDrive: Universal Class total	209	209	56	56	*Basic parenting, child psychology 101
AtoZ Database records viewed	68	68	287	287	
<b>Successful Info Retrieval</b>	<b>6920</b>	<b>6920</b>	<b>6791</b>	<b>6791</b>	
<b>Services-Main</b>					
Public Service Hours	211	211	210.5	210.5	Doors open 11 days, 9-7 (10hr) = 110
Circulation per Hour	54		48		Doors open 9 days, 9-6 (9hr) = 81
In-House Circulation	617	617	1025	1025	Saturdays 5 days, 9:30-1:30 (4hr) = 20
Items Mended	20	20	33	33	
Gate Count	8333	8333	7741	7741	
Number Borrowers in Date Range	1995	1995	1934	1934	
Photocopies Made	9152	9152	12505	12505	
New Library Cards	96	96	101	101	
Public Computer/Internet Usage	284	284	245	245	
Wireless Sessions	2601	2601	10896	10896	
Main Website Visits	1974	1974	NA	NA	*New stat
AWE Children's Computers	673	673	102	102	
Notary Services	20	20	28	28	
Tech Help Sessions	37	37	36	36	
Chickasaw Meals Program	87	87	381	381	
Proctor Exam	0	0	0	0	

# July 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Questions</b>					
Reference Questions	596	596	1523	1523	
Informational Questions	2294	2294	4068	4068	
E-Mail Questions	42	42	65	65	
<b>Total Questions</b>	<b>2932</b>	<b>2932</b>	<b>5656</b>	<b>5656</b>	
<b>Programming</b>					*State requires reporting in this way
<b>Children (0-5)</b>					*SRP = 149
In-Person Onsite	9	9	42	42	
Attendance	415	415	578	578	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	2	2	
Attendance	0	0	10	10	
<b>Children (6-11)</b>					*SRP = 287
In-Person Onsite	32	32	42	42	
Attendance	715	715	578	578	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	2	2	
Attendance	0	0	10	10	
<b>YA/Teens (12-18)</b>					*SRP = 81
In-Person Onsite	23	23	6	6	
Attendance	212	212	74	74	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	2	2	
Attendance	0	0	10	10	
<b>Adults (19+)</b>					*SRP = 119
In-Person Onsite	34	34	26	26	
Attendance	165	165	252	252	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
<b>General/Family/All Ages</b>					
In-Person Onsite	13	13	NA	NA	
Attendance	95	95	NA	NA	
In-Person Offsite	0	0	NA	NA	
Attendance	0	0	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
<b>Other Programming</b>					
Pre-Recorded Programs (All)	0	0	14	14	
Views	0	0	306	306	
Meeting Rooms/Partner Groups	60	60	24	24	*Removed passive programming
Attendance	165	165	62	62	
<b>Income-Main</b>					
Fines	357.03	357.03	654.09	654.09	Overdues: 7 day text 368
Copies	489.15	489.15	635.45	635.45	1&2 102
Interlibrary Loan	23.85	23.85	11.5	11.5	Final 11
Fax	197.6	197.6	242.32	242.32	Lost
Lost & Paid Items	55.96	55.96	50.19	50.19	
Collections	10	10	0	0	
Non-county fee	0	0	0	0	
State Aid	0	0	0	0	
<b>Total Income</b>	<b>1133.59</b>	<b>1133.59</b>	<b>1593.55</b>	<b>1593.55</b>	

# July 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Genealogy Library</b>					
In-state visitors	51	51	63	63	
Out-of-state visitors	1	1	4	4	
In-house programs	1	1	1	1	
Attendance	1	1	5	5	
Outreach	0	0	0	0	
Attendance	0	0	0	0	
Hours open	72.5	72.5	84	84	
Research for patrons (hours)	40	40	70	70	
E-mail questions	40	40	25	25	
Phone questions	43	43	38	38	
Website visits	154	154	NA	NA	
Computer use	40	40	13	13	
Scanner	10	10	0	0	1 hr 10 min
Microfilm	6	6	241	241	Most items on digitizer
Copies sold	232	232	29.1	29.1	
Total money	23.25	23.25	33	33	
Memory Lab usage (# of patrons)	11	11	38	38	Hours used: 29 hr 30 min