

Subject: Duncan Public Library Board Meeting
Date: Tuesday, March 26, 2024
Time: 9:30 am
Place: Stephens County Genealogy Library, 321 N. 8th St., Duncan, OK 73533

1. Call to Order with flag salute and prayer.
2. Read minutes from February 27, 2024, meeting. Consider approval.
3. Presentation of library claims for February. Consider approval.
4. Director's report
 - a. Library statistics for February
 - b. Accomplishments and challenges
 - c. Upcoming programming and plans
5. Genealogy Branch Manager's report
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, February 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

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 Johnson, and the prayer was led by Fritts.

II. Reading of Previous Minutes

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

III. Presentation of Library Claims for January

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

IV. Director's Report

- Ryker presented the library statistics for January 2024.
- Genealogy updates: Brown Bag March 6: How we got to Oklahoma. Memory Lab has been in continuous use. Received donations of supplies (DVDs, flashdrives). Case discussed success of Genealogy Society's Sweet Treats fundraiser.
- Accomplishments and challenges discussed: Hotspots now available to the public; longevity pins will be given by the city to Kristi King (5 yrs), Betty Greer (10 yrs), and Rich Cassidy (15 yrs); Blind date with a book was big success, had to be refilled 3 times; AC replacement approved by council, 90-100 days lead time; elevator wall fixed; cubicle walls brought in to help make spaces neat: children's dept chair storage, stairwell closet area, and upstairs teen librarian desk; Waived over \$500 in fines for people; lots of internal procedures improved including desk activities guide, holding codes improvements, and new calendar usage for room reserves and personnel.
- Upcoming programming and plans: Annual FOL meeting March 5, Dr. Sarah Janda and coauthors of This Land is Herland; LTAIO Native Tongue Mar. 7; Gilmore Girls trivia at Jitters Mar. 15; Blood drive Mar. 20; MarioKart tournaments for spring break, daily per age group; Teen mystery escape game Mar 22; Keepy Uppy at the mall Mar. 23.

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V. Discuss and consider approving proposed Circulation Policy changes to sections “Getting a Library Card” and “Loans.”

Johnson moved to approve adding age 17 to changes, and subject to Stone’s final approval.
Fritts seconded. All approved.

VI. Old Business

No old business was discussed.

VII. New Business

Next meeting will be at Stephens County Genealogy Library.

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 10:23 am.

Duncan Public Library
Claims for February 1 through 29, 2024
Submitted to Library Board, March 26, 2024

01-11-521400	<i>Materials/Supplies</i>	
24-0607	The Library Store	\$358.35
	Custom library stamps	
24-0630	Quill.....	\$161.96
	Toilet paper roll dispensers	
24-0857	Quill.....	\$416.39
	Paper, paper towels, binder clips, sharpies, batteries	
01-11-524200	<i>Contract Services</i>	
24-0822	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
01-11-524550	<i>Databases</i>	
24-0738	Newsbank.....	\$3,941.00
	1-yr renewal of America's News, Heritage Hub	
24-0924	Midwest Tape.....	\$1,874.55
	Hoopla usage January 2024	
01-11-529300	<i>Materials/Subscriptions</i>	
24-0764	Renaissance	\$93.25
	1-yr subscription, AR bookguide	
15-11-530049	<i>Books</i>	
24-0036	Cengage	\$836.43
	Book order, large print (33)	
24-0146	Ingram.....	\$441.11
	Book order, January, Fiction (28)	
24-0416	Center Point LP.....	\$379.32
	Book order, February (16)	
24-0575	Midwest Tape.....	\$405.57
	DVD order, January (18)	
24-0606	Cengage	\$376.63
	Book order, Spanish, large print (17)	
24-0729	Cengage	\$847.29
	Book order, large print (32)	
24-0731	Amazon.....	\$327.35
	Book order, misc. (19)	

24-0763	Ingram.....	\$364.15
	Book order, nonfiction, February (21)	
24-0786	Center Point LP.....	\$379.32
	Book order, March, large print (16)	
24-0824	Genealogical.com.....	\$312.90
	Book order, genealogy (6)	
24-0855	JP Morgan Chase (VietBookstore).....	\$233.00
	Book order, world languages (16)	
24-0856	Blackstone.....	\$289.75
	Audiobook order, BOCs (7)	
24-0929	JP Morgan Chase (Chickasaw).....	\$114.19
	Book order (5 WL)	
27-11-521500	<i>Grants/Gifts: LTAIO</i>	
24-0727	Margery Kingsley.....	\$241.92
	Honoraria/travel fees for speaking LTAIO	
27-11-530108	<i>Grants/Gifts: Furniture/Equipment</i>	
24-0623	Amazon.....	\$169.99
	Collapsible handtruck	
24-0652	Demco.....	\$264.18
	Zig-zag overself displays for childrens	

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	334	2855	245	2149			
Inspirational Fiction	234	2213	203	2181			
LP Fiction	629	5200	521	4449			
McNaughton Fiction	13	147	30	189			
Mysteries	228	1926	214	1487			
New Fiction	354	2799	305	2530			
New LP Fiction	339	2974	268	2761			
Adult Paperbacks	65	471	64	581			
Science Fiction	47	324	23	230			
Westerns	54	420	51	342			
New YA Fiction	45	404	31	202			
YA Fiction	272	2228	185	1757		<i>This month</i>	<i>YTD</i>
YA Paperbacks	3	50	2	22	<i>Adult books added:</i>	208	1586
YA Sequoyah	20	145	17	79	<i>Adult books discarded:</i>	432	2437
Fiction Total	2637	22156	2159	18959			
LP Nonfiction	12	84	14	72			
McNaughton Nonfiction	20	252	31	188			
New LP Nonfiction	7	90	10	62			
New Nonfiction	161	1121	106	898			
Nonfiction	391	3125	348	2280			
New YA Nonfiction	36	170	3	43			
YA Nonfiction	121	1158	139	1035			
Nonfiction Total	748	6000	651	4578			
Total Adult/YA Fic/NF	3385	28156	2810	23537			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Juvenile Fic/NF							
New Easy	153	1423	135	925			
Easy Books	1215	10845	1192	9602			
Beginning Chapter Books	28	304	54	371			
New J Fiction	31	333	36	273			
Juvenile Fiction	264	2757	283	2326		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	214	2527	326	1775	<i>J books added:</i>	136	575
J Sequoyah	6	101	20	78	<i>J books discarded:</i>	30	593
J Fiction Total	1911	18290	2046	15350			
New J Nonfiction	48	338	94	354			
Juvenile Nonfiction	390	2819	436	2597			
J Nonfiction Total	438	3157	530	2951			
Total Juv Fic/NF	2349	21447	2576	18301			
Total Periodicals	142	1074	117	992			
Spanish Easy/Juv	0	27	12	21			
Spanish Fic/YA	2	17	5	13			
Spanish Nonfiction	0	20	1	7			
Total Spanish	2	64	18	41			
Interlibrary Loans: Borrowed	2	60	4	73			
Interlibrary Loans: Lent	23	340	29	293			
Adult Audio/Visual							
Books on CD	84	861	243	1445			
Playaways	6	25	2	33			
YA Books on CD	4	18	0	5			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	708	5371	585	4717			
DVDs - Young Adult	50	519	39	368			
Total Adult/YA A/V	852	6794	869	6568			
Juvenile Audio/Visual							
J Books on CD	6	74	9	52			
Music CD	0	11	6	20			
DVDs - Juvenile	272	2092	221	1234			
Total Juvenile A/V	278	2177	236	1306			
Other Items							
Video Games	249	2037	167	1050			
Cake Pans/Board Games	34	244	7	69			
Binge Boxes	57	341	19	345			
Total Other Items	340	2622	193	1464			
Total Physical Circulation	7371	62674	6848	52502			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1144	9954	1072	9044	<i>Adult checked out:</i>	2673	23286
eBooks	1697	15063	1684	14916	<i>Juv checked out:</i>	168	1731
Movies	0	0	0	3			
Magazines	0	0	0	159			
Total OverDrive	2841	25017	2756	24122			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	555	3769	396	2827	<i>Adult checked out:</i>	769	5537
Comics	13	127	41	160	<i>Juv checked out:</i>	94	590
eBooks	226	1743	223	1636			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	34	247	65	420			
Music	19	79	20	114			
TV	11	104	9	98			
Bingepass	5	58	3	29			
Total Hoopla	863	6127	757	5284			
Gale Reference eBooks	0	0	3	25			
Total Electronic Circulation	3704	31144	3516	29431			
Total Circulation	11075	93818	10364	81933			
Electronic Information							
Gale: Chilton	23	292	22	124			
Gale: LegalForms	4	33	3	17			
NewsBank: America's Newspaper	104	13413	2,828	20,297			
NewsBank: HeritageHub	1	59	4	97			
BrainFuse: HelpNow	23	135	8	100			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	1	9	1	16			
ProQuest: Ancestry	82	2250	22	1329			
ProQuest: HeritageQuest*	0	0	0	235	*Did not renew		
ProQuest: Fold3	12	176	1	357			
EBSCO sessions	2493	20586	2579	20431			
Mango sessions	4	116	4	56			
OverDrive: Universal Class total	282	1325	2	420			
AtoZ Database records viewed	207	25431	137	282			
Successful Info Retrieval	3236	63825	5611	43761			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	1	10	NA	NA	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	214	1756.5	204	1530	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	52		51		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1183	12493	1355	8806			
Items Mended	13	137	20	168			
Gate Count	6792	66718	8213	70061			
Number Borrowers in Date	2204	18970	1762	14377			
Photocopies Made	18374	85498	14507	98107			
New Library Cards	120	783	62	726			
Public Computer/Internet Usage	133	1113	214	1532			
Wireless Sessions	2530	19127	2198	19001			
Main Website Visits	1988	19215	2100	16679			
AWE Children's Computers	574	3566	230	2850			
Notary Services	42	240	44	217			
Tech Help Sessions	20	147	20	184			
Chickasaw Meals Program	112	2641	45	278			
Proctor Exam	0	2	0	0			
Questions							
Reference Questions	472	4367	613	4940			
Informational Questions	2204	19582	2290	18826			
E-Mail Questions	45	378	37	345			
Total Questions	2721	24327	2940	24111			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 126.08	\$ 2,271.17	\$150.34	\$2,910.41	Overdues: Text 64		
Copies	\$ 971.60	\$ 5,684.66	\$613.50	\$5,105.89	Letter 60		
Interlibrary Loan	\$ 14.28	\$ 90.39	\$3.90	\$129.42			
Fax	\$ 258.20	\$ 1,474.50	\$161.00	\$1,595.00			
Lost & Paid Items	\$ -	\$ 118.54	\$0.00	\$180.26			
Collections	\$ 10.00	\$ 36.00	\$0.00	\$30.00			
Non-county Fee	\$ 25.00	\$ 150.00	\$0.00	\$50.00			
State Aid	\$ -	\$ 13,955.00	\$13,488.00	\$13,488.00			
Total Income	\$ 1,405.16	\$ 23,780.26	\$ 14,416.74	\$ 23,488.98			
Programming							
Children (0-5)							
In-Person Onsite	5	40	4	46			
Attendance	135	922	105	1217			
In-Person Offsite	4	54	2	23			
Attendance	86	677	14	264			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	31	165	23	191			
Attendance	214	1402	248	2511			
In-Person Offsite	3	51	5	5			
Attendance	80	797	76	76			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	38	225	22	186			
Attendance	96	842	163	1314			
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	47	291	34	413			
Attendance	293	2055	212	2341			
In-Person Offsite	1	5	2	2			
Attendance	33	108	425	425			
Live Virtual	0	0	0	1			
Attendance	0	0	0	3			
General/Family/All Ages							
In-Person Onsite	4	37	5	37			
Attendance	542	1716	106	453			
In-Person Offsite	0	6	0	6			
Attendance	0	1819	0	1180			
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	118	971	58	616			
Attendance	213	2739	195	1818			

February 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1	9.5	NA	NA			
Hours Open	88	700	82.5	698.75			
In-state visitors	99	586	87	568			
Out-of-state visitors	0	5	0	9			
In-house programs	2	16	5	23			
Attendance	19	149	31	185			
Outreach	1	1	0	0			
Attendance	151	151	0	0			
Research for patrons (hours)	23	185	39	404			
E-mail questions	92	733	148	528			
Phone questions	47	289	23	221			
Notary	0	0	3	9			
Website visits	314	2686	161	1476			
Computer use (hrs)	50	389	96.5	478.5			
Scanner (# patrons)	4	25	3	57	2 hr 10 min		
Microfilm	0	0	0	6			
Copies sold	301	1714	62	777			
Total money	30.1	171.45	\$6.20	\$77.85			
Memory lab usage (# patrons)	14	71	3	66	148 hr 50 min		