

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, September 27, 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 August 23, 2022, meeting. Consider approval.
3. Presentation of library claims for August. 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, August 23, 2022  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK**



*Board Members Present: Jo Ann Pierce, 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 Pierce. The flag salute was led by Johnson, and the prayer was led by Pierce.

**II. Reading of Previous Minutes**

Minutes for the July 26, 2022, meeting were read. Johnson moved to approve. Green seconded. All others approved.

**III. Presentation of Library Claims**

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

**IV. Director's Report**

- Amy Ryker presented the library statistics for July.
- Genealogy library updates: Brown Bag Sept. 7: Unsolved Mysteries, Jerry Alexander; Kristi official notary; Kristi working with private investigator on unsolved crime; microfilm usage high.
- Accomplishments and challenges discussed: AC is in the next steps; working with SWOKArts, City of Lawton, tribal leaders, libraries, and Great Plains Museum on NEA grant promoting Native American education; SRP statistics presented: 25 teens with 1,392 hours, 636 people reading challenges, 110 Nemo hunt, 2400 program attendees, 239 new library cards; Terrie Renfro and Amy Ryker interviewed people and selected 3 for part-time positions; Ceiling tiles are on order; ODL Brainfuse will now include VetNow; meals back to after school; Working with Walters and Hope Academy; Grants: applied for Priddy Foundation tech grant and Dorothy Louise Kyler children's materials grant.
- Upcoming programming and plans: Adult crafts, teen crafts, kids crafts, Fictionally Speaking book group last Tuesday every month at 5:30pm; Humane society Bark in the Park Oct. 1.

**V. Consider approving statement of compliance to send to vendors of digital resources to ensure they are compliant with HB 3702.**

Green moved to approve statement of compliance as amended. Johnson seconded. All approved.

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**Tuesday, August 23, 2022**  
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**VI. Old Business**

No old business was discussed.

**VII. New Business**

Ryker passed out Codes of Ethics for board members to sign for City of Duncan. Ryker will email copies to all members.

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

No comments were made. No public was in attendance.

**IX. Adjournment**

Fritts moved to adjourn. Johnson seconded. All approved. Adjourned at 10:07 am.

**Duncan Public Library**  
**Claims for August 1 through 31, 2022**  
*Submitted to Library Board, September 27, 2022*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
22-2309	Greenwoods.....	\$30.00
	Diagnose camera malfunction	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
22-2281	Quill.....	\$419.31
	Toilet paper, laminate, thermal paper, printer ribbons	
22-2477	Quill.....	\$422.98
	Ink/toner for public printer	
22-2478	Showcases .....	\$107.46
	DVD cases, regular, single (50)	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
22-2254	Pippin Bros.....	\$880.00
	July filter changes	
22-2556	Channels.....	\$247.50
	Round 4 weedkiller/fertilizer/lawncare	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
22-2297	OverDrive .....	\$1,000.00
	1-yr renewal Universal Class learning database	
22-2376	Midwest Tape.....	\$1,292.52
	Hoopla usage, July 2022	
<b>15-11-530049</b>	<b><i>Books</i></b>	
22-0061	Ingram.....	\$301.18
	Book order (16)	
22-0669	Baker & Taylor.....	\$454.67
	Book order (40 child)	
22-0733	Baker & Taylor.....	\$826.00
	Book order (57 child)	
22-0789	Blackstone .....	\$772.38
	Audiobook order (16 BOCDs)	
22-0867	Baker & Taylor.....	\$305.97
	Book order (50 child)	
22-1980	Ingram Entertainment .....	\$778.48
	Video game order (18)	

22-1981	Cengage .....	\$761.72
	Book order (30 LP)	
22-1990	Ingram.....	\$680.44
	Book order (40)	
22-2005	Ingram.....	\$434.05
	Book order (24)	
22-2167	CenterPoint LP.....	\$369.72
	Book order (16)	
22-2259	Amazon.....	\$88.89
	Book order (9)	
22-2263	Cengage .....	\$736.97
	Book order (30 LP)	
22-2378	Midwest Tape.....	\$185.67
	DVD order (8)	
<b>27-11-529300</b>	<b><i>Grants/Gifts: Materials/Supplies</i></b>	
22-2476	Amazon.....	\$317.47
	Children's dept toys for caretaker computer, room divider, kit bags	

# August 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	277	620	287	589	Adult items added: 136
Inspirational Fiction	327	676	280	514	Adult items discarded: 76
LP Fiction	538	1088	648	1196	Fic: 2590
McNaughton Fiction	17	42	39	75	
Mysteries	204	381	255	436	
New Fiction	316	614	298	648	
New LP Fiction	368	758	371	702	
Adult Paperbacks	102	201	54	131	
Science Fiction	40	65	18	27	
Westerns	57	97	43	99	
New YA Fiction	28	61	38	64	
YA Fiction	301	601	182	411	
YA Paperbacks	4	6	16	21	
YA Sequoyah	11	21	9	17	
LP Nonfiction	7	16	12	20	Nonfic: 599
McNaughton Nonfiction	11	23	36	58	
New LP Nonfiction	11	15	10	14	
New Nonfiction	126	263	60	131	
Nonfiction	297	611	266	547	
New YA Nonfiction	13	17	13	27	
YA Nonfiction	134	275	125	260	
<b>Total Adult Fic/NF</b>	<b>3189</b>	<b>6451</b>	<b>3060</b>	<b>5987</b>	
<b>Juvenile Fic/NF</b>					
New Easy	153	250	139	344	
Easy Books	1506	2905	855	2015	Juv added: 34
Beginning chapter books	52	114	13	41	Juv discarded: 9
New J Fiction	41	82	24	60	
Juvenile Fiction	300	656	267	627	JFic: 2302
Juvenile Paperbacks	239	497	155	436	
J Sequoyah	11	22	9	24	
New J Nonfiction	44	91	46	110	
Juvenile Nonfiction	355	785	249	568	JNonfic: 399
<b>Total Juv Fic/NF</b>	<b>2701</b>	<b>5402</b>	<b>1757</b>	<b>4225</b>	
<b>Total Periodicals</b>	<b>103</b>	<b>205</b>	<b>125</b>	<b>89</b>	
Spanish Easy, Juv	3	8	1	4	
Spanish Fiction/YA	1	2	0	1	
Spanish Nonfiction	1	2	1	1	
<b>Total Spanish</b>	<b>5</b>	<b>12</b>	<b>2</b>	<b>6</b>	
Interlibrary Loans: Borrowed	8	18	8	11	
Interlibrary Loans: Lent	42	82	47	43	
<b>Adult Audio/Visual</b>					
Books on CD	207	403	136	354	
Playaways	4	5	4	13	
YA Books on CD	0	1	0	0	
DVDs - Adult	625	1189	647	1248	
DVDs - Young Adult	68	119	91	161	
<b>Total Adult Audio/Visual</b>	<b>904</b>	<b>1718</b>	<b>878</b>	<b>1776</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	9	17	2	3	
Music CD	1	1	1	3	
DVDs - Juvenile	171	363	209	426	
<b>Total Juvenile A/V</b>	<b>181</b>	<b>381</b>	<b>212</b>	<b>432</b>	

# August 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	136	242	105	217	
Cake Pans/Board Games	12	17	1	4	Under Kits
Binge Boxes	78	127	NA	NA	
<b>Total Other Items</b>	<b>226</b>	<b>386</b>	<b>106</b>	<b>221</b>	
<b>Total Physical Circulation</b>	<b>7359</b>	<b>14655</b>	<b>6195</b>	<b>12972</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	1146	2318	813	1500	Total OverDrive: 3138
OverDrive: eBooks	1940	4119	2085	4058	Adult OD: 2852
OverDrive: movies	1	3	3	14	Juv OD: 234
OverDrive: magazines	50	99	65	115	
hoopla audio	322	675	289	568	Total hoopla: 703
hoopla comics	12	34	37	64	Adult hoopla: 596
hoopla eBooks	225	435	171	307	Juv hoopla: 107
hoopla movies	111	133	40	64	
hoopla music	11	24	12	33	
hoopla TV	20	42	36	76	
hoopla Bingepass	2	7	NA	NA	
Gale Reference eBooks	0	2	0	0	
<b>Total Electronic Circulation</b>	<b>3840</b>	<b>7891</b>	<b>3551</b>	<b>6799</b>	
<b>Total Circulation</b>	<b>11199</b>	<b>22546</b>	<b>9746</b>	<b>19771</b>	
<b>Electronic Information</b>					
Gale: Chilton	5	5	17	39	
Gale: LegalForms	4	10	4	7	
NewsBank: America's Newspapers	2526	5363	5210	5210	
NewsBank: Genealogy Bank	2	68	41	41	
BrainFuse: HelpNow	41	48	2	33	
BrainFuse: JobNow	0	0	12	18	
BrainFuse: VetNow	2	4	NA	NA	
ProQuest: Ancestry	108	176	131	527	
ProQuest: HeritageQuest	30	219	12	12	
ProQuest: Fold3	166	245	62	120	
EBSCO sessions	3196	6574	3024	6234	
Mango sessions	10	21	25	38	
OverDrive: Universal Class total	1	210	1	57	
AtoZ Database records viewed	42	110	868	1155	
<b>Successful Info Retrieval</b>	<b>6133</b>	<b>13053</b>	<b>6712</b>	<b>13503</b>	
<b>Services-Main</b>					
Public Service Hours	237	448	207.5	418	Doors open 14 days, 9-7 (10hr) = 140
Circulation per Hour	47		47		Doors open 9 days, 9-6 (9hr) = 81
In-House Circulation	776	1393	970	1995	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	22	42	45	78	
Gate Count	8573	16906	7656	15397	
Number Borrowers in Date Range	2012	4007	1811	3745	
Photocopies Made	12686	21838	10127	22632	
New Library Cards	212	308	77	178	
Public Computer/Internet Usage	195	479	235	480	
Wireless Sessions	2335	4936	17071	27967	
Main Website Visits	1945	3919	NA	NA	
AWE Children's Computers	482	1155	891	993	
Notary Services	21	41	22	50	
Tech Help Sessions	25	62	35	71	
Chickasaw Meals Program	28	115	345	726	
Proctor Exam	0	0	0	0	

# August 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Questions</b>					
Reference Questions	633	1229	1442	2965	
Informational Questions	2360	4654	4301	8369	
E-Mail Questions	51	93	68	133	
<b>Total Questions</b>	<b>3044</b>	<b>5976</b>	<b>5811</b>	<b>11467</b>	
<b>Programming</b>					
<b>Children (0-5)</b>					
In-Person Onsite	0	9	18	60	
Attendance	0	415	162	740	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>Children (6-11)</b>					
In-Person Onsite	19	51	18	60	
Attendance	162	877	162	740	
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	45	0	6	
Attendance	197	409	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	60	94	29	55	
Attendance	253	418	262	514	
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	0	13	NA	NA	
Attendance	0	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	4	25	
Views	0	0	20	604	
Meeting Rooms/Partner Groups	60	120	81	105	
Attendance	142	307	227	289	
<b>Income-Main</b>					
Fines	414.18	771.21	607.66	1261.75	Overdues: text 585
Copies	608.15	1097.3	493.35	1128.8	letter 118
Interlibrary Loan	49.37	73.22	25.4	36.9	
Fax	288.4	486	304.5	546.82	
Lost & Paid Items	0	55.96	23.97	74.16	
Collections	0	10	20	20	
Non-county fee	0	0	75	75	
State Aid	0	0	0	0	
<b>Total Income</b>	<b>1360.1</b>	<b>2493.69</b>	<b>1549.88</b>	<b>3143.43</b>	



# August 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Genealogy Library</b>					
In-state visitors	77	128	59	122	
Out-of-state visitors	3	4	1	5	
In-house programs	2	3	2	3	
Attendance	15	16	22	27	
Outreach	0	0	1	1	
Attendance	0	0	20	20	
Hours open	104.5	177	74.5	158.5	
Research for patrons (hours)	50	90	70	140	
E-mail questions	58	98	44	69	
Phone questions	25	68	35	60	
Website visits	281	435	NA	NA	
Computer use	43	83	38	76	
Scanner (# patrons)	10	20	11	24	3 hr 10 min
Microfilm	0	6	0	0	
Copies sold	149	381	26	267	
Total money	14.9	38.15	106	39.7	
Memory Lab usage (# patrons)	8	19	27	60	Hours used: 46 hr