

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, March 22, 2022  
Time: 9:30 am  
Place: Stephens County Genealogy Library, 321 N. 8<sup>th</sup> St., Duncan, OK 73533

1. Call to Order with flag salute and prayer.
2. Read minutes from February 22, 2022, meeting. Consider approval.
3. Presentation of library claims for February. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Accomplishments and challenges
  - c. Upcoming programming and plans
5. Genealogy report—Kristi King
6. Consider plan to replace DPL sign out front main library with digital sign.
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, February 22, 2022  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



*Board Members Present:* Jo Ann Pierce, 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 9:33 am by Jo Ann Pierce. The flag salute was led by Brendhan Fritts, and the prayer was led by Geoff Johnson.

**II. Reading of December Minutes**

Minutes for the December 28, 2021, meeting were read. Tanya Case moved to approve. Geoff Johnson approved. John Ray Green abstained. All others approved.

**III. Reading of January Minutes**

Minutes for the January 25, 2022, meeting were read. Geoff Johnson moved to approve. Tanya Case seconded. Brendhan Fritts abstained. All others approved.

**IV. Presentation of Library Claims**

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

**V. Director's Report**

- Amy Ryker presented the library statistics for January.
- Genealogy info: African-American genealogy brown bag will be rescheduled in July. Working on a copier upgrade. March 2 brown bag is about church records. Postcards for renewal to society have been sent out. All memory lab machines are being used.
- Accomplishments and challenges discussed: PCNet access points installed, waiting on reporting issues. OK DHS partnership has begun. Cataloging and email issues causing problems, but being worked on. Black History display presented to City council. Talked to Retired Teachers. Bookopoly popularity. Joining ODL committee to improve state reports. Toy baskets for study rooms are done. Minecraft popularity.
- Upcoming programming and plans: FOL annual meeting is March 1 with Beverly Kirk, historical quilter on Zoom; Spring break teen art closet open, come & go crafts, and take n makes available.

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

Document was discussed. John Ray Green moved to approve with suggested changes. Brendhan Fritts seconded. All approved.

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**VII. Old Business**

Discussion of laminator services in town and possible laminator policies: Only Scissortail offers services, and most libraries and print shops seem to have similar rates: .25-.50 for small/business card sizes; 1.00 8x11; 2.00 11x17.

**VIII. New Business**

The next meeting will be at the Stephens County Genealogy Library.

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

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

**X. Adjournment**

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

**Duncan Public Library**  
**Claims for February 1 through 28, 2022**  
*Submitted to Library Board, March 22, 2022*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
22-0716	Oklahoma Dept. of Labor.....	\$50.00
	Boiler inspection	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
22-0695	Quill.....	\$655.21
	Paper, scissors, wipes, masks, tissues, laminate	
22-0768	Quill.....	\$759.28
	TP, PT, dispenser, toner, dots	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
22-0424	Pippin Bros.....	\$875.00
	Boiler checkup/testing	
22-0429	Pippin Bros.....	\$2,650.00
	Annual full filter replacement	
22-0608	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
22-0640	Kellogg & Sovereign .....	\$3,260.00
	E-rate services, OUSF compliance services	
22-0668	Channels.....	\$225.00
	Round 1 weed killer/pre-emergent/lawn care	
<b>01-11-524500</b>	<b><i>Computer Services</i></b>	
22-0639	Envisionware .....	\$1,420.60
	1-yr renewal Envisionware maintenance/subscription	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
21-xxxx	OverDrive .....	\$3,000.00
	1-yr renewal Oklahoma Virtual Library participation, content, maint.	
22-0607	Midwest Tape.....	\$914.18
	Hoopla usage, January 2022	
22-0736	NewsBank.....	\$3,715.00
	1-yr renewal NewsBank databases (3)	
<b>01-11-524800</b>	<b><i>Advertisement</i></b>	
22-0606	Duncan High School.....	\$50.00
	Business card size ad, DHS yearbook	

<b>01-11-529300</b>	<b><i>Subscriptions</i></b>	
22-0717	Renaissance Learning.....	\$93.25
	1-yr subscription Renaissance AR bookguides	
<b>15-11-530049</b>	<b><i>Books</i></b>	
22-0054	Blackstone.....	\$712.68
	Audiobook order (12 BOCDs)	
22-0209	Cengage .....	\$712.98
	Book order (29 LP)	
22-0376	Center Point LP.....	\$369.72
	Book order (16 LP)	
22-0693	Cengage .....	\$770.69
	Book order (31 LP)	
22-0739	Ingram.....	\$155.12
	Book order (11)	

# February 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	243	2024	423	2964	Adult items added: 179
Inspirational Fiction	209	1987	403	2329	Adult items discarded: 35
LP Fiction	479	4482	870	6250	Fic: 2020
McNaughton Fiction	25	328	14	78	
Mysteries	154	1572	298	2424	
New Fiction	284	2510	497	3467	
New LP Fiction	277	2734	427	2890	
Adult Paperbacks	106	682	64	586	
Science Fiction	16	198	33	287	
Westerns	55	435	75	620	
New YA Fiction	24	221	31	254	
YA Fiction	131	1276	147	1589	
YA Paperbacks	5	88	5	43	
YA Sequoyah	12	82	24	152	
LP Nonfiction	4	87	6	66	Nonfic: 388
McNaughton Nonfiction	27	258	22	113	
New LP Nonfiction	9	84	16	85	
New Nonfiction	79	556	154	1022	
Nonfiction	214	2078	277	2105	
New YA Nonfiction	4	88	6	165	
YA Nonfiction	51	732	74	552	
<b>Total Adult Fic/NF</b>	<b>2408</b>	<b>22502</b>	<b>3866</b>	<b>28041</b>	
<b>Juvenile Fic/NF</b>					
New Easy	84	869	NA	NA	
Easy Books	815	7343	720	5619	Juv added: 24
Beginning chapter books	31	179	29	272	Juv discarded: 35
New J Fiction	12	183	15	163	
Juvenile Fiction	130	1558	140	1493	JFic: 1246
Juvenile Paperbacks	164	11393	164	1450	
J Sequoyah	10	73	NA	NA	
New J Nonfiction	20	280	19	92	
Juvenile Nonfiction	133	1750	172	1696	JNonfic: 153
<b>Total Juv Fic/NF</b>	<b>1399</b>	<b>13628</b>	<b>1259</b>	<b>10785</b>	
<b>Total Periodicals</b>	<b>117</b>	<b>992</b>	<b>90</b>	<b>805</b>	
Spanish Easy, Juv	0	9	7	7	
Spanish Fiction/YA	0	2	0	0	
Spanish Nonfiction	0	4	2	3	
<b>Total Spanish</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>10</b>	
Interlibrary Loans: Borrowed	9	59	10	70	
Interlibrary Loans: Lent	38	367	35	356	
<b>Adult Audio/Visual</b>					
Books on CD	139	1311	178	1217	
Playaways	8	57	9	37	
YA Books on CD	0	4	1	19	
DVDs - Adult	492	4240	805	6370	
DVDs - Young Adult	50	529	103	978	
<b>Total Adult Audio/Visual</b>	<b>689</b>	<b>6141</b>	<b>1096</b>	<b>8621</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	6	36	2	5	
Music CD	3	9	0	5	
DVDs - Juvenile	113	1247	117	1466	
<b>Total Juvenile A/V</b>	<b>122</b>	<b>1292</b>	<b>119</b>	<b>1595</b>	

# February 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	97	765	52	574	
Cake Pans	1	28	2	25	Under Kits still
Binge Boxes	54	259	NA	NA	
<b>Total Other Items</b>	<b>156</b>	<b>1052</b>	<b>54</b>	<b>599</b>	
<b>Total Physical Circulation</b>	<b>4934</b>	<b>46048</b>	<b>6538</b>	<b>50882</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	766	6433	626	6189	Total OverDrive: 2651
OverDrive: eBooks	1811	15430	1899	16088	Adult OD: 2365
OverDrive: movies	5	33	2	27	Juv OD: 211
OverDrive: magazines	67	423	38	242	
hoopla audio	292	2080	203	1516	Total hoopla: 566
hoopla comics	23	189	36	244	Adult hoopla: 489
hoopla eBooks	181	1310	173	1290	Juv hoopla: 77
hoopla movies	52	226	64	394	
hoopla music	3	78	5	82	
hoopla TV	14	194	41	182	
hoopla Bingeass*	1	6	NA	NA	*Adding starting January
Gale Reference eBooks	3	3	8	21	
<b>Total Electronic Circulation</b>	<b>3218</b>	<b>26405</b>	<b>3095</b>	<b>26275</b>	
<b>Total Circulation</b>	<b>8152</b>	<b>72453</b>	<b>9633</b>	<b>77157</b>	
<b>Electronic Information</b>					
Gale: Chilton	20	117	5	32	
Gale: LegalForms	1	13	2	42	
NewsBank: America's Newspapers	2817	15697	1685	18165	
NewsBank: Genealogy Bank	16	98	33	145	
BrainFuse: HelpNow	3	55	2	76	
BrainFuse: LearnNow	0	39	3	70	
BrainFuse: JobNow	6	47	1	23	
ProQuest: Ancestry	122	968	487	2253	
ProQuest: HeritageQuest	42	259	86	422	
ProQuest: Fold3	8	481	57	632	
EBSCO sessions	3304	8640	1767	20802	
Mango sessions	13	99	4	77	
OverDrive: Universal Class total	33	259	1	98	
AtoZ Database records viewed	29	2814	667	8110	
<b>Successful Info Retrieval</b>	<b>6414</b>	<b>29886</b>	<b>4800</b>	<b>50947</b>	
<b>Services-Main</b>					
Public Service Hours	179	1629	169	1234	Doors open 10 days, 9-7 (10hr) = 100
Circulation per Hour	46		57		Doors open 7 days, 9-6 (9hr) = 63
In-House Circulation	449	5713	361	4111	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	18	248	26	221	Closed 1 day holiday, 2 days weather
Gate Count	7324	62225	2046	29280	
Number of borrowers in date range	1431	13254	959	9538	
Photocopies Made	8008	90382	5513	51001	
New library cards	41	536	36	1304	
Public computer/Internet usage	175	1620	392	4648	
Wireless sessions	*	67568	3485	35141	Unique users: New system
AWE Children's computers	149	2502	0	0	
Notary Services	14	174	NA	NA	
<b>Questions</b>					
Reference Questions	597	8323	394	3979	
Informational Questions	2497	25454	978	13222	
E-Mail Questions	25	333	20	131	
<b>Total Questions</b>	<b>3119</b>	<b>34110</b>	<b>1392</b>	<b>17362</b>	

# February 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Programming</b>					
Adult In-Person Programs	37	208	0	0	
Attendance	189	1284	0	0	
Adult Live Virtual	0	1	0	0	
Attendance	0	1	0	0	
Views	0	2	0	0	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	2	10	0	0	
Attendance	20	102	0	0	
Teen Live Virtual	2	4	1	2	
Attendance	10	20	4	7	
Views	0	38	0	0	
Teen Recorded Programs	0	7	5	51	
Views	0	28	20	477	
Childrens In-Person Programs	18	160	4	22	
Attendance	206	1565	12	142	
Childrens Live Virtual	0	2	0	1	
Attendance	0	10	0	12	
Views	0	158	0	300	
Childrens Recorded Programs	2	21	0	39	
Views	10	355	0	1154	
Other Programs & Meeting Rooms	59	599	8	39	
Attendance	264	2012	16	88	
Adult Outreach	2	5	0	0	
Attendance	39	84	0	0	
Children Outreach	0	0	0	4	
Attendance	0	0	0	69	
Passive Programming	9	508	128	744	
Engagement	8059	34008	1613	11510	
Tech Help sessions	25	250	30	282	
Chickasaw Meals Program	439	2500	244	514	
Proctor Exam	0	0	0	0	
<b>Income</b>					
Fines	146.15	3380.14	39.8	455.33	Overdues: 7 days 255
Copies	410.4	4237.65	364.05	3867	1&2 59
Interlibrary Loan	9.2	124.8	18.15	151.05	Final 10
Fax	201.5	1866.08	179.2	2045.1	Lost
Lost & Paid Items	124.92	387.55	16	199.82	
Collections	0	70.5	0	35	
Non-county fee	0	150	0	50	
State Aid	13681	13681	0	0	
<b>Total Income</b>	<b>14573.17</b>	<b>23897.72</b>	<b>637.2</b>	<b>6803.3</b>	
<b>Genealogy Library</b>					
In-state visitors	52	380	29	324	
Out-of-state visitors	0	432	0	2	
In-house programs	2	9	1	10	
Attendance	13	12	6	64	
Outreach	0	113	1	3	
Attendance	0	20	10	35	
Hours open	59	589	56	614	
Hours spent researching for people	30	355	30	391	
E-mail questions	49	300	5	91	
Phone questions	24	203	9	108	
Computer use	60	409	23	252	
Scanner	13	65	9	90	4.5 hr
Microfilm	0	0	0	12	Most items on digitizer
Copies sold	31	564	15	238	
Total Money	3.1	69.45	6.1	59.6	
Memory Lab Usage # of patrons	4	86	5	59	Hours used: 102.5 hr