

Subject: Library Board Meeting
Date: March 23, 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 February 23, 2021, meeting. Approval.
3. Presentation of library statistics for February.
4. Presentation of library claims for February. Consider approval.
5. Director's report
 - a. Genealogy library update
 - b. Friends updates
 - c. 100 years updates, reading challenge
 - d. eRate updates
 - e. Summer reading 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 February 1 through 28, 2021
Submitted to Library Board, March 25, 2021

01-11-521400		<i>Materials & Supplies</i>	
21-0400	KAPCO.....	\$396.32	Book covers, EasyCover II 12x9
21-0446	Quill.....	\$225.94	Trashbags, gloves, sanitizer
21-0517	Amazon.....	\$99.99	Adjustable standing desk with tray
21-0518	Quill.....	\$100.45	Postits, label maker & tape, sanitizer
21-0599	KAPCO.....	\$255.05	Book covers, EF8585
21-0605	Quill.....	\$269.95	8.5x11 paper
21-0635	Demco.....	\$171.86	Boxes/rolls of colored dots for labels
01-11-524200		<i>Contract Services</i>	
21-0596	Oklahoma Pest Services.....	\$100.00	Quarterly pest control services
21-0597	Clearco.....	\$300.00	6-month window cleaning
01-11-524500		<i>Computer Services</i>	
21-0646	Envisionware.....	\$1,420.60	1-yr Envisionware software, maintenance, coinop
21-0764	TLC.....	\$13,437.00	1-yr Library.Solution software, OPAC, SIP, printers
01-11-524550		<i>Databases</i>	
20-xxxx	Midwest Tape.....	\$854.54	Hoopla usage, December 2020
21-0534	Mango.....	\$2,814.11	1-yr renewal Mango languages database
21-0598	Midwest Tape.....	\$856.11	Hoopla usage, January 2021

21-0619	DatabaseUSA	\$1,500.00
	1-yr subscription AtoZDatabases (yr2)	
15-11-530049	Books	
20-xxxx	Cengage	\$47.25
	Remaining 2020 Invoice (2)	
20-0046	Ingram.....	\$423.46
	Book order (29)	
21-0186	Ingram.....	\$769.19
	Book order (41)	
21-0393	Baker & Taylor.....	\$409.27
	Book order (32 child)	
21-0398	Center Point LP.....	\$360.12
	Book order (16)	
21-0515	Cengage	\$779.70
	Book order (30)	
21-0520	Genealogical Publishing.....	\$267.24
	Book order (7)	
21-0594	Blackstone.....	\$283.83
	Audiobook order (8)	
21-0595	Amazon.....	\$27.44
	Book order (2 child)	

Duncan Public Library
Board of Directors Meeting Minutes
February 23, 2021
Location: Virtual Meeting



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 Tanya Case.

II. Reading of Previous Minutes

Minutes for December 22, 2020 meeting were read. Geoff Johnson moved to approve. John Ray Green seconded. All approved.

III. Presentation of Library Statistics & Claims

- A. Amy Ryker presented library statistics for December and January.
- B. Claims for December were reviewed. Tanya Case moved to approve. Brendhan Fritts seconded. All approved.
- C. Claims for January were reviewed. Geoff Johnson moved to approve. Brendhan Fritts seconded. All approved.

IV. Director's Report

Amy Ryker updated everyone genealogy improvements, brown bags, Friends annual meeting, 100 year anniversary activities and displays, T-shirts/bags/cards, teen advisory board (TAB), take home crafts, Jessica Allmon becoming full time and doing storytime, food program.

V. Consider list of withdrawn items. Library staff recommends 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.

List of withdrawn items from August 19, 2020 through January 21, 2021 presented. Tanya Case moved to approve items be declared surplus and donated to Friends and funds to be used to support library. Geoff Johnson seconded. All approved.

VI. Old Business

VII. New Business

March meeting will be in person, tentatively. April will be in person at genealogy.

**Duncan Public Library
Board of Directors Meeting Minutes
February 23, 2021
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VIII. Comments by Staff, Board, or Public

IX. Adjournment

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

Notice of Public Meeting
DUNCAN PUBLIC LIBRARY BOARD

Date: Tuesday, March 23, 2021

Time: 9:30am

Place: Duncan Public Library

AGENDA

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Filed in the office of the Municipal Clerk at _____ on _____.

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.

February 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year
Circulation				
Fiction	423	2964	286	2659
Mysteries	298	2424	361	2975
Westerns	75	620	69	499
Science Fiction	33	287	31	327
New Fiction	497	3467	370	3331
Adult Paperbacks	64	586	77	771
McNaughton Fiction	14	78	13	70
Inspirational Fiction	403	2329	350	5232
LP Fiction	870	6250	819	6337
New LP Fiction	427	2890	510	4036
Total Adult Fiction	3104	21895	2886	20422
Nonfiction	277	2105	310	3252
New Nonfiction	154	1022	98	1115
LP Nonfiction	6	66	13	106
New LP Nonfiction	16	85	18	153
McNaughton Nonfiction	22	113	11	97
Total Adult NF	475	3391	450	4725
New YA Fiction	31	254	58	502
New J Fiction	15	163	40	297
Juvenile Fiction	140	1493	253	2664
YA Fiction	147	1589	243	2080
Easy Books + New Easy	720	5619	1020	10173
Juvenile Paperbacks	164	1450	235	1734
YA Paperbacks	5	43	12	127
Sequoyah	24	152	20	154
Beginning chapter books	29	272	23	399
Total Juv/YA Fiction	1275	11035	1883	19307
New J Nonfiction	19	92	13	149
Juvenile Nonfiction	172	1696	223	2170
New YA Nonfiction	6	165	NA	NA
YA Nonfiction	74	552	137	1189
Total Juv/YA NF	271	2505	373	3508
Total Periodicals	90	805	142	1092
Spanish Easy, JUV ,YA	7	7	0	7
Spanish nonfiction	0	0	1	12
Spanish fiction	2	3	1	10
Total Spanish	9	10	6	29
Interlibrary Loans: Borrowed	10	70	12	130
Interlibrary Loans: Lent	35	356	73	445
Total Print	5269	40067	5740	51584
Video games	52	574	49	586
Books on CD	178	1217	247	1988
J Books on CD	2	7	5	50
YA Books on CD	1	19	1	29
Playaways	9	37	2	58
Children's Kit	2	25	5	151
Music CD	0	5	1	18
DVDs - Adult	805	6370	1056	8136
DVDs - Juvenile	117	1583	247	2532
DVDs - Young Adult	103	978	165	1525
OverDrive: eAudiobooks	626	6189	899	1018
OverDrive: eBooks	1899	16088	1720	14827
OverDrive: movies	2	27	0	4

February 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
OverDrive: magazines	38	242	NA	NA	
hoopla audio	203	1516	107	830	
hoopla comics	36	244	28	200	
hoopla eBooks	173	1290	112	871	
hoopla movies	64	394	17	140	
hoopla music	5	82	11	71	
hoopla TV	41	182	31	148	
Gale Reference eBooks	8	21	2	27	
Total Nonprint	4364	37090	4708	38236	
Total Circulation	9633	77157	10448	91717	
Databases					
Gale: Chilton	5	32	24	137	
Gale: LegalForms	2	42	10	58	
NewsBank: America's Newspapers	1685	18165	3312	32117	
NewsBank: Genealogy Bank	33	145	65	573	
BrainFuse: HelpNow	2	76	4	183	
BrainFuse: LearnNow	3	70	0	340	
BrainFuse: JobNow	1	23	1	175	
ProQuest: Ancestry	487	2253	173	2809	
ProQuest: HeritageQuest	86	422	106	762	
ProQuest: Fold3	57	632	6	379	
EBSCO sessions	1767	20802	8743	8720	
Mango sessions	4	77	78	296	
Recorded Books: Zinio	124	862	50	430	
Recorded Books: Universal Class total	1	98	3	299	
AtoZ Database records viewed	667	8110	87	5536	
Total Database Usage	4924	51809	10507	81984	
Services-Main					
Public Service Hours	169	1234	208	1781	Doors open 17 1/2 days, 930-4 (6.5hr) = 114.5
Circulation per Hour	57		50		Curbside avail 17 days, 9-930/4-6 (2.5hr) = 42.5
In-House Circulation	361	4111	989	9228	Saturdays by appoint. 4 days, 10-1 (3hr) = 12
Items Mended	26	221	102	963	
Gate Count	2046	29280	8625	81711	
Number of borrowers in date range	959	9538	2400	20654	
Photocopies Made	5513	51001	10949	42235	
New library cards	36	1304	95	665	
Public computer/Internet usage	392	4648	776	6250	
Wireless sessions	3485	35141	726	14830	
AWE Children's computers	0	0	659	7819	Currently offline
Questions					
Reference Questions	394	3979	830	7627	
Informational Questions	978	13222	4457	37107	
E-Mail Questions	20	131	8	51	
Total Questions	1392	17362	5295	44785	
Programming					
Adult In-Person Programs	0	0	22	198	
Attendance	0	0	121	991	
Adult Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
Views	0	0	0	0	
Adult Recorded Programs	0	3	0	0	
Views	0	22	0	0	
Childrens In-Person Programs	4	22	8	79	
Attendance	12	142	175	1548	
Childrens Live Virtual	0	1	0	0	
Attendance	0	12	0	0	
Views	0	300	0	0	
Childrens Recorded Programs	0	39	0	0	

February 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Views	0	1154	0	0	
Teen In-Person Programs	0	0	0	66	
Attendance	0	0	0	1320	
Teen Live Virtual	1	2	0	0	
Attendance	4	7	0	0	
Views	0	0	0	0	
Teen Recorded Programs	5	51	0	0	
Views	20	477	0	0	
Other Programs	0	0	22	213	
Attendance	0	0	50	877	
Outside Programs	8	39	1	5	
Attendance	16	88	40	405	
Children Outreach	0	4	12	94	
Attendance	0	69	179	929	
Passive Programming	128	744	380	2977	
Engagement	1613	11510	NA	NA	
Tech Help sessions	30	282	0	626	
Chickasaw Meals Program	244	514	NA	NA	
Proctor Exam	0	0	0	4	
Income					
Fines	39.8	455.33	372.35	4038.29	
Copies	384.05	3867	549.65	4518.35	
Interlibrary Loan	18.15	151.05	21.05	154.11	
Fax	179.2	2045.1	321	1975.4	
Lost & Paid Items	16	199.82	54.65	2651.7	
Collections	0	35	28	96	
Non-county fee	0	50	0	25	
State Aid	0	0	0	1284	
Total Income	637.2	6803.3	1346.7	11239.17	
Genealogy Library					
In-state visitors	29	324	68	551	
Out-of-state visitors	0	2	0	19	
In-house programs	1	10	1	16	
Attendance	6	64	8	177	
Outreach	1	3	1	4	
Attendance	10	35	12	89	
Hours open	56	614	NA	NA	
Hours spent researching for people	30	391	3	159	
E-mail questions	5	91	5	29	
Phone questions	9	108	4	44	
Computer use	23	252	27	284	
Scanner	9	90	6	85	
Microfilm	0	12	5	20	
Copies sold	15	238	89	485	
Research paid for	4.6	24.3	0	118.1	
Total Money	6.1	59.6	9.4	231.45	
Memory Lab Usage # of patrons	5	59	17	81	