

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, May 28, 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 April 23, 2024, meeting. Consider approval.
3. Presentation of library claims for April. 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, April 23, 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 9:33 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Case.

**II. Reading of Previous Minutes**

Minutes for the March 26, 2024, meeting were read. Johnson moved to approve minutes as presented. Fritts seconded. All approved.

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

Claims for March 2024 were reviewed. Case moved to approve as presented. Johnson seconded. All approved.

**IV. Director's Report**

- Ryker presented the library statistics for March 2024.
- Genealogy library updates: May 1 noon brown bag is how to use cemeteries as a resource, led by Kristi King; Ryker read excerpts from King's updates: Memory lab slow down, DAR meeting, lots of new people learning genealogy, working on Vietnam exhibit, working with the historical museum a lot.
- Accomplishments and challenges discussed: Lots of attention and complements about Safe Center's display on our lawn; 28 people check out hotspots so far, one has not come back, they were free but policy charges \$75-130 if not returned to help pay for replacements, eclipse week gave out 500 glasses and got many more requests, including almost 80 the day of, all eclipse events were well attended by families, AC update shows a July install date, virtual school testing is ongoing.
- Upcoming programming and plans: No toddler time/storytime in May, still having Minecraft and coding, SRP starts May 28 with Kickoff at Kiddieland free rides 5-7pm, Disney trivia at Kochendorfer, May 4 Star Wars trivia at Jitters, teen volunteer orientation May 17, last LTAIO is "One for the Money" presented by Caroline Larsen May 9, SRP book club at Jitters starts in June, popup at Hillcrest park May 29.

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- V. **Genealogy Branch Manager’s Report** 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.  
Ryker presented form and explained the services. Johnson approved. Case seconded. All approved. Pierce signed.
- VI. **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).**  
Case moved to begin executive session. Johnson seconded. Ryker was dismissed from the room.
- VII. **Consider reconvening into regular session.**  
Board reconvened and Stone invited Ryker back into the regular session.
- VIII. **Consider any action taken in relation to executive session.**  
Pierce presented Ryker with evaluation, and both signed.
- IX. **Old Business**  
No old business was discussed.
- X. **New Business**  
Johnson’s term may be up next month. Ryker will verify.
- XI. **Comments by Staff, Board, or Public**  
No comments by the staff.  
Case commented in request of a round of thanks to Pierce for her work as Library Board President.  
No public was in attendance.
- XII. **Adjournment**  
Fritts moved to adjourn. Stone seconded. All approved. Adjourned at 10:16 am.

**Duncan Public Library**  
**Claims for April 1 through 30, 2024**  
*Submitted to Library Board, May 28, 2024*

<b>01-11-521400</b>		<b><i>Materials/Supplies</i></b>	
24-1097	The Library Store .....	\$295.85	Hub labels, genre labels, label locks
24-1285	Demco .....	\$634.69	Barcodes, book jacket dispenser, book jackets
24-1403	Demco .....	\$507.78	YA shelving displays, A-Z and Dewey; GN genre stickers
24-1412	Quill.....	\$793.42	Trash bags, wypall rags, gloves, dishsoap, rubber bands
24-1440	Amazon.....	\$126.76	Kitchen supplies
24-1671	Quill.....	\$507.47	Copy paper, labels, cardstock, ink/toner
24-1680	Showcases .....	\$292.68	DVD cases, slim, 3-disc, 4-disc
24-1782	Misty Brodeur .....	\$123.54	Reimbursement for large magnet board for YA dept
24-1818	Quill.....	\$263.33	Soap, urinal screens, witeout tape, tissues
<b>01-11-522800</b>		<b><i>Phone</i></b>	
24-1785	ATT .....	\$48.82	Phone service, alarm - genealogy
24-1786	ATT .....	\$57.50	Wireless service - genealogy
24-1883	T-Mobile .....	\$291.57	Hotspots – April
<b>01-11-524550</b>		<b><i>Databases</i></b>	
24-1644	Midwest Tape.....	\$1,955.84	Hoopla usage, March 2024
<b>01-11-529300</b>		<b><i>Subscriptions</i></b>	
24-1783	Publishers Weekly .....	\$189.99	1-yr renewal subscription to Publishers Weekly

<b>15-11-530049</b>	<b>Books</b>	
24-0037	Baker & Taylor.....	\$849.54
	Book order, adults, AYAT (42)	
24-0038	Blackstone.....	\$832.26
	Audiobook order, adults, BOCDs (15)	
24-0368	Baker & Taylor.....	\$462.68
	Book order, YA, NF/Fic (31)	
24-0854	Ingram.....	\$723.94
	Book order, adult, nonfiction, March (42)	
24-1052	Baker & Taylor.....	\$444.26
	Book order, childrens, easy, Feb. (33)	
24-1053	Midwest Tape.....	\$383.86
	DVD order, adults, Feb. (14)	
24-1324	Cengage.....	\$840.54
	Book order, large print (32)	
24-1325	Center Point LP.....	\$379.32
	Book order, large print (16)	
24-1351	Ingram.....	\$939.58
	Book order, adult, fiction, April (58)	
<b>27-11-521500</b>	<b>Grants/Gifts: LTAIO</b>	
24-1523	Nyla Khan.....	\$306.11
	Honoraria/travel fees for speaking LTAIO	

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Adult/YA Fic/NF</b>							
Fiction	364	3508	287	2755			
Inspirational Fiction	293	2756	256	2771			
LP Fiction	627	6349	758	5887			
McNaughton Fiction	2	158	21	249			
Mysteries	229	2382	210	1888			
New Fiction	311	3377	319	3257			
New LP Fiction	347	3653	322	2408			
Adult Paperbacks	38	566	78	729			
Science Fiction	58	433	37	305			
Westerns	35	505	42	447			
New YA Fiction	79	520	22	256			
YA Fiction	249	2696	233	2296		<i>This month</i>	<i>YTD</i>
YA Paperbacks	2	60	5	38	<i>Adult books added:</i>	202	1996
YA Sequoyah	14	169	10	104	<i>Adult books discarded:</i>	129	2967
<b>Fiction Total</b>	<b>2648</b>	<b>27132</b>	<b>2600</b>	<b>23390</b>			
LP Nonfiction	11	107	13	106			
McNaughton Nonfiction	12	277	48	295			
New LP Nonfiction	12	112	23	100			
New Nonfiction	125	1400	134	1202			
Nonfiction	336	3719	328	3030			
New YA Nonfiction	40	235	5	67			
YA Nonfiction	131	1424	215	1510			
<b>Nonfiction Total</b>	<b>667</b>	<b>7274</b>	<b>766</b>	<b>6310</b>			
Display	18	33	NA	NA			
YA Display	0	6	NA	NA			
Graphic Novels	21	31	NA	NA			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Total Adult/YA Fic/NF</b>	<b>3354</b>	<b>34476</b>	<b>3366</b>	<b>29700</b>			
<b>Juvenile Fic/NF</b>							
New Easy	154	1698	106	1173			
Easy Books	1297	13334	1116	12320			
Beginning Chapter Books	15	344	35	479			
New J Fiction	32	408	51	376			
Juvenile Fiction	363	3417	302	3016		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	322	3097	332	2532	<i>J books added:</i>	94	757
J Sequoyah	10	118	9	97	<i>J books discarded:</i>	45	644
<b>J Fiction Total</b>	<b>2193</b>	<b>22416</b>	<b>1951</b>	<b>19993</b>			
New J Nonfiction	65	460	139	646			
Juvenile Nonfiction	532	3798	440	3604			
<b>J Nonfiction Total</b>	<b>597</b>	<b>4258</b>	<b>579</b>	<b>4250</b>			
<b>Total Juv Fic/NF</b>	<b>2790</b>	<b>26674</b>	<b>2530</b>	<b>24243</b>			
<b>Total Periodicals</b>	<b>93</b>	<b>1262</b>	<b>163</b>	<b>1162</b>			
Spanish Easy/Juv	2	32	2	30			
Spanish Fic/YA	3	22	0	14			
Spanish Nonfiction	1	22	0	10			
<b>Total Spanish</b>	<b>6</b>	<b>76</b>	<b>2</b>	<b>54</b>			
Interlibrary Loans: Borrowed	13	81	3	86			
Interlibrary Loans: Lent	52	448	18	342			
<b>Adult Audio/Visual</b>							
Books on CD	100	1040	183	1888			
Playaways	11	44	2	40			
YA Books on CD	2	24	2	10			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
DVDs - Adult	726	6755	699	6199			
DVDs - Young Adult	45	605	84	502			
<b>Total Adult/YA A/V</b>	<b>884</b>	<b>8468</b>	<b>970</b>	<b>8639</b>			
<b>Juvenile Audio/Visual</b>							
J Books on CD	18	105	8	77			
Music CD	3	14	0	22			
DVDs - Juvenile	329	2752	207	1750			
<b>Total Juvenile A/V</b>	<b>350</b>	<b>2871</b>	<b>215</b>	<b>1849</b>			
<b>Other Items</b>							
Video Games	328	2645	180	1451			
Cake Pans/Board Games	47	332	39	138			
Binge Boxes	63	453	59	486			
Hotspots	34	78	NA	NA			
<b>Total Other Items</b>	<b>472</b>	<b>3508</b>	<b>278</b>	<b>2075</b>			
<b>Total Physical Circulation</b>	<b>8001</b>	<b>77783</b>	<b>7542</b>	<b>68064</b>			
<b>Electronic Circulation</b>							
<b>OverDrive</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	1220	12387	1119	11358	<i>Adult checked out:</i>	2840	28975
eBooks	1796	18732	1835	18618	<i>Juv checked out:</i>	176	2144
Movies	0	0	0	3			
Magazines	0	0	0	159			
<b>Total OverDrive</b>	<b>3016</b>	<b>31119</b>	<b>2954</b>	<b>30138</b>			
<b>Hoopla</b>						<i>This month</i>	<i>YTD</i>
eAudiobooks	581	4898	390	3579	<i>Adult checked out:</i>	821	7117
Comics	22	171	24	209	<i>Juv checked out:</i>	96	791
eBooks	222	2205	217	2055			



# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Movies	41	307	29	477			
Music	17	113	16	138			
TV	24	144	16	130			
Bingepass	10	70	1	36			
<b>Total Hoopla</b>	<b>917</b>	<b>7908</b>	<b>693</b>	<b>6624</b>			
Gale Reference eBooks*	0	0	0	25	*Did not renew		
<b>Total Electronic Circulation</b>	<b>3933</b>	<b>39027</b>	<b>3647</b>	<b>36787</b>			
<b>Total Circulation</b>	<b>11934</b>	<b>116810</b>	<b>11189</b>	<b>104851</b>			
<b>Electronic Information</b>							
Gale: Chilton	25	354	30	185			
Gale: LegalForms	1	36	1	26			
NewsBank: America's Newspaper	9	13435	1,749	24,666			
NewsBank: HeritageHub	68	131	0	97			
BrainFuse: HelpNow	66	239	2	118			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	3	12	0	18			
ProQuest: Ancestry	129	2512	121	1542			
ProQuest: HeritageQuest*	0	0	0	237	*Did not renew		
ProQuest: Fold3	38	256	42	429			
EBSCO sessions	2953	26156	2819	28648			
Mango sessions	4	135	2	67			
OverDrive: Universal Class total	0	1384	16	436			
AtoZ Database records viewed	187	29343	362	730			
<b>Successful Info Retrieval</b>	<b>3483</b>	<b>73993</b>	<b>5144</b>	<b>57199</b>			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Services-Main</b>							
Days Closed	0	12	NA	NA	<i>Doors open M/T/Th</i>	<i>14x10hr</i>	140
Public Service Hours	234	2204.5	205	1977	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	51		55		<i>Doors open Sat</i>	<i>4x5.5hr</i>	22
In-House Circulation	1210	14810	1277	11589			
Items Mended	9	161	27	231			
Gate Count	6836	79809	8005	87236			
Number Borrowers in Date	2344	23530	2107	190021			
Photocopies Made	15831	116678	13283	123663			
New Library Cards	93	987	59	840			
Public Computer/Internet Usage	214	1529	130	1807			
Wireless Sessions	2565	24490	2191	23393			
Main Website Visits	1876	23066	2048	21327			
AWE Children's Computers	629	4809	412	4235			
Notary Services	26	284	27	275			
Tech Help Sessions	13	178	21	221			
Chickasaw Meals Program	266	3090	68	409			
Proctor Exam	0	2	0	0			
<b>Questions</b>							
Reference Questions	558	5477	633	6275			
Informational Questions	2682	24728	2510	24169			
E-Mail Questions	55	481	29	422			
<b>Total Questions</b>	<b>3295</b>	<b>30686</b>	<b>3172</b>	<b>30866</b>			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Income-Main</b>							
Fines	\$ 386.99	\$ 2,900.40	\$181.36	\$3,413.93	Overdues: Text 80		
Copies	\$ 930.00	\$ 7,473.91	\$660.95	\$6,514.49	Letter 73		
Interlibrary Loan	\$ 12.95	\$ 112.44	\$7.60	\$141.12			
Fax	\$ 273.15	\$ 2,140.55	\$211.00	\$2,038.30			
Lost & Paid Items	\$ -	\$ 118.54	\$0.00	\$313.14			
Collections	\$ -	\$ 36.00	\$10.00	\$50.00			
Non-county Fee	\$ 50.00	\$ 200.00	\$25.00	\$75.00			
State Aid	\$ -	\$ 13,955.00	\$0.00	\$13,488.00			
<b>Total Income</b>	<b>\$ 1,653.09</b>	<b>\$ 26,936.84</b>	<b>\$ 1,095.91</b>	<b>\$ 26,033.98</b>			
<b>Programming</b>							
<b>Children (0-5)</b>							
In-Person Onsite	4	50	8	64			
Attendance	105	1167	189	1560			
In-Person Offsite	8	66	1	26			
Attendance	90	862	35	335			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>Children (6-11)</b>							
In-Person Onsite	28	222	23	243			
Attendance	209	1860	254	3061			
In-Person Offsite	3	57	7	14			
Attendance	80	967	73	185			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>YA/Teens (12-18)</b>							
In-Person Onsite	41	301	22	231			
Attendance	118	1084	59	1464			
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	40	374	53	514			
Attendance	203	2558	339	3008			
In-Person Offsite	1	7	0	0			
Attendance	93	206	0	0			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
<b>General/Family/All Ages</b>							
In-Person Onsite	6	49	3	54			
Attendance	112	1865	63	625			
In-Person Offsite	0	7	0	6			
Attendance	0	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	112	1186	58	736			
Attendance	245	3181	210	2232			

# April 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
<b>Genealogy Library</b>							
Days closed	0	9.5	NA	NA			
Hours Open	88	876	88	874.25			
In-state visitors	77	740	70	717			
Out-of-state visitors	0	5	2	11			
In-house programs	2	20	2	29			
Attendance	17	183	13	220			
Outreach	1	3	0	0			
Attendance	11	173	0	0			
Research for patrons (hours)	28	241	28	452			
E-mail questions	57	847	62	673			
Phone questions	34	357	21	278			
Notary	0	0	0	11			
Website visits	288	3280	272	1948			
Computer use (hrs)	40	469	50	588.5			
Scanner (# patrons)	5	35	2	66	10 min		
Microfilm	0	0	0	6			
Copies sold	169	2133	40	986			
Total money	16.9	213.35	\$4.00	\$98.80			
Memory lab usage (# patrons)	13	97	2	84	6 hr 40 min		