

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, August 27, 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 July 23, 2024, meeting. Consider approval.
3. Presentation of library claims for July. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Genealogy library information
  - c. Accomplishments and challenges
  - d. Upcoming programming and plans
5. Discuss proposed changes to board room and kitchen. Consider approval of changes.
6. Old Business
7. New Business
8. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
9. Adjourn

**Duncan Public Library  
Board of Directors Meeting Minutes  
Tuesday, July 23, 2024  
Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK**



***Board Members Present:*** Jo Ann Pierce, Geoff Johnson, Jackson Stone

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

**I. Call to Order, Flag Salute, Prayer**

The meeting was called to order at 9:59 am by Pierce. The flag salute was led by Stone, and the prayer was led by Pierce.

**II. Reading of Previous Minutes**

Minutes for the June 25, 2024, meeting were read. Johnson moved to approve minutes as presented. Stone seconded. All approved.

**III. Presentation of Library Claims for June**

Claims for June 2024 were reviewed. Johnson moved to approve with correction cited. Stone seconded. All approved.

**IV. Director's Report**

- Ryker presented the library statistics for June 2024, highlighting teen volunteer hours and meal services.
- Genealogy library updates: King presented genealogy updates. Aug. 1 brown bag will be led by King, What to Do with Your Research When You Die. September's meeting will be led by Anthony Sykes, over legal databases. Oct. 12, 9:30 genealogy 101. Oklahoma magazine will feature the genealogy library.
- Accomplishments and challenges discussed: Ended contract with Unique Management and are attempting an internal process for retrieving items; FOL: Facebook page and Venmo/CashApp coming; AC is going in on this day; SRP extended to next week to cover the time we have been closed for AC install; ODL LTSA grant will help cover E-Rate project again; Annual Report is using new software, required training, working on it; Ryker certification renewed to Level VI platinum; Elevator out again, working on it; Homeschool coop working with Rich Cassidy on makerspace field days; Budget talks start in August.
- Upcoming programming and plans: August is our usual break, so no toddler time and storytime. Minecraft and coding will continue. Aug. 10 mermaid storytime and mall popup library card booth; Fall bookclub features Cain's Jawbone, a mystery to solve; Spring LTAIO will be Native American Identity.

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**Tuesday, July 23, 2024**  
**Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK**



**V. Consider list of withdrawn items. Library staff recommends the listed items be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library.**

Johnson moved to approve. Stone seconded. All agreed.

**VI. Old Business**

Pierce board room and kitchen remodeling ideas, including flooring, table, chairs, cabinets, walls, stove/fridge, etc. Denise Seay will have estimates at next meeting.

**VII. New Business**

No new business was discussed.

**VIII. Comments by Staff, Board, or Public**

No comments were made by the staff.

No comments were made by the board.

No public was in attendance.

**IX. Adjournment**

Stone moved to adjourn. Johnson seconded. All approved. Adjourned at 10:39 am.

**Duncan Public Library**  
**Claims for July 1 through 31, 2024**  
*Submitted to Library Board, August 27, 2024*

<b>01-11-521100</b>	<b><i>Repair/Maintenance</i></b>	
24-2783	FirePros.....	\$1,298.60
	Sprinkler/alarm inspection	
<b>01-11-522800</b>	<b><i>Phone</i></b>	
24-2629	T-Mobile.....	\$284.48
	Hot spot usage - June	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
24-2561	Transparent Language.....	\$1,200.00
	1-yr renewal Universal Class	
24-2638	Midwest Tape .....	\$1,778.41
	Hoopla usage, June 2024	
<b>01-11-528200</b>	<b><i>Memberships/Dues</i></b>	
24-2770	Madison Arrington .....	\$95.95
	Reimbursement for notary fees/bonding	
<b>01-11-529300</b>	<b><i>Subscriptions</i></b>	
24-1688	Ebsco.....	\$2,560.08
	1-yr subscriptions newspapers/magazines (32)	
<b>15-11-530049</b>	<b><i>Books</i></b>	
24-0964	Baker & Taylor .....	\$616.05
	Book, YA, Seq Fic/NF (48)	
24-1352	Ingram .....	\$859.30
	Book, adult, nonfiction, April (49)	
24-1812	Baker & Taylor .....	\$303.71
	Book, fiction, YA, May (21)	
24-1816	Baker & Taylor .....	\$731.30
	Book, children, GN, Apr (55)	
24-1960	Midwest Tape .....	\$429.28
	DVD, adults, May (22)	
24-2097	Baker & Taylor .....	\$524.14
	Book, children, JNF/JF, May (59)	

24-2260	Cengage ..... \$836.72 Book, large print (24)
24-2360	Center Point LP ..... \$389.52 Book, large print, July (16)
24-2506	Cengage ..... \$836.19 Book, large print (31)
24-2551	Ingram ..... \$546.24 Book, adult, fiction, July (31)
24-2628	Amazon ..... \$290.92 Book series (15), DVD series (3)
24-2630	Midwest Tape ..... \$362.99 DVD, adult, July (17)

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Adult/YA Fic/NF</b>							
Fiction	363	363	394	394			
Inspirational Fiction	266	266	343	343			
LP Fiction	577	577	688	688			
McNaughton Fiction	8	8	11	11			
Mysteries	211	211	280	280			
New Fiction	266	266	360	360			
New LP Fiction	389	389	372	372			
Adult Paperbacks	29	29	74	74			
Science Fiction	25	25	50	50			
Westerns	44	44	50	50			
New YA Fiction	47	47	34	34			
YA Fiction	304	304	321	321		This month	YTD
YA Paperbacks	10	10	5	5	Adult books added:	128	128
YA Sequoyah	10	10	24	24	Adult books discarded:	30	30
<b>Fiction Total</b>	<b>2549</b>	<b>2549</b>	<b>3006</b>	<b>3006</b>			
LP Nonfiction	14	14	13	13			
McNaughton Nonfiction	20	20	27	27			
New LP Nonfiction	6	6	11	11			
New Nonfiction	78	78	107	107			
Nonfiction	287	287	449	449			
New YA Nonfiction	0	0	8	8			
YA Nonfiction	127	127	176	176			
<b>Nonfiction Total</b>	<b>532</b>	<b>532</b>	<b>791</b>	<b>791</b>			
Display	33	33	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	17	17	NA	NA			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Total Adult/YA Fic/NF</b>	<b>3131</b>	<b>3131</b>	<b>3797</b>	<b>3797</b>			
<b>Juvenile Fic/NF</b>							
New Easy	159	159	182	182			
Easy Books	1453	1453	1708	1708			
Beginning Chapter Books	20	20	59	59			
New J Fiction	35	35	37	37			
Juvenile Fiction	299	299	531	531		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	418	418	414	414	<i>J books added:</i>	99	99
J Sequoyah	5	5	8	8	<i>J books discarded:</i>	41	41
<b>J Fiction Total</b>	<b>2389</b>	<b>2389</b>	<b>2939</b>	<b>2939</b>			
New J Nonfiction	73	73	113	113			
Juvenile Nonfiction	606	606	624	624			
<b>J Nonfiction Total</b>	<b>679</b>	<b>679</b>	<b>737</b>	<b>737</b>			
<b>Total Juv Fic/NF</b>	<b>3068</b>	<b>3068</b>	<b>3676</b>	<b>3676</b>			
<b>Total Periodicals</b>	<b>129</b>	<b>129</b>	<b>104</b>	<b>104</b>			
Spanish Easy/Juv	6	6	13	13			
Spanish Fic/YA	1	1	3	3			
Spanish Nonfiction	0	0	1	1			
<b>Total Spanish</b>	<b>7</b>	<b>7</b>	<b>17</b>	<b>17</b>			
Interlibrary Loans: Borrowed	38	38	1	1			
Interlibrary Loans: Lent	57	57	42	42			
<b>Adult Audio/Visual</b>							
Books on CD	67	67	128	128			
Playaways	5	5	2	2			
YA Books on CD	0	0	1	1			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	817	817	793	793			
DVDs - Young Adult	63	63	83	83			
<b>Total Adult/YA A/V</b>	<b>952</b>	<b>952</b>	<b>1007</b>	<b>1007</b>			
<b>Juvenile Audio/Visual</b>							
J Books on CD	12	12	22	22			
Music CD	1	1	0	0			
DVDs - Juvenile	417	417	381	381			
<b>Total Juvenile A/V</b>	<b>430</b>	<b>430</b>	<b>403</b>	<b>403</b>			
<b>Other Items</b>							
Video Games	311	311	341	341			
Cake Pans/Board Games	25	25	42	42			
Binge Boxes	42	42	27	27			
Hotspots	37	37	NA	NA			
<b>Total Other Items</b>	<b>415</b>	<b>415</b>	<b>410</b>	<b>410</b>			
<b>Total Physical Circulation</b>	<b>8189</b>	<b>8189</b>	<b>9456</b>	<b>9456</b>			
<b>Electronic Circulation</b>							
<b>OverDrive</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	1206	1206	1203	1203	<i>Adult checked out:</i>	2778	2778
eBooks	1857	1857	2044	2044	<i>Juv checked out:</i>	285	285
Movies	0	0	0	0			
Magazines	0	0	0	0			
<b>Total OverDrive</b>	<b>3063</b>	<b>3063</b>	<b>3247</b>	<b>3247</b>			
<b>Hoopla</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	548	548	401	401	<i>Adult checked out:</i>	855	855
Comics	37	37	22	22	<i>Juv checked out:</i>	86	86
eBooks	280	280	213	213			



# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	34	34	25	25			
Music	7	7	17	17			
TV	25	25	13	13			
Bingepass	10	10	3	3			
<b>Total Hoopla</b>	<b>941</b>	<b>941</b>	<b>694</b>	<b>694</b>			
<b>Total Electronic Circulation</b>	<b>4004</b>	<b>4004</b>	<b>3941</b>	<b>3941</b>			
<b>Total Circulation</b>	<b>12193</b>	<b>12193</b>	<b>13397</b>	<b>13397</b>			
<b>Electronic Information</b>							
Gale: Chilton	29	29	47	47			
Gale: LegalForms	0	0	3	3			
NewsBank: America's Newspaper	123	123	2756	2756			
NewsBank: HeritageHub	25	25	0	0			
BrainFuse: HelpNow	2	2	16	16			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	1	1	0	0			
ProQuest: Ancestry	101	101	126	126			
ProQuest: Fold3	92	92	13	13			
EBSCO sessions	2439	2439	2571	2571			
Mango sessions	18	18	8	8			
OverDrive: Universal Class total	331	331	248	248			
AtoZ Database records viewed	123	123	23736	23736			
<b>Successful Info Retrieval</b>	<b>3284</b>	<b>3284</b>	<b>29524</b>	<b>29524</b>			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Services-Main</b>							
Days Closed	5	5	1	1	Doors open M/T/Th	10x10hr	100
Public Service Hours	196	196	219.5	219.5	Doors open W/F	8x9hr	72
Circulation per Hour	62		61		Doors open Sat	4x6hr	24
In-House Circulation	1269	1269	2874	2874			
Items Mended	26	26	17	17			
Gate Count	7114	7114	10271	10271			
Number Borrowers in Date	2541	2541	2869	2869			
Photocopies Made	12842	12842	6748	6748			
New Library Cards	81	81	111	111			
Public Computer/Internet Usage	181	181	223	223			
Wireless Sessions	2546	2546	2550	2550			
Main Website Visits	917	917	2450	2450			
AWE Children's Computers	698	698	592	592			
Notary Services	23	23	26	26			
Tech Help Sessions	18	18	23	23			
Chickasaw Meals Program	15320	15320	1144	1144			
Proctor Exam	0	0	0	0			
<b>Questions</b>							
Reference Questions	401	401	607	607			
Informational Questions	2891	2891	2874	2874			
E-Mail Questions	50	50	52	52			
<b>Total Questions</b>	<b>3342</b>	<b>3342</b>	<b>3533</b>	<b>3533</b>			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Income-Main</b>							
Fines	\$ 251.00	\$ 251.00	\$ 681.54	\$ 681.54	Overdues: Text 201		
Copies	\$ 654.85	\$ 654.85	\$ 697.90	\$ 697.90	Letter 33		
Interlibrary Loan	\$ 13.30	\$ 13.30	\$ 3.70	\$ 3.70			
Fax	\$ 147.50	\$ 147.50	\$ 138.50	\$ 138.50			
Lost & Paid Items	\$ 13.95	\$ 13.95	\$ -	\$ -			
Collections	\$ -	\$ -	\$ -	\$ -			
Non-county Fee	\$ -	\$ -	\$ 25.00	\$ 25.00			
Donations to library	\$ -	\$ -	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
<b>Total Income</b>	<b>\$ 1,080.60</b>	<b>\$ 1,080.60</b>	<b>\$ 1,546.64</b>	<b>\$ 1,546.64</b>			
<b>Programming</b>							
<b>Children (0-5)</b>							
In-Person Onsite	4	4	13	13			
Attendance	63	63	334	334			
In-Person Offsite	0	0	2	2			
Attendance	0	0	52	52			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Children (6-11)</b>							
In-Person Onsite	22	22	8	8			
Attendance	225	225	151	151			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>YA/Teens (12-18)</b>							
In-Person Onsite	24	24	28	28	21 teens		
Attendance	108	108	242	242	395 hours		
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Adults (19+)</b>							
In-Person Onsite	36	36	28	28			
Attendance	230	230	187	187			
In-Person Offsite	3	3	0	0			
Attendance	19	19	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>General/Family/All Ages</b>							
In-Person Onsite	15	15	13	13			
Attendance	485	485	630	630			
In-Person Offsite	0	0	0	0			
Attendance	0	0	0	0			
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	55	55	83	83			
Attendance	186	186	278	208			

# July 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Genealogy Library</b>							
Days closed	1.5	1.5	1	1			
Hours Open	101.5	101.5	88	88			
In-state visitors	65	65	49	49			
Out-of-state visitors	0	0	1	1			
In-house programs	0	0	0	0			
Attendance	0	0	0	0			
Outreach	1	1	0	0			
Attendance	4	4	0	0			
Research for patrons (hours)	15.5	15.5	25	25			
E-mail questions	82	82	44	44			
Phone questions	44	44	32	32			
Notary	0	0	0	0			
Website visits	263	263	357	357			
Computer use (hrs)	52	52	55	55			
Scanner (# patrons)	3	3	1	1	30 min		
Copies sold	99	99	22	22			
Donations to library	5	5	NA	NA			
Total money	14.9	14.9	2.25	2.25			
Memory lab usage (# patrons)	9	9	8	8	5 hr 50 min		