

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, October 25, 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 September 27, 2022, meeting. Consider approval.
3. Presentation of library claims for September. 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, September 27, 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 9:37 am by Case. The flag salute was led by Fritts, and the prayer was led by Johnson.

**II. Reading of Previous Minutes**

Minutes for the August 23, 2022, meeting were read. Fritts moved to approve. Johnson seconded. All others approved.

**III. Presentation of Library Claims**

Claims for August were reviewed. Johnson moved to approve. Fritts seconded. All approved.

**IV. Director's Report**

- Amy Ryker presented the library statistics for August.
- Genealogy library updates: Successful Sept. Brown Bag, all 2023 Brown Bags scheduled, American Genealogist journal now arriving, Oct Brown Bag will be SCGS Annual Meeting: Laura Martin Oklahoma Historical Society, Oct. 11, 5:30pm.
- Accomplishments and challenges discussed: HB3702 working with Hoopla; New staff update; Tech grant info update; Cleaning/organizing/shifting offices project to begin this week; adult craft success; Leadership Duncan tour; community wide tornado drill; FOL approved outreach kits and fall programming; International Festival success; Digital sign up: awaiting electrical; citizenship celebration success; budget meetings for capital have begun: AC, genealogy parking, PA system, water fountains, panic bars, chairs for meeting rooms, generator.
- Upcoming programming and plans: Bark in the Park; Boo Review; Trick or Treat at genealogy; Fictionally Speaking 25<sup>th</sup>: Horror; Fall Break programming: creepy science, interactive movies, costume swap, adult crafts, teen craft, art closet.

**V. Old Business**

No old business was discussed.

**VI. New Business**

Case signed Code of Ethics; Glasses donations discussed; Having someone take notes in some future meetings discussed.

**Duncan Public Library**  
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**VII. Comments by Staff, Board, or Public**

No comments were made. No public was in attendance.

**VIII. Adjournment**

Green moved to adjourn. Johnson seconded. All approved. Adjourned at 10:09 am.

**Duncan Public Library**  
**Claims for September 1 through 30, 2022**  
*Submitted to Library Board, October 25, 2022*

<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
22-2557	Amazon.....	\$195.76
	Seminar tables, 1-8ft, 1-6ft	
22-2623	Quill.....	\$423.55
	Paper towels, pens, paper, receipt printer rolls	
<b>01-11-523900</b>	<b><i>Technology</i></b>	
22-2475	Greenwoods Computers.....	\$275.23
	Replacement of outdoor camera	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
22-2822	Cengage .....	\$300.00
	1-yr renewal Gale Virtual Reference Library database	
22-2936	Midwest Tape.....	\$1,181.19
	Hoopla usage, August 2022	
<b>15-11-530049</b>	<b><i>Books</i></b>	
22-1688	Baker & Taylor.....	\$750.94
	Book order (41)	
22-1745	Ingram.....	\$843.11
	Book order (59)	
22-2105	Midwest Tape.....	\$338.59
	DVD order (16)	
22-2260	Ingram.....	\$744.49
	Book order (44)	
22-2357	CenterPoint LP.....	\$379.32
	Book order (16)	
22-2558	Cengage .....	\$727.42
	Book order (28 LP)	
22-2559	Genealogical Publishing Co. ....	\$152.85
	Book order (5)	
22-2624	Cengage .....	\$64.77
	Book order (3 LP)	
22-2641	Amazon.....	\$33.67
	Book order (5 child)	

<b>27-11-530112</b>	<b><i>Grants/Gifts: Genealogy</i></b>	
22-1466	Vernon .....	\$689.46
	Ironwood magazine end-of-range display, genealogy	
<b>27-11-530512</b>	<b><i>Grants/Gifts: Citizenship</i></b>	
22-1567	Ingram.....	\$248.23
	Book order, updated citizenship books	
22-1568	Blackstone.....	\$260.31
	Books on CD order, English as a second language, variety	

# September 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	248	868	264	853	Adult items added: 154
Inspirational Fiction	278	954	261	775	Adult items discarded: 7
LP Fiction	551	1639	586	1782	Fic: 2359
McNaughton Fiction	21	63	58	133	
Mysteries	170	551	226	662	
New Fiction	331	945	316	964	
New LP Fiction	377	1135	339	1041	
Adult Paperbacks	64	265	91	222	
Science Fiction	48	113	22	49	
Westerns	47	144	51	150	
New YA Fiction	11	72	21	85	
YA Fiction	205	806	144	555	
YA Paperbacks	2	8	16	37	
YA Sequoyah	6	27	8	25	
LP Nonfiction	10	26	8	28	Nonfic: 596
McNaughton Nonfiction	24	47	30	88	
New LP Nonfiction	10	25	13	27	
New Nonfiction	115	378	64	195	
Nonfiction	301	912	313	860	
New YA Nonfiction	7	24	18	45	
YA Nonfiction	129	404	94	354	
<b>Total Adult Fic/NF</b>	<b>2955</b>	<b>9406</b>	<b>2943</b>	<b>8930</b>	
<b>Juvenile Fic/NF</b>					
New Easy	130	380	134	478	
Easy Books	1347	4252	1049	3064	Juv added: 87
Beginning chapter books	42	156	5	46	Juv discarded: 16
New J Fiction	37	119	31	91	
Juvenile Fiction	301	957	198	825	JFic: 2052
Juvenile Paperbacks	189	686	179	615	
J Sequoyah	6	28	2	26	
New J Nonfiction	45	136	25	135	
Juvenile Nonfiction	383	1168	212	780	JNonfic: 428
<b>Total Juv Fic/NF</b>	<b>2480</b>	<b>7882</b>	<b>1835</b>	<b>6060</b>	
<b>Total Periodicals</b>	<b>106</b>	<b>311</b>	<b>154</b>	<b>368</b>	
Spanish Easy, Juv	0	8	3	8	
Spanish Fiction/YA	4	6	0	1	
Spanish Nonfiction	2	4	1	3	
<b>Total Spanish</b>	<b>6</b>	<b>18</b>	<b>4</b>	<b>12</b>	
Interlibrary Loans: Borrowed	11	29	9	28	
Interlibrary Loans: Lent	39	121	47	137	
<b>Adult Audio/Visual</b>					
Books on CD	172	575	155	509	
Playaways	12	17	8	21	
YA Books on CD	1	2	1	1	
DVDs - Adult	607	1796	508	1756	
DVDs - Young Adult	55	174	66	227	
<b>Total Adult Audio/Visual</b>	<b>847</b>	<b>2565</b>	<b>738</b>	<b>2514</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	6	23	2	5	
Music CD	3	4	2	5	
DVDs - Juvenile	84	447	155	581	
<b>Total Juvenile A/V</b>	<b>93</b>	<b>474</b>	<b>159</b>	<b>591</b>	

# September 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	105	347	80	297	
Cake Pans/Board Games	12	29	6	10	Under Kits
Binge Boxes	20	147	35	35	
<b>Total Other Items</b>	<b>137</b>	<b>523</b>	<b>121</b>	<b>342</b>	
<b>Total Physical Circulation</b>	<b>6674</b>	<b>21329</b>	<b>6010</b>	<b>18982</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	1233	3551	738	2238	Total OverDrive: 3192
OverDrive: eBooks	1897	6016	1992	6050	Adult OD: 2947
OverDrive: movies	0	3	1	15	Juv OD: 182
OverDrive: magazines	60	159	46	161	
hoopla audio	329	1004	209	777	Total hoopla: 613
hoopla comics	18	52	31	95	Adult hoopla: 526
hoopla eBooks	213	648	178	485	Juv hoopla: 87
hoopla movies	27	160	18	82	
hoopla music	14	38	15	48	
hoopla TV	11	53	28	104	
hoopla Bingepass	1	8	NA	NA	
Gale Reference eBooks	0	2	0	0	
<b>Total Electronic Circulation</b>	<b>3803</b>	<b>11694</b>	<b>3256</b>	<b>10055</b>	
<b>Total Circulation</b>	<b>10477</b>	<b>33023</b>	<b>9266</b>	<b>29037</b>	
<b>Electronic Information</b>					
Gale: Chilton	0	5	17	39	
Gale: LegalForms	0	10	4	7	
NewsBank: America's Newspapers	2519	7882	5210	5210	
NewsBank: Genealogy Bank	0	68	41	41	
BrainFuse: HelpNow	13	61	2	33	
BrainFuse: JobNow	0	0	12	18	
BrainFuse: VetNow	2	6	NA	NA	
ProQuest: Ancestry	15	191	131	527	
ProQuest: HeritageQuest	16	235	12	12	
ProQuest: Fold3	27	272	62	120	
EBSCO sessions	2939	9513	3024	6234	
Mango sessions	5	26	25	38	
OverDrive: Universal Class total	3	213	1	57	
AtoZ Database records viewed	9	119	868	1155	
<b>Successful Info Retrieval</b>	<b>5548</b>	<b>18601</b>	<b>6712</b>	<b>13503</b>	
<b>Services-Main</b>					
Public Service Hours	217	665	206.5	624.5	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	48		45		Doors open 9 days, 9-6 (9hr) = 81
In-House Circulation	741	2134	849	2844	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	20	62	40	118	
Gate Count	9473	26379	9112	24509	
Number Borrowers in Date Range	1839	5846	1686	5431	
Photocopies Made	13768	35606	12585	35217	
New Library Cards	75	383	76	259	
Public Computer/Internet Usage	170	649	200	680	
Wireless Sessions	2669	7605	11626	39593	
Main Website Visits	2300	6219	NA	NA	
AWE Children's Computers	323	1478	333	1326	
Notary Services	22	63	23	73	
Tech Help Sessions	21	83	40	111	
Chickasaw Meals Program	25	140	282	1008	
Proctor Exam	0	0	0	0	

# September 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Questions</b>					
Reference Questions	612	1841	1362	4327	
Informational Questions	2281	6935	3909	12278	
E-Mail Questions	43	136	56	189	
<b>Total Questions</b>	<b>2936</b>	<b>8912</b>	<b>5327</b>	<b>16794</b>	
<b>Programming</b>					
<b>Children (0-5)</b>					
In-Person Onsite	4	13	24	84	
Attendance	57	472	188	928	
In-Person Offsite	7	7	0	0	
Attendance	60	60	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>Children (6-11)</b>					
In-Person Onsite	23	74	24	84	
Attendance	218	1095	188	928	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>YA/Teens (12-18)</b>					
In-Person Onsite	22	67	0	6	
Attendance	144	553	0	74	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>Adults (19+)</b>					
In-Person Onsite	57	151	46	55	
Attendance	233	651	240	514	
In-Person Offsite	0	0	1	1	
Attendance	0	0	30	30	
Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
<b>General/Family/All Ages</b>					
In-Person Onsite	0	13	NA	NA	
Attendance	0	95	NA	NA	
In-Person Offsite	1	1	NA	NA	
Attendance	200	200	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
<b>Other Programming</b>					
Pre-Recorded Programs (All)	0	0	0	25	
Views	0	0	0	604	
Meeting Rooms/Partner Groups	102	222	108	213	
Attendance	314	621	361	650	
<b>Income-Main</b>					
Fines	347.65	1118.86	431	1692.75	Overdues: text 233
Copies	882.89	1980.19	731.65	1860.45	letter 120
Interlibrary Loan	10.55	83.77	14.7	51.6	
Fax	252.1	738.1	234.86	761.68	
Lost & Paid Items	25	80.96	119.72	193.88	
Collections	0	10	0.5	20.5	
Non-county fee	0	0	0	75	
State Aid	0	0	0	0	
<b>Total Income</b>	<b>1518.19</b>	<b>4011.88</b>	<b>1532.43</b>	<b>4655.86</b>	



# September 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Genealogy Library</b>					
In-state visitors	54	182	50	172	
Out-of-state visitors	3	7	2	7	
In-house programs	1	4	1	4	
Attendance	25	41	10	37	
Outreach	0	0	0	1	
Attendance	0	0	0	20	
Hours open	88	265	73.5	232	
Research for patrons (hours)	50	140	40	180	
E-mail questions	48	146	46	115	
Phone questions	28	96	30	90	
Website visits	193	628	NA	NA	
Computer use	50	133	32	108	
Scanner (# patrons)	9	29	3	27	1 hr
Microfilm	0	6	0	0	
Copies sold	50	431	64	331	
Total money	5	43.15	6.4	46.1	
Memory Lab usage (# patrons)	5	24	4	64	Hours used: 1 hr 45 min