

# El Reno Carnegie Library Long Range Plan 2015-2020



El Reno Carnegie Library  
215 E. Wade St.  
El Reno, OK 73036  
[www.elrenolibrary.org](http://www.elrenolibrary.org)

# El Reno Carnegie Library

## Long Range Plan

### 2015-2020

#### Mission

The mission of the El Reno Carnegie Library is to provide—to all the people of Canadian County—lifetime educational opportunities that enrich lives and strengthen our community. In order to accomplish this mission, we will use the essential resources of our staff, our collections, and our physical and virtual spaces. The library is committed to ensuring the freedom for all to read and choose information from a variety of resources.

#### Library Background

The Athenaeum Club organized the first library in El Reno in the 1890s. In 1902 the Athenaeum Club along with citizen support persuaded the city council to establish and maintain a public library. On January 28, 1904 the library board voted to accept a grant from Andrew Carnegie in the amount of \$12,500.00 in order to construct a new library building. The completed library building was open on May 5, 1905. The El Reno Carnegie Library became the fourth Carnegie Library in Oklahoma Territory and is currently the oldest Carnegie building still being used as a library in Oklahoma. The El Reno Carnegie Library building is listed on the national register of Historic Places.

The library building has undergone two additions; an archives room in the 1960s and a one story addition of a meeting room, reference room, and accessible restrooms in the 1980s.

The library currently provides books, periodicals, audio books, movies, e-books, digital audio, digital magazines, streaming video, internet access including free Wi-Fi, printing services, copy services, fax services, reference assistance, and recreational and educational programming free of charge to all residents of Canadian County.

The library houses the Edna May Arnold Archive collection. The collection includes over 10,000 photographs, maps, microfilm reels, historical books, and other items related to Canadian County history.

## Goals and Objectives

### **Goal:**

*Rehabilitate the library building to preserve our historic structure while providing a modern library space to serve the community.*

As the oldest Carnegie Library in the state still used as a library, the community of El Reno takes pride in this historic treasure and wishes to preserve the building as the city library. The building is in great need of renovation. This will be a large project both in terms of funding and time. Support of the City government and the people of the community is essential to a successful renovation.

### Objectives:

- Work closely with the City of El Reno administration and elected officials throughout the process.
- Hire an architecture firm to manage the project. The firm should be knowledgeable in historic preservation as well as library design.
- Make repairs to the building as needed until renovation process gets underway.
- Elicit public opinion about desires for an improved library through surveys and meetings.
- Continue to work with the Friends of the Library to raise funds and community awareness for the renovation.
- Apply for grants to add funds to the project.
- Communicate to the community the progress of the renovation.

### **Goal:**

*Provide current technology and a variety of electronic resources and classes for library customers in order to enhance our community's technology literacy.*

Ours is a world that increasingly requires technology for our basic needs and beyond. Computers and the Internet are often required in applying for jobs, learning job skills, acquiring health care and health information, obtaining government information and benefits, earning educational achievements such as the GED and online classes, and finding the information we need. Libraries are essential technology resources where the community gains technology literacy.

### Objectives:

- Provide a sufficient number of public computers so that customers will not have frequent or long waits for computer use.
- Provide computers to serve all age groups.

- Provide high-speed Internet access and free Wi-Fi throughout the building for library customers.
- Provide videoconferencing capability for use by library staff and the public for meetings, continuing education, programs, classes and other communications.
- Maintain a computer and technology replacement plan so that the library's technology stays current.
- Provide a variety of software on the public computers for all ages.
- Provide computer and other technology classes to the community, and incorporate technology in library programming for all ages.
- Provide IT services to maintain technology at the library.

**Goal:**

*Provide access to resources and programs that preserve cultural and racial diversity.*

El Reno is a racially and culturally diverse community. The library should represent the variety of people in our programming, collections, images, staffing, and board.

**Objectives:**

- Programs and classes will be provided that are of interest to and include content that represents diverse groups.
- Our collections will include materials in languages that represent those spoken in the community.
- Our collections will include materials that represent the diversity of interests of groups in the community.
- Images within the library's building and virtual spaces will be representative of the diversity of the community.
- Efforts will be made to hire staff and appoint board members that reflect the diversity of groups in our community.

**Goal:**

*Provide increasingly equitable access to all library resources and to the library's physical space.*

The library will adhere to accessible requirements for government buildings and ensure that our services are accessible to all.

Objectives:

- Improve library website adherence to W3 accessibility standards.
- Allocate library funding to electronic resources which meet accessibility standards.
- Create a collection of library materials that considers varied reading levels, varied visual and hearing abilities, and physical limitations.
- Embrace the principles of universal design in renovation projects, furniture purchases, and exterior design.
- Improve availability and amount of parking available to library patrons.

**Goal:**

*Ensure Canadian County history in the Edna May Arnold Archives Room is preserved and accessible to all who seek it now and in the future.*

The library houses a recognized collection of historical items from El Reno, Canadian County, and Oklahoma.

Objectives:

- Develop policy and procedures regarding access and use of digital archive materials.
- Make photograph collections and most heavily used genealogy materials available in a digital format.
- Continue to build archive collection by soliciting for donations from all segments of the population in Canadian County.
- Allocate funding and/or volunteer resources to ensure that archives receive attention and on-going cataloging and preservation efforts.
- Ensure that existing material formats are accessible in the future by updating microform readers and ensuring proper preservation of paper resources.
- Communicate the value of the archives collection to the community in order to gain support for the collection and to educate others about the unique history of Canadian County.

**Goal:**

*Provide a collection of materials and information for educational, occupational, recreational, and cultural needs in appropriate formats and quantities.*

Objectives:

- Provide a collection of materials—books, DVDs, periodicals, and others—in the library.

- Provide online and remote access to electronic audio books, electronic books, electronic magazines, streaming video, and other materials to meet the needs of an increasingly technologically advanced community.
- Allocate funding to ensure that adequate numbers of high demand or popular titles can be acquired. Ensure that wait times for popular items are reasonable.
- Provide online resources in a variety of interests for access by library customers in-house and remotely.
- Avoid duplication of reference and research resources by being aware of availability of resources at other Canadian County libraries.
- Provide interlibrary loan service to help customers acquire materials that are not currently available in our library.

**Goal:**

*Provide programming for all ages that meets an educational, occupational, recreational, or cultural need in the community.*

Objectives:

- Offer at least one educational program and one recreational program per quarter for each of our core age groups: adults, teens, and children.
- Provide programming that meets the STEM (science, technology, engineering, and math) and arts needs of the community.
- Continue to work with the Oklahoma Department of Libraries to provide a Summer Reading Program for all ages.
- Provide early literacy training to families through our Road Map to Reading program.
- Consider funding sources and future spacing needs to start a gaming program for children, teens, and adults.
- Seek programming partnerships with other community organizations.
- Search for ways to provide adult literacy and English as a Second Language (ESL) classes to the community.
- Provide outreach programming when staff and time allow.

**Goal:**

*Assist in meeting the needs of our community's local businesses, local government, and nonprofits.*

Objectives:

- Provide meeting space equipped with physical and technological infrastructure that encourages distance learning and training for all members of the community.
- Develop a collection of materials related to small business and nonprofit organization.

- Work to develop partnerships with other engines of economic growth in the community (i.e. Main Street, Chamber, Regional economic development organizations).

**Goal:**

*Adequately staff the library and equip library staff and volunteers with the information and tools they require to perform their jobs confidently and comfortably.*

Objectives:

- The City of El Reno will periodically assess staffing needs at the library.
- The City will hire staff members who are skilled in technology so that they can assist customers with their technology needs.
- Ensure that all staff members attend at least one “out of the building” training provided by the Oklahoma Department of Libraries or a similar agency per calendar year.
- Provide online continuing education opportunities to all staff members.
- Hold bi-annual staff training sessions in-house to address new or changed procedures and topics.
- Furnish the library with office equipment that works easily and efficiently.
- Encourage staff input regarding policies and procedures that affect daily routines.
- Provide a structured framework within which volunteers’ services can be used efficiently and to maximum capacity.

**Goal:**

*Raise community awareness of current library services through varied and meaningful channels.*

The library is an important component of community vitality and should be represented at community events and planning meetings. Information about library services should be made available through a variety of channels.

Objectives:

- Increase library’s online presence through the use of a website, social media, and other online resources.
- Increase library’s visibility at community events (school events, fairs, festivals, parades, etc.).

- Ensure that all library events are publicized consistently using all avenues available to the library (newspaper, online, cable channel, etc.).
- Library director and children's librarian will attend community functions such as civic club meetings, chamber events, and other community organizations in order to publicize library services and to contribute to the betterment of the community.

**Goal:**

*Pursue funding opportunities that will allow the library to provide materials, programming, resources, and supplies.*

- Work with the City to adequately fund the annual library budget.
- Collaborate with the Friends of the Library in fundraising efforts for support of the library.
- Pursue grant opportunities from outside sources.
- Apply annually for e-rate technology discounts.

Approved by the Library Board 7-16-15