

Subject: Duncan Public Library Board Meeting
Date: Tuesday, June 25, 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 May 28, 2024, meeting. Consider approval.
3. Presentation of library claims for May. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library updates
 - 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, May 28, 2024
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



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

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:37 am by Pierce. The flag salute was led by Pierce, and the prayer was led by Pierce.

II. Reading of Previous Minutes

Minutes for the April 23, 2024, meeting were read. Case moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims for April

Claims for April 2024 were reviewed. Fritts moved to approve as presented. Case seconded. All approved.

IV. Director's Report

- Ryker presented the library statistics for April 2024.
- Genealogy library updates: The June brown bag will be held Thursday, June 6 at noon at the history museum in celebration of D-Day; Ryker and Case updated the board on the status of a future ramp for the genealogy library: The society obtained a bid and favors a full-cement ramp and will be seeking grants to help support fundraising.
- Accomplishments and challenges discussed: TCI HVAC in Chickasha won the bid and have been in contact with us stating they will start controls soon with a mid-July installation for the AC units. We will have a Chickasaw Nation summer worker. We are continuing to grow our relationships with local businesses as Experience HQ will be helping with our Messtival. Elevator glitches are common and for now are solved by shutting the elevator down at night. Hoopla costs are extraordinarily high so we are attempting several methods of getting the costs down, including setting price limits on items. Hotspots are going well but we are considering some minor changes to the policies to help head off a couple of issues. Lunch program new rules have us in significantly difficult situations, but we are working to get it straightened out.
- Upcoming programming and plans: Ryker presented the Summer Reading calendars for June and July.

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V. Old Business

No old business was discussed.

VI. New Business

No new business was discussed.

VII. Comments by Staff, Board, or Public

No comments by the staff.

No comments were made by the board.

No public was in attendance.

VIII. Adjournment

Fritts moved to adjourn. Stone seconded. All approved. Adjourned at 10:16 am.

Duncan Public Library
Claims for May 1 through 31, 2024
Submitted to Library Board, June 25, 2024

01-11-521400		<i>Materials/Supplies</i>	
24-0825	Demco.....	\$578.00	Gatorfoam letters/signage
24-1787	KAPCO	\$333.30	Book covers, EF8585, EF9595
24-1788	Demco.....	\$181.16	Discard stamps, book covers 12x24 superfold
24-1876	Quill	\$302.22	Cardstock, colored paper, double-sided tape
24-2099	Quill	\$247.44	Ink/toner, Swiffer dusters, black pens
24-2101	The Library Store.....	\$271.10	Label sheets, label locks
24-2102	Syntrio	\$287.00	Ink/toner for public printer
24-2195	Amy Ryker	\$103.09	Reimbursement for cleaning supplies and ant killer
24-2196	Hudson Blue Print	\$1,623.00	Ink, canvas, coated paper rolls for large-format printer
24-2203	Professional Binding Products	\$111.56	Laminating film
01-11-522800		<i>Phone</i>	
24-2081	ATT	\$57.44	Wireless service - genealogy
24-2083	ATT	\$49.53	Phone service, alarm - genealogy
01-11-523900		<i>Computer/Tech</i>	
24-1909	Quill	\$169.99	DeskJet printer for children's dept
01-11-524200		<i>Contract Services</i>	
24-1925	Channels	\$247.50	2 nd round weedkiller, fertilizer

24-1993	Oklahoma Pest Services Quarterly pest control	\$100.00
24-2080	TKE Quarterly elevator service	\$427.48
24-2098	Clearco..... 6-month window cleaning	\$300.00
01-11-524550	Databases	
24-2003	Midwest Tape Hoopla usage, April 2024	\$2,022.90
01-11-529300	Subscriptions	
24-1996	Movie Licensing..... 1-yr renewal movie licenses	\$507.00
24-2193	Duncan Banner 1-yr renewal Banner	\$246.87
15-11-530049	Books	
24-0588	Baker & Taylor Book order, childrens (55)	\$726.97
24-0730	Baker & Taylor Book order, childrens (20)	\$221.40
24-1051	Baker & Taylor Book order, childrens (42)	\$418.28
24-1322	Midwest Tape DVD order, adults, Mar. (13)	\$320.62
24-1323	Midwest Tape DVD order, childrens, Mar. (9)	\$174.16
24-1519	Cengage..... Book order, large print (32)	\$865.99
24-1638	Center Point LP..... Book order, large print (16)	\$379.32
24-1810	Ingram Book order, adult, fiction, May (37)	\$545.57
24-1813	Baker & Taylor Book order, YA (18)	\$323.57

24-1815	Midwest Tape	\$311.61
	DVD order, adults, Apr. (14)	
24-1880	Blackstone.....	\$383.98
	Audiobook order, adults, BOCDs (9)	
24-1882	Amazon	\$118.81
	Book order, adults (7)	
24-1910	Blackstone.....	\$631.64
	Audiobook order, adults, BOCDs (17)	
27-11-521500	<i>Grants/Gifts: LTAIO</i>	
24-1956	Caroline Larsen.....	\$267.90
	Honoraria/travel fees for speaking LTAIO	

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	392	3900	304	3059			
Inspirational Fiction	316	3072	321	3092			
LP Fiction	610	6959	710	6597			
McNaughton Fiction	3	161	32	281			
Mysteries	252	2634	220	2108			
New Fiction	307	3684	404	3661			
New LP Fiction	365	4018	398	3806			
Adult Paperbacks	31	597	91	820			
Science Fiction	58	491	44	349			
Westerns	86	591	40	487			
New YA Fiction	89	609	39	295			
YA Fiction	277	2973	257	2553		<i>This month</i>	<i>YTD</i>
YA Paperbacks	8	68	10	48	<i>Adult books added:</i>	160	2156
YA Sequoyah	25	194	5	109	<i>Adult books discarded:</i>	9	2976
Fiction Total	2819	29951	2875	27265			
LP Nonfiction	10	117	8	114			
McNaughton Nonfiction	9	286	31	326			
New LP Nonfiction	4	116	12	112			
New Nonfiction	131	1531	141	1343			
Nonfiction	326	4045	374	3404			
New YA Nonfiction	1	236	2	69			
YA Nonfiction	123	1547	194	1704			
Nonfiction Total	604	7878	762	7072			
Display	13	46	NA	NA			
YA Display	0	6	NA	NA			
Graphic Novels	45	76	NA	NA			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Total Adult/YA Fic/NF	3481	37957	3637	34337			
Juvenile Fic/NF							
New Easy	158	1856	147	1320			
Easy Books	1600	14934	1169	13489			
Beginning Chapter Books	15	359	21	500			
New J Fiction	51	459	46	422			
Juvenile Fiction	410	3827	337	3353		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	446	3543	344	2876	<i>J books added:</i>	143	900
J Sequoyah	8	126	4	101	<i>J books discarded:</i>	263	907
J Fiction Total	2688	25104	2068	22061			
New J Nonfiction	78	538	99	745			
Juvenile Nonfiction	565	4363	464	4068			
J Nonfiction Total	643	4901	563	4813			
Total Juv Fic/NF	3331	30005	2631	26874			
Total Periodicals	121	1383	169	1331			
Spanish Easy/Juv	0	32	4	34			
Spanish Fic/YA	4	26	2	16			
Spanish Nonfiction	1	23	1	11			
Total Spanish	5	81	7	61			
Interlibrary Loans: Borrowed	22	103	3	89			
Interlibrary Loans: Lent	48	496	17	359			
Adult Audio/Visual							
Books on CD	107	1147	217	2105			
Playaways	12	56	1	41			
YA Books on CD	0	24	0	10			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	791	7546	717	6916			
DVDs - Young Adult	73	678	47	549			
Total Adult/YA A/V	983	9451	982	9621			
Juvenile Audio/Visual							
J Books on CD	16	121	18	95			
Music CD	3	17	2	24			
DVDs - Juvenile	269	3021	191	1941			
Total Juvenile A/V	288	3159	211	2060			
Other Items							
Video Games	311	2956	268	1719			
Cake Pans/Board Games	47	379	43	181			
Binge Boxes	27	480	39	525			
Hotspots	28	106	NA	NA			
Total Other Items	413	3921	350	2425			
Total Physical Circulation	8670	86453	8004	77068			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1202	13589	1120	12478	<i>Adult checked out:</i>	2751	31726
eBooks	1744	20476	1902	20520	<i>Juv checked out:</i>	195	2339
Movies	0	0	0	3			
Magazines	0	0	0	159			
Total OverDrive	2946	34065	3022	33160			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	551	5449	458	4037	<i>Adult checked out:</i>	815	7932
Comics	26	197	27	236	<i>Juv checked out:</i>	80	871
eBooks	227	2432	228	2283			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	47	354	61	538			
Music	11	124	14	152			
TV	23	167	20	150			
Bingepass	10	80	1	37			
Total Hoopla	895	8803	809	7433			
Gale Reference eBooks*	0	0	0	25	*Did not renew		
Total Electronic Circulation	3841	42868	3831	40618			
Total Circulation	12511	129321	11835	117686			
Electronic Information							
Gale: Chilton	46	400	38	223			
Gale: LegalForms	0	36	1	27			
NewsBank: America's Newspaper	0	13435	2,106	26,772			
NewsBank: HeritageHub	11	142	1	98			
BrainFuse: HelpNow	7	246	0	118			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	6	18	0	18			
ProQuest: Ancestry	71	2583	135	1677			
ProQuest: HeritageQuest*	0	0	1	238	*Did not renew		
ProQuest: Fold3	124	380	50	479			
EBSCO sessions	2642	28798	2621	31269			
Mango sessions	6	141	3	70			
OverDrive: Universal Class total	12	1396	21	457			
AtoZ Database records viewed	5	29348	35	765			
Successful Info Retrieval	2930	76923	5012	62211			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	1	13	NA	NA	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	232	2436.5	233	2219	<i>Doors open W/F</i>	<i>10x9hr</i>	90
Circulation per Hour	54		51		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1436	16246	1509	13098			
Items Mended	9	170	30	261			
Gate Count	7740	87549	9266	96502			
Number Borrowers in Date	2570	26100	2378	192399			
Photocopies Made	30399	147077	73186	196849			
New Library Cards	138	1125	73	913			
Public Computer/Internet Usage	232	1761	202	2009			
Wireless Sessions	7877	32367	2523	25916			
Main Website Visits	1989	25055	2318	23645			
AWE Children's Computers	691	5500	571	4806			
Notary Services	33	317	37	312			
Tech Help Sessions	15	193	19	240			
Chickasaw Meals Program	1275	4365	234	643			
Proctor Exam	0	2	0	0			
Questions							
Reference Questions	601	6078	668	6943			
Informational Questions	3441	28169	2722	26891			
E-Mail Questions	63	544	42	464			
Total Questions	4105	34791	3432	34298			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 447.70	\$ 3,348.10	\$372.99	\$3,786.92	Overdues: Text 51		
Copies	\$ 982.80	\$ 8,456.71	\$760.20	\$7,274.69	Letter 63		
Interlibrary Loan	\$ 35.50	\$ 147.94	\$11.70	\$152.82			
Fax	\$ 265.30	\$ 2,405.85	\$246.30	\$2,284.60			
Lost & Paid Items	\$ 14.49	\$ 133.03	\$8.99	\$322.13			
Collections	\$ -	\$ 36.00	\$0.00	\$50.00			
Non-county Fee	\$ 25.00	\$ 225.00	\$0.00	\$75.00			
State Aid	\$ -	\$ 13,955.00	\$0.00	\$13,488.00			
Total Income	\$ 1,770.79	\$ 28,707.63	\$ 1,400.18	\$ 27,434.16			
Programming							
Children (0-5)							
In-Person Onsite	1	51	3	67			
Attendance	38	1205	114	1674			
In-Person Offsite	3	69	0	26			
Attendance	18	880	0	335			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	23	245	20	263			
Attendance	162	2022	230	3291			
In-Person Offsite	3	60	0	14			
Attendance	92	1059	0	185			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	41	342	25	256			
Attendance	120	1204	116	1580			
In-Person Offsite	0	4	0	0			
Attendance	0	34	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	37	411	35	549			
Attendance	252	2810	313	3321			
In-Person Offsite	1	8	5	5			
Attendance	36	242	27	27			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	9	58	2	56			
Attendance	87	1952	65	690			
In-Person Offsite	2	9	1	7			
Attendance	264	2283	200	1380			
Live Virtual	0	1	0	0			
Attendance	0	5	0	0			
Other Programming							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	128	1314	62	798			
Attendance	226	3407	237	2469			

May 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1	10.5	NA	NA			
Hours Open	93.5	969.5	99	973.25			
In-state visitors	59	799	40	757			
Out-of-state visitors	6	11	2	13			
In-house programs	2	22	2	31			
Attendance	15	198	8	228			
Outreach	0	3	1	1			
Attendance	0	173	13	13			
Research for patrons (hours)	23	264	12	464			
E-mail questions	135	982	55	728			
Phone questions	35	392	38	316			
Notary	2	2	0	11			
Website visits	294	3574	318	2266			
Computer use (hrs)	57	526	50	638.5			
Scanner (# patrons)	3	38	3	69	15 min		
Microfilm	0	0	0	6			
Copies sold	39	2172	45	1031			
Total money	3.95	217.3	\$4.50	\$103.30			
Memory lab usage (# patrons)	4	101	3	87	7 hr 50 min		