

Subject: Duncan Public Library Board Meeting
Date: Tuesday, March 28, 2023
Time: 9:30 am
Place: Stephens County Genealogy Library, 321 N. 8th St., Duncan, OK 73533

1. Call to Order with flag salute and prayer.
2. Read minutes from February 28, 2023, 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 Branch Manager's report—Kristi King
6. Discuss and consider approval of lamination services and policies.
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 28, 2023
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 9:31 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Case.

II. Reading of Previous Minutes

Minutes for the January 24, 2023, meeting were read. Green moved to approve minutes as presented. Johnson seconded. All approved.

III. Presentation of Library Claims for Previous Month

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

IV. Director's Report

- Amy Ryker presented the library statistics for January 2023.
- Genealogy library updates: Break in and damage at genealogy library; March 1 Brown bag Anthony Sykes will discuss legal documents; installed doorbells; phone replacement; Case summarized the success of the fundraiser.
- Accomplishments and challenges discussed: Chickasaw meals providing cabinet for meals so mice cannot get in; After School programming implemented to accompany meals; Sacha De Payes and Jessica Allmon will be taking over program; Trivia night at Jitters a huge success; Blind date with a book a huge success; Teen volunteer applications out til May 5; Painting in YA fiction done, will move shelving and start genrefying in next months; Chairs in two meeting rooms replaced; Hot water fixed; Electrical upstairs run; reference and study carrels placed; Miss Millie delivery program restarting, beginning with Wilkins; Sit Fit not Geri Fit; Cell tower possibility passed in Council; Games being added to collection and more game nights being planned; AC bids have begun; Elizabeth Knabe will be helping LD Jones with city social media posts; Digital sign electric still being pursued.
- Upcoming programming and plans: Spring break events: game nights, Legos, movies, scavenger hunts, Honey Heist for many ages, FOL meeting March 7 community art project, embroidery and crochet hours.

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, February 28, 2023
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



V. Discuss possible creation of policies pertaining to making lamination services available to the public.

Ryker presented lamination options and policies from other libraries and led discussion about local services. Board determined there is a need the library can fulfill with lamination services and requested Ryker put a policy for review on next month's agenda. No vote was necessary.

VI. Discuss and consider approval of Daughters of American Revolution proposal for a sidewalk at the Stephens County Genealogy Library.

Ryker presented DAR's proposal for a sidewalk at the SCGL. Case moved to accept the proposal with whatever input the city requires to ensure it is up to code. Johnson seconded. All approved.

VII. Old Business

Finalized waiver for Stephens County Genealogy Library Memory Lab was submitted by Green. Fritts moved to accept waiver with location change to "Stephens County Genealogy Library." Johnson seconded. All approved.

VIII. New Business

Next month's meeting will take place at the Stephens County Genealogy Library. Pierce will look to getting new superintendent to attend a future meeting.

IX. Comments by Staff, Board, or Public

No comments by staff. No comments by the library board. No public was in attendance.

X. Adjournment

Green moved to adjourn. Johnson seconded. All approved. Adjourned at 10:28 am.

Duncan Public Library Laminating Policy

Duncan Public Library will offer lamination services to the public for a fee. Sizes up to 24 inches wide and no more than 3.5mm thick are available. Patrons must fill out the laminating consent form and sign a waiver of responsibility. Payment must be made when materials are left for lamination. The laminators will only be operated by staff. If someone other than the person who dropped off the project will be picking it up, this must be noted by the original requestor.

Lamination Sizes/Prices

Business card size (2.5 x 3.75) = 50¢

Letter size (8 ½ x 11) = \$1.00

Larger = \$1.00 per foot

Very small projects (business card size) will likely be done with small laminate pieces. Larger projects that require cold or hot roll laminate will be charged at \$1.00 per linear foot.

Lamination Schedule

Lamination will be done once a week, staff time permitting. Patrons may bring in items to be laminated, fill out the lamination request form, and we will include their project in the closest lamination schedule. If we cannot fit their lamination project in due to size of project or unforeseen circumstances, library will inform the patron as soon as possible. Patron must pick up items during regular business hours within two weeks of being contacted about completion. Any items not picked up may be discarded by staff.

Disclaimers

Risks are associated with lamination. The library assumes no liability as to the effects of lamination on items. Patrons are advised that discoloration, wrinkles, bubbles, and other defects could occur during the lamination process.

Duncan Public Library adheres to the copyright laws of the United States (Title 7 US Code) governing the making of copies and copyrighted materials.

The information being processed may not represent treason or libel (as proven in court) or pornography.

The Duncan Public Library reserves the right to refuse any materials if deemed inappropriate.

List of items that cannot be laminated:

- Social Security Card
- Medicare Card
- Vaccination Card
- Anything issued by the Government
- Anything with a Security feature
- Diplomas/Degrees
- Any official certificates (e.g. Birth, Death, or Divorce)
- Property or business ownership

**Duncan Public Library
Laminating Consent Form**

I have read and understand the Duncan Public Library's policies regarding lamination. I will not hold the Duncan Public Library or its employees responsible for damage to laminated items.

I am leaving the following item(s) for laminating. (Please include description, size, number of pages, etc.)

Name (print)

Date

Signature

Contact information (email/phone)

Staff Use Only

		Staff Initials
Date left for lamination		
Date laminated		
Feet laminated		
Amount charged/paid		
Date patron notified		
Date of pickup		

Duncan Public Library
Claims for February 1 through 28, 2023
Submitted to Library Board, March 28, 2023

01-11-521100	<i>Repair & Maintenance</i>	
23-0604	Amazon.....	\$55.28
	Wet floor signs, door chimes for genealogy	
01-11-521400	<i>Materials & Supplies</i>	
23-0438	Quill.....	\$956.56
	Ink/toner, all, for public printer	
23-0577	Amazon.....	\$82.49
	CD sleeves, mop, bucket, game box bands	
23-0639	The Library Store.....	\$266.13
	Magazine label holders, new genre stickers	
23-0640	Amazon.....	\$247.92
	Plastic magazine boxes for periodicals	
23-0675	Amazon.....	\$117.15
	2Gb flashdrives, phone message notepads	
23-0676	Quill.....	\$173.94
	12x12 white cardstock	
23-0779	Misty Brodeur.....	\$162.50
	Reimbursement for transparent book tape for YA genrefying	
01-11-524200	<i>Contract Services</i>	
23-0580	APS FireCo.....	\$594.00
	Sprinkler system maintenance	
23-0628	Channels.....	\$247.50
	Round 1 weedkiller/pre-emergent	
23-0629	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
01-11-524550	<i>Databases</i>	
23-0588	Midwest Tape.....	\$1,474.71
	Hoopla usage, January 2023	
01-11-524800	<i>Ads</i>	
23-0578	Community Matters.....	\$620.00
	2023 Chamber directory ad	
01-11-528200	<i>Memberships</i>	
23-0630	Amy Ryker.....	\$44.00
	Reimbursement for ALA/OLA/PLA memberships	

01-11-529300	Subscriptions	
23-0633	Renaissance	\$93.25
	1-yr renewal AR book guide	
15-11-530049	Books	
22-xxxx	Cengage	\$50.40
	Book order (2 LP)	
22-xxxx	Blackstone	\$339.58
	Book order (6 BOCDs)	
23-0298	Ingram Entertainment	\$823.93
	Video game order (17)	
23-0302	Cengage	\$797.69
	Book order (32 LP)	
23-0461	Midwest Tape.....	\$58.72
	DVD order (3 child)	
23-0462	Midwest Tape.....	\$349.09
	DVD order (17)	
23-0463	Center Point LP.....	\$379.32
	Book order (16 LP)	
23-0508	Ingram.....	\$1,007.85
	Book order (60)	
27-11-593550	STEM Book Grant	
23-0442	Ingram.....	\$71.25
	STEM book, JNF	
23-0443	Ingram.....	\$103.33
	STEM book, JNF	
23-0476	Amazon.....	\$43.24
	STEM book, JNF	

February 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	245	2149	243	2024	Adult items added: 174
Inspirational Fiction	203	2181	209	1987	Adult items discarded: 89
LP Fiction	521	4449	479	4482	Fic: 2159
McNaughton Fiction	30	189	25	328	
Mysteries	214	1487	154	1572	
New Fiction	305	2530	284	2510	
New LP Fiction	268	2761	277	2734	
Adult Paperbacks	64	581	106	682	
Science Fiction	23	230	16	198	
Westerns	51	342	55	435	
New YA Fiction	31	202	24	221	
YA Fiction	185	1757	131	1276	
YA Paperbacks	2	22	5	88	
YA Sequoyah	17	79	12	82	
LP Nonfiction	14	72	4	87	Nonfic: 651
McNaughton Nonfiction	31	188	27	258	
New LP Nonfiction	10	62	9	84	
New Nonfiction	106	898	79	556	
Nonfiction	348	2280	214	2078	
New YA Nonfiction	3	43	4	88	
YA Nonfiction	139	1035	51	732	
Total Adult Fic/NF	2810	23537	2408	22502	
Juvenile Fic/NF					
New Easy	135	925	84	869	
Easy Books	1192	9602	815	7343	Juv added: 42
Beginning chapter books	54	371	31	179	Juv discarded: 40
New J Fiction	36	273	12	183	
Juvenile Fiction	283	2326	130	1558	JFic: 2046
Juvenile Paperbacks	326	1775	164	11393	
J Sequoyah	20	78	10	73	
New J Nonfiction	94	354	20	280	
Juvenile Nonfiction	436	2597	133	1750	JNonfic: 530
Total Juv Fic/NF	2576	18301	1399	13628	
Total Periodicals	147	858	117	992	
Spanish Easy, Juv	12	21	0	9	
Spanish Fiction/YA	5	13	0	2	
Spanish Nonfiction	1	7	0	4	
Total Spanish	18	41	0	15	
Interlibrary Loans: Borrowed	4	73	9	59	
Interlibrary Loans: Lent	29	293	38	367	
Adult Audio/Visual					
Books on CD	243	1445	139	1311	
Playaways	2	33	8	57	
YA Books on CD	0	5	0	4	
DVDs - Adult	585	4717	492	4240	
DVDs - Young Adult	39	368	50	529	
Total Adult Audio/Visual	869	6568	689	6141	
Juvenile Audio/Visual					
J Books on CD	9	52	6	36	
Music CD	6	20	3	9	
DVDs - Juvenile	221	1234	113	1247	
Total Juvenile A/V	236	1306	122	1292	

February 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	167	1050	97	765	
Cake Pans/Board Games	7	69	1	28	Under Kits
Binge Boxes	19	345	54	259	
Total Other Items	193	1464	156	1052	
Total Physical Circulation	6882	52442	4934	46048	
Electronic Circulation					
OverDrive: eAudiobooks	1072	9044	766	6433	Total OverDrive: 2759
OverDrive: eBooks	1684	14916	1811	15430	Adult OD: 2551
OverDrive: movies	0	3	5	33	Juv OD: 200
OverDrive: magazines	0	159	67	423	
hoopla audio	396	2827	292	2080	Total hoopla: 757
hoopla comics	41	160	23	189	Adult hoopla: 646
hoopla eBooks	223	1636	181	1310	Juv hoopla: 111
hoopla movies	65	420	52	226	
hoopla music	20	114	3	78	
hoopla TV	9	98	14	194	
hoopla Bingepass	3	29	1	6	
Gale Reference eBooks	3	25	3	3	
Total Electronic Circulation	3516	29431	3218	26405	
Total Circulation	10398	81873	8152	72453	
Electronic Information					
Gale: Chilton	22	124	20	117	
Gale: LegalForms	3	17	1	13	
NewsBank: America's Newspapers	2828	20297	2817	15697	
NewsBank: HeritageHub	4	97	16	98	*Changed name and layout
BrainFuse: HelpNow	8	100	3	55	
BrainFuse: JobNow	0	0	0	39	
BrainFuse: VetNow	1	16	6	47	
ProQuest: Ancestry	30	1359	122	968	
ProQuest: HeritageQuest	2	237	42	259	
ProQuest: Fold3	14	371	8	481	
EBSCO sessions	2616	23047	3304	8640	
Mango sessions	4	56	13	99	
OverDrive: Universal Class total	2	420	33	259	
AtoZ Database records viewed	137	282	29	2814	
Successful Info Retrieval	5671	46423	6414	29886	
Services-Main					
Public Service Hours	204	1530	179	1629	Doors open 11 days, 9-7 (10hr) = 110
Circulation per Hour	51		46		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	1355	8806	449	5713	Saturdays 4 days, 9:30-3 (5.5hr) = 22
Items Mended	20	168	18	248	
Gate Count	8213	70061	7324	62225	
Number Borrowers in Date Range	1762	14377	1431	13254	
Photocopies Made	14507	98107	8008	90382	
New Library Cards	62	726	41	536	
Public Computer/Internet Usage	214	1532	175	1620	
Wireless Sessions	2198	19001	*	67568	
Main Website Visits	2100	16679	NA	NA	
AWE Children's Computers	321	3171	149	2502	
Notary Services	44	217	14	174	
Tech Help Sessions	20	184	25	250	
Chickasaw Meals Program	45	278	439	2500	
Proctor Exam	0	0	0	0	

February 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Questions					
Reference Questions	613	4940	597	8323	
Informational Questions	2290	18826	2497	25454	
E-Mail Questions	37	345	25	333	
Total Questions	2940	24111	3119	34110	
Programming					
Children (0-5)					
In-Person Onsite	4	46	18	160	
Attendance	105	1217	206	1565	
In-Person Offsite	2	23	0	0	
Attendance	14	264	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
Children (6-11)					
In-Person Onsite	23	191	18	160	
Attendance	248	2511	206	1565	
In-Person Offsite	5	5	0	0	
Attendance	76	76	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
YA/Teens (12-18)					
In-Person Onsite	22	186	2	10	
Attendance	163	1314	20	102	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	2	9	
Attendance	0	0	10	38	
Adults (19+)					
In-Person Onsite	34	413	37	208	
Attendance	212	2341	189	1284	
In-Person Offsite	2	2	2	3	
Attendance	425	425	39	69	
Live Virtual	0	1	0	0	
Attendance	0	3	0	0	
General/Family/All Ages					
In-Person Onsite	5	37	NA	NA	
Attendance	106	453	NA	NA	
In-Person Offsite	0	6	NA	NA	
Attendance	0	1180	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
Other Programming					
Pre-Recorded Programs (All)	0	0	0	33	
Views	0	0	0	649	
Meeting Rooms/Partner Groups	58	616	59	599	
Attendance	195	1818	264	2012	
Income-Main					
Fines	150.34	2910.41	146.15	3380.14	Overdues: text 317
Copies	613.5	5105.89	410.4	4237.65	letter 94
Interlibrary Loan	3.9	129.42	9.2	124.8	
Fax	161	1595	201.5	1866.08	
Lost & Paid Items	0	180.26	124.92	387.55	
Collections	0	30	0	70.5	
Non-county fee	0	50	0	150	
State Aid	13488	13488	13681	13681	
Total Income	1426.29	23488.98	14573.17	23897.72	

February 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Genealogy Library					
Hours open	82.5	698.75	59	589	
In-state visitors	87	568	52	432	
Out-of-state visitors	0	9	0	9	
In-house programs	5	23	2	12	
Attendance	31	185	13	113	
Outreach	0	0	0	1	
Attendance	0	0	0	20	
Research for patrons (hours)	39	404	30	355	
E-mail questions	148	528	49	300	
Phone questions	23	221	24	203	
Notary	3	9	NA	NA	
Website visits	161	1476	NA	NA	
Computer use (hrs)	96.5	478.5	60	409	
Scanner (# patrons)	3	57	13	65	1 hr 30 min
Microfilm	0	6	0	0	
Copies sold	62	777	31	564	
Total money	6.2	77.85	3.1	69.45	
Memory Lab usage (# patrons)	3	66	4	86	5 hr