

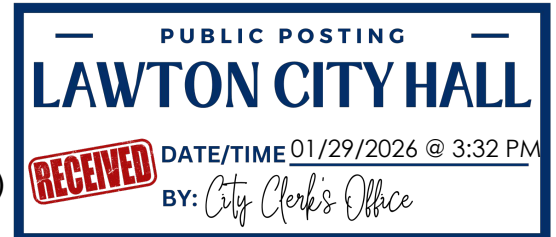
**Lawton Public Library Advisory Board**  
**Library Meeting Room**  
**February 4, 2026 @ 4:00 pm**  
**AGENDA**

"Official action can be taken only on items which appear on the agenda. The board may approve, ratify, deny, defer, recommend, or continue any agenda item. The board may also propose and enact floor amendments to any matter presented before them. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Call to Order

Roll Call

1. Consider approval of January 7, 2026 minutes (vote)



Reports:

2. Customer Comments & Correspondence (informative)
3. Financials (informative)
4. Library Director report (informative)
5. Friends of the Library report (informative)
6. Family & Local History report (informative)
7. City Council report (informative)
8. Library-related grants (informative)

Business:

9. Discuss and take possible action regarding the Library of Tomorrow Committee, including the review, formal approval, and authorized transmittal of a recommendation letter to the City Council. (discussion, vote)
10. Consider approving the revised Business Plan for Family & Local History Room. (discussion, vote)
11. Review the six-month statistics. (informative)

Comments from the Floor (informative)

Adjournment (vote)

Next meeting: March 4, 2026

Lawton Public Library Board

Wednesday January 7, 2026

Notice of the meeting and agenda were posted in accordance with Oklahoma law.

The meeting was called to order at 4:00 PM by Patty Neuwirth, Chair.

Roll Call: Patty Neuwirth, Chair; Sue Kremmer, Vice Chair; Frantzie Couch, Member; Fermin Viruet, Member; Michael Wilson, Member; Kristin Herr, Library Director; Tina King, Deputy Library Director; Megan Stockton, Administrative Assistant; Sherene L. Williams, City Council Liaison; Matina Davis, Guest

A motion was made to approve the Library Board minutes for the November 5, 2025 as presented. (Couch/Kremmer)

Reports:

- No customer comments or correspondence was presented to the Board.
- The Financial Report was given.
  - Kristin informed the Board that some money was tied up in paying for a reimbursable grant and that money would be transferred back into the correct funds following reimbursement.
  - Kristin stated that the Library is wrapping up several grants and looking to begin some others.
- The Director's Report was given.
  - Kristin announced that the Library Lego League had started back up with 30 kids taking part.
  - Kristin informed the Board that there are several open Library positions.
- The Friends of the Library Report was given.
  - Fermin announced that the next quarterly Friends meeting was to take place on January 26<sup>th</sup> with Clifford Takawana, Family and Local History Librarian, as the guest speaker.
  - Kristin stated that no dates has been selected for the next annual book sale.
- The Family and Local History Report was given.
  - A written report from Clifford was presented to the Board explaining the success of recent Genealogy Labs.
- The City Council Report was given.
  - Sherene announced the dates of several upcoming events including the January 12<sup>th</sup> swearing in of Council members, the approaching City Council dates of January 13<sup>th</sup> and January 27<sup>th</sup>, the Mayor's New Year Address on January 13<sup>th</sup>, the NAACP Jubilee Day Observance on January 11<sup>th</sup>, the NAACP Prayer Breakfast on January 17<sup>th</sup>, the Dr. Martin Luther King Jr. Program on January 18<sup>th</sup>, and the Dr. Martin Luther King Jr. Celebration on January 19<sup>th</sup>.
- The Grant Report was given.
  - Kristin gave an update on the status of various Library grants.

- The Library has applied for another preservation grant and is waiting to hear back about it.
- The Library is awaiting a check from the Carnegie Foundation for a grant that will go before Council.
- The literacy team is still looking to apply for numerous grants.

Business:

- The Library of Tomorrow Committee was discussed.
  - The date of the upcoming meeting was announced and the agenda was distributed.
  - There was an explanation of the creation of the Committee and its purpose.
  - The Board worked on a draft letter detailing their disapproval of the Committee's delaying of the Ceiling Project and voted to send it to City Council.  
(Couch/Kremmer)
  - Sue asked that some changes to the wording of the letter be made with Michael's agreement. The Board voted to change this wording. (Kremmer/Couch)
- A draft of the 2026-2028 Strategic Plan was presented to the Board for approval.
  - The Board voted to approve the draft of the 206-2028 Strategic Plan.  
(Wilson/Kremmer)
- A draft of a revised Business Plan for the Family and Local History Room was presented to the Board.
  - A motion was made to table this business item until the next meeting.  
(Couch/Kremmer)

There were no comments from the floor.

The meeting was adjourned at 4:57 PM./ Megan Stockton, Administrative Assistant III



January  
2026



## Community Engagement Report

Library Board

January 2026

**Events & Classes:** In January, we hosted our third annual Puzzle Race where ten teams competed to complete the same 500-piece puzzle the quickest. This year, we had so much interest that we held two races on the same day for the first time ever! Our participants are eager for another race. We are aiming to host another Puzzle Race this year in August.

In 2025, we had seen amazing growth in our Winter Reading challenge with increased participation amongst all age groups. We are so excited to continue this momentum! As of January 20, we have surpassed sign-ups for all age groups compared to 2025. There has been a 38.5% increase for kids, 35.7% increase for teens, and 60% increase for adult sign-ups.

This month, we began a series of weekly LEGO coding classes with FISTA Innovation Park while they simultaneously host a weekly VEX Robotics class. The FISTA STEM Lab has been full every week as kids come together to use team work, have fun, and learn.

**Looking Ahead:** The Community Engagement Team has started planning the 2026 Summer Reading program. We are scheduling performers, unique experiences, and working with community partners to make this summer special. All four of our performers will be held at the Lawton Farmers Market for increased room, higher attendance capacity, and consistent location. We will be kicking off summer with Little Valley Farm and Exotics animal encounters. We are testing how an evening end-of-summer kids party affects attendance. We plan to have a fun glow-in-the-dark dance party with DJ Pinata!

Beth and Julia have both received a grant to attend the Oklahoma Library Association Conference in March.

We have received a handful of recent requests for school visits and field trips! We look forward to having several elementary classes visit us for field trips in the upcoming months. We are working with a teacher at Edison to arrange several classroom visits.

**Community Partnerships:** In February, we will be celebrating National Tooth Fairy Day with Griffin Dental Associates. We will be collaborating on a Tooth Fairy Storytime. Kids can meet the tooth fairy and enjoy stories, games, and goodies all centered around maintaining good dental hygiene.

We have had requests for adult STEM activities. Our staff and STEM Educator, Brooke, are excited by the possibility of working with Southwest Oklahoma Brewing to host a free build LEGO night for adults.

Wichita Wildlight Photographic Society has reached out to us to host a class about photography at the Main library. Their program will be titled Tips for Taking Better Photos. We look forward to speaking with them soon about when this program will take place and what it will look like.

**In the Community:** Teen Painting Night at Studio 13 Creative Café was a blast! This beautiful space provided a fun, new environment and a special experience for our teens. We had 16 teens attend to paint their own Ferris wheel canvas painting. They all had fun and did an incredible job.

**Feedback:** From staff member Amanda Golden: “While I was shelving, a patron asked if we carried books by a particular author. As I was showing him where the books were located, he mentioned how he was pleasantly surprised at how nice our library is and what we offer here. He mentioned being a patron in the OKC Metro Library System prior to moving here.”

Patron Zee Barreras stated during Walk with Ease: “I’ve never seen a library that does so much. Every month the calendar is so full. I’ve supported libraries my entire life and I’ve never seen a library that does so much!”

Lakisa Roberts posted on Facebook: “One of the best things about a new month is all the fun new events popping up locally. Places like the Lawton Public Library...always have great activities, courses, programs and resources for you and the kiddos. Don’t forget to check them out and make some memories”

Alannah Meyers stated in regards to opening a second Puzzle Race due to high interest: “I’m not surprised you all have high interest, my family participated last year and we told EVERYONE we could about it! That is always a GREAT problem to have. I appreciate the opportunity!”

Pitta Higadera shared our Weekly Events post: “For your creative, curious kiddos the Lawton Public Library is the place to be this week 📖🍌”

KBZQ The Breeze shared our Weekly Events post: “The Lawton Public Library is always coming up with new and different activities...we are a lucky community!”

Alannah Young commented on our Puzzle Race post: “Thank you so much for putting this on again! Keep up the great work!”

Larece Younger posted in the Lawton Grapevine: “I was in the library and they have a section of things you can check out to use. Appliances, equipment, cake pans, metal detectors, etc. So maybe you can think of something useful to donate so people can have a great time using stuff. Bread machines!! That’s a good one or maybe an Instant pot. Call the library and ask. It’s so cool.”

Inda Edwards posted: “We have one of the best libraries!”

Deanna Smalley Copeland commented on a post in the Lawton Grapevine: “The library looks amazing now they’ve done so much work on it and are still working to upgrade it”

Melissa Simms commented: “I freaking love our library and librarians!! Yall are the best!!”

Sonia England commented: “I love the library. You guys are amazing.”

One of our tiniest patrons, Liam (1), gave a big, enthusiastic sign language “Thank you!” when receiving his Winter Reading prize. His older brother, Seth (4), helped him pick out the perfect prize, a dinosaur pop-it!

Heidi Amore commented on our Teen Paint-a-Long post: “Thank you for having this event! We had such a great time!”

A regular patron shared that her son, Mason (3), slept alongside his pickle craft, adorned with fuzzy pipe cleaner legs and arms, that he made at Kids Time @ Chick-fil-A in January.

**Friends Grants**

As of 1/28/2026

<b>Status</b>	<b>Project</b>	<b>Grant</b>	<b>Amount</b>	<b>Type</b>	<b>Details</b>	<b>\$ Received</b>
Submitted	Literacy	Pizza Hut Foundation	\$10,000.00	unsure	deadline is 12/1	
In Progress	Chautauqua	Arts For All	?	unsure		
Submitted 10/9	Literacy	Goodyear	letter			
Awarded	Literacy	Citizenship (ODL)	\$14,000.00	upfront	Received notice of award - 11/6	
Awarded	Literacy	Nora Roberts Foundation	\$5,000.00	upfront		6/24/2025
Awards	Literacy	Dollar General	\$10,000.00	upfront		6/?/2025
Awarded	Library/STEM	Walmart Sparklight	\$1,500.00	upfront	Sheridan Walmart	
Awarded	Literacy	Laura Fields Foundation	\$7,500.00	upfront	met with on 4/8/2025	4/23/2025
Completed	Literacy	ODL28 Adult Literacy	\$7,200.00	upfront	application awarded	Sep-24
Completed	Chautauqua	Oklahoma Arts Council ARPA Recovery	\$7,160.63	reimbursable	submitted 1st, 2nd, & 3rd reports. GR24-2412-12056	
Completed	Library	STEM Board	\$4,743.37	reimburse	funds received January 2026	1/2/2026
Completed	Literacy	Dollar General Adult Literacy	\$7,500.00	upfront	final report due 4/17/25	6/4/2024

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Library Budget - Grants

As of 1/28/26

<b>Object</b>	<b>Description</b>	<b>2026 Revised Budget</b>	<b>2026 Actual</b>	<b>2026 Encumbrances /Requisitions</b>	<b>2026 Available</b>	<b>2026 Percent</b>	<b>2026 Original Budget</b>
51000	Supplies, Tools & Equipment	9,616.84	4,616.84	0.00	5,000.00	48.01	0.00
51001	Computer Supplies	8,569.69	8,569.69	0.00	0.00	100.00	0.00
51004	Library Books	94.36	0.00	0.00	94.36	0.00	0.00
52025	Prof & Technical Service	5,631.39	1,631.39	0.00	4,000.00	28.97	0.00
53020	Construction, Imprvm, Additi	65,591.81	65,591.81	0.00	0.00	100.00	0.00
	<b>Total</b>	<b>89,504.09</b>	<b>80,409.73</b>	<b>0.00</b>	<b>9,094.36</b>		<b>0.00</b>

Library Budget - General

As of 1/28/26

<b>Object</b>	<b>Description</b>	<b>2026 Revised Budget</b>	<b>2026 Actual</b>	<b>2026 Encumbrances /Requisitions</b>	<b>2026 Available</b>	<b>2026 Percent</b>	<b>2026 Original Budget</b>
50000	Salaries and Wages	681,000.00	389,700.55	0.00	291,299.45	57.22	681,000.00
50005	Differential/Standby Pay	950.00	0.00	0.00	950.00	0.00	950.00
50010	Sick Leave-Pay in Lieu	6,200.00	42.79	0.00	6,157.21	0.69	6,200.00
50015	Contract Labor	4,000.00	3,647.63	352.37	0.00	100.00	2,000.00
50020	Part Time	133,000.00	87,722.68	0.00	45,277.32	65.96	133,000.00
50025	Overtime	1,700.00	86.97	0.00	1,613.03	5.12	1,700.00
50035	Unemployment Contribution	2,770.00	0.00	0.00	2,770.00	0.00	2,770.00
50040	FICA	51,500.00	27,784.37	0.00	23,715.63	53.95	51,500.00
50042	Medicare	12,500.00	6,497.97	0.00	6,002.03	51.98	12,500.00
50045	Workers' Compensation	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00
50050	Group Life & Hospital	92,000.00	54,876.90	0.00	37,123.10	59.65	92,000.00
50055	City Pension Plan	80,000.00	44,853.16	0.00	35,146.84	56.07	80,000.00
51000	Supplies, Tools & Equipment	17,471.00	11,159.57	70.00	6,241.43	64.28	23,886.00
51001	Computer Supplies	1,664.00	584.63	0.00	1,079.37	35.13	2,664.00
51004	Library Books	77,250.00	67,631.43	3,395.00	6,223.57	91.94	92,250.00
51020	Repair & Maintenance	13,500.00	4,345.67	2,380.00	6,774.33	49.82	13,500.00
51025	Contractual Maintenance	15,219.00	13,641.70	625.00	952.30	93.74	15,219.00
51035	Uniform and Clothing	721.00	502.18	218.07	0.75	99.90	306.00
52025	Prof & Technical Service	88,510.00	55,148.67	17,828.09	15,533.24	82.45	68,510.00
52044	Postage	4,200.00	1,924.82	0.00	2,275.18	45.83	4,200.00
52045	Electricity and Natural Gas	103,425.00	70,603.85	18,806.64	10,514.51	89.48	103,425.00
52050	Insurance	60.00	0.00	0.00	60.00	0.00	60.00
52055	Dues and Memberships	9,275.00	5,258.39	3,500.00	516.61	94.43	9,275.00
52060	Training and Travel	2,600.00	25.00	4,564.20	1,510.80	75.23	2,600.00
52090	Other Expenses	250.00	116.40	0.00	133.60	46.56	250.00
	<b>Total</b>	<b>1,403,765.00</b>	<b>846,155.33</b>	<b>51,739.37</b>	<b>505,870.30</b>		<b>1,403,765.00</b>

# Family & Local History

Board Update

February 2026

**Dearest Board Members,**

## **Roots & Branches: Genealogy Lab – January 5, 2026**

And just like that, it's a new year. With it comes the collective challenge of remembering to date our documents "2026" instead of "2025"—a small but familiar battle we tend to fight for the first few months of the year.

The Roots & Branches Genealogy Lab began the year with a strong and engaging program, one that gave me a glimpse of the group cohesion I have been eager to see continue developing. As usual, we convened on Monday, January 5, 2026, in the Family & Local History Room.

Preparing for these events often involves a flurry of activity to ensure participants are fully equipped for the evening's program. This usually includes coordinating laptops, setting up an extra-large television for live demonstrations of online databases, and organizing all necessary documents and forms. This month, however—and notably after a full year of leading these sessions—the process felt smoother and more assured, with significantly less concern about logistics or attendance. As has become customary, the program was a success.

Following our initial greetings and New Year's exchanges, the first half hour of the session was devoted to examining some of the most common genealogical myths that persist in family history research. Among these were familiar examples, such as the long-standing myth of the "Cherokee Princess," a title that does not exist within Cherokee culture, despite frequent claims of descent. Another common assumption discussed was the belief that sharing a surname automatically indicates a relationship to well-known historical figures, such as Robert E. Lee—an idea that holds little genealogical merit without supporting evidence.

These and other myths provide insight into how unsubstantiated family stories can persist across generations. While genealogy often disrupts these narratives by introducing evidence and historical context, many researchers accept this trade-off as part of the process of learning their true family history. When held uncritically, these myths can lead research down paths that conflict with documented facts. One of the most common pitfalls in genealogy is allowing the story one hopes to find to outweigh what the evidence is actually showing.

Following the presentation and discussion, I began to see clear evidence of the program's impact. The evening welcomed three new participants to the group. While new attendees often require more direct guidance from staff, I was especially encouraged to observe established lab members stepping in to help—sharing what they knew, offering explanations, and filling in details where they felt confident.

This may seem like a small moment, but for group cohesion, it is essential and was a key goal of the Roots & Branches Lab. The program is not intended to function simply as a collection of tools for patrons to use independently. Rather, it fosters an environment in which participants feel empowered with knowledge and confident enough to share that knowledge with others.

This emerging sense of group identity not only strengthens individual research outcomes, but also extends the reach of the program by encouraging peer-to-peer support. In doing so, participants become active

contributors to the learning environment, helping to welcome and guide others as they begin their own research journeys.

# Genealogy Myths: Real, Fool's Gold, or Both?



## **Myth #1: Our name was changed at Ellis Island.**

- Names were not changed at Ellis Island. Immigrants arrived with documents & interpreters helped record names correctly.
- Spelling differences are normal. Many people couldn't spell their names, so records may show variations.
- Name changes usually happened later. Families often Americanized names after settling.
- Family stories still help. Even if the story isn't exact, it can point you to useful name variations.

## **Myth #2: All the records were destroyed during the war.**

- Records are rarely all destroyed. Fires, floods, or wars don't wipe out everything because records are stored in many different places.
- Don't give up. If you hear this story, keep searching—records usually still exist somewhere.

## **Myth #3: There were three brothers who came to America. One went north, one went south and the third went west...**

- The "three brothers" story is usually a myth. It's often used to explain shared surnames in different places, but the families are usually not related.
- It's a red flag. These stories rarely include names or details, so they should be treated with caution.

## **Myth #4: We are descended from a Cherokee princess.**

- There were no "Indian princesses" in North American tribes. Tribal leadership did not use royal titles like princess or prince.
- The story comes from outsiders. The term was used by promoters and entertainers, not by the tribes themselves.

## **Myth #5: Our family always spelled the name as ...**

- Name spellings were not fixed in the past. Most people couldn't read or write, and clerks spelled names how they heard them.
- The same person can appear under many spellings. Even family members—and famous people like Shakespeare—used different spellings.
- Expect variations. If you search for only one spelling, you may miss important records.

## **Myth #6: Our ancestors came over on the Mayflower.**

- Not everyone can be a Mayflower descendant. The ship had only 102 passengers, and about half died the first year.
- There is a verified passenger list. To claim Mayflower ancestry, you must prove descent from one of the known survivors.
- Documentation matters. Family stories need records to back them up.

## **Myth #7: Our ancestor arrived on a later voyage of the Mayflower.**

- Mayflower only made one trip to Plymouth.

## **Myth #8: We are related to Robert E. Lee.**

- Sharing a famous surname doesn't mean you're related. Many common names, like Lee, belong to unrelated families.
- Most people with the same last name are not connected. By the 1800s, there were thousands of unrelated families with the name Lee.
- Famous ancestors require proof. Family stories about well-known figures need records to confirm them.

## **Myth #9: A town in England, Norway, Germany, etc. is named for our family.**

- Towns usually came before surnames. People often took their last names from the places they lived.
- The name didn't come from your family. It's more likely your ancestor was named after the town, not the other way around.

## **Myth #10: Our ancestor was a stowaway on the ship.**

- Stowaway stories are usually myths. Most stowaways were caught and sent back.
- Very few ever stayed. Escaping and settling was rare.
- Treat the story with caution. It needs strong proof to be true.

## **Myth #11: Our ancestor was burned at the stake as a witch in Salem, Massachusetts.**

- Salem witches were not burned in North America. The accused were hanged, and one man was pressed to death.
- Family legends are often partly true. Details may be wrong, but the story can still point to real people or places.
- Royal ancestry is possible—but needs proof. With thousands of ancestors, most people likely have royal connections somewhere.
- Stories are clues, not conclusions. Use family legends as starting points and confirm them with records

## **Family History 2026 Program Schedule – January 19, 2026**

Well into the first month of 2026, and having now experienced a full cycle in my role as Family & Local History Librarian, I have gained a clearer ability to anticipate changes and recognize the habits that must be consistently maintained to ensure high-quality service to patrons. One of the most encouraging outcomes has been the steady success of the genealogy lab. Its regular, predictable schedule has taken hold, and participants are increasingly aware that it is available and occurs at the beginning of each month.

The other area of programming requiring greater focus this year is our monthly workshops. Family History workshops typically take place toward the end of the month and cover a variety of topics related to genealogical research. Each workshop focuses on a single facet of family history, exploring its defining characteristics, best practices for achieving the strongest research outcomes, and its relevance within the broader context of genealogical work.

During my first year in this position, I was only able to estimate roughly two months of planning and promotion for programming. As experience has proven to be the greatest teacher, 2026 now benefits from an established family history programming schedule. This allows us to clearly anticipate what is coming and prepare accordingly. More importantly, this extended timeline provides the ability to promote programs thoroughly and intentionally, rather than relying on last-minute efforts.

As I considered workshop offerings for 2026, my initial aspirations were ambitious. I envisioned unique programs centered on narrowly defined, intensive topics. However, with the insight gained over the past year, I had to reconsider what would be most beneficial for our community. While those topics would certainly be engaging, they are not what is most needed at this time. Our Family History programming must continue to prioritize general—specifically beginner-level—foundations for conducting genealogical research.

## **Digitizing Photos – January 22, 2026**

Prior to the most recent Ice Armageddon—quite literally the day before—Family History hosted another Digital Memory Center session focused on digitizing photographs. Despite only rumors of the impending storm at the time, a dedicated group of souls ventured out to learn how to operate our equipment and explore the benefits it offers for preserving photographic memories.

Of the equipment available to patrons, our scanners make it remarkably easy to transform physical photographs into tangible, shareable digital memories. Depending on desired size, quality, and speed, patrons can choose from four different scanners, each capable of converting images into raw digital data with ease. This capability represents one of the most prominent strengths of our Digital Memory Center. Whether digitizing a photograph, a newspaper, or even a large-format map, our scanners are more than capable of accommodating the task.

The class itself emphasizes hands-on instruction, guiding participants through the operation of each scanner. The most consistent reaction is one of genuine, wide-eyed discovery. Participants are often surprised not only by the capabilities of the equipment, but also by how clearly the process is broken down and explained. Many are equally astonished to learn that these services are offered free of charge—and that the process is far simpler than they expected.

My teaching approach is intentionally grounded in the mindset of explaining the process to my elderly parents (an experience that, while occasionally challenging, has provided ample real-world practice). The goal is to dismantle the intimidation often associated with technology. Rather than viewing the computer as performing

some mysterious or magical operation, participants are encouraged to see the process as a short, straightforward sequence of steps that leads to meaningful results.

By pairing this step-by-step instruction with a large television screen that displays the process in real time, participants are able to follow along visually, reinforcing understanding and building confidence. In the long run, I believe confidence is the greatest hurdle we face—particularly within our older communities. Alleviating this perceived oppression of technology not only supports our efforts but also empowers patrons to take on future challenges they may have previously avoided.



**Basic Computer Literacy Periodic Report – 1/1/25 to 12/31/25  
Friends of the Lawton Public Library**

The following metrics are for the basic computer literacy program that began 3 August 2024. This is a 1-year report on the program for calendar year 2025.

Total interactions with clients by the library staff and instructor:.....	172
Total students instructed (133.4 instructor hours including no show times): .....	90
Total No Shows: .....	54
Total rescheduled: .....	10
Total cancelled:.....	12

A total of 44 students were instructed in a classroom setting; not included in total interactions above.

A total of 5 days of classroom instruction were scheduled.

- 1 day at the Library and 4 days at the Center for Creative Living.
- 2 days at the Center for Creative Living were closed or cancelled.

A 2025 total of 5 days of the scheduled program were cancelled due to weather or illness.

Donald E. Morgan  
13 January 2026

# Database Stats for Annual Report

Circulation of All Electronic Materials	FY20	FY21	FY22	FY23	FY24
Hoopla ebooks	1,340	2,382	3,347	3,829	4,495
Hoopla eaudio	1,445	2,547	4,761	6,796	9,719
Hoopla evideo	637	669	703	1,061	948
Hoopla Bingepass	n/a	n/a	20	58	169
Overdrive ebooks	29,923	30,834	29,620	28,897	30,806
Overdrive eaudio	14,056	14,032	16,103	21,884	23,726
Overdrive evideo	65	36	13	2	0
Overdrive emagazines	411	1,242	1,465	331	47
<b>Total</b>	<b>49,858</b>	<b>51,742</b>	<b>56,032</b>	<b>62,858</b>	<b>69,863</b>

Jul 2024 - Dec 2024	Jan 2025 - Jun 2025	FY25
2,566	2,917	5,483
6,308	8,092	14,400
417	484	901
84	97	181
13,975	13,248	27,223
12,300	14,048	26,348
0	0	0
0	0	0
<b>35,650</b>	<b>38,886</b>	<b>74,536</b>

Jul 2025 - Dec 2025	Jan 2026 - Jun 2026	FY26
2,777		
8,951		
538		
144		
12,254		
13,140		
0		
0		
<b>37,804</b>		

Sucessful Retrieval of Information	FY20	FY21	FY22	FY23	FY24
ABCmouse	n/a	n/a	n/a	n/a	n/a
Ancestry	7,598	5,519	6,329	3,724	2,802
Brainfuse HelpNow	n/a	n/a	n/a	809	354
Brainfuse JobNow	n/a	n/a	n/a	145	281
Brainfuse VetNow	n/a	n/a	n/a	66	189
Creativebug	n/a	n/a	102	704	151
EBSCO	5,810	2,175	3,737	1,634	1,461
Fold3	2,461	578	841	892	909
<i>Heritage</i>	n/a	n/a	n/a	0	0
<i>Legal Forms</i>	454	90	n/a	0	0
Mometrix	0	18	55	65	39
NewsBank	7,896	3,572	3,152	1,650	2,557
Transparent	158	81	194	217	147
Scholastic Teach	n/a	n/a	n/a	n/a	n/a
<b>Total</b>	<b>24,539</b>	<b>12,064</b>	<b>14,410</b>	<b>9,906</b>	<b>8,890</b>

Jul 2024 - Dec 2024	Jan 2025 - Jun 2025	FY25
31	5,781	5,812
1,291	1,792	3,083
229	265	494
138	96	234
71	44	115
0	0	0
526	1,313	1,839
199	229	428
0	0	0
0	0	0
15	0	15
498	681	1,179
101	123	224
46	968	1,014
<b>3,145</b>	<b>11,292</b>	<b>14,437</b>

Jul 2025 - Dec 2025	Jan 2026 - Jun 2026	FY26
6,180		
3,179		
180		
152		
194		
0		
686		
380		
0		
0		
0		
781		
215		
370		
<b>12,317</b>		

Ancestry changed its search algorithm in 2017 and in 2020. / Britannica is no longer provided by the State Library. Some rows are hidden to facilitate printing. Totals include databases no longer provided.

## Circ Stats for Annual Report

Circulation of All Physical Materials	FY20	FY21	FY22	FY23	FY24
Main - Adult Material	74,642	59,864	79,566	78,143	77,556
Main - Juv Material	57,606	39,432	71,867	70,873	71,644
Main Library Total	132,248	99,296	151,433	149,016	149,200
Branch - Adult Material	5,325	5,200	7,579	5,752	7,182
Branch - Juv Material	2,940	2,486	4,721	4,439	6,806
Branch Library Total	8,265	7,686	12,300	10,191	13,988
<b>Total</b>	<b>140,513</b>	<b>106,982</b>	<b>163,733</b>	<b>159,207</b>	<b>163,188</b>

Jul 2024 - Dec 2024	Jan 2025 - Jun 2025	FY25
37,913	32,351	70,264
34,307	32,099	66,406
72,220	64,450	136,670
2,589	2,325	4,914
2,325	2,374	4,699
4,914	4,699	9,613
<b>77,134</b>	<b>69,149</b>	<b>146,283</b>

Jul 2025 - Dec 2025	Jan 2026 - Jun 2026	FY26
35,016		
37,478		
72,494		
2,872		
2,443		
5,315		
<b>77,809</b>		

In FY21, statistics rules were changed so YA material is now included in adult numbers.

## Incident Reports

### July 2025 – December 2025

7/1/2025 Trash Talking: Staff asking a young man to stop trash talking while playing video games in the computer lab.

7/2/2025 Cologne: Staff asked a man to leave due to his overwhelming cologne.

7/8/2025 Odd Encounter: A man approached staff about concerns with them leaving the meeting room doors open during youth events. He told staff that he was concerned with disturbed individuals being able to look in on the teenagers.

7/9/2025 Banned: Staff asked a banned person to leave, but they refused. Staff had to call police who arrested him for trespassing.

7/12/2025 Banned: Staff reminded a banned customer that she was not allowed in the building.

7/12/2025 Odor: Staff asked a man to leave due to his odor.

7/14/2025 Arrest: Police entered the Library lobby and arrested a man sitting on the benches. Staff was unaware of what occurred.

7/14/2025 Upset Customer: A customer was upset after staff escorted him off the premises during his previous Library visit due to cursing and threats.

7/16/2025 Sleeping: Staff asked a man to leave after he was caught sleeping several times during one day.

7/17/2025 Argumentative: A customer made aggressive comments towards a staff member.

7/18/2025 Name-Calling: A man complained that another customer was speaking loudly on her phone and proceeded to yell out and call the woman several curse words.

7/18/2025 Sleeping: Staff informed a man that he could not sleep in front of the Library.

7/18/2025 Trash Talking: Staff reminded a young man that he was not supposed to loudly trash talk opponents in his games while in the Library.

7/21/2025 Chair: A young customer sat at a chair all day and at the end of the day, a staff member noticed that the fabric of the chair had been picked off the armrest.

7/28/2025 Sleeping: Staff asked a customer to leave after having woken him up three times.

7/30/2025 Yelling: A man was yelling threats and curse words as he walked around the outside of the building. He was off Library property by the time that staff was notified.

7/31/2025 Asking for Rides: Staff informed a customer that he could not stop people in the parking lot to ask for a ride.

7/31/2025 Roughhousing: Several teens were caught roughhousing and messing with the Library floor cleaner.

8/6/2025 Smoking: The security guard asked a customer to leave after he caught him smoking marijuana in the men's restroom.

# Incident Reports

## July 2025 – December 2025

8/6/2025 Stealing: The alarm went off on a woman as she was leaving, but she refused to stop. Watching footage, staff was able to see that she had put some books in her bag before leaving. Also, while leaving, she used her vape in the lobby.

8/7/2025 Banned: Staff informed a customer that they were banned from the Library for smoking inside.

8/8/2025 Banned: Staff reminded a customer that they were banned from the Library.

8/11/2025 Mess: Some teenagers left a mess behind after being on the computers for the day. Staff informed them that they could not use the computers for the day.

8/12/2025 Eating: While looking for video footage of something else, staff saw a customer eating in the Library. Staff later approached him and banned him for a week.

8/12/2025 Locked Stalls: Staff discovered almost every one of the stalls in the women's restrooms locked from the inside with no one in them.

8/13/2025 Upset Customer: A customer became upset and was rude to staff after they would not type a document for her.

8/15/2025 Lactation Room: A mom and child spent numerous hours in the lactation room and had other people come in with her. After she left, staff found a mess on the counter, nicotine related trash in the trash can and the smell of smoke in the room.

8/15/2025 Fire Alarm: Something set off the fire alarm in the lobby. The Fire Department arrived and found no problems.

8/18/2025 Language: Staff asked teens to lower their voices and to stop using profanity.

8/19/2025 Service Dog: A security guard asked a couple to leave the building due to the dog they were carrying. An argument occurred as to whether it was a service animal and their rights.

8/20/2025 Ambulance: A customer asked for a staff member to call an ambulance for her. The ambulance arrived and took her away.

8/21/2025 Vaping: A staff member asked a customer to leave for the day after she saw him vaping in the lobby.

8/25/2025 Rude: A customer acted rudely to several staff members while he was having difficulty doing what he needed to do on the computers.

8/23/2025 Ambulance: A customer requested that staff call non-emergency for him and eventually the 988 Hotline was contacted as well. The customer was eventually taken away by an ambulance.

8/23/2025 Blocked: A teenager argued with staff because his account was blocked due to fines.

8/26/2025 Yelling: A woman was yelling outside of the Library. Emergency personnel visited with her and she left the property.

8/27/2025 Smell and Mess: Two customers made a mess in the men's restroom and were asked to leave for the day due to their smell.

## Incident Reports July 2025 – December 2025

8/27/2025 Assault: A customer asked staff to call the police as he had been assaulted at the nearby bus stop. The assailant was arrested while the victim was looked at by EMTs.

8/27/2025 Theft: A child stole a computer mouse, but the mother stated they would return the item.

8/28/2025 Comments: Staff asked a customer to refrain from asking inappropriate questions or making comments towards other customers.

8/30/2025 Climbing: Staff asked some children to not climb up on the pirate ship.

9/2/2025 Computers: A mother requested that her children not be allowed on the computers.

9/8/2025 Fight: A teenager entered the Library, speaking agitatedly to himself. He then taunted some other teenagers to come outside. They later went across the street and had an altercation. Staff contacted emergency services.

9/10/2025 Banned: Staff reminded a customer that he was banned from the Library.

9/10/2025 Banned: A customer went into a staff area and moved several items around. Staff informed her that she was banned from the property.

9/12/2025 Behaviors: Two women became agitated when a staff member asked them to get off of the floor, not curse, and not leave their items scattered around.

9/13/2025 Fall: A customer fell in the bathroom and requested that staff call emergency services.

9/13/2025 Banned: Staff reminded a customer that they are banned from the Library.

9/15/2025 Banned: Staff informed a customer that he is banned from the Library due to regularly making messes and falling asleep in the Library.

9/15/2025 Behavior: A customer asked for staff to call emergency services, but did not stay around to meet them.

9/19/2025 Banned: Staff noticed a banned customer leaving her belongings scattered around the outside of the Library. Staff reminded her to keep her items together and that she is banned from Library property.

9/20/2025 Dog: A customer brought a dog into the Branch Library. There was a language barrier when staff attempted to ask if the dog was a service animal and she left shortly after.

9/25/2025 The alarms beeped as a customer left the building. He then handed over a book that he had stolen before leaving.

9/26/2025 Yelling: A customer notified a staff about a woman yelling in the restrooms. She was no longer there when staff went to check out the situation.

10/1/2025 Alleged Kidnapping: A teenager asked for the police to be called as she believed one of her online friends had been kidnapped. A police officer came and spoke to the teenager and her parent.

# Incident Reports

## July 2025 – December 2025

10/2/2025 Odd Behavior: A customer was bothering other customers and was asked to leave for the day. He came back in several time and began to threaten a teenager in the lobby. Staff called the police who made sure he was off Library property.

10/4/2025 Calls: Several staff members reported that they had received anonymous calls from a agitated man who cursed at staff and spoke heatedly at staff as well.

10/4/2025 Confused: A man acted disoriented and confused while asking staff for help getting to Washington D.C.

10/4/2025 Misbehaving: A group of children were repeatedly informed of various rules by staff before being told that they needed to stay only in the lobby.

10/8/2025 Mess: A staff member found a mess in the family restroom which led them to believe someone had used the room to shave.

10/10/2025 Banned: A staff member reminded a man that he is banned from Library property.

10/13/2025 Swearing: A customer repeatedly interrupted other customers and swore loudly before finally leaving the Library.

10/15/2025 Banned: A man repeatedly asked to have a chip removed from his brain while slamming on the desktop. He then went into the bathroom and attempted to light some paper on fire. Staff informed him that he is banned from the Library.

10/20/2025 Smell and Food: Staff informed a customer that he was not allowed back into the Library until he dealt with his hygiene issues. Staff also had to remind the customer not to eat Inside the Library multiple times.

10/22/2025 Yelling: Staff attempted to speak to a customer that had been belligerent in the past. The woman refused to speak to staff and left the building yelling.

10/23/2025 Banned: Staff informed a man that he is still banned from the Library and he became upset while asking the staff member for her personal information.

10/27/2025 Blood: A child was bleeding from their knee and staff gave them some bandages.

11/7/2025 Soliciting: Staff asked a customer to leave after he was observed asking other customers for candy and chips.

11/7/2025 Lighter: Staff asked a customer to leave for the day after he was seen with a lit lighter inside the building.

11/19/2025 Banned: Staff reminded a customer that he is banned from the Library.

11/20/2025 Agitated: A customer acted agitated while inside the Library.

12/4/2025 Disagreement: A member of staff overheard two women arguing in the women's restroom. Once of the women is a banned customer and was asked to leave. The other woman remained agitated

## Incident Reports

### July 2025 – December 2025

after the disagreement and was also eventually asked to leave. Staff called non-emergency to help out with the situation as the woman began yelling and making threats.

12/5/2025 Teenager: A teenager asked staff for resources as he had been kicked out of his home. Staff worked with the teenager and eventually got the police involved to take him home.

12/6/2025 Sleeping: Staff woke a customer several times during a day.

12/17/2025 Vaping: Staff witnessed a customer vaping inside the Library. They left before staff were able to speak to them.

12/18/2025 Teens: A group of teens were regularly coming into the Library and roughhousing or yelling. Staff noticed that they had attempted to steal some wires from the charging station. The next time staff saw them, they were notified that they were banned from the Library.

## **Lawton Public Library Business Plan for Family and Local History Room**

### **Overview**

The Lawton Public Library's (LPL) Family & Local History Room houses the largest public library collection of its kind in Oklahoma. Established in 1976 with a donation from the Southwest Oklahoma Genealogical Society (SWOGS), the collection grew rapidly, leading to the creation of a dedicated research room and the hiring of a genealogical librarian in 1979.

The section houses over 40,000 books, periodicals, and microfilm reels offers four databases integrates an adjacent Digital Memory Center. In 2025, the library re-cataloged the books collection from Library of Congress to a modified Dewey Decimal system, significantly improving searchability for library staff and the public.

The scope of the collection covers family and local history including states east and north of Oklahoma with a specific emphasis on southwest Oklahoma, and the Kiowa, Comanche and Apache (KCA) Indian tribes. Resources include city directories, historical maps, marriage and divorce records, church records, and primary-source documentation not readily available elsewhere.

While LPL primarily serves the citizens of Lawton and Comanche County, the Family & Local History Room supports a broad user base of genealogists, historians, students, educators, Native American researchers, and organizations across the United States.

### **Novak Report**

In November 2020, the Novak Report identified the need to develop a business plan for family history and genealogy services. This document serves as the revised plan following the implementation of key recommendations.

### **Stakeholders**

The Southwestern Oklahoma Historical Society serves as a strong organizational partner, supporting shared goals in regional history, preservation, and public engagement. Following the disbandment of SWOGS, the Friends of the Lawton Public Library, Inc. now acts as the fiscal steward of the collection's funds to ensure sustainability. Additionally, the Family & Local History Room maintains a deep-rooted, historical collaboration with the Museum of the Great Plains, its Friends Group, and other cultural institutions.

At the state level, the LPL works closely with the Oklahoma Historical Society (OHS) and the Oklahoma Department of Libraries (ODL). These agencies provide essential archival support, digital resource sharing through platforms like the Gateway to Oklahoma History, and grant opportunities. Locally, LPL works with the Cameron University History Department, the Lawton-Fort Sill Buffalo Soldiers, and the Daughters of the American Revolution (DAR). These partnerships build upon a foundation of growth originally facilitated by the McMahan Foundation, which secured thousands of volumes now managed by the library.

The Family & Local History Room serves a diverse user base, including individual researchers, educators, and Native American families. These groups depend on professional staff guidance to preserve their family and regional heritage.

### **Terminology & Scope**

Even though the room was established as the Jeannie McCutcheon Family History Room in 1979, library staff previously struggled with consistent terminology, often using “genealogy” interchangeably with “family history”. The library has solidified its branding under Family & Local History, reflecting the broader scope of the collection.

The Family & Local History Room supports family history including genealogy and local history research through the collection, preservation, and interpretation of primary and secondary source materials. The scope emphasizes Lawton, Comanche County, southwest Oklahoma, and the Kiowa, Comanche, and Apache Tribes, while also including state, regional, and national resources necessary to support comprehensive research.

### **Marketing & Engagement**

The Family and Local History Room has successfully implemented a comprehensive branding strategy, including a logo, consistent social media presence, and new in-house displays. The Family & Local History Librarian offers a variety of classes to engage the public and promote local history.

At the core of this approach is interpretation—the bridge between research and the public. Staff provide the context, translation, and guidance necessary for individuals to understand the relevance of historical materials. By translating complex records into understandable stories, the library reduces research intimidation and fosters a deeper sense of community belonging. Staff expertise ensures the depth, accuracy, and responsible use of these resources.

### **Technology & Digitization**

The future is heavily influenced by technology. To meet this expectation, the library plans to secure grants to digitize as many records as feasible including newspapers of Southwest Oklahoma.

As of 2025, Lawton Public Library is now an official FamilySearch Affiliate Library. This status provides individuals with access to millions of restricted records and images not available from home, significantly enhancing this community’s research capabilities.

Community digitization remains central to the Room’s efforts. The Digital Memory Center, located adjacent to the Family and Local History Room, allows individuals to digitally preserve family histories, photos, mementos, and research.

### **Sustainability**

Demand for family and local history remains high, and technological accessibility is vital for relevance. The collection has been streamlined by removing rarely used microfiche and re-cataloging books to the Dewey Decimal system, making materials more accessible. The library continues to identify unique local history not maintained by other agencies (e.g., the museum, State Library, courthouse) for digitization.

The Family & Local History Room must be maintained by a qualified, professional librarian to assist researchers. This collection requires regular updates, including the addition new commercial databases as appropriate.

From the Technology Plan: *The Family History Librarian will identify unique local history that is not readily available to the public and is not being maintained by other agencies (i.e. the museum, State Library, courthouse) and explore how to digitize this information. (ongoing)*

### **Succession Planning & Staffing**

Succession planning was successfully enacted with the hiring of the new Family & Local History Librarian in Fall 2024. This role is pivotal in maintaining the personal touch required for complex research. The focus now shifts to supporting this position and ensuring long-term continuity through cross-training and potential future associate support.

### **Vision for the Future**

The Family & Local History Room envisions itself as the region's essential hub for inclusive heritage preservation. Through instructional classes and preservation-minded digitization, the room provides the community with the tools to explore their history. By leveraging the expertise of the Family & Local History Librarian and the financial stewardship of the Friends of the Library, it will continue to expand its educational curriculum and digital capabilities. Central to this vision is the continued evolution of the Digital Memory Center, ensuring that the community's diverse stories are preserved for future generations. Through sustained collaboration with local and state partners, the library will transform traditional research into dynamic, living resources that foster deep community identity and inspire a new generation of researchers.

### **Funding**

Funding for a Family & Local History Room is a combination of the City library budget, Friends of the Library support, and grants. The library continues to pursue grant funding for specific projects, particularly digitization.

### **Developing Strategies**

The Family & Local History Room is more relevant to the community today than it was when it was created. LPL and its Library Board will continue to monitor current trends and opportunities and build relationships with stakeholders of local history to develop viable solutions for the future.

### **Recommendation #1**

Collaborating for a broader impact by partnering for local history initiatives for classes and resources.

### **Recommendation #2**

Continuing to market and brand everything consistently as "Family & Local History Room". The library should leverage the new classes and the energy of the new Family & Local History Librarian to engage the community. Focus should be placed on promoting the re-cataloged collection including the library's new status as a FamilySearch Affiliate Library and the capabilities of the Digital Memory Center.

### **Recommendation #3**

Creating Kids First initiatives to make history accessible and enjoyable for younger audiences by creating age-appropriate activities and classes to engage in family & local history.

**Recommendation #4**

Restoring and expanding staffing levels for the Family & Local History Room. Currently, the room is unmanned during evenings and on Saturdays. A full-time genealogy associate is needed to ensure the Room is accessible during all library hours and to help with succession planning.

**Recommendation #5**

Continuing the identification and digitization of unique local collections, specifically securing funding for the *Lawton Constitution* project and maintaining the necessary equipment for the Digital Memory Center.

**Board Approval**

This document was reviewed & approved by Lawton Public Library Board on 2/9/22.  
The revised document was reviewed & approved by the Lawton Public Library Board on DRAFT.

## **Appendix A: Core Services**

The Family & Local History Room provides specialized services that support family history, genealogical, and local history research, as well as the preservation and interpretation of historical materials. These services rely on professional staff expertise, stable infrastructure, and curated collections to ensure responsible use, accurate interpretation, and long-term stewardship.

### **Family History, Genealogical & Local History Research Services**

Staff provide individualized research assistance to people exploring family history and local history, including genealogical research, historical context development, and document interpretation. This includes guidance in using primary-source materials, navigating state, county, and tribal records, and identifying appropriate research strategies. Services support a wide range of users, from first-time family historians to advanced researchers, historians, legal researchers, and tribal members seeking documentation related to lineage, land allotments, or enrollment research.

### **Collection Stewardship & Access**

Family & Local History staff manage and maintain access to specialized collections that support family history and local history research, including rare books, microfilm, newspapers, maps, and Native American records. Staff ensure materials are organized, discoverable, preserved, and made accessible in formats appropriate for long-term use, while balancing public access with preservation standards.

### **Digital Memory Center & Preservation Support**

Through the adjacent Digital Memory Center, staff provide hands-on assistance supporting family history and local history preservation efforts. Services include scanning and basic digital organization of photographs, documents, audio recordings, video formats, and other historical materials. Staff expertise in genealogical research, archival handling, and digital preservation ensures materials are digitized responsibly and original items remain protected.

### **Educational Programming & Community Engagement**

The Family & Local History Room offers instructional programs, workshops, and labs that teach family history research methods, genealogical techniques, document analysis, and preservation practices. Programming supports students, educators, lifelong learners, and community members while emphasizing historical literacy, skill development, and intergenerational learning.

### **Database & Resource Navigation**

Staff provide instruction and support for major family history and genealogical research databases, including Ancestry Library Edition, FamilySearch Affiliate Library access, Fold3 Library Edition, and World Access News. Guidance helps individuals use these tools effectively while understanding their limitations and relationship to original source materials.

### **Partnerships & Collaborative Projects**

Family & Local History staff collaborate with local, regional, tribal, and statewide partners to support family history and local history preservation, research access, and community-based projects. These partnerships strengthen public access while maintaining appropriate stewardship of historical materials.

## Appendix B: Notable Resources in Collection

### Original Published Material:

- The Tree Tracers, a quarterly family history journal
- 80 publications dealing with Southwest and Oklahoma genealogy; these books include cemetery, marriage, newspaper, Native American, military, and other records
- County History Book, created and published by SWOGS
- Printed Sources for the Oklahoma Genealogical and Historical Research, which was compiled by the library's Family and Local History Librarian.

### The Family & Local History Room includes:

- Comanche County genealogical records (marriage, divorce, wills, cemetery school census, pioneer churches, etc.)
- local and area newspapers from 1901 to current
- Federal census schedules
- Indian-Pioneer History Collection
- Native American records, particularly Kiowa, Comanche, and Apache
- Revolutionary War, War of 1812 and Civil War records
- family histories
- Oklahoma Tract Books with surname index, and research reference aids
- 1890 Oklahoma Territorial Census
- Freedman's Bank Records
- Official Records of the Union and Confederate Armies and Navies
- Southern Historical Society Papers
- New Netherlands Collection
- Royal Ancestors Collection
- Indexes to First Landowners of Pennsylvania, and Early Connecticut Vital Records (the Barbour Collection and more)

### The Family and Local History Room has four databases:

- Ancestry
- FamilySearch
- Fold3
- Newsbank

## **Appendix C: See Also**

2025-2027 Lawton Public Library Technology Plan: <https://www.lawtonok.gov/193/Lawton-Public-Library-Advisory-Board>

2026-2028 Lawton Public Library Strategic Plan: <https://www.lawtonok.gov/193/Lawton-Public-Library-Advisory-Board>

Collection Development – Family & Local History Policy: <https://www.lawtonok.gov/193/Lawton-Public-Library-Advisory-Board>

## Director Report

February 2026

### Budget Season

It is budget season and we are hard at work getting all the data for next year's budget request!

### Winter Weather

The library closed at noon on Friday, February 23 and opened back up at 1 pm on Tuesday, January 27. A few classes and events had to be cancelled and/or rescheduled.

### Winter Reading

Winter reading is going strong and staff are planning summer reading activities!

### 1,000 Books Before Kindergarten

From Julia: Congratulations to Jamia for completing 1,000 Books Before Kindergarten 🎉📖 We're so proud of this superstar reader! Want to join the fun? Get started on your little one's journey to reading 1,000 books or join one of our other programs for kids of all ages! Visit [lawtonok.beanstack.org](http://lawtonok.beanstack.org) to log your child's reading and earn fun prizes

### New Personnel

Malaki Stevenson started as a new Library Assistant on January 19.  
Kayla starts as a new Custodian on February 2.  
Allison starts as a new Library Assistant on February 16.



**Library Grants**

As of 1/28/2026

<b>Status</b>	<b>Grant</b>	<b>Amount</b>	<b>Type</b>	<b>City Council Agenda Date</b>	<b>Details</b>	<b>\$ Received</b>
Submitted	OK Heritage Preservation	\$25,000.00 + \$2,500.00 match	reimbursable		will hear in January 2026	
Awarded	ODL Conference Grants	3652.47	reimbursable	n/a	conference is 3/11-3/13	
Awarded	Carnegie Foundation	\$10,000.00	upfront	n/a	check being mailed January 2026	
Awarded	ODL FY26 Health Literacy	\$5,000.00	upfront	n/a	funds received January 2026	
Awarded	E-Rate Cat 2 from ODL	\$4,000.00	reimbursable	n/a		
Awarded	E-Rate Category 2	\$53,994.30	vendor receives money	n/a		
Completed	OK Heritage Preservation	\$25,000.00 + \$2,500.00 match	reimbursable	3/11/2025	final report completed	
Completed	ALA Thinking Money	kids finance kits	non-cash	N/A	final report completed	
Completed	BEAK Week Eisenhower	\$10,000.00	upfront	4/8/2025	literacy related	5/22/2025
Completed	Priddy Foundation	\$70,000.00	upfront	5/27/2025	replacing brick floor, mtg room windows	6/24/2025
Completed	ODL Technology Grant	\$8,569.69	upfront	N/A	technology related	8/12/2025



**MEMORANDUM**

TO: KRISTIN HERR, LIBRARY DIRECTOR  
FROM: DONALYNN BLAZEK-SCHERLER, CITY CLERK  
DATE: JANUARY 28, 2026  
RE: OKLAHOMA OPEN MEETING ACT COMPLIANCE

This memorandum serves as a notice of a potential Oklahoma Open Meeting Act Violation at the January 7, 2026 Library Advisory Board Meeting.

After reviewing the January 7, 2026 Library Board meeting materials, including the agenda and draft minutes, the meeting was found to be not in compliance with the Oklahoma Open Meeting Act. The City Attorney's Office has reviewed these concerns and supports this determination.

The primary compliance issues identified are as follows:

**Agenda specificity**

The agenda item titled "Discuss and take possible action on the Library of Tomorrow Committee (discussion and vote)" did not adequately describe the action that occurred. During the meeting, a draft letter was presented, approved by the Board, and authorized for transmittal to City Council. However, the agenda item did not indicate that approval of a letter would occur, nor was the draft letter included in the agenda packet. As a result, the agenda did not provide sufficient notice to the public of the action taken.

**Recording of votes in the minutes**

The draft minutes reflect the following actions:

"The Board worked on a draft letter detailing their disapproval of the Committee's delaying of the Ceiling Project and voted to send it to City Council. (Couch/Kremmer)"

"The Board voted to change some wording in the letter. (Kremmer/Couch)"

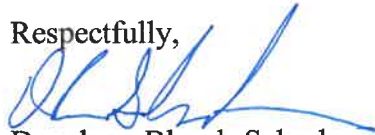
These actions, as well as the two additional business items documented in a similar manner, do not reflect how each individual Board member voted. Oklahoma law (25 O.S. §305) requires that the vote of each member be publicly cast and recorded. As written, the draft minutes do not indicate whether the votes were unanimous or how each member voted.

**Recommended corrective action**

Because the actions taken during the January 7, 2026 meeting were not conducted in compliance with the Oklahoma Open Meeting Act, the recommended corrective action is that those actions be considered null and void. For the actions to be valid, the items would need to be brought back before the Library Advisory Board at a properly noticed meeting, presented on an agenda that clearly describes the proposed actions, and voted on in a manner fully compliant with the Open Meeting Act.

Please let me know if you would like to discuss corrective steps or need assistance revising agenda practices or meeting minute standards moving forward.

Respectfully,



Donalynn Blazek-Scherler  
City Clerk