

## Notice of Public Meeting

### **DUNCAN PUBLIC LIBRARY BOARD MEETING**

DATE	TIME	PLACE
May 26, 2020	9:30am	Videoconference ONLY

#### AGENDA

1. Call to Order with flag salute and prayer.
2. Read minutes from April 28, 2020, meeting. Approval.
3. Presentation of library statistics for April.
4. Presentation of library claims for April. Approval.
5. Director's report
  - a. Summer reading program
  - b. Roof update
  - c. AC/Boiler update
  - d. ODL State Aid update
6. 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.
7. Proposed phased reopening strategies
8. Old Business
9. New Business
10. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
11. Adjourn

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/86465383366?pwd=Z3ZHdHhSNGI5Z0V4bjJCeXlhamFLZz09>

Meeting ID: 864 6538 3366      Password: 1QEQU9

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.

Subject: Library Board Meeting  
Date: May 26, 2020  
Time: 9:30 am  
Place: Zoom Meeting (Duncan Public Library Board Room)

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**Duncan Public Library**  
**Board of Directors Meeting Minutes**  
**April 28, 2020**  
**Location: Duncan Public Library**



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

*Others Present: Amy Ryker, Library Director*

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

- A. Meeting called to order at 9:34 am by Jo Ann Pierce.
- B. Prayer led by Jo Ann Pierce.

**Reading of Previous Minutes**

Minutes for February 25, 2020, meeting were read. Tanya Case moved to approve with correction to Call to Order. John Ray Green seconded. All approved.

**Presentation of Library Reports & Claims**

- A. Amy Ryker presented library statistics for February and March, discussing minor changes that have been made to certain holdings codes, collections, and databases.
- B. Claims for February and March were reviewed. John Ray Green moved to approve, Brendhan Fritts seconded. All approved.

**Director's Report**

Amy Ryker discussed the following topics:

Genealogy Library furniture has arrived and looks amazing.

StoryWalk has been received but is not yet installed.

Ordered items slow to arrive due to vendor Covid-19 policies.

Library staffing changes (down 1 part time and 1 full time) and budget reductions (20%)

Updates on what library has been doing

Summer reading program and virtual programming (no gatherings will be permitted during summer; all programming will be online)

Reopening policies (proposed reopening policies will be presented at next meeting)

**Old Business**

Tanya Case still wants to consider a social worker position at the library.

**New Business**

None.

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

Jo Ann Pierce wanted to remind library staff that board members and their spouses are willing to help in any way they can during this crisis.

**Adjournment**

John Ray Green moved to adjourn. Brendhan Fritts seconded. All approved. Adjourned at 10:05 am.

**Duncan Public Library**  
**Claims for April 1 through 30, 2020**  
*Submitted to Library Board, May 26, 2020*

<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
20-1127	Walmart .....	\$14.74
	Cleaning supplies	
<b>01-11-521500</b>	<b><i>Travel</i></b>	
20-1196	Betty Greer .....	\$72.36
	Reimbursement for travel to workshop in Ardmore, March	
<b>01-11-522800</b>	<b><i>Phone/Internet</i></b>	
20-1444	AT&T.....	\$45.94
	Wireless service, genealogy library	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
20-1383	ThyssenKrupp Elevator.....	\$387.20
	Quarterly maintenance	
20-1391	Channels.....	\$220.00
	Round 2 Weedkiller/fertilizer/lawn treatments	
<b>01-11-524500</b>	<b><i>Computer Services</i></b>	
20-1078	Envisionware .....	\$1,420.60
	1-yr renewal for Envisionware suite, license, maintenance	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
20-0698	DatabaseUSA.....	\$1,500.00
	3-yr renewal, year 1 bill	
<b>15-11-530049</b>	<b><i>Books</i></b>	
20-0043	Baker & Taylor .....	\$781.35
	Book order (45)	
20-0069	Baker & Taylor .....	\$411.01
	Book order (33 child/YA)	
20-0352	Ingram.....	\$489.46
	Book order (28)	
20-0624	Baker & Taylor .....	\$654.48
	Book order (52 child/YA)	
20-1102	Ingram.....	\$692.42
	Book order (42)	
20-1304	Cengage .....	\$769.19
	Book order (31)	

# Library Reopening Tentative Plan

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We are a community gathering place. We have hundreds of people in here some days, touching and breathing on everything, including our 65,000 checkout-able items. Our primary patrons are older people and families. We provide a lot of services, most of which can be provided without opening our doors, but opening our doors encourages use of services that we are not currently supposed to be supporting: hanging out with a lot of people in one location for a long time and touching a lot of things. Our primary goal must be to keep ourselves and our patrons safe, therefore, we do not believe it is wise to open the doors to the public at this time. We DO recommend expanding services as listed in Phase 1.

We are keeping up with recommendations for libraries through IMLS, ALA, OCLC, OLA, ODL, and more. The results of an ongoing research project by IMLS, OCLC, and Battelle are not ready. For more information about this, visit [oc.lc/realm-project](http://oc.lc/realm-project).

## Quick discussion of items:

Most sources say the virus lives on paper in a range of hours to 5 days. Most of our books have plastic covers as well, which has a 2 to 3 day period. DVDs have acetate covers and plastic that require at least 48 hours. Most libraries are using a 3-day quarantine for items, and this is what we have been using so far as well.

## Phase 1:

Begins June 1.

Open Monday-Friday 9 to 6, Saturday 10 to 1.

Item return begins. Back bookdrop ONLY. Items will be quarantined for 3 days in back office before being returned to shelves.

All items out are still currently checked out until July 1. No fines will be charged for these items.

No-contact cart service will begin. Patrons place items on hold on their online account or by calling. When we check out the items, we will use July 1 date. We will place items outside on a cart for patron to pick up themselves. We do have a few patrons who cannot easily get in and out of cars, so we will provide other services for them. We will allow 15 items per card.

We will still serve pre-packaged meals in the back building from 11-1 every weekday through the Chickasaw Nation partnership.

Summer reading program will begin. We will provide sacks with at least 4 packaged crafts, instructions for our online classroom, a calendar for our online programming, etc. We will have a June bag they can pick up in June, and a July bag they can pick up in July.

Interlibrary loan will resume.

Our wifi will remain on so patrons can use it from their cars or outside, and we will continue to offer printing services through email.

We will handle no money at this time and intend to not apply the out-of-county fee on the surrounding counties for the time being.

Genealogy Library will continue to offer the email and phone services with Kristi performing research as she has been.

I recommend this phase for at least a month. The only thing we will not be offering during this time will be use as a gathering place (meeting rooms and events) and actual physical computer access. We will evaluate as time progresses to see if it is safe to move to Phase 2.

## **Phase 2:**

Begins after evaluation of safety based on current cases in area, growth rate, city policies, state recommendations, CDC and ALA recommendations, etc.

Patrons can call and reserve time at a computer. We will provide up to 40 minute slots on two appropriately-distanced computers near the front. We will clean area before/after each patron.

Patrons can be allowed to come in one at a time to reserve items on an OPAC at the front if needed. When items are placed on hold, library staff will retrieve the items for them while they wait. They are allowed to wait in the lobby area or outside. Patrons will not be allowed to browse or obtain items themselves at this time.

Patrons can utilize copy and fax services by passing the items through a plexiglass screen and we will make copies and send faxes for them.

Back door will be reserved ONLY for book returns. No patrons will be allowed in at this door. No books should come in the front door if possible. We will set our inside bookdrop cart just inside the front door in the lobby area just in case.

Genealogy Library can accept reservations for time on the computer or Memory Lab.

## **Phase 3:**

After careful evaluation of CDC, ALA, OLA guidelines and city and state guidelines, etc. we will consider opening up further. The library is extremely difficult to keep disinfected or watch for patrons. We will allow earlier hours for our older and high-risk patrons. After 11:00am, others can come in.

We will need to limit the number of people in the building and make sure they aren't staying too long. This will be complicated with very large families that come in and usually hang out for hours. We will have to give them time limits to be determined.

Furniture and children's toys will be put away to discourage people from hanging out and provide fewer contact surfaces.

Computers will be accessible according to social distancing (no closer than 6 feet apart or from a place others may need to access) and for no more than an hour at a time. 2<sup>nd</sup> floor and elevator will still be closed to the public.

Meeting rooms and events will still be unavailable to the public.

We will create paths for entry and exit to help patrons avoid each other or allow exit only at back, entry only at front.

## **Phase 4:**

After safety has been evaluated, we will begin opening to the public more.

We will have plexiglass up at all front desk computers.

Only one or two checkouts will be used so staff can maintain distance and lines will not be too close. We will have 6-ft markers placed at checkout lane and entrance.

We will continue to allow older people and high-risk people in earlier.

All staff will continue wearing masks and using sanitizer or soap after every interaction.

All events are still off, but meeting rooms can be reserved for small groups.

2<sup>nd</sup> floor open. Only one person (or related family) in elevator or stairwells at a time.

Bathrooms open.

Genealogy Library can allow small numbers inside as Kristi sees fit and depending on social recommendations at this time.

NOTICE: All of these recommendations are based off of research done by ALA, OCLC, and the plans other libraries are putting into place. We will remain flexible based on constantly changing information





## E-Rate Board Resolution

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**We have completed your E-Rate Application(s) for the 2020-21 funding year.**

**The final requirement is approval by your Board to pay your share of the requested services subject to E-Rate funding and receipt of services.**

**Include the FOLLOWING WORDING on your next board agenda:**

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.

1. The approved E-Rate Board Resolution
2. INCLUDE the Board Agenda
3. AND the Approved Minutes (when available).

Send all documents once your minutes have been approved.

**RETURN TO KELLOGG & SOVEREIGN:**

Contact your account manager if you have any questions: 580-332-1444

# RESOLUTION

Be it resolved that the governing board for DUNCAN PUBLIC LIBRARY SYSTEM

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2020", for the fiscal year 07/01/2020-06/30/2021.
2. Authorizes payment of the applicant's share subject to the following conditions:
  - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
  - (2) receipt of services during the fiscal year 07/01/2020-06/30/2021.

Application #	Pre-Discount Amount	E-Rate Amount	Applicant's Share
201011764	\$33,216.00	\$26,572.80	\$6,643.20
201021046	\$25,447.20	\$20,357.76	\$5,089.44
Totals	\$58,663.20	\$46,930.56	\$11,732.64

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# E-Rate Requests, FY 2020 (07/01/2020-06/30/2021)

**Applicant Name:** DUNCAN PUBLIC LIBRARY SYSTEM

**Billed Entity #:** 139890

471 App #	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
201011764	2099014405	OneNet (Oklahoma State Regents)	143015254	Data Transmission And/or Internet Access	17,148.00	80%	13,718.40	3,429.60
	2099014409	OneNet (Oklahoma State Regents)	143015254	Data Transmission And/or Internet Access	16,068.00	80%	12,854.40	3,213.60
Totals for 471 App # 201011764:					33,216.00		26,572.80	6,643.20

471 App #	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
201021046	2099029965	Craig PC's Sales and Service Inc.	143007052	Internal Connections	25,447.20	80%	20,357.76	5,089.44
Totals for 471 App # 201021046:					25,447.20		20,357.76	5,089.44
Totals for Billed Entity # 139890:					58,663.20		46,930.56	11,732.64

# April 2020

Month:	April				
Category	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Fiction	31	2989	308	3725	
Mysteries	35	3214	360	3799	
Westerns	4	548	40	360	
Science Fiction	7	361	47	538	
New Fiction	51	3620	460	4752	
Adult Paperbacks	7	838	126	4147	
McNaughton	0	77	1	12	
Inspirational Fiction	27	5426	334	4332	
LP Fiction	52	6971	812	8178	
New LP Fiction	46	4402	545	4567	
<b>Total Adult Fiction</b>	<b>260</b>	<b>22631</b>	<b>3033</b>	<b>34411</b>	
Nonfiction	30	3514	523	5581	
New Nonfiction	8	1201	141	3965	
LP Nonfiction	1	118	14	160	
New LP Nonfiction	3	164	26	211	
McNaughton Nonfiction	0	105	4	53	
<b>Total Adult NF</b>	<b>42</b>	<b>5104</b>	<b>708</b>	<b>9970</b>	
New YA	3	556	73	652	
New J Fiction	0	309	35	386	
Juvenile Fiction	7	2827	253	3034	
YA Fiction	15	2261	273	2818	
Easy Books	100	10847	1327	13752	
Juvenile Paperbacks	3	1877	228	2391	
YA Paperbacks	0	134	15	255	
Newbery	0	87	8	110	
Sequoyah	1	168	13	105	
Caldecott	0	95	8	124	
Beginning chapter books	0	415	63	637	
<b>Total Juv/YA Fiction</b>	<b>129</b>	<b>20576</b>	<b>2296</b>	<b>25238</b>	
New J NonFiction	1	159	27	358	
Juvenile Nonfiction	11	2336	257	2681	
YA Nonfiction	4	1270	88	1035	
<b>Total Juv/YA NF</b>	<b>16</b>	<b>3765</b>	<b>372</b>	<b>4074</b>	
<b>Total Magazine</b>	<b>18</b>	<b>1203</b>	<b>168</b>	<b>1717</b>	
Spanish Easy, JUV ,YA	0	7	0	12	
Spanish nonfiction	0	13	0	28	
Spanish fiction	0	13	0	8	
<b>Total Spanish</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>48</b>	
<b>Total Print</b>	<b>465</b>	<b>53312</b>	<b>6571</b>	<b>75458</b>	
Videogames	3	643	126	1016	
Books on CD	17	2168	262	2376	
Playaways	0	58	9	135	
Children's Kit	2	159	52	493	
Music CD	0	19	6	217	
OverDrive: eAudiobooks	762	2547	825	7692	
OverDrive: eBooks	2173	18853	1717	17937	

# April 2020

OverDrive: movies	0	9	2	6
Gale Reference eBooks	0	27	1	15
J Books on CD	0	51	5	51
YA Books on CD	0	29	1	22
DVDs - Adult	44	8776	983	9418
DVDs - Juvenile	7	2686	395	7748
DVDs - Young Adult	6	1666	139	5699
hoopla audio	183	1179	55	717
hoopla comics	69	323	27	163

Category	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
hoopla eBooks	227	1260	67	581	
hoopla movies	44	204	10	159	
hoopla music	13	94	7	85	
hoopla TV	68	243	8	101	
<b>Total Nonprint</b>	<b>3618</b>	<b>40994</b>	<b>4697</b>	<b>51470</b>	
<b>Total Circulation</b>	<b>4083</b>	<b>94306</b>	<b>11274</b>	<b>127228</b>	
Public Service Hours	189	2185.5	231	2361	Physically closed, open for phone/email/online
Circulation per Hour			51		
In-House Circulation	0	9801	1275	14411	
Items Mended	53	1051	103	1036	
Gate Count	0	86151	10118	102059	
<b>Programming</b>					
Adult Programs	0	203	29	187	
Attendance	0	1032	129	929	
Passive Programming	450	3477	NA	NA	Online challenges (trivia, focus, art, etc)
Children Programs	10	91	15	131	Online Storytimes, crafts, science
Attendance	668	2272	243	2361	Counting post engagements
Young Adult Programs	0	66	22	238	
Attendance	0	1320	157	2195	
Other Programs	0	240	30	304	
Attendance	0	969	92	1232	
Outside Programs	0	5	0	6	
Attendance	0	405	0	527	
Children Outreach	0	95	6	92	
Attendance	0	930	348	1650	
Makerspace sessions	0	150	22	233	
Attendance	0	1628	157	2126	
Rich Computer Help sessions	43	689	109	1106	
Proctor Exam	0	44	1	3	
Number of borrowers in date range	104	22268	2596	26033	
Photocopies Made	1124	52312	10409	75230	
Interlibrary Loans: Borrowed	0	146	19	184	
Interlibrary Loans: Lent	17	516	60	413	

# April 2020

Reference Questions	210	8584	604	6410	
Informational Questions	630	41140	4888	42670	
E-Mail Questions	20	84	10	78	
<b>Total Questions</b>	<b>860</b>	<b>49808</b>	<b>5502</b>	<b>49158</b>	
Library cards	9	707	70	884	
Internet Usage	0	6651	856	7661	
Wireless logins	3210	150560	0	NA	
AWE Children's computers	21	8007	NA	NA	
Fines	0	4329.01	487.3	5183.71	
Lost & Paid Items	0	2651.7	25.97	461.93	
Interlibrary Loan	0	157.11	43	283.45	
Copies	0	4855.88	614.5	4908.95	
Fax	0	2182.5	265	2290.75	
State Aid	0	1284	0	12989	
Collections	0	116	10	146	
Non-county fee	0	50	0	50	
<b>Total Miscellaneous Income</b>	<b>0</b>	<b>12585.07</b>	<b>1435.77</b>	<b>19433.82</b>	
NewsBank: America's Newspapers	1912	37349	4936	44380	
NewsBank: Genealogy Bank	81	674	18	169	
Gale: Chilton	1	140	20	454	
<b>Category</b>	<b>This Month</b>	<b>YTD - Current</b>	<b>This Month - Previous Year</b>	<b>YTD - Previous Year</b>	
Gale: LegalForms	1	72	4	153	
BrainFuse: HelpNow	1	224	83	218	
BrainFuse: LearnNow	4	345	79	1102	
BrainFuse: JobNow	17	192	1	131	
ProQuest: Ancestry	108	3016	281	1157	
ProQuest: HeritageQuest	18	841	4	416	
ProQuest: Fold3	12	401	56	1438	
EBSCO sessions	4587	16964	5344	48084	
Mango sessions	12	383	1	83	
Britannica sessions	0	6155	7	1674	No longer receiving, March 2020
Zinio	56	554	55	584	
A-Z Database records viewed	291	8811	175	4726	
Universal Class total	10	319	42	363	
Financial Services sessions	0	32	7	88	No longer receiving, March 2020
<b>Total Database Usage</b>		<b>92673</b>	<b>11113</b>	<b>99733</b>	
<b>Genealogy Library</b>					CLOSED TO THE PUBLIC, ALL APRIL
In-state visitors	8	615	63	618	
Out-of-state visitors	0	23	0	13	
In-house programs	0	18	3	20	
Attendance	0	195	20	169	
Outreach	0	4	0	2	
Attendance	0	59	0	85	
Hours spent researching for people	40	214	6	144	
E-mail questions	3	36	2	25	
Phone questions	11	59	5	65	

# April 2020

Computer use	20	332	24	324	
Scanner	8	105	13	24	
Microfilm	0	25	0	16	
Copies sold	0	531	115	1059	
Research paid for	0	118.1	0	8.2	
Total Money	0	238.55	110.5	404.5	
Memory Lab Usage # of patrons	1	92	NA	NA	