

Subject: Duncan Public Library Board Meeting
Date: Tuesday, December 28, 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 November 23, 2021, meeting. Consider approval.
3. Presentation of library claims for November. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library info
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Consider review and approval of updates to Collection Development policy in the Duncan Public Library Policy Manual.
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 November 1 through 30, 2021
Submitted to Library Board, December 28, 2021

01-11-521100	<i>Repair & Maintenance</i>	
21-3287	Hunzicker Bros.....	\$256.88
	Parking lot light repairs/kits	
21-3471	BJ's Electric	\$402.26
	Parking lot light repairs/parts	
01-11-521400	<i>Materials & Supplies</i>	
21-3147	Demco	\$234.75
	Digital bar code labels	
21-3302	Demco	\$517.64
	Booktruck, YA section	
21-3462	KAPCO.....	\$315.19
	Book tape, polyester, clear	
21-3553	Quill.....	\$215.67
	Velcro, mailers, calendars, labels	
01-11-524200	<i>Contract Services</i>	
21-3120	Pippin Bros.....	\$838.00
	Boiler startup, operations check, strainer cleaning	
21-3378	Pippin Bros.....	\$870.00
	HVAC filter changes, Nov.	
21-3434	APS Fireco.....	\$315.00
	Annual alarm monitoring fee	
01-11-524550	<i>Databases</i>	
21-3382	Midwest Tape.....	\$1,029.35
	Hoopla usage, October 2021	
15-11-530049	<i>Books</i>	
21-1909	Baker & Taylor.....	\$518.01
	Book order (39 YA)	
21-1998	Baker & Taylor.....	\$471.72
	Book order (26 child, 26 YA)	
21-2328	Midwest Tape.....	\$401.55
	DVD order (20)	
21-2772	Midwest Tape.....	\$309.81
	DVD order (19)	

21-2965	Midwest Tape..... DVD order (35 adult/YA)	\$946.90
21-3024	Cengage Book order (30)	\$722.03
21-3082	Ingram Entertainment Video game order (13)	\$740.97
21-3126	Cengage Book order (33)	\$827.24
21-3240	Ingram Entertainment Video game order (4)	\$242.06
21-3241	Center Point LP..... Book order (16)	\$384.64
21-3272	Genealogical Publishing Co Book order (9)	\$291.35
21-3441	Cengage Book order (7)	\$188.18

Collection Development

Approved by Library Board: February 17, 2009

Purpose:

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met, as more fully outlined in the policy objectives.

Goal of the Library:

The Duncan Public Library shall provide materials to cardholders to fulfill their educational, recreational and informational needs. Therefore, a variety of subjects will be available in different formats and varying reading levels. The Duncan Public Library adheres to the principles of the American Library Association's "**Library Bill of Rights**" and the "**Freedom to Read Statement.**" An effort to provide a balance between differing views will be made, depending on the availability of items and funds.

Responsibility for Selection: Director, Staff, and Board:

The director, operating within board policies, is responsible for the purchase, retention, and withdrawal of library materials. The director shall train and supervise library staff in the proper procedures in carrying out these responsibilities. The public may request items for purchase by completing a request card. Requests will be given careful consideration. The library staff will apply the standards and selection criteria established in this policy to all patron requests.

General Selection Criteria:

Objectives in Selection:

The Duncan Public Library attempts to provide a comprehensive, well-balanced collection to meet the needs of the community. Library materials will help support the following service priorities as outlined in the long range plan:

- Current topics and titles
- Formal learning support
- General information

Factors in Selection:

The following factors will be considered when selecting items to add to the collection:

1. Contemporary significance or permanent value
2. Community interest
3. Local, state, or regional historical significance
4. Accuracy of content
5. Reputation and/or authority of the author, editor, illustrator, or publisher
6. Literary merit of the work
7. Relationship to works in the existing collection ^{with} regard to balance
8. Scarcity of information in that subject area [^]
9. Objectivity
10. Price, availability, and demand
11. Availability of the material in other area libraries

12. Favorable reviews from the media or review sources

Review Sources Used in Selection:

1. *Booklist*
2. *Library Journal*
3. *New York Times Book Review*
4. *Publisher's Weekly*
5. *School Library Journal*
6. *VOYA Ingram iCurate*

Other Selection Aids:

1. Fiction Catalog
2. Public Library Catalog
3. Children's Catalog
4. Best Books for Children
5. Best Books for Young Adult Readers
6. A to Zoo

7. ALA Book Lists
8. YALSA Book Lists
9. ~~Children's~~ Awards Lists such as
Pura Belpré, Caldecott, Newbery,
Sequoyia, and more.

Criteria for Specific Materials

Print Items:

▪ *Adult Nonfiction:*

The library staff will select a wide variety of nonfiction materials to serve the educational, informational and recreational needs of the community. Although staff will take into consideration popular authors appearing on The New York Times Bestseller List and the Publisher's Weekly bestseller list, it must be noted that bestsellers are simply books that sell well and other criteria must be examined to see if the work fits within the scope of our collection. Our first consideration is to provide accurate information instead of personal opinion. In selecting nonfiction titles, we rely on journal reviews by professional librarians to evaluate the content of the information presented, the credentials of the author, the sources used to back up the author's claim, the literary quality of the writing and how evenly the material is presented.

▪ *Adult Fiction:*

The fiction collection will reflect local reading interest and maintain a core collection of established authors.

The core collection will include:

1. English language fiction with an emphasis on 20th and 21st century works
2. English language classics, as determined by standard reading lists
3. Bestsellers (*The New York Times*' Bestseller List and the *Publisher's Weekly*)
4. Local authors
5. Award-winning novels
6. A variety of popular genre authors (mysteries, westerns, science fiction/fantasy, romance, suspense, horror, etc)

The Duncan Public Library will attempt to pre-order many of the popular authors' works prior to their release. Additional copies will be leased by the Friends of the Library for high demand items.

▪ *Reference*

Certain Hard copy reference materials do not circulate and are for in-house use. They provide quick, concise and up-to-date information. *Included in this collection may include* are indexes, dictionaries, almanacs, directories, price guides, and state statutes. *As* With more reference materials being contained in computer databases, our library will consider subscriptions to databases instead of purchasing reference books because material is constantly updated and accessible 24/7 with a library card, computer, and Internet connection. The cost of the database subscriptions will be weighed by the amount of use and the availability of additional resources within the library or community.

become available online and in databases,

The information in databases can more easily be updated and is more

The following factors in *the* selection of reference items:

1. Cost *will be considered*
2. Currency
3. Authority
4. Scope and depth of coverage
5. Accuracy
6. Presentation of text and information (dictionary, encyclopedia, etc)
7. Ease of use
8. Frequency of use

▪ *Large Print:*

Because Since the Duncan Public Library serves a large retirement community, special emphasis will be placed on the large print collection. Many of the authors appearing on bestseller lists as well as those authors in high demand in regular print will be considered for the large print section.

This collection also helps ^{readers who have} learning disabilities and ESL/ELL students.

▪ *Juvenile*

The Duncan Public Library will select a wide range of fiction and nonfiction items for ages birth through 6th grade. In selecting items, library staff will use recognized review sources and annual lists ("Children's Sequoyah Masterlist", "ALA Notable Books for Children" and best books for children's lists from Booklist and School Library Journal).

The following types of literature *which* will be emphasized *for this age group:*

1. Board books
2. Concept books
3. Classic picture books
4. Award-winning picture books
5. Easy readers
6. ~~First~~ chapter books
7. Classic children's novels

Beginning

- 8. Popular children's series - both in ^{fiction and} hardback and paperback
- 9. Award-winning children's novels
- 10. Sequoyah Children's Masterlist
- 11. Popular children's fiction ^{popular and award winning} ~~Graphic novels and series~~

The following print materials will be emphasized for this age group:

- 1. Popular teen fiction and series
- 2. Award winning books
- 3. Nonfiction on topics relevant to current teen interests and trends.

Young Adult:

The young adult collection is a bridge between the juvenile collection and the adult collection for grades 7 to 12. Items will be selected based on review sources and annual lists ("ALA Best Books for Young Adults," "Young Adult Sequoyah Masterlist," best book lists from *Booklist* and *School Library Journal*)

Newspaper and Periodicals:

Current periodicals are used for source material not found in books and are intended for reference use, for recreational reading and to balance the collection. Titles are chosen for timeliness of subject matter, accessibility of content through the Reader's Guide to Periodical Literature, subject need, popular demand and recreational value. Gift subscriptions are accepted subject to the approval of the library director. Newspapers will be retained for one year.

- 4. Nonfiction for a variety of educational, informational, and entertainment purposes.

Non Print Items:

DVD

The library will offer a variety of DVDs both recreational and educational. When purchasing DVDs, the following selection criteria will be utilized:

- 5. Popular and award winning graphic novels and series

- 1. Award-winning films
- 2. Films listed on the National Film Registry
- 3. Films listed by the American Film Institute
- 4. Reputation of the film company (PBS, A&E, Nova, etc.)
- 5. Popularity of work (based on box office sales and video rental statistics)
- 6. Information that is best presented visually (plays, animal behavior, weather/nature)

Books-on-CD

The Duncan Public Library purchases unabridged books on CD for the use of patrons. Factors used in the selection process:

- 1. Cost
- 2. Availability
- 3. Popularity
- 4. Reviews
- 5. Awards

Electronic Formats:

The Duncan Public Library recognizes that the development of information available in electronic formats has become an important part of library collections.

Databases which provide access to magazines, journals, and other publications are provided to our patrons either within the library on public access computers or through remote access from their work or home computers. Downloadable eBooks, audio books and music are provided for our library customers through the Oklahoma Virtual Library Consortium and other selected databases.

Materials Not Collected:

- *Rare Books:*

Because ~~Since~~ it is the public library's function to make materials available to all users, the Duncan Public Library does not collect rare or unusual materials that require special handling. *books*

- *Duncan Public Genealogy Materials*

The library collects basic materials on genealogical research but does not collect census records, marriage records, family histories, etc. The staff will refer patrons to the Stephens County Genealogical Library. Library staff will attempt to locate desired genealogical information via the Internet or through interlibrary loan *if the information cannot be found at SCG library. ...* *for these types of records.*

- *Textbooks:*

The Duncan Public Library does not purchase textbooks used by the local schools, since it is the responsibility of the schools to provide access to course materials to their students. Textbooks may be added to the collection at the librarian's discretion, if very little material is currently available in a particular subject, *and it is the best option for providing the information.*

Library of Things

Library of Things

The Duncan Public Library carries a variety of non-traditional items that are available for circulation. Non-traditional items may include video games, cake pans, audio/visual equipment, tablets, hot spots, binge boxes, board games, arts and crafts supplies and equipment, STEM kits, and other unusual items. The primary selection criteria for the Library of Things includes whether the item meets the needs and demands of the community, cost and general availability of the item, popular trends, cataloging and storage/display challenges.

CREW (Continuous Review Evaluation and Weeding):

Materials that no longer meet the stated objectives of the library board including those that have become damaged or obsolete, will be systematically withdrawn on a continual basis according to the accepted professional practices described in the publication, The CREW Method. The library board recommends that the listed books be declared surplus and that the books be turned over to the Friends of the Library for resale and accordingly, funds will be used to support the Library.

Reasons to Weed: *weeding must be performed for the following reasons:*

1. To save space
2. To save search time
3. To make remaining collection more appealing
4. To increase circulation
5. To have more reliable and current information
6. To discover items in need of repair
7. To obtain feedback on the strengths and weaknesses of the collection
8. To determine *if* replacement copies are needed
whether

Criteria: *The following criteria are considered when weeding:*

1. Currency
2. Condition
3. Circulation

Gifts

Monetary gifts/donations may be given to
Gifts to the library are appreciated. *The Friends of the Duncan Public Library will accept* ~~monetary donations~~ for the benefit of the Duncan Public Library in order to purchase items in honor of a person or organization. Library staff will consult with the patron on what type of items should be purchased.

Gifts of materials are accepted *that* with the understanding that they must meet the ~~above~~ *library's* selection criteria. Items *which* do not become part of the library collection are given to the Friends for their book sales. At no time will the library appraise gifts for income tax purpose. However, an acknowledgement of the donation will be given upon request. The library retains the unconditional ownership of the gift.

Controversial Works:

Because
The library will provide works presenting different points of view, thus enabling citizens to decide for themselves on various issues. ~~Since~~ the library offers items presenting varying viewpoints, not every item in the library will appeal to every citizen in the community. If a group or individual questions an item in the library's collection, a **Reconsideration Form** is available. The director will review the item and discuss the matter with the concerned party. The item will be forwarded to the library board for review if necessary.

(Appendix E)

Appendix E:

*Duncan Public Library
Reconsideration Form*

Author: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Address: _____

Phone: _____

Complainant Represents (Check one) _____ Self

_____ Organization

1) What do you object to about this item? (Please be specific)

2) What do you believe is the theme or purpose of the item?

3) Did you read, view, or hear the entire work?

4) If not, how much, or what parts?

5) What do you feel might be the result of reading, viewing, or hearing this work?

6) For what age group would you recommend this item?

7) Is there anything good about this item?

8) Are you aware of this work's reputation, critical review, etc.? What would you request your library to do about this work?

9) In the event that the director and the patron disagree on the disposition of the material, do you wish for it to be brought before the library board for further consideration?

_____ Yes

_____ No

Date: _____

Signature: _____

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, November 23, 2021
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



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

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

- A. Meeting called to order at 9:36 am by Jo Ann Pierce.
- B. Flag salute led by Brendhan Fritts. Prayer led by Tanya Case.

II. Reading of Previous Minutes

Minutes for October 28, 2021, meeting were read. Tanya Case pointed out a couple of typos. Brendhan Fritts moved to approve with corrections. Tanya Case seconded. All approved with Geoff Johnson abstaining.

III. Presentation of Library Claims

Claims for October were reviewed. Geoff Johnson moved to approve. Tanya Case seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for October.
- Genealogy info: Dec. 1 Brown Bag is about sharing memories. Old library board minutes have been moved to genealogy. Email not working, have been working with Go Daddy to retrieve it. Changed email to scgslib18@gmail.com.
- Accomplishments and challenges discussed: Very positive Native American display feedback; Outside light repairs; \$100 from Hestian Study Club; Lawton Library tour and feedback; State Aid justification for spending discussed; Diverse families and individuals providing positive feedback of our collection.
- Upcoming programming and plans: Dec. 4 D&D Club; Christmas Cat scavenger hunt; Dec. 9 Live music; Crafts/handouts.

V. Consider review and approval of Friends of the Library plans to build pergola.

Brendhan Fritts moved to approve. Geoff Johnson seconded. All approved.

VI. Consider review and approval of updates to Collection Development policy in the Duncan Public Library Policy Manual.

No action was taken.

**Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, November 23, 2021
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK**



VII. Old Business

No old business was discussed.

VIII. New Business

No new business was discussed.

IX. Comments by Staff, Board, or Public

No comments were made. No public was in attendance.

X. Adjournment

Geoff Johnson moved to adjourn. Brendhan Fritts seconded. All approved. Adjourned at 10:20 am.

November 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	251	1340	364	1595	Adult items added: 262
Inspirational Fiction	249	1313	292	1213	Adult items discarded: 139
LP Fiction	517	2942	856	3590	Fic: 2320
McNaughton Fiction	47	230	16	36	
Mysteries	200	1077	344	1447	
New Fiction	314	1631	439	1862	
New LP Fiction	340	1739	421	1507	
Adult Paperbacks	63	363	62	373	
Science Fiction	39	117	46	183	
Westerns	74	262	80	336	
New YA Fiction	27	150	40	155	
YA Fiction	163	874	242	1014	
YA Paperbacks	26	64	3	20	
YA Sequoyah	10	50	24	81	
LP Nonfiction	14	68	11	44	Nonfic: 480
McNaughton Nonfiction	35	172	21	53	
New LP Nonfiction	10	48	10	43	
New Nonfiction	62	342	150	536	
Nonfiction	236	1362	302	1269	
New YA Nonfiction	15	70	6	137	
YA Nonfiction	108	566	65	346	
Total Adult Fic/NF	2800	14780	3794	15840	
Juvenile Fic/NF					
New Easy	72	647	NA	NA	
Easy Books	956	4990	759	3345	Juv added: 0
Beginning chapter books	19	83	39	188	Juv discarded: 1
New J Fiction	22	133	20	102	
Juvenile Fiction	61	1174	201	1030	JFic: 1367
Juvenile Paperbacks	126	912	219	823	
J Sequoyah	11	47	NA	NA	
New J Nonfiction	44	209	11	47	
Juvenile Nonfiction	235	1255	213	1033	JNonfic: 279
Total Juv Fic/NF	1646	9460	1462	6568	
Total Periodicals	186	693	96	465	
Spanish Easy, Juv	0	9	0	0	
Spanish Fiction/YA	0	1	0	0	
Spanish Nonfiction	0	3	0	0	
Total Spanish	0	13	0	0	
Interlibrary Loans: Borrowed	3	33	15	47	
Interlibrary Loans: Lent	48	238	34	242	
Adult Audio/Visual					
Books on CD	199	832	158	715	
Playaways	11	39	6	11	
YA Books on CD	0	1	3	15	
DVDs - Adult	483	2761	880	3622	
DVDs - Young Adult	58	341	133	623	
Total Adult Audio/Visual	751	3974	1454	3806	
Juvenile Audio/Visual					
J Books on CD	5	20	0	2	Revitalizing this area as per patron request
Music CD	0	6	0	5	Been trying to eliminate
DVDs - Juvenile	173	908	240	1039	
Total Juvenile A/V	178	934	240	1046	

November 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	89	487	91	367	
Cake Pans	2	17	7	18	Under Kits still
Binge Boxes	40	112	NA	NA	
Total Other Items	131	616	98	385	
Total Physical Circulation	5743	30741	6919	29582	
Electronic Circulation					
OverDrive: eAudiobooks	900	4027	824	3887	Total OverDrive: 2666
OverDrive: eBooks	1715	9688	2018	10109	Adult OD: 2418
OverDrive: movies	2	21	1	16	Juv OD: 197
OverDrive: magazines	46	249	162	591	
hoopla audio	253	1290	172	952	Total hoopla: 501
hoopla comics	18	150	23	159	Adult hoopla: 404
hoopla eBooks	172	820	116	815	Juv hoopla: 97
hoopla movies	30	136	54	223	
hoopla music	8	66	3	54	
hoopla TV	20	147	23	91	
Gale Reference eBooks	0	0	0	1	
Total Electronic Circulation	3164	1659	3396	16898	
Total Circulation	8907	47335	10315	46069	
Electronic Information					
Gale: Chilton	7	60	11	22	
Gale: LegalForms	1	10	2	32	
NewsBank: America's Newspapers	1985	9231	1962	12397	
NewsBank: Genealogy Bank	32	76	0	42	
BrainFuse: HelpNow	4	42	2	68	
BrainFuse: LearnNow	22	34	4	61	
BrainFuse: JobNow	0	19	5	17	
ProQuest: Ancestry	40	587	81	1368	
ProQuest: HeritageQuest	3	140	54	309	
ProQuest: Fold3	215	438	12	498	
EBSCO sessions	2455	1126	2379	14439	
Mango sessions	4	65	8	41	
Recorded Books: Universal Class total	76	135	3	44	
AtoZ Database records viewed	210	1382	29	2272	
Successful Info Retrieval	4888	18391	6391	27058	
Services-Main					
Public Service Hours	199	1034	165	690	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	45		62		Doors open 7 days, 9-6 (9hr) = 63
In-House Circulation	636	4185	436	2875	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	33	186	20	140	
Gate Count	7323	40480	2932	20970	
Number of borrowers in date range	1635	8758	1073	6330	
Photocopies Made	10225	54542	5184	35007	
New library cards	49	385	350	1188	
Public computer/Internet usage	210	1090	572	3329	
Wireless sessions	2133*	48982	4678	23549	Unique users: 347* *Aruba error, only partial results
AWE Children's computers	202	1876	0	0	
Notary Services	28	117	NA	NA	
Questions					
Reference Questions	894	6296	477	2721	
Informational Questions	2731	17815	1532	9528	
E-Mail Questions	30	258	18	94	
Total Questions	3655	24369	2027	12343	

November 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Programming					
Adult In-Person Programs	3	101	0	0	
Attendance	180	716	0	0	
Adult Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
Views	0	0	0	0	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Teen In-Person Programs	0	6	0	0	
Attendance	0	74	0	0	
Teen Live Virtual	0	2	0	0	
Attendance	0	10	0	0	
Views	0	38	0	0	
Teen Recorded Programs	0	7	6	26	
Views	0	28	20	394	
Childrens In-Person Programs	20	108	5	9	
Attendance	151	1104	31	59	
Childrens Live Virtual	0	2	0	1	
Attendance	0	10	0	12	
Views	0	158	0	300	
Childrens Recorded Programs	3	14	0	38	
Views	18	318	85	1139	
Other Programs & Meeting Rooms	76	373	7	16	
Attendance	231	1195	18	41	
Adult Outreach	1	2	0	0	
Attendance	5	35	0	0	
Children Outreach	0	0	0	0	
Attendance	0	0	0	0	
Passive Programming	13	484	142	230	
Engagement	4719	12907	1011	4303	
Tech Help sessions	28	173	34	195	
Chickasaw Meals Program	217	1502	NA	NA	
Proctor Exam	0	0	0	0	
Income					
Fines	389.32	2429.76	46.3	324.43	Overdues: 7 days 354
Copies	477.85	2741.2	381.1	2443.1	1&2 95
Interlibrary Loan	5.5	60.7	30.6	87.1	Final 11
Fax	268.5	1228.38	186.3	1392.3	Lost
Lost & Paid Items	6.99	200.87	51.97	131.84	
Collections	0	40.5	10	25	
Non-county fee	25	100	0	50	
State Aid	0	0	0	0	
Total Income	1173.16	6801.41	706.27	4453.77	
Genealogy Library					
In-state visitors	44	284	42	207	
Out-of-state visitors	0	8	0	2	
In-house programs	1	6	1	5	
Attendance	6	73	6	38	
Outreach	0	1	0	0	
Attendance	0	20	0	0	
Hours open	59.5	357.5	70.5	404.5	
Hours spent researching for people	20	245	40	261	
E-mail questions	13	160	8	69	
Phone questions	15	129	12	63	
Computer use	59	201	34	163	
Scanner	2	32	7	51	55 min
Microfilm	0	0	0	12	Most items on digitizer
Copies sold	52	455	25	144	
Total Money	5.25	58.55	2.5	25.9	
Memory Lab Usage # of patrons	2	71	2	24	Hours used: 22.5 hr