

Subject: Duncan Public Library Board Meeting
Date: Tuesday, February 28, 2023
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 January 24, 2023, meeting. Consider approval.
3. Presentation of library claims for January. Consider approval.
4. Director's report
 - a. Library statistics
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Discuss possible creation of policies pertaining to making lamination services available to the public.
6. Discuss and consider approval of Daughters of American Revolution proposal for a sidewalk at the Stephens County Genealogy Library.
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
Board of Directors Meeting Minutes
Tuesday, January 24, 2023
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



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

***Others Present:** Amy Ryker, Library Director; Steven McPherson*

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:33 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Pierce.

II. Reading of Previous Minutes

Minutes for the November 22, 2022, meeting were read. Case moved to approve minutes as presented. Johnson seconded. All approved.

III. Presentation of Library Claims for November

Claims for November 2022 were reviewed. Fritts moved to approve as presented. Green seconded. All approved.

IV. Presentation of Library Claims for December

Claims for December 2022 were reviewed. Johnson moved to approve as presented. Case seconded. All approved.

V. Director's Report

- Amy Ryker presented the library statistics for November and December 2022.
- Genealogy library updates: January 4 meetings, 10 people at brown bag, Feb. 1 brown bag is tour of genealogy. Feb. 11 Sweet Treats fundraiser (Case presented more information as well).
- Accomplishments and challenges discussed: Rebooting 1000 Books before Kindergarten, Valentine Cards for the Community project underway, YA shelving in NF done, next is painting and YA fiction, new roof and paint approved for back building, ceiling tiles have been installed throughout main building, storage items hauled off, TLC upgrade went well with several meetings, staff learning new format, cataloguing changes; SIP vendors became a problem but we worked with both them and TLC to get it resolved; Library now has tennis light tokens for courts near pool in town; cell tower is on agenda again; electrical projects in YA completed, but doing seating area next; handicapped door opener challenges; staff meeting went well: discussed mission of library, newsletter, various projects, and allowed staff time to present their own ideas and problems.
- Upcoming programming and plans: Blind date with a book, Pioneer spirit display from Oklahoma Hall of Fame, trivia night at Jitters, Black History posters.

**Duncan Public Library
Board of Directors Meeting Minutes
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- VI. Consider list of withdrawn items. Library staff recommends the listed items be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library.**
Ryker presented withdrawn items. Case moved to declare the items surplus and donate them to the Friends of the Library for resale, with funds being used to support the library. Green seconded. All approved.
- VII. Consider making February fine free annually.**
Ryker made the case for February being fine free, and declaring that the board solidify this as an annual occurrence so that it is not necessary to approve it every year. Johnson moved to make February fine free annually. Fritts seconded. All approved.
- VIII. Old Business**
As previously requested, Ryker gave Green some information about creating a waiver for genealogy memory lab so he can work up a draft.
- IX. New Business**
No new business was discussed.
- X. Comments by Staff, Board, or Public**
No comments by staff. No comments by the library board. No public was in attendance at this point in the meeting.
- XI. Adjournment**
Johnson moved to adjourn. Fritts seconded. All approved. Adjourned at 10:21 am.

Duncan Public Library
Claims for January 1 through 31, 2023
Submitted to Library Board, February 28, 2023

01-11-521400	<i>Materials & Supplies</i>	
23-0423	Amy Ryker.....	\$90.00
	Reimbursement for purchase of thermal binding strips	
23-0424	Quill.....	\$757.39
	Paper towels, toilet paper, copy paper, pens, wite-out, soap, etc.	
23-0425	Amazon.....	\$117.30
	3-gallon bags, book tape	
01-11-524200	<i>Contract Services</i>	
22-3054	Unique Management.....	\$195.00
	Item recovery fees, last quarter 2022	
22-3435	Pippin Brothers.....	\$1,755.00
	November filter change, boiler startup/filter cleaning	
23-0171	TKE.....	\$413.03
	Quarterly elevator maintenance	
23-0175	Kellogg & Sovereign	\$3,540.00
	E-Rate management & OUSF compliance services	
23-0437	Clearco	\$300.00
	6-month window cleaning services	
01-11-524500	<i>Computer Services</i>	
23-0453	TLC.....	\$5,999.00
	1-yr OCI hosted services for library circ, cataloging, etc. (cloud)	
01-11-524550	<i>Databases</i>	
22-xxxx	OverDrive	\$3,000.00
	1-yr Oklahoma Virtual Library, content & maintenance	
22-xxxx	Midwest Tape.....	\$1,179.76
	Hoopla usage, Dec.	
23-0176	ProQuest.....	\$1,504.54
	1-yr Ancestry.com library edition, genealogy database	
01-11-529300	<i>Databases</i>	
23-0169	Marlow Review.....	\$45.00
	1-yr Marlow Review, genealogy library	
23-0170	Oklahoman.....	\$450.00
	1-yr Oklahoman newspaper	

15-11-530049	Books	
22-xxxx	Ingram Entertainment	\$254.94
	Video game order (6)	
22-xxxx	Ingram Entertainment	\$260.94
	Video game order (6)	
22-xxxx	Cengage	\$390.59
	Book order (16 LP)	
22-xxxx	Junior Library Guild.....	\$1,841.95
	Book order (180 child)	
22-xxxx	Baker & Taylor.....	\$16.08
	Book order (2 child)	
22-2927	Baker & Taylor.....	\$506.70
	Book order (39 child)	
22-2956	Baker & Taylor.....	\$266.08
	Book order (30 child)	
22-3053	Baker & Taylor.....	\$121.90
	Book order (11 YA)	
22-3323	Ingram.....	\$436.19
	Book order (21)	
22-3411	Baker & Taylor.....	\$256.32
	Book order (14)	
22-3414	Midwest Tape.....	\$302.34
	DVD order (16)	
22-3473	Ingram.....	\$499.00
	Book order (29)	
23-0297	Center Point LP.....	\$379.32
	Book order (16 LP)	
15-11-530107	E-Rate	
22-xxxx	Syntrio (PCNet)	\$40.00
	Remaining access point project payment	

January 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	301	1904	220	1781	Adult items added: 130
Inspirational Fiction	301	1978	234	1778	Adult items discarded: 55
LP Fiction	585	3928	583	4003	Fic: 2385
McNaughton Fiction	17	159	40	303	
Mysteries	197	1273	156	1418	
New Fiction	283	2225	274	2226	
New LP Fiction	354	2493	359	2457	
Adult Paperbacks	79	517	139	576	
Science Fiction	23	207	21	182	
Westerns	46	291	49	380	
New YA Fiction	22	171	22	197	
YA Fiction	169	1572	142	1145	
YA Paperbacks	1	20	10	83	
YA Sequoyah	7	62	10	70	
LP Nonfiction	10	58	5	83	Nonfic: 609
McNaughton Nonfiction	44	157	26	231	
New LP Nonfiction	5	52	12	75	
New Nonfiction	91	792	61	477	
Nonfiction	322	1932	278	1864	
New YA Nonfiction	5	40	5	84	
YA Nonfiction	132	896	51	681	
Total Adult Fic/NF	2994	20727	2697	20094	
Juvenile Fic/NF					
New Easy	100	790	64	785	
Easy Books	1018	8410	814	6528	Juv added: 80
Beginning chapter books	42	317	32	148	Juv discarded: 3
New J Fiction	27	237	16	171	
Juvenile Fiction	291	2043	112	1428	JFic: 1708
Juvenile Paperbacks	220	1449	180	1229	
J Sequoyah	10	58	8	63	
New J Nonfiction	36	260	22	260	
Juvenile Nonfiction	271	2161	181	1617	JNonfic: 307
Total Juv Fic/NF	2051	15725	1429	12229	
Total Periodicals					
	106	711	76	875	
Spanish Easy, Juv	1	9	0	9	
Spanish Fiction/YA	1	8	1	2	
Spanish Nonfiction	0	6	1	4	
Total Spanish	3	24	2	15	
Interlibrary Loans: Borrowed	12	69	13	50	
Interlibrary Loans: Lent	31	264	49	329	
Adult Audio/Visual					
Books on CD	132	1202	151	1172	
Playaways	2	31	4	49	
YA Books on CD	1	5	2	4	
DVDs - Adult	573	4132	569	3748	
DVDs - Young Adult	40	329	89	479	
Total Adult Audio/Visual	748	5699	815	5452	
Juvenile Audio/Visual					
J Books on CD	13	43	6	30	
Music CD	4	14	0	6	
DVDs - Juvenile	182	1013	105	1134	
Total Juvenile A/V	199	1070	111	1170	

January 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	171	883	97	668	
Cake Pans/Board Games	10	62	4	27	Under Kits
Binge Boxes	47	326	78	205	
Total Other Items	228	1271	179	900	
Total Physical Circulation	6372	45560	5371	41114	
Electronic Circulation					
OverDrive: eAudiobooks	1035	7972	882	5667	Total OverDrive: 2825
OverDrive: eBooks	1789	13232	2157	13619	Adult OD: 2630
OverDrive: movies	0	3	5	28	Juv OD: 180
OverDrive: magazines	0	159	60	356	
hoopla audio	398	2431	250	1788	Total hoopla: 687
hoopla comics	23	119	7	166	Adult hoopla: 612
hoopla eBooks	212	1413	157	1129	Juv hoopla: 75
hoopla movies	35	355	17	174	
hoopla music	16	94	4	75	
hoopla TV	0	89	11	180	
hoopla Bingepass	3	26	5	5	
Gale Reference eBooks	0	22	0	0	
Total Electronic Circulation	3511	25915	3555	23187	
Total Circulation	9883	71475	8926	64301	
Electronic Information					
Gale: Chilton	20	102	28	97	
Gale: LegalForms	0	14	0	12	
NewsBank: America's Newspapers	2923	17469	2138	12880	
NewsBank: HeritageHub	0	93	4	82	*Changed name and layout
BrainFuse: HelpNow	10	92	9	52	
BrainFuse: JobNow	0	0	4	39	
BrainFuse: VetNow	3	15	22	41	
ProQuest: Ancestry	22	1329	58	846	
ProQuest: HeritageQuest	0	235	71	217	
ProQuest: Fold3	1	357	5	473	
EBSCO sessions	2579	20431	2618	5636	
Mango sessions	4	52	9	86	
OverDrive: Universal Class total	10	418	83	226	*QuickBooks
AtoZ Database records viewed	12	145	478	2785	
Successful Info Retrieval	5584	40752	5527	23472	
Services-Main					
Public Service Hours	214	1530	208	1450	Doors open 12 days, 9-7 (10hr) = 120
Circulation per Hour	46		43		Doors open 8 days, 9-6 (9hr) = 72
In-House Circulation	1480	7451	518	5264	Saturdays 4 days, 9:30-3 (5.5hr) = 22
Items Mended	18	148	15	230	
Gate Count	9309	61848	7733	54901	
Number Borrowers in Date Range	1749	12615	1614	11823	
Photocopies Made	13235	83600	13599	82374	
New Library Cards	64	664	63	495	
Public Computer/Internet Usage	137	1318	185	1445	
Wireless Sessions	2276	16803	1354	67568	
Main Website Visits	2300	14579	NA	NA	
AWE Children's Computers	230	2850	178	2353	
Notary Services	16	173	22	160	
Tech Help Sessions	16	164	27	225	
Chickasaw Meals Program	20	233	302	2061	
Proctor Exam	0	0	0	0	

January 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Questions					
Reference Questions	661	4327	685	7726	
Informational Questions	2512	16536	2573	22957	
E-Mail Questions	46	308	23	308	
Total Questions	3219	21171	3281	30991	
Programming					
Children (0-5)					
In-Person Onsite	5	42	14	142	
Attendance	84	1112	149	1359	
In-Person Offsite	0	21	0	0	
Attendance	0	250	0	0	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
Children (6-11)					
In-Person Onsite	19	168	14	142	
Attendance	182	2263	149	1359	
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	27	164	2	8	
Attendance	138	1151	8	82	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	7	
Attendance	0	0	0	28	
Adults (19+)					
In-Person Onsite	42	379	38	171	
Attendance	261	2129	187	1095	
In-Person Offsite	0	0	0	1	
Attendance	0	0	0	30	
Live Virtual	0	1	0	0	
Attendance	0	3	0	0	
General/Family/All Ages					
In-Person Onsite	5	32	NA	NA	
Attendance	101	347	NA	NA	
In-Person Offsite	0	6	NA	NA	
Attendance	0	1180	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
Other Programming					
Pre-Recorded Programs (All)	0	0	2	33	
Views	0	0	10	649	
Meeting Rooms/Partner Groups	61	558	80	540	
Attendance	205	1623	257	1748	
Income-Main					
Fines	496.89	2760.07	358.6	3233.99	Overdues: text 234
Copies	741.56	4492.39	638.9	3827.25	letter 124
Interlibrary Loan	11.45	125.52	34.45	115.6	
Fax	153.4	1434	220	1664.58	
Lost & Paid Items	22.99	180.26	45.43	262.63	
Collections	0	30	10	70.5	
Non-county fee	0	50	25	150	
State Aid	0	0	0	0	
Total Income	1426.29	9022.74	1332.38	9324.55	

January 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Genealogy Library					
Hours open	87.5	616.25	84.5	530	
In-state visitors	79	481	50	380	
Out-of-state visitors	0	9	0	9	
In-house programs	4	18	2	10	
Attendance	22	154	14	100	
Outreach	0	0	0	1	
Attendance	0	0	0	20	
Research for patrons (hours)	40	365	40	325	
E-mail questions	83	380	51	251	
Phone questions	36	198	26	179	
Notary	3	6	NA	NA	
Website visits	203	1315	NA	NA	
Computer use (hrs)	50	382	60	349	
Scanner (# patrons)	7	54	5	52	65 min
Microfilm	0	6	0	0	
Copies sold	169	715	28	533	
Total money	16.95	71.65	2.8	66.35	
Memory Lab usage (# patrons)	13	63	6	82	26.5 hr