

Subject: Duncan Public Library Board Meeting
Date: Tuesday, May 24, 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 April 26, 2022, meeting. Consider approval.
3. Presentation of library claims for April. 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, April 26, 2022
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, 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 9:37 am by Jo Ann Pierce. The flag salute was led by Jo Ann Pierce, and the prayer was led by Geoff Johnson.

II. Reading of February Minutes

Minutes for the March 22, 2022, meeting were read. John Ray Green moved to approve with address change. Geoff Johnson seconded. All approved.

III. Presentation of Library Claims

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

IV. Director's Report

- Amy Ryker presented the library statistics for March.
- Genealogy library updates: Brown bag May 4: Mexican American heritage, new copier installed, ethnic food fundraiser
- Accomplishments and challenges discussed: Extending teen volunteer applications, digital sign ordered, YA shelving ordered, new StoryWalk out, storm causing power outage, wall of librarians completed, roof and AC updates, CPR refresher for staff completed, garden update, insurance claim for damage on back building, parking lot update, cell tower update.
- Upcoming programming and plans: StoryTime break during May, take and makes for Mer-May, SRP starts June 1 and new congregate meals begin June 1 in main building kitchen area, poetry reading April 28th.

V. 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).

John Ray Green moved to adjourn into executive session for discussion. Geoff Johnson seconded. All agreed. Amy Ryker left the room.

VI. Consider reconvening into regular session.

John Ray Green moved to reconvene. Geoff Johnson seconded. All agreed. Amy Ryker reentered room.

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VII. Consider accepting evaluation of library director.

John Ray Green moved to accept evaluation of Amy Ryker, library director. Geoff Johnson seconded. All agreed.

VIII. Old Business

No old business was discussed.

IX. New Business

No new business was discussed.

X. Comments by Staff, Board, or Public

No comments were made. No public was in attendance.

XI. Adjournment

Geoff Johnson moved to adjourn. John Ray Green seconded. All approved. Adjourned at 10:17 am.

Duncan Public Library
Claims for April 1 through 30, 2022
Submitted to Library Board, May 24, 2022

01-11-521100	<i>Repair & Maintenance</i>	
22-1245	Hunzicker	\$146.43
	Fluorescent bulbs (50)	
01-11-521400	<i>Materials & Supplies</i>	
22-0989	KAPCO	\$309.52
	Book covers (200)	
22-1081	Quill.....	\$487.96
	Cash register, trash bags	
22-1119	Amy Ryker.....	\$49.95
	Reimbursement for frames, thread for projects	
22-1305	Rosedrew (Showcases).....	\$57.32
	Switch game cases (24)	
22-1335	Quill.....	\$529.77
	Ink/toner, post-its, cardstock, pens	
22-1349	The Library Store	\$448.60
	Spine/processing labels	
22-1350	Rapid Print-Marketing (Affordable Library Products).....	\$320.00
	Roll security tags (2)	
22-1351	Quill.....	\$598.76
	Bandages, trash bags, 8 1/2x11 paper	
01-11-522100	<i>Equipment</i>	
22-1281	GMC/Bennett	\$1,495.00
	Pre-owned copy machine with copy plan for genealogy library	
01-11-524200	<i>Contract Services</i>	
22-1147	TKE	\$399.91
	Quarterly elevator services/maintenance	
22-1365	Channels.....	\$247.50
	Lawn care: round 2 weedkiller, pre-emergent, fertilizer	
01-11-524550	<i>Databases</i>	
22-1217	Midwest Tape.....	\$960.25
	Hoopla usage, March 2022	
01-11-528200	<i>Memberships/Dues</i>	
22-1118	Misty Brodeur	\$44.00
	Reimbursement for ALA/OLA/PLA memberships	

22-1216	Terrie Renfro.....	\$10.40
	Reimbursement for filing fees for notary bond	
01-11-529300	Subscriptions	
22-1218	Gee Whiz Labs.....	\$133.00
	1-yr subscription to online calendar/scheduling	
22-1220	Publishers Weekly	\$169.99
	1-yr subscription to Publishers Weekly	
15-11-530049	Books	
22-0062	Ingram Entertainment	\$733.85
	Video game order (15)	
22-0617	Ingram.....	\$496.73
	Book order (38)	
22-0865	Midwest Tape.....	\$98.41
	DVD order (9 child)	
22-0960	Cengage	\$750.46
	Book order (30 LP)	
22-0964	Center Point LP.....	\$369.72
	Book order (16 LP)	
22-0988	Ingram.....	\$273.88
	Book order (17)	
22-0999	Ingram.....	\$219.03
	Book order (12)	
22-1145	Amazon.....	\$49.44
	Book order (4 child)	

April 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	200	2485	346	3698	Adult items added: 192
Inspirational Fiction	188	2433	368	3072	Adult items discarded: 76
LP Fiction	530	5587	810	8032	Fic: 2111
McNaughton Fiction	15	361	34	136	
Mysteries	158	1910	352	3226	
New Fiction	283	3114	478	4558	
New LP Fiction	314	3395	447	3888	
Adult Paperbacks	113	886	146	874	
Science Fiction	26	249	16	323	
Westerns	74	565	70	780	
New YA Fiction	17	258	41	354	
YA Fiction	175	1636	117	1894	
YA Paperbacks	10	101	19	80	
YA Sequoyah	8	105	14	196	
LP Nonfiction	7	106	16	92	Nonfic: 384
McNaughton Nonfiction	17	308	28	171	
New LP Nonfiction	3	99	14	118	
New Nonfiction	87	781	163	1385	
Nonfiction	216	2594	374	2859	
New YA Nonfiction	5	102	13	194	
YA Nonfiction	52	861	140	791	
Total Adult Fic/NF	2498	27936	4006	35921	
Juvenile Fic/NF					
New Easy	49	980	NA	NA	
Easy Books	950	9353	928	7679	Juv added: 161
Beginning chapter books	19	229	72	418	Juv discarded: 325
New J Fiction	14	219	21	213	
Juvenile Fiction	129	1874	227	2000	JFic: 1292
Juvenile Paperbacks	123	11696	343	2160	
J Sequoyah	8	91	NA	NA	
New J Nonfiction	38	384	29	138	
Juvenile Nonfiction	196	2191	243	2196	JNonfic: 234
Total Juv Fic/NF	1526	27017	1863	14804	
Total Periodicals	119	1281	174	1150	
Spanish Easy, Juv	2	12	5	14	
Spanish Fiction/YA	1	2	0	0	
Spanish Nonfiction	0	4	4	7	
Total Spanish	3	19	9	21	
Interlibrary Loans: Borrowed	5	73	8	85	
Interlibrary Loans: Lent	50	467	42	464	
Adult Audio/Visual					
Books on CD	165	1659	157	1591	
Playaways	12	77	12	60	
YA Books on CD	4	13	6	31	
DVDs - Adult	389	5174	764	8267	
DVDs - Young Adult	36	617	93	1207	
Total Adult Audio/Visual	606	7590	1032	11156	
Juvenile Audio/Visual					
J Books on CD	5	45	6	15	
Music CD	0	9	0	6	
DVDs - Juvenile	112	1527	161	1980	
Total Juvenile A/V	117	1581	167	2001	

April 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	97	1027	112	774	
Cake Pans	1	35	15	49	Under Kits still
Binge Boxes	36	383	NA	NA	
Total Other Items	134	1445	127	823	
Total Physical Circulation	5058	67359	7428	66425	
Electronic Circulation					
OverDrive: eAudiobooks	911	8241	655	7477	Total OverDrive: 2701
OverDrive: eBooks	1733	19168	1837	19761	Adult OD: 2457
OverDrive: movies	0	42	1	30	Juv OD: 183
OverDrive: magazines	55	516	50	444	
hoopla audio	296	2654	179	1883	Total hoopla: 557
hoopla comics	23	227	31	302	Adult hoopla: 465
hoopla eBooks	172	1620	192	1653	Juv hoopla: 92
hoopla movies	34	292	25	468	
hoopla music	9	93	8	104	
hoopla TV	21	221	35	238	
hoopla Bingepass	2	12	NA	NA	
Gale Reference eBooks	10	21	0	21	
Total Electronic Circulation	3266	33107	3013	32381	
Total Circulation	8324	100466	10441	98806	
Electronic Information					
Gale: Chilton	11	130	16	58	
Gale: LegalForms	6	40	4	49	
NewsBank: America's Newspapers	2283	20496	1827	20933	
NewsBank: Genealogy Bank	44	227	0	152	
BrainFuse: HelpNow	1	61	10	117	
BrainFuse: LearnNow	5	45	19	349	
BrainFuse: JobNow	15	68	1	25	
ProQuest: Ancestry	164	1510	391	2932	
ProQuest: HeritageQuest	0	282	20	462	
ProQuest: Fold3	14	527	53	775	
EBSCO sessions	2771	14514	2262	25283	
Mango sessions	6	113	25	227	
OverDrive: Universal Class total	175	467	1	113	
AtoZ Database records viewed	94	4161	763	10432	
Successful Info Retrieval	5589	42641	5392	62907	
Services-Main					
Public Service Hours	208	2074	205	1662	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	40		51		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	590	6988	529	5153	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	23	317	25	263	Closed: Good Friday, Easter Saturday
Gate Count	6984	78138	3684	36529	
Number of borrowers in date range	1448	16521	1123	11995	
Photocopies Made	10863	116398	11286	72544	
New library cards	74	669	36	1395	
Public computer/Internet usage	240	2087	405	5361	
Wireless sessions	2340	72728	5276	45884	Unique users: New system
AWE Children's computers	412	3335	0	0	
Notary Services	19	218	10	10	
Questions					
Reference Questions	640	9740	491	4951	
Informational Questions	2252	30616	1102	15369	
E-Mail Questions	30	408	38	201	
Total Questions	2922	40764	1631	20521	

April 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Programming					
Adult In-Person Programs	51	312	1	2	
Attendance	252	1775	17	37	
Adult Live Virtual	1	3	1	2	
Attendance	12	18	7	12	
Views	34	41	133	225	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	5	22	0	0	
Attendance	49	173	0	0	
Teen Live Virtual	0	4	2	5	
Attendance	0	20	8	19	
Views	0	38	8	8	
Teen Recorded Programs	0	7	5	61	
Views	0	28	15	507	
Childrens In-Person Programs	24	208	4	30	
Attendance	457	2361	15	168	
Childrens Live Virtual	0	2	1	4	
Attendance	0	10	5	24	
Views	0	158	102	555	
Childrens Recorded Programs	0	22	0	39	
Views	0	365	0	154	
Other Programs & Meeting Rooms	78	767	17	70	
Attendance	248	2551	43	159	
Adult Outreach	1	7	1	1	
Attendance	2	89	13	13	
Children Outreach	2	3	0	4	
Attendance	75	125	0	69	
Passive Programming	7	521	80	989	
Engagement	6672	45836	1539	15614	
Tech Help sessions	25	296	31	345	
Chickasaw Meals Program	221	3018	275	1228	
Proctor Exam	0	0	0	0	
Income					
Fines	257.44	4012.68	262.88	1073.36	Overdues: 7 day text 162
Copies	664.71	5597.6	413.65	4981.6	1&2 51
Interlibrary Loan	3.6	151.45	28.2	196.15	Final 9
Fax	205.5	2510.28	313.25	2607.35	Lost
Lost & Paid Items	32.94	488.39	41.93	267.73	
Collections	20	95.5	12	67	
Non-county fee	0	150	0	50	
State Aid	0	13681	0	13664	
Total Income	1184.19	26686.9	1071.91	22937.19	
Genealogy Library					
In-state visitors	46	489	65	416	
Out-of-state visitors	0	432	0	2	
In-house programs	2	13	3	14	
Attendance	14	38	63	133	
Outreach	1	114	1	5	
Attendance	8	28	8	63	
Hours open	80	756.5	91	765	
Hours spent researching for people	21.5	398	55	496	
E-mail questions	32	375	25	135	
Phone questions	37	264	16	143	
Computer use	55	529	34	322	
Scanner	10	81	14	113	2 hr 10 min
Microfilm	0	6	0	12	Most items on digitizer
Copies sold	87	676	25	272	
Total Money	8.75	83.7	4.1	65.15	
Memory Lab Usage # of patrons	6	100	11	75	Hours used: 6 hr 15 min