

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, October 24, 2023
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, Brendhan Fritts, Geoff Johnson

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:53 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Pierce.

II. Reading of Previous Minutes

Minutes for the September 26, 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 September 2023 were reviewed. Fritts moved to approve as presented. Johnson seconded. All approved.

IV. Director's Report

- Ryker presented the library statistics for September 2023.
- Genealogy updates: Brown Bag is Nov. 1, noon: Fold 3 and Military. Priddy Grant is providing cameras and TV with cart today. Ryker read an email from Kristi King providing genealogy updates. Highlight: 44 people at annual meeting; 6 people next day wanting help with research based on meeting; let people know to use memory lab now before Christmas rush; Gregston family donated their mother's genealogy research; Kyle Collins donated the remainder of Duncan yearbooks. Have all but a couple now.
- Accomplishments and challenges discussed: Duncan Banner featured Darbie LaFontain visiting schools; Kristi King article about genealogy and Misty Brodeur article about teen department; Jessica's visits to Gabriel's House success; Keepy Uppy success at Fall Fest; Miss Millie 7 regulars; Bark in the Park success; YA mural #2 going up; Poetry Workshop success with 10 adults and 7 teens; Art program success and move to include CTAC as consistent providers of art programming; Fright Night with city success; Priddy Grant has provided cameras, TVs and will be providing computers this week; Jacqui Carson has resigned to work for DALC; Elizabeth Knabe no longer works here.
- Upcoming programming and plans: Mad Hatter tea party; Mall trick or treating Oct. 31 with Rich Cassidy and Sacha de Payes; Cart or treat at library this Thursday 11-1 after storytime and Friday 230-5 after school; staff are Care Bears; December is packed. When receive word on shipping for our Seasons Readings lights we will have a party with canned food donations and lighting of a Kiwanis tree, led by Friends of the Library.

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- V. Discuss and consider approving changes to Collection Development policies.**
Changes and clarifications were discussed. Fritts moved to approve as is. Johnson seconded. All approved.
- VI. Discuss Meeting Room policies and consider actions to update meeting room policies.**
All discussed proposed corrections, clarifications, and additions. Johnson moved to approve as is. Fritts seconded. All approved.
- VII. Old Business**
Next meeting is Nov. 28. Ryker reminded them they voted for no meeting in December.
- VIII. New Business**
No new business was discussed.
- IX. Comments by Staff, Board, or Public**
No comments by staff. No comments by the library board. No public was in attendance.
- X. Adjournment**
Johnson moved to adjourn. Fritts seconded. All approved. Adjourned at 10:15 am.

Subject: Duncan Public Library Board Meeting
Date: Tuesday, November 28, 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 October 24, 2023, meeting. Consider approval.
3. Presentation of library claims for October. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Discuss and consider approving proposed 2024 Library Board meetings.
6. Old Business
7. New Business
8. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
9. Adjourn

City of Duncan
PROPOSED Duncan Public Library Board
Schedule of Regular Meetings
Calendar Year 2024

The Library Board meets the fourth Tuesday of every month.

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 23	9:30 am	Duncan Public Library Board Room, 3785 N. Hwy 81
February 27	"	"
March 26	"	Genealogy Library, 321 N. 8 th St.
April 23	"	DPL Board Room
May 28	"	"
June 25	"	"
July 23	"	"
August 27	"	"
September 24	"	"
October 22	"	"
November 26	"	"
None		

Posted at _____am/pm on the day of _____, 2023.

Signed: _____

Christina Johnson, Deputy City Clerk

Duncan Public Library
Claims for October 1 through 31, 2023
Submitted to Library Board, November 28, 2023

01-11-521100	<i>Repair & Maintenance</i>	
23-0603	Sherwin Williams	\$257.67
	Paint and supplies YA walls	
01-11-521400	<i>Materials & Supplies</i>	
23-3406	Showcases	\$61.76
	Cases for hot spots	
23-3412	Quill.....	\$587.16
	Paper, ink/toner, register rolls	
23-3458	Richard Cassidy.....	\$271.47
	Safety/storage for offices, plywood for YA section	
01-11-524550	<i>Databases</i>	
23-3438	Midwest Tape.....	\$1,411.02
	Hoopla usage, June	
23-3473	Midwest Tape.....	\$1,746.30
	Hoopla usage, September	
01-11-523800	<i>Postage</i>	
23-3455	Southern Box.....	\$14.92
	ILL Ponca City	
23-3728	Southern Box.....	\$13.64
	ILL Ponca City	
01-11-529300	<i>Subscriptions</i>	
23-3636	Lawton Media	\$159.00
	1-yr renewal Lawton Constitution	
15-11-530049	<i>Books</i>	
23-2085	Baker & Taylor.....	\$420.11
	Book order (32 child)	
23-2471	Baker & Taylor.....	\$149.16
	Book order (14)	
23-2523	Baker & Taylor.....	\$148.89
	Book order (16 child)	
23-2887	Midwest Tape.....	\$293.36
	DVD order (14)	
23-2981	Midwest Tape.....	\$84.96
	DVD order (4 child)	

23-2982	Baker & Taylor.....	\$873.49
	Book order (68 child)	
23-3035	Center Point LP.....	\$379.32
	Book order, October (16)	
23-3213	Baker & Taylor.....	\$184.84
	Book order (21 child)	
23-3429	Amazon.....	\$220.75
	Book/DVD order (13)	
23-3430	Cengage	\$94.96
	Book order (4)	
23-3635	Amazon.....	\$130.70
	Book order (1)	

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	406	1520	277	1145			
Inspirational Fiction	249	1270	275	1229			
LP Fiction	643	2775	611	2250			
McNaughton Fiction	17	79	32	95			
Mysteries	236	1018	168	719			
New Fiction	311	1464	308	1253			
New LP Fiction	379	1514	322	1457			
Adult Paperbacks	68	248	53	318			
Science Fiction	37	157	25	138			
Westerns	41	214	38	182			
New YA Fiction	50	204	20	92			
YA Fiction	305	1305	237	1043		This month	YTD
YA Paperbacks	11	27	3	11	Adult items added:	114	589
YA Sequoyah	10	71	9	36	Adult items discarded:	736	1495
Fiction Total	2763	11866	2378	9968			
LP Nonfiction	12	42	13	39			
McNaughton Nonfiction	53	166	19	66			
New LP Nonfiction	15	45	10	35			
New Nonfiction	111	431	117	495			
Nonfiction	401	1663	326	1238			
New YA Nonfiction	22	62	5	29			
YA Nonfiction	128	643	161	565			
Nonfiction Total	742	3052	651	2467			
Total Adult/YA Fic/NF	3505	14918	3029	12435			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Juvenile Fic/NF							
New Easy	229	762	118	498			
Easy Books	1397	6108	1233	5485			
Beginning Chapter Books	25	204	52	208			
New J Fiction	35	166	33	152			
Juvenile Fiction	346	1632	338	1295		This month	YTD
Juvenile Paperbacks	282	1514	186	872	J items added:	67	218
J Sequoyah	23	65	9	37	J items discarded:	202	240
J Fiction Total	2337	10451	1969	8547			
New J Nonfiction	47	223	39	175			
Juvenile Nonfiction	457	1639	264	1432			
J Nonfiction Total	504	1862	303	1607			
Total Juv Fic/NF	2841	12313	2272	10154			
Total Periodicals	135	528	108	419			
Spanish Easy/Juv	1	23	0	8			
Spanish Fic/YA	0	11	0	6			
Spanish Nonfiction	2	13	1	5			
Total Spanish	3	47	1	19			
Interlibrary Loans: Borrowed	8	32	13	42			
Interlibrary Loans: Lent	78	193	44	165			
Adult Audio/Visual							
Books on CD	117	518	184	759			
Playaways	1	13	6	23			
YA Books on CD	3	8	2	4			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	607	2902	633	2429			
DVDs - Young Adult	58	332	47	222			
Total Adult/YA A/V	786	3773	872	3437			
Juvenile Audio/Visual							
J Books on CD	11	45	3	26			
Music CD	2	4	1	5			
DVDs - Juvenile	245	1188	122	569			
Total Juvenile A/V	258	1237	126	600			
Other Items							
Video Games	221	1105	123	470			
Cake Pans/Board Games	20	116	3	32			
Binge Boxes	55	123	20	167			
Total Other Items	296	1344	146	669			
Total Physical Circulation	7902	34353	6598	27898			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1315	5070	1140	4691	<i>Adult checked out:</i>	3154	11993
eBooks	2068	7906	1875	7891	<i>Juv checked out:</i>	229	983
Movies	0	0	0	3			
Magazines	0	0	0	159			
Total OverDrive	3383	12976	3015	12744			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	454	1788	340	1344	<i>Adult checked out:</i>	650	2669
Comics	11	73	26	78	<i>Juv checked out:</i>	80	289
eBooks	228	876	191	839			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	18	110	22	182			
Music	6	30	16	54			
TV	9	51	9	62			
Bingepass	4	30	7	15			
Total Hoopla	730	2958	611	2574			
Gale Reference eBooks	0	0	3	5			
Total Electronic Circulation	4113	15934	3629	15323			
Total Circulation	12015	50287	10227	43221			
Electronic Information							
Gale: Chilton	40	159	36	41			
Gale: LegalForms	1	16	2	12			
NewsBank: America's Newspaper	2334	9875	2,916	10,798			
NewsBank: HeritageHub	0	46	11	79			
BrainFuse: HelpNow	17	73	6	67			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	5	11			
ProQuest: Ancestry	328	1493	31	222			
ProQuest: HeritageQuest*	0	0	0	235	*Did not renew		
ProQuest: Fold3	0	54	47	319			
EBSCO sessions	2518	10236	2859	12372			
Mango sessions	61	74	9	35			
OverDrive: Universal Class total	85	406	157	370			
AtoZ Database records viewed	33	24102	5	124			
Successful Info Retrieval	5417	46535	6084	24685			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	0	2	NA	NA	<i>Doors open M/T/Th</i>	<i>14x10hr</i>	140
Public Service Hours	234	915	229.5	894.5	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	51	51	45		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1427	7563	851	2985			
Items Mended	13	54	25	87			
Gate Count	8864	37803	8923	35302			
Number Borrowers in Date	2322	10407	1809	7655			
Photocopies Made	9380	31846	12882	48488			
New Library Cards	82	439	81	464			
Public Computer/Internet Usage	123	651	168	817			
Wireless Sessions	2114	9638	2406	10011			
Main Website Visits	2509	9913	2200	8419			
AWE Children's Computers	398	1690	551	2029			
Notary Services	45	129	41	104			
Tech Help Sessions	20	79	22	105			
Chickasaw Meals Program	188	2188	37	177			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	564	2415	623	2464			
Informational Questions	2422	10735	2508	9443			
E-Mail Questions	46	190	48	184			
Total Questions	3032	13340	3179	12091			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 245.64	\$ 1,479.89	\$369.48	\$1,488.34	Overdues: Text 80		
Copies	\$ 883.16	\$ 2,714.91	\$674.39	\$2,654.58	Letter 110		
Interlibrary Loan	\$ 12.08	\$ 38.11	\$20.40	\$104.17			
Fax	\$ 155.20	\$ 700.00	\$260.60	\$998.70			
Lost & Paid Items	\$ 7.99	\$ 34.98	\$23.08	\$104.04			
Collections	\$ -	\$ 20.00	\$10.00	\$20.00			
Non-county Fee	\$ -	\$ 50.00	\$25.00	\$25.00			
State Aid	\$ -	\$ -	\$0.00	\$0.00			
Total Income	\$ 1,304.07	\$ 5,037.89	\$ 1,382.95	\$ 5,394.83			
Programming							
Children (0-5)							
In-Person Onsite	5	22	8	21			
Attendance	143	544	172	644			
In-Person Offsite	9	27	7	14			
Attendance	100	321	95	155			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	14	65	30	104			
Attendance	207	690	541	1636			
In-Person Offsite	9	25	0	0			
Attendance	100	347	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	17	104	22	89			
Attendance	68	508	172	725			
In-Person Offsite	0	3	0	0			
Attendance	0	20	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	33	112	62	213			
Attendance	211	992	508	1159			
In-Person Offsite	2	3	0	0			
Attendance	33	40	0	0			
Live Virtual	0	0	1	1			
Attendance	0	0	3	3			
General/Family/All Ages							
In-Person Onsite	4	29	3	16			
Attendance	166	840	26	121			
In-Person Offsite	2	4	3	4			
Attendance	700	805	380	580			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Other Programming							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	132	463	132	354			
Attendance	413	1421	351	972			

October 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1	3.5	NA	NA			
Hours Open	84.5	356.5	93.5	358.5			
In-state visitors	98	261	96	278			
Out-of-state visitors	0	2	2	9			
In-house programs	1	7	4	8			
Attendance	44	84	47	88			
Outreach	0	0	0	0			
Attendance	0	0	0	0			
Research for patrons (hours)	31	96	40	180			
E-mail questions	106	289	52	198			
Phone questions	33	127	32	128			
Notary	0	0	2	2			
Website visits	328	1383	187	815			
Computer use (hrs)	44	193	61	194			
Scanner (# patrons)	1	7	7	36	25 mins		
Microfilm	0	0	0	6			
Copies sold	57	149	40	471			
Total money	5.7	14.95	\$4.00	\$47.15			
Memory lab usage (# patrons)	4	26	9	33	10 hr 30 min		