

Subject: Library Board Meeting
Date: December 22, 2020
Time: 9:30 am
Place: Virtual Zoom Meeting

1. Call to Order with flag salute and prayer.
2. Read minutes from November 24, 2020, meeting. Approval.
3. Presentation of library statistics for November.
4. Presentation of library claims for November. Approval.
5. Director's report
 - a. 2021 100 years updates
 - b. Genealogy updates
 - c. Student cards updates
6. Review 2021 schedule of meetings
7. Old Business
8. New Business
9. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
10. Adjourn

Duncan Public Library
Claims for November 1 through 30, 2020
Submitted to Library Board, December 22, 2020

01-11-521100	<i>Repair/Maintenance</i>	
20-3337	Amazon.....	\$10.36
	Mechanical room sign replacement	
01-11-521101	<i>Genealogy Repair/Maintenance</i>	
20-3275	Climate Control	\$73.69
	AC service/repairs	
01-11-521400	<i>Materials & Supplies</i>	
20-3183	Amazon.....	\$78.30
	Cloth book binding tape, laminating sleeves	
20-3204	Quill.....	\$654.97
	Ink/toner	
20-3240	Walmart.....	\$44.88
	Countertop toaster oven	
20-3288	Duncan Janitorial.....	\$57.75
	Filters & bags for vacuum	
20-3329	Ace Hardware	\$76.97
	Alcohol, carbon monoxide detectors	
20-3395	Quill.....	\$297.93
	8 ½ x 11 copy paper	
20-3416	Amazon.....	\$44.58
	DVD/disc sleeves (green/blue), letters for signage	
01-11-522800	<i>Phone</i>	
20-3428	AT&T.....	\$58.22
	Alarm services, Genealogy	
01-11-524200	<i>Contract Services</i>	
20-0041	Unique Management.....	\$756.95
	Recovery fees/service	
20-3325	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
01-11-524550	<i>Databases</i>	
20-3255	Midwest Tape.....	\$768.74
	Hoopla usage, Oct 2020	
20-3360	ProQuest.....	\$1,216.80
	1-yr FOLD3 genealogy database	

20-3471	OverDrive	\$3,000.00
	1-yr Oklahoma Virtual Library participation, content, maintenance	
01-11-529300	<i>Subscriptions, Materials</i>	
20-3341	Bartlesville Public Library	\$30.00
	Interlibrary loan book replacement	
15-11-530049	<i>Books</i>	
20-2357	Midwest Tape.....	\$259.63
	DVD order (12)	
20-2358	Baker & Taylor.....	\$636.57
	Book order (62 YA)	
20-2663	Baker & Taylor.....	\$721.15
	Book order (45)	
20-2937	Cengage	\$719.73
	Book order (29)	
20-2941	Ingram.....	\$349.94
	Book order (19)	
20-3051	Center Point.....	\$360.12
	Book order (16)	
20-3137	Ingram Entertainment	\$745.04
	Video game order (16)	
20-3238	Amazon.....	\$86.58
	DVD order (6)	
15-11-530103	<i>Security</i>	
20-2357	Midwest Tape.....	\$4,225.00
	Security camera replacement/repairs/additions	
27-11-529300	<i>Grants/Gifts: Subscriptions, Books</i>	
20-2357	Amazon.....	\$21.98
	Book order (1 child)	

City of Duncan
Duncan Public Library Board
Schedule of Regular Meetings
Calendar Year 2021

The Library Board meets the fourth Tuesday of every month.

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

Posted at _____ am/pm on the day of _____, 2020.

Signed: _____

Christina Johnson, Deputy City Clerk

Duncan Public Library
Board of Directors Meeting Minutes
November 24, 2020
Location: Virtual Meeting



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

Others Present: Amy Ryker, Library Director; Kristi King, Genealogy Branch Manager

I. Call to Order, Flag Salute, Prayer

- A. Meeting called to order at 9:34 am by Jo Ann Pierce.
- B. Prayer led by Jo Ann Pierce.

II. Reading of Previous Minutes

Minutes for September 22, 2020, meeting were read. John Ray Green moved to approve. Tanya Case seconded. All approved.

III. Presentation of Library Statistics & Claims

- A. Amy Ryker presented library statistics for September and October.
- B. Claims for September were reviewed. Brendhan Fritts moved to approve. Geoff Johnson seconded. All approved.
- C. Claims for October were reviewed. Geoff Johnson moved to approve. Tanya Case seconded. All approved.

IV. Director's Report

Amy Ryker updated everyone on the CIP budget, building improvements, Impa'chi meals, children's programs, FOL StoryWalk, and DALC.

V. Consider making January officially fine free

Amy Ryker made the case for making January fine free to encourage patrons to bring back their items in the new year. Brendhan Fritts moved to approve. John Ray Green seconded. All approved.

VI. Old Business

Next meeting will be virtual through Zoom.

VII. New Business

None.

VIII. Comments by Staff, Board, or Public

Board members discussed masking policies, health and economic angles, and opinions.

**Duncan Public Library
Board of Directors Meeting Minutes
November 24, 2020
Location: Virtual Meeting**



IX. Adjournment

Geoff Johnson moved to adjourn. John Ray Green seconded. All approved. Adjourned at 10:03 am.

Notice of Public Meeting
DUNCAN PUBLIC LIBRARY BOARD

Date: Tuesday, December 22, 2020

Time: 9:30am

Place: Video Conference

AGENDA

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IMPORTANT: This meeting will be conducted via videoconferencing. It will go live 5 minutes before the scheduled meeting time. Join the meeting at the following link:

<https://oklahoma.zoom.us/j/97237139412?pwd=bWJOSlFrTis5MnNhTGZSZ1pnd2lPQT09>

Meeting ID: 972 3713 9412

Passcode: E0TeXfFV

Filed in the office of the Municipal Clerk at _____ on _____.

The City of Duncan encourages participation from all its citizens. If participation is not possible due to disability, notification to the City Clerk at least 48 hours prior to scheduled meeting is encouraged to make necessary accommodations. The City may waive the 48 hour rule if signing is not a necessary accommodation.

November 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year
Circulation				
Fiction	364	1595	338	1755
Mysteries	344	1447	296	2000
Westerns	80	336	51	296
Science Fiction	46	183	26	226
New Fiction	439	1862	348	2156
Adult Paperbacks	62	373	51	563
McNaughton Fiction	16	36	1	41
Inspirational Fiction	292	1213	189	1542
LP Fiction	856	3590	638	3875
New LP Fiction	421	1507	425	2485
Total Adult Fiction	2920	12142	2363	14942
Nonfiction	302	1269	319	2229
New Nonfiction	150	536	143	769
LP Nonfiction	11	44	8	68
New LP Nonfiction	10	43	15	92
McNaughton Nonfiction	21	53	8	54
Total Adult NF	494	1945	493	3211
New YA Fiction	40	155	5	329
New J Fiction	20	102	27	202
Juvenile Fiction	201	1030	172	1530
YA Fiction	242	1014	195	1401
Easy Books + New Easy	759	3345	1085	7208
Juvenile Paperbacks	219	823	197	951
YA Paperbacks	3	20	6	80
Sequoyah	24	81	23	112
Beginning chapter books	39	188	28	312
Total Juv/YA Fiction	1547	6758	1750	13888
New J Nonfiction	11	47	16	102
Juvenile Nonfiction	213	1033	266	1522
New YA Nonfiction	6	137	NA	NA
YA Nonfiction	65	346	191	791
Total Juv/YA NF	295	1563	473	2415
Total Periodicals	96	465	98	671
Spanish Easy, JUV ,YA	0	0	1	6
Spanish nonfiction	0	0	2	8
Spanish fiction	0	0	3	6
Total Spanish	0	0	6	20
Interlibrary Loans: Borrowed	15	47	10	89
Interlibrary Loans: Lent	34	242	65	280
Total Print	5401	23162	5183	16622
Video games	91	367	46	435
Books on CD	158	715	215	1199
J Books on CD	0	2	3	35
YA Books on CD	3	15	1	27
Playaways	6	11	2	40
Children's Kit	7	18	14	128
Music CD	0	5	0	15
DVDs - Adult	880	3622	922	4528
DVDs - Juvenile	240	1039	230	1697
DVDs - Young Adult	133	623	157	1070
OverDrive: eAudiobooks	824	3887	859	4295
OverDrive: eBooks	2018	10109	1675	9357
OverDrive: movies	1	16	1	1

November 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
OverDrive: magazines	50	68	NA	NA	
hoopla audio	172	952	112	464	
hoopla comics	23	159	10	116	
hoopla eBooks	116	815	84	522	
hoopla movies	54	223	28	85	
hoopla music	3	54	14	45	
hoopla TV	23	91	19	74	
Gale Reference eBooks	0	1	12	25	
Total Nonprint	4802	22792	4404	24145	
Total Circulation	10203	45954	9587	61191	
Databases					
Gale: Chilton	11	22	11	82	
Gale: LegalForms	2	32	6	38	
NewsBank: America's Newspapers	1962	12397	3639	21518	
NewsBank: Genealogy Bank	0	42	74	433	
BrainFuse: HelpNow	2	68	96	118	
BrainFuse: LearnNow	4	61	0	239	
BrainFuse: JobNow	5	17	2	159	
ProQuest: Ancestry	81	1368	608	1914	
ProQuest: HeritageQuest	54	309	23	189	
ProQuest: Fold3	12	498	50	352	
EBSCO sessions	2379	14439	4065	21245	
Mango sessions	8	41	4	209	
Recorded Books: Zinio	112	523	60	277	
Recorded Books: Universal Class total	3	44	1	295	
AtoZ Database records viewed	29	2272	448	2579	
Total Database Usage	4664	32133	9306	62279	
Services-Main					
Public Service Hours	165	690	201	1147	Doors open 17 days, 930-4 (6.5hr) = 110.5
Circulation per Hour	62		48		Curbside avail 17 days, 9-930/4-6 (2.5hr) = 42.5
In-House Circulation	436	2875	1088	6193	Saturdays by appoint. 4 days, 10-1 (3hr) = 12
Items Mended	20	140	135	831	
Gate Count	2932	20970	9075	55071	
Number of borrowers in date range	1073	6330	2271	13661	
Photocopies Made	5184	35007	9178	14649	
New library cards	350	1188	58	452	
Public computer/Internet usage	572	3329	625	4224	
Wireless sessions	4678	23549	3141	9166	
AWE Children's computers	0	0	678	5616	Currently offline
Questions					
Reference Questions	477	2721	836	5042	
Informational Questions	1532	9528	4577	27612	
E-Mail Questions	18	94	1	32	
Total Questions	2027	12343	5414	32736	
Programming					
Adult In-Person Programs	0	0	26	143	
Attendance	0	0	109	670	
Adult Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
Views	0	0	0	0	
Adult Recorded Programs	0	3	0	0	
Views	0	22	0	0	
Childrens In-Person Programs	3	12	7	51	
Attendance	39	98	87	1083	
Childrens Live Virtual	0	1	0	0	
Attendance	0	12	0	0	
Views	0	300	0	0	
Childrens Recorded Programs	0	38	0	0	

November 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Views	0	1139	0	0	
Teen In-Person Programs	0	0	28	90	
Attendance	0	0	252	842	
Teen Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
Views	0	0	0	0	
Teen Recorded Programs	7	33	0	0	
Views	28	422	0	0	
Other Programs	0	0	24	152	
Attendance	0	0	69	699	
Outside Programs	7	16	1	3	
Attendance	18	41	35	115	
Children Outreach	0	0	18	56	
Attendance	0	0	168	519	
Passive Programming	142	230	528	1622	
Engagement	1011	4303	NA	NA	
Tech Help sessions	34	195	111	524	
Proctor Exam	0	0	1	4	
Income					
Fines	46.3	324.43	358.85	2666.49	
Copies	381.1	2443.1	498.25	2702.4	
Interlibrary Loan	30.6	87.1	16.72	89.17	
Fax	186.3	1392.3	179.9	1252.6	
Lost & Paid Items	51.97	131.84	67.97	2530.75	
Collections	10	25	0	58	
Non-county fee	0	50	0	0	
State Aid	0	0	0	0	
Total Income	706.27	4453.77	1116.69	7079.41	
Genealogy Library					
In-state visitors	42	207	49	346	
Out-of-state visitors	0	2	4	16	
In-house programs	1	5	1	12	
Attendance	6	38	13	146	
Outreach	0	0	0	3	
Attendance	0	0	0	77	
Hours open	70.5	404.5	NA	NA	
Hours spent researching for people	40	261	25	128	
E-mail questions	8	69	4	15	
Phone questions	12	63	6	29	
Computer use	34	163	30	187	
Scanner	7	51	9	55	
Microfilm	0	12	1	14	
Copies sold	25	144	8.6	8.6	
Research paid for	0	0	0	78.1	
Total Money	2.5	25.9	9.6	154.75	
Memory Lab Usage # of patrons	2	24	5	38	