

Subject: Duncan Public Library Board Meeting  
Date: Tuesday, June 27, 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 May 23, 2023, meeting. Consider approval.
3. Presentation of library claims for May. Consider approval.
4. Director's report
  - a. Library statistics
  - b. Genealogy library updates
  - c. Accomplishments and challenges
  - d. Upcoming programming and plans
5. Old Business
6. New Business
7. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
8. Adjourn

**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**Tuesday, May 23, 2023**  
**Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK**



*Board Members Present: Tanya Case, Brendhan Fritts, Geoff Johnson*

*Others Present: Amy Ryker, Library Director*

**I. Call to Order, Flag Salute, Prayer**

The meeting was called to order at 9:32 am by Case. The flag salute was led by Fritts, and the prayer was led by Johnson.

**II. Reading of Previous Minutes**

Minutes for the May 2, 2023, meeting were read. Fritts moved to approve minutes as presented. Johnson seconded. All approved.

**III. Presentation of Library Claims for Previous Month**

Claims for April 2023 were reviewed. Johnson moved to approve as presented. Fritts seconded. All approved.

**IV. Director's Report**

- Amy Ryker presented the library statistics for April 2023.
- Genealogy updates: Window repairs done; safety officer Rich Cassidy worked with Kristi King to ensure the genealogy library is compliant with regards to chemical storage and standards; Ryker covered genealogy two days when King was sick; June 7 brown bag is a Trello tutorial by Misty Brodeur.
- Accomplishments and challenges discussed: Impa'chi meals program for summer begins May 30. Now adding breakfasts and are noncongregate, meaning people can receive food and leave; they do not have to eat on the premises. Summer hours will be 10am to 1pm. Fire inspection: completed stovetop, back building wire covers, boiler room, closets, and more to become compliant. Larry Jones is in charge of the rest. Elevator inspection: received today. Ryker is handling all signage requests and has forwarded other repairs to Larry Jones. Participated in carnival at Wilkins Nursing Home to begin our push for the Miss Millie program. Staff meetings covering Summer Reading Program (led by Jessica Allmon) and Chemical Safety (led by Rich Cassidy) are scheduled. Mondays at 6pm will be a puzzle swap. Planters are in, and a couple of full sponsors have donated to sponsor a pot, others have given partial donations.
- Upcoming programming and plans: Summer Reading Program was reviewed and calendars handed out again.

**V. Old Business**

No old business was discussed.

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**VI. New Business**

Case reminded the board members that there will be a gathering to celebrate Ryker and Brodeur's graduation from the University of Oklahoma with their MLIS degrees. The reception will be June 6, 2pm in the board room.

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

No comments by staff. No comments by the library board. No public was in attendance.

**VIII. Adjournment**

Johnson moved to adjourn. Fritts seconded. All approved. Adjourned at 9:58 am.

**Duncan Public Library**  
**Claims for May 1 through 31, 2023**  
*Submitted to Library Board, June 27, 2023*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
23-1472	Amazon.....	\$145.78
	Covers for stovetop, required by yearly inspection	
23-1691	Rich Cassidy.....	\$176.55
	Reimbursement for cable cover, tape, doorknob, repairs for safety inspection	
23-1890	Oklahoma Dept. of Labor.....	\$225.00
	Elevator inspection	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
23-1686	Quill.....	\$682.67
	Ink/toner for downstairs public printer	
23-1723	Quill.....	\$386.51
	Paper towels, soap, AA batteries, med supplies	
23-1814	Quill.....	\$595.75
	Laminate, toner, post-its, printer ribbon, label cartridge	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
23-1549	Oklahoma Pest Services.....	\$100.00
	Quarterly pest control services	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
23-1600	Midwest Tape.....	\$1,507.68
	Hoopla database usage, April 2023	
23-1887	Midwest Tape.....	\$1,549.55
	Hoopla database usage, May 2023	
<b>01-11-529300</b>	<b><i>Books, Materials, Subscriptions</i></b>	
23-1550	Pioneer Library System .....	\$19.30
	Replacement cost for damaged/lost interlibrary loan book	
23-1815	Publishers Weekly .....	\$179.99
	1-yr renewal Publishers Weekly	
23-1817	Duncan Banner.....	\$191.88
	1-yr renewal Duncan Banner	
23-1878	Oklahoma Observer.....	\$50.00
	1-yr renewal Oklahoma Observer	
<b>15-11-530049</b>	<b><i>Books</i></b>	
23-0300	Ingram.....	\$341.07
	Book order (19)	

23-0783	Baker & Taylor.....	\$110.12
	Book order (11 child)	
23-0793	Blackstone.....	\$102.16
	Audiobook order (4 BOCDs)	
23-1270	Midwest Tape.....	\$584.47
	DVD order (28)	
23-1383	Ingram Entertainment.....	\$828.07
	Video game order (13)	
23-1438	Midwest Tape.....	\$268.85
	DVD order (15 child)	
23-1692	Ingram.....	\$475.21
	Book order (23)	
23-1693	Ingram.....	\$737.91
	Book order (42)	
<b>27-11-529300</b>	<b><i>Grants/Gifts: Books, Materials, Subscriptions</i></b>	
23-1597	Amazon.....	\$104.22
	Game order for Library of Things	

# May 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Adult/YA Fic/NF</b>					
Fiction	304	3059	328	2813	Adult items added: 117
Inspirational Fiction	321	3092	275	2708	Adult items discarded: 4
LP Fiction	710	6597	594	6181	Fic: 2875
McNaughton Fiction	32	281	17	378	
Mysteries	220	2108	198	2108	
New Fiction	404	3661	315	3429	
New LP Fiction	398	3806	337	3732	
Adult Paperbacks	91	820	93	979	
Science Fiction	44	349	41	290	
Westerns	40	487	48	613	
New YA Fiction	39	295	71	329	
YA Fiction	257	2553	284	1920	
YA Paperbacks	10	48	6	107	
YA Sequoyah	5	109	6	111	
LP Nonfiction	8	114	6	112	Nonfic: 762
McNaughton Nonfiction	31	326	33	341	
New LP Nonfiction	12	112	4	103	
New Nonfiction	141	1343	116	897	
Nonfiction	374	3404	279	2873	
New YA Nonfiction	2	69	12	114	
YA Nonfiction	194	1704	143	1004	
<b>Total Adult Fic/NF</b>	<b>3637</b>	<b>34337</b>	<b>3206</b>	<b>31142</b>	
<b>Juvenile Fic/NF</b>					
New Easy	147	1320	108	1088	
Easy Books	1169	13489	1027	10380	Juv added: 62
Beginning chapter books	21	500	30	259	Juv discarded: 3
New J Fiction	46	422	38	257	
Juvenile Fiction	337	3353	249	2123	JFic: 2068
Juvenile Paperbacks	344	2876	230	11926	
J Sequoyah	4	101	3	94	
New J Nonfiction	99	745	87	471	
Juvenile Nonfiction	464	4068	299	2490	JNonfic: 563
<b>Total Juv Fic/NF</b>	<b>2631</b>	<b>26874</b>	<b>2071</b>	<b>29088</b>	
<b>Total Periodicals</b>	<b>169</b>	<b>1331</b>	<b>173</b>	<b>1454</b>	
Spanish Easy, Juv	4	34	0	12	
Spanish Fiction/YA	2	16	0	2	
Spanish Nonfiction	1	11	0	4	
<b>Total Spanish</b>	<b>7</b>	<b>61</b>	<b>0</b>	<b>19</b>	
Interlibrary Loans: Borrowed	3	89	8	81	
Interlibrary Loans: Lent	17	359	41	508	
<b>Adult Audio/Visual</b>					
Books on CD	217	2105	152	1811	
Playaways	1	41	5	82	
YA Books on CD	0	10	2	15	
DVDs - Adult	717	6916	514	5688	
DVDs - Young Adult	47	549	39	656	
<b>Total Adult Audio/Visual</b>	<b>982</b>	<b>9621</b>	<b>712</b>	<b>8252</b>	
<b>Juvenile Audio/Visual</b>					
J Books on CD	18	95	7	52	
Music CD	2	24	0	9	
DVDs - Juvenile	191	1941	131	1658	
<b>Total Juvenile A/V</b>	<b>211</b>	<b>2060</b>	<b>138</b>	<b>1719</b>	

# May 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Other Items</b>					
Video Games	268	1719	93	1120	
Cake Pans/Board Games	43	181	6	41	Under Kits
Binge Boxes	39	525	39	422	
<b>Total Other Items</b>	<b>350</b>	<b>2425</b>	<b>138</b>	<b>1583</b>	
<b>Total Physical Circulation</b>	<b>8007</b>	<b>77157</b>	<b>6487</b>	<b>73846</b>	
<b>Electronic Circulation</b>					
OverDrive: eAudiobooks	1120	12478	976	9217	Total OverDrive: 3023
OverDrive: eBooks	1902	20520	1722	20890	Adult OD: 2880
OverDrive: movies	0	3	14	56	Juv OD: 140
OverDrive: magazines	0	159	41	557	
hoopla audio	458	4037	340	2994	Total hoopla: 809
hoopla comics	27	236	22	249	Adult hoopla: 710
hoopla eBooks	228	2283	138	1758	Juv hoopla: 99
hoopla movies	61	538	55	347	
hoopla music	14	152	10	103	
hoopla TV	20	150	32	253	
hoopla BingePass	1	37	3	15	
Gale Reference eBooks	0	25	1	22	
<b>Total Electronic Circulation</b>	<b>3831</b>	<b>40618</b>	<b>3354</b>	<b>36461</b>	
<b>Total Circulation</b>	<b>11838</b>	<b>117775</b>	<b>9841</b>	<b>110307</b>	
<b>Electronic Information</b>					
Gale: Chilton	38	223	11	141	
Gale: LegalForms	1	27	8	48	
NewsBank: America's Newspapers	2106	26772	2461	22957	
NewsBank: HeritageHub	1	98	0	227	*Changed name and layout
BrainFuse: HelpNow	0	118	0	61	
BrainFuse: JobNow	0	0	2	47	
BrainFuse: VetNow	0	18	3	71	
ProQuest: Ancestry	135	1677	33	1543	
ProQuest: HeritageQuest	1	238	139	421	
ProQuest: Fold3	50	479	20	547	
EBSCO sessions	2621	31269	2964	17478	
Mango sessions	3	70	9	122	
OverDrive: Universal Class total	21	457	187	654	
AtoZ Database records viewed	35	765	146	4307	
<b>Successful Info Retrieval</b>	<b>5012</b>	<b>62211</b>	<b>5983</b>	<b>48624</b>	
<b>Services-Main</b>					
Public Service Hours	233	2219	208	2282	Doors open 13 days, 9-7 (10hr) = 130
Circulation per Hour	51		47		Doors open 9 days, 9-6 (9hr) = 81
In-House Circulation	1509	13098	535	7523	Saturdays 4 days, 9:30-3 (5.5hr) = 22
Items Mended	30	261	19	336	
Gate Count	9266	96502	7662	85800	
Number Borrowers in Date	2378	192399	1736	18257	
Photocopies Made	73186	196849	16618	133016	
New Library Cards	73	913	99	768	
Public Computer/Internet Usage	202	2009	225	2312	
Wireless Sessions	2523	25916	2327	75055	
Main Website Visits	2318	23645	NA	NA	
AWE Children's Computers	571	4806	414	3749	
Notary Services	37	312	24	242	
Tech Help Sessions	19	240	28	324	
Chickasaw Meals Program	234	643	126	3144	
Proctor Exam	0	0	0	0	

# May 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Questions</b>					
Reference Questions	668	6943	585	10325	
Informational Questions	2722	26891	2405	33021	
E-Mail Questions	42	464	32	440	
<b>Total Questions</b>	<b>3432</b>	<b>34298</b>	<b>3022</b>	<b>43786</b>	
<b>Programming</b>					
<b>Children (0-5)</b>					
In-Person Onsite	3	67	16	224	
Attendance	114	1674	160	2521	
In-Person Offsite	0	26	1	1	
Attendance	0	335	25	75	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>Children (6-11)</b>					
In-Person Onsite	20	263	16	224	
Attendance	230	3291	160	2521	
In-Person Offsite	0	14	1	1	
Attendance	0	185	25	75	
Live Virtual	0	0	0	2	
Attendance	0	0	0	10	
<b>YA/Teens (12-18)</b>					
In-Person Onsite	25	256	4	126	
Attendance	116	1580	63	236	
In-Person Offsite	0	0	0	0	
Attendance	0	0	0	0	
Live Virtual	0	0	0	9	
Attendance	0	0	0	38	
<b>Adults (19+)</b>					
In-Person Onsite	35	549	49	361	
Attendance	313	3321	240	2015	
In-Person Offsite	5	5	0	6	
Attendance	27	27	0	87	
Live Virtual	0	0	1	3	
Attendance	0	0	12	18	
<b>General/Family/All Ages</b>					
In-Person Onsite	2	56	NA	NA	
Attendance	65	690	NA	NA	
In-Person Offsite	1	7	NA	NA	
Attendance	200	1380	NA	NA	
Live Virtual	0	0	NA	NA	
Attendance	0	0	NA	NA	
<b>Other Programming</b>					
Pre-Recorded Programs (All)	0	0	0	33	
Views	0	0	0	649	
Meeting Rooms/Partner Groups	62	798	65	832	
Attendance	237	2469	204	2755	
<b>Income-Main</b>					
Fines	372.99	3786.92	265.3	4277.98	Overdues: text 198
Copies	760.2	7274.69	636.22	6233.82	letter 132
Interlibrary Loan	11.7	152.82	7.2	158.65	
Fax	246.3	2284.6	315.15	2825.43	
Lost & Paid Items	8.99	322.13	83.45	571.84	
Collections	0	50	10	105.5	
Non-county fee	0	75	25	175	
State Aid	0	13488	0	13681	
<b>Total Income</b>	<b>1400.18</b>	<b>27434.16</b>	<b>1342.32</b>	<b>28029.22</b>	



# May 2023

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
<b>Genealogy Library</b>					
Hours open	99	973.25	87.5	844	
In-state visitors	40	757	34	523	
Out-of-state visitors	2	13	2	434	
In-house programs	2	31	1	14	
Attendance	8	228	7	45	
Outreach	1	1	0	114	
Attendance	13	13	0	28	
Research for patrons (hours)	12	464	57	455	
E-mail questions	55	728	41	416	
Phone questions	38	316	16	280	
Notary	0	11	NA	NA	
Website visits	318	2266	NA	NA	
Computer use (hrs)	50	638.5	52	581	
Scanner (# patrons)	3	69	20	101	40 min
Microfilm	0	6	0	6	
Copies sold	45	1031	73	749	
Total money	4.5	103.3	7.3	91	
Memory Lab usage (# patrons)	3	87	10	110	4 hr