

Subject: Library Board Meeting  
Date: June 23, 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 May 26, 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. Library building update: safety, security, roof
  - c. Age/condition survey for ODL
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 May 1 through 31, 2020**  
*Submitted to Library Board, June 23, 2020*

<b>01-11-521100</b>	<b><i>Repairs &amp; Maintenance</i></b>	
20-1483	Richard Cassidy.....	\$110.54
	Reimbursement for supplies to make repairs to library	
20-1487	Amazon.....	\$137.94
	Casters and dye for furniture maintenance and repairs	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
20-1447	Amazon.....	\$123.04
	Cleaning supplies, gloves, tape	
<b>01-11-522100</b>	<b><i>Equipment Rental</i></b>	
20-0040	GMC Solutions.....	\$260.74
	Open PO for copier service/fees, genealogy copy machine (Jan-May)	
<b>01-11-522800</b>	<b><i>Phone/Internet</i></b>	
20-1584	AT&T.....	\$45.94
	Wireless service, genealogy library	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
20-1260	Pippin Brothers.....	\$2,550.00
	April maintenance, check RTUs, change belts, clean condenser coils	
20-1481	Pippin Brothers.....	\$470.00
	May filter changes	
20-1525	Oklahoma Pest Services.....	\$100.00
	Quarterly pest services	
<b>01-11-524500</b>	<b><i>Computer Services</i></b>	
20-1524	Gee Whiz Labs.....	\$133.00
	1-yr renewal for Keep and Share calendar	
<b>15-11-530049</b>	<b><i>Books</i></b>	
20-0638	Baker & Taylor.....	\$269.44
	Book order (24)	
20-1014	Midwest Tape.....	\$92.94
	DVD order (6 child/YA)	
20-1061	Ingram.....	\$518.98
	Book order (31)	
20-1446	Cengage .....	\$50.99
	Book order (2)	

20-1527	Ingram.....	\$396.63
	Book order (25)	
20-1541	Ingram.....	\$430.01
	Book order (24)	
<b>15-11-530056</b>	<b><i>Roof Replacement</i></b>	
20-0679	Restoration Coatings.....	\$71,535.00
	Roof replacement, main library	
<b>15-11-530602</b>	<b><i>Genealogy Library Furniture</i></b>	
20-0713	Oklahoma Correctional Industries.....	\$5,835.15
	Genealogy library furniture: 25 desk chairs, 4 arm chairs, 5 tables	

Duncan Public Library  
Board of Directors Meeting Minutes  
May 26, 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 John Ray Green.

**II. Reading of Previous Minutes**

Minutes for April 28, 2020, meeting were read. John Ray Green moved to approve. Tanya Case seconded. All approved with Geoff Johnson abstaining.

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

- A. Amy Ryker presented library statistics for April.
- B. Claims for April were reviewed. Geoff Johnson moved to approve, Brendhan Fritts seconded. All approved.

**IV. Director's Report**

Amy Ryker discussed the following topics:

- A. Summer reading program and how it will work this year: Board recommended methods of spreading the word.
- B. Roof update: Completed, but leaks continue. Resealed and have called a window company.
- C. AC/Boiler: New plan sent to replace RTU-2.
- D. ODL State Aid: Received final 10%; ODL waiving minimum hours and maintenance of effort.

**V. Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2020-21. This resolution authorizes filing of the Form 471 applications for funding year 2020-21 and the payment of the applicant's share upon approval of funding and receipt of services.**

JoAnn will sign and bring by the library. Tanya Case approved. Geoff Johnson seconded. All approved.

**Duncan Public Library  
Board of Directors Meeting Minutes  
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**VI. Proposed Phase Reopening Strategies**

Proposed strategies were presented and discussed. The necessity of approval was discussed. It was decided that approval was an acceptable action. John Ray Green approved with minor corrections. Brendhan Fritts seconded. All approved.

**VII. Old Business**

None.

**VIII. New Business**

None.

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

None.

**X. Adjournment**

Brendhan Fritts moved to adjourn. Geoff Johnson seconded. All approved. Adjourned at 10:13 am.

## Notice of Public Meeting

### **DUNCAN PUBLIC LIBRARY BOARD**

Date: June 23, 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/85881728218?pwd=Y0dvZmY3bUZkRUxrVkpzdWpkaWZZQT09>

Meeting ID: 858 8172 8218

Password: 9i6gVi

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.

# May 2020

Month:	May				
Category	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Fiction	20	3009	308	4060	
Mysteries	15	3229	337	4136	
Westerns	1	549	46	406	
Science Fiction	6	367	69	607	
New Fiction	23	3643	480	5232	
Adult Paperbacks	6	844	129	4276	
McNaughton	0	77	2	14	
Inspirational Fiction	6	5432	1728	4662	
LP Fiction	31	7002	837	9015	
New LP Fiction	23	4425	545	4567	
<b>Total Adult Fiction</b>	<b>131</b>	<b>28577</b>	<b>4481</b>	<b>36975</b>	
Nonfiction	15	3529	544	6135	
New Nonfiction	0	1201	9	45	
LP Nonfiction	1	119	9	169	
New LP Nonfiction	0	164	26	211	
McNaughton Nonfiction	1	106	19	230	
<b>Total Adult NF</b>	<b>17</b>	<b>5119</b>	<b>607</b>	<b>6790</b>	
New YA	9	565	94	746	
New J Fiction	2	311	50	436	
Juvenile Fiction	1	2828	414	3448	
YA Fiction	11	2272	405	3223	
Easy Books	10	10857	1887	15639	
Juvenile Paperbacks	5	1882	345	2736	
YA Paperbacks	0	134	35	290	
Newbery	0	87	11	121	
Sequoyah	0	168	28	133	
Caldecott	0	95	10	134	
Beginning chapter books	0	415	86	723	
<b>Total Juv/YA Fiction</b>	<b>38</b>	<b>19614</b>	<b>3365</b>	<b>27629</b>	
New J NonFiction	0	159	40	1082	
Juvenile Nonfiction	2	2338	428	3109	
YA Nonfiction	6	1276	216	1251	
<b>Total Juv/YA NF</b>	<b>8</b>	<b>3773</b>	<b>684</b>	<b>5442</b>	
<b>Total Magazine</b>	<b>10</b>	<b>1213</b>	<b>141</b>	<b>1858</b>	
Spanish Easy, JUV ,YA	0	7	1	13	
Spanish nonfiction	0	13	1	29	
Spanish fiction	0	13	1	9	
<b>Total Spanish</b>	<b>0</b>	<b>33</b>	<b>3</b>	<b>51</b>	
<b>Total Print</b>	<b>204</b>	<b>58329</b>	<b>9281</b>	<b>78745</b>	
Videogames	3	646	142	1158	
Books on CD	5	2173	281	2657	
Playaways	0	58	8	143	
Children's Kit	0	159	54	547	
Music CD	0	19	1	218	
OverDrive: eAudiobooks	706	3309	835	8527	
OverDrive: eBooks	2276	21129	1655	19592	
OverDrive: movies	1	10	0	6	
Gale Reference eBooks	0	27	0	15	
J Books on CD	0	51	13	64	
YA Books on CD	0	29	0	22	
DVDs - Adult	19	8795	1086	10504	
DVDs - Juvenile	4	2690	507	8255	
DVDs - Young Adult	5	1671	237	5936	
hoopla audio	201	1380	83	800	
hoopla comics	47	370	29	192	

# May 2020

Category	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
hoopla eBooks	194	1454	60	641	
hoopla movies	26	230	16	175	
hoopla music	7	101	5	90	
hoopla TV	47	290	6	107	
<b>Total Nonprint</b>	<b>3541</b>	<b>44591</b>	<b>5018</b>	<b>59649</b>	
<b>Total Circulation</b>	<b>3745</b>	<b>102920</b>	<b>14299</b>	<b>138394</b>	
Public Service Hours	200	2385.5	235	2596	Physically closed, open for phone/email/online
Circulation per Hour			77		
In-House Circulation	0	9801	1415	15826	
Items Mended	12	1063	110	1146	
Gate Count	0	86151	9906	111965	
<b>Programming</b>					
Adult Programs	0	203	26	213	
Attendance	0	1032	308	1237	
Passive Programming	354	3831	NA	NA	Online challenges (trivia, focus, art, etc)
Children Programs	9	100	7	138	Online Storytimes, crafts, science
Attendance	145	2417	337	2698	Counting post engagements
Young Adult Programs	0	66	20	258	
Attendance	0	1320	160	2355	
Other Programs	0	240	23	327	
Attendance	0	969	130	1362	
Outside Programs	0	5	0	6	
Attendance	0	405	0	527	
Children Outreach	0	95	2	94	
Attendance	0	930	135	1685	
Makerspace sessions	0	150	20	253	
Attendance	0	1628	160	2286	
Rich Computer Help sessions	34	723	105	1211	
Proctor Exam	0	44	0	3	
Number of borrowers in date range	133	22401	2596	26033	
Photocopies Made	22117	74429	14893	90123	
Interlibrary Loans: Borrowed	1	147	21	205	
Interlibrary Loans: Lent	18	534	66	479	
Reference Questions	218	8802	680	7090	
Informational Questions	917	42057	5933	48603	
E-Mail Questions	22	106	8	86	
<b>Total Questions</b>	<b>1157</b>	<b>50965</b>	<b>6621</b>	<b>55779</b>	
Library cards	7	714	146	1030	
Internet Usage	9	6660	1085	8746	
Wireless logins	3945	154505	0	NA	
AWE Children's computers	0	8007	NA	NA	
Fines	0	4329.01	707.39	5890.39	
Lost & Paid Items	0	2651.7	52.46	514.39	
Interlibrary Loan	0	157.11	39.6	323.05	
Copies	0	4855.88	528.94	5437.89	
Fax	0	2182.5	237.2	2527.95	
State Aid	1427	14273	1443	14432	
Collections	0	116	15	161	
Non-county fee	0	50	0	50	
<b>Total Miscellaneous Income</b>	<b>0</b>	<b>28615.2</b>	<b>3023.59</b>	<b>29336.67</b>	
NewsBank: America's Newspapers	912	38261	4473	48853	
NewsBank: Genealogy Bank	37	711	169	338	
Gale: Chilton	4	144	16	470	



# May 2020

Category	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Gale: LegalForms	3	75	13	166	
BrainFuse: HelpNow	3	227	1	219	
BrainFuse: LearnNow	0	345	6	1774	
BrainFuse: JobNow	0	192	4	135	
ProQuest: Ancestry	59	3075	452	1609	
ProQuest: HeritageQuest	8	849	9	425	
ProQuest: Fold3	17	418	93	1531	
EBSCO sessions	1387	19351	4676	52760	
Mango sessions	5	388	7	80	
Britannica sessions	0	6155	7	1674	No longer receiving, March 2020
Zinio	109	653	82	666	
A-Z Database records viewed	1639	10450	326	5052	
Universal Class total	14	333	237	600	
Financial Services sessions	1	33	1	89	No longer receiving, March 2020
<b>Total Database Usage</b>	<b>4198</b>	<b>92673</b>	<b>10572</b>	<b>116441</b>	
<b>Genealogy Library</b>					DOORS CLOSED TO THE PUBLIC, May
In-state visitors	13	628	80	698	
Out-of-state visitors	0	23	2	15	
In-house programs	0	18	2	22	
Attendance	0	195	21	190	
Outreach	0	4	0	2	
Attendance	0	59	0	85	
Hours spent researching for people	28	242	5	149	
E-mail questions	11	47	5	30	
Phone questions	13	72	4	69	
Computer use	22	354	25	349	
Scanner	9	114	13	37	
Microfilm	0	25	0	16	
Copies sold	0	531	185	1244	
Research paid for	0	118.1	18.5	26.7	
Total Money	0	238.55	110.5	404.5	
Memory Lab Usage # of patrons	12	104	13	13	