

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, May 23, 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 May 2, 2023, meeting. Consider approval.
3. Presentation of library claims for April. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Genealogy library updates
  - 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, May 2, 2023  
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



*Board Members Present: Jo Ann Pierce, Tanya Case, John Ray Green*

*Others Present: Amy Ryker, Library Director*

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

The meeting was called to order at 9:34 am by Pierce. The flag salute was led by Pierce, and the prayer was led by Case.

**II. Reading of Previous Minutes**

Minutes for the March 28, 2023, meeting were read. Case moved to approve minutes as presented. Green seconded. All approved.

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

Claims for March 2023 were reviewed. Case moved to approve as presented. Green seconded. All approved.

**IV. Director's Report**

- Amy Ryker presented the library statistics for March 2023.
- Genealogy updates: Wed. May 3 will be a tour at the Stephens County Museum and photo identification will be the topic.
- Accomplishments and challenges discussed: South side bushes all removed, river rocks installed, pots ready. Jessica reaching out for sponsors. Chemicals and other safety issues being taken care of by Rich Cassidy. Sexual harassment and generational training went well and staff are on the same page. Amy Ryker and Misty Brodeur will be graduating from OU with their MLIS degrees May 13<sup>th</sup>.
- Upcoming programming and plans: Summer Reading Program calendars were handed out and discussed. May 5 will be our Star Wars Party.

**V. Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-24. This resolution authorizes filing of the Form 471 application(s) for funding year 2023-24 and the payment of the applicant's share upon approval of funding and receipt of services.**

Green moved to approve resolution as presented. Case seconded. All approved. Pierce signed form.

**Duncan Public Library  
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**VI. 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).**

Green moved to approve adjournment. Case seconded. All approved. Amy Ryker left the room.

**VII. Consider reconvening into regular session.**

Case moved to approve reconvening. Green seconded. All approved. Amy Ryker reentered the room.

**VIII. Consider any action taken in relation to executive session.**

Case moved to approve evaluation of Amy Ryker as presented. Green seconded. All approved.

**IX. Old Business**

No old business was discussed.

**X. New Business**

No new business was discussed.

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

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

**XII. Adjournment**

Green moved to adjourn. Case seconded. All approved. Adjourned at 10:29 am.

**Duncan Public Library**  
**Claims for April 1 through 30, 2023**  
*Submitted to Library Board, May 23, 2023*

<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
23-1347	Amazon.....	\$285.97
	Shelving for storage, gaming, game bands, bags, boxes	
23-1349	Quill.....	\$382.90
	TP, trash bags, sharpies, cleaning spray	
23-1376	Quill.....	\$618.87
	8 ½ x 11 copy paper, 11 x 17 cardstock, paint pens	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
23-1307	Channel's.....	\$247.50
	Lawn care: round 2 weedkiller, preemergent, fertilizer	
23-1308	TKE.....	\$413.03
	Quarterly elevator maintenance	
<b>15-11-530049</b>	<b><i>Books</i></b>	
23-0299	Baker & Taylor.....	\$788.14
	Book order (48)	
23-0781	Baker & Taylor.....	\$962.90
	Book order (84 child)	
23-0916	Ingram.....	\$512.52
	Book order (30)	
23-1107	Cengage.....	\$800.72
	Book order (31 LP)	
23-1161	Center Point LP.....	\$379.32
	Book order (16 LP)	
23-1198	Ingram Entertainment.....	\$860.37
	Video game order (18)	
23-1382	Cengage.....	\$799.22
	Book order (31 LP)	
23-1384	Center Point LP.....	\$379.32
	Book order (16 LP)	

# April 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	287	2755	200	2485	Adult items added: 173
Inspirational Fiction	256	2771	188	2433	Adult items discarded: 5
LP Fiction	758	5887	530	5587	Fic: 2600
McNaughton Fiction	21	249	15	361	
Mysteries	210	1888	158	1910	
New Fiction	319	3257	283	3114	
New LP Fiction	322	2408	314	3395	
Adult Paperbacks	78	729	113	886	
Science Fiction	37	305	26	249	
Westerns	42	447	74	565	
New YA Fiction	22	256	17	258	
YA Fiction	233	2296	175	1636	
YA Paperbacks	5	38	10	101	
YA Sequoyah	10	104	8	105	
LP Nonfiction	13	106	7	106	Nonfic: 766
McNaughton Nonfiction	48	295	17	308	
New LP Nonfiction	23	100	3	99	
New Nonfiction	134	1202	87	781	
Nonfiction	328	3030	216	2594	
New YA Nonfiction	5	67	5	102	
YA Nonfiction	215	1510	52	861	
<b>Total Adult Fic/NF</b>	<b>3366</b>	<b>30700</b>	<b>2498</b>	<b>27936</b>	
<b>Juvenile Fic/NF</b>					
New Easy	106	1173	49	980	
Easy Books	1116	12320	950	9353	Juv added: 139
Beginning chapter books	35	479	19	229	Juv discarded: 2
New J Fiction	51	376	14	219	
Juvenile Fiction	302	3016	129	1874	JFic: 2530
Juvenile Paperbacks	332	2532	123	11696	
J Sequoyah	9	97	8	91	
New J Nonfiction	139	646	38	384	
Juvenile Nonfiction	440	3604	196	2191	JNonfic: 579
<b>Total Juv Fic/NF</b>	<b>2530</b>	<b>24243</b>	<b>1526</b>	<b>27017</b>	
<b>Total Periodicals</b>	<b>163</b>	<b>1162</b>	<b>119</b>	<b>1281</b>	
Spanish Easy, Juv	2	30	2	12	
Spanish Fiction/YA	0	14	1	2	
Spanish Nonfiction	0	10	0	4	
<b>Total Spanish</b>	<b>2</b>	<b>54</b>	<b>3</b>	<b>19</b>	
Interlibrary Loans: Borrowed	3	86	5	73	
Interlibrary Loans: Lent	18	342	50	467	
<b>Adult Audio/Visual</b>					
Books on CD	183	1888	165	1659	
Playaways	2	40	12	77	
YA Books on CD	2	10	4	13	
DVDs - Adult	699	6199	389	5174	
DVDs - Young Adult	84	502	36	617	
<b>Total Adult Audio/Visual</b>	<b>970</b>	<b>8639</b>	<b>606</b>	<b>7590</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	8	77	5	45	
Music CD	0	22	0	9	
DVDs - Juvenile	207	1750	112	1527	
<b>Total Juvenile A/V</b>	<b>215</b>	<b>1849</b>	<b>117</b>	<b>1581</b>	

# April 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	180	1451	97	1027	
Cake Pans/Board Games	39	138	1	35	Under Kits
Binge Boxes	59	486	36	383	
<b>Total Other Items</b>	<b>278</b>	<b>2075</b>	<b>134</b>	<b>1445</b>	
<b>Total Physical Circulation</b>	<b>7545</b>	<b>69150</b>	<b>5058</b>	<b>67359</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	1119	11358	911	8241	Total OverDrive: 2957
OverDrive: eBooks	1835	18618	1733	19168	Adult OD: 2761
OverDrive: movies	0	3	0	42	Juv OD: 189
OverDrive: magazines	0	159	55	516	
hoopla audio	390	3579	296	2654	Total hoopla: 693
hoopla comics	24	209	23	227	Adult hoopla: 611
hoopla eBooks	217	2055	172	1620	Juv hoopla: 82
hoopla movies	29	477	34	292	
hoopla music	16	138	9	93	
hoopla TV	16	130	21	221	
hoopla Bingepass	1	36	2	12	
Gale Reference eBooks	0	25	10	21	
<b>Total Electronic Circulation</b>	<b>3647</b>	<b>36787</b>	<b>3266</b>	<b>33107</b>	
<b>Total Circulation</b>	<b>11192</b>	<b>105937</b>	<b>8324</b>	<b>100466</b>	
<b>Electronic Information</b>					
Gale: Chilton	30	185	11	130	
Gale: LegalForms	1	26	6	40	
NewsBank: America's Newspapers	1749	24666	2283	20496	
NewsBank: HeritageHub	0	97	44	227	*Changed name and layout
BrainFuse: HelpNow	2	118	1	61	
BrainFuse: JobNow	0	0	5	45	
BrainFuse: VetNow	0	18	15	68	
ProQuest: Ancestry	121	1542	164	1510	
ProQuest: HeritageQuest	0	237	0	282	
ProQuest: Fold3	42	429	14	527	
EBSCO sessions	2819	28648	2771	14514	
Mango sessions	2	67	6	113	
OverDrive: Universal Class total	16	436	175	467	
AtoZ Database records viewed	362	730	94	4161	
<b>Successful Info Retrieval</b>	<b>5144</b>	<b>57199</b>	<b>5589</b>	<b>42641</b>	
<b>Services-Main</b>					
Public Service Hours	205	1977	208	2074	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	55		40		Doors open 8 days, 9-6 (9hr) = 63
In-House Circulation	1277	11589	590	6988	Saturdays 4 days, 9:30-3 (5.5hr) = 22
Items Mended	27	231	23	317	
Gate Count	8005	87236	6984	78138	
Number Borrowers in Date Range	2107	190021	1448	16521	
Photocopies Made	13283	123663	10863	116398	
New Library Cards	59	840	74	669	
Public Computer/Internet Usage	130	1807	240	2087	
Wireless Sessions	2191	23393	2340	72728	
Main Website Visits	2048	21327	NA	NA	
AWE Children's Computers	412	4235	412	3335	
Notary Services	27	275	19	218	
Tech Help Sessions	21	221	25	296	
Chickasaw Meals Program	68	409	221	3018	
Proctor Exam	0	0	0	0	

# April 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Questions</b>					
Reference Questions	633	6275	640	9740	
Informational Questions	2510	24169	2252	30616	
E-Mail Questions	29	422	30	408	
<b>Total Questions</b>	<b>3172</b>	<b>30866</b>	<b>2922</b>	<b>40764</b>	
<b>Programming</b>					
<b>Children (0-5)</b>					
In-Person Onsite	8	64	24	208	
Attendance	189	1560	457	2361	
In-Person Offsite	1	26	0	1	
Attendance	35	335	0	50	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>Children (6-11)</b>					
In-Person Onsite	23	243	24	208	
Attendance	254	3061	457	2361	
In-Person Offsite	7	14	0	1	
Attendance	73	185	0	50	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>YA/Teens (12-18)</b>					
In-Person Onsite	22	231	5	22	
Attendance	59	1464	49	173	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	9	
Attendance	0	0	0	38	
<b>Adults (19+)</b>					
In-Person Onsite	53	514	51	312	
Attendance	339	3008	252	1775	
In-Person Offsite	0	0	0	6	
Attendance	0	0	0	87	
Live Virtual	0	0	1	3	
Attendance	0	0	12	18	
<b>General/Family/All Ages</b>					
In-Person Onsite	3	54	NA	NA	
Attendance	63	625	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	
<b>Other Programming</b>					
Pre-Recorded Programs (All)	0	0	0	33	
Views	0	0	0	649	
Meeting Rooms/Partner Groups	58	736	78	767	
Attendance	210	2232	248	2551	
<b>Income-Main</b>					
Fines	181.36	3413.93	257.44	4012.68	Overdues: text 141
Copies	660.95	6514.49	664.71	5597.6	letter 78
Interlibrary Loan	7.6	141.12	3.6	151.45	
Fax	211	2038.3	205.5	2510.28	
Lost & Paid Items	0	313.14	32.94	488.39	
Collections	10	50	20	95.5	
Non-county fee	25	75	0	150	
State Aid	0	13488	0	13681	
<b>Total Income</b>	<b>1095.91</b>	<b>26033.98</b>	<b>1184.19</b>	<b>26686.9</b>	

# April 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Genealogy Library</b>					
Hours open	88	874.25	80	756.5	
In-state visitors	70	717	46	489	
Out-of-state visitors	2	11	0	432	
In-house programs	2	29	2	13	
Attendance	13	220	14	38	
Outreach	0	0	1	114	
Attendance	0	0	8	28	
Research for patrons (hours)	28	452	21.5	398	
E-mail questions	62	673	32	375	
Phone questions	21	278	37	264	
Notary	0	11	NA	NA	
Website visits	272	1948	NA	NA	
Computer use (hrs)	50	588.5	55	529	
Scanner (# patrons)	2	66	10	81	1 hr 40 min
Microfilm	0	6	0	6	
Copies sold	40	986	87	676	
Total money	4	98.8	8.75	83.7	
Memory Lab usage (# patrons)	2	84	6	100	1 hr