

Subject: Library Board Meeting  
Date: July 28, 2020  
Time: 9:30 am  
Place: Zoom Meeting (Duncan Public Library Board Room)

1. Call to Order with flag salute and prayer.
2. Read minutes from June 23, 2020, meeting. Approval.
3. Presentation of library statistics for May.
4. Presentation of library claims for May. Approval.
5. Director's report
  - a. Summer reading program
  - b. Genealogy Library
  - c. StoryWalk
  - d. Safety updates
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, 2020**  
*Submitted to Library Board, July 28, 2020*

<b>01-11-521100</b>	<b><i>Repairs &amp; Maintenance</i></b>	
20-1756	Richard Cassidy.....	\$122.00
	Reimbursement for supplies to make repairs to library	
20-1786	Locke.....	\$20.39
	Bulb, 400W Metal halide bulb	
20-1790	Amazon.....	\$33.50
	Tubing for repairs to taskbar in teen section	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
20-1784	Quill.....	\$205.59
	Cleaning supplies, toilet paper, notebooks	
20-1830	Amazon.....	\$29.74
	Magazine file holders/organizer boxes	
20-1901	Amy Ryker.....	\$44.55
	Reimbursement for fire ant killer, isopropyl alcohol	
20-1982	Quill.....	\$8.65
	Disinfectant (20-1784)	
<b>01-11-522800</b>	<b><i>Phone/Internet</i></b>	
20-1834	AT&T.....	\$40.94
	Wireless service, genealogy library	
<b>01-11-523800</b>	<b><i>Postage</i></b>	
20-1882	Southern Box.....	\$18.50
	ILL, Ponca City	
<b>01-11-523900</b>	<b><i>Computers/Technology</i></b>	
20-1702	Craig's PC.....	\$924.13
	Restocking fees	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
20-1854	Channels.....	\$220.00
	Round 3 weedkiller/fertilizer	
<b>01-11-5245500</b>	<b><i>Databases</i></b>	
20-1575	Recorded Books.....	\$1,725.00
	Zinio digital magazines, ebook/audio basics plan, 1-yr	
20-1868	Brainfuse.....	\$3,930.00
	1-yr educational databases: HelpNow, LearnNow, JobNow	
20-1883	Midwest Tape.....	\$874.02
	Hoopla database usage, April 2020	

<b>01-11-524800</b>	<b><i>Advert/Promo</i></b>	
20-1836	Dex YP .....	\$159.10
	Duncan region phone book entry	
<b>01-11-529300</b>	<b><i>Subscriptions, Materials</i></b>	
20-1699	Newspaper Holdings.....	\$167.88
	1-yr Duncan Banner subscription	
20-1700	Oklahoma Observer.....	\$50.00
	1-yr Oklahoma Observer newspaper	
<b>15-11-530049</b>	<b><i>Books</i></b>	
20-0044	Recorded Books .....	\$764.41
	Video games order (16)	
20-0903	Baker & Taylor .....	\$200.51
	Book order (13 child/YA)	
20-1029	Baker & Taylor .....	\$326.09
	Book order (17 child/YA)	
20-1188	Ingram.....	\$175.17
	Book order (11)	
20-1190	Center Point.....	\$360.12
	Book order (16)	
20-1388	Baker & Taylor .....	\$754.67
	Book order (46)	
20-1441	Cengage .....	\$727.32
	Book order (30)	
20-1519	Midwest Tape.....	\$490.57
	DVD order (18)	
20-1669	Recorded Books .....	\$725.42
	Audiobook order (17)	
<b>15-11-530105</b>	<b><i>AC Repairs</i></b>	
20-1973	Pippin Bros.....	\$945.36
	Fan motor replacement	
<b>15-11-530601</b>	<b><i>Library Furniture</i></b>	
20-0910	Oklahoma Correctional Industries.....	\$4,512.75
	Library furniture, teen section: 6 chairs, 1 loveseat	
<b>27-11-530514</b>	<b><i>Library Grants: Delta Headstart</i></b>	
20-0552	Amazon.....	\$368.08
	Final books, manipulatives, learning toys	

**Duncan Public Library  
Board of Directors Meeting Minutes  
June 23, 2020  
Location: Duncan Public Library**



*Board Members Present: Jo Ann Pierce, 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 9:33 am by Jo Ann Pierce.
- B. Prayer led by Jo Ann Pierce.

**II. Reading of Previous Minutes**

Minutes for May 26, 2020, meeting were read. John Ray Green suggested a wording change of “moved to approve” to Item V and VI. Geoff Johnson moved to approve with changes. Brendhan Fritts seconded. All approved.

**III. Presentation of Library Reports & Claims**

- A. Amy Ryker presented library statistics for May.
- B. Claims for May were reviewed. Brendhan Fritts moved to approve, John Ray Green seconded. All approved.

**IV. Director’s Report**

Amy Ryker discussed the following topics:

- A. Summer reading program updates, including 230+ kids packets, 75 teens packets.
- B. Library building update: 2<sup>nd</sup> floor complete, 1<sup>st</sup> floor still leaks, awaiting repair; security buttons system installation; health department recommendations.

**V. Old Business**

None.

**VI. New Business**

None.

**VII. Comments by Staff, Board, or Public**

None.

**VIII. Adjournment**

John Ray Green moved to adjourn. Geoff Johnson seconded. All approved. Adjourned at 9:57 am.

## Notice of Public Meeting

### **DUNCAN PUBLIC LIBRARY BOARD**

Date: July 28, 2020

Time: 9:30am

Place: Videoconference ONLY

#### 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://us02web.zoom.us/j/85602503406?pwd=Y0lRQWMvUWJ5U1k3ODQ5aWlERHI5QT09>

Meeting ID: 856 0250 3406

Passcode: 2xNWNQ

Filed in the office of the Municipal Clerk at \_\_\_\_\_ on \_\_\_\_\_.

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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.

# June 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Circulation</b>					
Fiction	159	3168	382	4442	
Mysteries	90	3319	393	4529	
Westerns	17	566	51	457	
Science Fiction	12	379	58	665	
New Fiction	151	3794	410	5642	
Adult Paperbacks	34	878	137	4413	
McNaughton	1	78	5	19	
Inspirational Fiction	53	5485	355	3835	
LP Fiction	306	7308	872	8186	
New LP Fiction	178	4603	526	5632	
<b>Total Adult Fiction</b>	<b>1001</b>	<b>29578</b>	<b>1791</b>	<b>24002</b>	
Nonfiction	90	3619	512	6647	
New Nonfiction	40	1241	22	191	
LP Nonfiction	5	124	22	191	
New LP Nonfiction	8	172	31	242	
McNaughton Nonfiction	3	109	13	243	
<b>Total Adult NF</b>	<b>146</b>	<b>5265</b>	<b>1196</b>	<b>13985</b>	
New YA Fiction	19	584	91	837	
New J Fiction	14	325	63	499	
Juvenile Fiction	109	2937	644	4092	
YA Fiction	114	2386	337	3560	
Easy Books	307	11165	2899	18538	
Juvenile Paperbacks	84	1966	449	3185	
YA Paperbacks	3	137	18	308	
Newbery	1	88	11	132	
Sequoiah	13	181	39	172	
Caldecott	1	96	17	151	
Beginning chapter books	13	428	123	846	
<b>Total Juv/YA Fiction</b>	<b>679</b>	<b>20293</b>	<b>4691</b>	<b>33296</b>	
New J NonFiction	1	160	31	1113	
Juvenile Nonfiction	85	2423	534	3643	
YA Nonfiction	24	1300	218	1469	
<b>Total Juv/YA NF</b>	<b>110</b>	<b>3883</b>	<b>783</b>	<b>5541</b>	
<b>Total Periodicals</b>	<b>41</b>	<b>1254</b>	<b>115</b>	<b>1973</b>	
Spanish Easy, JUV ,YA	0	7	2	15	
Spanish nonfiction	0	13	2	31	
Spanish fiction	0	13	2	11	
<b>Total Spanish</b>	<b>0</b>	<b>33</b>	<b>6</b>	<b>57</b>	
Interlibrary Loans: Borrowed	2	149	16	221	
Interlibrary Loans: Lent	30	564	54	533	
<b>Total Print</b>	<b>2009</b>	<b>61019</b>	<b>10033</b>	<b>66911</b>	
Video games	27	673	175	1333	
Books on CD	53	2226	278	2935	
J Books on CD	0	51	15	79	
YA Books on CD	1	30	5	27	
Playaways	0	58	7	150	
Children's Kit	2	161	96	643	
Music CD	3	22	9	227	
DVDs - Adult	246	9041	994	11498	
DVDs - Juvenile	97	2787	521	8776	
DVDs - Young Adult	68	1739	213	6149	
OverDrive: eAudiobooks	731	4040	868	9395	
OverDrive: eBooks	1973	2362	1802	21394	

# June 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
OverDrive: movies	5	15	0	6	
Gale Reference eBooks	0	27	8	23	
hoopla audio	151	1531	59	859	
hoopla comics	56	426	24	216	
hoopla eBooks	206	1660	78	719	
hoopla movies	21	251	12	187	
hoopla music	17	118	8	98	
hoopla TV	20	310	1	108	
<b>Total Nonprint</b>	<b>3677</b>	<b>48268</b>	<b>5173</b>	<b>61661</b>	
<b>Total Circulation</b>	<b>5686</b>	<b>109287</b>	<b>15206</b>	<b>91495</b>	
<b>Services</b>					
Public Service Hours	226	2611.5	225	2821	Opened doors 6/8/20
Circulation per Hour	25		68		Hours doors open = 104
In-House Circulation	654	10455	1403	17229	Hours by appointment = 68
Items Mended	10	1073	96	1242	Other hours available (curb) = 54
Gate Count	5450	91601	12274	124239	Total hours available = 226
Number of borrowers in date range	735	23136	3350	29383	
Photocopies Made	6840	81269	9395	99518	
New library cards	40	754	174	1204	
<b>Questions</b>					
Reference Questions	264	9066	1123	8213	
Informational Questions	1573	43630	6180	54783	
E-Mail Questions	15	121	8	94	
<b>Total Questions</b>	<b>1852</b>	<b>52817</b>	<b>7311</b>	<b>63090</b>	
<b>Programming</b>					
Adult Programs	5	208	23	236	
Attendance	36	1068	108	1345	
Passive Programming	36	NA	NA	NA	In-person and online challenges
Engagement	2579	6410	NA	NA	(trivia, focus, art, worksheets, desk decor)
Children Programs	23	123	33	171	Online Storytimes, crafts, science
Attendance	1645	4062	1239	3937	Counting post engagements
Young Adult Programs	4	70	16	274	
Attendance	400	1720	210	2565	
Other Programs	0	240	28	355	
Attendance	0	969	116	1478	
Outside Programs	0	5	0	6	
Attendance	0	405	0	527	
Children Outreach	0	95	1	95	
Attendance	0	930	2	1689	
Makerspace sessions	13	163	16	269	
Attendance	52	1680	210	2496	
Tech Help sessions	46	769	53	1264	
Proctor Exam	0	44	0	3	
<b>Public computer/Internet usage</b>					
Public computer/Internet usage	312	6972	1002	9748	
Wireless sessions	5222	159727	14190	14190	
AWE Children's computers	0	8007	NA	NA	Currently offline
<b>Income</b>					
Fines	3.45	4332.46	554.69	6445.08	
Lost & Paid Items	0	2651.7	46.61	561	
Interlibrary Loan	2.5	159.61	18.35	341.4	
Copies	225.65	5081.53	385.64	5823.53	
Fax	104	2286.5	252.5	2780.45	
State Aid	0	14273	0	14432	
Collections	10	126	0	161	
Non-county fee	0	50	0	50	
<b>Total Income</b>	<b>345.6</b>	<b>28960.8</b>	<b>1257.79</b>	<b>22272.2</b>	

# June 2020

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Databases</b>					
NewsBank: America's Newspapers	1716	39977	4138	52991	
NewsBank: Genealogy Bank	4	715	15	353	
Gale: Chilton	9	153	21	491	
Gale: LegalForms	0	75	5	171	
BrainFuse: HelpNow	0	227	110	329	
BrainFuse: LearnNow	0	345	0	1774	
BrainFuse: JobNow	1	193	2	137	
ProQuest: Ancestry	146	3221	435	2044	
ProQuest: HeritageQuest	48	897	16	441	
ProQuest: Fold3	36	454	85	1616	
EBSCO sessions	2439	21790	4582	57342	
Mango sessions	1	389	11	91	
Britannica sessions	0	6155	0	1674	No longer receiving, March 2020
Recorded Books: Zinio	94	747	48	714	
Recorded Books: Universal Class total	3	336	364	964	
AtoZ Database records viewed	5249	15699	267	5319	
Financial Services sessions	0	33	0	89	No longer receiving, March 2020
<b>Total Database Usage</b>	<b>9746</b>	<b>91406</b>	<b>10099</b>	<b>120397</b>	
<b>Genealogy Library</b>					
					Doors reopened 6/15/20
In-state visitors	28	656	115	813	
Out-of-state visitors	0	23	2	17	
In-house programs	0	18	4	26	
Attendance	0	195	67	257	
Outreach	0	4	0	2	
Attendance	0	59	0	85	
Hours spent researching for people	40	282	8	157	
E-mail questions	12	59	4	34	
Phone questions	17	89	8	77	
Computer use	32	386	27	376	
Scanner	12	126	9	46	
Microfilm	0	25	0	16	
Copies sold	0	531	135	1379	
Research paid for	0	118.1	8.9	35.6	
Total Money	0	238.55	22.4	426.9	
Memory Lab Usage # of patrons	6	110	16	29	