

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, April 23, 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 March 26, 2024, 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 2024-25. This resolution authorizes filing of the Form 471 application(s) for funding year 2024-25 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 26, 2024  
Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK**



*Board Members Present: Jo Ann Pierce, Tanya Case, Brendhan Fritts, 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 9:31 am by Pierce. The flag salute was led by Johnson, and the prayer was led by Stone.

**II. Reading of Previous Minutes**

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

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

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

**IV. Director's Report**

- Ryker presented the library statistics for February 2024.
- Accomplishments and challenges discussed: All hotspots checked out regularly; Spring Break MarioKart tournament very successful, will do again; Mall program success, 8 new cards, 6 updates, books checked out; Police called over a man attempting to steal another unhoused person's belongings and behavior issues; DHS will no longer be using us as a site; FOL update: \$3300 donated by a patron, approved items: gift basket, Tonieboxes, Cricut, 3 children's tables, crane game, 5 shadow boxes, \$8000 for SRP.
- Upcoming programming and plans: Eclipse week events: Apr 1 pinhole cameras, 2 paper astronauts, 3 solar smores, 4 paper plate masks and eclipse shirts and bags for teens, movie marathon; Apr. 11 LTAIO Cozy by Parnell Hall, speaker Dr. Nyla Khan; Library Week 7-13, National Librarian Day 16<sup>th</sup>; Outdoor storytime with Darbie 10<sup>th</sup>; 22 Earth Day with Bees, Dannie and Janie Ramming; 26 Disney trivia at Kochendorfer.

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**Tuesday, March 26, 2024**  
**Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK**



**V. Genealogy Branch Manager's Report**

King made note of June 6 80<sup>th</sup> anniversary of D-Day, Brown Bag with Keith Colley at the Museum; King went over some statistics (attached in usual stats form); DNA visualization presentation will be April 3 with Jan Cole leading and the new presentation equipment in use; Death of important patron noted.

**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 by the staff.

No comments by the library board.

No public was in attendance.

**IX. Adjournment**

Johnson moved to adjourn. Fritts seconded. All approved. Adjourned at 10:22 am.

# RESOLUTION

Be it resolved that the governing board for Duncan Public Library

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2024-06/30/2025.
  
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 07/01/2024-06/30/2025.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# FRN Report

04/08/24

**Report Filters:**  
 Entity Number: 17028400  
 Funding Year: 2024  
 Used Consultant? YES  
 Contact: 16024809

BEN	Applicant Name					Applicant City	ST	Sites	471 No.	Filing Date	SPIN	Service Provider		471 Nickname
Year	FRN	Status	Wave	Type	486 SSD	Cont. Date	Contract Number	Award Amt.	Disc%	Request	Commitment	Disbursed	Contract Exp	FRN Nickname
17028400	Duncan Public Library System					Duncan	OK	2	241025399	2024-03-27	143004698	United Systems, Inc.		DUNL 2024 - C2
2024	2499034689	Pending	N/A	IC		03/14/2024	DUNL United Systems	8,398.56	80%	6,718.85	0.00	0.00	2025-09-30	1 - Network
17028400	Duncan Public Library System					Duncan	OK	2	241027394	2024-03-27	143015254	OneNet (Oklahoma State Regents)		DUNL 2024-C1
2024	2499038201	Pending	N/A	IA		03/20/2024	DUNL OneNet INT 1 G	11,548.00	80%	9,238.40	0.00	0.00	2025-06-30	1 - Internet Access Main 1 Gbps
17028400	Duncan Public Library System					Duncan	OK	2	241027394	2024-03-27	143015254	OneNet (Oklahoma State Regents)		DUNL 2024-C1
2024	2499038207	Pending	N/A	IA		03/20/2024	DUNL OneNet INT 250	12,868.00	80%	10,294.40	0.00	0.00	2025-06-30	2- Internet Access Gene 250 Mbps
<b>Grand Total</b>								<b>32,814.56</b>		<b>26,251.65</b>	<b>0.00</b>	<b>0.00</b>		

**Duncan Public Library**  
**Claims for March 1 through 31, 2024**  
*Submitted to Library Board, April 23, 2024*

**First Quarter Corrections**

*01-11-521100*

*Repair/Maintenance*

*January*

24-0364	Cintas.....	\$15.75
24-0500	Cintas.....	\$15.75
24-0573	Cintas.....	\$15.75
24-0690	Cintas.....	\$15.75

Library/city mats

*February*

24-0784	Cintas.....	\$15.75
24-1350	Cintas.....	\$15.75
24-1019	Cintas.....	\$15.75
24-1049	Cintas.....	\$199.29
	Cintas.....	\$15.75
	Cintas.....	\$15.75
	Cintas.....	\$-185.00

Library/city mats

24-1060	Climate Control .....	\$333.90
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AC repairs

*March*

24-1144	Cintas.....	\$15.75
24-1230	Cintas.....	\$15.75
24-1306	Cintas.....	\$15.75
24-1401	Cintas.....	\$15.75

Library/city mats

**01-11-521100**

***Repair/Maintenance***

24-1328	Duncan Janitorial.....	\$23.00
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Vacuum motor filters

24-1509	Oklahoma Dept. of Labor.....	\$50.00
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Boiler inspection

**01-11-521400**

***Materials/Supplies***

24-1098	Demco .....	\$501.24
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Genre labels, pockets, book jackets

24-1099	Quill.....	\$473.35
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Cups, post-its, ILL labels

24-1286	Quill.....	\$818.42
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Toilet paper, paper towels, batteries, 11x17 colored copy paper, etc.

**01-11-522800**

***Phone***

24-1299	ATT .....	\$3.74
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Phone service, alarm - genealogy

24-1300	ATT.....	\$57.53
	Wireless service - genealogy	
24-1455	T-Mobile.....	\$207.22
	Hotspots – 2 months	
<b>01-11-523800</b>	<b>Postage</b>	
24-1296	Southern Box.....	\$21.08
	Book rate shipping to Library of Congress	
<b>01-11-524200</b>	<b>Contract Services</b>	
23-xxxx	Channels.....	\$495.00
	2 rounds lawn treatment	
24-0742	Pippin Bros.....	\$1,650.00
	Replace filters in RTUs, IT room, west building, fan coil units	
24-1494	Kellogg & Sovereign .....	\$850.00
	24-25 CAT 2 services, E-Rate	
<b>01-11-524500</b>	<b>Computer Services</b>	
24-1316	TLC.....	\$14,248.00
	1-yr renewal Circ/Cat software, March 24-25	
24-1501	Envisionware .....	\$1,566.42
	1-yr renewal Envisionware licenses, maint. Etc.	
<b>01-11-524550</b>	<b>Databases</b>	
24-1317	Midwest Tape.....	\$1,994.52
	Hoopla usage, February 2024	
24-1318	DatabaseUSA.....	\$1,622.00
	1-yr renewal of AtoZdatabases	
<b>01-11-527700</b>	<b>Training</b>	
24-1495	Amy Ryker.....	\$24.00
	PLD workshop	
<b>15-11-530049</b>	<b>Books</b>	
24-0762	Ingram.....	\$556.07
	Book order, adult, fiction, February (36)	
24-0858	Ingram.....	\$472.76
	Book order, adult, fiction, March (34)	
24-0916	Cengage .....	\$880.52
	Book order, large print (34)	
24-1003	Baker & Taylor.....	\$178.01
	Book order, childrens, Sequoyahs (15)	

<b>27-11-521500</b>	<b><i>Grants/Gifts: LTAIO</i></b>	
24-1210	John Morris .....	\$241.92
	Honoraria/travel fees for speaking LTAIO	
<b>27-11-529300</b>	<b><i>Grants/Gifts: Materials/Subscriptions</i></b>	
24-1259	Lakeshore .....	\$819.88
	Children's dept. books, supplies	



# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Adult/YA Fic/NF</b>							
Fiction	289	3144	319	2468			
Inspirational Fiction	250	2463	334	2515			
LP Fiction	522	5722	680	5129			
McNaughton Fiction	9	156	39	228			
Mysteries	227	2153	191	1678			
New Fiction	267	3066	408	2938			
New LP Fiction	332	3306	325	3086			
Adult Paperbacks	57	528	70	651			
Science Fiction	51	375	38	268			
Westerns	50	470	63	405			
New YA Fiction	37	441	32	234			
YA Fiction	219	2447	306	2063		<i>This month</i>	<i>YTD</i>
YA Paperbacks	8	58	11	33	<i>Adult books added:</i>	208	1794
YA Sequoyah	10	155	15	94	<i>Adult books discarded:</i>	401	2838
<b>Fiction Total</b>	<b>2328</b>	<b>24484</b>	<b>2831</b>	<b>21790</b>			
LP Nonfiction	12	96	21	93			
McNaughton Nonfiction	13	265	59	247			
New LP Nonfiction	10	100	15	77			
New Nonfiction	154	1275	170	1068			
Nonfiction	358	3383	422	2702			
New YA Nonfiction	25	195	19	62			
YA Nonfiction	135	1293	260	1295			
<b>Nonfiction Total</b>	<b>707</b>	<b>6607</b>	<b>966</b>	<b>5544</b>			
Display	15	15	NA	NA			
YA Display	6	6	NA	NA			
Graphic Novels	10	10	NA	NA			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Total Adult/YA Fic/NF</b>	<b>3066</b>	<b>31122</b>	<b>3797</b>	<b>27334</b>			
<b>Juvenile Fic/NF</b>							
New Easy	121	1544	142	1067			
Easy Books	1192	12037	1602	11204			
Beginning Chapter Books	25	329	73	444			
New J Fiction	43	376	52	325			
Juvenile Fiction	297	3054	388	2714		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	248	2775	425	2200	<i>J books added:</i>	88	663
J Sequoyah	7	108	10	88	<i>J books discarded:</i>	6	599
<b>J Fiction Total</b>	<b>1933</b>	<b>20223</b>	<b>2692</b>	<b>18042</b>			
New J Nonfiction	57	395	153	507			
Juvenile Nonfiction	447	3266	567	3164			
<b>J Nonfiction Total</b>	<b>504</b>	<b>3661</b>	<b>720</b>	<b>3671</b>			
<b>Total Juv Fic/NF</b>	<b>2437</b>	<b>23884</b>	<b>3412</b>	<b>21713</b>			
<b>Total Periodicals</b>	<b>95</b>	<b>1169</b>	<b>114</b>	<b>1106</b>			
Spanish Easy/Juv	3	30	7	28			
Spanish Fic/YA	2	19	1	14			
Spanish Nonfiction	1	21	3	10			
<b>Total Spanish</b>	<b>6</b>	<b>70</b>	<b>11</b>	<b>52</b>			
Interlibrary Loans: Borrowed	8	68	10	83			
Interlibrary Loans: Lent	56	396	31	324			
<b>Adult Audio/Visual</b>							
Books on CD	79	940	260	1705			
Playaways	8	33	5	38			
YA Books on CD	4	22	3	8			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	658	6029	783	5500			
DVDs - Young Adult	41	560	50	418			
<b>Total Adult/YA A/V</b>	<b>790</b>	<b>7584</b>	<b>1101</b>	<b>7669</b>			
<b>Juvenile Audio/Visual</b>							
J Books on CD	13	87	17	69			
Music CD	0	11	2	22			
DVDs - Juvenile	331	2423	309	1543			
<b>Total Juvenile A/V</b>	<b>344</b>	<b>2521</b>	<b>328</b>	<b>1634</b>			
<b>Other Items</b>							
Video Games	280	2317	221	1271			
Cake Pans/Board Games	41	285	30	99			
Binge Boxes	49	390	82	427			
Hotspots	44	44	NA	NA			
<b>Total Other Items</b>	<b>414</b>	<b>3036</b>	<b>333</b>	<b>1797</b>			
<b>Total Physical Circulation</b>	<b>7208</b>	<b>69782</b>	<b>9127</b>	<b>61629</b>			
<b>Electronic Circulation</b>							
<b>OverDrive</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	1213	11167	1195	10239	<i>Adult checked out:</i>	2849	26135
eBooks	1873	16936	1867	16783	<i>Juv checked out:</i>	237	1968
Movies	0	0	0	3			
Magazines	0	0	0	159			
<b>Total OverDrive</b>	<b>3086</b>	<b>28103</b>	<b>3062</b>	<b>27184</b>			
<b>Hoopla</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	548	4317	362	3189	<i>Adult checked out:</i>	759	6296
Comics	22	149	25	185	<i>Juv checked out:</i>	105	695
eBooks	240	1983	202	1838			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	19	266	28	448			
Music	17	96	8	122			
TV	16	120	16	114			
Bingepass	2	60	6	35			
<b>Total Hoopla</b>	<b>864</b>	<b>6991</b>	<b>647</b>	<b>5931</b>			
Gale Reference eBooks*	0	0	0	25	*Did not renew		
<b>Total Electronic Circulation</b>	<b>3950</b>	<b>35094</b>	<b>3709</b>	<b>33140</b>			
<b>Total Circulation</b>	<b>11158</b>	<b>104876</b>	<b>12836</b>	<b>94769</b>			
<b>Electronic Information</b>							
Gale: Chilton	37	329	31	155			
Gale: LegalForms	2	35	8	25			
NewsBank: America's Newspaper	13	13426	2,620	22,917			
NewsBank: HeritageHub	4	63	0	97			
BrainFuse: HelpNow	38	173	16	116			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	9	2	18			
ProQuest: Ancestry	133	2383	62	1421			
ProQuest: HeritageQuest*	0	0	0	237	*Did not renew		
ProQuest: Fold3	42	218	16	387			
EBSCO sessions	2617	23203	2782	25829			
Mango sessions	15	131	9	65			
OverDrive: Universal Class total	59	1384	0	420			
AtoZ Database records viewed	3725	29156	86	368			
<b>Successful Info Retrieval</b>	<b>6685</b>	<b>70510</b>	<b>5632</b>	<b>52055</b>			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Services-Main</b>							
Days Closed	2	12	NA	NA	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	214	1970.5	242	1772	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	52	52	54		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1107	13600	1506	10312			
Items Mended	15	152	36	204			
Gate Count	6255	72973	9170	79231			
Number Borrowers in Date	2216	21186	2537	16914			
Photocopies Made	15349	100847	12273	110380			
New Library Cards	111	894	55	781			
Public Computer/Internet Usage	202	1315	145	1677			
Wireless Sessions	2798	21925	2201	21202			
Main Website Visits	1975	21190	2600	19279			
AWE Children's Computers	614	4180	652	3823			
Notary Services	18	258	31	248			
Tech Help Sessions	18	165	16	200			
Chickasaw Meals Program	183	2824	63	341			
Proctor Exam	0	2	0	0			
<b>Questions</b>							
Reference Questions	552	4919	702	5642			
Informational Questions	2464	22046	2833	21659			
E-Mail Questions	48	426	48	393			
<b>Total Questions</b>	<b>3064</b>	<b>27391</b>	<b>3583</b>	<b>27694</b>			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Income-Main</b>							
Fines	\$ 242.24	\$ 2,513.41	\$322.16	\$3,232.57	Overdues: Text 64		
Copies	\$ 859.25	\$ 6,543.91	\$747.65	\$5,853.54	Letter 60		
Interlibrary Loan	\$ 9.10	\$ 99.49	\$4.10	\$133.52			
Fax	\$ 392.90	\$ 1,867.40	\$232.30	\$1,827.30			
Lost & Paid Items	\$ -	\$ 118.54	\$132.88	\$313.14			
Collections	\$ -	\$ 36.00	\$10.00	\$40.00			
Non-county Fee	\$ -	\$ 150.00	\$0.00	\$50.00			
State Aid	\$ -	\$ 13,955.00	\$0.00	\$13,488.00			
<b>Total Income</b>	<b>\$ 1,503.49</b>	<b>\$ 25,283.75</b>	<b>\$ 1,449.09</b>	<b>\$ 24,938.07</b>			
<b>Programming</b>							
<b>Children (0-5)</b>							
In-Person Onsite	6	46	10	56			
Attendance	140	1062	160	1371			
In-Person Offsite	4	58	2	25			
Attendance	95	772	36	300			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Children (6-11)</b>							
In-Person Onsite	29	194	29	220			
Attendance	249	1651	296	2807			
In-Person Offsite	3	54	2	7			
Attendance	90	887	36	112			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>YA/Teens (12-18)</b>							
In-Person Onsite	35	260	23	209			
Attendance	124	966	91	1405			
In-Person Offsite	0	4	0	0			
Attendance	0	34	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Adults (19+)</b>							
In-Person Onsite	43	334	48	461			
Attendance	300	2355	328	2669			
In-Person Offsite	1	6	0	0			
Attendance	5	113	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>General/Family/All Ages</b>							
In-Person Onsite	6	43	14	51			
Attendance	37	1753	109	562			
In-Person Offsite	1	7	0	6			
Attendance	200	2019	0	1180			
Live Virtual	0	1	0	0			
Attendance	0	5	0	0			
<b>Other Programming</b>							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	103	1074	62	678			
Attendance	197	2936	204	2022			
<b>Genealogy Library</b>							

# March 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Days closed	0	9.5	NA	NA			
Hours Open	88	788	87.5	786.25			
In-state visitors	77	663	79	647			
Out-of-state visitors	0	5	0	9			
In-house programs	2	18	4	27			
Attendance	17	166	22	207			
Outreach	1	2	0	0			
Attendance	11	162	0	0			
Research for patrons (hours)	28	213	20	424			
E-mail questions	57	790	83	611			
Phone questions	34	323	36	257			
Notary	0	0	2	11			
Website visits	306	2992	200	1676			
Computer use (hrs)	40	429	60	538.5			
Scanner (# patrons)	5	30	7	64	40 min		
Microfilm	0	0	0	6			
Copies sold	250	1964	164	946			
Total money	25	196.45	\$16.95	\$94.80			
Memory lab usage (# patrons)	13	84	16	82	26.5 hr		