

Subject: Duncan Public Library Board Meeting
Date: Tuesday, September 28, 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 July 27, 2021, meeting. Consider approval.
3. Read minutes from August 24, 2021, meeting. Consider approval.
4. Presentation of library claims for August. Consider approval.
5. Director's report
 - a. Library statistics
 - b. Genealogy library info
 - c. Accomplishments and problems
 - d. Upcoming programming and plans
6. Consider review and approval of updates to Internet policy in the Duncan Public Library Policy Manual.
7. Consider review and approval of updates to Interlibrary Loan policy in the Duncan Public Library Policy Manual.
8. Old Business
9. New Business
10. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
11. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, August 24, 2021
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Jo Ann Pierce, Tanya Case, Brendhan Fritts, Geoff Johnson

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

- A. Meeting called to order at 9:35 am by Jo Ann Pierce.
- B. Flag salute led by Geoff Johnson.
- C. Prayer led by Tanya Case.

II. Reading of Previous Minutes

Minutes for July 27, 2021, meeting were read. Tanya Case moved to defer approval to next meeting so those were could approve. Geoff Johnson seconded. All approved.

III. Presentation of Library Claims

Claims for July were reviewed. Geoff Johnson moved to approve. Brendhan Fritts seconded. All approved.

IV. Director's Report

- Amy Ryker presented the library statistics for July. Notes: Stats start over in July. Stats reorganized so that reports are easier. YA is considered "adult" by the state.
- Genealogy info: VHS to DVD machine purchased with donations; working on cataloging plan for new genealogy books; Sept. Brown Bag is about DNA; Oct. 12 annual meeting for SCGS with Towana Spivey; Quarterly insert and survey; asking SCGS for subscriptions, mag rack; Kristi spoke to Lions Club.
- Accomplishments and problems discussed: Proclamation framed at front of library; Improving overdue retrieval; Repairs made throughout library; Jessica has a new desk from city storage (thanks Andrew); John Byers attempting to help us fix bookdrop; Computers arrived-Andrew working on them; Meeting rooms booked up; Beginning readers labeling and cataloging in process; Child dept rearrangement; Felt wall complete; Larry did discuss AC with Pippin; Pegboard donation from Methodist church; June budget 5% cut.
- Summer reading: 45 programs, 1000 people attending, 400 take home crafts, 455 logs/challenges, 950 lunches, 3850 unique borrowers, 180 new cards, 14000 items checked out, 433 holds fulfilled.
- Annual report: Still have Covid exceptions. Need to update manual sections. Terms up: Pierce 2025, Case 2022, Fritts and Green 2023, Johnson 2024.

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- Upcoming programming and plans: September is Library Card Month, school outreach, Voter Registration push, Citizenship Celebration Sept 18, Constitution Week, 911 displays and presentation, Talk Like a Pirate Day.

V. Consider a list of withdrawn items. Library staff recommends the listed items to be declared surplus and donated to the Friends of the Library for resale, and the funds be used to support the library.

Tanya Case moved to approve. Brendhan Fritts seconded. All approved.

VI. Consider review and approval of a Binge Box policy to add to the Duncan Public Library Policy Manual.

Geoff Johnson moved to approve. Brendhan Fritts seconded. All approved.

VII. Consider review and approval of updates to the Internet policy in the Duncan Public Library Policy Manual.

Tanya case moved to table decision until September meeting. Geoff Johnson seconded. All approved.

VIII. Old Business

Jo Ann Pierce reviewed last meeting for board members who could not be there.

IX. New Business

Amy Ryker stated the library has need of a donation of a wheelchair. Tanya Case offered to handle this. Garden ideas were discussed including Think Ability as a future partner. Circulation and ILL policies will be on next agenda.

X. Comments by Staff, Board, or Public

XI. Adjournment

Brendhan Fritts moved to adjourn. Geoff Johnson seconded. All approved. Adjourned at 10:30 am.

Duncan Public Library
Claims for August 1 through 30, 2021
Submitted to Library Board, September 28, 2021

01-11-521400	<i>Materials & Supplies</i>	
21-2290	Showcases	\$261.53
	Binge box cases	
21-2637	Quill.....	\$450.34
	Toner, masks, spray bottles, post-its, batteries, white out	
21-2638	Showcases	\$140.40
	Slim DVD cases	
01-11-522800	<i>Phone</i>	
21-0039	ATT Mobility.....	\$580.19
	Wireless services for genealogy library, Jan-Aug2021	
01-11-524200	<i>Contract Services</i>	
21-2442	Ok Pest Services.....	\$100.00
	Quarterly pest control services	
21-2624	Clearco	\$300.00
	6-month window cleaning	
21-2625	Channels.....	\$225.00
	Round 4 weedkiller/fertilizing	
01-11-524550	<i>Databases</i>	
21-2423	Midwest Tape.....	\$1,023.80
	Hoopla usage, July 2021	
01-11-527700	<i>Training</i>	
21-2213	Amazon.....	\$56.09
	Books for staff training	
21-2612	Amazon.....	\$14.21
	Books for staff training	
15-11-530049	<i>Books</i>	
21-1651	Baker & Taylor.....	\$776.33
	Book order (73 child)	
21-1770	Baker & Taylor.....	\$117.06
	Book order (8 child)	
21-1912	Ingram Entertainment	\$730.50
	Video games (15)	
21-1970	Ingram.....	\$453.60
	Book order (24)	

21-2020	Midwest Tape..... DVD order (25 child)	\$358.75
21-2031	Midwest Tape..... DVD order (17)	\$393.58
21-2026	Cengage Book order (32)	\$771.55
21-2327	Ingram..... Book order (56)	\$867.66
21-2369	Genealogical Publishing..... Book order (7)	\$278.15
21-2376	Center Point LP..... Book order (16)	\$360.12
21-2393	Cengage Book order (29)	\$728.17
21-2679	Stu Campbell..... Book order (6)	\$90.96
27-11-530112	<i>Genealogy</i>	
21-2481	Amazon..... VHS to DVD converter, extra remote	\$662.97

Wireless Internet Use

The Duncan Public Library provides free wireless inside and outside the building. Patrons may use their own laptops, tablets, phones, and other devices to access the Library's wireless services. The Library does not guarantee the safety of traffic across its wireless network. Anti-virus, security, and privacy protection is the responsibility of the user. The Library cannot guarantee wireless service availability at any specific times, nor that the connection will have specific quality or speed. Users may not use wireless connection for any illegal or capacity-hogging purposes or in any way that violate the general Internet policies.

Appendix I: Appeal Suspension or Ban from Computer Access

Name: _____ Date: _____

Address: _____ Phone: _____

Email address: _____

Explanation:

Signature _____

Internet Policy

Disclaimer

The Duncan Public Library provides computers for the general public to use. Various kinds of software are available on these computers, as is Internet access. The Internet, being an unregulated medium, is not a perfect source of accurate, complete, and current information. The Duncan Public Library is not responsible for damages, indirect or direct, arising from a patron's reliance on, citation of, or other usage of Internet resources. Unwise use of the Internet, such as supplying personal information, may result in harm.

Materials obtained or copied from the Internet may be subject to copyright laws. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." The Duncan Public Library disclaims any liability or responsibility resulting from copyright infringement.

Firewalls and Filters

To receive government assistance to provide Internet access, the Duncan Public Library has installed filters on all public-access computers to prevent children 17 and under from accessing visual depictions of obscenity, child pornography, or other harmful materials (as defined by the Children's Internet Protection Act). As provided in the law, patrons 17 years or older may ask for unfiltered access provided it is for "bona fide research or other lawful purposes."

Despite these filters, parents should be aware that we cannot guarantee their children's safety and security when they use e-mail and other forms of direct electronic communication; cannot protect against their children's authorized access, including "hack'ng," and other unlawful online activities; and cannot protect their children against unauthorized disclosure, use, and dissemination of personal identification information.

Who Is a User?

Patrons with Duncan Public Library cards who have less than \$⁵2.00 in fines and no overdue items can use their library card and PIN to access any available public-access computer.

Other Out-of-town visitors with a photo ID can obtain a guest pass from the front desk staff, at the staff's discretion.

Workstations

Computers are available to the public during open hours. Computers automatically shut down 30 to 40 minutes before closing, depending on the day.

Computer and Internet use is free. Internet can be accessed through ~~Internet Explorer~~ and Mozilla Firefox. Not all websites are compatible with all Internet browsers. In addition, some features may not be available on library workstations. Headphones are available at the front desk, if you need sound.

Our computers use the Windows 7 operating system and include basic Windows Office software, including Word, Excel, and PowerPoint.

Downloading: You can download documents and attachments to a USB drive that you provide. Our computers do not accept floppy disk/diskettes. Our computers can read CDs, but they cannot burn to a CD. The library assumes no responsibility for damage to your USB drive or data that may occur from use of our workstations.

Self-Service: Our computers use self-service software that allows you to log on and off at your own discretion without the need of scheduling time with staff members. You can even access and pay for your print jobs through our coin-op machines.

Printing: Printouts are available in black and white or in color. Black and white prints are 10¢ per page; color prints are 75¢ per page. Be sure to check the length of your document before printing it. You are responsible for all printouts you print, not just the ones you want.

Children's Computers: Workstations specifically for children are also provided in the children's section. Only children ages 11 and under are permitted to use these computers. Many games and learning programs are included on these computers, but they have no Internet access. Older siblings and adults are allowed to assist smaller children.

Genealogy: A genealogy computer is provided upstairs for the purpose of accessing genealogy websites.

Rules of Conduct

1. A parent or guardian must provide written approval for children under 17 years to use the Internet with a library card. (This permission is obtained at the time the child receives a library card.) If the child is a guest, the parent or legal guardian must be present for the child to receive a Guest Pass.
2. Parents of minor children must assume responsibility for their children's use of the Internet. Parents and children are encouraged to explore the Internet and learn together. Children under the age of 12 years must have a parent or guardian with them when using the library's Internet computers.

*Google Chrome
Microsoft Edge*

College: A computer is provided upstairs for the sole use of college & financial aid research and application.

Citizenship: A citizenship computer is upstairs to be used only for language learning, citizenship study, green card renewal, and related reasons.

3. If a patron has overdue books or fines exceeding \$⁵2.00, computer access will be denied, until overdues and fines are taken care of.
4. Patrons are allowed two sessions a day, for one hour per session. If you log out before your time is up, you do not get that time back. If you need more time, ask a front desk staff member if that staff member can extend your time. If you need to reserve a time for later, ask a staff member. All reservations must be made in person. Reservations can be held ten minutes past the reservation time. After that, the next person in line gets the computer.
5. Two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff. Both individuals must comply with library policies.
6. Patrons will respect the privacy of others by not misrepresenting themselves as other users; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not soliciting other patrons for personal information; by not seeking unauthorized access to any computer system, or by not damaging or altering software components of any network or database.
7. Patrons agree not to make any changes to the setup or configuration of the software or the hardware.
8. Patrons will not send, receive, or display either text or graphics which may reasonably be construed as obscene.
9. Library users are expected to comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
10. Patrons must have basic knowledge of the Internet and computer use. Staff can assist users for ten minutes or less per user.
11. Patrons are responsible for all printing charges incurred.
12. Patrons will not use catalog computers to access external sites on the Internet. These computers are to be used only for searching for items on our website and in our library.
13. For network security, personally owned laptop computers or other Internet-ready devices shall not be connected by cord to the Internet through the library's connection. Wireless connection is allowed for personal computers.
14. Laptop users must comply with general library rules.
15. Internet users accompanied by children will be asked to terminate their session if the children create disturbance in the library.
16. Patrons must respect all Internet rules including time limits and must cooperate with others to share the workstations.
17. The same rules of conduct that apply to general use of the Duncan Public Library and its collections apply to the use of the computers.
18. Use workstations with care. Make no attempt to fix problems. Immediately report any problems to library staff.
19. Patrons may not sign up for others.

Termination of User Access

When library staff believes that a patron has violated library policy, any staff member is authorized to take the following steps:

1. The staff will warn the patron of the violation and give the patron a chance to correct the problem.

2. If the patron does not attempt to comply in a reasonable amount of time or violates policy again (even if on a different day), the staff member is authorized to terminate the user's access session or to prohibit the user from subsequent access sessions for up to two weeks from the date of the violation.

3. If the patron still does not comply with policy, the staff may ban the patron permanently from computer access. Patrons who have been suspended or banned will be given an opportunity to protest the action and/or request that access be reinstated.

Amended August 21, 2012

to the Library Board

Create a Form
and add
Appendix?

Interlibrary Loan Policy

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

Interlibrary Loan is a service provided by The Duncan Public Library to assist library patrons in locating and obtaining materials which are not available in our library. Through the use of interlibrary loan, many resources are available.

The patron must hold a valid library card with an adult status, with no fines or overdue materials. There will be a limit of five requests per patron at one time. One way postage fees will be assessed, in addition to any fees assessed by the lending library.

Interlibrary loan forms are available at the front desk. Please give as much information as possible concerning your request, because this will expedite processing. When requesting magazine or journal articles, full citations must be provided. Include the name of the magazine, the title of article, the date, the volume, and the page numbers of the article. Photocopy fees may be charged by the lending library.

You must sign and agree to the terms of the interlibrary form before a request will be processed. This form states that if materials are lost, stolen or not returned to our library, the patron will be charged the current replacement cost of the book, plus a \$20 processing fee for items still in print. For items out of print, the patron will be charged the cost, plus \$25.

This is in addition to any fees charged by the lending library.

Before requesting items, be sure that our library does not own the item. We will not request titles owned by this library, unless they are overdue more than three months and presumed lost. We will not request books published within the last six months or books in popular demand. We will not request genealogy material, obituaries, local history, and reference books. Patrons should take their genealogy requests to the Genealogy Library and inform staff if they are aware of a library willing to lend the material. The Duncan Public Library reserves the right not to request or lend any items regarded as not lendable.

The length of loan is determined by the lending library. Renewal will be determined by the lending library. If a renewal is desired, please contact us four days prior to the due date of the material. Materials kept past the due date can jeopardize our borrowing privileges with the lending libraries. If items are requested but not picked up, postage fees will be charged to the patron's card.

The Duncan Public Library will lend materials to other libraries following these same guidelines.

All interlibrary loan transactions are done under the provisions of the General Interlibrary Loan Code of the American Library Association, of the Oklahoma State Interlibrary Loan Code, and the U.S. Copyright Law and accompanying guidelines.



INTERLIBRARY LOAN

SEARCHING THE WORLD-CAT FOR YOUR ITEMS!

PLEASE READ AND AGREE TO THE FOLLOWING BEFORE RETURNING
THIS INTERLIBRARY LOAN FORM:

By participating in the Interlibrary Loan program, I acknowledge that: my card is in good standing with no fines or overdues, that I agree to pay postage one way, and to return my items in a timely manner. I acknowledge that I will be charged for items that are lost/stolen/unreturned to the library. Patrons will be charged for the replacement of the book, a \$20 fee, and any additional charges owed to the lending library. If you would like to renew your book, contact the Duncan Public Library no less than 4 days before the due date. We cannot guarantee renewals.

SIGNATURE: _____ DATE: _____

ITEM INFORMATION

TITLE: _____

AUTHOR: _____

FORMAT: BOOK / LARGE PRINT / AUDIOBOOK / DVD / _____

BORROWER INFORMATION

NAME (PLEASE PRINT): _____

CARD NUMBER: _____ DATE: _____

EMAIL: _____ PHONE: _____

.....
REQUEST ID _____ ORDERED DATE _____

POSTAGE: _____ DUE DATE _____

NOTES: _____

August 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Adult/YA Fic/NF					
Fiction	287	589	247	514	Adult items added: 366
Inspirational Fiction	280	514	141	302	Adult items discarded: 84
LP Fiction	648	1196	519	1078	Fic: 2538
McNaughton Fiction	39	75	2	4	
Mysteries	255	436	194	385	
New Fiction	298	648	299	587	
New LP Fiction	371	702	192	369	
Adult Paperbacks	54	131	58	129	
Science Fiction	18	27	10	35	
Westerns	43	99	50	92	
New YA Fiction	38	64	19	55	Note: YA is considered "adult" by the state.
YA Fiction	182	411	149	310	
YA Paperbacks	16	21	4	11	
YA Sequoyah	9	17	14	16	
LP Nonfiction	12	20	5	9	Nonfic: 522
McNaughton Nonfiction	36	58	8	10	
New LP Nonfiction	10	14	6	10	
New Nonfiction	60	131	84	176	
Nonfiction	266	547	153	322	
New YA Nonfiction	13	27	8	98	
YA Nonfiction	125	260	75	79	
Total Adult Fic/NF	3060	5987	2237	4591	
Juvenile Fic/NF					
New Easy	139	344	NA	NA	*New Easy is separate this year.
Easy Books	855	2015	489	1067	Juv added: 96
Beginning chapter books	13	41	31	69	Juv discarded: 51
New J Fiction	24	60	14	32	
Juvenile Fiction	267	627	166	353	JFic: 1462
Juvenile Paperbacks	155	436	131	230	
J Sequoyah	9	24	NA	NA	
New J Nonfiction	46	110	11	20	
Juvenile Nonfiction	249	568	153	333	JNonfic: 295
Total Juv Fic/NF	1757	4225	995	2104	
Total Periodicals	125	214	90	165	
Spanish Easy, Juv	1	5	0	0	
Spanish Fiction/YA	0	1	0	0	
Spanish Nonfiction	1	2	0	0	
Total Spanish	2	8	0	0	
Interlibrary Loans: Borrowed	8	19	5	13	
Interlibrary Loans: Lent	47	90	70	112	
Adult Audio/Visual					
Books on CD	136	354	104	208	
Playaways	4	13	1	2	
YA Books on CD	0	0	3	5	
DVDs - Adult	647	1248	415	847	
DVDs - Young Adult	91	161	83	157	
Total Adult Audio/Visual	878	1776	606	1219	
Juvenile Audio/Visual					
J Books on CD	2	3	0	0	Revitalizing this area as per patron request
Music CD	1	3	1	4	Been trying to eliminate
DVDs - Juvenile	209	426	152	307	
Total Juvenile A/V	212	432	153	311	

August 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Other Items					
Video Games	105	217	50	93	
Cake Pans	1	4	3	5	Under Kits still
Binge Boxes	NA	NA	NA	NA	Will begin with September stats
Total Other Items	106	221	53	98	
Total Physical Circulation	6195	12972	4209	8613	
Electronic Circulation					
OverDrive: eAudiobooks	813	1500	762	1497	Total OverDrive: 2968
OverDrive: eBooks	2085	4058	1962	4160	Adult OD: 2546
OverDrive: movies	3	14	1	11	Juv OD: 207
OverDrive: magazines	65	115	108	190	
hoopla audio	289	568	198	382	Total hoopla: 585
hoopla comics	37	64	43	81	Adult hoopla: 508
hoopla eBooks	171	307	165	354	Juv hoopla: 77
hoopla movies	40	64	52	90	
hoopla music	12	33	12	24	
hoopla TV	36	76	14	25	
Gale Reference eBooks	0	0	0	0	
Total Electronic Circulation	3551	6799	3317	6814	
Total Circulation	9746	19771	7526	15427	
Electronic Information					
Gale: Chilton	17	39	1	7	
Gale: LegalForms	4	7	9	9	
NewsBank: America's Newspapers	2511	5210	2968	5214	
NewsBank: Genealogy Bank	41	41	22	35	
BrainFuse: HelpNow	2	33	4	5	
BrainFuse: LearnNow	2	12	3	3	
BrainFuse: JobNow	12	18	0	2	
ProQuest: Ancestry	131	527	446	761	
ProQuest: HeritageQuest	12	12	152	223	
ProQuest: Fold3	62	120	324	372	
EBSCO sessions	3024	6234	3377	5996	
Mango sessions	25	38	8	13	
Recorded Books: Universal Class total	1	57	3	5	
AtoZ Database records viewed	868	1155	862	2045	
Successful Info Retrieval	6712	13503	7317	14690	
Services-Main					
Public Service Hours	207.5	418	204	411	Doors open 13 days, 930-7 (9.5hr) = 123.5
Circulation per Hour	47		36		Doors open 8 days, 930-6 (8.5hr) = 68
In-House Circulation	970	1995	671	1277	Saturdays 4 days, 9:30-1:30 (4hr) = 16
Items Mended	45	78	30	62	
Gate Count	7656	15397	4487	9326	
Number of borrowers in date range	1811	3745	1326	2581	
Photocopies Made	10127	22632	7256	17138	
New library cards	77	178	51	96	
Public computer/Internet usage	235	480	510	1090	
Wireless sessions	17071	27967	3960	10318	Unique users: 766
AWE Children's computers	891	993	0	0	Restarted July 2021
Notary Services	22	50	NA	NA	
Questions					
Reference Questions	1442	2965	573	1019	
Informational Questions	4301	8369	2223	5098	
E-Mail Questions	68	133	23	35	
Total Questions	5811	11467	2819	5152	

August 2021

	This Month	YTD - Current	This Month - Previous Year	YTD - Previous Year	
Programming					
Adult In-Person Programs	29	55	0	0	MWF: Tai Chi; W: Line Dancing; TT: GeriFit
Attendance	262	514	0	0	
Adult Live Virtual	0	0	0	0	
Attendance	0	0	0	0	
Views	0	0	0	0	
Adult Recorded Programs	0	0	0	3	
Views	0	0	0	22	
Childrens In-Person Programs	18	60	0	0	
Attendance	162	740	0	0	
Childrens Live Virtual	0	2	0	1	
Attendance	0	10	0	12	
Views	0	158	0	300	
Childrens Recorded Programs	4	11	5	33	
Views	20	298	60	1054	
Teen In-Person Programs	0	6	0	0	
Attendance	0	74	0	0	
Teen Live Virtual	0	2	0	0	
Attendance	0	10	0	0	
Views	0	38	0	0	
Teen Recorded Programs	0	7	5	16	
Views	0	28	38	342	
Other Programs & Meeting Rooms	81	105	0	0	
Attendance	227	289	0	0	
Adult Outreach	0	0	0	0	
Attendance	0	0	0	0	
Children Outreach	0	0	0	0	
Attendance	0	0	0	0	
Passive Programming	85	399	19	57	85 kits taken
Engagement	2555	4598	437	2517	
Tech Help sessions	35	71	40	83	
Chickasaw Meals Program	345	726	NA	NA	
Proctor Exam	0	0	0	4	
Income					
Fines	607.66	1261.75	44.94	90.99	Overdues: 7 days 229
Copies	493.35	1128.8	456.35	1087.7	1&2 75
Interlibrary Loan	25.4	36.9	11.6	27.3	Final 13
Fax	304.5	546.82	378.5	686	Lost 15
Lost & Paid Items	23.97	74.16	19.9	25.9	
Collections	20	20	5	15	
Non-county fee	75	75	0	0	
State Aid	0	0	0	0	
Total Income	1549.88	3143.43	916.29	1932.89	
Genealogy Library					
In-state visitors	59	122	43	85	
Out-of-state visitors	1	5	0	0	
In-house programs	2	3	0	1	
Attendance	22	27	0	6	
Outreach	1	1	0	0	
Attendance	20	20	0	0	
Hours open	74.5	158.5	59	149	
Hours spent researching for people	70	140	51	121	
E-mail questions	44	69	6	24	
Phone questions	35	60	20	22	
Computer use	38	76	35	63	
Scanner	11	24	5	22	3.5 hr.
Microfilm	0	0	10	10	Most items on digitizer
Copies sold	26	267	50	83	
Total Money	106	39.7	10	13.3	
Memory Lab Usage # of patrons	27	60	2	5	Hours used: 74.5 hr