

Subject: Duncan Public Library Board Meeting
Date: Tuesday, September 24, 2024
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 27, 2024, 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. Old Business
6. New Business
7. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
8. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, August 27, 2024
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, Tanya Case, Brendhan Fritts, Geoff Johnson, Jackson Stone

Others Present: Amy Ryker, Library Director; Denise Seay, Designs by Denise LLC

I. Call to Order, Flag Salute, Prayer

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

II. Reading of Previous Minutes

Minutes for the July 23, 2024, meeting were read. Johnson moved to approve minutes as presented. Stone seconded. All approved.

III. Presentation of Library Claims for July

Claims for July 2024 were reviewed. Johnson moved to approve claims as presented. Fritts seconded. All approved.

IV. Director's Report

- Ryker presented the library statistics for June 2024.
- Genealogy library updates: Sept. 4 brown bag is about legal resources, with Anthony Sykes; Nov. 7 is Genealogy Society annual meeting at the Stephens County Historical Museum, theme Veterans; Kristi King has been working with Kyle Collins on William Duncan research for the museum and with the Police Chief to create a wall of pictures and information about previous chiefs.
- Accomplishments and challenges discussed: AC mostly done, still installing a couple of vents and working on some controls; Annual report completed and we will be recommended for usual state aid; Misty Brodeur achieved Level V bronze and Terrie Renfro achieved level III bronze certificates in public librarianship; elevator has been fixed; meals program has switched back to regular meal service; citywide training taken by all staff: communication; offered temporary chairs for board room by Ann Miller, EPIC teacher.
- Upcoming programming and plans: September is Library Card Signup Month, will have popup libraries throughout town and a standup of Optimus Prime and giant library card to take pics with; 2nd Thursday of each month through Dec. is Cain's Jawbone discussion group; The Office trivia Sept. 6 at 7pm at Kochendorfer; Legal Aid workshop on expungement Sept. 16 at 2pm; Kitchen Travels India Sept. 20; October will have cart of treat; notary training for our notaries will be end of September.

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V. Discuss proposed changes to board room and kitchen. Consider approval of changes.

Denise Seay and Pierce presented proposed changes to board room and kitchen and a tour was conducted.

All agreed to allow Pierce to pursue McCasland grant funding and Friends of the Library help before voting on changes. Ryker noted the next Friends of the Library meeting is September 3 and Pierce can present the project there.

Case moved to approve accepting replacement chairs temporarily from Ann Miller. Johnson seconded. All agreed.

VI. Old Business

No old business was discussed.

VII. New Business

No new business was discussed.

VIII. Comments by Staff, Board, or Public

No comments were made by the staff.

The Board thanked Denise Seay for all her hard work creating a workup for board room and kitchen changes.

No comments were made by the public.

IX. Adjournment

Johnson moved to adjourn. Fritts seconded. All approved. Adjourned at 10:32 am.

Duncan Public Library
Claims for August 1 through 31, 2024
Submitted to Library Board, September 24, 2024

01-11-522100	<i>Copier Services</i>	
24-0033	GMC/Bennett.....	\$416.28
	Copier service/fees, genealogy library (Jan-Aug)	
01-11-522800	<i>Phone</i>	
24-3042	ATT	\$57.44
	Wireless, genealogy	
24-3043	T-Mobile.....	\$300.49
	Hot spot usage – July/Aug	
01-11-523800	<i>Postage</i>	
24-3038	Terrie Renfro	\$17.68
	Reimbursement for postage for overdue notices	
01-11-524200	<i>Contract Services</i>	
24-0035	Unique Management Services	\$390.00
	Item recovery fees (Jan-Aug)	
24-3046	Oklahoma Pest Services.....	\$100.00
	Quarterly pest services	
01-11-524550	<i>Databases</i>	
24-2272	ProQuest.....	\$1,342.57
	1-yr renewal Fold3 genealogy database	
24-3054	Midwest Tape	\$1,829.65
	Hoopla usage, July 2024	
24-3413	Midwest Tape	\$1,876.96
	Hoopla usage, August 2024	
01-11-529300	<i>Books/Materials/Subscriptions</i>	
24-3037	Anadarko Community Library	\$45.95
	Payment for lost item	
15-11-530049	<i>Books</i>	
24-1520	Baker & Taylor	\$832.06
	Book, standing, adult, fic (41)	
24-1814	Midwest Tape	\$124.18
	DVD, children, May (8)	

24-1926	Blackstone.....	\$823.10
	Audiobook, adult, BOCDs (16)	
24-2207	Ingram	\$536.67
	Book, adult, fiction, June (35)	
24-2552	Ingram	\$331.48
	Book, adult, nonfiction, July (18)	
24-2773	Center Point LP	\$389.52
	Book, large print, August (16)	
24-2970	Cengage	\$850.23
	Book, large print (31)	
24-3184	Amazon	\$123.11
	Book series (6), DVD series (1)	

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	407	770	359	753			
Inspirational Fiction	329	595	337	680			
LP Fiction	622	1199	772	1460			
McNaughton Fiction	8	16	23	34			
Mysteries	216	427	252	532			
New Fiction	257	523	419	779			
New LP Fiction	426	815	379	751			
Adult Paperbacks	66	95	67	141			
Science Fiction	39	64	38	88			
Westerns	53	97	62	112			
New YA Fiction	1	48	60	94			
YA Fiction	309	613	331	652		<i>This month</i>	<i>YTD</i>
YA Paperbacks	6	16	4	9	<i>Adult books added:</i>	285	413
YA Sequoyah	14	24	20	44	<i>Adult books discarded:</i>	432	462
Fiction Total	2753	5302	3123	6129			
LP Nonfiction	21	35	6	19			
McNaughton Nonfiction	23	43	35	62			
New LP Nonfiction	17	23	8	19			
New Nonfiction	75	153	104	211			
Nonfiction	384	671	424	873			
New YA Nonfiction	27	27	16	24			
YA Nonfiction	115	242	179	355			
Nonfiction Total	662	1194	772	1563			
Display	51	84	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	16	33	NA	NA			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Total Adult/YA Fic/NF	3482	6613	3895	7692			
Juvenile Fic/NF							
New Easy	158	317	175	357			
Easy Books	1409	2862	1502	3210			
Beginning Chapter Books	21	41	59	118			
New J Fiction	32	67	51	88			
Juvenile Fiction	341	640	403	934		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	317	735	458	872	<i>J books added:</i>	99	198
J Sequoyah	12	17	14	22	<i>J books discarded:</i>	22	63
J Fiction Total	2290	4679	2662	5601			
New J Nonfiction	49	122	63	176			
Juvenile Nonfiction	461	1067	558	1182			
J Nonfiction Total	510	1189	621	1358			
Total Juv Fic/NF	2800	5868	3283	6959			
Total Periodicals	99	228	127	231			
Spanish Easy/Juv	14	20	8	21			
Spanish Fic/YA	0	1	4	7			
Spanish Nonfiction	2	2	5	6			
Total Spanish	16	23	17	34			
Interlibrary Loans: Borrowed	14	52	14	15			
Interlibrary Loans: Lent	31	88	54	96			
Adult Audio/Visual							
Books on CD	79	146	153	281			
Playaways	3	8	6	8			
YA Books on CD	3	3	1	2			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	899	1716	861	1654			
DVDs - Young Adult	57	120	120	203			
Total Adult/YA A/V	1041	1993	1141	2148			
Juvenile Audio/Visual							
J Books on CD	10	22	7	29			
Music CD	4	5	0	0			
DVDs - Juvenile	443	860	310	691			
Total Juvenile A/V	457	887	317	720			
Other Items							
Video Games	306	617	309	650			
Cake Pans/Board Games	52	77	31	73			
Binge Boxes	33	75	22	49			
Hotspots	29	66	NA	NA			
Total Other Items	420	835	362	772			
Total Physical Circulation	8346	16535	9196	18652			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1138	2344	1327	2530	<i>Adult checked out:</i>	2618	5396
eBooks	1644	3501	1999	4043	<i>Juv checked out:</i>	164	449
Movies	0	0	0	0			
Magazines	0	0	0	0			
Total OverDrive	2782	5845	3326	6573			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	518	1066	474	875	<i>Adult checked out:</i>	859	1714
Comics	34	71	27	49	<i>Juv checked out:</i>	81	167
eBooks	255	535	217	430			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	71	105	42	67			
Music	18	25	6	23			
TV	22	47	18	31			
Bingepass	22	32	11	14			
Total Hoopla	940	1881	795	1489			
Total Electronic Circulation	3722	7726	4121	8062			
Total Circulation	12068	24261	13317	26714			
Electronic Information							
Gale: Chilton	38	67	39	86			
Gale: LegalForms	0	0	6	9			
NewsBank: America's Newspaper	81	204	2241	4997			
NewsBank: HeritageHub	14	39	4	4			
BrainFuse: HelpNow	11	13	21	37			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	1	1			
ProQuest: Ancestry	214	315	692	818			
ProQuest: Fold3	98	190	41	54			
EBSCO sessions	2618	5057	2678	5249			
Mango sessions	3	21	2	10			
OverDrive: Universal Class total	478	809	1	249			
AtoZ Database records viewed	1880	2003	163	23899			
Successful Info Retrieval	5435	8719	5889	35413			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	0	5	0	1	<i>Doors open M/T/Th</i>	<i>13x10hr</i>	130
Public Service Hours	241	437	243	462.5	<i>Doors open W/F</i>	<i>9x9hr</i>	81
Circulation per Hour	50		55		<i>Doors open Sat</i>	<i>5x6hr</i>	30
In-House Circulation	1436	2705	1767	4641			
Items Mended	14	40	12	29			
Gate Count	5869	12983	9630	19901			
Number Borrowers in Date	2502	5043	2806	5675			
Photocopies Made	13088	25930	7804	14552			
New Library Cards	130	211	136	247			
Public Computer/Internet Usage	132	313	162	385			
Wireless Sessions	2855	7947	2615	5165			
Main Website Visits	883	2717	2432	4882			
AWE Children's Computers	541	1239	398	990			
Notary Services	37	60	20	46			
Tech Help Sessions	9	27	20	43			
Chickasaw Meals Program	4270	19590	680	1824			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	586	987	655	1262			
Informational Questions	3339	6230	2925	5799			
E-Mail Questions	62	112	49	101			
Total Questions	3987	7329	3629	7162			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 171.10	\$ 422.10	\$ 228.44	\$ 909.98	Overdues: Text 141		
Copies	\$ 818.50	\$ 1,473.35	\$ 604.05	\$ 1,301.95	Letter 70		
Interlibrary Loan	\$ 27.10	\$ 40.40	\$ -	\$ 3.70	Inv. 12		
Fax	\$ 217.10	\$ 364.60	\$ 211.70	\$ 350.20			
Lost & Paid Items	\$ 133.14	\$ 147.09	\$ 2.00	\$ 2.00			
Collections	\$ -	\$ -	\$ 20.00	\$ 20.00			
Non-county Fee	\$ 25.00	\$ 25.00	\$ -	\$ 25.00			
Donations to library	\$ 106.00	\$ 106.00	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
Total Income	\$ 1,497.94	\$ 2,578.54	\$ 1,066.19	\$ 2,612.83			
Programming							
Children (0-5)							
In-Person Onsite	0	4	0	13			
Attendance	0	63	0	334			
In-Person Offsite	3	3	3	5			
Attendance	38	38	21	73			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	15	37	16	24			
Attendance	100	325	100	251			
In-Person Offsite	3	3	3	3			
Attendance	65	65	87	87			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	22	46	26	54	3 teens		
Attendance	53	161	89	331	3 hours		
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	45	81	21	49			
Attendance	292	522	402	589			
In-Person Offsite	1	4	0	0			
Attendance	47	66	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	9	24	7	20			
Attendance	40	525	28	658			
In-Person Offsite	2	2	0	0			
Attendance	38	38	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	73	128	120	203			
Attendance	206	392	398	606			

August 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	0	1.5	0.5	1.5			
Hours Open	90.5	192	101.5	189.5			
In-state visitors	72	137	56	105			
Out-of-state visitors	3	3	1	2			
In-house programs	2	2	3	3			
Attendance	16	16	15	15			
Outreach	0	1	0	0			
Attendance	0	4	0	0			
Research for patrons (hours)	36.5	52	30	55			
E-mail questions	67	149	59	103			
Phone questions	31	75	32	64			
Notary	0	0	0	0			
Website visits	214	477	351	708			
Computer use (hrs)	55	107	51	106			
Scanner (# patrons)	4	7	3	4	45 min		
Copies sold	81	180	0	0			
Donations to library	0	5	50	72			
Total money	8.1	23	5	7.25			
Memory lab usage (# patrons)	11	20	10	18	4 hr 20 min		