

Subject: Duncan Public Library Board Meeting
Date: Tuesday, October 22, 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 September 24, 2024, 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. 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, September 24, 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

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:36 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Stone.

II. Reading of Previous Minutes

Minutes for the August 27, 2024, meeting were read. Case moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims

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

IV. Director's Report

- Ryker presented the library statistics for August 2024.
- Genealogy library updates: Kristi King sent in report that she has been helping someone find their old home, 10 showed for the brown bag, VHS to DVD transfers, SCGS meeting next Wednesday, Museum board meeting will meet at genealogy next Thursday, Oct. 15 genealogy presentation and prepping for tours, Oct. 2 brown bag is family members. Case discussed the annual SCGS meeting that will be held in November in conjunction with the Museum.
- Accomplishments and challenges discussed: AC waiting on final vents and controls; sliding doors on next year's budget request; plans for balcony awning being approved; Leadership visit went very well; Women in Faith visit; awaiting approval to place sign at back parking lot this year; popup at city hall this week; Cain's Jawbone book club in person and online Oct. 10 next in-person; Jitters is restructuring so we will move Trivia to Merlin's Magic Market; .
- Upcoming programming and plans: Oct. begins NEA partnership featuring The Best We Could Do by Thi Bui; Vietnamese word hunt; Oct. 18 kitchen travels; Oct. 22 book talk; Oct. 26 Author visit Thi Bui; Nov. 7 Jeff Provine graphic novels; display at genealogy; Family Fright Night; Oct 11 Horror trivia; Oct 28 adult crafts; Fall Break Mario Kart tournament; Oct 31 glow party at the mall and cart o treat at the library.

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V. Old Business

McCasland grant initial application done, awaiting approval to move forward.

VI. New Business

No new business was discussed.

VII. Comments by Staff, Board, or Public

No comments were made by the staff.

No comments were made by the board.

No comments were made by the public.

VIII. Adjournment

Johnson moved to adjourn. Stone seconded. All approved. Adjourned at 10:19 am.

Duncan Public Library
Claims for September 1 through 30, 2024
Submitted to Library Board, October 22, 2024

01-11-521400		<i>Materials/Supplies</i>	
24-3350	Syntrio	\$252.00	
	Ink/toner for public printer		
24-3401	Amazon	\$199.99	
	Heated bedbug killer for books		
24-3403	Demco.....	\$196.74	
	Book pockets, "New" stickers		
24-3404	Quill	\$700.53	
	Tape, soap, printer rolls, ink/toner, paper		
01-11-522800		<i>Phone</i>	
24-3349	T-Mobile.....	\$315.36	
	Hot spot usage — Jul/Aug		
24-3353	ATT	\$57.48	
	Wireless, genealogy		
24-3354	ATT	\$48.49	
	Alarm, genealogy		
24-3532	ATT	\$57.09	
	Wireless, genealogy		
24-3533	ATT	\$49.25	
	Alarm, genealogy		
01-11-523800		<i>Postage</i>	
24-3213	Southern Box	\$88.20	
	Library mail, book shipments to LTAIO		
01-11-524200		<i>Contract Services</i>	
24-3351	Channel's	\$247.50	
	Round 4 weedkiller/fertilizer		
01-11-524550		<i>Databases</i>	
24-3528	Kristi King	\$49.90	
	6-month Newspapers.com		

24-3780	Midwest Tape	\$1,496.58
	Hoopla usage, September 2024	
01-11-527700	Training	
24-3698	Amy Ryker	\$65.00
	Reimbursement for notary training	
01-11-529300	Books/Materials/Subscriptions	
24-3352	Terrie Renfro	\$29.99
	Reimbursement for Exercise DVDs for Sit Fit	
24-3529	Ebsco.....	\$74.93
	1-yr subscription Digital Photo mag	
15-11-530049	Books	
24-0148	Baker & Taylor	\$289.74
	Book, standing, childrens (19)	
24-2772	Midwest Tape	\$176.28
	DVD, children, July (12)	
24-3035	Amazon	\$84.92
	DVDs (9)	
24-3044	Ingram	\$549.74
	Book, adult, nonfiction, August (26)	
24-3163	Cengage.....	\$831.44
	Book, large print (32)	
24-3164	Center Point LP	\$389.52
	Book, large print, September (16)	
24-3546	Amy Ryker	\$90.93
	Reimbursement for children's book order (9)	
24-3655	Michael Frederick.....	\$75.00
	Book series (3)	

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	416	1186	361	1114			
Inspirational Fiction	310	905	341	1021			
LP Fiction	573	1772	672	2132			
McNaughton Fiction	8	24	28	62			
Mysteries	217	644	250	782			
New Fiction	251	774	374	1153			
New LP Fiction	398	1213	384	1135			
Adult Paperbacks	106	201	39	180			
Science Fiction	26	90	32	120			
Westerns	49	146	61	173			
World Languages Fic/YA	0	0	NA	NA			
Spanish Fic/YA	0	1	4	11			
New YA Fiction	47	95	60	154			
YA Fiction	241	854	348	1000		<i>This month</i>	<i>YTD</i>
YA Paperbacks	8	24	7	16	<i>Adult books added:</i>	144	557
YA Sequoyah	10	34	17	61	<i>Adult books discarded:</i>	254	716
Fiction Total	2660	7963	2978	9114			
LP Nonfiction	11	46	11	30			
McNaughton Nonfiction	24	67	51	113			
New LP Nonfiction	7	30	11	30			
New Nonfiction	72	225	109	320			
Nonfiction	320	991	389	1262			
World Languages NF	0	0	NA	NA			
Spanish Nonfiction	2	4	5	11			
New YA Nonfiction	22	49	16	40			
YA Nonfiction	106	348	160	515			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Nonfiction Total	564	1760	752	2321			
Display	67	151	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	8	41	NA	NA			
Total Adult/YA Fic/NF	3299	9915	3730	11435			
Juvenile Fic/NF							
New Easy	130	447	176	533			
Easy Books	1413	4275	1501	4711			
Beginning Chapter Books	15	56	61	179			
New J Fiction	18	85	43	131			
Juvenile Fiction	289	929	352	1286		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	330	1065	360	1232	<i>J books added:</i>	74	272
J Sequoyah	9	26	20	42	<i>J books discarded:</i>	5	68
World Languages E/J	0	0	NA	NA			
Spanish Easy/Juv	3	23	1	22			
J Fiction Total	2207	6906	2514	8136			
New J Nonfiction	45	167	47	223			
Juvenile Nonfiction	493	1560	457	1639			
J Nonfiction Total	538	1727	504	1862			
Total Juv Fic/NF	2745	8633	3018	9998			
Total Periodicals	173	401	162	393			
Interlibrary Loans: Borrowed	10	62	9	24			
Interlibrary Loans: Lent	46	134	19	115			
Adult Audio/Visual							
Books on CD	97	243	120	401			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Playaways	1	9	4	12			
YA Books on CD	0	3	3	5			
DVDs - Adult	735	2451	641	2295			
DVDs - Young Adult	59	179	71	274			
Total Adult/YA A/V	892	2885	839	2987			
Juvenile Audio/Visual							
J Books on CD	9	31	5	34			
Music CD	3	8	2	2			
DVDs - Juvenile	374	1234	252	943			
Total Juvenile A/V	386	1273	259	979			
Other Items							
Video Games	234	234	234	884			
Cake Pans/Board Games	55	55	23	96			
Binge Boxes	13	13	19	68			
Hotspots	25	25	NA	NA			
Total Other Items	327	327	276	1048			
Total Physical Circulation	7878	23630	8312	26979			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1222	3566	1225	3755	<i>Adult checked out:</i>	2802	8198
eBooks	1704	5205	1795	5838	<i>Juv checked out:</i>	124	573
Movies	0	0	0	0			
Magazines	0	0	0	0			
Total OverDrive	2926	8771	3020	9593			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	422	1488	459	1334	<i>Adult checked out:</i>	780	2494

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Comics	45	116	13	62	<i>Juv checked out:</i>	111	278
eBooks	279	814	218	648			
Movies	78	183	25	92			
Music	12	37	1	24			
TV	40	87	11	42			
Bingepass	15	47	12	26			
Total Hoopla	891	2772	739	2228			
Total Electronic Circulation	3817	11543	3759	11821			
Total Circulation	11695	35173	12071	38800			
Electronic Information							
Gale: Chilton	26	93	33	119			
Gale: LegalForms	0	0	6	15			
NewsBank: America's Newspaper	101	305	2544	7541			
NewsBank: HeritageHub	25	64	42	46			
BrainFuse: HelpNow	6	19	19	56			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	0	1			
ProQuest: Ancestry	320	635	347	1165			
ProQuest: Fold3	87	277	0	54			
EBSCO sessions	2799	7856	2469	7718			
Mango sessions	6	27	3	13			
OverDrive: Universal Class total	185	994	72	321			
AtoZ Database records viewed	74	2077	170	24069			
Successful Info Retrieval	3629	12348	5705	41118			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	1	6	1	2	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	216	653	218.5	681	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	54		55		<i>Doors open Sat</i>	<i>4x6hr</i>	24
In-House Circulation	1321	4026	1495	6136			
Items Mended	24	64	12	41			
Gate Count	6773	19756	9038	28939			
Number Borrowers in Date	2287	7330	2410	8085			
Photocopies Made	8924	34854	7914	22466			
New Library Cards	108	319	110	357			
Public Computer/Internet Usage	174	487	143	528			
Wireless Sessions	2878	10825	2359	7524			
Main Website Visits	778	3495	2522	7404			
AWE Children's Computers	620	1859	302	1292			
Notary Services	27	87	38	84			
Tech Help Sessions	10	37	18	61			
Chickasaw Meals Program	314	19904	176	2000			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	679	1666	589	1851			
Informational Questions	3502	9732	2514	8313			
E-Mail Questions	70	182	43	144			
Total Questions	4251	11580	3146	10308			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 324.48	\$ 746.58	\$ 324.27	\$ 1,234.25	Overdues: Text 141		
Copies	\$ 668.20	\$ 2,141.55	\$ 529.80	\$ 1,831.75	Letter 70		
Interlibrary Loan	\$ 22.70	\$ 63.10	\$ 22.33	\$ 26.03	Inv. 12		
Fax	\$ 251.00	\$ 615.60	\$ 194.60	\$ 544.80			
Lost & Paid Items	\$ 30.99	\$ 178.08	\$ 24.99	\$ 26.99			
Collections	\$ -	\$ -	\$ -	\$ 20.00			
Non-county Fee	\$ -	\$ 25.00	\$ 25.00	\$ 50.00			
Donations to library	\$ -	\$ 106.00	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
Total Income	\$ 1,297.37	\$ 3,875.91	\$ 1,120.99	\$ 3,733.82			
Programming							
Children (0-5)							
In-Person Onsite	8	12	4	17			
Attendance	82	145	67	401			
In-Person Offsite	3	6	13	18			
Attendance	24	62	148	221			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	24	61	27	51			
Attendance	146	471	232	483			
In-Person Offsite	3	6	13	16			
Attendance	57	122	160	247			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	21	67	33	87	6 teens		
Attendance	38	199	109	440	23 hours		
In-Person Offsite	0	0	3	3			
Attendance	0	0	20	20			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	57	138	30	79			
Attendance	344	866	192	781			
In-Person Offsite	0	4	1	1			
Attendance	0	66	7	7			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	3	27	5	25			
Attendance	46	571	16	674			
In-Person Offsite	2	4	2	2			
Attendance	16	54	105	105			
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	87	215	128	331			
Attendance	240	632	402	1008			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1.5	3	1	2.5			
Hours Open	86	278	82.5	272			
In-state visitors	71	208	58	163			
Out-of-state visitors	3	6	0	2			
In-house programs	3	5	3	6			
Attendance	20	36	25	40			
Outreach	0	1	0	0			
Attendance	0	4	0	0			
Research for patrons (hours)	40	92	10	65			
E-mail questions	99	248	80	183			
Phone questions	55	130	30	94			
Notary	1	1	0	0			
Website visits	170	647	347	1055			
Computer use (hrs)	51	158	43	149			
Scanner (# patrons)	9	16	2	6	1 hr 40 min		
Copies sold	20	200	0	0			
Donations to library	0	5	20	92			
Total money	2	25	2	9.25			
Memory lab usage (# patrons)	15	35	4	22	52 hr 10 min		