

Subject: Duncan Public Library Board Meeting
Date: Tuesday, March 25, 2025
Time: 9:30 am
Place: Stephens County Genealogy Library, 321 N. 8th St., Duncan, OK 73533

1. Call to Order with flag salute and prayer.
2. Read minutes from February 25, 2025, meeting. Consider approval.
3. Presentation of library claims for February 2025. Consider approval.
4. Director's report
 - a. Library statistics—February
 - b. Genealogy library information
 - c. Accomplishments and challenges
 - d. Upcoming programming and plans
5. Old Business
6. New Business
7. Comments
 - a. By the library staff
 - b. By the library board
 - c. By the public
8. Adjourn

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, February 25, 2025
Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK



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

Others Present: Amy Ryker, Library Director; Kristi King, Genealogy Branch Manager

I. Call to Order, Flag Salute, Prayer

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

II. Reading of Previous Minutes

Minutes for the January 28, 2025, meeting were read. Johnson moved to approve minutes as presented. Fritts seconded. All approved.

III. Presentation of Library Claims for January 2025

Claims for January 2025 were reviewed. Fritts moved to approve claims as presented. Johnson seconded. All approved.

IV. Director's Report

- Ryker presented the library statistics for January 2025.
- Genealogy library updates: Case updated about Sweet Treats: Huge success, 15 entrants, over 150 visitors, approximately \$4,500 raised. King updated on genealogy library: Society purchased lifetime access for the library to Family History Daily; library is a FamilySearch affiliate site; brown bag is March 5 at museum with Kyle Collins discussion Duncan history.
- Accomplishments and challenges discussed: Automatic sliding doors in on front set, have required multiple repairs, but working on it; Back building painting will be completed next week; Miss Millie program, paperwork out and ready; renovations in the works: currently doing ceiling and lights, texturing and painting next; FOL will make a plaque for the wall featuring names of people and businesses that donate \$1000; have a catchy display set up showing 84% money raised; FOL working on fundraisers; Video game room update: painted, gaming system up and going and all accessories installed; LTAIO successful with 9 participants; new carts for reshelving; soundproof booth in the works.
- Upcoming programming and plans: Tornado drill March 10; 104th birthday storytime with balloon drop on Thursday; LTAIO 3-13; Youth services workshop March 6th; FOL annual meeting March 4; OLA 12th-14th; Spring break Mini reading challenge and Super Smash Bros tournaments; Book release party for Sunrise on the Reaping Mar. 18; Run Hide Fight Mar. 12.

Duncan Public Library
Board of Directors Meeting Minutes
Tuesday, February 25, 2025
Location: Stephens County Genealogy Library, 321 N. 8th, Duncan OK



- V. **Consider list of withdrawn items. Library staff recommend the listed items be declared surplus and be donated to the Friends of the Library for resale, and the funds be used to support the library.**
Johnson approved. Fritts seconded. All approved.
- VI. **Consider Faxing Documents policy changes to Duncan Public Library Policy Manual.**
Johnson approved. Fritts seconded. All approved.
- VII. **Old Business**
No old business was discussed.
- VIII. **New Business**
No new business was discussed.
- IX. **Comments by Staff, Board, or Public**
No comments were made by the staff.
Case thanked Johnson for being in charge of the cookies for staff for holidays.
No comments were made by the public.
- X. **Adjournment**
Fritts moved to adjourn. Johnson seconded. All approved. Adjourned at 10:27 am.

Duncan Public Library
Claims for February 1 through 28, 2025
Submitted to Library Board, March 25, 2025

01-11-521400	<i>Materials/Supplies</i>	
25-0492	Hudson Blue Print.....	\$247.67
	Paper rolls/canvas rolls for large format printer	
25-0631	Demco.....	\$249.72
	Book pockets, DPL labeled	
25-0632	KAPCO	\$230.56
	Polycover book covers	
25-0666	Affordable Library Products.....	\$480.00
	Rolls RF tags	
25-0672	KAPCO	\$349.80
	Book covers	
25-0675	Demco.....	\$241.89
	Book jackets, filament tape	
25-0881	Quill	\$858.37
	Colored paper	
01-11-522800	<i>Phone</i>	
25-0685	T-Mobile.....	\$273.72
	Hotspot services - January	
25-0806	ATT	\$57.15
	Wireless, genealogy	
25-0851	ATT	\$48.67
	Alarm, genealogy	
01-11-523400	<i>Janitorial</i>	
25-0731	Lisa Campbell.....	\$1,200.00
	Library cleaning, January	
01-11-524200	<i>Contract Services</i>	
25-0684	Oklahoma Pest Services.....	\$100.00
	Quarterly pest services	
25-0687	Sigma Technology Fund	\$2,922.43
	E-rate management 2025-2026	

01-11-524500	<i>Computer Services</i>	
25-0854	Amy Ryker	\$378.00
	Reimbursement for website hosting, Wix	
01-11-524550	<i>Databases</i>	
25-0697	Midwest Tape	\$1,461.64
	Hoopla usage, January 2025	
01-11-529300	<i>Books, Materials, Subscriptions</i>	
25-0140	Ingram	\$325.61
	Book order (15)	
25-0141	Ingram	\$295.67
	Book order (15)	
25-0142	Baker & Taylor	\$297.48
	Book order (36 childrens)	
25-0143	Blackstone.....	\$325.58
	Audiobook order (6 BOCs)	
25-0146	Cengage	\$686.47
	Book order (28 LP)	
25-0310	Center Point LP	\$389.52
	Book order (16 LP)	
25-0403	Baker & Taylor	\$152.43
	Book order (12 YA)	
25-0407	Crimson.....	\$622.04
	Video games (15)	
25-0662	Blackstone.....	\$394.07
	Audiobook order (7 BOCs)	
25-0809	Junior Library Guild	\$2,504.16
	Book order (1-yr collection child/YA sets, 300)	
27-11-521500	<i>Grants/Gifts: LTAIO</i>	
25-0853	Ken Hada	\$271.94
	Honoraria/travel for LTAIO guest scholar	
27-11-520518	<i>Grants/Gifts: Priddy Foundation</i>	
25-0525	Amazon	\$423.61
	Gaming room additions, part 1	

25-0606	Amazon	\$178.84
	Gaming room additions, part 2	
25-0616	Demco	\$3,443.62
	End-of-range, one-sided book trucks (7)	

3-21-2025 7:47 AM
Fund : 01 -General Fund
DEPT : 11 Library
POST DATE TRAN # REFERENCE

D E T A I L L I S T I N G

PERIOD TO USE: Feb-2025 THRU Feb-2025
ACCOUNTS: 11-521001 THRU 11-530518
PAGE: 1
PACKET=====DESCRIPTION===== VENDOR INVOICE/PO/JE # NOTE =====AMOUNT===== BALANCE=====

11-521100

Repair and Maintenance

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

230.91

2/05/25	2/05	A06123	CHK: 159060	28544 PAINT	006471	428.09	659.00
				THE SHERWIN WILLIAMS CO.	INV# 1075-1		
2/06/25	2/06	A06174	CHK: 159147	28554 LIBRARY MATS	11783	26.97	685.97
				CINTAS CORPORATION #628	INV# 4219337866	/PO# 25-0719	
2/24/25	2/25	A07253	CHK: 159437	28671 PAINT	006471	28.88	714.85
				THE SHERWIN WILLIAMS CO.	INV# 1683-2	/PO# 25-0619	
2/27/25	2/27	A07337	CHK: 159323	28690 LIBRARY MATS	11783	26.97	741.82
				CINTAS CORPORATION #628	INV# 4220074251	/PO# 25-0931	
2/27/25	2/27	A07351	CHK: 159323	28690 LIBRARY MATS	11783	26.97	768.79
				CINTAS CORPORATION #628	INV# 4220812005	/PO# 25-0929	
2/27/25	2/27	A07365	CHK: 159323	28690 LIBRARY MATS	11783	26.97	795.76
				CINTAS CORPORATION #628	INV# 4221559614	/PO# 25-0930	
				FEBRUARY ACTIVITY DB:	564.85	CR:	564.85

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

1,746.69

2/04/25	2/10	A06353	CHK: 159207	28571 POLY COVERS	006747	230.56	1,977.25
				KENT ADHESIVE PRODUCTS CO	INV# 1494214	/PO# 25-0632	
2/06/25	2/24	A07018	CHK: 159416	28653 POCKETS, DPL LABELED	001413	249.72	2,226.97
				DEMCO	INV# 7600259	/PO# 25-0631	
2/07/25	2/24	A07024	CHK: 159440	28653 BOOK COVERS	006747	349.80	2,576.77
				KENT ADHESIVE PRODUCTS CO	INV# 1494350	/PO# 25-0672	
2/07/25	2/24	A07029	CHK: 159466	28653 ROLLS RE TAGS	11436	480.00	3,056.77
				RAPID PRINT-MARKETING, IN	INV# 3988	/PO# 25-0666	
2/10/25	2/24	A07019	CHK: 159416	28653 BOOK JACKETS/TAPE	001413	241.89	3,298.66
				DEMCO	INV# 7602018	/PO# 25-0675	
2/14/25	2/24	A07032	CHK: 159501	28653 PAPER & CANVAS ROLLS	13255	247.67	3,546.33
				HUDSON BLUE PRINT INC	INV# 25753	/PO# 25-0492	
2/26/25	3/03	A07438	CHK: 159438	28704 PAPER	006663	858.37	4,404.70
				QUILL CORPORATION	INV# 43030978	/PO# 25-0881	
				FEBRUARY ACTIVITY DB:	2,658.01	CR:	2,658.01

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

138.32

2/04/25	2/04	A05947	CHK: 159036	28517 COPIER LEASE	000896		216.87	355.19
				STANDLEY SYSTEMS, LLC	INV# 17847745	/PO# 25-0655		
2/04/25	2/04	A05946	CHK: 159036	28517 COPIER LEASE	000896	/PO# 25-0655	86.67	441.86
				STANDLEY SYSTEMS, LLC	INV# 17847744			
2/26/25	3/04	A07551	CHK: 159410	28724 COPIER LEASE	000896	/PO# 25-0987	106.49	548.35
				STANDLEY SYSTEMS, LLC	INV# 18003969			
2/26/25	3/04	A07552	CHK: 159410	28724 COPIER LEASE	000896	/PO# 25-0987	92.89	641.24
				STANDLEY SYSTEMS, LLC	INV# 18003970			
				FEBRUARY ACTIVITY DB:	502.92	CR:	502.92	

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

251.01

2/03/25	2/11	A06431	CHK: 159146	28589 LONG DISTANCE PHONE BILL	11240	/PO# 25-0764	7.34	258.35
				AT&T	INV# 02/03/2025			
2/05/25	2/05	A06103	CHK: 159153	28540 HOTSPOT USAGE/JANUARY	13208	/PO# 25-0685	273.72	532.07
				T-MOBILE USA INC.	INV# 2/19/2025			
2/07/25	2/20	A06161	CHK: 159281	28635 PHONE LINES/T1 LINES	11243	/PO# 25-0820	36.49	568.56
				AT&T	INV# 2703898906			
2/13/25	2/25	A07176	CHK: 159284	28666 TELEPHONE SERVICE	11268	/PO# 25-0886	102.56	671.12
				AT&T	INV# 2/13/25-3/12/25..			
2/14/25	2/19	A06624	CHK: 159165	28623 WIRELESS SERVICE	12707	/PO# 25-0806	57.15	728.27
				AT&T MOBILITY	INV# X02082025			
2/21/25	2/24	A06978	CHK: 159285	28651 ALARM SVC/GENEALOGY	11268	/PO# 25-0851	48.67	776.94
				AT&T	INV# 2/3/25-3/2/25			
2/28/25	3/13	A08243	CHK: 159556	28811 WIRELESS/GENEALOGY	12707	/PO# 25-1106	57.15	834.09
				AT&T MOBILITY	INV# 28732499335X03082/PO# 25-1106			
				FEBRUARY ACTIVITY DB:	583.08	CR:	583.08	

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

1,200.00

2/28/25	3/04	A07545	CHK: 159329	28721 JANITORIAL SERVICE	12175	/PO# 25-0990	1,200.00	2,400.00
				LISA R CAMPBELL	INV# FEBRUARY 2025			
				FEBRUARY ACTIVITY DB:	1,200.00	CR:	1,200.00	

11-523500
Publications, Legal, Audit
B E G I N N I N G
BALANCE
0.00

11-523800
Postage
B E G I N N I N G
BALANCE
0.00

11-523900
Computers & Technology
B E G I N N I N G
BALANCE
0.00

11-524200
Contract Services
B E G I N N I N G
BALANCE
247.50

2/05/25
2/05
A06115
CHK: 159083
28542 QRTLY PEST CONTROL
OK PEST SERVICES, CO
28542 E-RATE MANAGEMENT
SIGMA TECHNOLOGY FUND, LL
FEBRUARY ACTIVITY DB:
010401
INV# 17663
13338
INV# DUNL2025A
3,022.43
CR:
100.00
/PO# 25-0684
2,922.43
3,269.93
3,022.43

11-524500
Computer Services
B E G I N N I N G
BALANCE
0.00

2/21/25
2/24
A06970
CHK: 159266
28651 REIMBURSEMENT
AMY RYKER
FEBRUARY ACTIVITY DB:
010040
INV# 1159483091
378.00
CR:
378.00
/PO# 25-0854
0.00
378.00

11-524550
Database
B E G I N N I N G
BALANCE
3,073.34

11-524600
Landscaping
B E G I N N I N G
BALANCE
0.00

11-524800
Advertising & Promotions
B E G I N N I N G
BALANCE
0.00

11-526200
Utilities
B E G I N N I N G
BALANCE
1,505.52

2/11/25
2/19
A06627
CHK: 159168
28623 GAS SERVICE
SUMMIT UTILITIES OKLAHOMA
INV# 1/7/25-2/6/25
/PO# 25-0114
13074
448.10
1,953.62

3-21-2025 7:47 AM

D E T A I L L I S T I N G

PAGE:

4

Fund : 01-General Fund
DEPT : 11 Library
POST DATE TRAN # REFERENCEPERIOD TO USE: Feb-2025 THRU Feb-2025
ACCOUNTS: 11-521001 THRU 11-530518
NOTE

PACKET=====DESCRIPTION=====

VEND INV/PO/JE #

=====AMOUNT=====

=====BALANCE=====

2/11/25 2/19 A06627 CHK: 159168

28623 GAS SERVICE

13074

SUMMIT UTILITIES OKLAHOMA

INV# 1/7/25-2/6/25 /PO# 25-0116

1,165.23

3,118.85

2/18/25 2/24 B27075 363-36700-01

14277 3785 N 81 HWY

JE# 023452

0.00

1,653.39

4,772.24

FEBRUARY ACTIVITY DB:

3,266.72

0.00

3,266.72

11-526201

Utilities Historical Library

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

298.17

2/11/25 2/24 B27074 242-11000-00

14277 8TH & ASH OLD LIBRARY

JE# 023451

0.00

166.44

464.61

2/11/25 2/24 B27074 242-11000-00

14277 301 N 8TH OLD LIB

JE# 023451

0.00

161.14

625.75

FEBRUARY ACTIVITY DB:

327.58

0.00

327.58

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

11-528200

Memberships & Dues

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

333.00

11-529300

Books, Materials & Subscriptio

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

4,890.14

2/03/25 2/20 A06695 CHK: 159182

28630 BOOKS

000158

BAKER & TAYLOR, INC.

INV# 5019339184 /PO# 25-0546

326.70

5,216.84

2/03/25 2/20 A06696 CHK: 159182

28630 BOOKS

000158

BAKER & TAYLOR, INC.

INV# 5019339185 /PO# 25-0546

51.61

5,268.45

2/04/25 3/04 A07472 CHK: 159402

28713 BOOKS

000158

BAKER & TAYLOR, INC.

INV# 5019341824 /PO# 25-0404

12.23

5,280.68

2/04/25 3/04 A07473 CHK: 159402

28713 BOOKS

000158

BAKER & TAYLOR, INC.

INV# 5019341825 /PO# 25-0404

16.51

5,297.19

2/05/25 2/20 A06704 CHK: 159228

28631 BOOKS

11609

BAKER & TAYLOR, INC.

INV# 86762526 /PO# 25-0146

32.79

5,329.98

2/06/25 2/24 A07033 CHK: 159503

28653 VIDEO GAMES

13297

THOMAS KLISE dba:

INV# 019107 /PO# 25-0407

622.04

5,952.02

2/06/25 3/03 A07436 CHK: 159407

28704 BOOKS

000367

INGRAM BOOK CO.

INV# 63147501 /PO# 25-0140

21.88

5,973.90

2/06/25 3/04 A07468 CHK: 159456

28711 DVD ORDER

010115

MIDWEST TAPE LLC

INV# 506718982 /PO# 25-0306

125.95

6,099.85

2/06/25 2/20 A06705 CHK: 159228

28631 BOOKS

11609

CENGAGE LEARNING, INC.

INV# 86779608 /PO# 25-0607

227.13

6,326.98

LINE	DESCRIPTION	PAGE
1	...	5

Feb-2025
11-530518

1001	1760	11-330516
AMOUNT		PAYANCE

2/06/25	2/24	A07031	CHK:	159483	28653 BOOKS	12857	INV#	2186577	/PO#	25-0143	75.45	6,402.43	
2/07/25	2/20	A06707	CHK:	159228	BLACKSTONE PUBLISHING	28631 BOOKS	11609	INV#	86793056	/PO#	25-0607	129.70	6,532.13
					CENGAGE LEARNING, INC.	28631 BOOKS	11609	INV#	86792204	/PO#	25-0607	53.98	6,586.11
2/07/25	2/20	A06706	CHK:	159228	CENGAGE LEARNING, INC.	28704 AUDIOBOOKS	12857	INV#	2186944	/PO#	25-0662	70.13	6,713.09
2/10/25	3/03	A07441	CHK:	159483	BLACKSTONE PUBLISHING	28713 BOOKS	000158	INV#	5019343068	/PO#	25-0138	39.99	6,753.08
2/11/25	3/03	A07442	CHK:	159483	BLACKSTONE PUBLISHING	28713 BOOKS	000158	INV#	5019359060	/PO#	25-0546	17.43	6,812.38
2/12/25	3/04	A07476	CHK:	159402	BAKER & TAYLOR, INC.	28713 BOOKS	000158	INV#	5019329433	/PO#	25-0807	66.73	6,879.11
2/14/25	3/04	A07470	CHK:	159402	BAKER & TAYLOR, INC.	28713 BOOKS	000158	INV#	5019329435	/PO#	25-0807	2,504.16	9,383.27
2/14/25	3/04	A07471	CHK:	159402	BAKER & TAYLOR, INC.	28627 BOOK SETS	006412	INV#	703473	/PO#	25-0809	38.02	9,421.29
2/14/25	3/04	A07475	CHK:	159402	JUNIOR LIBRARY GUILD	28713 BOOKS	000158	INV#	5019359059	/PO#	25-0807	23.24	9,444.53
2/14/25	3/17	A08338	CHK:	159637	MIDWEST TAPE LLC	28713 BOOKS	000158	INV#	506751699	/PO#	25-0306	45.20	9,489.73
2/18/25	3/04	A07478	CHK:	159402	BAKER & TAYLOR, INC.	28713 BOOKS	000158	INV#	5019367706	/PO#	25-0404	23.85	9,513.58
2/19/25	3/04	A07486	CHK:	159467	CENGAGE LEARNING, INC.	28630 BOOKS	000158	INV#	5019279398	/PO#	25-0142	17.33	9,597.85
2/20/25	2/20	A06687	CHK:	159182	BAKER & TAYLOR, INC.	28630 BOOKS	000158	INV#	5019279399	/PO#	25-0142	9.27	9,607.12
2/20/25	2/20	A06688	CHK:	159182	BAKER & TAYLOR, INC.	28630 BOOKS	000158	INV#	5019279400	/PO#	25-0142	13.65	9,620.77
2/20/25	2/20	A06689	CHK:	159182	BAKER & TAYLOR, INC.	28630 BOOKS	000158	INV#	5019279401	/PO#	25-0142	31.19	9,651.96
2/20/25	2/20	A06693	CHK:	159182	BAKER & TAYLOR, INC.	28630 BOOKS	000158	INV#	5019339182	/PO#	25-0142	16.31	9,668.27
2/20/25	3/17	A08351	CHK:	159586	BAKER & TAYLOR, INC.	28630 BOOKS	000158	INV#	5019339183	/PO#	25-0142	113.31	9,781.58
2/20/25	2/20	A06701	CHK:	159211	CENTER POINT, INC.	28713 BOOKS	007975	INV#	2146278	/PO#	25-0310	78.72	10,249.82
2/20/25	3/04	A07487	CHK:	159467	CENGAGE LEARNING, INC.	28713 BOOKS	11609	INV#	86899803	/PO#	25-0607	74.22	10,324.04
2/20/25	3/04	A07488	CHK:	159467	CENGAGE LEARNING, INC.	28713 BOOKS	86900071	INV#		/PO#	25-0607		

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
11-529300				Books, Materials & Subscriptio					
2/20/25	3/17	A08352	CHK: 159586	28834 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019373339	/PO# 25-0546		81.36	10,405.40
2/20/25	3/17	A08353	CHK: 159586	28834 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019373340	/PO# 25-0686		63.81	10,469.21
2/20/25	3/04	A07481	CHK: 159407	28713 BOOKS	000367				
				INGRAM BOOK CO.	INV# 63150952	/PO# 25-0279		19.67	10,488.88
2/20/25	2/20	A06692	CHK: 159182	28630 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019329434	/PO# 25-0142		36.33	10,525.21
2/21/25	3/04	A07483	CHK: 159407	28713 BOOKS	000367				
				INGRAM BOOK CO.	INV# 67790070	/PO# 25-0278		31.53	10,556.74
2/21/25	3/04	A07484	CHK: 159407	28713 BOOKS	000367				
				INGRAM BOOK CO.	INV# 67790071	/PO# 25-0279		45.70	10,602.44
2/21/25	3/03	A07443	CHK: 159483	28704 AUDIOBOOKS	12857				
				BLACKSTONE PUBLISHING	INV# 2188814	/PO# 25-0662		146.33	10,748.77
2/21/25	3/04	A07482	CHK: 159407	28713 BOOKS	000367				
				INGRAM BOOK CO.	INV# 67790069	/PO# 25-0139		50.16	10,798.93
2/21/25	3/03	A07437	CHK: 159407	28704 BOOKS	000367				
				INGRAM BOOK CO.	INV# 67790068	/PO# 25-0140		154.44	10,953.37
2/24/25	3/04	A07489	CHK: 159467	28713 BOOKS	11609				
				CENGAGE LEARNING, INC.	INV# 86923813	/PO# 25-0607		72.00	11,025.37
2/25/25	3/04	A07479	CHK: 159402	28713 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019379432	/PO# 25-0404		17.33	11,042.70
2/25/25	3/17	A08354	CHK: 159586	28834 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019379659	/PO# 25-0807		32.93	11,075.63
2/25/25	3/04	A07480	CHK: 159402	28713 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019379433	/PO# 25-0858		283.96	11,359.59
2/25/25	3/17	A08355	CHK: 159586	28834 BOOKS	000158				
				BAKER & TAYLOR, INC.	INV# 5019379660	/PO# 25-0686		12.23	11,371.82
2/27/25	3/10	A08003	CHK: 159681	28784 VIDEO GAME SPECIAL ORDER	13297				
				THOMAS KLISE dba:	INV# 019399	/PO# 25-0861		296.83	11,668.65
				FEBRUARY ACTIVITY DB:	6,778.51	CR:		0.00	6,778.51

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **
BEGINNING BALANCES: 13,914.60
REPORTED ACTIVITY: 19,282.10
ENDING BALANCES: 33,196.70
TOTAL FUND ENDING BALANCE: 33,196.70
DEBITS --- CREDITS ---
0.00 0.00
0.00 0.00
0.00 0.00

FUND: 02 -New Tax Fund
DEPT: 11 Library

11-521100

Repair and Maintenance

BEGINNING

BALANCE

0.00

11-530000

Abe Raizen Concession/Restroom

BEGINNING

BALANCE

0.00

11-530100

Library Expansion

BEGINNING

BALANCE

0.00

11-530101

Metal Storage Building

BEGINNING

BALANCE

0.00

11-530102

Renovation of Restrooms

BEGINNING

BALANCE

0.00

11-530103

Access to Plato Road

BEGINNING

BALANCE

0.00

11-530104

Security Camera System

BEGINNING

BALANCE

0.00

11-530105

Access Road to Plato

BEGINNING

BALANCE

0.00

11-530106

Geothermal Heat Pump

BEGINNING

BALANCE

0.00

11-530107

Metal Storage Building

BEGINNING

BALANCE

0.00

11-530108

Renovation of Restrooms

BEGINNING

BALANCE

0.00

11-530169

Historic Library Repairs

BEGINNING

BALANCE

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

11-524100	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
-----------	--------------------------------	-------------------	---------------	------

FUND: 15 -Capital Improvement

DEPT: 11 Library

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

11-530051	Improvements ~ Buildings	B E G I N N I N G	B A L A N C E	0.00
-----------	--------------------------	-------------------	---------------	------

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
11-530059	Sign	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	0.00
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

PERIOD TO USE: Feb-2025 THRU Feb-2025

POST DATE TRAN #

REFERENCE

PACKET=====DESCRIPTION=====

VEND

INV/PO/JE #

NOTE

=====AMOUNT=====

=====BALANCE=====

11-530106	Current Data System Maintenan	B E G I N N I N G	B A L A N C E	0.00

11-530107	Firewal Equip/ERATE Pjt	B E G I N N I N G	B A L A N C E	0.00

11-530108	Equipment-Genology	B E G I N N I N G	B A L A N C E	0.00

11-530115	Elevator Updates	B E G I N N I N G	B A L A N C E	0.00

11-530118	Panic Bar Stairwell Stairs	B E G I N N I N G	B A L A N C E	0.00

11-530119	GENEOLOGY BLDG	B E G I N N I N G	B A L A N C E	0.00

11-530120	Hot Water Heater-Genology Bld	B E G I N N I N G	B A L A N C E	0.00

11-530125	Flooring for Geneology Library	B E G I N N I N G	B A L A N C E	0.00

11-530126	Electrical - Genealogy	B E G I N N I N G	B A L A N C E	0.00

11-530130	Parking Lot Upgrades	B E G I N N I N G	B A L A N C E	0.00

11-530131	Parking lot upgrade-Genology	B E G I N N I N G	B A L A N C E	0.00

11-530135	Exterior Trim Geneology Bldg	B E G I N N I N G	B A L A N C E	0.00

11-530190

Capital Expenditure

BEGINNING

BALANCE

0.00

11-530500

Computer Lease Purchase

BEGINNING

BALANCE

0.00

FUND: 27 -Library Grants & Gifts

DEPT: 11

Library

11-521100

Repair and Maintenance

BEGINNING

BALANCE

0.00

11-521400

Materials and Supplies

BEGINNING

BALANCE

0.00

11-521500

Travel

BEGINNING

BALANCE

244.22

2/21/25 2/24 A06975 CHK: 159280

28651 HONORARIA/TRAVEL

HONORARIA/TRAVEL

INV# Y25 02

1

271.94

516.16

=====

FEBRUARY ACTIVITY DB:

271.94

CR:

0.00

271.94

11-523800

Postage

BEGINNING

BALANCE

0.00

11-523900

Computer Rental

BEGINNING

BALANCE

0.00

11-524200

Contract Services

BEGINNING

BALANCE

0.00

11-524800

Advertising & Promotions

BEGINNING

BALANCE

0.00

11-526400

Special Fees

11-526600	Book Binding	BEGINNING	BALANCE	0.00
11-527700	Training & Materials	BEGINNING	BALANCE	0.00
11-529300	Books, Materials & Subscriptio	BEGINNING	BALANCE	0.00
11-530105	Computer-Matching Grant	BEGINNING	BALANCE	0.00
11-530108	Furniture and Equipment	BEGINNING	BALANCE	0.00
11-530110	Software	BEGINNING	BALANCE	0.00
11-530111	Shelving	BEGINNING	BALANCE	0.00
11-530112	Donation Exp.-Genealogy Librar	BEGINNING	BALANCE	0.00
11-530113	Teen Section	BEGINNING	BALANCE	0.00
11-530500	Grant Exp OHC Y13.058	BEGINNING	BALANCE	0.00
11-530505	Grant - OK Dept of Libraries	BEGINNING	BALANCE	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

0.00

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

0.00

2/03/25 2/10 A06352 CHK: 159143 28570 GAMING ROOM ADDITIONS 010730 INV# 1HYN-WPM-6F77 /PO# 25-0525 423.61 423.61

2/05/25 2/24 A07017 CHK: 159416 AMAZON.COM 28653 BOOK TRUCKS 001413 INV# 7599523 /PO# 25-0616 3,443.62 3,867.23

2/08/25 2/24 A06971 CHK: 159267 DEMCO 28651 TILES/OUTLET PLATES, ETC 010730 INV# 1WYD-TC4T-MY3T /PO# 25-0606 178.84 4,046.07

AMAZON.COM

FEBRUARY ACTIVITY DB: 4,046.07 CR: 0.00 4,046.07

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **

DEBITS

244.22

4,318.01

4,562.23

4,562.23

CREDITS

0.00

0.00

0.00

BEGINNING BALANCES:

REPORTED ACTIVITY:

ENDING BALANCES:

TOTAL FUND ENDING BALANCE:

SELECTION CRITERIA

FISCAL YEAR: Jan-2025 / Dec-2025
FUND: All
PERIOD TO USE: Feb-2025 THRU Feb-2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 11-521001 THRU 11-530518
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS
DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: YES
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: NO
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Adult/YA Fic/NF							
Fiction	276	2748	334	2855			
Inspirational Fiction	245	2285	234	2213			
LP Fiction	556	4788	629	5200			
McNaughton Fiction	10	71	13	147			
Mysteries	154	1482	228	1926			
New Fiction	217	2100	354	2799			
New LP Fiction	334	3061	339	2974			
Adult Paperbacks	69	526	65	471			
Science Fiction	43	290	47	324			
Westerns	38	343	54	420			
World Languages Fic/YA	0	0	NA	NA			
Spanish Fic/YA	0	6	2	17			
New YA Fiction	48	283	45	404			
YA Fiction	149	1720	272	2228		<i>This month</i>	<i>YTD</i>
YA Paperbacks	2	35	3	50	<i>Adult books added:</i>	76	1320
YA Sequoyah	5	73	20	145	<i>Adult books discarded:</i>	10	1536
Fiction Total	2146	19811	2639	22173			
LP Nonfiction	7	106	12	84			
McNaughton Nonfiction	19	174	20	252			
New LP Nonfiction	8	82	7	90			
New Nonfiction	78	663	161	1121			
Nonfiction	249	2309	391	3125			
World Languages NF	0	0	NA	NA			
Spanish Nonfiction	1	11	0	20			
New YA Nonfiction	17	140	37	134			
YA Nonfiction	75	911	121	1158			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Nonfiction Total	454	4396	749	5984			
Display	117	275	NA	NA			
YA Display	0	0	NA	NA			
Graphic Novels	4	39	NA	NA			
Total Adult/YA Fic/NF	2721	24521	3388	28157			
Juvenile Fic/NF							
New Easy	158	1138	153	1423			
Easy Books	1086	10254	1215	10845			
Beginning Chapter Books	28	201	28	304			
New J Fiction	62	312	31	333			
Juvenile Fiction	232	2073	264	2757		<i>This month</i>	<i>YTD</i>
Juvenile Paperbacks	244	2529	214	2527	<i>J books added:</i>	81	820
J Sequoyah	4	62	6	101	<i>J books discarded:</i>	18	183
World Languages E/J	0	0	NA	NA			
Spanish Easy/Juv	9	52	0	27			
J Fiction Total	1823	16621	1911	18317			
New J Nonfiction	44	375	48	338			
Juvenile Nonfiction	454	3798	390	2819			
J Nonfiction Total	498	4173	438	3157			
Total Juv Fic/NF	2321	20794	2349	21474			
Total Periodicals	109	1069	142	1074			
Interlibrary Loans: Borrowed	11	105	2	60			
Interlibrary Loans: Lent	51	382	23	340			
Adult Audio/Visual							
Books on CD	70	565	84	861			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Playaways	2	19	6	25			
YA Books on CD	1	11	4	18			
DVDs - Adult	957	6401	708	5371			
DVDs - Young Adult	95	554	50	519			
Total Adult/YA A/V	1125	7550	852	6794			
Juvenile Audio/Visual							
J Books on CD/VOX	62	198	6	74			
Music CD	0	12	0	11			
DVDs - Juvenile	288	2961	272	2092			
Total Juvenile A/V	350	3171	278	2177			
Other Items							
Video Games	210	1428	249	2037			
Tonie/Cake Pans/Board Game	43	302	34	244			
Binge Boxes	23	178	57	341			
Hotspots	16	148	NA	NA			
Total Other Items	292	2056	340	2622			
Total Physical Circulation	6980	59648	7374	62698			
Electronic Circulation							
OverDrive						<i>This month</i>	<i>YTD</i>
eAudiobooks	1219	10322	1144	9954	<i>Adult checked out:</i>	2592	22198
eBooks	1573	13526	1697	15063	<i>Juv checked out:</i>	200	1650
Movies	0	0	0	0			
Magazines	0	0	0	0			
Total OverDrive	2792	23848	2841	25017			
Hoopla						<i>This month</i>	<i>YTD</i>
eAudiobooks	467	3886	555	3769	<i>Adult checked out:</i>	748	6317

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Comics	16	246	13	127	Juv checked out:	85	860
eBooks	221	2036	226	1743			
Movies	68	507	34	247			
Music	11	122	19	79			
TV	28	228	11	104			
Bingepass	22	152	5	58			
Total Hoopla	833	7177	863	6127			
Total Electronic Circulation	3625	31025	3704	31144			
Total Circulation	10605	90673	11078	93842			
Electronic Information							
Gale: Chilton	26	209	23	292			
Gale: LegalForms	0	7	4	33			
NewsBank: America's Newspaper	240	581	104	13413			
NewsBank: HeritageHub	8	80	1	59			
BrainFuse: HelpNow	14	105	23	135			
BrainFuse: JobNow	0	0	0	0			
BrainFuse: VetNow	7	9	1	9			
ProQuest: Ancestry	80	1200	82	2250			
ProQuest: Fold3	14	427	12	176			
EBSCO sessions	2429	20717	2493	20586			
Mango sessions	24	82	4	116			
OverDrive: Universal Class total	4	1084	282	1325			
AtoZ Database records viewed	62	2972	207	25431			
Successful Info Retrieval	2908	27473	3236	63825			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Services-Main							
Days Closed	2	17	1	10	<i>Doors open M/T/Th</i>	<i>10x10hr</i>	100
Public Service Hours	196	1718	214	1756.5	<i>Doors open W/F</i>	<i>8x9hr</i>	72
Circulation per Hour	54		52		<i>Doors open Sat</i>	<i>4x6hr</i>	24
In-House Circulation	1032	10046	1183	12493			
Items Mended	5	190	13	137			
Gate Count	5602	51148	6792	66718			
Number Borrowers in Date	1985	17894	2204	18970			
Photocopies Made	12287	104561	18374	85498			
New Library Cards	61	692	120	783			
Public Computer/Internet Usage	125	1216	133	1113			
Wireless Sessions	2322	22552	2530	19127			
Main Website Visits	697	7265	1988	19215			
AWE Children's Computers	531	4565	574	3566			
Notary Services	42	270	42	240			
Tech Help Sessions	11	99	20	147			
Chickasaw Meals Program	184	20445	112	2641			
Proctor Exam	0	0	0	2			
Questions							
Reference Questions	573	4623	472	4367			
Informational Questions	3118	25300	2204	19582			
E-Mail Questions	42	443	45	378			
Total Questions	3733	30366	2721	24327			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Income-Main							
Fines	\$ 256.15	\$ 2,291.09	\$ 126.08	\$ 2,271.17	Overdues: Text 76		
Copies	\$ 996.00	\$ 6,053.67	\$ 971.60	\$ 5,684.66	Letter 67		
Interlibrary Loan	\$ 13.00	\$ 144.65	\$ 14.28	\$ 90.39	Inv. 0		
Fax	\$ 180.60	\$ 1,777.10	\$ 258.20	\$ 1,474.50			
Lost & Paid Items	\$ 46.95	\$ 354.36	\$ -	\$ 118.54			
Collections	\$ 10.00	\$ 30.00	\$ 10.00	\$ 36.00			
Non-county Fee	\$ -	\$ 50.00	\$ 25.00	\$ 150.00			
Donations to library	\$ 105.00	\$ 446.00	\$ -	\$ -			
State Aid	\$ -	\$ 13,613.00	\$ -	\$ 13,955.00			
Total Income	\$ 1,607.70	\$ 24,759.87	\$ 1,405.16	\$ 23,780.26			
Programming							
Children (0-5)							
In-Person Onsite	4	37	5	40			
Attendance	50	493	135	922			
In-Person Offsite	9	23	4	54			
Attendance	116	290	86	677			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Children (6-11)							
In-Person Onsite	18	183	31	165			
Attendance	97	1305	214	1402			
In-Person Offsite	3	16	3	51			
Attendance	50	368	80	797			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
YA/Teens (12-18)							
In-Person Onsite	19	173	38	225	0 teens		
Attendance	27	361	96	842	0 hours		
In-Person Offsite	0	0	0	4			
Attendance	0	0	0	34			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
Adults (19+)							
In-Person Onsite	38	334	47	291			
Attendance	389	2221	293	2055			
In-Person Offsite	0	7	1	5			
Attendance	0	107	33	108			
Live Virtual	0	0	0	0			
Attendance	0	0	0	0			
General/Family/All Ages							
In-Person Onsite	1	54	4	37			
Attendance	75	1130	542	1716			
In-Person Offsite	0	7	0	6			
Attendance	0	816	0	1819			
Live Virtual	0	0	0	1			
Attendance	0	0	0	5			
Other Programming							
Pre-Recorded Programs (All)	0	0	0	0			
Views	0	0	0	0			
Meeting Rooms/Partner Group	42	466	118	971			
Attendance	168	1562	213	2739			

February 2025

	This Month	YTD-Current	This Month-Previous Year	YTD-Previous Year	Notes		
Genealogy Library							
Days closed	2.5	14.5	1	9.5			
Hours Open	75.5	682.5	88	700			
In-state visitors	79	541	99	586			
Out-of-state visitors	0	15	0	5			
In-house programs	3	15	2	16			
Attendance	23	137	19	149			
Outreach	3	6	1	1			
Attendance	158	183	151	151			
Research for patrons (hours)	36	271	23	185			
E-mail questions	61	638	92	733			
Phone questions	47	353	47	289			
Notary	0	1	0	0			
Website visits	216	1659	314	2686			
Computer use (hrs)	40	391	50	389			
Scanner (# patrons)	5	45	4	25	35 min		
Copies sold	32	352	0	0			
Donations to library	0	5	301	1714			
Total money	3.2	40.15	30.1	171.45			
Memory lab usage (# patrons)	7	82	14	71	6 hr 25 min		