

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	<i>Materials & Supplies</i>	
21-1771	Quill.....	\$715.96
	Toner/ink, Swiffer dusters	
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	<i>Janitorial</i>	
21-0082	Lisa Campbell.....	\$6,600.00
	6-months cleaning services (1,100 paid every month)	
01-11-524200	<i>Contract Services</i>	
21-2027	Channels.....	\$225.00
	Round 3 weed/lawn services	
01-11-524550	<i>Databases</i>	
21-1789	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	<i>Books</i>	
21-1573	Cengage	\$748.23
	Book order (31)	
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

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Circulation					Physical items added: 331
Fiction	332	4267	159	3168	
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	
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	
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	
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

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
hoopla audio	218	2333	151	1531	Total hoopla: 472
hoopla comics	23	363	56	426	
hoopla eBooks	150	1979	206	1660	
hoopla movies	31	558	21	251	
hoopla music	13	128	17	118	
hoopla TV	37	309	20	310	
Gale Reference eBooks	0	31	0	27	
Total Nonprint	4402	54837	3677	48268	
Total Circulation	10744	118728	5686	109287	
Databases					
Gale: Chilton	19	82	9	153	
Gale: LegalForms	0	54	0	75	
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	5	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		25		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	
Gate Count	7385	47970	5450	91601	
Number of borrowers in date range	2101	15531	735	23136	
Photocopies Made	13176	95540	6840	81269	
New library cards	93	1559	40	754	
Public computer/Internet usage	320	6580	312	6972	
Wireless sessions	10745	66890	5222	59727	Unique users: 757
AWE Children's computers	0	0	0	8007	Currently offline
Notary Services	20	52	NA	NA	
Questions					
Reference Questions	626	6061	264	9066	
Informational Questions	1348	17889	1573	43630	
E-Mail Questions	58	296	15	121	
Total Questions	2032	24246	1852	52817	
Programming					
Adult In-Person Programs	17	29	0	203	MWF: Tai Chi; W: Line Dancing; TT: GeriFit
Attendance	136	225	0	1032	
Adult Live Virtual	0	2	0	0	
Attendance	0	12	0	0	
Views	0	225	0	0	
Adult Recorded Programs	0	3	5	5	
Views	0	22	36	36	
Childrens In-Person Programs	46	77	0	81	
Attendance	539	722	0	1604	
Childrens Live Virtual	0	4	0	0	
Attendance	0	24	0	0	
Views	0	555	0	0	
Childrens Recorded Programs	16	55	23	42	

June 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Views	325	1479	1645	2458	
Teen In-Person Programs	10	11	0	66	20 teen volunteers
Attendance	72	85	0	1320	80 teen take-n-makes
Teen Live Virtual	2	9	0	0	152 child take-n-makes
Attendance	8	31	0	0	
Views	8	20	0	0	
Teen Recorded Programs	0	66	4	4	
Views	0	522	400	400	
Other Programs & Meeting Rooms	24	151	0	240	
Attendance	49	388	0	969	
Adult Outreach	0	1	0	5	
Attendance	0	13	0	405	
Children Outreach	0	5	0	95	
Attendance	0	81	0	930	
Passive Programming	336	1400	36	3867	StoryWalk-all 50 kits taken
Engagement	4291	21471	2479	6410	
Tech Help sessions	34	408	46	769	
Chickasaw Meals Program	583	2225	NA	NA	
Proctor Exam	0	0	0	4	
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	
Total Income	1357.63	25464.73	14273	28615.2	
Genealogy Library					
In-state visitors	61	533	28	656	
Out-of-state visitors	3	5	0	23	
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	
Memory Lab Usage # of patrons	38	138	6	110	Hours used: 100 hr