Subject: Duncan Public Library Board Meeting

Date: Tuesday, July 27, 2021

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 June 22, 2021, meeting. Consider approval.
- 3. Presentation of library claims for June. Consider approval.
- 4. Director's report
 - a. Library statistics
 - b. Genealogy library info
 - c. Accomplishments and problems
 - d. Summer reading early review
- 5. Presentation and tour of the library
- 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 Claims for June 1 through 30, 2021

Submitted to Library Board, July 27, 2021

01-11-521400 21-1771	Materials & Supplies Quill
21-1874	Quill\$394.79 Soap dispensers, soap, toilet paper, paper towels, clips
21-2030	Quill\$219.55 Kitchen supplies, cleaning, paper
01-11-523400 21-0082	Janitorial Lisa Campbell\$6,600.00 6-months cleaning services (1,100 paid every month)
01-11-524200 21-2027	Contract Services Channels\$225.00 Round 3 weed/lawn services
01-11-524550 21-1789	Databases Midwest Tape\$906.80 Hoopla usage, May 2021
21-1809	Brainfuse\$3,930.00 1-yr renewal educational databases: HelpNow, JobNow, LearnNow
15-11-530049 21-1573	Books Cengage
21-1652	Ingram Entertainment\$754.40 Video game order (16)
21-1684	Ingram\$680.57 Book order (42)
21-1696	Ingram\$253.19 Book order (14)
21-1787	Center Point LP\$360.12 Book order (16)

Duncan Public Library Board of Directors Meeting Minutes Tuesday, June 22, 2021



Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK

Board Members Present: Tanya Case, John Ray Green, Brendhan Fritts, Geoff Johnson

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

- A. Meeting called to order at 9:30 am by Tanya Case.
- B. Flag salute led by Tanya Case; Prayer led by John Ray Green.

II. Reading of Previous Minutes

Minutes for May 25, 2021, meeting were read. John Ray Green moved to approve. Geoff Johnson seconded. All approved.

III. Presentation of Library Claims

Claims for May were reviewed. Discussed Pippin Brothers contracts for maintaining AC system. Geoff Johnson moved to approve. Brendhan Fritts seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for May, primarily patron counts. Reminder that "current" totals run from July 2020 til now; "previous year" totals ran from July 2019 to this time last year.
- Summer reading: So far, adults (76), Early (29), teens (69), Kids (207).
- Genealogy info: Brown Bags discussed, along with featured yearbooks and out-of-state help we are providing.

V. Presentation and Tour of the Library

Board postponed until Jo Ann Pierce could participate in July's meeting.

VI. Old Business

VII. New Business

VIII. Comments by Staff, Board, or Public

No comments by staff, board, or public. No public attending.

IX. Adjournment

Geoff Johnson moved to adjourn. Brendhan Fritts seconded. All approved. Adjourned at 9:53 am.

June 2021

		1			
	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Circulation					Physical items added: 331
Fiction	332	4267	159	3168	. Hysical recins added 551
Mysteries	220	3621	90	3319	
Westerns	65	879	17	566	
Science Fiction	26	366	12	379	
New Fiction	364	5236	151	3794	
Adult Paperbacks	84	1040	34	878	
McNaughton Fiction	37	206	1	78	
Inspirational Fiction	271	3573	53	5485	
LP Fiction	585	9098	306	7308	
New LP Fiction	344	4571	178	4603	
Total Adult Fiction	2328	32857	1001	29578	
No. Caller	224				
Nonfiction	324	3474	90	3619	
New Nonfiction	121	1614	40	1241	
LP Nonfiction	9	111	5	124	
New LP Nonfiction	5	134	8	172	
McNaughton Nonfiction	24	214	3	109	
Total Adult NF	487	5547	146	5265	
New YA Fiction	59	445	19	584	
New J Fiction	51	285	14	325	
Juvenile Fiction	390	2560	110	3025	
YA Fiction	244	2265	114	2386	
Easy Books + New Easy	1578	10014	308	11261	
Juvenile Paperbacks	285	2656	84	1966	
YA Paperbacks	13	98	3	137	
Sequoyah	39	257	13	181	
Beginning chapter books	60	513	13	428	
Total Juv/YA Fiction	2719	19093	679	20293	
	1	1			
New J Nonfiction	49	215	1	160	
Juvenile Nonfiction	397	2810	85	2423	
New YA Nonfiction	30	242	NA	NA	
YA Nonfiction	126	986	24	1300	
Total Juv/YA NF	602	4253	110	3883	
Total Periodicals	148	1449	41	1254	
Spanish Easy, JUV ,YA	12	26	0	7	
Spanish nonfiction	2	3	0	13	
Spanish fiction	2	9	0	13	
Total Spanish	16	38	0	33	
Interlibrary Loans: Borrowed	10	102	2	149	
Interlibrary Loans: Lent	32	552	30	564	
Total Print	6342	63891	2009	61019	
- Court init		1			
Video games	122	953	27	673	
Books on CD	147	1889	53	2226	Total audiobooks: 159
J Books on CD	4	21	0	51	
YA Books on CD	0	31	1	30	
Playaways	8	68	0	58	
Kit	1	55	2	161	Cake pans
Music CD	0	6	3	22	
DVDs - Adult	662	9477	246	9041	Total DVDs: 1051
DVDs - Juvenile	279	2437	97	2787	
DVDs - Young Adult	110	1368	68	1739	
OverDrive: eAudiobooks	654	8848	731	4040	Total OverDrive: 2597
OverDrive: eBooks	1891	23550	1973	23102	
OverDrive: movies	10	45	5	15	
OverDrive: magazines	42	388	94	747	(Was Zinio in 2020)

June 2021 stats for July 2021 meeting

June 2021

1	This	YTD -	This Month -	YTD - Previous	
	Month	Current	Previous Year	Year	
hoonia audio	218	2333		1531	Total bookles 472
hoopla audio	218	363	151 56	426	Total hoopla: 472
hoopla comics hoopla eBooks	150	1979	206	1660	
hoopia ebooks	31	558	21	251	
hoopla music	13	128	17	118	
hoopla TV	37	309	20	310	
Gale Reference eBooks	0	31	0	27	
	4402	54837	3677	48268	
Total Nonprint					
Total Circulation	10744	118728	5686	109287	
Databases	+				
Gale: Chilton	19	82	9	153	
	0	54	0	75	
Gale: LegalForms	+-	ļ .	+		
NewsBank: America's Newspapers	2238	26167	1716	39977	
NewsBank: Genealogy Bank	0	152	4	715	
BrainFuse: HelpNow	7	156	0	227	
BrainFuse: LearnNow	2	363	0	345	
BrainFuse: JobNow	1	27	1	193	
ProQuest: Ancestry	82	3340	146	3221	
ProQuest: HeritageQuest	20	490	48	897	
ProQuest: Fold3	10	811	36	454	
EBSCO sessions	2737	30489	2439	21790	
Mango sessions	28	259	1	389	
Recorded Books: Zinio	NA	983	94	747	All items finally transferred to OverDrive
Recorded Books: Universal Class total		121	3	336	
AtoZ Database records viewed	1034	12174	5249	15699	
Total Database Usage	6183	75668	9746	91406	
Services-Main					
Public Service Hours	216	2098	226	2611.5	Doors open 13 days, 930-7 (9.5hr) = 123.5
Circulation per Hour	50	2038	25	2011.5	Doors open 9 days, 930-6 (8.5hr) = 76.5
In-House Circulation	665	6362	654	10455	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	28	328	10	1073	3aturuays 4 uays, 3.30-1.30 (4111) – 10
Gate Count	7385	47970	5450	91601	
Number of borrowers in date range		15531	735	23136	
Photocopies Made	13176	95540	6840	81269	
r Hotocopies iviaue	131/0			754	
•	0.2	1550		1/34	
New library cards	93	1559	40		
New library cards Public computer/Internet usage	320	6580	312	6972	Unione verse 757
New library cards Public computer/Internet usage Wireless sessions	320 10745	6580 66890	312 5222	6972 59727	Unique users: 757
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers	320 10745 0	6580 66890 0	312 5222 0	6972 59727 8007	Unique users: 757 Currently offline
New library cards Public computer/Internet usage Wireless sessions	320 10745	6580 66890	312 5222	6972 59727	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers	320 10745 0	6580 66890 0	312 5222 0	6972 59727 8007	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers Notary Services	320 10745 0	6580 66890 0	312 5222 0	6972 59727 8007	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers Notary Services Questions	320 10745 0 20	6580 66890 0 52	312 5222 0 NA	6972 59727 8007 NA	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers Notary Services Questions Reference Questions	320 10745 0 20 626	6580 66890 0 52	312 5222 0 NA	6972 59727 8007 NA	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers Notary Services Questions Reference Questions Informational Questions	320 10745 0 20 626 1348	6580 66890 0 52 6061 17889	312 5222 0 NA 264 1573	6972 59727 8007 NA 9066 43630	
New library cards Public computer/Internet usage Wireless sessions AWE Children's computers Notary Services Questions Reference Questions Informational Questions E-Mail Questions Total Questions	320 10745 0 20 626 1348 58	6580 66890 0 52 6061 17889 296	312 5222 0 NA 264 1573	6972 59727 8007 NA 9066 43630 121	
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June 2021

Month Current Previous Year Vear Manual Comment Previous Year Vear Yelws 325 1479 1645 2458 ————————————————————————————————————		This	YTD -	This Month -	YTD - Previous	
Views						
Teen In-Person Programs 10	Views	!		+	ļ	
Attendance		-			-	20 teen volunteers
Teen Live Virtual 2						
New						
Views						152 cilia take ii iiiakes
Teen Recorded Programs 0 66 4 4 4 Comment Comment Attendance Author Attendance Author Attendance Author Attendance Author S Comment Author A						
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Income						
Fines 501.94 2048.66 0 4329.01 Copies 566.95 5985.45 0 4855.88 Interlibrary Loan 20.35 252.35 0 157.11 Fax 230.4 3029.15 0 2182.5 Lost & Paid Items 17.99 318.92 0 2651.7 Collections 20 117 0 116 Non-county fee 0 50 0 50 State Aid 0 13664 14273 14273	Troctor Exam			0	-	
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Fax 230.4 3029.15 0 2182.5 Image: Computer of the part	Copies	566.95	5985.45	0	4855.88	
Lost & Paid Items 17.99 318.92 0 2651.7 Image: Collections 20 117 0 116 Image: Collections 20 117 0 116 Image: Collections 120	Interlibrary Loan	20.35	252.35	0	157.11	
Collections 20 117 0 116 Incomposition of the properties of the pr	Fax	230.4	3029.15	0	2182.5	
Non-county fee 0 50 0 50 State Aid 0 13664 14273 14273 Total Income 1357.63 25464.73 14273 28615.2 Genealogy Library Insumption Image: Control of the program of t	Lost & Paid Items	17.99	318.92	0	2651.7	
State Aid 0 13664 14273 14273 Total Income 1357.63 25464.73 14273 28615.2 Genealogy Library	Collections	20	117	0	116	
Total Income 1357.63 25464.73 14273 28615.2 Genealogy Library Instate visitors 61 533 28 656 Instate visitors 61 533 28 656 Instate visitors 3 5 0 23 Instate visitors 3 5 0 23 Instate visitors 3 5 0 23 Instate visitors 18 0 18 0 18 Instate visitors 0 4 18 0 0 18 0 0 18 0 0 19 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Non-county fee	0	50	0	50	
Genealogy Library Image: Computer of the programs of the program of	State Aid	0	13664	14273	14273	
In-state visitors 61 533 28 656 Inches of the state visitors 3 5 0 23 Inches of the state visitors 18 0 18 Inches of the state visitors 18 0 18 Inches of the state visitors 18 0 18 Inches of the state visitors 195 Inches of the state visitors 196 195 Inches of the state visitors 197 194 195 194 195 194 194 194 194 194 196 195 194 194 194 194 194 194 194 194 194 194	Total Income	1357.63	25464.73	14273	28615.2	
In-state visitors 61 533 28 656 Inches of the state visitors 3 5 0 23 Inches of the state visitors 18 0 18 Inches of the state visitors 18 0 18 Inches of the state visitors 18 0 18 Inches of the state visitors 195 Inches of the state visitors 196 195 Inches of the state visitors 197 194 195 194 195 194 194 194 194 194 196 195 194 194 194 194 194 194 194 194 194 194						
Out-of-state visitors 3 5 0 23 Inhouse programs 2 18 0 18 Inhouse programs 2 18 0 18 Inhouse programs 2 18 0 195 Inhouse programs 23 171 0 195 Inhouse programs 196 Inhouse programs 196 Inhouse programs 196 Inhouse programs 198 Inhouse programs	Genealogy Library					
In-house programs 2 18 0 18 Attendance 23 171 0 195 Outreach 0 5 0 4 Attendance 0 63 0 59 Hours open 83 914 NA NA Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Phone questions 29 193 17 89 Computer use 60 412 32 386 Scanner 10 133 12 126 55 min. Microfilm 0 12 0 25 Most items on digitizer Copies sold 34 329 0 531 Research donations 0 24.85 0 1481 Total Money 3.4 70.85 0 238.55	In-state visitors	61	533	28	656	
Attendance 23 171 0 195 Outreach 0 5 0 4 Attendance 0 63 0 59 Hours open 83 914 NA NA Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Phone questions 29 193 17 89 Computer use 60 412 32 386 Scanner 10 133 12 126 55 min. Microfilm 0 12 0 25 Most items on digitizer Copies sold 34 329 0 531 Research donations 0 24.85 0 1481 Total Money 3.4 70.85 0 238.55	Out-of-state visitors	3	5	0	23	
Outreach 0 5 0 4 Attendance 0 63 0 59 Hours open 83 914 NA NA Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Phone questions 29 193 17 89 Computer use 60 412 32 386 Scanner 10 133 12 126 55 min. Microfilm 0 12 0 25 Most items on digitizer Copies sold 34 329 0 531 Research donations 0 24.85 0 1481 Total Money 3.4 70.85 0 238.55	In-house programs	2	18	0	18	
Attendance 0 63 0 59 Hours open 83 914 NA NA Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Phone questions 29 193 17 89 Computer use 60 412 32 386 Scanner 10 133 12 126 55 min. Microfilm 0 12 0 25 Most items on digitizer Copies sold 34 329 0 531 Research donations 0 24.85 0 1481 Total Money 3.4 70.85 0 238.55	Attendance	23	171	0	195	
Hours open 83 914 NA NA Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Phone questions 29 193 17 89 Computer use 60 412 32 386 Scanner 10 133 12 126 55 min. Microfilm 0 12 0 25 Most items on digitizer Copies sold 34 329 0 531 Research donations 0 24.85 0 1481 Total Money 3.4 70.85 0 238.55	Outreach	0	5	0	4	
Hours spent researching for people 65 617 40 282 E-mail questions 37 194 12 59 Feed to the people of th	Attendance	0	63	0	59	
E-mail questions 37 194 12 59 Image: E-mail questions 193 17 89 Image: E-mail questions 193 17 89 Image: E-mail questions Image: E-mail questions 386 Image: E-mail questions 386 Image: E-mail questions 55 min. Image: E-mail questions 55 min. Image: E-mail questions 55 min. Image: E-mail questions Most items on digitizer Image: E-mail questions Most items on digitizer Image: E-mail questions Most items on digitizer Image: E-mail questions Image: E-mail qu	Hours open	83	914	NA	NA	
E-mail questions 37 194 12 59 Image: E-mail questions 193 17 89 Image: E-mail questions 193 17 89 Image: E-mail questions Image: E-mail questions 386 Image: E-mail questions 386 Image: E-mail questions 55 min. Image: E-mail questions 55 min. Image: E-mail questions 55 min. Image: E-mail questions Most items on digitizer Image: E-mail questions Most items on digitizer Image: E-mail questions Most items on digitizer Image: E-mail questions Image: E-mail qu	Hours spent researching for people	65	617	40	282	
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	Memory Lab Usage # of patrons	38	138	6	110	Hours used: 100 hr