

Subject: Duncan Public Library Board Meeting
Date: Tuesday, November 22, 2022
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 October 25, 2022, meeting. Consider approval.
3. Presentation of library claims for October. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Consider approval of schedule of library board meetings for 2023.
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, October 25, 2022
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, Brendhan Fritts, Geoff Johnson

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 September 27, 2022, meeting were read. Johnson moved to approve. Fritts seconded. All others approved.

III. Presentation of Library Claims

Claims for September were reviewed. Johnson moved to approve. Fritts seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for September.
- Genealogy library updates: Annual meeting update; Nov. 2 Brown Bag features Wilson Seawright with Chickasaw Nation, Native genealogy; Spread word about memory lab; DAR discussing sidewalk possibilities.
- Accomplishments and challenges discussed: Roof leaks update; Cameron U donations of study carrels and tables update; Lesa Hefner with DRH working on health career programs with us; Receiving \$4000 grant for STEM books, audio, DVDs for children/YA from Dorothy Kyler Foundation; new TANF worker helping out; outreach to Delta started back up: 60 kids; office/section shifts: Ryker office, workroom, breakroom, Citizenship corner, more to come; caretaker computer available; fall break success; storywalk update; electrical to sign update.
- Upcoming programming and plans: This week: costume storytime, boo review, trick or treat, fictionally speaking; NEA Grant partnership: There There by Tommy Orange, Nov. 12 Chickasaw Nation day with speakers, storytime, crafts, Gary Reddin led book discussion Nov. 22 6pm, fictionally speaking Native authors.

V. Old Business

No old business was discussed.

VI. New Business

No new business was discussed.

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VII. Comments by Staff, Board, or Public

No comments were made. No public was in attendance.

VIII. Adjournment

Fritts moved to adjourn. Johnson seconded. All approved. Adjourned at 9:51 am.

City of Duncan
PROPOSED Duncan Public Library Board
Schedule of Regular Meetings
Calendar Year 2023

The Library Board meets the fourth Tuesday of every month.

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 24	9:30 am	Duncan Public Library Board Room, 3785 N. Hwy 81
February 28	“	“
March 28	“	Genealogy Library, 301 N. 8 th St.
April 25	“	DPL Board Room
May 23	“	“
June 27	“	“
July 25	“	“
August 22	“	“
September 26	“	“
October 24	“	“
November 28	“	“
December 19 (3 rd Tuesday)	“	“

Posted at _____ am/pm on the day of _____, 2022.

Signed: _____

Christina Johnson, Deputy City Clerk

Duncan Public Library
Claims for October 1 through 31, 2022
Submitted to Library Board, November 22, 2022

01-11-521400	<i>Materials & Supplies</i>	
22-2920	Quill.....	\$637.28
	Ink/toner, calendars/planners	
22-2958	Quill.....	\$684.09
	Ink/toner, pencils, staple pullers, vinyl tape	
22-3060	Quill.....	\$356.92
	Large bags, ink/toner, batteries, cutlery	
22-3069	Quill.....	\$573.19
	Paper, Lysol, calendars, wypall cloths, trash bags	
01-11-524200	<i>Contract Services</i>	
22-0058	Unique Management Services.....	\$690.75
	Item recovery fees/services for Jan-Sept	
22-3055	TKE.....	\$413.03
	Quarterly maintenance, elevator	
22-3136	Channels.....	\$247.50
	Round 5 weedkiller, lawn treatments	
01-11-524500	<i>Computer Services</i>	
22-2960	Faronics.....	\$787.50
	Renewal Deep Freeze software/maintenance	
01-11-524550	<i>Databases</i>	
22-3174	Midwest Tape.....	\$1,223.92
	Hoopla usage, Sept. 2022	
15-11-530049	<i>Books</i>	
22-0890	Midwest Tape.....	\$466.19
	DVD order (31)	
22-1755	Baker & Taylor.....	\$839.30
	Book order (74 child)	
22-1756	Midwest Tape.....	\$77.47
	DVD order (3 child)	
22-1761	Cengage.....	\$215.93
	Book order (7 LP)	
22-2272	Ingram.....	\$663.20
	Book order (31)	

22-2618	Midwest Tape.....	\$145.18
	DVD order (7 child)	
22-2645	Cengage	\$731.74
	Book order (27 LP)	
22-2750	CenterPoint LP.....	\$379.32
	Book order (16)	
22-2919	Amazon.....	\$146.56
	Book order (16 child)	
15-11-530107	<i>E-Rate</i>	
22-3148	PC Net.....	\$89.80
	Final part E-Rate, Microchip/POE injector, input port	
27-11-529300	<i>Grants/Gifts: Materials/Subscriptions</i>	
22-2959	Amazon.....	\$32.97
	Childrens: Bubble solution, light-up wands	

October 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	277	1145	236	1089	Adult items added: 102
Inspirational Fiction	275	1229	269	1064	Adult items discarded: 6
LP Fiction	611	2250	643	2425	Fic: 2378
McNaughton Fiction	32	95	50	183	
Mysteries	168	719	215	877	
New Fiction	308	1253	353	1317	
New LP Fiction	322	1457	358	1399	
Adult Paperbacks	53	318	78	300	
Science Fiction	25	138	29	78	
Westerns	38	182	38	188	
New YA Fiction	20	92	38	123	
YA Fiction	237	1043	156	711	
YA Paperbacks	3	11	1	38	
YA Sequoyah	9	36	15	40	
LP Nonfiction	13	39	26	54	Nonfic: 641
McNaughton Nonfiction	19	66	49	137	
New LP Nonfiction	10	35	11	38	
New Nonfiction	117	495	85	280	
Nonfiction	326	1238	266	1126	
New YA Nonfiction	5	29	10	55	
YA Nonfiction	161	565	104	458	
Total Adult Fic/NF	3029	12435	3050	11980	
Juvenile Fic/NF					
New Easy	118	498	107	585	
Easy Books	1233	5485	970	4034	Juv added: 34
Beginning chapter books	52	208	18	64	Juv discarded: 2
New J Fiction	33	152	20	111	
Juvenile Fiction	338	1295	188	1013	JFic: 1969
Juvenile Paperbacks	186	872	171	786	
J Sequoyah	9	37	10	36	
New J Nonfiction	39	175	30	165	
Juvenile Nonfiction	264	1432	240	1020	JNonfic: 303
Total Juv Fic/NF	2272	10154	1754	7814	
Total Periodicals	108	419	139	507	
Spanish Easy, Juv	0	8	1	9	
Spanish Fiction/YA	0	6	0	1	
Spanish Nonfiction	1	5	0	3	
Total Spanish	1	19	1	13	
Interlibrary Loans: Borrowed	13	42	2	30	
Interlibrary Loans: Lent	44	165	53	190	
Adult Audio/Visual					
Books on CD	184	759	124	633	
Playaways	6	23	7	28	
YA Books on CD	2	4	0	1	
DVDs - Adult	633	2429	522	2278	
DVDs - Young Adult	47	222	56	283	
Total Adult Audio/Visual	872	3437	709	3223	
Juvenile Audio/Visual					
J Books on CD	3	26	10	15	
Music CD	1	5	1	6	
DVDs - Juvenile	122	569	154	735	
Total Juvenile A/V	126	600	165	756	

October 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	123	470	101	398	
Cake Pans/Board Games	3	32	5	15	Under Kits
Binge Boxes	20	167	37	12	
Total Other Items	146	669	143	485	
Total Physical Circulation	6611	27940	6016	24998	
Electronic Circulation					
OverDrive: eAudiobooks	1140	4691	889	3127	Total OverDrive: 3019
OverDrive: eBooks	1875	7891	1923	7973	Adult OD: 2799
OverDrive: movies	0	3	4	19	Juv OD: 214
OverDrive: magazines	0	159	42	203	*Consortium not renewing magazines
hoopla audio	340	1344	260	1037	Total hoopla: 611
hoopla comics	26	78	37	132	Adult hoopla: 531
hoopla eBooks	191	839	163	648	Juv hoopla: 80
hoopla movies	22	182	24	106	
hoopla music	16	54	10	58	
hoopla TV	9	62	23	127	
hoopla Bingepass	7	15	NA	NA	
Gale Reference eBooks	3	5	0	0	
Total Electronic Circulation	3629	15323	3375	13430	
Total Circulation	10240	43263	9391	38428	
Electronic Information					
Gale: Chilton	36	41	14	53	
Gale: LegalForms	2	12	2	9	
NewsBank: America's Newspapers	2916	10798	2036	7246	
NewsBank: Genealogy Bank	11	79	3	44	
BrainFuse: HelpNow	6	67	5	38	
BrainFuse: JobNow	0	0	1	12	
BrainFuse: VetNow	5	11	NA	19	
ProQuest: Ancestry	31	222	20	547	
ProQuest: HeritageQuest	0	235	125	137	
ProQuest: Fold3	47	319	103	223	
EBSCO sessions	2859	12372	2537	8771	
Mango sessions	9	35	23	61	
OverDrive: Universal Class total	157	370	2	59	*QuickBooks, Quicken, Creative Writing
AtoZ Database records viewed	5	124	17	1172	
Successful Info Retrieval	6084	24685	4888	18391	
Services-Main					
Public Service Hours	229.5	894.5	210.5	835	Doors open 13 days, 9-7 (10hr) = 130
Circulation per Hour	45		45		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	851	2985	705	3549	Saturdays 5 days, 9:30-3 (5.5hr) = 27.5
Items Mended	25	87	35	153	
Gate Count	8923	35302	8648	33157	
Number Borrowers in Date Range	1809	7655	1692	7123	
Photocopies Made	12882	48488	9100	44317	
New Library Cards	81	464	77	336	
Public Computer/Internet Usage	168	817	200	880	
Wireless Sessions	2406	10011	7256	46849	
Main Website Visits	2200	8419	NA	NA	
AWE Children's Computers	551	2029	348	1674	
Notary Services	41	104	16	89	
Tech Help Sessions	22	105	34	145	
Chickasaw Meals Program	37	177	295	1303	
Proctor Exam	0	0	0	0	

October 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Questions					
Reference Questions	623	2464	1075	5402	
Informational Questions	2508	9443	2806	15084	
E-Mail Questions	48	184	39	228	
Total Questions	3179	12091	3920	20714	
Programming					
Children (0-5)					
In-Person Onsite	8	21	24	108	
Attendance	172	644	176	1104	
In-Person Offsite	7	14	0	0	
Attendance	95	155	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
Children (6-11)					
In-Person Onsite	30	104	24	108	
Attendance	541	1636	176	1104	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
YA/Teens (12-18)					
In-Person Onsite	22	89	0	6	
Attendance	172	725	0	74	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
Adults (19+)					
In-Person Onsite	62	213	46	101	
Attendance	508	1159	202	716	
In-Person Offsite	0	0	0	1	
Attendance	0	0	0	30	
Live Virtual	1	1	0	0	
Attendance	3	3	0	0	
General/Family/All Ages					
In-Person Onsite	3	16	NA	NA	
Attendance	26	121	NA	NA	
In-Person Offsite	3	4	NA	NA	
Attendance	380	580	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
Other Programming					
Pre-Recorded Programs (All)	0	0	0	25	
Views	0	0	0	604	
Meeting Rooms/Partner Groups	132	354	84	297	
Attendance	351	972	314	964	
Income-Main					
Fines	369.48	1488.34	347.69	2040.44	Overdues: text 270
Copies	674.39	2654.58	402.9	2263.35	letter 109
Interlibrary Loan	20.4	104.17	3.6	55.2	
Fax	260.6	998.7	198.2	959.88	
Lost & Paid Items	23.08	104.04	0	193.88	
Collections	10	20	20	40.5	
Non-county fee	25	25	0	75	
State Aid	0	0	0	0	
Total Income	1382.95	5394.83	972.39	5628.25	

October 2022

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Genealogy Library					
In-state visitors	96	278	68	240	
Out-of-state visitors	2	9	1	8	
In-house programs	4	8	1	5	
Attendance	47	88	30	67	
Outreach	0	0	0	1	
Attendance	0	0	0	20	
Hours open	93.5	358.5	66	298	
Research for patrons (hours)	40	180	45	225	
E-mail questions	52	198	32	147	
Phone questions	32	128	24	114	
Notary	2	2	NA	NA	*Added
Website visits	187	815	NA	NA	
Computer use	61	194	34	142	
Scanner (# patrons)	7	36	3	30	2 hr 55 min
Microfilm	0	6	0	0	
Copies sold	40	471	72	403	
Total money	4	47.15	7.2	53.3	
Memory Lab usage (# patrons)	9	33	5	69	39 hr 30 min