

Subject: Duncan Public Library Board Meeting
Date: Tuesday, June 28, 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 May 24, 2022, meeting. Consider approval.
3. Presentation of library claims for May. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Old Business
6. New Business
7. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
8. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, May 24, 2022
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



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

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:30 am by Tanya Case. The flag salute was led by Amy Ryker, and the prayer was led by Brendhan Fritts.

II. Reading of Previous Minutes

Minutes for the April 26, 2022, meeting were read. Brendhan Fritts moved to approve. John Ray Green seconded. All approved.

III. Presentation of Library Claims

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

IV. Director's Report

- Amy Ryker presented the library statistics for April.
- Genealogy library updates: Brown Bag for June: June 1, Immigration records. Push for NOT just Stephens County or members.
- Accomplishments and challenges discussed: Parking lot updates: ramps and sidewalks done. Awaiting striping and spaces. Roof update: completed patch job. Only one leak so far. TLC overdue emails updated. DnD updates. Lunch program updates. Citizenship grant updates. DPL t-shirts, teen volunteers.
- Upcoming programming and plans: SRP review.

V. Old Business

Cell tower update was provided.

VI. New Business

No new business was discussed.

VII. Comments by Staff, Board, or Public

No public was in attendance.

VIII. Adjournment

Brendhan Fritts moved to adjourn. John Ray Green seconded. All approved. Adjourned at 10:12 am.

Duncan Public Library
Claims for May 1 through 31, 2022
Submitted to Library Board, June 28, 2022

01-11-521400	<i>Materials & Supplies</i>	
22-1304	Amazon.....	\$75.79
	Metal bookends, children's dept.	
22-1488	Amazon.....	\$97.99
	Mats for lunch program	
01-11-524200	<i>Contract Services</i>	
22-1000	Pippin Brothers.....	\$870.00
	March filter change	
22-1429	Oklahoma Pest Services.....	\$100.00
	Quarterly pest services	
01-11-524550	<i>Databases</i>	
22-1515	Midwest Tape.....	\$1,103.10
	Hoopla usage, April 2022	
15-11-530049	<i>Books</i>	
22-0374	Ingram.....	\$831.68
	Book order (46)	
22-0391	Baker & Taylor.....	\$140.80
	Book order (15 YA)	
22-0734	Midwest Tape.....	\$784.89
	DVD order (36)	
22-1219	Center Point LP.....	\$369.72
	Book order (16 LP)	
22-1362	Cengage	\$722.05
	Book order (29 LP)	

May 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	328	2813	237	3935	Adult items added: 84
Inspirational Fiction	275	2708	230	3302	Adult items discarded: 175
LP Fiction	594	6181	481	8513	Fic: 2613
McNaughton Fiction	17	378	33	169	
Mysteries	198	2108	175	3401	
New Fiction	315	3429	314	4872	
New LP Fiction	337	3732	339	4227	
Adult Paperbacks	93	979	82	956	
Science Fiction	41	290	17	340	
Westerns	48	613	34	814	
New YA Fiction	71	329	32	386	
YA Fiction	284	1920	127	2021	
YA Paperbacks	6	107	5	85	
YA Sequoyah	6	111	22	216	
LP Nonfiction	6	112	10	102	Nonfic: 593
McNaughton Nonfiction	33	341	19	190	
New LP Nonfiction	4	103	11	129	
New Nonfiction	116	897	108	1493	
Nonfiction	279	2873	287	3146	
New YA Nonfiction	12	114	18	212	
YA Nonfiction	143	1004	69	860	
Total Adult Fic/NF	3206	31142	2650	39371	
Juvenile Fic/NF					
New Easy	108	1088	NA	NA	
Easy Books	1027	10380	757	8436	Juv added: 57
Beginning chapter books	30	259	35	453	Juv discarded: 151
New J Fiction	38	257	21	234	
Juvenile Fiction	249	2123	170	2170	JFic: 1685
Juvenile Paperbacks	230	11926	211	2371	
J Sequoyah	3	94	NA	NA	
New J Nonfiction	87	471	28	166	
Juvenile Nonfiction	299	2490	217	2413	JNonfic: 386
Total Juv Fic/NF	2071	29088	1439	16243	
Total Periodicals					
	173	1454	151	1301	
Spanish Easy, Juv	0	12	0	14	
Spanish Fiction/YA	0	2	1	1	
Spanish Nonfiction	0	4	0	7	
Total Spanish	0	19	1	22	
Interlibrary Loans: Borrowed	8	81	7	92	
Interlibrary Loans: Lent	41	508	56	520	
Adult Audio/Visual					
Books on CD	152	1811	151	1742	
Playaways	5	82	0	60	
YA Books on CD	2	15	0	31	
DVDs - Adult	514	5688	548	8815	
DVDs - Young Adult	39	656	51	1258	
Total Adult Audio/Visual	712	8252	750	11906	
Juvenile Audio/Visual					
J Books on CD	7	52	2	17	
Music CD	0	9	0	6	
DVDs - Juvenile	131	1658	178	2158	
Total Juvenile A/V	138	1719	180	2181	

May 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	93	1120	57	831	
Cake Pans	6	41	5	54	Under Kits still
Binge Boxes	39	422	NA	NA	
Total Other Items	138	1583	62	885	
Total Physical Circulation	6487	73846	5296	72521	
Electronic Circulation					
OverDrive: eAudiobooks	976	9217	717	8194	Total OverDrive: 2754
OverDrive: eBooks	1722	20890	1898	21659	Adult OD: 2557
OverDrive: movies	14	56	5	35	Juv OD: 140
OverDrive: magazines	41	557	23	346	
hoopla audio	340	2994	232	2115	Total hoopla:600
hoopla comics	22	249	38	340	Adult hoopla: 507
hoopla eBooks	138	1758	176	1829	Juv hoopla: 93
hoopla movies	55	347	59	527	
hoopla music	10	103	11	115	
hoopla TV	32	253	34	272	
hoopla Bingepass	3	15	NA	NA	
Gale Reference eBooks	1	22	10	31	
Total Electronic Circulation	3354	36461	3203	35463	
Total Circulation	9841	110307	8499	107984	
Electronic Information					
Gale: Chilton	11	141	5	63	
Gale: LegalForms	8	48	5	54	
NewsBank: America's Newspapers	2461	22957	1996	23929	
NewsBank: Genealogy Bank	0	227	0	152	
BrainFuse: HelpNow	0	61	32	149	
BrainFuse: LearnNow	2	47	12	361	
BrainFuse: JobNow	3	71	1	26	
ProQuest: Ancestry	33	1543	326	3258	
ProQuest: HeritageQuest	139	421	8	470	
ProQuest: Fold3	20	547	26	801	
EBSCO sessions	2964	17478	2469	27752	
Mango sessions	9	122	4	231	
OverDrive: Universal Class total	187	654	3	116	*Self esteem, autism, quickbooks
AtoZ Database records viewed	146	4307	708	11140	
Successful Info Retrieval	5983	48624	5595	68502	
Services-Main					
Public Service Hours	208	2282	220	1882	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	47		39		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	535	7523	544	5697	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	19	336	38	301	Closed: Memorial Day
Gate Count	7662	85800	4056	40585	
Number of borrowers in date range	1736	18257	1435	13430	
Photocopies Made	16618	133016	9820	82364	
New library cards	99	768	71	1466	
Public computer/Internet usage	225	2312	315	5676	
Wireless sessions	2327	75055	10291	56145	
AWE Children's computers	414	3749	0	0	
Notary Services	24	242	22	32	
Questions					
Reference Questions	585	10325	491	4951	
Informational Questions	2405	33021	1102	15369	
E-Mail Questions	32	440	38	201	
Total Questions	3022	43786	1631	20521	

May 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Programming					
Adult In-Person Programs	49	361	10	12	
Attendance	240	2015	52	89	
Adult Live Virtual	0	3	0	2	
Attendance	0	18	0	12	
Views	0	41	0	225	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	4	26	1	1	
Attendance	63	236	13	13	
Teen Live Virtual	0	4	2	7	
Attendance	0	20	4	23	
Views	0	38	4	12	
Teen Recorded Programs	0	7	5	66	
Views	0	28	15	522	
Childrens In-Person Programs	16	224	1	31	
Attendance	160	2521	15	183	
Childrens Live Virtual	0	2	0	4	
Attendance	0	10	0	24	
Views	0	158	0	555	
Childrens Recorded Programs	0	22	0	39	
Views	0	365	0	1154	
Other Programs & Meeting Rooms	65	832	57	127	
Attendance	204	2755	180	339	
Adult Outreach	0	7	0	1	
Attendance	0	89	0	13	
Children Outreach	1	4	1	5	
Attendance	25	150	12	81	
Passive Programming	6	527	75	1064	
Engagement	5185	51021	1566	17180	
Tech Help sessions	28	324	29	374	
Chickasaw Meals Program	126	3144	414	1642	Took off over a week to prep for new rules/area
Proctor Exam	0	0	0	0	
Income					
Fines	265.3	4277.98	473.36	1546.72	Overdues: 7 day text 291
Copies	636.22	6233.82	436.9	5418.5	1&2 89
Interlibrary Loan	7.2	158.65	35.85	232	Final 9
Fax	315.15	2825.43	191.4	2798.75	Lost
Lost & Paid Items	83.45	571.84	62.4	300.13	
Collections	10	105.5	30	97	
Non-county fee	25	175	0	50	
State Aid	0	13681	0	13664	
Total Income	1342.32	28029.22	1229.91	24137.1	
Genealogy Library					
In-state visitors	34	523	56	472	
Out-of-state visitors	2	434	0	2	
In-house programs	1	14	2	16	
Attendance	7	45	15	148	
Outreach	0	114	0	5	
Attendance	0	28	0	63	
Hours open	87.5	844	66	831	
Hours spent researching for people	57	455	56	552	
E-mail questions	41	416	22	157	
Phone questions	16	280	21	164	
Computer use	52	581	30	352	
Scanner	20	101	10	123	1 hr 40 min
Microfilm	0	6	0	12	Most items on digitizer
Copies sold	73	749	23	295	
Total Money	7.3	91	2.3	67.45	
Memory Lab Usage # of patrons	10	110	25	100	Hours used: 29 hr 20 min