



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Library of Tomorrow Council Committee

Special Meeting Agenda

Friday, January 16, 2026

1:30 PM

Wayne Gilley Auditorium
Conference Room

Recommending Body

"Official action can only be taken on items listed on the agenda. As a recommending body, the Committee may review and discuss agenda items, propose and enact floor amendments, and then choose to make a recommendation to the City Council or provide direction to the City Manager. The Committee may also defer items for further review, refer matters to the City Attorney, or send items to standing committees, boards, commissions, or authorities for additional study. In some cases, items may be postponed to a later date or removed from the agenda entirely."

Purpose

To establish a shared understanding of the committee's charge, define the core function of the public library, consider duplication of services in the community, and set a disciplined framework for future meetings.

Meeting Called to Order

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Roll Call and Introductions

Please answer with your name, role, and state in one sentence what you believe is the most important role of a public library in our community.

Business Items

1. **Committee Charge & Operating Principles- Chair Overview (High-level) (10 Minutes)**

Participant readiness question:

- *Do you agree that defining what the library must do should come before discussing where it is located or what it costs?*

2. **Where We Are Today — Shared Baseline (15 minutes)**

Staff overview (summary only):

- Current facility constraints and why full relocation is required for repairs
- What decisions have and have not been made
- Purpose of the committee process

Participant readiness question:

- *Is there any part of the current situation that you believe needs clearer public explanation as we move forward?*

3. **Defining the Core Function of the Public Library (15 minutes)**

Committee discussion — no locations, no costs

Participants should be prepared to comment on:

1. *What services must always be provided by a public library, regardless of location?*
2. *Which services are essential for:*
 - o Children and families*
 - o Teens and students*
 - o Adults and seniors*
 - o Workforce and job seekers*
3. *What functions define the library as a universally accessible civic institution?*

Outcome:

Consensus on core service categories that define the “Library of Tomorrow.”

4. **Duplication of Services & Community Specialization (15 minutes)**

Chair framing:

- Responsible stewardship includes understanding what services already exist in the community
- The goal is not to eliminate services, but to avoid unnecessary duplication and ensure the library focuses on what it does best
- Some functions may be better delivered by other entities with specialized facilities or expertise

Participants should be prepared to comment on:

1. *Are there library services that may overlap with services already provided elsewhere in the community?*
2. *Which library functions should remain uniquely public and library-based?*
3. *Are there functions that could reasonably be reduced, shared, or refocused if another entity is better equipped to deliver them?*
4. *How should duplication or specialization factor into evaluating long-term library options?*

Outcome:

Shared understanding of how duplication and specialization will be considered during evaluation.

5. **Evaluation Framework — Approving the Criteria Categories (10 minutes)**

(No scoring or ranking yet)

Proposed evaluation categories:

- Community service impact
- Accessibility and equity
- Duplication vs. complementarity of services
- Long-term flexibility (50-year horizon)

- Operational and governance risk
- Alignment with adopted City goals
- Responsible use of taxpayer resources

Participant readiness question:

- *Do these categories provide a fair and comprehensive framework for evaluating all options?*

6. **Work Plan, Meeting Rhythm & Between-Meeting Assignments (10 minutes)**

Determine meeting frequency (weekly or bi-weekly)

Between-Meeting Assignments

Committee members:

- Identify three “must-have” public library services
- Identify one service that may warrant duplication review
- Suggest community stakeholder groups for future engagement

Staff:

- Prepare library usage trends and operational overview
- Prepare a summary of current space and service utilization
- Identify known facility constraints at a high level

Public Comments (10 Minutes)

Public comments will be limited to 3 minutes per speaker. All comments must be related to the committee scope and process.

Confirm Next Meeting & Focus (5 Minutes)

Proposed focus for next meeting: Current Library Operations & Usage Trends.

Chair's Closing Statement

“Our task is not to make the library smaller or larger, but to make it smarter — by focusing on what a public library does best while respecting the services already available in our community.”

Adjournment

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 (580) 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) is not the necessary accommodation."

Item Title:

Committee Charge & Operating Principles- Chair Overview (High-level) (10 Minutes)

Participant readiness question:

- *Do you agree that defining what the library must do should come before discussing where it is located or what it costs?*

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Randy Warren, Councilman - Ward 8

Background:

The Chair will provide a high-level overview of the Library of Tomorrow Committee’s charge and operating principles. This overview will outline the Council’s directive to the committee, including the expectation that recommendations be presented by March 3, 2026. The committee serves in an advisory capacity and is responsible for developing recommendations for City Council consideration.

The presentation will emphasize that all options remain available for consideration and that the committee’s work will begin by clearly defining the functions and services the library must provide to meet the community’s needs. Discussion of potential locations or costs will follow only after those service expectations are established.

Any cost considerations addressed during the committee’s work will be comparative and high-level in nature and will be supported by staff input or professional analysis, as appropriate.

As part of this agenda item, participants will be asked to confirm alignment with the foundational principle that defining the library’s purpose and services should precede any discussion regarding location or cost.

Correlation to the True North Statement:

Efficiency

Exhibit:

Library of Tomorrow Committee Prep Sheet

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Receive an overview of the Library of Tomorrow Committee charge and operating principles and consider affirming the committee’s guiding framework for its work, including the sequencing of service definition prior to discussion of location or cost.

ATTACHMENTS:

1. Library_of_Tomorrow_Committee_Prep_Sheet

Library of Tomorrow Committee Meeting #1 – Participant Preparation Sheet

Purpose of this sheet: To help committee members arrive prepared for a focused, productive discussion. This meeting is not about selecting a location or debating costs. It is about defining the core function of the public library and establishing how options will be evaluated.

1. Core Role of the Public Library

Please be prepared to share your thoughts on the following:

- What do you believe is the most important role of a public library in our community?
- Which services must always remain part of a public library, regardless of location?
- What makes a public library distinct from other educational or civic institutions?

2. Services and Community Needs

- Which services are most critical for children and families?
- Which services are most critical for teens and students?
- Which services are most critical for adults, seniors, and job seekers?

3. Duplication of Services & Specialization

- Are there services currently offered by the library that may overlap with services provided elsewhere in the community?
- Are there services that should remain uniquely public and library-based?
- Are there functions that might be better delivered by another entity with specialized facilities or expertise?
- How should avoidance of unnecessary duplication factor into evaluating future options?

4. Looking Ahead

- What information do you believe the committee must have before evaluating options fairly?
- What community voices or stakeholder groups should be included as this process moves forward?

Please review the background materials previously provided and come prepared to discuss the questions above. Your input will help establish the foundation for all future committee work.

Item Title:

Where We Are Today — Shared Baseline (15 minutes)

Staff overview (summary only):

- Current facility constraints and why full relocation is required for repairs
- What decisions have and have not been made
- Purpose of the committee process

Participant readiness question:

- *Is there any part of the current situation that you believe needs clearer public explanation as we move forward?*

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Kristin Huntley, Interim Director

Background:

This agenda item provides a shared baseline to ensure all participants have a common understanding of the current situation before moving forward. Staff will give a brief, high-level overview of existing facility constraints and explain why full relocation is necessary to complete required repairs, clarify which decisions have already been made and which remain open, and outline the purpose and role of the committee process. The discussion will conclude with a readiness check to identify any aspects of the current situation that may require clearer public explanation as the process continues.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Receive the staff overview and discuss as appropriate.

ATTACHMENTS:

None

Item Title:

Defining the Core Function of the Public Library (15 minutes)

Committee discussion — no locations, no costs

Participants should be prepared to comment on:

1. *What services must always be provided by a public library, regardless of location?*
2. *Which services are essential for:*
 - o Children and families*
 - o Teens and students*
 - o Adults and seniors*
 - o Workforce and job seekers*
3. *What functions define the library as a universally accessible civic institution?*

Outcome:

Consensus on core service categories that define the “Library of Tomorrow.”

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Randy Warren, Councilman - Ward 8

Background:

This agenda item is intended to establish a clear, shared understanding of the core functions of a public library, independent of location or cost considerations. The committee will discuss the essential services that must always be provided by a public library, with specific attention to the needs of children and families, teens and students, adults and seniors, and workforce and job seekers. The discussion will also focus on the functions that define the library as a universally accessible civic institution. The desired outcome is consensus on the core service categories that will form the foundation of the “Library of Tomorrow.”

Correlation to the True North Statement:

The Citizen

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Provide a consensus on core service categories that define the “Library of Tomorrow.”

ATTACHMENTS:

None

Item Title:

Duplication of Services & Community Specialization (15 minutes)

Chair framing:

- Responsible stewardship includes understanding what services already exist in the community
- The goal is not to eliminate services, but to avoid unnecessary duplication and ensure the library focuses on what it does best
- Some functions may be better delivered by other entities with specialized facilities or expertise

Participants should be prepared to comment on:

1. *Are there library services that may overlap with services already provided elsewhere in the community?*
2. *Which library functions should remain uniquely public and library-based?*
3. *Are there functions that could reasonably be reduced, shared, or refocused if another entity is better equipped to deliver them?*
4. *How should duplication or specialization factor into evaluating long-term library options?*

Outcome:

Shared understanding of how duplication and specialization will be considered during evaluation.

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Randy Warren, Councilman - Ward 8

Background:

This agenda item frames a discussion around responsible stewardship and the importance of understanding existing services already provided within the community. The focus is not on eliminating services, but on avoiding unnecessary duplication and ensuring the library concentrates on functions it is uniquely positioned to deliver. Committee members will discuss potential areas of overlap with other community providers, identify functions that should remain distinctly public and library-based, and consider whether certain services could be reduced, shared, or refocused when another entity is better equipped to deliver them. The intended outcome is a shared understanding of how service duplication and community specialization will be considered when evaluating long-term library options

Correlation to the True North Statement:

The Citizen

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Provide a *shared understanding of how duplication and specialization will be considered during evaluation.*

ATTACHMENTS:

None

Item Title:

Evaluation Framework — Approving the Criteria Categories (10 minutes)

(No scoring or ranking yet)

Proposed evaluation categories:

- Community service impact
- Accessibility and equity
- Duplication vs. complementarity of services
- Long-term flexibility (50-year horizon)
- Operational and governance risk
- Alignment with adopted City goals
- Responsible use of taxpayer resources

Participant readiness question:

- *Do these categories provide a fair and comprehensive framework for evaluating all options?*

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Randy Warren, Councilman - Ward 8

Background:

This agenda item focuses on establishing and approving the evaluation framework that will be used to assess future options, without engaging in scoring or ranking at this stage. The chairman will present the proposed evaluation categories, which include community service impact, accessibility and equity, duplication versus coordination of services, long-term flexibility, operational and governance risk, alignment with adopted City goals, and responsible use of taxpayer resources. The committee will discuss whether these categories provide a fair and comprehensive framework for evaluating all options moving forward.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the criteria categories.

ATTACHMENTS:

None

Item Title:

Work Plan, Meeting Rhythm & Between-Meeting Assignments (10 minutes)

Determine meeting frequency (weekly or bi-weekly)

Between-Meeting Assignments

Committee members:

- Identify three “must-have” public library services
- Identify one service that may warrant duplication review
- Suggest community stakeholder groups for future engagement

Staff:

- Prepare library usage trends and operational overview
- Prepare a summary of current space and service utilization
- Identify known facility constraints at a high level

Initiator: Randy Warren, Councilman - Ward 8

Information Source: Randy Warren, Councilman - Ward 8

Background:

This agenda item establishes the committee’s work plan and meeting rhythm to support an efficient and well-organized process. The committee will determine meeting frequency and outline between-meeting assignments for both committee members and staff. Assignments are intended to focus upcoming discussions by identifying priority public library services, potential areas for duplication review, and key community stakeholder groups for future engagement. Staff will be asked to prepare foundational information on library usage trends, operational context, space and service utilization, and known facility constraints at a high level to inform the committee’s next phase of work.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

None

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Determine meeting frequency and between-meeting assignments.

ATTACHMENTS:

None

