

Subject: Duncan Public Library Board Meeting
Date: Tuesday, November 26, 2024
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 September 24, 2024, meeting. Consider approval.
3. Read minutes from October 22, 2024, meeting. Consider approval.
4. Presentation of library claims for September. Consider approval.
5. Presentation of library claims for October. Consider approval.
6. Director's report
 - a. Library statistics—September, October
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
7. Discuss and consider approving proposed 2025 Library Board meetings.
8. Discuss and consider approving minor changes to DPL Policy Manual section 2.4 Loans.
9. Discuss and consider approving minor changes to DPL Policy Manual section 2.7 Hotspot Lending Policy.
10. Old Business
11. New Business
12. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
13. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, September 24, 2024
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



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

Others Present: Amy Ryker, Library Director

I. Call to Order, Flag Salute, Prayer

The meeting was called to order at 9:36 am by Pierce. The flag salute was led by Fritts, and the prayer was led by Stone.

II. Reading of Previous Minutes

Minutes for the August 27, 2024, meeting were read. Case moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims

Claims for August 2024 were reviewed. Fritts moved to approve claims as presented. Stone seconded. All approved.

IV. Director's Report

- Ryker presented the library statistics for August 2024.
- Genealogy library updates: Kristi King sent in report that she has been helping someone find their old home, 10 showed for the brown bag, VHS to DVD transfers, SCGS meeting next Wednesday, Museum board meeting will meet at genealogy next Thursday, Oct. 15 genealogy presentation and prepping for tours, Oct. 2 brown bag is family members. Case discussed the annual SCGS meeting that will be held in November in conjunction with the Museum.
- Accomplishments and challenges discussed: AC waiting on final vents and controls; sliding doors on next year's budget request; plans for balcony awning being approved; Leadership visit went very well; Women in Faith visit; awaiting approval to place sign at back parking lot this year; popup at city hall this week; Cain's Jawbone book club in person and online Oct. 10 next in-person; Jitters is restructuring so we will move Trivia to Merlin's Magic Market; .
- Upcoming programming and plans: Oct. begins NEA partnership featuring The Best We Could Do by Thi Bui; Vietnamese word hunt; Oct. 18 kitchen travels; Oct. 22 book talk; Oct. 26 Author visit Thi Bui; Nov. 7 Jeff Provine graphic novels; display at genealogy; Family Fright Night; Oct 11 Horror trivia; Oct 28 adult crafts; Fall Break Mario Kart tournament; Oct 31 glow party at the mall and cart o treat at the library.

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V. Old Business

McCasland grant initial application done, awaiting approval to move forward.

VI. New Business

No new business was discussed.

VII. Comments by Staff, Board, or Public

No comments were made by the staff.

No comments were made by the board.

No comments were made by the public.

VIII. Adjournment

Johnson moved to adjourn. Stone seconded. All approved. Adjourned at 10:19 am.

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, October 22, 2024
Location: Duncan Public Library, 3785 N. Hwy 81, Duncan OK



Board Members Present: Brendhan Fritts, Jackson Stone

Others Present: Amy Ryker, Library Director

I. No meeting due to lack of quorum.

Duncan Public Library
Claims for September 1 through 30, 2024
Submitted to Library Board, November 26, 2024

01-11-521400		<i>Materials/Supplies</i>	
24-3350	Syntrio		\$252.00
	Ink/toner for public printer		
24-3401	Amazon		\$199.99
	Heated bedbug killer for books		
24-3403	Demco.....		\$196.74
	Book pockets, "New" stickers		
24-3404	Quill		\$700.53
	Tape, soap, printer rolls, ink/toner, paper		
01-11-522800		<i>Phone</i>	
24-3349	T-Mobile.....		\$315.36
	Hot spot usage — Jul/Aug		
24-3353	ATT		\$57.48
	Wireless, genealogy		
24-3354	ATT		\$48.49
	Alarm, genealogy		
24-3532	ATT		\$57.09
	Wireless, genealogy		
24-3533	ATT		\$49.25
	Alarm, genealogy		
01-11-523800		<i>Postage</i>	
24-3213	Southern Box		\$88.20
	Library mail, book shipments to LTAIO		
01-11-524200		<i>Contract Services</i>	
24-3351	Channel's		\$247.50
	Round 4 weedkiller/fertilizer		
01-11-524550		<i>Databases</i>	
24-3528	Kristi King		\$49.90
	6-month Newspapers.com		

24-3780	Midwest Tape	\$1,496.58
	Hoopla usage, September 2024	
01-11-527700	Training	
24-3698	Amy Ryker	\$65.00
	Reimbursement for notary training	
01-11-529300	Books/Materials/Subscriptions	
24-3352	Terrie Renfro	\$29.99
	Reimbursement for Exercise DVDs for Sit Fit	
24-3529	Ebsco.....	\$74.93
	1-yr subscription Digital Photo mag	
15-11-530049	Books	
24-0148	Baker & Taylor	\$289.74
	Book, standing, childrens (19)	
24-2772	Midwest Tape	\$176.28
	DVD, children, July (12)	
24-3035	Amazon	\$78.10
	DVDs (9)	
24-3044	Ingram	\$549.74
	Book, adult, nonfiction, August (26)	
24-3163	Cengage.....	\$831.44
	Book, large print (32)	
24-3164	Center Point LP	\$389.52
	Book, large print, September (16)	
24-3546	Amy Ryker	\$90.93
	Reimbursement for children's book order (9)	
24-3655	Michael Frederick.....	\$75.00
	Book series (3)	
Third Quarter Corrections		
<i>01-11-521100</i>	<i>Repair/Maintenance</i>	
<i>July</i>		
24-2640	Justus Plumbing.....	\$343.95
	Hydrant replacement	
24-2678	Cintas	15.75
24-2788	Cintas	15.75

24-2915	Cintas	15.75
24-2916	Cintas	15.75
	City of Duncan mats	

24-2738	Darrell Meadows	25.00
	Annual fire extinguisher service	

August

24-3121	Cintas	15.75
24-3122	Cintas	15.75
24-3188	Cintas	15.75
24-3311	Cintas	15.75
	City of Duncan mats	

September

24-3468	Cintas	25.00
24-3636	Cintas	25.00
24-3637	Cintas	25.00
24-3721	Cintas	25.00
	City of Duncan mats	

01-11-521400 Materials/Supplies

September

24-3563	Walmart.....	3.98
	File folders	

01-11-522100 Equipment Rental

January - September

JE 022513	Reclassification of expense.....	-95.25
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24-0421	Standley	193.01
24-0952	Standley	378.23
24-1294	Standley	472.00
24-1722	Standley	525.21
24-2071	Standley	343.85
24-2252	Standley	201.23
24-2460	Standley	1479.98
24-2769	Standley	507.64
24-3158	Standley	630.93
24-3547	Standley	723.29
24-4128	Standley	482.25
	Copier/printer contracts/fees	

01-11-522800 Phone/Radio

January - September

ATT	1881.03
Phone, long distance, VOIP	

Verizon240.42
iPad services

01-11-522800
January - September

Phone/Radio

ATT 1881.03
Phone, long distance, VOIP

01-11-553100
January - September

Credit Card Fees

Credit Card Fees 1794.27
Credit Card Fees

Duncan Public Library
Claims for October 1 through 31, 2024
Submitted to Library Board, November 26, 2024

01-11-521100	<i>Repair/Maintenance</i>	
24-3402	Duncan Janitorial.....	\$58.00
	Vacuum filters	
24-3628	BJs Electric.....	\$1,387.73
	Electrical work to study carrels, TVs, etc	
24-3909	Duncan Janitorial.....	\$61.85
	Vacuum repairs	
01-11-521400	<i>Materials/Supplies</i>	
24-3845	Quill	\$619.07
	TP, PT, cleaners, calendars, paper cutter	
24-3846	Amazon	\$181.32
	Extension cords, envelopes, bookcase cubes	
24-3847	Kapco	\$301.40
	Easy cover II book covers, 8 ½ x 3/4	
24-3860	Amy Ryker	\$260.70
	Reimbursement for decorative letters for children’s dept.	
24-3959	Demco.....	\$158.02
	Super fold covers 14x24; secure fold covers 12x24	
24-3960	Quill	\$827.51
	Copy paper, batteries, gloves, wypall rags, tissues	
24-3963	Professional Binding Products.....	\$213.10
	Rolls of laminate	
24-4029	Quill	\$285.88
	11x17 colored paper, binder clips, odo ban cleaner	
24-4030	Demco.....	\$201.73
	Clear glossy label protector sheets 1x1 1/2	
01-11-522800	<i>Phone</i>	
24-3765	T-Mobile.....	\$323.16
	Hot spot usage — Aug/Sep	

24-3961	ATT	\$48.62
	Alarm, genealogy	
24-3962	ATT	\$57.09
	Wireless, genealogy	
24-4099	T-Mobile.....	\$297.51
	Hot spot usage — Sep/Oct	
01-11-523900	<i>Technology</i>	
24-3952	Amazon	\$95.07
	Wireless keyboard/mouse, USB sticks	
01-11-524200	<i>Contract Services</i>	
24-3351	Channel's	\$247.50
	Round 5 weedkiller/fertilizer	
15-11-530049	<i>Books</i>	
24-0034	Ingram	\$415.86
	Books, adult, fic/nf (22)	
24-2386	Baker & Taylor	\$542.71
	Books, children's, juvenile fiction/graphic novels (43)	
24-2387	Midwest Tape	\$179.64
	DVD, adult, June (6)	
24-2507	Midwest Tape	\$284.24
	DVD, children, June (21)	
24-3148	Midwest Tape	\$602.87
	DVD, adult, Aug (23)	
24-3149	Midwest Tape	\$175.17
	DVD, children, Aug (8)	
24-3396	Ingram	\$693.75
	Book, adult, fiction, Sept (39)	
24-3397	Ingram	\$807.00
	Book, adult, nonfiction, Sept (42)	
24-3527	Midwest Tape	\$240.40
	DVD, children, Sept (15)	

24-3548	Center Point LP	\$389.52
	Book, large print, October (16)	
24-3659	Baker & Taylor	\$74.80
	Books, children's, Easy, sale (11)	
24-3735	Ingram	\$591.16
	Book, adult, fiction, Oct (39)	
24-3737	Blackstone.....	\$477.08
	Audiobook, Spanish (16)	
24-3738	Crimson Multimedia	\$785.55
	Video games (18)	
24-3768	Midwest Tape	\$165.82
	DVD, children, Oct (8)	
24-3772	Cengage	\$873.47
	Books, standing, large print (32)	
24-3812	Amazon	\$277.56
	Book & DVD order (17)	

11-521100		Repair and Maintenance		B E G I N N I N G		B A L A N C E	
10/01/24	10/15	A99047	CHK: 157769	27752 ELECTRICAL WORK	010311		5,351.63
				BRENT J. SMITH	INV# 24-737		
				27760 VACUUM FILTERS	007541	/PO# 24-3628	6,739.36
10/08/24	10/15	A99182	CHK: 157755	DUNCAN JANITORIAL & IND.S	INV# 239611	/PO# 24-3402	6,797.36
				27757 VACUUM REPAIRS	007541		
10/15/24	10/15	A99101	CHK: 157688	DUNCAN JANITORIAL & IND.S	INV# 239644	/PO# 24-3909	6,859.21
				27756 LIBRARY MATS	11783		
10/15/24	10/15	A99113	CHK: 157688	CINTRAS CORPORATION #628	INV# 4203374551	/PO# 24-3924	6,874.96
				27756 LIBRARY MATS	11783		
				CINTRAS CORPORATION #628	INV# 4206983293	/PO# 24-3923	6,899.96
				OCTOBER ACTIVITY	DB: 1,548.33	CR: 0.00	1,548.33

11-521101 Repairs Historical Library
 B E G I N N I N G B A L A N C E 0.00

11-521400		Materials and Supplies		B E G I N N I N G		B A L A N C E	
10/08/24	10/16	A99261	CHK: 157749	27767 OFFICE/JANITORIAL SUPPLI	006663		16,831.07
				QUILL CORPORATION	INV# 40995670	/PO# 24-3845	17,264.20
10/08/24	10/08	A98854	CHK: 157648	27725 REIMBURSEMENT	010040		17,524.90
				AMY EYKER	INV# 111-5850091-189542/PO#	24-3860	185.94
10/08/24	10/16	A99262	CHK: 157749	27767 OFFICE/JANITORIAL SUPPLI	006663		17,710.84
				QUILL CORPORATION	INV# 41003698	/PO# 24-3845	301.40
10/09/24	10/16	A99274	CHK: 157751	27767 BOOK COVERS	006747		18,012.24
				KENT ADHESIVE PRODUCTS CO	INV# 1490249	/PO# 24-3847	181.32
10/15/24	10/28	A99859	CHK: 157874	27836 ENVELOPES/POWER STRIP	010730		18,193.56
				AMAZON.COM	INV# 1CRL-JTLH-3WLF	/PO# 24-3846	827.51
10/17/24	10/28	A99899	CHK: 157963	27839 PAPER/BATTERIES/GLOVES	006663		19,021.07
				QUILL CORPORATION	INV# 41128709	/PO# 24-3960	19,234.17
10/17/24	10/28	A99929	CHK: 158049	27839 ROLLS OF LAMINATE	13256		19,392.19
				PROFESSIONAL BINDING PROD	INV# P510219947	/PO# 24-3963	19,604.08
10/18/24	10/30	A00122	CHK: 157929	27861 BOOK COVERS	001413		19,678.07
				DEMCO	INV# 7554490	/PO# 24-3959	19,879.80
10/24/24	10/30	A00123	CHK: 157963	27861 PAPER/BINDER CLIPS/CLEAN	006663		
				QUILL CORPORATION	INV# 41233379	/PO# 24-4029	
10/25/24	10/30	A00124	CHK: 157963	27861 PAPER/BINDER CLIPS/CLEAN	006663		
				QUILL CORPORATION	INV# 41249851	/PO# 24-4029	
10/25/24	11/06	A00511	CHK: 157929	27896 LABEL PROTECTOR SHEETS	001413		
				DEMCO	INV# 7558135	/PO# 24-4030	
				OCTOBER ACTIVITY	DB: 3,048.73	CR: 0.00	3,048.73

11-521500 Travel B E G I N N I N G B A L A N C E 0.00
 11-522100 Equipment Rental B E G I N N I N G B A L A N C E 5,808.07

10/24/24 10/28 A99988 CHK: 157978 27842 COPIER SERVICES 009637 57.87 5,865.94
 GMC SOLUTIONS, INC. INV# IN182448 /PO# 24-3400
 10/29/24 11/06 A00509 CHK: 157926 27896 COPIER LEASE 000896 482.25 6,348.19
 STRANDLEY SYSTEMS, LLC INV# 17381679 /PO# 24-4128
 OCTOBER ACTIVITY DB: 540.12 CR: 540.12

11-522800 Telephone & Radio B E G I N N I N G B A L A N C E 4,365.01

10/01/24 10/16 A99329 CHK: 157824 27771 IPADS/PHONE SERVICE 001987 40.01 4,405.02
 VERIZON WIRELESS INV# 9975263894 /PO# 24-3936
 10/02/24 10/02 A98678 CHK: 157673 27696 HOTSPOTS 13208 323.16 4,728.18
 T-MOBILE USA INC. INV# 8/21/24-9/20/24 /PO# 24-3765
 10/03/24 10/17 A99402 CHK: 157839 27780 LONG DISTANCE PHONE BILL 11240 10.46 4,738.64
 AT&T INV# 10/03/2024 /PO# 24-3957
 10/07/24 10/17 A99403 CHK: 157840 27780 CH PHONE/PD T1 LINES 11243 36.38 4,775.02
 AT&T INV# 0584615909 /PO# 24-3964
 10/13/24 10/29 A00053 CHK: 157880 27849 MONTHLY SERVICES 11268 99.69 4,874.71
 AT&T INV# 10/13/2024 /PO# 24-4058
 10/16/24 10/17 A99404 CHK: 157841 27780 ALARM/GENERALGY 11268 48.62 4,923.33
 AT&T INV# 10/03/2024 /PO# 24-3961
 10/16/24 10/17 A99405 CHK: 157847 27780 WIRELESS/GENERALGY 12787 57.09 4,980.42
 AT&T MOBILITY INV# 287324993353X10082/PO# 24-3962
 10/31/24 11/20 A01349 27976 WIRELESS FOR GENERALGY 12787 57.12 5,037.54
 AT&T MOBILITY INV# 287324993353X11082/PO# 24-4293
 10/31/24 10/31 A00221 CHK: 157907 27877 MOBILE HOTSPOTS-SEPT-OCT 13208 297.51 5,335.05
 T-MOBILE USA INC. INV# 10/31/2024 /PO# 24-4099
 OCTOBER ACTIVITY DB: 970.04 CR: 970.04

11-523300 General Insurance B E G I N N I N G B A L A N C E 0.00

11-523400 Janitorial Services B E G I N N I N G B A L A N C E 10,125.00
 10/31/24 10/31 A00163 CHK: 157894 27875 JANITORIAL SERVICES 12175 1,125.00 11,250.00
 LISA R CAMPBELL INV# 10/31/2024 /PO# 24-2596
 OCTOBER ACTIVITY DB: 1,125.00 CR: 1,125.00

11-523500 Publications, Legal, Audit
 BEGINNING BALANCE 145.94

11-523800 Postage
 BEGINNING BALANCE 140.56

11-523900 Computers & Technology
 BEGINNING BALANCE 169.99

10/23/24 10/30 A00115 CHK: 157874 27860 KEYBOARD/MOUSE/USB STICKS 010730 /PO# 24-3952 95.07 265.06
 AMAZON.COM INV# IQVL-LOLO-PVL3
 OCTOBER ACTIVITY DB: 95.07 CR: 0.00 95.07

11-524200 Contract Services
 BEGINNING BALANCE 8,308.52

10/09/24 10/15 A99137 CHK: 157784 27757 WEEDKILLER/ROUND 5 11765 /PO# 24-3911 247.50 8,556.08
 CHANNEL'S WEED AND PEST C INV# 20315
 OCTOBER ACTIVITY DB: 247.50 CR: 0.00 247.50

11-524500 Computer Services
 BEGINNING BALANCE 15,814.42

11-524550 Database
 BEGINNING BALANCE 32,989.10

10/31/24 11/06 A00534 CHK: 157982 27896 HOOPLA USAGE/OCT 2024 010115 1,560.62 34,549.72
 MIDWEST TAPE LLC INV# 506272811 /PO# 24-4150
 OCTOBER ACTIVITY DB: 1,560.62 CR: 0.00 1,560.62

11-524600 Landscaping
 BEGINNING BALANCE 0.00

11-524800 Advertising & Promotions
 BEGINNING BALANCE 620.00

11-526200 Utilities B E G I N N I N G B A L A N C E 29,921.34

10/08/24	10/15	R99144	CHK: 157693	27759	GAS SERVICE	13074		47.64	29,968.98
				SUMMIT	UTILITIES OKLAHOMA	INV# 9/4/24-10/7/24	/PO# 24-0223		
10/08/24	10/15	A99144	CHK: 157693	27759	GAS SERVICE	13074		437.45	30,406.43
				SUMMIT	UTILITIES OKLAHOMA	INV# 9/4/24-10/7/24	/PO# 24-0225		
10/15/24	11/04	B26257	363-36700-01	13975	3785	N 81	RMV	4,089.88	34,496.31
				OCTOBER	ACTIVITY	DB:		4,574.97	

11-526201 Utilities Historical Library B E G I N N I N G B A L A N C E 3,851.74

10/10/24	11/04	B26256	242-11000-00	13975	878	& ASH	OLD LIBRARY	167.27	4,019.01
10/10/24	11/04	B26256	242-11100-00	13975	301	N 878	OLD LIB	526.50	4,545.51
				OCTOBER	ACTIVITY	DB:		693.77	

11-526600 Book Binding B E G I N N I N G B A L A N C E 0.00

11-527700 Training & Materials B E G I N N I N G B A L A N C E 89.00

11-528200 Memberships & Dues B E G I N N I N G B A L A N C E 384.95

11-529300 Books, Materials & Subscriptions B E G I N N I N G B A L A N C E 3,853.06

11-553100 Credit Card Fees B E G I N N I N G B A L A N C E 1,794.27

10/31/24	11/18	B26328	Misc	000000	14001	CC FEES - LIBRARY		198.98	1,993.25
				OCTOBER	ACTIVITY	DB:		198.98	

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **
 BEGINNING BALANCES: 140,563.73 DEBITS --- CREDITS ---
 REPORTED ACTIVITY: 14,603.13
 ENDING BALANCES: 155,166.86
 TOTAL FUND ENDING BALANCE: 155,166.86

FUND: 02 -New Tax Fund

DEPT: 11 Library

11-521100 Repair and Maintenance B E G I N N I N G B A L A N C E 0.00

11-530000 Abe Raizer Concession/Restroom B E G I N N I N G B A L A N C E 0.00

11-530100 Library Expansion B E G I N N I N G B A L A N C E 0.00

11-530101 Metal Storage Building B E G I N N I N G B A L A N C E 0.00

11-530102 Renovation of Restrooms B E G I N N I N G B A L A N C E 0.00

11-530103 Access to Plato Road B E G I N N I N G B A L A N C E 0.00

11-530104 Security Camera System B E G I N N I N G B A L A N C E 0.00

11-530105 Access Road to Plato B E G I N N I N G B A L A N C E 0.00

11-530106 Geothermal Heat Pump B E G I N N I N G B A L A N C E 0.00

11-530107 Metal Storage Building B E G I N N I N G B A L A N C E 0.00

11-530108 Renovation of Restrooms B E G I N N I N G B A L A N C E 0.00

11-530169 Historic Library Repairs B E G I N N I N G B A L A N C E 0.00

11-530805 Access Road to Plato B E G I N N I N G B A L A N C E 0.00

11-530807 Metal Storage Bldg B E G I N N I N G B A L A N C E 0.00

11-530808 Renovation of Restrooms B E G I N N I N G B A L A N C E 0.00

11-530903 Automatic Sliding Doors B E G I N N I N G B A L A N C E 0.00

11-530904 Carpet Office B E G I N N I N G B A L A N C E 0.00

11-530905 Roof Repair B E G I N N I N G B A L A N C E 0.00

FUND: 12 -Self ins. -Unemployment
 DEPT: 11 Library

11-521100 Repair and Maintenance B E G I N N I N G B A L A N C E 0.00

11-524200 Contract Services B E G I N N I N G B A L A N C E 0.00

Fund : 14 -Worker's Compensation
 DEPT : 11 Library
 POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VENDOR INV/PO/JE # PERIOD TO USE: Oct-2024 THRU Oct-2024
 ACCOUNTS: 11-521100 THRU 11-553100
 NOTE =====AMOUNT===== BALANCE=====

FUND: 14 -Worker's Compensation

DEPT: 11 Library

11-521100 Court Cost-Filing Fees
 B E G I N N I N G B A L A N C E 0.00

11-530049 Books
 B E G I N N I N G B A L A N C E 0.00

11-530050 Fence
 B E G I N N I N G B A L A N C E 0.00

11-530051 Resurface & Restripe Parking L
 B E G I N N I N G B A L A N C E 0.00

11-540000 Worker's Compensation Judgements
 B E G I N N I N G B A L A N C E 0.00

11-540001 Worker's Comp YE Report Adj.
 B E G I N N I N G B A L A N C E 0.00

11-540100 Worker's Comp Hospital
 B E G I N N I N G B A L A N C E 0.00

11-540200 Worker's Comp Prescriptions
 B E G I N N I N G B A L A N C E 0.00

11-540300 Worker's Comp Medical Service
 B E G I N N I N G B A L A N C E 0.00

11-540400 Worker's Comp Benefits
 B E G I N N I N G B A L A N C E 0.00

11-540500 Worker's Comp Reimbursements
 B E G I N N I N G B A L A N C E 0.00

POST	DATE	TRAN #	REFERENCE	DESCRIPTION	VENUE	INV#	PO#	JE #	NOTE	AMOUNT	BALANCE
10/07/24	10/28	A99969	CHK: 157920	27842 BOOKS	000367					30.90	47,545.64
				INGRAM BOOK CO.	INV# 63113810		/PO# 24-0034				
10/07/24	10/28	A99954	CHK: 157912	27842 BOOKS	000158					83.54	47,629.18
				BAKER & TAYLOR, INC.	INV# 5019141822		/PO# 24-2971				
10/08/24	10/28	A99970	CHK: 157920	27842 BOOKS	000367					20.78	47,649.96
				INGRAM BOOK CO.	INV# 63113923		/PO# 24-0034				
10/08/24	10/16	A92293	CHK: 157780	27767 BOOKS	11609					199.43	47,849.39
				CENGAGE LEARNING, INC.	INV# 85780635		/PO# 24-3772				
10/08/24	10/16	A99294	CHK: 157780	27767 BOOKS	11609					198.68	48,048.07
				CENGAGE LEARNING, INC.	INV# 85781060		/PO# 24-3772				
10/08/24	10/28	A99971	CHK: 157920	27842 BOOKS	000367					19.38	48,067.45
				INGRAM BOOK CO.	INV# 63113924		/PO# 24-3397				
10/09/24	10/28	A99997	CHK: 158001	27842 BOOKS	11609					179.94	48,247.39
				CENGAGE LEARNING, INC.	INV# 85786985		/PO# 24-3910				
10/10/24	10/28	A99953	CHK: 157912	27842 BOOK ORDER	000158					74.80	48,322.19
				BAKER & TAYLOR, INC.	INV# 2038624001		/PO# 24-3859				
10/10/24	10/28	A99998	CHK: 158001	27842 BOOKS	11609					26.24	48,348.43
				CENGAGE LEARNING, INC.	INV# 85793323		/PO# 24-3910				
10/10/24	10/28	A00003	CHK: 158054	27842 VIDEO GAME ORDER	13297					720.22	49,068.65
				THOMAS KLISE dbd:	INV# 016951		/PO# 24-3738				
10/10/24	10/28	A99999	CHK: 158001	27842 BOOKS	11609					53.98	49,122.63
				CENGAGE LEARNING, INC.	INV# 85794027		/PO# 24-3910				
10/11/24	10/28	A99990	CHK: 157982	27842 DVD ORDER	010115					185.85	49,308.48
				MIDWEST TAPE LLC	INV# 506175668		/PO# 24-3527				
10/11/24	10/28	A99991	CHK: 157982	27842 DVD ORDER	010115					111.75	49,420.23
				MIDWEST TAPE LLC	INV# 506175840		/PO# 24-3768				
10/11/24	10/28	A99989	CHK: 157982	27842 DVD ORDER	010115					33.14	49,453.37
				MIDWEST TAPE LLC	INV# 506175687		/PO# 24-3526				
10/11/24	10/28	A99992	CHK: 157982	27842 AUDIOBOOK ORDER	010115					109.98	49,563.35
				MIDWEST TAPE LLC	INV# 506175841		/PO# 24-3740				
10/11/24	10/28	A00000	CHK: 158001	27842 BOOKS	11609					131.95	49,695.30
				CENGAGE LEARNING, INC.	INV# 85799736		/PO# 24-3910				
10/11/24	10/28	A99976	CHK: 157920	27842 BOOKS	000367					27.92	49,723.22
				INGRAM BOOK CO.	INV# 67754305		/PO# 24-3399				
10/13/24	11/14	A01045	CHK: 158101	27945 BOOKS/DVDS	010730					50.51	49,773.73
				AMAZON.COM	INV# 161G-JPHW-KHYV		/PO# 24-3525				
10/14/24	10/28	A99867	CHK: 157920	27837 BOOKS	000367					577.04	50,350.77
				INGRAM BOOK CO.	INV# 63115817		/PO# 24-3735				
10/14/24	10/28	A99972	CHK: 157920	27842 BOOKS	000367					38.22	50,388.99
				INGRAM BOOK CO.	INV# 63115816		/PO# 24-0034				
10/15/24	10/28	A99958	CHK: 157912	27842 BOOKS	000158					8.61	50,397.60
				BAKER & TAYLOR, INC.	INV# 5019167604		/PO# 24-3766				
10/15/24	10/28	A99861	CHK: 157874	27836 BOOKS/DVDS	010730					207.61	50,605.21
				AMAZON.COM	INV# 1EBW-33BW-19YR		/PO# 24-3912				
10/15/24	10/28	A99862	CHK: 157874	27836 BOOKS/DVDS	010730					69.95	50,675.16
				AMAZON.COM	INV# 1X9J-DCXK-NXT7		/PO# 24-3912				
10/15/24	10/28	A99959	CHK: 157912	27842 BOOKS	000158					11.62	50,686.78
				BAKER & TAYLOR, INC.	INV# 5019167605		/PO# 24-3769				
10/15/24	10/28	A99960	CHK: 157912	27842 BOOKS	000158					11.62	50,698.40
				BAKER & TAYLOR, INC.	INV# 5019167631		/PO# 24-3912				

11-530049 Books * (CONTINUED) *

10/15/24	10/28	A99961	CHK: 157912	27842 BOOK ORDERS	000158	INV# 5019167632	/PO# 24-3150	21.41	50,719.81
				BAKER & TAYLOR, INC.					
10/15/24	10/28	A99962	CHK: 157912	27842 BOOKS	000158	INV# 5019167633	/PO# 24-3531	11.01	50,730.82
				BAKER & TAYLOR, INC.					
10/15/24	10/28	A99963	CHK: 157912	27842 BOOK ORDER	000158	INV# 5019167634	/PO# 24-3658	63.99	50,794.81
				BAKER & TAYLOR, INC.					
10/16/24	10/16	A99277	CHK: 157759	27861 BOOKS	007975	INV# 2121679	/PO# 24-3548	389.52	51,184.33
				CENTER POINT, INC.					
10/17/24	10/28	A99868	CHK: 157920	27837 BOOKS	000367	INV# 63117189	/PO# 24-3735	14.12	51,198.45
				INGRAM BOOK CO.					
10/17/24	10/30	A00116	CHK: 157912	27861 BOOKS	000158	INV# 5019167090	/PO# 24-2971	153.91	51,352.36
				BAKER & TAYLOR, INC.					
10/17/24	10/28	A99973	CHK: 157920	27842 BOOKS	000367	INV# 63117188	/PO# 24-0034	21.58	51,373.94
				INGRAM BOOK CO.					
10/18/24	10/28	A99994	CHK: 157982	27842 DVD ORDER	010115	INV# 506205739	/PO# 24-3526	22.49	51,396.43
				MIDWEST TAPE LLC					
10/18/24	10/28	A99995	CHK: 157982	27842 DVD ORDER	010115	INV# 506205739	/PO# 24-3526	21.24	51,417.67
				MIDWEST TAPE LLC					
10/18/24	10/28	A99993	CHK: 157982	27842 AUDIOBOOK ORDER	010115	INV# 506209390	/PO# 24-3768	374.90	51,792.57
				MIDWEST TAPE LLC					
10/21/24	10/28	A99975	CHK: 157920	27842 BOOKS	000367	INV# 506205737	/PO# 24-3740	21.13	51,813.70
				INGRAM BOOK CO.					
10/21/24	11/14	A01051	CHK: 158101	27945 BOOKS/DVDS	010730	INV# 63118096	/PO# 24-3736	27.97	51,841.67
				INGRAM BOOK CO.					
10/21/24	10/30	A00126	CHK: 158027	27861 BOOKS	12857	INV# 1M1G-4KMT-1GR7	/PO# 24-3525	142.39	51,984.06
				AMAZON.COM					
10/22/24	10/28	A00001	CHK: 158001	27842 BOOKS	11609	INV# 2174689	/PO# 24-3162	62.97	52,047.03
				BLACKSTONE PUBLISHING					
10/22/24	11/06	A00549	CHK: 158027	27896 BOOKS	85855844	INV# 12857	/PO# 24-3910	180.15	52,227.18
				CENGAGE LEARNING, INC.					
10/23/24	10/30	A00121	CHK: 157920	27861 BOOKS	2174801	INV# 000367	/PO# 24-3162	15.10	52,242.28
				BLACKSTONE PUBLISHING					
10/23/24	10/30	A00120	CHK: 157920	27861 BOOKS	000367	INV# 63118745	/PO# 24-0034	29.14	52,271.42
				INGRAM BOOK CO.					
10/23/24	10/30	A00127	CHK: 158054	27861 VIDEO GAME ORDER	13297	INV# 017253	/PO# 24-3738	65.33	52,336.75
				THOMAS KLISE dba:					
10/24/24	10/30	A00118	CHK: 157912	27861 BOOKS	000158	INV# 5019180681	/PO# 24-3928	168.77	52,505.52
				BAKER & TAYLOR, INC.					
10/24/24	10/30	A00119	CHK: 157912	27861 BOOKS	000158	INV# 5019180682	/PO# 24-3929	170.43	52,675.95
				BAKER & TAYLOR, INC.					
10/24/24	11/06	A00533	CHK: 157982	27896 DVD ORDER	010115	INV# 506231935	/PO# 24-3768	32.83	52,708.78
				MIDWEST TAPE LLC					
10/24/24	10/30	A00117	CHK: 157912	27861 BOOKS	000158	INV# 5019180680	/PO# 24-3769	34.40	52,743.18
				BAKER & TAYLOR, INC.					
10/25/24	11/06	A00503	CHK: 157920	27896 BOOKS	000367	INV# 63119698	/PO# 24-3736	19.38	52,762.56
				INGRAM BOOK CO.					
10/25/24	11/06	A00501	CHK: 157920	27896 BOOKS	000367	INV# 63119680	/PO# 24-3736	23.89	52,786.45
				INGRAM BOOK CO.					

POST	DATE	TRAN #	REFERENCE	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
10/28/24	11/18	A01142	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185188	/PO# 24-3912	18.35	52,804.80
10/28/24	11/06	A00504	27896 BOOKS	INGRAM BOOK CO.	INV#	63120065	/PO# 24-3398	43.96	52,848.76
10/28/24	11/06	A00505	27896 BOOKS	INGRAM BOOK CO.	INV#	63120066	/PO# 24-3399	42.69	52,891.45
10/28/24	11/06	A00539	27896 BOOKS	CENGAGE LEARNING, INC.	INV#	85891617	/PO# 24-3910	64.49	52,955.94
10/28/24	11/06	A00538	27896 BOOKS	CENGAGE LEARNING, INC.	INV#	85891456	/PO# 24-3910	53.20	53,009.14
10/28/24	11/18	A01143	27959 BOOK ORDER	BAKER & TAYLOR, INC.	INV#	000158	/PO# 24-3658	31.54	53,040.68
10/28/24	11/18	A01144	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185189	/PO# 24-4026	215.61	53,256.29
10/28/24	11/18	A01145	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185190	/PO# 24-4027	82.66	53,338.95
10/28/24	11/18	A01146	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185191	/PO# 24-4028	57.58	53,396.53
10/28/24	11/18	A01147	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185192	/PO# 24-4028	83.37	53,479.90
10/28/24	11/18	A01148	27959 BOOK ORDER	BAKER & TAYLOR, INC.	INV#	000158	/PO# 24-4028	19.37	53,499.27
10/28/24	11/18	A01149	27959 BOOKS	BAKER & TAYLOR, INC.	INV#	5019185887	/PO# 24-3658	206.17	53,705.44
10/28/24	10/28	A99974	27842 BOOKS	INGRAM BOOK CO.	INV#	5019185888	/PO# 24-4028	487.82	54,193.26
10/29/24	10/29	A00063	27850 BOOKS	BAKER & TAYLOR, INC.	INV#	63117190	/PO# 24-3736	50.97	54,244.23
10/29/24	11/18	A01132	27957 BOOK ORDERS	INGRAM BOOK CO.	INV#	000367	/PO# 24-2631	36.35	54,280.58
10/29/24	11/06	A00502	27896 BOOK ORDERS	INGRAM BOOK CO.	INV#	63119697	/PO# 24-4091	21.32	54,301.90
10/30/24	10/30	A00125	27861 BOOKS	CENGAGE LEARNING, INC.	INV#	11609	/PO# 24-3910	97.46	54,399.36
10/30/24	11/06	A00506	27896 BOOK ORDERS	INGRAM BOOK CO.	INV#	000367	/PO# 24-4091	24.06	54,423.42
10/30/24	11/06	A00507	27896 BOOKS	INGRAM BOOK CO.	INV#	63120861	/PO# 24-4091	34.89	54,458.31
				OCTOBER ACTIVITY	DB:	INV# 63120862	/PO# 24-3736	9,560.07	9,560.07
						CR:		0.00	0.00

DE T A I L L I S T I N G

11-530052 (2) Servers B E G I N N I N G B A L A N C E 0.00

11-530053 Improvements - Security B E G I N N I N G B A L A N C E 0.00

11-530054 Improvements - flooring B E G I N N I N G B A L A N C E 0.00

11-530055 (6) Computers B E G I N N I N G B A L A N C E 0.00

11-530056 Improvements - Roof B E G I N N I N G B A L A N C E 0.00

11-530057 Improvements-Elevator B E G I N N I N G B A L A N C E 0.00

11-530058 Sprinkler/Fire System B E G I N N I N G B A L A N C E 0.00

11-530100 Heating/HVAC System B E G I N N I N G B A L A N C E 239,000.00

11-530102 Data Base - (Circulation Desk) B E G I N N I N G B A L A N C E 0.00

11-530103 Security Camera B E G I N N I N G B A L A N C E 0.00

11-530104 Book Return-Generology Library B E G I N N I N G B A L A N C E 0.00

11-530105 Air Conditioner Repair B E G I N N I N G B A L A N C E 0.00

Fund : 15 -Capital Improvement
DEPT : 11 Library
POST DATE TRAN # REFERENCE

PERIOD TO USE: Oct-2024 THRU Oct-2024
ACCOUNTS: 11-521100 THRU 11-553100

PACKET=====DESCRIPTION===== VENDOR INV/PO/JE # NOTE =====AMOUNT===== BALANCE=====

11-530106 Current Data System Maintenance BALANCE 0.00
B E G I N N I N G

11-530107 Firewal Equip/ERATE Pjt BALANCE 0.00
B E G I N N I N G

11-530108 Equipment-Genology BALANCE 0.00
B E G I N N I N G

11-530115 Elevator Updates BALANCE 0.00
B E G I N N I N G

11-530118 Panic Bar Stairwell Stairs BALANCE 0.00
B E G I N N I N G

11-530119 GENEOLOGY BLDG BALANCE 0.00
B E G I N N I N G

11-530120 Hot Water Heater-Genology Bld BALANCE 0.00
B E G I N N I N G

11-530125 Flooring for Genology Library BALANCE 0.00
B E G I N N I N G

11-530126 Electrical - Genology BALANCE 0.00
B E G I N N I N G

11-530130 Parking Lot Upgrades BALANCE 0.00
B E G I N N I N G

11-530131 Parking lot upgrade-Genology BALANCE 0.00
B E G I N N I N G

11-530135 Exterior Trim Genology Bldg BALANCE 0.00
B E G I N N I N G

11-530190 Capital Expenditure B E G I N N I N G B A L A N C E 0.00

11-530500 Computer Lease Purchase B E G I N N I N G B A L A N C E 0.00

11-530601 Furniture & Fixtures B E G I N N I N G B A L A N C E 0.00

11-530602 Furniture & fixtures-Geology B E G I N N I N G B A L A N C E 0.00

11-530648 Improvements-Children's Dept B E G I N N I N G B A L A N C E 0.00

11-530649 Improvements - Carpet B E G I N N I N G B A L A N C E 0.00

11-530650 Improvements-Computer Lab B E G I N N I N G B A L A N C E 0.00

11-541101 Capital Lease - Principal B E G I N N I N G B A L A N C E 0.00

11-541102 Capital Lease - Interest Exp. B E G I N N I N G B A L A N C E 0.00

000 ERRORS IN THIS REPORT!
 ** REPORT TOTALS **
 BEGINNING BALANCES: 283,898.24 DEBITS --- CREDITS ---
 REPORTED ACTIVITY: 9,560.07 0.00
 ENDING BALANCES: 293,458.31 0.00
 TOTAL FUND ENDING BALANCE: 293,458.31

FUND: 27 -Library Grants & Gifts

11-521100	Repair and Maintenance	B E G I N N I N G	B A L A N C E	0.00

11-521400	Materials and Supplies	B E G I N N I N G	B A L A N C E	0.00

11-521500	Travel	B E G I N N I N G	B A L A N C E	1,299.77

11-523800	Postage	B E G I N N I N G	B A L A N C E	0.00

11-523900	Computer Rental	B E G I N N I N G	B A L A N C E	0.00

11-524200	Contract Services	B E G I N N I N G	B A L A N C E	0.00

11-524800	Advertising & Promotions	B E G I N N I N G	B A L A N C E	0.00

11-526400	Special Fees	B E G I N N I N G	B A L A N C E	0.00

11-526600	Book Binding	B E G I N N I N G	B A L A N C E	0.00

11-527700	Training & Materials	B E G I N N I N G	B A L A N C E	0.00

11-529300	Books, Materials & Subscriptio	B E G I N N I N G	B A L A N C E	913.87

11-530105	Computer-Matching Grant			

B E G I N N I N G B A L A N C E 0.00

11-530108 Furniture and Equipment
 B E G I N N I N G B A L A N C E 434.17

11-530110 Software
 B E G I N N I N G B A L A N C E 0.00

11-530111 Shelving
 B E G I N N I N G B A L A N C E 0.00

11-530112 Donation Exp.-Genealogy Librar
 B E G I N N I N G B A L A N C E 0.00

11-530113 Teen Section
 B E G I N N I N G B A L A N C E 0.00

11-530500 Grant Exp OHC Y13.058
 B E G I N N I N G B A L A N C E 0.00

11-530505 Grant - OK Dept of Libraries
 B E G I N N I N G B A L A N C E 0.00

11-530508 Grant exp- Duncan Literacy C
 B E G I N N I N G B A L A N C E 0.00

11-530510 Edge Technology Grant
 B E G I N N I N G B A L A N C E 0.00

11-530511 Grant - E Rate Project
 B E G I N N I N G B A L A N C E 37.60

11-530512 Citizenship Corner Grant
 B E G I N N I N G B A L A N C E 0.00

11-530514 Delta Headstart Grant Expense B E G I N N I N G B A L A N C E 0.00

11-530516 OHS Preservation Grant Exp B E G I N N I N G B A L A N C E 0.00

11-530518 Rural Lib Grant- Priddy B E G I N N I N G B A L A N C E 310,712.00

11-530800 Healthy Living Grant Expense B E G I N N I N G B A L A N C E 0.00

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **
 BEGINNING BALANCES: 313,397.41 DEBITS --- CREDITS ---
 REPORTED ACTIVITY: 0.00
 ENDING BALANCES: 313,397.41
 TOTAL FUND ENDING BALANCE: 313,397.41

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	416	1186	361	1114			
Inspirational Fiction	310	905	341	1021			
LP Fiction	573	1772	672	2132			
McNaughton Fiction	8	24	28	62			
Mysteries	217	644	250	782			
New Fiction	251	774	374	1153			
New LP Fiction	398	1213	384	1135			
Adult Paperbacks	106	201	39	180			
Science Fiction	26	90	32	120			
Westerns	49	146	61	173			
World Languages Fic/YA	0	0	NA	NA			
Spanish Fic/YA	0	1	4	11			
New YA Fiction	47	95	60	154			
YA Fiction	241	854	348	1000		<i>This month</i>	<i>YTD</i>
YA Paperbacks	8	24	7	16	<i>Adult books added:</i>	144	557
YA Sequoyah	10	34	17	61	<i>Adult books discarded:</i>	254	716
Fiction Total	2660	7963	2978	9114			
LP Nonfiction	11	46	11	30			
McNaughton Nonfiction	24	67	51	113			
New LP Nonfiction	7	30	11	30			
New Nonfiction	72	225	109	320			
Nonfiction	320	991	389	1262			
World Languages NF	0	0	NA	NA			
Spanish Nonfiction	2	4	5	11			
New YA Nonfiction	22	49	16	40			
YA Nonfiction	106	348	160	515			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Nonfiction Total	564	1760	752	2321			
Display	67	151	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	8	41	NA	NA			
Total Adult/YA Fic/NF	3299	9915	3730	11435			
Juvenile Fic/NF							
New Easy	130	447	176	533			
Easy Books	1413	4275	1501	4711			
Beginning Chapter Books	15	56	61	179			
New J Fiction	18	85	43	131			
Juvenile Fiction	289	929	352	1286		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	330	1065	360	1232	<i>J books added:</i>	74	272
J Sequoyah	9	26	20	42	<i>J books discarded:</i>	5	68
World Languages E/J	0	0	NA	NA			
Spanish Easy/Juv	3	23	1	22			
J Fiction Total	2207	6906	2514	8136			
New J Nonfiction	45	167	47	223			
Juvenile Nonfiction	493	1560	457	1639			
J Nonfiction Total	538	1727	504	1862			
Total Juv Fic/NF	2745	8633	3018	9998			
Total Periodicals	173	401	162	393			
Interlibrary Loans: Borrowed	10	62	9	24			
Interlibrary Loans: Lent	46	134	19	115			
Adult Audio/Visual							
Books on CD	97	243	120	401			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Playaways	1	9	4	12			
YA Books on CD	0	3	3	5			
DVDs - Adult	735	2451	641	2295			
DVDs - Young Adult	59	179	71	274			
Total Adult/YA A/V	892	2885	839	2987			
Juvenile Audio/Visual							
J Books on CD	9	31	5	34			
Music CD	3	8	2	2			
DVDs - Juvenile	374	1234	252	943			
Total Juvenile A/V	386	1273	259	979			
Other Items							
Video Games	234	234	234	884			
Cake Pans/Board Games	55	55	23	96			
Binge Boxes	13	13	19	68			
Hotspots	25	25	NA	NA			
Total Other Items	327	327	276	1048			
Total Physical Circulation	7878	23630	8312	26979			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1222	3566	1225	3755	<i>Adult checked out:</i>	2802	8198
eBooks	1704	5205	1795	5838	<i>Juv checked out:</i>	124	573
Movies	0	0	0	0			
Magazines	0	0	0	0			
Total OverDrive	2926	8771	3020	9593			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	422	1488	459	1334	<i>Adult checked out:</i>	780	2494

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Comics	45	116	13	62	<i>Juv checked out:</i>	111	278
eBooks	279	814	218	648			
Movies	78	183	25	92			
Music	12	37	1	24			
TV	40	87	11	42			
Bingepass	15	47	12	26			
Total Hoopla	891	2772	739	2228			
Total Electronic Circulation	3817	11543	3759	11821			
Total Circulation	11695	35173	12071	38800			
Electronic Information							
Gale: Chilton	26	93	33	119			
Gale: LegalForms	0	0	6	15			
NewsBank: America's Newspaper	101	305	2544	7541			
NewsBank: HeritageHub	25	64	42	46			
BrainFuse: HelpNow	6	19	19	56			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	0	1			
ProQuest: Ancestry	320	635	347	1165			
ProQuest: Fold3	87	277	0	54			
EBSCO sessions	2799	7856	2469	7718			
Mango sessions	6	27	3	13			
OverDrive: Universal Class total	185	994	72	321			
AtoZ Database records viewed	74	2077	170	24069			
Successful Info Retrieval	3629	12348	5705	41118			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	1	6	1	2	<i>Doors open M/T/Th</i>	<i>12x10hr</i>	120
Public Service Hours	216	653	218.5	681	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	54		55		<i>Doors open Sat</i>	<i>4x6hr</i>	24
In-House Circulation	1321	4026	1495	6136			
Items Mended	24	64	12	41			
Gate Count	6773	19756	9038	28939			
Number Borrowers in Date	2287	7330	2410	8085			
Photocopies Made	8924	34854	7914	22466			
New Library Cards	108	319	110	357			
Public Computer/Internet Usage	174	487	143	528			
Wireless Sessions	2878	10825	2359	7524			
Main Website Visits	778	3495	2522	7404			
AWE Children's Computers	620	1859	302	1292			
Notary Services	27	87	38	84			
Tech Help Sessions	10	37	18	61			
Chickasaw Meals Program	314	19904	176	2000			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	679	1666	589	1851			
Informational Questions	3502	9732	2514	8313			
E-Mail Questions	70	182	43	144			
Total Questions	4251	11580	3146	10308			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 324.48	\$ 746.58	\$ 324.27	\$ 1,234.25	Overdues: Text 141		
Copies	\$ 668.20	\$ 2,141.55	\$ 529.80	\$ 1,831.75	Letter 70		
Interlibrary Loan	\$ 22.70	\$ 63.10	\$ 22.33	\$ 26.03	Inv. 12		
Fax	\$ 251.00	\$ 615.60	\$ 194.60	\$ 544.80			
Lost & Paid Items	\$ 30.99	\$ 178.08	\$ 24.99	\$ 26.99			
Collections	\$ -	\$ -	\$ -	\$ 20.00			
Non-county Fee	\$ -	\$ 25.00	\$ 25.00	\$ 50.00			
Donations to library	\$ -	\$ 106.00	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
Total Income	\$ 1,297.37	\$ 3,875.91	\$ 1,120.99	\$ 3,733.82			
Programming							
Children (0-5)							
In-Person Onsite	8	12	4	17			
Attendance	82	145	67	401			
In-Person Offsite	3	6	13	18			
Attendance	24	62	148	221			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	24	61	27	51			
Attendance	146	471	232	483			
In-Person Offsite	3	6	13	16			
Attendance	57	122	160	247			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	21	67	33	87	6 teens		
Attendance	38	199	109	440	23 hours		
In-Person Offsite	0	0	3	3			
Attendance	0	0	20	20			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	57	138	30	79			
Attendance	344	866	192	781			
In-Person Offsite	0	4	1	1			
Attendance	0	66	7	7			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	3	27	5	25			
Attendance	46	571	16	674			
In-Person Offsite	2	4	2	2			
Attendance	16	54	105	105			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Other Programming							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	87	215	128	331			
Attendance	240	632	402	1008			

September 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1.5	3	1	2.5			
Hours Open	86	278	82.5	272			
In-state visitors	71	208	58	163			
Out-of-state visitors	3	6	0	2			
In-house programs	3	5	3	6			
Attendance	20	36	25	40			
Outreach	0	1	0	0			
Attendance	0	4	0	0			
Research for patrons (hours)	40	92	10	65			
E-mail questions	99	248	80	183			
Phone questions	55	130	30	94			
Notary	1	1	0	0			
Website visits	170	647	347	1055			
Computer use (hrs)	51	158	43	149			
Scanner (# patrons)	9	16	2	6	1 hr 40 min		
Copies sold	20	200	0	0			
Donations to library	0	5	20	92			
Total money	2	25	2	9.25			
Memory lab usage (# patrons)	15	35	4	22	52 hr 10 min		

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	371	1557	406	1520			
Inspirational Fiction	366	1271	249	1270			
LP Fiction	600	2372	643	2775			
McNaughton Fiction	9	33	17	79			
Mysteries	223	867	236	1018			
New Fiction	297	1071	311	1464			
New LP Fiction	347	1560	379	1514			
Adult Paperbacks	102	303	68	248			
Science Fiction	27	117	37	157			
Westerns	39	185	41	214			
World Languages Fic/YA	0	0	NA	NA			
Spanish Fic/YA	5	6	0	11			
New YA Fiction	33	128	50	204			
YA Fiction	197	1051	305	1305		<i>This month</i>	<i>YTD</i>
YA Paperbacks	2	26	11	27	<i>Adult books added:</i>	287	844
YA Sequoyah	14	48	10	71	<i>Adult books discarded:</i>	228	944
Fiction Total	2632	10595	2763	11877			
LP Nonfiction	11	57	12	42			
McNaughton Nonfiction	22	89	53	166			
New LP Nonfiction	7	37	15	45			
New Nonfiction	92	317	111	431			
Nonfiction	306	1297	401	1663			
World Languages NF	0	0	NA	NA			
Spanish Nonfiction	2	6	2	13			
New YA Nonfiction	20	69	22	62			
YA Nonfiction	148	496	128	643			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Nonfiction Total	608	2368	744	3065			
Display	111	262	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	14	55	NA	NA			
Total Adult/YA Fic/NF	3365	13280	3507	14942			
Juvenile Fic/NF							
New Easy	156	603	229	762			
Easy Books	1530	5805	1397	6108			
Beginning Chapter Books	33	89	25	204			
New J Fiction	34	119	35	166			
Juvenile Fiction	258	1187	346	1632		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	414	1479	282	1514	<i>J books added:</i>	188	460
J Sequoyah	10	36	23	65	<i>J books discarded:</i>	17	85
World Languages E/J	0	0	NA	NA			
Spanish Easy/Juv	3	26	1	23			
J Fiction Total	2438	9344	2338	10474			
New J Nonfiction	43	210	47	223			
Juvenile Nonfiction	482	2042	457	1639			
J Nonfiction Total	525	2252	504	1862			
Total Juv Fic/NF	2963	11596	2842	12336			
Total Periodicals	168	569	135	528			
Interlibrary Loans: Borrowed	12	74	8	32			
Interlibrary Loans: Lent	56	190	78	193			
Adult Audio/Visual							
Books on CD	58	301	117	518			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Playaways	4	13	1	13			
YA Books on CD	0	3	3	8			
DVDs - Adult	757	3208	607	2902			
DVDs - Young Adult	70	249	58	332			
Total Adult/YA A/V	889	3774	786	3773			
Juvenile Audio/Visual							
J Books on CD	15	46	11	45			
Music CD	2	10	2	4			
DVDs - Juvenile	411	1645	245	1188			
Total Juvenile A/V	428	1701	258	1237			
Other Items							
Video Games	274	508	221	1105			
Cake Pans/Board Games	57	112	20	116			
Binge Boxes	66	79	55	123			
Hotspots	27	52	NA	NA			
Total Other Items	424	751	296	1344			
Total Physical Circulation	8305	31935	7910	34385			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1350	4916	1315	5070	<i>Adult checked out:</i>	2786	10984
eBooks	1695	6900	2068	7906	<i>Juv checked out:</i>	259	832
Movies	0	0	0	0			
Magazines	0	0	0	0			
Total OverDrive	3045	11816	3383	12976			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	483	1971	454	1788	<i>Adult checked out:</i>	788	3282

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Comics	37	153	11	73	<i>Juv checked out:</i>	121	399
eBooks	269	1083	228	876			
Movies	59	242	18	110			
Music	18	55	6	30			
TV	28	115	9	51			
Bingepass	15	62	4	30			
Total Hoopla	909	3681	730	2958			
Total Electronic Circulation	3954	15497	4113	15934			
Total Circulation	12259	47432	12023	50319			
Electronic Information							
Gale: Chilton	43	136	40	159			
Gale: LegalForms	0	0	1	16			
NewsBank: America's Newspaper	1	306	2334	9875			
NewsBank: HeritageHub	0	64	0	46			
BrainFuse: HelpNow	59	78	17	73			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	0	1	0	1			
ProQuest: Ancestry	172	807	328	1493			
ProQuest: Fold3	31	308	0	54			
EBSCO sessions	2512	10368	2518	10236			
Mango sessions	8	35	61	74			
OverDrive: Universal Class total	0	994	85	406			
AtoZ Database records viewed	233	2310	33	24102			
Successful Info Retrieval	3059	15407	5417	46535			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	1	7	0	2	<i>Doors open M/T/Th</i>	<i>11x10hr</i>	110
Public Service Hours	235	888	234	915	<i>Doors open W/F</i>	<i>9x9hr</i>	81
Circulation per Hour	52		51	51	<i>Doors open Sat</i>	<i>4x6hr</i>	24
In-House Circulation	1297	5323	1427	7563			
Items Mended	45	109	13	54			
Gate Count	7177	26933	8864	37803			
Number Borrowers in Date	2451	9781	2322	10407			
Photocopies Made	22328	57182	9380	31846			
New Library Cards	108	427	82	439			
Public Computer/Internet Usage	152	639	123	651			
Wireless Sessions	2567	13392	2114	9638			
Main Website Visits	832	4327	2509	9913			
AWE Children's Computers	589	2448	398	1690			
Notary Services	38	125	45	129			
Tech Help Sessions	12	49	20	79			
Chickasaw Meals Program	115	20019	188	2188			
Proctor Exam	0	0	0	0			
Questions							
Reference Questions	691	2357	564	2415			
Informational Questions	3590	13322	2422	10735			
E-Mail Questions	62	244	46	190			
Total Questions	4343	15923	3032	13340			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 268.85	\$ 1,015.43	\$ 245.64	\$ 1,479.89	Overdues: Text 72		
Copies	\$ 943.40	\$ 3,084.95	\$ 883.16	\$ 2,714.91	Letter 123		
Interlibrary Loan	\$ 34.60	\$ 97.70	\$ 12.08	\$ 38.11	Inv. 2		
Fax	\$ 300.30	\$ 915.90	\$ 155.20	\$ 700.00			
Lost & Paid Items	\$ 30.99	\$ 209.07	\$ 7.99	\$ 34.98			
Collections	\$ -	\$ -	\$ -	\$ 20.00			
Non-county Fee	\$ -	\$ 25.00	\$ -	\$ 50.00			
Donations to library	\$ 105.00	\$ 211.00	\$ -	\$ -			
State Aid	\$ -	\$ -	\$ -	\$ -			
Total Income	\$ 1,683.14	\$ 5,559.05	\$ 1,304.07	\$ 5,037.89			
Programming							
Children (0-5)							
In-Person Onsite	10	22	5	22			
Attendance	124	269	143	544			
In-Person Offsite	0	6	9	27			
Attendance	0	62	100	321			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	33	94	14	65			
Attendance	234	705	207	690			
In-Person Offsite	0	6	9	25			
Attendance	0	122	100	347			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	27	94	17	104	5 teens		
Attendance	54	253	68	508	21 hours		
In-Person Offsite	0	0	0	3			
Attendance	0	0	0	20			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	47	185	33	112			
Attendance	299	1165	211	992			
In-Person Offsite	1	5	2	3			
Attendance	15	81	33	40			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	13	40	4	29			
Attendance	254	825	166	840			
In-Person Offsite	2	6	2	4			
Attendance	718	772	700	805			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Other Programming							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	81	296	132	463			
Attendance	231	863	413	1421			

October 2024

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	1	4	1	3.5			
Hours Open	86	364	84.5	356.5			
In-state visitors	90	298	98	261			
Out-of-state visitors	2	8	0	2			
In-house programs	3	8	1	7			
Attendance	48	84	44	84			
Outreach	0	1	0	0			
Attendance	0	4	0	0			
Research for patrons (hours)	44	136	31	96			
E-mail questions	98	346	106	289			
Phone questions	58	188	33	127			
Notary	0	1	0	0			
Website visits	184	831	328	1383			
Computer use (hrs)	56	214	44	193			
Scanner (# patrons)	6	22	1	7	3 hr		
Copies sold	39	239	0	0			
Donations to library	0	5	57	149			
Total money	3.9	28.9	5.7	14.95			
Memory lab usage (# patrons)	14	49	4	26	53 hr 10 min		

City of Duncan
PROPOSED Duncan Public Library Board
Schedule of Regular Meetings
Calendar Year 2025

The Library Board meets the fourth Tuesday of every month.

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 28	9:30 am	Duncan Public Library Board Room, 3785 N. Hwy 81
February 25	“	“
March 25	“	Genealogy Library, 321 N. 8 th St.
April 22	“	DPL Board Room
May 27	“	“
June 24	“	“
July 22	“	“
August 26	“	“
September 23	“	“
October 28	“	“
November 25	“	“
None		

Posted at _____ am/pm on the day of _____, 2024.

Signed: _____

Christina Johnson, Deputy City Clerk

2.3 Replacing a Library Card

An initial library card is free of charge. If a card is lost or stolen, the patron will need to replace it. There is a \$3.00 charge for a replacement card. There is no charge to renew an expired card or update information. To replace a card under someone else (a responsible party), the responsible party must be present.

2.4 Loans

Loaning out items requires time limits, item limits, and reserve limits. The library will not be held responsible for any damage caused to a patron's equipment by library materials-such as, but not limited to, computers, DVD/CD players, video game equipment, etc. The application to obtain a library card will inform patrons of the copyright law regarding home use and that DVDs borrowed from the library are for private use only.

2.4.1 Benefits to Friends of the Library Members

Library patrons who join Friends of the Duncan Public Library (FOL) will receive extended checkouts of one full week, including new fiction and DVDs. FOL members will be allowed to check out four DVDs per card instead of three. These privileges will last for one calendar year after joining FOL.

2.4.2 Loan Periods

3 weeks

Most books, excluding books that are New adult fiction

Most audiobooks, excluding New audiobooks

2 weeks

New adult fiction

New audiobooks

Cake pans

Board games

Video games

Binge boxes

Tonie boxes

1 week

Periodicals (Newspapers, magazines, Cliffs Notes)

DVDs

Hotspots

Tonie boxes, hotspots, binge boxes

2.4.3 Renewals

Patrons may renew any item twice, except for ~~DVDs~~ and ~~video games~~. Items will renew for the amount of time as the original loan period. No item may be renewed if it has a reserve.

2.4.4 Item Limit

Due to the limited number of items in its collection, the Duncan Public Library has placed restrictions on the number of items a person may have checked out on his/her card. On the first checkout after receiving a card, each cardholder will be limited to 5 items. If all items are returned

- One Binge Box can be checked out per household. Binge Boxes count as the household/patron's entire DVD check out. Not all household members may be connected, therefore, this may not be easily enforceable. A statement of "One per Household" will be on each Binge Box and will be stated to patrons when checking out. DPL will rely on an honor system. If a patron or set of patrons becomes a problem by checking out more than they are allowed, those patrons' Binge Box privileges may be suspended. Examples of when this might occur: two adults are living at the same address; a family where the second parent is not connected to the first parent and children.
- If there is a DVD fine, overdue DVD, or lost DVD on the patron's library card, the patron will not be able to check out a Binge Box until the fee is paid, item returned, or item replaced.
- The late fee for a Binge Box is \$2.00 per day until it reaches the replacement cost of the Binge Box.
- The Binge Box replacement cost is \$75.00. If the patron would like to repurchase each DVD as a replacement instead, the fee drops to \$10 to cover the cost of the case and processing.
- The Binge Box must be returned inside the library. Binge Boxes may not be left in the outside drop box. If a Binge Box is left in the dropbox, a \$2.00 fine will be added to the patron's account. This is in addition to the \$75.00 replacement fee should the box be damaged or lost.
- Binge Boxes must be checked out and returned in their entirety. DVDs cannot be switched out for other DVDs. DVDs in the binge box are not available for individual check out. Binge Boxes will not be considered returned unless all the DVDs and cases are returned together.

2.7 Hotspot Lending Policy

A hotspot is a wireless device that can be used to connect to the Internet through a mobile-enabled device such as a laptop, smartphone, or tablet. Hotspots provided by the Duncan Public Library are for the purpose of providing individuals in the community with high-speed Internet access outside of the library.

Hotspots can be checked out only by those who meet the following criteria:

- Borrower must be an adult Duncan Public Library card holder (18 or older) ^(F)
- Borrower must have a card in good standing (no overdue/lost materials, no fines/fees) ^(F)
- Borrower must have had a card for at least 30 days.
- Borrower must sign a Hotspot Checkout Agreement Form (Appendix E).

The following rules apply to borrowing a hotspot:

- Borrower must present their library card to check out a hotspot.
- Hotspot checkout is limited to one per household. After hotspot is returned, a 24-hour waiting period applies before a hotspot can be checked out to a person in that household. ^{anyone}
- Hotspot can be checked out for 7 days. No renewals or reservations.
- Hotspots can be reserved.