

Subject: SPECIAL MEETING of the Duncan Public Library Board
Date: Tuesday, May 2, 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 March 28, 2023, meeting. Consider approval.
3. Presentation of library claims for March. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library updates
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. 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.
6. 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).
7. Consider reconvening into regular session.
8. Consider any action taken in relation to executive session.
9. Old Business
10. New Business
11. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
12. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, March 28, 2023
Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK



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

Others Present: Amy Ryker, Library Director; Kristi King, Branch Manager

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:33 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 February 28, 2023, meeting were read. Green moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims for Previous Month

Claims for February 2023 were reviewed. Fritts moved to approve as presented. Case seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for February 2023.
- Accomplishments and challenges discussed: Digital sign project completed. Metal roof installed on back building. More board games available for checkout. Sexual harassment/generational training for all staff scheduled. Phone line issues resolved. FOL approved SRP budget and landscaping flower pot sponsor project. Think Ability has agreed to pot sponsor project, Jessica has created forms and is obtaining sponsors. Culligan drinking water obtained for staff.
- Upcoming programming and plans: Chisholm Mall eggstravaganza crafts and storytimes, galaxy crafts, cleanup at Duncan Lake, photography club.

V. Genealogy Library Report

Kristi King presented updates on the Stephens County Genealogy Library. After storms, the rail is repaired, Little Free Library repairs, roof and window repairs are in the works, future Brown Bag updates.

VI. Discuss and consider approval of lamination services and policies.

Ryker presented proposed written policies for lamination services. Green recommended small wording changes. Fritts moved to approve with changes. Case seconded. All approved.

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VII. Old Business

Cell tower and what qualifies as city or library property discussed. All determined the subject would be watched, but the city seems to be motivated to make the cell tower happen, so the board is not considering action at this time.

VIII. New Business

No new business.

IX. Comments by Staff, Board, or Public

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

X. Adjournment

Green moved to adjourn. Fritts seconded. All approved. Adjourned at 10:33 am.

RESOLUTION

Be it resolved that the governing board for Duncan Public Library System - (17028400)

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2023-06/30/2024.
2. Authorizes payment of the applicant's share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of services during the fiscal year 07/01/2023-06/30/2024.

Application #	Name	Pre-Discount Amount	E-Rate Amount	Applicant's Share
231033401	DUNL 2023-C2	\$9,298.67	\$7,438.94	\$1,859.73
231012316	L-DUNC 2023-C1	\$33,216.00	\$26,572.80	\$6,643.20

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Duncan Public Library
Claims for March 1 through 31, 2023
Submitted to Library Board, May 2, 2023

First Quarter Corrections

01-11-521100	<i>Repair & Maintenance</i>	
23-0326	<i>Justus Plumbing.....</i>	\$214.35
	<i>Plumbing repairs, back building</i>	
23-0529	<i>BJ's Electric.....</i>	\$2,341.54
	<i>Electrical work from 2022: YA, children's, seating area, etc.</i>	
23-0708	<i>BJ's Electric.....</i>	\$2,599.70
	<i>Electrical work on digital sign, run power, fix outdoor light</i>	
01-11-521100	<i>Repair & Maintenance</i>	
23-0928	Oklahoma Dept. of Labor.....	\$50.00
	Boiler inspections	
01-11-521400	<i>Materials & Supplies</i>	
23-0620	Duncan Janitorial.....	\$592.25
	Commercial vacuum	
23-0831	Quill.....	\$833.71
	Copy paper, ink/toner, tissue, spoons	
01-11-524200	<i>Contract Services</i>	
23-1152	Kellogg & Sovereign	\$850.00
	E-Rate management services, 23-24, Cat 2	
01-11-524500	<i>Computer Services</i>	
23-0829	The Library Corporation	\$14,248.00
	1-yr renewal library system software, support	
23-0926	Envisionware	\$1,491.79
	1-yr renewal Envisionware maintenance/subscription	
01-11-524550	<i>Databases</i>	
23-0798	Midwest Tape.....	\$1,428.29
	Hoopla usage, February 2023	
23-0838	DatabaseUSA	\$1,575.00
	1-yr subscription to AtoZDatabases	
23-0925	Mango Languages.....	\$2,954.82
	1-yr renewal Mango Languages database	
23-1175	Midwest Tape.....	\$1,413.49
	Hoopla usage, March 2023	

01-11-528200	Memberships	
23-1153	Misty Brodeur	\$68.00
	Reimbursement for ALA/OLA/YALSA memberships	
01-11-529300	Subscriptions	
23-0902	Movie Licensing USA.....	\$482.00
	1-yr renewal public performance movie license	
23-0932	Gee Whiz Labs.....	\$133.00
	1-yr renewal Keep & Share calendar	
15-11-530049	Books	
23-0464	Cengage	\$809.70
	Book order (62 LP)	
23-0509	Ingram.....	\$858.62
	Book order (39)	
23-0766	Ingram.....	\$318.27
	Book order (15)	
23-0768	Center Point LP.....	\$379.32
	Book order (16 LP)	
23-0770	Ingram.....	\$489.46
	Book order (28)	
23-0784	Ingram Entertainment	\$822.59
	Video game order (9)	
23-0837	Blackstone	\$988.16
	Audiobook order (35 Spanish)	
23-0914	Amazon.....	\$96.71
	Book order (8)	
23-0917	Ingram.....	\$404.11
	Book order (20)	
23-0937	Cengage	\$802.19
	Book order (31 LP)	
27-11-593550	STEM Book Grant	
23-0477	Ingram.....	\$426.27
	STEM books, children/YA (29)	
23-0479	Ingram.....	\$627.26
	STEM books, JNF (42)	
23-0487	ABDO Publishing	\$1,337.10
	STEM books, JNF (58)	

23-0686	Midwest Tape.....	\$868.19
	STEM DVDs/audiobooks (32)	
23-0933	Ingram.....	\$415.02
	STEM books, JNF (43)	

March 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	319	2468	261	2285	Adult items added: 154
Inspirational Fiction	334	2515	258	2245	Adult items discarded: 11
LP Fiction	680	5129	575	5057	Fic: 2861
McNaughton Fiction	39	228	18	346	
Mysteries	191	1678	180	1752	
New Fiction	408	2938	321	2831	
New LP Fiction	325	3086	347	3081	
Adult Paperbacks	70	651	91	773	
Science Fiction	38	268	25	223	
Westerns	63	405	56	491	
New YA Fiction	32	234	20	241	
YA Fiction	306	2063	185	1461	
YA Paperbacks	11	33	3	91	
YA Sequoyah	15	94	15	97	
LP Nonfiction	21	93	12	99	Nonfic: 936
McNaughton Nonfiction	59	247	33	291	
New LP Nonfiction	15	77	12	96	
New Nonfiction	170	1068	138	694	
Nonfiction	422	2702	300	2378	
New YA Nonfiction	19	62	9	97	
YA Nonfiction	260	1295	77	809	
Total Adult Fic/NF	3797	27334	2936	25438	
Juvenile Fic/NF					
New Easy	142	1067	62	931	
Easy Books	1602	11204	1060	8403	Juv added: 183
Beginning chapter books	73	444	31	210	Juv discarded: 0
New J Fiction	52	325	22	205	
Juvenile Fiction	388	2714	187	1745	JFic: 2692
Juvenile Paperbacks	425	2200	180	11573	
J Sequoyah	10	88	10	83	
New J Nonfiction	153	507	66	346	
Juvenile Nonfiction	567	3164	245	1995	JNonfic: 720
Total Juv Fic/NF	3412	21713	1863	15491	
Total Periodicals	141	999	170	1162	
Spanish Easy, Juv	7	28	1	10	
Spanish Fiction/YA	1	14	0	2	
Spanish Nonfiction	3	10	0	4	
Total Spanish	11	52	1	16	
Interlibrary Loans: Borrowed	10	83	9	68	
Interlibrary Loans: Lent	31	324	50	417	
Adult Audio/Visual					
Books on CD	260	1705	183	1494	
Playaways	5	38	8	65	
YA Books on CD	3	8	5	9	
DVDs - Adult	783	5500	545	4785	
DVDs - Young Adult	50	418	52	581	
Total Adult Audio/Visual	1101	7669	743	6934	
Juvenile Audio/Visual					
J Books on CD	17	69	4	40	
Music CD	2	22	0	9	
DVDs - Juvenile	309	1543	168	1415	
Total Juvenile A/V	328	1634	172	1564	

March 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	221	1271	165	930	
Cake Pans/Board Games	30	99	6	34	Under Kits
Binge Boxes	82	427	88	347	
Total Other Items	333	1797	259	1311	
Total Physical Circulation	9164	61605	6253	52301	
Electronic Circulation					
OverDrive: eAudiobooks	1195	10239	897	7330	Total OverDrive: 3062
OverDrive: eBooks	1867	16783	2005	17435	Adult OD: 2843
OverDrive: movies	0	3	9	42	Juv OD: 216
OverDrive: magazines	0	159	38	461	
hoopla audio	362	3189	278	2358	Total hoopla: 647
hoopla comics	25	185	15	204	Adult hoopla: 571
hoopla eBooks	202	1838	138	1448	Juv hoopla: 76
hoopla movies	28	448	32	258	
hoopla music	8	122	6	84	
hoopla TV	16	114	6	200	
hoopla Bingepass	6	35	4	10	
Gale Reference eBooks	0	25	8	11	
Total Electronic Circulation	3709	33140	3436	29841	
Total Circulation	12873	94745	9689	82142	
Electronic Information					
Gale: Chilton	31	155	2	119	
Gale: LegalForms	8	25	21	34	
NewsBank: America's Newspapers	2620	22917	2516	18213	
NewsBank: HeritageHub	0	97	85	183	*Changed name and layout
BrainFuse: HelpNow	16	116	5	60	
BrainFuse: JobNow	0	0	1	40	
BrainFuse: VetNow	2	18	6	53	
ProQuest: Ancestry	62	1421	378	1346	
ProQuest: HeritageQuest	0	237	23	282	
ProQuest: Fold3	16	387	32	513	
EBSCO sessions	2782	25829	3103	11743	
Mango sessions	9	65	8	107	
OverDrive: Universal Class total	0	420	33	292	
AtoZ Database records viewed	86	368	1253	4067	
Successful Info Retrieval	5632	52055	7466	37052	
Services-Main					
Public Service Hours	242	1772	237	1866	Doors open 13 days, 9-7 (10hr) = 130
Circulation per Hour	54		41		Doors open 10 days, 9-6 (9hr) = 90
In-House Circulation	1506	10312	685	6398	Saturdays 4 days, 9:30-3 (5.5hr) = 22
Items Mended	36	204	46	294	
Gate Count	9170	79231	8929	71154	
Number Borrowers in Date Range	2537	16914	1819	15073	
Photocopies Made	12273	110380	15153	105535	
New Library Cards	55	781	59	595	
Public Computer/Internet Usage	145	1677	227	1847	
Wireless Sessions	2201	21202	2820	70388	
Main Website Visits	2600	19279	NA	NA	
AWE Children's Computers	652	3823	421	2923	
Notary Services	31	248	25	199	
Tech Help Sessions	16	200	21	271	
Chickasaw Meals Program	63	341	297	2797	
Proctor Exam	0	0	0	0	

March 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Questions					
Reference Questions	702	5642	777	9100	
Informational Questions	2833	21659	2910	28364	
E-Mail Questions	48	393	45	378	
Total Questions	3583	27694	3732	37842	
Programming					
Children (0-5)					
In-Person Onsite	10	56	24	184	
Attendance	160	1371	339	1904	
In-Person Offsite	2	25	1	1	
Attendance	36	300	50	50	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
Children (6-11)					
In-Person Onsite	29	220	24	184	
Attendance	296	2807	339	1904	
In-Person Offsite	2	7	1	1	
Attendance	36	112	50	50	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
YA/Teens (12-18)					
In-Person Onsite	23	209	7	17	
Attendance	91	1405	22	124	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	9	
Attendance	0	0	0	38	
Adults (19+)					
In-Person Onsite	48	461	53	261	
Attendance	328	2669	239	1523	
In-Person Offsite	0	0	1	6	
Attendance	0	0	3	87	
Live Virtual	0	0	1	2	
Attendance	0	0	5	6	
General/Family/All Ages					
In-Person Onsite	14	51	NA	NA	
Attendance	109	562	NA	NA	
In-Person Offsite	0	6	NA	NA	
Attendance	0	1180	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
Other Programming					
Pre-Recorded Programs (All)	0	0	0	33	
Views	0	0	0	649	
Meeting Rooms/Partner Groups	62	678	90	689	
Attendance	204	2022	291	2303	
Income-Main					
Fines	322.16	3232.57	375.1	3755.24	Overdues: text 51
Copies	747.65	5853.54	695.24	4932.89	letter 60
Interlibrary Loan	4.1	133.52	23.05	147.85	
Fax	232.3	1827.3	438.7	2304.78	
Lost & Paid Items	132.88	313.14	67.9	455.45	
Collections	10	40	5	75.5	
Non-county fee	0	50	0	150	
State Aid	0	13488	0	13681	
Total Income	1449.09	24938.07	1604.99	25502.71	

March 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Genealogy Library					
Hours open	87.5	786.25	87.5	676.5	
In-state visitors	79	647	63	443	
Out-of-state visitors	0	9	0	432	
In-house programs	4	27	2	11	
Attendance	22	207	12	125	
Outreach	0	0	0	1	
Attendance	0	0	0	20	
Research for patrons (hours)	20	424	21.5	376.5	
E-mail questions	83	611	43	3443	
Phone questions	36	257	24	227	
Notary	2	11	NA	NA	
Website visits	200	1676	NA	NA	
Computer use (hrs)	60	538.5	65	474	
Scanner (# patrons)	7	64	6	71	1 hr 5 min
Microfilm	0	6	6	6	
Copies sold	164	946	25	589	
Total money	16.95	94.8	5.5	74.95	
Memory Lab usage (# patrons)	16	82	8	94	26.5 hr