

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, August 22, 2023
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, 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 9:37 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Johnson.

II. Reading of Previous Minutes

Minutes for the July 25, 2023, meeting were read. Case moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims for Previous Month

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

IV. Director's Report

- Ryker presented the library statistics for July 2023. Noted July meal program gave 1,144 meals.
- Genealogy updates: Ryker read an email from Kristi King providing genealogy updates. September brown bag is Sept. 6: Census records; memory lab usage picked up; Sequel and Epilogue, the library cats, turn 1 today.
- Accomplishments and challenges discussed: Imagination Library partnership went well, paper did not mention us but nearly 200 kids signed up; back door is still shattered: Ryker taped plastic to the door in case it breaks further, Facilities has been trying hard to get it replaced; TAB teens have tons of plans for programs and outreach; Aviation day storytime with Darbie; State annual report submitted; Meals program going back to normal afterschool hours and in-person feeding; Back to School mall event on the 4th was huge: busy the whole time, 2 storytimes, card signups, 143 meals given out, 500 backpacks gone in 30 minutes; AC has gone up in cost significantly and still is not replaced: facilities is prepping us for a January replacement and will ask for a minimum of \$270,000 on budget; Jitters Trivia Nights huge success: received complements from Larry Jackson, co-owner about the positive feedback and new customers they gain when partnering with us; Budget CIP due end of Sept; Jessica and Amy Ryker spoke at Lions Club; Jessica will be working with Gabriel's House 3 times a month on events.
- Upcoming programming and plans: Sept toddler times and storytimes will be back; Friday Fun starts the 8th with Legos; Teen art club on Thursdays at 4pm will start; Bark in the Park is

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Sept 23, we will have a table and pet bookmark crafts; Will do FallFest at the mall, city trick or treat and craft Oct. 19, NEA Big Read events all October, more trivia nights, and possibly Boo Review and other Halloween events.

V. Discuss meeting room policies and consider actions to update meeting room policies.

All discussed various issues with current meeting room policies, including variety of inclusion, and clarity of purpose. No action was taken, though all agreed to think on it further for next meeting, where changes will be proposed.

VI. Old Business

Ryker provided paperwork for prospective members to fill out to be appointed to board. Roof and awning discussed.

VII. New Business

Case discussed the possibility of the Board investing in chair replacements for the Board Room. All agreed to look into what chair styles and costs would be appropriate.

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 10:41 am.

Subject: Duncan Public Library Board Meeting
Date: Tuesday, September 26, 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 August 22, 2023, meeting. Consider approval.
3. Presentation of library claims for August. 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 Internet 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

Internet Policy

Disclaimer

The Duncan Public Library provides computers for the general public to use. Various kinds of software are available on these computers, as is Internet access. The Internet, being an unregulated medium, is not a perfect source of accurate, complete, and current information. The Duncan Public Library is not responsible for damages, indirect or direct, arising from a patron's reliance on, citation of, or other usage of Internet resources. Unwise use of the Internet, such as supplying personal information, may result in harm.

Materials obtained or copied from the Internet may be subject to copyright laws. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." The Duncan Public Library disclaims any liability or responsibility resulting from copyright infringement.

Firewalls and Filters

To receive government assistance to provide Internet access, the Duncan Public Library has installed filters on all public-access computers to prevent children 17 and under from accessing visual depictions of obscenity, child pornography, or other harmful materials (as defined by the Children's Internet Protection Act). As provided in the law, patrons 17 years or older may ask for unfiltered access provided it is for "bona fide research or other lawful purposes."

Despite these filters, parents should be aware that we cannot guarantee their children's safety and security when they use e-mail and other forms of direct electronic communication; cannot protect against their children's unauthorized access, including "hacking," and other unlawful online activities; and cannot protect their children against unauthorized disclosure, use, and dissemination of personal identification information.

Patrons who encounter sites that they believe should be blocked or who are unable to access sites that they believe should not be blocked may request a review of the site in question by the Director. The Director will evaluate the site and decide whether to accept the patron's request.

Who Is a User?

Patrons with Duncan Public Library cards who have less than \$5.00 in fines and no overdue items can use their library card and PIN to access any available public-access computer.

Other visitors with a photo ID can obtain a guest pass from the ~~front desk~~circulation desk staff.

Workstations

Computers are available to the public during open hours. Computers automatically shut down 30 minutes before closing. Computer and Internet use is free. Internet can be accessed through Mozilla Firefox, Google Chrome, and Microsoft Edge. No other browsers shall be installed or used. Not all websites are compatible with all Internet browsers. In addition, some features may not be available on library workstations. Headphones are available at the front desk, if you need sound.

Our computers use the Windows 7 or newer operating system and include basic Windows Office software, including Word, Excel, and PowerPoint.

Downloading: You can download documents and attachments to a USB drive that you provide. Our computers do not accept floppy disk/diskettes. ~~Some~~Our computers can read CDs, but they cannot burn to a CD. The library assumes no responsibility for damage to your USB drive or data that may occur from use of our workstations.

Self-Service: Our computers use self-service software that allows you to log on and off at your own discretion without the need of scheduling time with staff members. You can even access and pay for your print jobs through our coin-op machines, when available.

Printing: Printouts are available in black and white or in color. Black and white prints are 10¢ per page; color prints are 50¢ per page. Each side of the page counts as one page. Be sure to check the length of your document before printing it. You are responsible for all printouts you print, not just the ones you want.

Children's Computers: Workstations specifically for children are also provided in the children's section. Only children ages 11 and under are permitted to use these computers. Many games and learning programs are included on these computers, but they have no Internet access. Older siblings and adults are allowed to assist smaller children.

College Computer: A computer is provided upstairs for the sole use of college and financial aid research and applications or homework help.

Citizenship Computer: A citizenship computer is upstairs to be used only for language learning, citizenship study, green card renewal, and other related reasons.

Caretaker Computer: A computer for caretakers that have accompanying small children is located in the children's section of the Library. This computer includes an extra desk and a crib for small children and can only be used by patrons who have small children with them. Patrons can use this computer for all normal uses, but the user must ensure that the children are abiding by normal Library behavior policies and not disturbing others.

Rules of Conduct

1. A parent or guardian must provide written approval for children under 17 years to use the Internet with a library card. (This permission is obtained at the time the child receives a library card.) If the child is a guest, the parent or legal guardian must be present for the child to receive a Guest Pass.
2. Parents of minor children must assume responsibility for their children's use of the Internet. Parents and children are encouraged to explore the Internet and learn together. Children under the age of 12 years must have a parent or guardian with them when using the library's Internet computers.
3. If a patron has overdue books or fines exceeding \$5.00, computer access will be denied, until overdue and fines are taken care of.
4. Patrons are allowed two sessions a day, for one hour per session. If you log out before your time is up, you do not get that time back. If you need more time, ask a front desk staff member if that staff member can extend your time. If people are waiting for the computer, you may not get your time extended. If you need to reserve a time for later, ask a staff member. All reservations must be made in person. Reservations can be held ten minutes past the reservation time. After that, the next person in line gets the computer. Use of the Hide Your Screen function on the computer to pause your session does not guarantee that you will get to resume your session. After 15 minutes, the software may log off your session so others can use the computer.
5. Two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff. Both individuals must comply with library policies.
- ~~6.~~ Patrons will respect the privacy of others by not misrepresenting themselves as other users; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not soliciting other patrons for personal information; by not seeking unauthorized access to any computer system, or by not damaging or altering software components of any network or database.
- ~~6.7.~~ Patrons will not send harassing, threatening, or libelous messages or materials.
- ~~7.8.~~ Patrons agree not to make any changes to the setup or configuration of the software or the hardware, including installing or using unauthorized browsers.
- ~~8.9.~~ Patrons will not send, receive, or display either text or graphics which may reasonably be construed as obscene.
- ~~10.~~ Library users are expected to comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
- ~~11.~~ Patrons will not access peer-to-peer (P2P), torrent, or other file sharing sites.
- ~~9.12.~~ Patrons will not violate copyright laws or software agreements.
- ~~10.13.~~ Patrons must have basic knowledge of the Internet and computer use. Staff can assist users for not more than ten minutes per user.
- ~~11.14.~~ Patrons are responsible for all printing charges incurred.
- ~~12.15.~~ Patrons will not use catalog computers to access external sites on the Internet. These computers are to be used only for searching for items on our website and in our library.

~~13.16.~~ For network security, personally owned laptop computers or other Internet-ready devices shall not be connected by cord to the Internet through the library's connection. Wireless connection is allowed for personal computers.

~~14.17.~~ Laptop users must comply with general library rules.

~~15.18.~~ Children accompanying Internet users ~~accompanied by children will be asked to terminate their session if the children create disturbance in the library~~ must abide by general library rules and behavior policies.

~~16.19.~~ Patrons must respect all Internet rules including time limits and must cooperate with others to share the workstations.

~~17.20.~~ The same rules of conduct that apply to general use of the Duncan Public Library and its collections apply to the use of the computers.

~~18.21.~~ Use workstations with care. Make no attempt to fix problems. Immediately report any problems to library staff.

~~19.22.~~ Patrons may not sign up for others.

Wireless Internet Use

The Duncan Public Library provides free wireless inside and outside the building. Patrons may use their own laptops, tablets, phones, and other devices to access the Library's wireless services. The Library does not guarantee the safety of traffic across its wireless network. Anti-virus, security, and privacy protection is the responsibility of the user. The Library cannot guarantee wireless service availability at any specific times, nor that the connection will have specific quality or speed. Users may not use wireless connection for any illegal or capacity-hogging purposes or in any way that violates the general Internet policies.

Termination of User Access

Failure to comply with Library rules and policies may result in the loss of computer access, Library privileges, and/or a report to law enforcement authorities.

When library staff believes that a patron has violated library policy, any staff member is authorized to take the following steps:

1. The staff will warn the patron of the violation and give the patron a chance to correct the problem.
2. If the patron does not attempt to comply in a reasonable amount of time or violates policy again (even if on a different day), the staff member is authorized to terminate the user's access session or to prohibit the user from subsequent access sessions for up to two weeks from the date of the violation.
3. If the patron still does not comply with policy, the staff may ban the patron permanently from computer access. If a suspended/banned patron wishes to protest the action or request

reinstatement, they can fill out the form in Appendix I, and the ~~d~~Director will present the form to the Library Board for consideration.

NOTE: If violation of the law is observed or suspected, staff and patrons are authorized to call law enforcement authorities. Be warned that session logs may be recoverable by authorities. Activities on public computers can be reviewed by staff and law enforcement authorities.

Customer Services

Approved by Library Board: February 17, 2009

Purpose

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."

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 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 for some groups to limit disturbance of other patrons...Private spaces can be used to lessen disturbance to other patrons. For example, discussion groups, taking a phone call, playing games, testing.

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.

The Library has four general use rooms: a Multipurpose building, two study rooms, and kitchen which can be used to provide a meeting place for local civic, educational, and cultural nonprofit organizations. Religious, political, or social groups will not be allowed to use the facilities. In addition, no sales or promotional meetings of any sort will be permitted, with the exception of the Friends of the Duncan Public Library. The Official Board Room may be used upon special approval of the Librarian under direction of the Board.

No admission shall be charged for any activity in the rooms. No services or products may be bought or sold to the public, ~~unless the organization is affiliated with the library or the City of Duncan.~~ No dues or sign-up fees may be collected by an organization while in the room. Exceptions include 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, and other organizations 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 ~~the Library working open~~ hours ~~of the staff.~~ 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.

A representative from the organization must complete a scheduling form in order to use a 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.

Members of organizations must follow the rules outlined in the "Patron Behavior Policy" while using the library facilities. ~~However, light refreshments are permitted when meeting in the Kitchen or multipurpose building. Refreshments are not permitted in the board room or the study room without in all rooms with the consent of the director. The Board Room will be used by adults only, and only with special permission.~~ The following items are prohibited in library meeting rooms: red punch ~~or other drinks or foods that could stain~~, cooking, alcoholic beverages, illegal ~~Duncan Public Library Policy Manual 18~~ substances of drugs, firearms, open flames, including the burning of candles or tea lights, excessive noise levels, smoking.

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

Meeting Room Capacity			
Study room 1	10	Board room	12
Study room 2	6	Multipurpose room	60
Kitchen area		15	

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 (will check if this is still correct)

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 (will check if this is still correct)

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: 6 (will check if this correct)

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: 12 (will check if this is correct)

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: xxx

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 a room, contact a staff member at the Circulation Desk.

Children's Room

Room Capacity: xxx

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 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 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: 15 (will check if this is still correct)

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: xxxxx

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.

MORE THINGS TO DISCUSS FOR LATER

Formatted: Highlight

Something about: The Library recognizes that some families homeschool their children, homeschool students are encouraged to take advantage of library resources and areas during all hours.

Children's Open Spaces

Adults without children should not hang out here. Children and their caretakers play spaces and reading spaces.

YA Section Open Spaces

"Teen Hours" The YA section is primarily for teens. From 3:00pm to close on normal work days, Saturdays, and school breaks, only teens 12 to 18 are allowed to hang out Adults can browse for a book quickly.... Tutors and those helping teens...? college users who are older can do it too?

Study Room 2 preference given to teens during these hours.

Grades 6-12, visit briefly to retrieve books or other library materials or request assistance from staff working in that space. Parents, guardians, younger siblings when accompanied by teen represents library efforts that local students have a space that is safe, relaxed, responsive to their needs and interests.

Use of the space including furniture and computers are exclusive to teenagers during teen hours.

Not our responsibility to police truancy or we don't ID with evolving nature of homeschool and online schooling policing access to our resources or something something our hours

Not accompanies by teen can sit or use computers elsewhere we can ask you to leave at any time.

PAID stuff for Board to Discuss:

Money exchanging hands: MLMs, commercial groups and businesses cannot sell materials, services, or promote future sales.

Exceptions and things to address:

Friends of the Library, tutoring, Epic? legal stuff?

What about children selling things in the library? No to Scouts selling cookies outside or in a room or soliciting patrons, but they can come ask staff?

Difference between Private and Open to Public

Studying, private conversations, legal issues, and various other things cannot be open to the public, and is not required to be. Most groups that

If you don't show up after 10 minutes, we can give it to the next person?

Form for agreeing to the policy?

Duncan Public Library
Claims for August 1 through 31, 2023
Submitted to Library Board, September 26, 2023

01-11-521400	<i>Materials & Supplies</i>	
23-2409	Demco	\$429.80
	Barcode labels, genre stickers	
23-2513	SSI Technologies	\$1,117.15
	Library cards	
23-2737	Demco	\$200.17
	Book covers, tape dispenser, genre stickers	
23-2738	The Library Store	\$596.56
	Label locks, laser labels	
23-2739	Quill.....	\$677.39
	Cups, tissues, toilet paper, wypalls, sharpies, tape, magic erasers	
01-11-524200	<i>Contract Services</i>	
23-2658	TKE	\$413.03
	Elevator maintenance, quarterly	
23-2659	Fire Pros	\$250.00
	Fire alarm system inspection	
01-11-524500	<i>Computer Services</i>	
23-2954	GHA Technologies	\$1,621.60
	1-yr Barracuda web security	
01-11-524550	<i>Databases</i>	
23-2993	Midwest Tape.....	\$1,715.74
	Hoopla usage, August 2023	
01-11-524800	<i>Advertising</i>	
23-2985	Community Matters.....	\$623.00
	Ad for Duncan Chamber maps	
15-11-530049	<i>Books</i>	
23-0782	Midwest Tape.....	\$326.62
	DVD order (13)	
23-0918	Ingram.....	\$238.45
	Book order (16)	
23-1269	Baker & Taylor.....	\$504.42
	Book order (42 child)	
23-1271	Baker & Taylor.....	\$480.00
	Book order (30 child, 13 adult)	

23-1587	Ingram.....	\$433.54
	Book order (24)	
23-1636	Baker & Taylor.....	\$439.96
	Book order (37 child)	
23-1638	Midwest Tape.....	\$458.77
	DVD order (23)	
23-2469	Midwest Tape.....	\$75.47
	DVD order (3 child)	
23-2470	Midwest Tape.....	\$368.35
	DVD order (15)	
23-2572	Center Point LP.....	\$379.32
	Book order, August (16)	
23-2573	Cengage	\$834.74
	Book order (33)	
23-2617	Ingram.....	\$279.55
	Book order (17)	
23-2618	Ingram.....	\$361.94
	Book order (16)	
23-2619	Amazon.....	\$141.10
	Book order (10)	

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	359	753	277	620			
Inspirational Fiction	337	680	327	676			
LP Fiction	772	1460	538	1088			
McNaughton Fiction	23	34	17	42			
Mysteries	252	532	204	381			
New Fiction	419	779	316	614			
New LP Fiction	379	751	368	758			
Adult Paperbacks	67	141	102	201			
Science Fiction	38	88	40	65			
Westerns	62	112	57	97			
New YA Fiction	60	94	28	61			
YA Fiction	331	652	301	601		<i>This month</i>	<i>YTD</i>
YA Paperbacks	4	9	4	6	<i>Adult items added:</i>	240	344
YA Sequoyah	20	44	11	21	<i>Adult items discarded:</i>	18	35
Fiction Total	3123	6129	2590	5231			
LP Nonfiction	6	19	7	16			
McNaughton Nonfiction	35	62	11	23			
New LP Nonfiction	8	19	11	15			
New Nonfiction	104	211	126	263			
Nonfiction	424	873	297	611			
New YA Nonfiction	16	24	13	17			
YA Nonfiction	179	355	134	275			
Nonfiction Total	772	1563	599	1220			
Total Adult/YA Fic/NF	3895	7692	3189	6451			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Juvenile Fic/NF							
New Easy	175	357	153	250			
Easy Books	1502	3210	1506	2905			
Beginning Chapter Books	59	118	52	114			
New J Fiction	51	88	41	82			
Juvenile Fiction	403	934	300	656		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	458	872	239	497	<i>J items added:</i>	17	103
J Sequoyah	14	22	11	22	<i>J items discarded:</i>	9	22
J Fiction Total	2662	5601	2302	4526			
New J Nonfiction	63	176	44	91			
Juvenile Nonfiction	558	1182	355	785			
J Nonfiction Total	621	1358	399	876			
Total Juv Fic/NF	3283	6959	2701	5402			
Total Periodicals	127	231	103	205			
Spanish Easy/Juv	8	21	3	8			
Spanish Fic/YA	4	7	1	2			
Spanish Nonfiction	5	6	1	2			
Total Spanish	17	34	5	12			
Interlibrary Loans: Borrowed	14	15	8	18			
Interlibrary Loans: Lent	54	96	42	82			
Adult Audio/Visual							
Books on CD	153	281	207	403			
Playaways	6	8	4	5			
YA Books on CD	1	2	0	1			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	861	1654	625	1189			
DVDs - Young Adult	120	203	68	119			
Total Adult/YA A/V	1141	2148	904	1717			
Juvenile Audio/Visual							
J Books on CD	7	29	9	17			
Music CD	0	0	1	1			
DVDs - Juvenile	310	691	171	363			
Total Juvenile A/V	317	720	181	381			
Other Items							
Video Games	309	650	136	242			
Cake Pans/Board Games	31	73	12	17			
Binge Boxes	22	49	78	127			
Total Other Items	362	772	226	386			
Total Physical Circulation	9196	18652	7351	14636			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1327	2530	1146	2318	<i>Adult checked out:</i>	3026	6025
eBooks	1999	4043	1940	4119	<i>Juv checked out:</i>	300	548
Movies	0	0	1	3			
Magazines	0	0	50	99			
Total OverDrive	3326	6573	3137	6539			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	474	875	322	675	<i>Adult checked out:</i>	722	1370
Comics	27	49	12	34	<i>Juv checked out:</i>	73	119
eBooks	217	430	225	435			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	42	67	111	133			
Music	6	23	11	24			
TV	18	31	20	42			
Bingepass	11	14	2	7			
Total Hoopla	795	1489	703	1350			
Gale Reference eBooks	0	0	0	2			
Total Electronic Circulation	4121	8062	3840	7891			
Total Circulation	13317	26714	11191	22527			
Electronic Information							
Gale: Chilton	39	86	5	5			
Gale: LegalForms	6	9	4	10			
NewsBank: America's Newspaper	2241	4997	2,526	5,363			
NewsBank: HeritageHub	4	4	2	68			
BrainFuse: HelpNow	21	37	41	48			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	1	1	2	4			
ProQuest: Ancestry	692	818	108	176			
ProQuest: HeritageQuest*	0	0	30	219	*Did not renew		
ProQuest: Fold3	41	54	166	245			
EBSCO sessions	2678	5249	3196	6574			
Mango sessions	2	10	10	21			
OverDrive: Universal Class total	1	249	1	210			
AtoZ Database records viewed	163	23899	42	110			
Successful Info Retrieval	5889	35413	6133	13053			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	0	1	NA	NA	<i>Doors open M/T/Th</i>	<i>14x10hr</i>	140
Public Service Hours	243	462.5	237	448	<i>Doors open W/F</i>	<i>9x9hr</i>	81
Circulation per Hour	55		47		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1767	4641	776	1393			
Items Mended	12	29	22	42			
Gate Count	9630	19901	8573	16906			
Number Borrowers in Date	2806	5675	2012	4007			
Photocopies Made	7804	14552	12686	21838			
New Library Cards	136	247	212	308			
Public Computer/Internet Usage	162	385	195	479			
Wireless Sessions	2615	5165	2335	4936			
Main Website Visits	2432	4882	1945	3919			
AWE Children's Computers	398	990	482	1155			
Notary Services	20	46	21	41			
Tech Help Sessions	20	43	25	62			
Chickasaw Meals Program	680	1824	28	115			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	655	1262	633	1229			
Informational Questions	2925	5799	2360	4654			
E-Mail Questions	49	101	51	93			
Total Questions	3629	7162	3044	5976			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 228.44	\$ 909.98	\$414.18	\$771.21	Overdues: Text 241		
Copies	\$ 604.05	\$ 1,301.95	\$608.15	\$1,097.30	Letter 123		
Interlibrary Loan	\$ -	\$ 3.70	\$49.37	\$73.22			
Fax	\$ 211.70	\$ 350.20	\$288.40	\$486.00			
Lost & Paid Items	\$ 2.00	\$ 2.00	\$0.00	\$55.96			
Collections	\$ 20.00	\$ 20.00	\$0.00	\$10.00			
Non-county Fee	\$ -	\$ 25.00	\$0.00	\$0.00			
State Aid	\$ -	\$ -	\$0.00	\$0.00			
Total Income	\$ 1,066.19	\$ 2,612.83	\$ 1,360.10	\$ 2,493.69			
Programming							
Children (0-5)							
In-Person Onsite	0	13	0	9			
Attendance	0	334	0	415			
In-Person Offsite	3	5	0	0			
Attendance	21	73	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	16	24	19	51			
Attendance	100	251	162	877			
In-Person Offsite	3	3	0	0			
Attendance	87	87	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	26	54	22	45			
Attendance	89	331	197	409			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	21	49	60	94			
Attendance	402	589	253	418			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	7	20	0	13			
Attendance	28	658	0	95			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
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	120	203	60	120			
Attendance	398	606	142	307			

August 2023

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	0.5	1.5	NA	NA			
Hours Open	101.5	189.5	104.5	177			
In-state visitors	56	105	77	128			
Out-of-state visitors	1	2	3	4			
In-house programs	3	3	2	3			
Attendance	15	15	15	16			
Outreach	0	0	0	0			
Attendance	0	0	0	0			
Research for patrons (hours)	30	55	50	90			
E-mail questions	59	103	58	98			
Phone questions	32	64	25	68			
Notary	0	0	NA	NA			
Website visits	351	708	281	435			
Computer use (hrs)	51	106	43	83			
Scanner (# patrons)	3	4	10	20	1 hr 35 mins		
Microfilm	0	0	0	6			
Copies sold	50	72	149	381			
Total money	5	7.25	14.9	38.15			
Memory lab usage (# patrons)	10	18	8	19			