

Lawton Public Library Advisory Board
Library Meeting Room
January 7, 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 November 5, 2025 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 on the Library of Tomorrow Committee. (discussion, vote)
10. Consider approving the 2026-2028 Strategic Plan. (discussion, vote)
11. Consider approving the revised Business Plan for Family & Local History Room. (discussion, vote)

Comments from the Floor (informative)

Adjournment (vote)

Next meeting: February 4, 2026



The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) are not the necessary accommodation.

Lawton Public Library Board

Wednesday November 5, 2025

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 (Absent); Dewayne Burk, Deputy City Manager

A motion was made to approved the Library Board minutes for the October 1, 2025 meeting as presented. (Couch/Kremmer)

Reports:

- No customer comments or correspondence was presented to the Board.
- The Financial Report was given.
 - Kristin stated that the salaries look to be on track in regard to this point in the fiscal year.
 - Kristin informed the Board that the Library has received the County money of \$52,500.00.
- The Director's Report was given.
 - Kristin reported about the various outreach events that have occurred over the past month. These include many partnerships with organizations including FISTA.
 - Kristin presented a report from the Community Engagement team detailing their recent work.
- The Friends of the Library Report was given.
 - Fermin informed the Board that Clifford Takawana, Family and Local History Librarian, would be the speaker at the next Friends quarterly meeting.
 - Patty announced that Janice Fritsch is the new Chautauqua chairman.
 - Kristin spoke about the STEM grant and the LEGO league.
- The Family and Local History Report was given.
 - A report detailing the recent happenings in the Family and Local History area of the Library including the various work he has done to promote people's interest in the area.
- No City Council Report was given.
- The Grant Report was given.
 - Kristin gave an update on the status of various Library grants.
 - The Library has applied for another Heritage Preservation Grant.
 - The Library has received a grant from the Carnegie Corporation and will receive the money in January.
 - The Library has received two E-Rate grants.

- The Lawton Adult Literacy Center has received a \$14,000.00 Citizenship Grant from the Oklahoma Department of Libraries.
- Kristin applied for a \$500.00 grant with FOLIO.
- Kristin informed the Board that the Priddy grant was being wrapped up with replacing the brick flooring in the Library and replacing the windows in the meeting rooms.

Business:

- Kristin gave an update on the Library Ceiling Project.
 - She informed the Board that City Council had postponed construction on the Library ceiling while a committee is formed to look at the future of the Library.
 - There was a discussion about what would happen next with the project.
- Speaking about the alteration of the Branch Library hours was on the agenda, but did not need to be discussed after the postponement of Library construction.
- Speaking about the alteration of next year's Board meeting dates was on the agenda, but did not need to be discussed after the postponement of Library construction.

Comments from the Floor:

- Dewayne spoke about the various CIP projects in the City.

The meeting was adjourned at 5:08 PM./ Megan Stockton, Administrative Assistant III

Community Engagement Report

Library Board

December 2025

Events & Classes: A patron approached the Community Engagement Team in October. They mentioned how much they loved the Stuffed Toy Sleepover we had in 2024 and expressed their wishes to have another one. On December 19, we brought it back for some Winter Break kickoff fun! We had 22 stuffed toys in attendance and they had a blast!



We held a Scholastic Book Fair on Monday, December 15 – Saturday, December 20. It was so fun to watch our patrons experience book fair magic!

We are gearing up for our annual Noon Year's Eve Party on Wednesday, December 31. It'll be complete with crafts and a balloon drop at noon.

Looking Ahead: Due to the success of our last event with the MobileSmiles Dental Unit, they asked us to host their unit at the library for two days in January. We are so excited to bring FREE cleanings, x-rays, examinations, fillings, extractions, and other dental care to Lawtonians in need. We appreciate Dana for creating this amazing partnership!

One of our most well-attended annual events is right around the corner: Take Your Child to the Library Day! Every year, we pick a new popular book character to come to the library to meet our youngest readers. We are excited to announce that Jasper Rabbit from Aaron Reynold's *Creepy Carrots*, *Creepy Crayon*, and *Creepy Pair of Underwear* will join us for photos, crafts, and storytime fun in February 2026!



We were sent a couple of boxes of Dav Pilkey goodies from Scholastic including Dog-Man name badges, coloring sheets, create-a-comic worksheets, and sneak peek booklets of the upcoming Captain Underpants release. We have made use of these materials by having an interactive Dog-Man scavenger hunt in January to win these awesome prizes.

Community Partnerships: We are partnering with FISTA in January to bring weekly VEX and LEGO Robotics coding to kids in our community. We have also partnered to provide an expanded beginner's series of 3D Printing classes. One will cover how to search, request, and scale files for printing at the library and the following class will build upon those skills to teach learners how to prepare a file for printing, load filament into a machine, and send a file to print.

In February, the Library will be hosting a come-and-go craft at Amethyst and Ink Bookstore! We will be offering DIY Charm Bookmarks to the first 80 participants.

It's almost tax season and our volunteer AARP Tax-Aide preparers are hard at work training to provide free tax filing services at the Main library.

In the Community: We are excited to host a Teen Paint-a-Long class in January at Studio 13 Creative Café. Our teens will paint a ferris wheel while drinking fun, candy-inspired drinks.

Feedback: After the Explore a Worm Farm event on Saturday, November 22, all attending families were enthusiastic about starting their own vermicomposting worm farms. One attendee stated that the program made her entire day. The instructor and attendees continue to connect and collaborate via a Facebook group.

Deborah Zapata shared her thoughts on the Stuffed Toy Sleepover: “This is adorable!”

Kristi Gio shared our Weekly Events post: “Always something fun to do at the Library!”

KBZQ The Breeze page shared our Weekly Events post: “Always fun stuff happening at our Lawton Public Library!”

KCCU Public Radio shared our Weekly Events post: “Get ready for an exciting week of fun, FREE events happening at the Lawton Public Library!”

Annette Wiseman shared our Weekly Events post: “Always something great happening at our Lawton Public Library”

Lawton Public Library

2026-2028 Strategic Plan



LIBRARY VISION STATEMENT

All people in our community value & use the Lawton Public Library



LIBRARY MISSION STATEMENT

Provide opportunities to engage in life-long learning



CITY OF LAWTON TRUE NORTH CULTURE STATEMENT

We exist solely to serve the citizen. We seek to efficiently provide the opportunity for our citizens and visitors to thrive. We will consistently act in the best interest of our citizens and foster a relationship built on trust. We are committed to being a safe community that is known for providing World Class Customer Service and being Open for Business. Our Destination is EXCELLENCE.



CITY OF LAWTON KIDS FIRST INITIATIVE

Putting KIDS FIRST because we believe every child deserves to grow up in a safe, clean, and nurturing environment

GOAL:

Curate Exceptional Customer Service

We strive to meet the diverse needs of our community, from school readiness and STEAM to workforce development and family & local history research. Our goal is to ensure that every visitor-whether entering our doors or accessing us virtually-encounters a uniform, high-quality, and seamless experience.

To achieve this goal, we will...

OBJECTIVE:

Deliver a seamless, consistent user experience across all physical and digital touchpoints

STRATEGIES: Our Commitment to Action

- Implement proactive, personalized reference and support services to anticipate user needs.
- Optimize service delivery models to ensure resources are easily accessible in-library and online.
- Utilize community feedback and data to continuously align our classes, events and resources with community demand.

OUTCOMES: Our Desired Impact

- Enable individuals to successfully access resources and services that enhance their lives
- Foster trust and engagement through consistent, high-quality support
- Uphold the Customer Service Expectations Policy & True North Culture Statement

GOAL:

Adapt Library Spaces to the Evolving Needs of the Community

The needs of individuals are constantly changing and our library must continuously evolve to meet them. We will seek to deliver physical and digital spaces that support our resources and services, ensuring our libraries are accessible and welcoming to all.

To achieve this goal, we will...

OBJECTIVE:

Design welcoming and accessible environments that meet the diverse needs of individuals

STRATEGIES: Our Commitment to Action

- Identifying and remediating physical and virtual barriers to ensure equitable access.
- Updating physical infrastructure and layouts to include flexible furnishings and dedicated program areas.
- Implementing sustainable and energy-saving initiatives to improve environmental efficiency.

OUTCOMES: Our Desired Impact

- Deliver physical and virtual spaces efficiently support resources and services
- Ensure equitable access and consistent experiences across all locations
- Adapt environments rapidly to meet shifting individual needs

OBJECTIVE:

Ensure safe, secure, and comfortable public places for our community

STRATEGIES: Our Commitment to Action

- Optimizing library layouts to provide a balance of vibrant social spaces and quiet study areas
- Maintaining proactive safety protocols and continuous staff training to ensure a secure environment
- Advocating for full-time security officers in our library

OUTCOMES: Our Desired Impact

- Create a balance of spaces that accommodate both collaborative work and individual focus
- Reduce safety incidents to foster a secure environment
- Cultivate a sense of safety and comfort for all visitors

GOAL:

Collaborate for a Broader Impact

By aligning with and promoting community initiatives with our partners, stakeholders and colleagues, we will work to enhance the quality of life for individuals and adapt to their changing needs.

To achieve this goal, we will...

OBJECTIVE:

Leverage community partnerships in support of the Library's mission and community growth

STRATEGIES: Our Commitment to Action

- Engaging with a diverse group of partners to identify shared needs and opportunities
- Fostering and strengthening existing relationships for sustained collaboration
- Promoting the library's mission and vision to broaden community awareness and support
- Assessing and adjusting resources and services to better serve all people support life-long learning

OUTCOMES: Our Desired Impact

- Expand the reach and impact of library initiatives through combined efforts
- Develop and implement community-driven resources and services based on the needs of our community
- Cultivate partnerships with community members, organizations, and businesses, especially educational, social service, and community-based initiatives

OBJECTIVE:

Provide high-impact events and classes that contribute to individual success and economic vitality

STRATEGIES: Our Commitment to Action

- Implementing kindergarten readiness activities, foundational skills, and STEAM learning
- Offering workforce development initiatives and job readiness resources
- Delivering health and wellness resources that improve individual well-being
- Providing targeted resources and services for children, teens, adults, and seniors
- Supporting the mission and work of the Lawton Adult Literacy Center

OUTCOMES: Our Desired Impact

- Support individual economic and professional advancement
- Address critical gaps in access to community education and skills training
- Contribute to the overall economic growth and resilience of our community

GOAL:

Cultivate a Relevant and Engaged Culture

Individuals and families are at the heart of everything we do. We strive to reach even more individuals and raise awareness of all that our library offers. By working as a unified team, we will connect more people to resources and services that inspire innovation, engagement, and learning, reinforcing the library's role as a vital public resource.

To achieve this goal, we will...

OBJECTIVE:

Elevate awareness and engagement with Lawton Public Library Services

STRATEGIES: Our Commitment to Action

- Providing beneficial resources and services for all ages and interests throughout the community
- Continuously obtaining new materials, including books, e-books, and electronic services, for information and information
- Hosting diverse events both in-library and in the community, serving all age group.
- Facilitating technology-forward services and instruction to enhance digital literacy
- Providing unique and acclaimed family and local history resources
- Seeking out grant funding to develop and sustain services
- Measuring the effectiveness of activities to continuously refine delivery

OUTCOMES: Our Desired Impact

- Increase library brand recognition and visibility across the service area
- Connect more individuals with resources that measurably improve their quality of life
- Broaden reach to marginalized groups within the community to ensure equitable access

OBJECTIVE:

Expand the Library's presence and reach through targeted outreach

STRATEGIES: Our Commitment to Action

- Participating in community events to promote library resources and services
- Implementing focused outreach programs to schools, senior centers, and local organizations

OUTCOMES: Our Desired Impact

- Extend the library's presence into underserved areas
- Establish the library as an essential participant in community life

Lawton Public Library Business Plan for Family and Local History Room

Overview

The Lawton Public Library's (LPL) Family and Local History Room is one of the largest and most extensive collections in Oklahoma. The collection dates back to December 1976 with a donation from the newly formed Southwest Oklahoma Genealogical Society (SWOGS). The collection grew rapidly. In 1979, a dedicated research room was created and a genealogical librarian hired. The Lawton Chapter, Daughters of the American Revolution (DAR) and the local chapter of the Daughters of 1812 research collections were added at this time. Collection of local historical and Native American material began to be collected in the 1990s. To house the growing material, the research room has been expanded several times, with the last expansion occurring in 2014.

The Family and Local History Room houses a collection consisting of over 27,000 books, numerous periodicals, 150,000 microfiche, 6,000 rolls of microfilm, 3 databases, with an adjacent Digital Memory Center. The scope of the collection is family and local history including states east and north of Oklahoma with an emphasis on southwest Oklahoma, and the Kiowa, Comanche and Apache (KCA) Indian tribes.

LPL serves the citizens of both Lawton and Comanche County. The collection is utilized, however, by genealogists, historians, students, Native Americans, local heritage, historical and genealogical societies, and the general public, both, local and nationwide. The room receives numerous in-person visitors from around the United States each year.

Novak Report

In November 2020, the Novak Report identified the need to develop a business plan for family history and genealogy services within the library.

Stakeholders

The Family and Local History Room has a strong partnership with the Southwest Oklahoma Genealogical Society, a 501(c)3 nonprofit. The society helped start the collection and has actively supported its growth. They have procured several grants from the McMahon Foundation which added several thousand books, microfilm and equipment. The partnership also includes producing publications and a quarterly journal, exchanging journals and other publications with other societies, hosting monthly meetings and planning special events.

Additional important affiliates are the Daughters of the American Revolution and the local Daughters of 1812. The Friends of the Lawton Public Library, Inc. which is a 501(c)3, is a vital advocate and funding source for LPL. Other partnerships include the Cameron University History Department and the Southwestern Oklahoma Historical Society of which the Head of Family and Local History is currently a board member.

The library also has a track record of collaborating with the Museum of the Great Plains. The museum can be counted as a key stakeholder in future endeavors.

Terminology & Scope

Even though the room was established as the Jeannie McCutcheon Family History Room in 1979, library staff have not been consistent in identifying the room. Many times, library staff have used

the term genealogy to refer to the room and its services. The Family and Local History Room provides much broader services.

The terms genealogy and family history are often used interchangeably, but family history is technically a broader term and is more reflective of the current collection. Genealogy is the study of the lines of descent and is therefore a key sub-component of family history. Local history is the history of a specific place – it includes family history, but that is it is only a part of that.

Many people assume that the room is simply a collection of local genealogy, but it has a bigger footprint than that. The genealogical material is national in scope. The library is also the repository of local history.

The library needs to be consistent in its terminology and how it brands itself.

Marketing

In addition to being more consistent in how library staff identify the room, they recognize that they need to better market their services and resources. Staff have shifted focus and are striving to increase accessibility and exposure to the information. The library needs to continue to foster interest in local history. One key way to do this is to find ways to connect people to their history, both family and place. To bring in new people, library staff need more digitized information. Staff are already moving in this direction with the local legends bookmarks and other activities. Another initiative is the recently created Digital Memory Center. This center allows family histories, photos, mementos, and research to be digitally preserved. It is located adjacent to the Family and Local History Room.

Technology & Digitization

The future is heavily influenced by technology. Digitization is expected. This includes keyword searching, optical character recognition, and multiple exporting capabilities. Researchers expects online access from home whenever possible.

To meet this expectation, the library plans to digitize as many records as feasible. A move in this direction was made in the 1990s when the library partnered with the FamilySearch in Salt Lake City, to microfilm selected prime local genealogical records, such as early marriages, probates, pioneer church records, cemetery records, etc. This is part of their program to preserve the genealogically relevant records of the world. FamilySearch is now digitizing many of these microfilmed records and placing them on their website.

FamilySearch microfilmed and is digitizing a small portion of our local genealogical records, but they did not work on local history material, such as newspapers. This task falls to LPL. The library is currently pursuing grants to digitize the Lawton Constitution microfilm. As time goes on, the library will identify other local records to digitize. Digitizing microfilm and other material takes time and money.

Sustainability

There will always be a demand for family and local history. Accessibility through technology will become even more important to stay relevant.

While the family history collection is one of the best in Oklahoma, there is a lot of potential and room for growth of the local history collection. There is a community need for a robust research

collection. As Lawton is the county seat for Comanche County, LPL is the logical place to maintain such a collection.

The family history collection needs to be maintained and relevant material added as they become available. Several more commercial databases, such as Newspapers.com and American Ancestors, should be added.

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

The Family and Local History Room had 1.5 full-time employee (FTE). Due to budget cuts, there is 1 FTE, the Head of Family and Local History. Much of her time is spent cataloging material. To provide continuity of service and increase customer engagement, the library should hire a full-time family and local history associate as a step to succession planning.

When the current librarian retires, the library hopes to hire a family history librarian/archivist with technology experience. It is expected that there will be qualified candidates when the library does a regional job search seeking such a librarian.

To have a successful research room, staff need to offer a personal touch. Research is laborious and people need assistance navigating resources.

Evolving Priorities & Future Services

The library has always included local history in its mission but staff recognize that they have not emphasized the local history component enough. An example of one area of need is an online Comanche County digital photo collection.

It has become obvious that there is a need for a local history research center and more locally produced material. The focus needs to continue to shift in this direction. A more formalized research center would make local history easily accessible for the Lawton/Comanche County.

Vision for the Future

Most communities have a genealogy collection. While having this collection in the main public library is common, another popular service model is having it as a separate space. This allows for more security, provides a more conducive research environment, and offers more storage space.

There is a potential opportunity to convert Lawton's old Carnegie Library into a Family and Local History Library and Research Center. The center would collect and archive material, and make it easily accessible to the public. The center would contain the library's current Family and Local History Room collection as well as a small archives containing Lawton and Comanche County material. It would become a branch library and will receive library support.

As a side point, the Museum of the Great Plains houses some local history but its mission is much broader in scope: "explore the human history of the Great Plains."

The center would need to be staffed by a minimum of two staff members. Community volunteers would also be needed. Key stakeholder support would be needed to move this project forward.

LPL recognizes that a Family and Local History Library and Research Center may be part of a bigger vision of a joint-use facility.

The Stephens County Genealogy Library is currently in a separate location and is considered a branch of the Duncan Public Library. This format is a good case study for LPL to utilize.

Local Archives

The archives would contain important documents, manuscripts, photos and other material relevant to the study of Lawton/Comanche County history. Collections currently available include those of Lily Stafford, Hugh Corwin, Towana Spivey, and the Southwestern Oklahoma Historical Society. Additional relevant collections would be identified and procured when possible. The archives would be small and limited in nature. No attempt would be made to “collect everything pertaining to Lawton and Comanche County history.” Part of the archives would consist of a newly created digital collection of Lawton and Comanche County historical photographs.

Included in the archives would be already library owned genealogy collections, such as the Dr. Melton P. Meek Collection of Southern Genealogy. The Melton P. Meek collection is considered by many professional genealogists as one of the largest and best Southern collection in the country.

Funding

Funding for a Family and Local History Room has been a combination of city library budget, grants, and donations from the Southwest Oklahoma Genealogical Society. It is anticipated that funding for a future research center/archives would be from the same sources with addition funding from the Southwestern Oklahoma Historical Society and any grants that may be obtained. City staff have a track records of pursuing grant funding as appropriate. Besides city library staff, the center also hopes to have History Department interns from Cameron University.

FamilySearch Affiliate

FamilySearch’s Family History Library in Salt Lake City houses the world’s largest collection of family history material, containing over 2.4 million rolls of microfilm records from all over the globe. They are in the process of digitizing these records, many of which are restricted access and not available on their website. LPL may possibly become an FamilySearch Affiliate. This allows researchers to receive access to over 350 million restricted images, which would greatly enhance the research possibilities available at our library. FamilySearch also provides over 600 online classes that the library could offer its customers. There is no fee or charge to become an affiliate library.

Developing Strategies

This document is the first step in developing a strategy for the Family and Local History Room. The Family and Local History Room is as relevant to the community today as 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

The Library Board recommends marketing and branding everything consistently as “Family and Local History Room” and actively find ways to connect and engage the community in family and local history through activities and research.

Recommendation #2

The Library Board recommends partnering with the Southwestern Oklahoma Historical Society to create an online Comanche County digital photo collection.

Recommendation #3

The Library Board recommends partnering with the Southwestern Oklahoma Historical Society to provide a Family and Local History Library and Research Center containing a small archival component which would become a new branch library. As a genealogy group, SWOGS would assist in the creation and support of the branch. A physical location for the branch would need to be obtained.

Recommendation #4

The Library Board recommends restoring and expanding staffing levels for the family and local history room. Additional staff would allow the room to be manned during all hours the library is open. Currently, the room is unmanned during evenings and on Saturdays. In the short-term, a full-time genealogy associate to help with succession planning is needed. For the long-term, LPL should hire a family history librarian/archivist.

Recommendation #5

The Library Board recommends identifying and digitizing collections as appropriate and as funding is available. This includes purchasing equipment to perform the work and/or outsourcing the tasks.

Recommendation #6

The Library Board recommends exploring becoming a FamilySearch affiliate.

Board Approval

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

Appendix A: Novak Extract

This is an extract of the Novak Report that was presented to City Council in November 2020. The full report is 274 pages. This section is in reference to Genealogy and Family History.

Recommendation 55: Develop a business plan for family history and genealogy services within the Library.

The Library's family history room is reported by Library staff to house the premier genealogical and family history collection in Oklahoma. This collection includes the combined holdings of the Southwest Oklahoma Genealogical Society, the Lawton chapter of the Daughters of the American Revolution, and contributions to the Library from several organizations, including the Daughters of 1812, the Southwest Oklahoma Historical Society, and Native American heritage groups. These collections are managed by a full-time genealogy librarian, with part-time support provided by a worker from the AARP Foundation's Senior Community Service Employment Program. This individual is not a City employee but instead is paid and employed by the AARP Foundation for a limited term of employment.

The success of the family history room is largely attributable to the strong partnership between the Library and the Southwest Oklahoma Genealogical Society (SWOGS). In addition to contributing materials for the collection, SWOGS members assist individual patrons with genealogical research and provide monthly programming for the community related to local history and genealogical research. Staff report declining membership in SWOGS and concerns about the organization's long-term sustainability. In addition, the genealogy librarian has served in this role for over 30 years and is eligible for retirement. These factors combined put the long-term viability and success of the family history and genealogy services provided by the Library at risk.

In its 2020-2022 Strategic Plan, one of the Library's six strategic goals is to "provide the best genealogy center in the state of Oklahoma."⁸⁸ While this is a commendable goal, it fails to address the longer-term concern about the ultimate viability of the family history and genealogy program. Before additional resources are dedicated to bolstering current genealogy offerings, the Library should first develop a business plan for the family history and genealogy program with the input of SWOGS, the Library Board, and other stakeholder groups. The Library should evaluate whether it is able to continue to meet the family history and genealogy needs of the community if or when SWOGS and the long-time genealogy librarian are no longer available to support these functions. This business plan should include an inventory of current services provided and community needs that they meet, goals for future services and offerings, and the development of strategies and partnerships to achieve those goals. This work should be started immediately so that the current genealogy librarian can provide input and advice on succession planning and future staffing.

Lawton Public Library

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| 52 | Update and formalize the Library organizational structure. |
| 53 | Develop a cross-training plan for Library staff. |
| 54 | Assess the business case for operating the Branch Library. |
| 55 | Develop a business plan for family history and genealogy services within the Library. |
| 56 | Train employees on best practices for serving Library patrons experiencing homelessness. |

Appendix B: Current Services and Needs Met

Current Services

Provides information and reference material on Family, Lawton, Comanche County and Oklahoma history.

Provides awareness and understanding of Family, Lawton and Comanche County history.

Protects and preserves the heritage of Lawton and Comanche County.

Offers in library free access to popular subscription websites such as Ancestry and Fold3.

Provides family history research material for the Kiowa, Comanche, and Apache tribes, some of which is available to the public nowhere else.

Provides a trained genealogist/historian to assist those tracing their family roots.

Provides library created local history and Native American online databases.

Provides lookup services in genealogical and local historical records.

Provides public research training through monthly programs, workshops and special events.

Assists city government with local history research.

Located adjacent to the Family History Room is the Digital Memory Center which allows family histories, photos, mementos, and research to be digitally preserved.

Community Needs Met

Research Assistance

Advocacy & Education

Sustainability & Legacy
Local Pride

Research Information

Native American Research

Research Assistance

Native American Research

Research Assistance

Professional Assistance

Research Assistance

Modern Technology & Accessibility

Appendix C: 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 and 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 three databases:

- Ancestry
- Fold3
- Newsbank

Appendix D: Family and Local History Room Digitization Projects

Several of the digitization projects completed or in process by library staff, SWOGS members, and volunteers include:

- Lawton High School yearbooks
- The Native American Obituary Collection and index
- The Comanche County Biographical Index
- Lawton newspapers
- a collection of wedding anniversary and birthday announcements (50+ years of age)

Appendix E: See Also

2022-2024 Lawton Public Library Technology Plan: <https://www.lawtonok.gov/lawton-public-library-advisory-board>

2022-2024 Lawton Public Library Strategic Plan: <https://www.lawtonok.gov/lawton-public-library-advisory-board>

Collection Development – Family & Local History Policy: <https://www.lawtonok.gov/lawton-public-library-advisory-board>