

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, August 22, 2023  
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 July 25, 2023, meeting. Consider approval.
3. Presentation of library claims for July. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Genealogy library information
  - c. Accomplishments and challenges
  - d. Upcoming programming and plans
5. Discuss meeting room policies and consider actions to update meeting room policies.
6. Old Business
7. New Business
8. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
9. Adjourn

Duncan Public Library  
Board of Directors Meeting Minutes  
Tuesday, July 25, 2023  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



*Board Members Present: Tanya Case, Brendhan Fritts, Geoff Johnson*

*Others Present: Amy Ryker, Library Director*

**I. Call to Order, Flag Salute, Prayer**

The meeting was called to order at 9:31 am by Case. The flag salute was led by Johnson, and the prayer was led by Fritts.

**II. Reading of Previous Minutes**

Minutes for the June 27, 2023, meeting were read. Johnson moved to approve minutes as presented. Fritts seconded. All approved.

**III. Presentation of Library Claims for Previous Month**

Claims for June 2023 were reviewed. Johnson moved to approve as presented. Fritts seconded. All approved.

**IV. Director's Report**

- Amy Ryker presented the library statistics for June 2023.
- Genealogy updates: Ryker read an email from Kristi King providing genealogy updates. She received a \$50 donation, every machine in lab has been used, Citing Your Sources will be the next brown bag on Aug. 2. She is working on site lists and vertical files.
- Accomplishments and challenges discussed: Cameron U has donated tables to replace study room 1 and citizenship corner tables. AC replacement: Larry brought the company who is doing city hall's AC to evaluate. Elevator repairs have been completed; we are compliant with the state. Roof repair people have also come to review leaks and provide advice and bids. Teen mural project: we will be painting four walls with murals by our teens. Push bars are being bid out. Did staff evaluations and are redistributing job responsibilities. Goal for year was 125,000 checkouts, we are already to 101,289. Foam party was huge, and Jessica Allmon was on KSWO. T-Mobile discussing contracts with us for hot spots. Can be turned off when not on use so we are not paying when not being used.
- Upcoming programming and plans: July 28 we will host Imagination Library with snow cones, games, crafts, and free meals. August 4, we will be at the Back to School event at the Mall. Darbie and Mermaid storytimes, free meals, various crafts, library card signups. In October we will be participating in NEA Big Read with various entities again.

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
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- V. Consider list of withdrawn items. Library staff recommends the listed items be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library.**  
Fritts moved to declare list of items surplus and donate to the Friends of the Library to sell, using the funds to support the library. Johnson seconded. All approved.
- VI. Old Business**  
Jackson Stone is being considered for John Ray Green's replacement. He cannot start until fall, but is considering the position. Brendhan Fritts has asked to continue on the board.
- VII. New Business**  
Ryker discussed future review of meeting room policies over the next few board meetings and provided copies of the current policies.
- VIII. Comments by Staff, Board, or Public**  
No comments by staff. No comments by the library board. No public was in attendance.
- IX. Adjournment**  
Fritts moved to adjourn. Johnson seconded. All approved. Adjourned at 10:25 am.

**Duncan Public Library**  
**Claims for July 1 through 31, 2023**  
*Submitted to Library Board, August 22, 2023*

<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
23-2137	Amazon.....	\$341.91
	Contact paper for shelving project	
23-2375	Duncan Janitorial.....	\$129.80
	HEPA filters, collection bags for vacuum	
23-2408	Quill.....	\$835.72
	Ink/toner, copy paper, cardstock, pens, labels	
23-2505	Quill.....	\$371.72
	Paper towels, toilet paper, paper, glue sticks	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
23-2374	APS FireCo.....	\$350.00
	Annual fire alarm monitoring	
23-2447	Channel's.....	\$247.50
	Round 3 weedkiller/fertilizer/lawn treatments	
23-2504	Pippin Brothers.....	\$900.00
	July 2023 filter changes	
23-2583	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
23-2450	Newsbank.....	\$3,826.00
	Annual subscription renewal, America's News & Heritage Hub	
23-2595	Midwest Tape.....	\$1,575.43
	Hoopla usage, July	
<b>01-11-529300</b>	<b><i>Subscriptions</i></b>	
23-1743	Ebsco.....	\$2,340.57
	Annual subscription renewal, magazines/newspapers (30)	
<b>15-11-530049</b>	<b><i>Books</i></b>	
23-0794	Baker & Taylor.....	\$407.29
	Book order (34 child)	
23-1892	Center Point LP.....	\$379.32
	Book order, June (16)	
23-2218	Cengage .....	\$789.45
	Book order (30)	

23-2355	Amazon.....	\$159.56
	Book order (12)	
23-2472	Center Point LP.....	\$379.32
	Book order, July (16)	

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Adult/YA Fic/NF</b>							
Fiction	394	394	343	343			
Inspirational Fiction	343	343	349	349			
LP Fiction	688	688	550	550			
McNaughton Fiction	11	11	25	25			
Mysteries	280	280	177	177			
New Fiction	360	360	298	298			
New LP Fiction	372	372	390	390			
Adult Paperbacks	74	74	99	99			
Science Fiction	50	50	25	25			
Westerns	50	50	40	40			
New YA Fiction	34	34	33	33			
YA Fiction	321	321	300	300		<i>This month</i>	<i>YTD</i>
YA Paperbacks	5	5	2	2	<i>Adult items added:</i>	104	104
YA Sequoyah	24	24	10	10	<i>Adult items discarded:</i>	17	17
<b>Fiction Total</b>	<b>3006</b>	<b>3006</b>	<b>2641</b>	<b>2641</b>			
LP Nonfiction	13	13	9	9			
McNaughton Nonfiction	27	27	12	12			
New LP Nonfiction	11	11	4	4			
New Nonfiction	107	107	137	137			
Nonfiction	449	449	314	314			
New YA Nonfiction	8	8	4	4			
YA Nonfiction	176	176	141	141			
<b>Nonfiction Total</b>	<b>791</b>	<b>791</b>	<b>621</b>	<b>621</b>			
<b>Total Adult/YA Fic/NF</b>	<b>3797</b>	<b>3797</b>	<b>3262</b>	<b>3262</b>			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Juvenile Fic/NF</b>							
New Easy	182	182	97	97			
Easy Books	1708	1708	1399	1399			
Beginning Chapter Books	59	59	62	62			
New J Fiction	37	37	41	41			
Juvenile Fiction	531	531	356	356		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	414	414	258	258	<i>J items added:</i>	86	86
J Sequoyah	8	8	11	11	<i>J items discarded:</i>	13	13
<b>J Fiction Total</b>	<b>2939</b>	<b>2939</b>	<b>2224</b>	<b>2224</b>			
New J Nonfiction	113	113	47	47			
Juvenile Nonfiction	624	624	430	430			
<b>J Nonfiction Total</b>	<b>737</b>	<b>737</b>	<b>477</b>	<b>477</b>			
<b>Total Juv Fic/NF</b>	<b>3676</b>	<b>3676</b>	<b>2701</b>	<b>2701</b>			
<b>Total Periodicals</b>	<b>104</b>	<b>104</b>	<b>102</b>	<b>102</b>			
Spanish Easy/Juv	13	13	5	5			
Spanish Fic/YA	3	3	1	1			
Spanish Nonfiction	1	1	1	1			
<b>Total Spanish</b>	<b>17</b>	<b>17</b>	<b>7</b>	<b>7</b>			
Interlibrary Loans: Borrowed	1	1	10	10			
Interlibrary Loans: Lent	42	42	40	40			
<b>Adult Audio/Visual</b>							
Books on CD	128	128	196	196			
Playaways	2	2	1	1			
YA Books on CD	1	1	2	2			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	793	793	564	564			
DVDs - Young Adult	83	83	51	51			
<b>Total Adult/YA A/V</b>	<b>1007</b>	<b>1007</b>	<b>814</b>	<b>814</b>			
<b>Juvenile Audio/Visual</b>							
J Books on CD	22	22	8	8			
Music CD	0	0	0	0			
DVDs - Juvenile	381	381	192	192			
<b>Total Juvenile A/V</b>	<b>403</b>	<b>403</b>	<b>200</b>	<b>200</b>			
<b>Other Items</b>							
Video Games	341	341	106	106			
Cake Pans/Board Games	42	42	5	5			
Binge Boxes	27	27	49	49			
<b>Total Other Items</b>	<b>410</b>	<b>410</b>	<b>160</b>	<b>160</b>			
<b>Total Physical Circulation</b>	<b>9456</b>	<b>9456</b>	<b>7286</b>	<b>7286</b>			
<b>Electronic Circulation</b>							
<b>OverDrive</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	1203	1203	1172	1172	<i>Adult checked out:</i>	2999	2999
eBooks	2044	2044	2179	2179	<i>Juv checked out:</i>	248	248
Movies	0	0	2	2			
Magazines	0	0	49	49			
<b>Total OverDrive</b>	<b>3247</b>	<b>3247</b>	<b>3402</b>	<b>3402</b>			
<b>Hoopla</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	401	401	353	353	<i>Adult checked out:</i>	648	648
Comics	22	22	22	22	<i>Juv checked out:</i>	46	46
eBooks	213	213	210	210			



# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	25	25	22	22			
Music	17	17	13	13			
TV	13	13	22	22			
Bingepass	3	3	5	5			
<b>Total Hoopla</b>	<b>694</b>	<b>694</b>	<b>647</b>	<b>647</b>			
Gale Reference eBooks	0	0	2	2			
<b>Total Electronic Circulation</b>	<b>3941</b>	<b>3941</b>	<b>4051</b>	<b>4051</b>			
<b>Total Circulation</b>	<b>13397</b>	<b>13397</b>	<b>11337</b>	<b>11337</b>			
<b>Electronic Information</b>							
Gale: Chilton	47	47	0	0			
Gale: LegalForms	3	3	6	6			
NewsBank: America's Newspaper	2756	2756	2837	2837			
NewsBank: HeritageHub	0	0	66	66			
BrainFuse: HelpNow	16	16	7	7			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	0	2	2			
ProQuest: Ancestry	126	126	68	68			
ProQuest: HeritageQuest	0	0	189	189			
ProQuest: Fold3	13	13	79	79			
EBSCO sessions	2571	2571	3378	3378			
Mango sessions	8	8	11	11			
OverDrive: Universal Class total	248	248	209	209			
AtoZ Database records viewed	23736	23736	68	68			
<b>Successful Info Retrieval</b>	<b>29524</b>	<b>29524</b>	<b>6920</b>	<b>6920</b>			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Services-Main</b>							
Days Closed	1	1	NA	NA	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	219.5	219.5	211	211	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	61		54		<i>Doors open Sat</i>	<i>5x5.5hr</i>	27.5
In-House Circulation	2874	2874	617	617			
Items Mended	17	17	20	20			
Gate Count	10271	10271	8333	8333			
Number Borrowers in Date	2869	2869	1995	1995			
Photocopies Made	6748	6748	9152	9152			
New Library Cards	111	111	96	96			
Public Computer/Internet Usage	223	223	284	284			
Wireless Sessions	2550	2550	2601	2601			
Main Website Visits	2450	2450	1974	1974			
AWE Children's Computers	592	592	673	673			
Notary Services	26	26	20	20			
Tech Help Sessions	23	23	37	37			
Chickasaw Meals Program	1144	1144	87	87			
Proctor Exam	0	0	0	0			
<b>Questions</b>							
Reference Questions	607	607	596	596			
Informational Questions	2874	2874	2294	2294			
E-Mail Questions	52	52	42	42			
<b>Total Questions</b>	<b>3533</b>	<b>3533</b>	<b>2932</b>	<b>2932</b>			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Income-Main</b>							
Fines	\$ 681.54	\$ 681.54	\$ 357.03	\$ 357.03			
Copies	\$ 697.90	\$ 697.90	\$ 489.15	\$ 489.15			
Interlibrary Loan	\$ 3.70	\$ 3.70	\$ 23.85	\$ 23.85			
Fax	\$ 138.50	\$ 138.50	\$ 197.60	\$ 197.60			
Lost & Paid Items	\$ -	\$ -	\$ 55.96	\$ 55.96			
Collections	\$ -	\$ -	\$ 10.00	\$ 10.00			
Non-county Fee	\$ 25.00	\$ 25.00	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
<b>Total Income</b>	<b>\$ 1,546.64</b>	<b>\$ 1,546.64</b>	<b>\$ 1,133.59</b>	<b>\$ 1,133.59</b>			
<b>Programming</b>							
<b>Children (0-5)</b>							
In-Person Onsite	13	13	9	9			
Attendance	334	334	415	415			
In-Person Offsite	2	2	0	0			
Attendance	52	52	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Children (6-11)</b>							
In-Person Onsite	8	8	32	32			
Attendance	151	151	715	715			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>YA/Teens (12-18)</b>							
In-Person Onsite	28	28	23	23			
Attendance	242	242	212	212			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Adults (19+)</b>							
In-Person Onsite	28	28	34	34			
Attendance	187	187	165	165			
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	13	13	13	13			
Attendance	630	630	95	95			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Other Programming</b>							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	83	83	60	60			
Attendance	278	208	165	165			

# July 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Genealogy Library</b>							
Days closed	1	1	NA	NA			
Hours Open	88	88	72.5	72.5			
In-state visitors	49	49	51	51			
Out-of-state visitors	1	1	1	1			
In-house programs	0	0	1	1			
Attendance	0	0	1	1			
Outreach	0	0	0	0			
Attendance	0	0	0	0			
Research for patrons (hours)	25	25	40	40			
E-mail questions	44	44	40	40			
Phone questions	32	32	43	43			
Notary	0	0	NA	NA			
Website visits	357	357	154	154			
Computer use (hrs)	55	55	40	40			
Scanner (# patrons)	1	1	10	10			
Microfilm	0	0	6	6			
Copies sold	22	22	232	232			
Total money	2.25	2.25	23.25	23.25			
Memory lab usage (# patrons)	8	8	11	11			