

Notice of Public Meeting  
**DUNCAN PUBLIC LIBRARY BOARD**

Date/Time: Tuesday, October 24, 2023, 9:30am

Place: Duncan Public Library, 3785 N. Hwy 81, Duncan, OK

AGENDA

1. Call to Order with flag salute and prayer.
2. Read minutes from September 26, 2023, meeting. Consider approval.
3. Presentation of library claims for September. 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 changes to Collection Development policies.
6. Discuss Meeting Room policies and consider actions to update Meeting Room 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

Filed in the office of the Municipal Clerk at \_\_\_\_\_ on \_\_\_\_\_.

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The City of Duncan encourages participation from all its citizens. If participation is not possible due to disability, notification to the City Clerk at least 48 hours prior to scheduled meeting is encouraged to make necessary accommodations. The City may waive the 48-hour rule if signing is not a necessary accommodation.

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**Tuesday, September 26, 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 9:31 am by Pierce. The flag salute was led by Johnson, and the prayer was led by Fritts.

**II. Reading of Previous Minutes**

Minutes for the August 22, 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 August 2023 were reviewed. Johnson moved to approve as presented. Fritts seconded. All approved.

**IV. Director's Report**

- Ryker presented the library statistics for August 2023.
- Genealogy updates: No Brown Bag in October. October 10, 6pm, is Genealogy Society's annual meeting. Speaker Elizabeth Marshall, forensic genetic genealogist. Ryker read an email from Kristi King providing genealogy updates. Highlight: a case Kristi King helped research will be on Dateline soon.
- Accomplishments and challenges discussed: One teen-painted mural is up in the YA section; Jessica Allmon led tour for Leadership Duncan 28; possible project to result: Imagination-themed playground for library; Lord of the Rings trivia at Kochendorfer was huge: over 60; Patron called police on teens sleeping at library. Ryker and board reiterated that the library should be a safe space for teens and anyone who needs a place to exist and that staff should be instructed that we do not call the police but try to handle things ourselves first; Patron called the police on possible inappropriate photos of children on a computer a patron was viewing. Director followed up and felt police should be called. Police arrested alleged perpetrator.
- Upcoming programming and plans: Fall Fest Sept. 30: Keepy Uppy; NEA Big Read events: Oct. 10—Dr. John Morris poetry at 3, 4pm, Oct. 11—QTea Boba book club, Oct. 12—Art 11am and 6pm, Oct. 16 week—nature scavenger hunt for kids; Oct. 16 6pm—gratitude journaling for adults; Oct. 24—book club; Oct 31—Mall Trick or Treat; Cart o' Treat—Oct. 26<sup>th</sup> from 11-1, and 27th from 230 to 5pm; City event Family Fright Night, we will read Creepy Underwear and do a themed craft.

**Duncan Public Library**  
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- V. Discuss and consider approving changes to Internet Policies.**  
Changes and clarifications were discussed. Fritts moved to approve with changed notated.  
Johnson seconded. All approved.
- VI. Discuss meeting room policies and consider actions to update meeting room policies.**  
All discussed proposed corrections, clarifications, and additions. Suggestions will be added for another review at next meeting. No formal action was taken.
- VII. Old Business**  
No old business was discussed.
- 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 10:57 am.

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## *Collection Development Policies*

### *(Updated and approved 12-28-21)*

#### **Purpose**

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met, as more fully outlined in the policy objectives.

#### **Goal of the Library**

The Duncan Public Library shall provide materials to cardholders to fulfill their educational, recreational and informational needs. Therefore, a variety of subjects will be available in different formats and varying reading levels. The Duncan Public Library adheres to the principles of the American Library Association's "**Library Bill of Rights**" and the "**Freedom to Read Statement.**" An effort to provide a balance between differing views will be made, depending on the availability of items and funds.

#### **Responsibility for Selection: Director, Staff, and Board**

The director, operating within board policies, is responsible for the purchase, retention, and withdrawal of library materials. The director shall train and supervise library staff in the proper procedures in carrying out these responsibilities. ~~The public~~[Current Duncan Public Library card holders in good standing](#) may request items for purchase by completing a request card. Requests will be given careful consideration. The library staff will apply the standards and selection criteria established in this policy to all patron requests.

#### **General Selection Criteria**

#### **Objectives in Selection**

The Duncan Public Library attempts to provide a comprehensive, well-balanced collection to meet the needs of the community. Library materials will help support the following service priorities as outlined in the long-range plan:

- Current topics and titles
- Formal learning support
- General information

### **Factors in Selection**

The following factors will be considered when selecting items to add to the collection:

1. Contemporary significance or permanent value
2. Community interest
3. Local, state, or regional historical significance
4. Accuracy of content
5. Reputation and/or authority of the author, editor, illustrator, or publisher
6. Literary merit of the work
7. Relationship to works in the existing collection with regard to balance
8. Scarcity of information in that subject area
9. Objectivity
10. Price, availability, and demand
11. Availability of the material in other area libraries
12. Favorable reviews from the media or review sources

### **Review Sources Used in Selection**

1. Booklist
2. Library Journal
3. New York Times Book Review
4. Publisher's Weekly
5. School Library Journal
6. Ingram iCurate

### **Other Selection Aids**

1. Fiction Catalog
2. Public Library Catalog
3. Children's Catalog
4. Best Books for Children
5. Best Books for Young Adult Readers
6. A to Zoo
7. ALA Book Lists
8. YALSA Book Lists
9. Awards lists such as Pura Belpré, Caldecott, Newbery, Sequoyah, and more

### **Criteria for Specific Materials**

#### **Print Items**

##### **Adult Nonfiction**

The library staff will select a wide variety of nonfiction materials to serve the educational, informational and recreational needs of the community. Although staff will take into consideration popular authors appearing on The New York Times Bestseller List and the Publisher's Weekly bestseller list, it must be noted that bestsellers are simply books that sell well, and other criteria must be examined to see if the work fits within the scope of our collection. Our first consideration is to provide accurate information instead of personal opinion. In selecting nonfiction titles, we rely on journal reviews by professional librarians to evaluate the content of the information presented,

the credentials of the author, the sources used to back up the author's claim, the literary quality of the writing and how evenly the material is presented.

### **Adult Fiction**

The fiction collection will reflect local reading interests and maintain a core collection of established authors.

The core collection will include:

1. English language fiction with an emphasis on 20<sup>th</sup> and 21<sup>st</sup> century works
2. English language classics, as determined by standard reading lists
3. Bestsellers (*The New York Times*' Bestseller List and the *Publisher's Weekly*)
4. Local authors
5. Award winning novels
6. A variety of popular genre authors (mysteries, westerns, science fiction/fantasy, romance, suspense, horror, etc.)

The Duncan Public Library will attempt to pre-order many of the popular authors' works prior to their release. Additional copies will be leased by the Friends of the Library for high demand items.

### **Reference**

Certain hard-copy reference materials do not circulate and are for in-house use. They provide quick, concise, and up-to-date information. This collection may include indexes, dictionaries, almanacs, directories, price guides, and state statutes. As more reference materials become available online and in databases, our library will consider subscriptions to databases instead of purchasing reference books. The information in databases can more easily be updated and is more accessible 24/7 with a library card, computer, and Internet connection. The cost of the database subscriptions will be weighed by the amount of use and the availability of additional resources within the library or community.

The following factors will be considered in the selection of reference items:

1. Cost
2. Currency
3. Authority
4. Scope and depth of coverage
5. Accuracy
6. Presentation of text and information (dictionary, encyclopedia, etc.)
7. Ease of use
8. Frequency of use

### **Large Print**

Because the Duncan Public Library serves a large retirement community, special emphasis will be placed on the large print collection. This collection also helps ESL/ELL students and readers who have learning disabilities. Many of the authors appearing on bestseller lists as well as those authors in high demand in regular print will be considered for the large print section.

## **Juvenile**

The Duncan Public Library will select a wide range of fiction and nonfiction items for ages birth through 6<sup>th</sup> grade. In selecting items, library staff will use recognized review sources and annual. The following types of literature will be emphasized for this age group:

1. Board books
2. Concept books
3. Classic picture books
4. Award-winning picture books
5. Easy readers
6. Beginning chapter books
7. Classic children's novels
8. Popular children's fiction and series
9. Award-winning children's novels
10. Sequoyah Children's Masterlist
11. Popular and award-winning graphic novels and series

## **Young Adult**

The young adult collection is a bridge between the juvenile collection and the adult collection for grades 7 to 12. Items will be selected based on review sources and annual lists. The following print materials will be emphasized for this age group:

1. Popular teen fiction and series
2. Award-winning books
3. Nonfiction on topics relevant to current teen interests and trends
4. Nonfiction for a variety of educational, informational, and entertainment purposes
5. Popular and award-winning graphic novels and series

## **Newspaper and Periodicals**

Current periodicals are used for source material not found in books and are intended for reference use, for recreational reading, and to balance the collection. Titles are chosen for timeliness of subject matter, accessibility of content through the Reader's Guide to Periodical Literature, subject need, popular demand, and recreational value. Gift subscriptions are accepted subject to the approval of the library director. Newspapers will be retained for one year.

## **Non-Print Items**

### **DVD**

The library will offer a variety of DVDs both recreational and educational. When purchasing DVDs, the following selection criteria will be utilized:

1. Award-winning films
2. Films listed on the National Film Registry
3. Films listed by the American Film Institute
4. Reputation of the film company (PBS, A&E, Nova, etc.)
5. Popularity of work (based on box office sales and video rental statistics)



6. Information that is best presented visually (plays, animal behavior, weather/nature)

### **Books-on-CD**

The Duncan Public Library purchases unabridged books on CD for the use of patrons. Factors used in the selection process:

1. Cost
2. Availability
3. Popularity
4. Reviews
5. Awards

### **Electronic Formats**

The Duncan Public Library recognizes that the development of information available in electronic formats has become an important part of library collections.

Databases which provide access to magazines, journals, and other publications are provided to our patrons either within the library on public access computers or through remote access from their work or home computers. Downloadable eBooks, audio books and music are provided for our library customers through the Oklahoma Virtual Library Consortium, and other selected databases.

### **Library of Things**

The Duncan Public Library carries a variety of non-traditional items that are available for circulation. Non-traditional items may include video games, cake pans, audio/visual equipment, tablets, hot spots, binge boxes, board games, arts and crafts supplies and equipment, STEM kits, and other unusual items. The primary selection criteria for the Library of Things includes whether the item meets the needs and demands of the community, cost and general availability of the item, popular trends, cataloging and storage/display challenges.

### **Materials Not Collected**

#### **Rare Books**

Because it is the public library's function to make materials available to all users, the Duncan Public Library does not collect rare or unusual books that require special handling.

#### **Genealogy Materials**

The Duncan Public Library collects basic materials on genealogical research but does not collect census records, marriage records, family histories, etc. The staff will refer patrons to the Stephens County Genealogy Library. Library staff will attempt to locate desired genealogical information via the Internet or through interlibrary loan if the information cannot be found at the Stephens County Genealogy Library.

#### **Textbooks**

The Duncan Public Library does not purchase textbooks. It is the responsibility of the schools to provide access to course materials to their students. A textbook may be added to the collection at

the librarian's discretion, if very little material is currently available in a particular subject and it is the best option for providing the information.

### **CREW (Continuous Review Evaluation and Weeding)**

Materials that no longer meet the stated objectives of the library board including those that have become damaged or obsolete, will be systematically withdrawn on a continual basis according to the accepted professional practices described in the publication, The CREW Method. The library board recommends that the listed books be declared surplus and that the books be turned over to the Friends of the Library for resale and accordingly, funds will be used to support the Library.

### **Reasons to Weed**

Weeding must be performed for the following reasons:

1. To save space
2. To save search time
3. To make remaining collection more appealing
4. To increase circulation
5. To have more reliable and current information
6. To discover items in need of repair
7. To obtain feedback on the strengths and weaknesses of the collection
8. To determine whether replacement copies are needed

### **Criteria**

The following criteria are considered when weeding:

1. Currency
2. Condition
3. Circulation

### **Gifts**

Gifts to the library are appreciated. Monetary gifts/donations may be given to the Friends of the Duncan Public Library for the benefit of the Duncan Public Library in order to purchase items in honor of a person or organization. Library staff will consult with the patron on what type of items should be purchased.

Gifts of materials are accepted with the understanding that they must meet the library's selection criteria. Items that do not become part of the library collection are given to the Friends for their book sales. At no time will the library appraise gifts for income tax purpose. However, an acknowledgement of the donation will be given upon request. The library retains the unconditional ownership of the gift.

### **Controversial Works**

The library will provide works presenting different points of view, thus enabling citizens to decide for themselves on various issues. Because the library offers items presenting varying viewpoints,

not every item in the library will appeal to every citizen in the community. If a group or individual questions an item in the library's collection, a **Reconsideration Form** is available (Appendix E). [Current Duncan Public Library card holders in good standing may fill out the form and turn it in to the director.](#) The director will review the item and discuss the matter with the concerned party. The item will be forwarded to the library board for review if necessary.

# Customer Services

The library will set policies that regulate ancillary services to patrons in an effort to provide reasonable accommodation and equitable access. This policy will also serve as a guide for staff to recognize and deal with patron behavior and situations that may arise in the day-to-day operations of the library.

The Duncan Public Library follows the Library Bill of Rights as set by the ALA, most recently reaffirmed in 2019.

## Meeting Rooms

The Duncan Public Library provides meeting rooms according to the sixth right in ALA's Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

### General Meeting Room Rules

Permission to use a meeting room does not imply Library endorsement of the aims, policies, or activities of any individual, group, or organization. No advertisement or announcement implying such endorsement or including intentional deception or misrepresentation will be permitted. Groups using Library meeting rooms must indicate the sponsoring organization on all publicity materials. Permission to use a meeting room is revocable if these rules are violated.

Most social events, unless sponsored in whole or in part by the Library, are not permitted. Examples of social events that are not permitted include private parties, birthday parties, receptions, baby showers, weddings, and the like. Social groups that promote literacy, education, gaming, skills, or community engagement will be allowed per the judgment of the Director or the Circulation Head.

Meeting spaces can be used to limit disturbance of other patrons. For example, individuals or groups may need to use meeting spaces to make phone calls, conduct meetings online, hold a discussion, perform testing, and the like.

The Library reserves the right for staff to attend any meeting held in its facilities.

Please notify the Library as soon as possible in the event of a cancellation. Failure to notify the library of a cancellation could affect an individual's ability to reserve rooms in the future.

No soliciting is allowed in the Library. No admission shall be charged for any activity in the rooms. No services or products may be bought or sold to the public. MLMs, commercial groups, and businesses cannot sell materials, services, or promote future sales. No dues or sign-up fees may be collected by an organization while in the room. Exceptions include the following:

- The Friends of the Duncan Public Library are allowed to accept dues and money for their fundraisers.
- Performers hired by the Library or the City of Duncan are allowed to sell merchandise during the time for which they are hired.
- Other nonprofits, organizations, or individuals, primarily those affiliated with the Library or the City of Duncan, may be an exception as determined by the Library or the City of Duncan.

The rooms will be made available free of charge during Library open hours. Exceptions may be made for Library partners on a case-by-case basis. All rooms must be empty and clean by 15 minutes before the library closing time. A representative of the group must notify the library staff when the group is finished with the room.

Rooms can be reserved up to three months in advance. Rooms can be reserved for up to five hours in a day. Staff will use best judgment to determine whether excessive overuse of a room by a single group or individual is interfering with fair public use and can reject a reservation. Exceptions must be approved by the Director.

A representative from the organization must complete a Meeting Room Usage form in order to use a meeting room. Staff will have one at the circulation desk if you do not find any in the meeting room. Set up of tables and chairs is the responsibility of the user. No library personnel are available to assist groups. This includes arranging rooms, carrying supplies, and giving technical support. Let staff know if accessibility is an issue and staff will try to provide help or solutions.

The room must be left in the same condition in which it was found. A \$25.00 cleaning deposit may be required, and a fee will be assessed for any damages to the building, equipment, or furnishings. The deposit will be held and returned to the representative of the organization who booked the room if no cleaning or repair is required.

If you reserve a room, you have 10 minutes from the start time of your reservation to claim the space. If you do not arrive within 10 minutes and do not contact staff, your reservation may be cancelled and given to someone else.

Members of organizations must follow the rules outlined in the "Patron Behavior Policy" while using the library facilities. Light refreshments are permitted in all rooms with the consent of the Director. The following items are prohibited in library meeting rooms: drinks or foods that could stain, alcoholic beverages, illegal substances, firearms, and open flames, including the burning of candles or tea lights. In addition, cooking, smoking, and excessive noise levels are prohibited.

Programs sponsored by the library will be given priority when scheduling meeting rooms.

The Library has two kinds of meeting spaces: Closed Spaces and Open Spaces. Closed Spaces are defined as rooms that have four walls and a door to close them off from the public. Open Spaces are

spaces that may include tables and chairs, but are in spaces that cannot be closed off from the rest of the library. Both spaces can be used for individuals or groups studying or for meetings.

## Closed Meeting Spaces

The Library has six closed meeting spaces: a Multipurpose building (often referred to as “the back building” or “the annex”), Study Room 1, Study Room 2, a board room, a computer lab, and a children’s room (often referred to as “the Nana room” or “the Friends room”). These rooms can be used to provide meeting places for library activities, studying, meetings, and more.

These spaces cannot be used without a reservation. To obtain a reservation, call ahead or visit a staff member at the circulation desk.

Closed meeting spaces are not soundproof. Some noise may get in or out. Note that you are always in a public space in the Library and others may overhear your discussions and you may overhear others even from a Closed space. If noise is unreasonable, please inform a staff member.

Staff may have discretion in assigning a Closed meeting space based on size of group or activity being conducted. Rarely, depending on circumstances, staff may be required to move a group or activity to a more appropriate location.

## Multipurpose Building

Room Capacity: 60

The Multipurpose Building is often referred to as “the back building” or “the annex.” This building includes a large empty space and many folding tables and easily movable chairs so that groups can organize the space as needed for their events. This space is most appropriate for larger groups or groups that are performing physical activities that require more space. The back of the building contains computers that are used for Library programming only. This space is not to be disturbed. To reserve this space, contact a staff member. The staff member will obtain permission from the Director.

## Study Room 1

Room Capacity: 10

Study Room 1 includes a table and chairs. This room is most appropriate for studying and small groups. To reserve this room, contact a staff member at the Circulation Desk.

## Study Room 2

Room Capacity: 8

Study Room 2 includes a table and chairs. This room is most appropriate for studying and very small groups. Teens ages 12 to 18 will get priority during Teen Hours. To reserve this room, contact a staff member at the Circulation Desk.

## Board Room

Room Capacity: 14

The Board Room contains a board room table and chairs, along with a phone and a smartboard that can be used by the public if needed. Priority will be given to patrons who require these technologies. To reserve this room, contact a staff member at the Circulation Desk.

## Computer Lab

Room Capacity: 8

The Computer Lab includes public computers and is for public use unless reserved for special events or groups. The Duncan Area Literacy Council and the Duncan Public Library often have computer classes reserved in this room. This room is most appropriate for testing, teaching, and any groups that require computer access. To reserve this room, contact a staff member at the Circulation Desk.

## Children's Room

Room Capacity: 25

The Children's Room is often referred to as "the Nana room" or "the Friends room." This room is reserved every Wednesday night and Thursday morning for Children's programming. To reserve this room, contact a staff member. The staff member must obtain permission from the Children's Librarian or Director.

## Open Meeting Spaces

Only two open meeting spaces can be reserved: The Kitchen Area and the Citizenship Corner. All other open meeting areas are first come, first serve.

The design of our library dictates common sense with regard to noise. There should be no expectation of open spaces being perfectly quiet and devoid of activity. The Library may have events that are loud, may have tours that will move through open spaces, may be performing maintenance or other duties that may create noise or movement, and will not restrict access to the general public of an open meeting space just because someone has chosen that space for their studying or their meeting. If quiet or privacy is desired, please reserve a Closed Meeting Space. Patrons using the Open Meeting Spaces should strive to be as quiet as possible and follow general library policies for behavior.

## Kitchen Area

Room Capacity: 20

This area contains tables, chairs, a counter space, a refrigerator, and a sink. This space is appropriate for meetings that have food and drink. The Duncan Public Library has this space reserved during the school year from 2:00 to 5:00pm for a meals program and afterschool events and during the summer from 10:00am to 1:00pm for meals and programming. To reserve this area, contact a staff member at the Circulation Desk.

## Citizenship Corner

Room Capacity: 10

This area contains a table and chairs. This space is appropriate for small groups. The Duncan Area Literacy Council gets priority over this space and reserves it several times a week for ESL and Citizenship programming. To reserve this space, contact a staff member at the Circulation Desk.

## Children's Open Spaces

Children's open spaces are not reservable. They are playing and reading spaces for children and their caretakers. Outside of library events, adults without children should not utilize the children's section and may be asked to leave the area and select a different space.

## YA Section Open Spaces

The YA section open spaces, furniture, and computers are primarily for teens ages 12 to 18 or grades 6 through 12. Keeping this area somewhat exclusive to teenagers promotes the Library's efforts to ensure that this demographic has a space that is safe, relaxed, and responsive to their needs and interests. Only teens are allowed to hang out in this space during the following times:

- From 3:00 pm to close on normal weekdays
- All hours on Saturdays
- All day during official Duncan Public School breaks, including summer

During these times, the public may still request assistance from staff working in these spaces, adults and siblings are still allowed to browse for books, tutors and those helping teens are allowed to be present with teens, and college students may use the college computer or study. If you are not accompanied by a teen, staff will use their best judgment to determine whether to ask you to move to a different area.

Preference for Study Room 2 reservations are given to teens during these hours.

With the continuously evolving nature of homeschool and online schooling, the Library will not police truancy, ID teenagers in this space, or restrict access to our resources. The Library recognizes that some families homeschool their children and encourages homeschool students to take advantage of library resources and open areas during all hours.



## Meeting Room Usage Form


Date: \_\_\_\_\_ Name (or Group): \_\_\_\_\_

I have read and agree to the policies and procedures under "Meeting Rooms" in the Duncan Public Library Policy Manual.

Signature: \_\_\_\_\_

Thank you for using our library for your meetings and study needs! Please fill out this form and return it to the circulation desk before you leave. Your usage helps us show the State of Oklahoma that we are needed!

Please indicate the number of people in attendance: \_\_\_\_\_

Please indicate space used: 

Multipurpose Building \_\_\_\_\_

Computer Lab \_\_\_\_\_

Study Room 1 \_\_\_\_\_

Kitchen Area \_\_\_\_\_

Study Room 2 \_\_\_\_\_

Citizenship Corner \_\_\_\_\_

Board Room \_\_\_\_\_

Another area of Library\*: \_\_\_\_\_

Children's Room \_\_\_\_\_

\*Let us know you used our spaces!

Comments: \_\_\_\_\_

\_\_\_\_\_

**Duncan Public Library**  
**Claims for September 1 through 30, 2023**  
*Submitted to Library Board, October 24, 2023*

<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
23-3018	Affordable Library Products .....	\$480.00
	Rolls RF tags, 1.5x1.5, 9.5MHz - 3	
23-3019	Quill.....	\$642.93
	Packing tape, bubble mailers, ink/toner, wypall rags	
23-3130	Quill.....	\$125.96
	Hand soap refills, gloves	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
23-2930	Channels.....	\$247.50
	Round 4 weedkiller, lawn treatments	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
23-1194	Cengage .....	\$3,409.62
	1-yr renewal, LegalForms database, 1-yr renewal Chilton database	
23-1195	ProQuest.....	\$1,297.17
	1-yr renewal Fold3 genealogy database	
23-3357	Cengage .....	\$300.00
	eBook hosting, ebooks	
<b>15-11-530049</b>	<b><i>Books</i></b>	
23-1133	Blackstone .....	\$856.57
	Audiobook order (15 BOCDs)	
23-1575	Ingram.....	\$298.81
	Book order (15)	
23-2086	Midwest Tape.....	\$388.06
	DVD order (19)	
23-2342	Ingram.....	\$208.19
	Book order (12)	
23-2387	Ingram.....	\$396.39
	Book order (20)	
23-2688	Center Point LP.....	\$379.32
	Book order, September (16)	
23-2888	Cengage .....	\$763.23
	Book order (30)	

27-11-523900  
23-3031

***Books, Materials, Subscriptions***

Amazon.....\$145.00  
Card tables, children's wall clock

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Adult/YA Fic/NF</b>							
Fiction	361	1114	248	868			
Inspirational Fiction	341	1021	278	954			
LP Fiction	672	2132	551	1639			
McNaughton Fiction	28	62	21	63			
Mysteries	250	782	170	551			
New Fiction	374	1153	331	945			
New LP Fiction	384	1135	377	1135			
Adult Paperbacks	39	180	64	265			
Science Fiction	32	120	48	113			
Westerns	61	173	47	144			
New YA Fiction	60	154	11	72			
YA Fiction	348	1000	205	806		<i>This month</i>	<i>YTD</i>
YA Paperbacks	7	16	2	8	<i>Adult items added:</i>	131	475
YA Sequoyah	17	61	6	27	<i>Adult items discarded:</i>	724	759
<b>Fiction Total</b>	<b>2974</b>	<b>9103</b>	<b>2359</b>	<b>7590</b>			
LP Nonfiction	11	30	10	26			
McNaughton Nonfiction	51	113	24	47			
New LP Nonfiction	11	30	10	25			
New Nonfiction	109	320	115	378			
Nonfiction	389	1262	301	912			
New YA Nonfiction	16	40	7	24			
YA Nonfiction	160	515	129	404			
<b>Nonfiction Total</b>	<b>747</b>	<b>2310</b>	<b>596</b>	<b>1816</b>			
<b>Total Adult/YA Fic/NF</b>	<b>3721</b>	<b>11413</b>	<b>2955</b>	<b>9406</b>			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Juvenile Fic/NF</b>							
New Easy	176	533	130	380			
Easy Books	1501	4711	1347	4252			
Beginning Chapter Books	61	179	42	156			
New J Fiction	43	131	37	119			
Juvenile Fiction	352	1286	301	957		This month	YTD
Juvenile Paperbacks	360	1232	189	686	J items added:	48	151
J Sequoyah	20	42	6	28	J items discarded:	16	38
<b>J Fiction Total</b>	<b>2513</b>	<b>8114</b>	<b>2052</b>	<b>6578</b>			
New J Nonfiction	47	223	45	136			
Juvenile Nonfiction	457	1639	383	1168			
<b>J Nonfiction Total</b>	<b>504</b>	<b>1862</b>	<b>428</b>	<b>1304</b>			
<b>Total Juv Fic/NF</b>	<b>3017</b>	<b>9976</b>	<b>2480</b>	<b>7882</b>			
<b>Total Periodicals</b>	<b>162</b>	<b>393</b>	<b>106</b>	<b>311</b>			
Spanish Easy/Juv	1	22	0	8			
Spanish Fic/YA	4	11	4	6			
Spanish Nonfiction	5	11	2	4			
<b>Total Spanish</b>	<b>10</b>	<b>44</b>	<b>6</b>	<b>18</b>			
Interlibrary Loans: Borrowed	9	24	11	29			
Interlibrary Loans: Lent	19	115	39	121			
<b>Adult Audio/Visual</b>							
Books on CD	120	401	172	575			
Playaways	4	12	12	17			
YA Books on CD	3	5	1	2			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	641	2295	607	1796			
DVDs - Young Adult	71	274	55	174			
<b>Total Adult/YA A/V</b>	<b>839</b>	<b>2987</b>	<b>847</b>	<b>2564</b>			
<b>Juvenile Audio/Visual</b>							
J Books on CD	5	34	6	23			
Music CD	2	2	3	4			
DVDs - Juvenile	252	943	84	447			
<b>Total Juvenile A/V</b>	<b>259</b>	<b>979</b>	<b>93</b>	<b>474</b>			
<b>Other Items</b>							
Video Games	234	884	105	347			
Cake Pans/Board Games	23	96	12	29			
Binge Boxes	19	68	20	147			
<b>Total Other Items</b>	<b>276</b>	<b>1048</b>	<b>137</b>	<b>523</b>			
<b>Total Physical Circulation</b>	<b>8303</b>	<b>26955</b>	<b>6663</b>	<b>21299</b>			
<b>Electronic Circulation</b>							
<b>OverDrive</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	1225	3755	1233	3551	<i>Adult checked out:</i>	2814	8839
eBooks	1795	5838	1897	6016	<i>Juv checked out:</i>	206	754
Movies	0	0	0	3			
Magazines	0	0	60	159			
<b>Total OverDrive</b>	<b>3020</b>	<b>9593</b>	<b>3190</b>	<b>9729</b>			
<b>Hoopla</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	459	1334	329	1004	<i>Adult checked out:</i>	649	2019
Comics	13	62	18	52	<i>Juv checked out:</i>	90	209
eBooks	218	648	213	648			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	25	92	27	160			
Music	1	24	14	38			
TV	11	42	11	53			
Bingepass	12	26	1	8			
<b>Total Hoopla</b>	<b>739</b>	<b>2228</b>	<b>613</b>	<b>1963</b>			
Gale Reference eBooks	0	0	0	2			
<b>Total Electronic Circulation</b>	<b>3759</b>	<b>11821</b>	<b>3803</b>	<b>11694</b>			
<b>Total Circulation</b>	<b>12062</b>	<b>38776</b>	<b>10466</b>	<b>32993</b>			
<b>Electronic Information</b>							
Gale: Chilton	33	119	0	5			
Gale: LegalForms	6	15	0	10			
NewsBank: America's Newspaper	2544	7541	2,519	7,882			
NewsBank: HeritageHub	42	46	0	68			
BrainFuse: HelpNow	19	56	13	61			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	2	6			
ProQuest: Ancestry	347	1165	15	191			
ProQuest: HeritageQuest*	0	0	16	235	*Did not renew		
ProQuest: Fold3	0	54	27	272			
EBSCO sessions	2469	7718	2939	9513			
Mango sessions	3	13	5	26			
OverDrive: Universal Class total	72	321	3	213	*Memory improvement		
AtoZ Database records viewed	170	24069	9	119			
<b>Successful Info Retrieval</b>	<b>5705</b>	<b>41118</b>	<b>5548</b>	<b>18601</b>			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Services-Main</b>							
Days Closed	1	2	NA	NA	Doors open M/T/Th	11x10hr	110
Public Service Hours	218.5	681	217	665	Doors open W/F	9x9hr	81
Circulation per Hour	55		48		Doors open Sat	5x5.5hr	27.5
In-House Circulation	1495	6136	741	2134			
Items Mended	12	41	20	62			
Gate Count	9038	28939	9473	26379			
Number Borrowers in Date	2410	8085	1839	5846			
Photocopies Made	7914	22466	13768	35606			
New Library Cards	110	357	75	383			
Public Computer/Internet Usage	143	528	170	649			
Wireless Sessions	2359	7524	2669	7605			
Main Website Visits	2522	7404	2300	6219			
AWE Children's Computers	302	1292	323	1478			
Notary Services	38	84	22	63			
Tech Help Sessions	18	61	21	83			
Chickasaw Meals Program	176	2000	25	140			
Proctor Exam	0	0	0	0			
<b>Questions</b>							
Reference Questions	589	1851	612	1841			
Informational Questions	2514	8313	2281	6935			
E-Mail Questions	43	144	43	136			
<b>Total Questions</b>	<b>3146</b>	<b>10308</b>	<b>2936</b>	<b>8912</b>			



# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Income-Main</b>							
Fines	\$ 324.27	\$ 1,234.25	\$347.65	\$1,118.86	Overdues: Text 77		
Copies	\$ 529.80	\$ 1,831.75	\$882.89	\$1,980.19	Letter 77		
Interlibrary Loan	\$ 22.33	\$ 26.03	\$10.55	\$83.77			
Fax	\$ 194.60	\$ 544.80	\$252.10	\$738.10			
Lost & Paid Items	\$ 24.99	\$ 26.99	\$25.00	\$80.96			
Collections	\$ -	\$ 20.00	\$0.00	\$10.00			
Non-county Fee	\$ 25.00	\$ 50.00	\$0.00	\$0.00			
State Aid	\$ -	\$ -	\$0.00	\$0.00			
<b>Total Income</b>	<b>\$ 1,120.99</b>	<b>\$ 3,733.82</b>	<b>\$ 1,518.19</b>	<b>\$ 4,011.88</b>			
<b>Programming</b>							
<b>Children (0-5)</b>							
In-Person Onsite	4	17	4	13			
Attendance	67	401	57	472			
In-Person Offsite	13	18	7	7			
Attendance	148	221	60	60			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Children (6-11)</b>							
In-Person Onsite	27	51	23	74			
Attendance	232	483	218	1095			
In-Person Offsite	13	16	0	0			
Attendance	160	247	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>YA/Teens (12-18)</b>							
In-Person Onsite	33	87	22	67			
Attendance	109	440	144	553			
In-Person Offsite	3	3	0	0			
Attendance	20	20	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Adults (19+)</b>							
In-Person Onsite	30	79	57	151			
Attendance	192	781	233	651			
In-Person Offsite	1	1	0	0			
Attendance	7	7	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>General/Family/All Ages</b>							
In-Person Onsite	5	25	0	13			
Attendance	16	674	0	95			
In-Person Offsite	2	2	1	1			
Attendance	105	105	200	200			
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	128	331	102	222			
Attendance	402	1008	314	621			

# September 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Genealogy Library</b>							
Days closed	1	2.5	NA	NA			
Hours Open	82.5	272	88	265			
In-state visitors	58	163	54	182			
Out-of-state visitors	0	2	3	7			
In-house programs	3	6	1	4			
Attendance	25	40	25	41			
Outreach	0	0	0	0			
Attendance	0	0	0	0			
Research for patrons (hours)	10	65	50	140			
E-mail questions	80	183	48	146			
Phone questions	30	94	28	96			
Notary	0	0	NA	NA			
Website visits	347	1055	193	628			
Computer use (hrs)	43	149	50	133			
Scanner (# patrons)	2	6	9	29	10 mins		
Microfilm	0	0	0	6			
Copies sold	20	92	50	431			
Total money	2	9.25	\$5.00	\$43.15			
Memory lab usage (# patrons)	4	22	5	24	1 hr 15 mins		