LIBRARY ADVISORY BOARD MEETING

August 12, 2026 at 12:00 PM

Wolfforth Library Community Room - 508 East HWY 62/82 Wolfforth, TX

AGENDA

CALL MEETING TO ORDER

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the Library Advisory Board regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign in sheet and state his/her name and city of residence before speaking. Speakers shall address the Library Advisory Board with civility that is conducive to appropriate public discussion. Speakers can address only the Library Advisory Board and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes from the April 8, 2026 Advisory Board meeting
2. Consider and take appropriate action on report from City of Wolfforth Library
3. Consider and take appropriate action on changes to library policies.
4. Consider and take appropriate action on creation of a Teen Advisory Board
5. Board requests for future agenda items.

ADJOURN

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on August 4, 2026 at 5:00 p.m.

/s/ Kimberly Brantley-Sallee, Library Director

CITY OF WOLFFORTH
LIBRARY ADVISORY BOARD
MINUTES
4/8/2026

Jenna Atthanasiou called the meeting to order at 12:07 p.m.

Attendees: Jenna Atthanasiou, Linda Dunn, Angela Apodaca, Leslie Demma, Stephanie Speed, and Debbie Perkey.

Absent: Charlotte McDonald

Staff members: Kimberly Brantley-Sallee, Taylor Revilla

Jenna moved to approve the minutes of 10/8/2025 as presented, Leslie seconded, and the motion carried unanimously.

Kim reported Lubbock County funds were drastically reduced for 2025-26. The library received $18,000, down from $60,000 the previous year. She plans to present a funds request in person to the County during their budget process for 2026-27. Kim will provide notice of that presentation for available board members to attend.

The Library Master Plan is still pending for the City Council agenda. The item has been removed/delayed several times. The issue is money, and Kim has been instructed to find ways to reduce the projected expense, which will change the Master Plan as it currently stands. A meeting is scheduled with 720 Design to consider alternatives. The Board suggested “build it, they will come” or “build the dream, they will come” as a core foundation of the expansion efforts. The Master Plan is currently set for the April 20th City Council agenda. Kim will notify if that actually remains on the calendar. No action taken.

Taylor has received the Siddie Jo Johnson award, recognizing outstanding children’s library service in the state of Texas. Congratulations to Taylor! Kim and Taylor attended the annual Texas Library Association conference at the end of March, primarily for Taylor to receive the award.

Summer Reading is scheduled for May 29-August 1, with a kick-off event held in Patterson Park. Taylor is soliciting volunteers from Lions Club, ABC Bank, United Supermarkets, and Scouts. Special guests during the summer will include a jazz musician and a magician.

The meeting adjourned at 12:45 p.m.

AGENDA ITEM COMMENTARY

MEETING NAME:	Library Advisory Board Meeting
MEETING DATE:	August 12, 2026
ITEM TITLE:	Consider and take appropriate action on report from City of Wolfforth Library
STAFF INITIATOR:	Kimberly Brantley-Sallee, Library Director, Taylor Revilla, Community Librarian

BACKGROUND:

The proposed FY27 Library Budget is scheduled for final adoption by City Council on August 24 as part of the City's annual budget process. The proposed budget includes funding to convert one part-time position to a full-time position to better meet the growing service demands of the library. To offset this additional expense, reductions were made to several other budget line items, reflecting the library's ongoing commitment to being fiscally responsible with taxpayer dollars. The proposed budget also includes funding for Phase 2 of the Library Master Plan with 720 Design.

The Master Plan was approved by City Council at its July 6 meeting following the incorporation of revisions requested by Council. The final plan includes three facility scenarios: the original Enhanced Standards option, a stop-gap expansion of the existing library, and a Minimum Standards option for a new library facility, as well as updated population projections through 2045. The approved Master Plan provides the City with a flexible, long-term planning document that can adapt to future funding opportunities while also allowing the City of Wolfforth Library Foundation to begin pursuing grants and other fundraising opportunities in support of future library expansion.

Taylor Revilla, and our Page II staff provided many amazing programs this summer that kept all the staff extremely busy. The 2026 Summer Reading Program continued to build on the library's commitment to providing high-quality educational and recreational programming for the community. This year's program featured a new reading log format, a successful Summer Reading Kickoff event, and a variety of new and returning programs that generated strong participation throughout the summer. Several programs reached capacity, reflecting the continued growth in demand for library programming, while community feedback highlighted the success of many of the new program offerings.

EXHIBITS:

Proposed FY27 Budget

Final Master Plan (revised sections)

Link to final Library Master Plan

Summer program pictures

ACTION/STAFF RECOMMENDATION:

None

FY2027 Proposed Operating Budget

Description	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Budgeted	FY27 Requested	Difference (Req. vs. FY26)	FY27 Requested Revision 1 (06/24/2026)	Difference from Request 1
Office Supplies	$5,552.23	$4,834.72	$3,813.50	$5,000.00	$5,000.00	—	$5,000.00	—
Processing Supplies	$6,909.56	$6,610.49	$2,991.70	$7,000.00	$5,000.00	($2,000.00)	$5,000.00	—
Marketing Supplies	$1,731.37	$1,751.14	$2,561.00	$2,500.00	$3,000.00	$500.00	$3,000.00	—
Periodicals	$275.47	$475.21	$466.66	$500.00	$500.00	—	$500.00	—
Building Supplies	$1,049.69	$1,032.86	$212.53	$1,250.00	$1,000.00	($250.00)	$1,000.00	—
Cleaning Supplies	$1,468.09	$1,806.17	$1,098.95	$1,000.00	$1,000.00	—	$1,000.00	—
Food/Drinks	$1,480.20	$765.46	$1,178.66	$1,000.00	$1,250.00	$250.00	$1,250.00	—
Office Equipment	$1,101.31	$2,239.76	$1,869.52	$2,000.00	$2,000.00	—	$2,000.00	—
Computer Equipment	$3,641.83	$3,336.63	$1,324.98	$18,000.00	$10,000.00	($8,000.00)	$4,900.00	($5,100.00)
Regular Programs/Community Outreach	$15,676.89	$14,365.41	$15,318.08	$7,500.00	$8,500.00	$1,000.00	$8,000.00	($500.00)
Summer Reading	—	—	$1,595.40	$8,250.00	$8,500.00	$250.00	$8,500.00	—
Family Place	—	—	$139.38	$3,000.00	$2,500.00	($500.00)	$2,500.00	—
Print/Physical Books	$22,942.72	$24,862.53	$16,589.08	$18,000.00	$20,000.00	$2,000.00	$19,000.00	($1,000.00)
Digital Books	—	—	$6,697.79	$7,500.00	$8,500.00	$1,000.00	$8,000.00	($500.00)
Other Material Types	—	—	$3,913.27	$5,000.00	$5,500.00	$500.00	$5,250.00	($250.00)
Other Operating Supplies	$984.71	$1,709.87	$901.34	$1,000.00	$1,000.00	—	$1,000.00	—
Legal Services	—	$176.00	—	$1,000.00	$1,000.00	—	$1,000.00	—
Other Professional Services	—	$15,884.00	$3,459.00	—	—	—	—	—
IT Services	$986.98	$99.00	—	$500.00	$500.00	—	$500.00	—
Software Licensing	$6,924.35	$6,234.91	$7,913.14	$9,250.00	$8,000.00	($1,250.00)	$8,000.00	—
Electricity/Gas/Phone	$16,188.70	$10,765.70	$6,368.20	$7,000.00	$7,000.00	—	$7,000.00	—
Janitorial	$18,975.00	$23,700.00	$12,284.16	$7,250.00	$7,250.00	—	$7,250.00	—
R & M Building	$4,662.23	$11,053.95	$11,190.53	$12,500.00	$12,500.00	—	$10,000.00	($2,500.00)
R & M Grounds	$3,822.35	$7,648.09	$6,740.00	$7,500.00	$7,500.00	—	$6,625.00	($875.00)
Equipment Lease	$3,440.43	$3,214.13	$4,734.39	$5,400.00	$5,750.00	$350.00	$5,750.00	—
Postage/Freight	$451.25	$284.00	$364.78	$200.00	$200.00	—	$200.00	—
Travel/Training	$4,918.47	$8,012.73	$5,008.28	$5,000.00	$5,500.00	$500.00	$5,500.00	—
Dues/Memberships	$1,158.40	$1,459.20	$699.35	$1,250.00	$1,000.00	($250.00)	$1,000.00	—
Fees	—	$393.17	$454.64	$300.00	$400.00	$100.00	$300.00	($100.00)
Safety & Secruity	$47.95	$186.91	$359.00	—	—	—	—	—
Other Contractual	$1,045.88	$827.00	$1,005.75	$1,000.00	$1,000.00	—	$1,000.00	—
Site Improvements	$1,100.00	$23,299.20	—	—	—	—	—	—
Building Improvements	—	$18,021.60	—	—	—	—	—	—
Capital Expenses & Comprehensive Planning	—	—	$31,991.50	$40,000.00	$40,000.00	—	$40,000.00	—
Total	**$137,791.94**	**$198,389.07**	**$153,244.56**	**$186,650.00**	**$140,850.00**	**($5,800.00)**	**$130,025.00**	**($10,825.00)**

Item # 2.

CITY OF WOLFFORTH LIBRARY MASTER PLAN

October 2025 *(Updated June 2026)*

WOLFFORTH LIBRARY
Making the future bright

720 design

An online survey was also developed to gauge the community's current use of the library, identify key needs, and gather feedback on desired features for a future facility from the broader community. The survey received 380 responses, representing varying ages, library usage patterns, and backgrounds, and providing a broad perspective on community sentiment. Key themes aligned with the visioning session, and focused strongly on family spaces, sensory spaces, outdoor, and creative spaces. Comments support the need for more and better space at the Library, so the Library can continue to grow its' programming.

BUILDING PROGRAM

Community Input, Standards and Benchmarking were all synthesized into a building program that will meet the current and future needs of City of Wolfforth Library. Spaces identified include:

Lobby, including: 1,700 sf
entry vestibule, tutoring/cafe seating, multipurpose prefunction area

Adult Collections, including: 4,160 sf
seating, quiet reading room, adult computers, genealogy research room

Children's Collections, including: 3,460 sf
story and arts/crafts area, interactive/STEAM learning, seating, computers

Teen Room, including: 1,555 sf
seating, group collaboration area, tech/gaming/coding space

Meeting Spaces, including: 5,230 sf
- Multipurpose Meeting Room
- Conference Room
- Study Rooms (5)
- Craft/Maker Space
- Media Lab
- Story Time Room

Support Spaces, including: 8,054 sf
staff work areas, storage, building systems, restrooms, etc.

Total **24,159 sf**

COST ESTIMATE AND SCHEDULE

As the final phase of the initial Master Plan, a preliminary budget and schedule were developed. Based on historical data, the anticipated project costs are outlined below:

SUMMARY	Dollars	Sq. Ft.
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	19,983,563	827.17
c. FURNISHINGS & SIGNAGE	1,235,473	51.14
d. A/E FEE & EXPENSES	2,118,868	87.71
e. OWNER DIRECT COSTS	1,812,094	75.01
f. TOTAL PROJECT COSTS	**25,149,998**	1,041.02
g. CONSTRUCTION/AE COSTS	**21,173,087**	876.41

Detailed findings are contained in the remainder of this report.

Defining the Service Population

As described in the Popuation Analysis and Peer Benchmarking analysis presented in the previous section, defining an accurate service population for the City of Wollforth Library is more nuanced than just the City population.

The table below illustrates the projected population numbers for City of Wolfforth, which have been used for the purposes of this masterplan.

Additional users from adjacent Counties historically make up more than 20% of additional users that the library serves. This trend is expected to continue moving forward.

* Note: The 2045 population numbers are not official and are projected using the formula provided by the City Comprehensive Plan consultants.

DEFINING THE SERVICE POPULATION

Year	TSLAC Population 2023	Wolfforth Population Projections
2023	7,402	8,332
2025		9,739
2030		14,614
2035		19,489
2040		23,389
2045*		27,289

Functional Element Standards for Determining Space Adequacy

Ultimately, square footage recommendations are most accurately determined by calculating the space required for the collections, seats, technology, and staff space required to offer services at the volume needed to meet the community's demand for library service.

Functional element standards use formulas to calculate space needs for each aspect of library service (collection, seating, and technology) and for the staff areas required to support public services. These are totaled to determine the overall space requirements to meet the community's needs.

The formulas are further informed by establishing the necessary spaces for the primary building components and data from an assessment of the Library's service profile and local library needs determined by community feedback.

The consultants utilized both standards and functional elements to evaluate the needs of the City of Wolfforth Library.

EXISTING SQUARE FEET PER CAPITA PROJECTIONS

Year	Wolfforth Service Population	Gross Square Feet	Gross Square Feet Per Capita
2025	9,739	7,800	0.80
2030	14,614	7,800	0.53
2035	19,489	7,800	0.40
2040	23,389	7,800	0.33
2045**	27,289	7,800	0.29

** 2045 population projected using formula from City Comprehensive Plan

The American Library Association established a three-tiered standard that included a “standard” service based on 0.6 SF per capita, 0.8 SF per capita based on an “enhanced” level of service, and 1.0 SF per capita to provide “exemplary” service.

This is an important data point as we look at national standards as well as Texas averages for library square feet per capita:

SQUARE FEET PER CAPITA BASED ON STANDARDS AND AVERAGES

Year	Wolfforth Service Population	Square Feet @.64 SF Per Capita (Texas Average)	Square Feet @ 0.6 SF Per Capita (ALA “Standard”)	Square Feet @ 0.8 SF Per Capita	Square Feet @ 1 SF Per Capita
2025	9,739	6,233	5,843	7,791	9,739
2030	14,614	9,353	8,768	11,691	14,614
2035	19,489	12,473	11,693	15,591	19,489
2040	23,389	14,969	14,033	18,711	23,389
2045**	27,289	17,465	16,373	21,831	27,289

Item # 2.

WOLFFORTH COLLECTION SIZE BASED ON POPULATION OVER TIME

Adjusted Service Population	Current Library Print Collection	Collection Format	Collection Size at Enhanced Level	Space required (66" high shelving @ 8 volumes per SF)*	Notes
2025	43,608	TOTAL	21,523		
9,739	20,462	70% physical	15,066	1,883	@ enhanced level
	23,146	30% digital	6,457		
2030		TOTAL	32,297		
14,614		70% physical	22,608	2,826	@ enhanced level
		30% digital	9,689		
2035		TOTAL	43,071		
19,489		70% physical	30,149	3,769	@ enhanced level
		30% digital	12,921		
2040		TOTAL	45,609		
23,389		70% physical	31,926	3,991	@ enhanced level
		30% digital	13,683		
2045		TOTAL	53,214		
27,289		70% physical	37,249	4,656	@ enhanced level
		30% digital	15,964		

*Collection requirements shift to 1.95 multiplier due to population size growing above 25,000

Conclusion

Seating

A comfortable place to sit, read, and study is fundamental to a well designed library. As the population of Wolfforth grows, inadequate seating may drive community members to not use the library as frequently.

The consultants are familiar with a wide range of seating to population ratios. The most relevant guidelines are the *Texas Public Library Standards* (2014 page 41), which establish a guideline of 7-10 seats per 1,000 population and the *Whole Building Design Guide* from the National Institute of Building Sciences, which establishes 5 seats per 1,000 population standard. The consultants selected the more conservative 5 seats per 1000 as the guideline for the Library. These standards include general, undesignated reader seating and not seats designated for a specific purpose such as meeting rooms, study rooms, and conference rooms.

The following seating standards are based on 5 seats per 1000 population*:*

READER SEATS

NIBS standards	5 for every 1000 population served
Wolfforth Library	Need 136 for standards

SF total requirement is based on an average 30 SF per seat and includes space for circulation around the seat. Obviously, this number can vary based on the type of seat (large lounge chair, compact meeting room chair, reader chairs at tables, and technology seats).

Technology Seating

A high-tech building is the hallmark of a 21st century library. However, the need for library provided desktop computers has seen a dramatic decline post-pandemic. During the pandemic, it was necessary for people to have their own devices for work, school, and maintaining connections. Additionally, Frenship ISD provides a laptop for every student, so the Wolfforth community does not demonstrate the same need for computers as many similarly sized peer libraries. While desktop computers aren't required to the degree they were pre-pandemic, they are still needed. It is for this reason that that technology device standards are based on the lower, "enhanced" level of the Texas Standards (page 31):

TECHNOLOGY SEATS

Public Technology Seats	10
TLA standards	1 for every 2000 population served
Wolfforth Library	Need 14 for standards

While library provided public computers are declining, the need for places to plug in personal laptops are a vital part of work, study, video conferencing use in libraries resulting in the critical importance of a robust WiFi network and places to plug in at every seat.

Technology Planning

Understanding Technology and Audio/Visual needs for the future is critical in planning for an expanded Library facility, as these elements have significant infrastructure and cost needs. NV5, our technology consultant, led the library through a Technology Visioning Session to begin to understand the unique technological needs of the community.

Reference Appendix D for the full Technology Programming report

Building Program

A building program reflects the detailed space needs for a facility. The program on the following page responds to the various community input results, findings on library space standards, and other observed needs for the City of Wolfforth Library.

The consultant team developed the program with Staff to meet an Enhanced standard throughout, resulting in a final building size of 24,159 square feet. Due to site constraints, it is anticipated that the Library building will either need to be relocated, or an two story addition would need to be built.

> ***"Bright, dynamic, inviting, clean coffee shop vibes, outdoor spaces, rentable study rooms and conference spaces for card holders. We need a clean fresh community space to meet, connect, read, and learn."***
>
> **- STATEMENT FROM ONLINE SURVEY**

2040 TOTAL SPACE REQUIRED	COLLECTION Items	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, café/tutoring					**1,200**
Multipurpose Prefunction Area					**500**
6 person Study/Homework/Homeschool Rooms - (1)		6			**130**
2-4 person Study Rooms - (4)		16			**440**
Audio/Video Media Lab					**240**
Craft/Maker Space		24			**1,200**
Collection - **ENHANCED**	37,249				**4,656**
Technology Seats				**10**	**400**
Adult Reader/Comfortable Seats			**32**		**960**
Deep Quiet Reading			**12**		**360**
Teen Reader Seats/Gaming/Space			**10**		**400**
Children's Reader Seats/Niches			**28**		**700**
Children's Interactive/STEAM					**500**
Story Time Room		40 kids + 30 parents (80)			**1,200**
Multi-purpose Meeting / Classrooms		120			**2,800**
Catering Kitchen					**120**
Conference Room		12			**300**
Staff work areas (approximately 20%) includes offices, workstations, storage, conference, amh					**4,027**
Non-Assignable (approximately 20%) storage, support					**4,027**
TOTAL	**1.95 items per capita 2040** exemplary vols	**178** space for meeting	**82** public seats 5/1000 (2025)	**10** tech seats 1/2000 (2025)	**24,159** Square Feet

Cost Analysis

INITIAL COST ANALYSIS

Utilizing the initial building program, the design team worked with historical data on similar library projects to develop a cost estimate for the proposed expansion.

The cost estimate shown on the following page summarizes the various costs associated with a library construction project, including Construction costs, A/E fees, Owner Direct Expenses, etc.

In today's construction market, construction costs are steadily increasing year to year. Should the project extend beyond 2027, an escalation contingency of 5% should be applied to each additional year before construction completion.

SITE CONSIDERATIONS

An initial analysis of the City of Wolfforth Library's existing site found that it will be challenging to adapt to a building planned to be three times the size of the current facility, with issues anticipated in meeting various parking, fire lane, and service road requirements. For this reason, it is recommended to pursue alternative site locations and the construction of a completely new Library building.

SCHEDULE

A preliminary schedule for design and construction will depend on when approval and funding for the project is secured, but would follow these general steps following the completion of Concept Design:

- TBD duration - Funding Secured (Bond Election, Fundraising, etc.)
- 10-12 months - Design: Schematic Design through Construction Documents
- 1-2 months - Bidding
- 12-18 months - Construction

Cost Analysis: Full Program (24,000 sf)

1. LAND ACQUISITION COST

1. LAND ACQUISITION COST		0.00

2. SPECIAL OFFSITE CONSTRUCTION COST (OUTSIDE PROPERTY LINE)

a. General Construction		0
b. Plumbing Utilities		0
c. Electrical Utilities		0
d. Park Spaces		
e.		
f. SUBTOTAL (a-e)		0
g.	5% Design Contin (f)	0
h.	5% Construction Contin (f)	0
TOTAL		**0**

3. SITE (Within Property Lines)

a. Parking Spaces		225,000
b. Feature Improvements		100,000
c. Utilities		100,000
d. Site Demo		50,000
e. Landscape		250,000
f.		
g. SUBTOTAL (a-f)		725,000
h.	5% Design Contin (f)	36,250
i.	5% Construction Contin (f)	36,250
TOTAL		**797,500**

4. BUILDING CONSTRUCTION COSTS (Within 5'0" of Building Perimeter)

	$/Sq. Ft.	Cost
a. Addition	675.00	16,307,325
b. Renovation	400.00	0
c. Stairs/Elevators	0.00	300,000
d. AV	34.54	834,550
e. Technology Systems/Network	0.00	0
f. Security	0.00	0
g.	0.00	0
SUB TOTAL	721.96	17,441,875
k. 5% construction contingency	36.10	872,094
l. 5% design contingency	36.10	872,094
TOTAL	**794.16**	**19,186,063**

5. FURNISHINGS & EQUIPMENT

a. Furniture	45	1,087,155
b. Thematic Environments	lump sum	100,000
c. Signage	2	48,318
TOTAL	**47.00**	**1,235,473**

6. SUMMARY OF A/E FEES

a. Programming/Needs/Site Selection/Pre-design		contracted
b. A/I Fee	7.0%	1,343,024
c. MEP/Technology		350,000
d. Structural		150,000
e. Civil Engineering fee	lump sum	30,000
f. Landscape Fee		50,000
g. ADA/TAS Review		14,000
h. Project Management & Expenses (travel/printing		50,000
TOTAL		**1,987,024**
Trips - Mileage	20	7,800
Meals	20	400
Printing	lump sum	5,800
		14,000

7. SUMMARY OF OPTIONAL A/E FEES

a. Furniture & Signage	9%	97,844
b. Cost Estimating	lump sum	20,000
TOTAL		**117,844**

8. OWNER DIRECT EXPENSES

a. Owner Provided Technology Devices	50,000
b. Legal	city
c. Fiber to Building Allowance	0
d. Collection/Materials (20,000 items @ $40 ea.)	800,000
e. Topographic Survey	10,000
f. Subsurface Borings	10,000
g. Site Construction Testing	20,000
h. Owner Project Contin-5%	872,094
h. Library Move	50,000
I. Security	0
j. Technology Contingency	
k. RFID updates	0
l. VOIP - new phone system	0
m. AV FFE	0
n. Building-wide Tech (paging, room schedule)	0
TOTAL	**1,812,094**

9. SUMMARY

	Dollars	Sq. Ft.
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	19,983,563	827.17
c. FURNISHINGS & SIGNAGE	1,235,473	51.14
d. A/E FEE & EXPENSES	2,118,868	87.71
e. OWNER DIRECT COSTS	1,812,094	75.01
f. TOTAL PROJECT COSTS	**25,149,998**	1,041.02
g. CONSTRUCTION/AE COSTS	**21,173,087**	876.41

Short Term Solutions

COST ALIGNMENT WITH CITY PRIORITES

The analysis on the previous page was developed to understand the potential cost of an "Enhanced" facility that will serve the community beyond 2045.

Understanding that the overall project cost is high for the size of the community today, two primary options exist to optimize the project budget and meet the urgent needs of the library today while planning for the future:

Short Term Expansion, Long Term Full Build Out at New Location:

1. 4,000 square feet of additional building space would meet minimum library standards through 2035.
2. This strategy would implement a small functional expansion to the current library, giving the Library urgently needed growth space on a shortened schedule.
3. The Library building could eventually be repurposed or leveraged as a real estate asset, and a new building in a new location would need to be built for the Library to meet 2040 population numbers.
4. A probable cost analysis for this option is provided to the right.

Phased Approach in New Location:

1. For Phase 1, a 16,000 square foot building could be designed and built at a new location.
2. This phased approach would allow the project to be built at a lower cost in the short term, but would require a second construction project by 2045 to meet the community's growing needs.
3. Site selection and a more robust scope would take longer and cost more than the alternative Expansion option above.

As the project proceeds into Concept Design, the above options and others may be considered to "right size" the project to meet Wolfforth's budget goals.

Cost Analysis: Addition to Existing (4,000 sf)

1. LAND ACQUISITION COST		0.00
2. SPECIAL OFFSITE CONSTRUCTION COST (OUTSIDE PROPERTY LINE)		
a. General Construction		0
b. Plumbing Utilities		0
c. Electrical Utilities		0
d. Park Spaces		
e.		
f. SUBTOTAL (a-e)		0
g. 5% Design Contin (f)		0
h. 5% Construction Contin (f)		0
TOTAL		**0**
3. SITE (Within Property Lines)		
a. Parking Spaces		0
b. Feature Improvements		100,000
c. Utilities		100,000
d. Site Demo		50,000
e. Landscape		100,000
f.		
g. SUBTOTAL (a-f)		350,000
h. 5% Design Contin (f)		17,500
i. 5% Construction Contin (f)		17,500
TOTAL		**385,000**
4. BUILDING CONSTRUCTION COSTS (Within 5'0" of Building Perimeter)		
	$/Sq. Ft.	Cost
a. Addition	550.00	2,200,000
b. Renovation	275.00	2,145,000
c. Stairs/Elevators	0.00	0
d. AV	0.00	200,000
e. Technology Systems/Network	0.00	0
f. Security	0.00	0
g.	0.00	0
SUB TOTAL	385.17	4,545,000
k. 5% construction contingency	19.26	227,250
l. 5% design contingency	19.26	227,250
TOTAL	**423.69**	**4,999,500**
5. FURNISHINGS & EQUIPMENT		
a. Furniture	40	472,000
b. Thematic Environments	lump sum	50,000
c. Signage	2	23,600
TOTAL	**42.00**	**545,600**

6. SUMMARY OF A/E FEES		
a. Programming/Needs/Site Selection/Pre-design		contracted
b. A/I Fee	7.0%	349,965
c. MEP/Technology		100,000
d. Structural		60,000
e. Civil Engineering fee	lump sum	30,000
f. Landscape Fee		30,000
g. ADA/TAS Review		14,000
h. Project Management & Expenses (travel/printing		50,000
TOTAL		**633,965**
Trips - Mileage	20	7,800
Meals	20	400
Printing	lump sum	5,800
		14,000
7. SUMMARY OF OPTIONAL A/E FEES		
a. Furniture & Signage	9%	42,480
b. Cost Estimating	lump sum	20,000
TOTAL		**62,480**

8. OWNER DIRECT EXPENSES	
a. Owner Provided Technology Devices	50,000
b. Legal	city
c. Fiber to Building Allowance	0
d. Collection/Materials (0 items @ $40 ea.)	0
e. Topographic Survey	10,000
f. Subsurface Borings	10,000
g. Site Construction Testing	20,000
h. Owner Project Contin-5%	227,250
h. Library Move	50,000
I. Security	0
j. Technology Contingency	
k. RFID updates	0
l. VOIP - new phone system	0
m. AV FFE	0
n. Building-wide Tech (paging, room schedule)	0
TOTAL	**367,250**

9. SUMMARY	**Dollars**	**Sq. Ft.**
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	5,384,500	456.31
c. FURNISHINGS & SIGNAGE	545,600	46.24
d. A/E FEE & EXPENSES	710,445	60.21
e. OWNER DIRECT COSTS	367,250	31.12
f. TOTAL PROJECT COSTS	**7,007,795**	593.88
g. CONSTRUCTION/AE COSTS	**5,633,465**	477.41

Cost Analysis: Phase 1 Program (16,000 sf)

1. LAND ACQUISITION COST		0.00
2. SPECIAL OFFSITE CONSTRUCTION COST (OUTSIDE PROPERTY LINE)		
a. General Construction		0
b. Plumbing Utilities		0
c. Electrical Utilities		0
d. Park Spaces		
e.		
f. SUBTOTAL (a-e)		0
g.	5% Design Contin (f)	0
h.	5% Construction Contin (f)	0
TOTAL		**0**

3. SITE (Within Property Lines)		
a. Parking Spaces		225,000
b. Feature Improvements		100,000
c. Utilities		100,000
d. Site Demo		50,000
e. Landscape		250,000
f.		
g. SUBTOTAL (a-f)		725,000
h.	5% Design Contin (f)	36,250
i.	5% Construction Contin (f)	36,250
TOTAL		**797,500**

4. BUILDING CONSTRUCTION COSTS (Within 5'0" of Building Perimeter)	$/Sq. Ft.	Cost
a. Addition	675.00	11,051,775
b. Renovation	400.00	0
c. Stairs/Elevators	0.00	0
d. AV	40.00	654,920
e. Technology Systems/Network	0.00	0
f. Security	0.00	0
g.	0.00	0
SUB TOTAL	715.00	11,706,695
k. 5% construction contingency	35.75	585,335
l. 5% design contingency	35.75	585,335
TOTAL	**786.50**	**12,877,365**

5. FURNISHINGS & EQUIPMENT		
a. Furniture	45	736,785
b. Thematic Environments	lump sum	100,000
c. Signage	2	32,746
TOTAL	**47.00**	**869,531**

6. SUMMARY OF A/E FEES		
a. Programming/Needs/Site Selection/Pre-design		contracted
b. A/I Fee	7.0%	901,416
c. MEP/Technology		350,000
d. Structural		150,000
e. Civil Engineering fee	lump sum	30,000
f. Landscape Fee		50,000
g. ADA/TAS Review		14,000
h. Project Management & Expenses (travel/printing)		50,000
TOTAL		**1,545,416**
Trips - Mileage	20	7,800
Meals	20	400
Printing	lump sum	5,800
		14,000

7. SUMMARY OF OPTIONAL A/E FEES		
a. Furniture & Signage	9%	66,311
b. Cost Estimating	lump sum	20,000
TOTAL		**86,311**

8. OWNER DIRECT EXPENSES	
a. Owner Provided Technology Devices	50,000
b. Legal	city
c. Fiber to Building Allowance	0
d. Collection/Materials (15,000 items @ $40 ea.)	600,000
e. Topographic Survey	10,000
f. Subsurface Borings	10,000
g. Site Construction Testing	20,000
h. Owner Project Contin-5%	585,335
h. Library Move	50,000
I. Security	0
j. Technology Contingency	
k. RFID updates	0
l. VOIP - new phone system	0
m. AV FFE	0
n. Building-wide Tech (paging, room schedule)	0
TOTAL	**1,325,335**

9. SUMMARY	**Dollars**	**Sq. Ft.**
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	13,674,865	835.21
c. FURNISHINGS & SIGNAGE	869,531	53.11
d. A/E FEE & EXPENSES	1,645,726	100.51
e. OWNER DIRECT COSTS	1,325,335	80.95
f. TOTAL PROJECT COSTS	**17,515,456**	1,069.78
g. CONSTRUCTION/AE COSTS	**14,422,780**	880.89

WOLFFORTH LIBRARY
Making the future bright

AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	August 12, 2026
ITEM TITLE:	Consider and take appropriate action on changes to library policies,
STAFF INITIATOR:	Kimberly Brantley-Sallee, Library Director

BACKGROUND:

The library is continuing to review, update, and develop policies as needed to ensure they remain current, consistent, and reflective of library operations.

The Fines and Fees Policy has been revised to consolidate the library's complete fee schedule into a single document, including fees for missing and damaged materials and other library services. Previously, this information was dispersed throughout multiple policies, which often created confusion for both staff and patrons. The updated fee schedule will also be incorporated into the City's Master Fee Schedule being presented to the City Council on August 17.

A new Program Policy has also been developed to establish clear expectations for age-appropriate participation in library programs. The policy is intended to ensure that programs remain developmentally appropriate, provide the best possible experience for participants, and support staff in consistently addressing situations where children are attending programs outside of the intended age group.

EXHIBITS:

Revised Fines and Fees Policy

New Program Policy

BOARD ACTION/STAFF RECOMMENDATION:

Staff requests approval of the revised Fines and Fees Policy and the new Program Policy

Fines and Fees Policy	
Approved by Library Advisory Board: [DATE] *Updated and approved by Library Advisory Board: [DATE]* *Review Date: June 26, 2026*	WOLFFORTH LIBRARY *Making the future bright*

Purpose

Whereas libraries exist to enrich their community and strive to provide stress-free and open access to all our patrons, the City of Wolfforth Library is adopting a fine-free policy with regard to the majority of our checkout materials.

Libraries across the nation have demonstrated that imposing late fees on patrons is not an effective deterrent to the return of late materials. Instead, it commonly creates barriers for youth or may cause patron guilt, making Library use less likely. We strive to overcome these barriers and increase access to our patrons, trusting that our show of good faith will encourage patrons to return materials in a timely manner.

Any person who shall fail to return in undamaged condition any book or Library material belonging to or originally borrowed from the custody of the Library shall be responsible as herein provided:

A. Fines

The City of Wolfforth Library does not charge fines for overdue materials. However, patrons are expected to return materials by their due dates to ensure that all Library users have equitable access to materials

All books, audiobooks, and DVDs will have no daily late fines incurred. However, no new materials may be checked out until all overdue materials are returned. While traditional fines will not accrue, a replacement cost will be charged if an item is not returned within a reasonable time. For books and materials that are checked out for two weeks, after 30 days past due, the patron's account will automatically incur the full replacement cost of the item. For DVDs and items that are checked out for one week, 15 days past due, the patron assumes the full replacement cost of the item. It is at the discretion of Library staff to determine if special circumstances allow replacement fines to be waived if items are returned after these designated periods. Once paid for, materials are the property of the patron and replacement fees will not be refunded.

Patrons with charges for items that have not been returned in the period listed in the previous paragraph will have their account blocked until related fees have been paid or have been satisfactorily worked out with the Library director/Library staff.

If an item is late due to being lost or damaged, patrons should notify the City of Wolfforth Library of the items' status. Librarians will work with patrons to extend due dates (when possible and within reason) for missing items. Replacements may be accepted for lost or damaged items if:

1. The Library has been notified within a reasonable amount of time
2. The replacement is in "new" condition and matches the description of the item lost/damaged (i.e. hardcover, paperback, large print)

The City of Wolfforth Library is a fine free Library with the exception of circulating makerspaces technology devices. The overdue fines for these items will be $3 per day, per item and will include a $10 processing fee if the item is lost or damaged.

Overdue Notices:

An email/ text reminder will be sent 3 days prior to an item being due, and reminder emails/texts will be sent 3, 7, and 14 days after the due dates. A late letter will be mailed when item(s) have reached 28 days past due. To ensure you receive these notices, please make sure we have up-to-date contact information attached to your account. Not receiving Library notices does not negate the patron's responsibility for returning Library items.

Holds:

We are confident that our patrons will strive to continue returning Library materials in a timely manner. When items with holds have not been returned on time, Library staff will make an effort to contact patrons with the items checked out to ensure timely access to desired items.

Prior Late Fines:

All late fines existing before the adoption of this policy will be waived. Lost/damaged item charges will remain.

B. Fees for Lost Library Cards:

The initial Library card will be provided to the patron at no cost. Should the initial card need to be replaced, there will be a $3.00 fee for each new card issued.

C. Damaged Materials:

If items are returned in damaged condition that requires them to be repaired or replaced, repair costs and/or replacement costs are the responsibility of the patron. Makerspace and technology items will include a $10 processing fee in addition to the cost of the item. Please refer to the Library Fees and Charges Schedule.

D. Item Replacement Options:

Patrons are always welcome to purchase a new copy of the exact title they damaged and donate it instead of paying the fine, but it must be the exact format/ quality. A paperback copy CANNOT replace a hardback. NO EX-LIBRARY BOOKS will be accepted as replacements.

If a patron wants to replace a makerspace kit or circulating technology (including Tonie characters) it must be NEW. If they bring a replacement, we will waive the $10 fee.

City of Wolfforth Library Fees & Charges Schedule

General Library Fees

Service	Fee
Replacement Library Card	$3.00
Fax	$1.00 per page
Black & White Copies (single or duplex)	$0.25 per page
Returned Mail	$1.00 per item
Credit/ Debit Card Processing Fee	3% of transaction

Meeting Room Fees – Large Room

User Type	Half Day (1-4 hours)	Full Day (4+ hours)
Government Entities	No Charge	No Charge
Homeschool Groups	$8.75	$17.50
Non-Profit Organizations	$17.50	$35.00
Private/ For-Profit	$35.00	$70.00

Meeting Room Fees – Small Room

User Type	Half Day (1-4 hours)	Full Day (4+ hours)
Government Entities	No Charge	No Charge
Educational/ Career Development*	$8.75	$17.50
Homeschool Groups	$8.75	$17.50
Non-Profit Organizations	$8.75	$17.50
Private/ For-Profit	$17.50	$35.00

Private reservations for educational or career development purposes are available at no charge for reservations of two (2) hours or less. Examples include studying, taking exams, virtual interviews, or one-on-one tutoring for individuals or small groups of five (5) or fewer. The Library Director has final approval and discretion regarding eligibility.

Circulating Makerspaces & Technology (Library of Things – LoT)

Item	Base Fee +	% of Item Value	% New Item Value (<12 months)
Daily Overdue Fine	$3.00	N/A	N/A
Lost/ Damaged (unusable) LoT Processing Fee	$10.00	100%	100%
Broken LoT Case/ Bag/ Tote	$10.00	N/A	N/A
Damaged LoT (item functions and is usable)	$1.00	15%	20%
Damaged LoT (parts or pieces need replaced/ repaired but still usable)	$1.00	35%	40%

If a patron wants to replace a makerspace kit or circulating technology (including Tonie characters) instead of paying the fine, it must be NEW and the exact format/ quality. If they bring a replacement, we will waive the $10 processing fee.

Damaged Materials Fee Schedule

Item	Base Fee +	% of Item Value	% New Item Value (<12 months)
Torn page (includes patron's taping pages)	$1.00	10%	20%
Multiple torn pages (including patron's taping pages)	$2.00	15%	25%
Torn cover	$2.00	20%	40%
Bent hardcover corner	$1.00	10%	20%
Chewed corners (still readable)	$2.00	20%	40%
Liquid damage (still readable)	$2.00	20%	40%
Sticky/ dirty covers or pages (new books only)	$2.00	N/A	10%
Excessive sticky/ dirty/ stained cover or pages (all items)	$2.00	10%	20%
Pen/ color marks - single page	$1.00	5%	10%
Pen/ color marks - multiple pages	$2.00	20%	40%
Damage to processing (removing tape or labels)	$3.00	N/A	N/A
Broken spine	$2.00	20%	40%
Broken DVD case	$1.00	N/A	N/A
Broken audiobook case	$2.00	N/A	N/A
Audiobook/ DVD left in drop-box	$2.00	N/A	N/A

The Library is fine-free for standard overdue materials. Replacement charges apply when materials are not returned within the timelines established in the Fines and Fees Policy. Books have a 2-week checkout. Replacement costs are assessed after 30 days overdue. DVDs have a 1-week checkout. Replacement cost assessed after 15 days overdue.

Patrons are always welcome to purchase a new copy of the exact title they damaged and donate it instead of paying the fine, but it must be the exact format/quality. A paperback copy CANNOT replace a hardback. NO EX-LIBRARY BOOKS will be accepted as replacements.

If you have any questions, comments, or concerns regarding fines and fees, please contact the City of Wolfforth Library at 806-855-4150

Program Policy	WOLFFORTH LIBRARY *Making the future bright*
Approved by Library Advisory Board: [DATE] *Updated and approved by Library Advisory Board: [DATE]* *Review Date: [DATE]*	

Mission Statement

The City of Wolfforth Library will provide innovative library services, delivered in a friendly, efficient and effective manner, that will assist all residents to continue to grow and learn throughout life, with materials, programs, and services in a variety of formats suited to the informational and recreational needs of the community, and a relaxed, open environment that offers all citizens the opportunity to meet and interact with others.

Purpose Statement

Library programs are planned public activities that are initiated or presented in partnership by the library and take place onsite and in other locations in the community. Programs may be presented by staff, volunteers, partner organizations and/or paid presenters.

Library programs are curated to connect members of our community with a variety of ideas and perspectives and to support our mission and values by complementing and furthering the goals of our strategic plan. Programs highlight collections, promote services, and share knowledge and expertise covering subjects and topics that represent a broad range of human experience.

Statement of Policy

Ultimate responsibility for programming at the City of Wolfforth Library rests with the Library Director, who administers under the authority of the City of Wolfforth. The Library Director, in turn, delegates authority for program management to appropriate departmental staff. Staff who present programs do so as part of their job.

Guidelines for Selection and Presentation of Library Programs

A. Library programs shall be free and open to the general public. Attendance at all programs shall not be restricted by gender, race, orientation, background or personal belief.
B. Whenever possible, programs will be offered without registration restrictions to ensure accessibility for those who may face barriers to advance registration. Pre-registration may be required for some programs to ensure an optimal experience for attendees and to accommodate available resources or safety concerns.
C. The library reserves the right to limit capacity for programs for safety purposes.
D. Some programs will have strict age requirements to ensure they effectively serve their intended audience. Participants must, without exception, meet the stated age criteria for such programs.
E. The library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the library's Code of Conduct.

F. No library program shall be purely commercial or for the solicitation of business. No expectation of making a purchase from a presenter shall be implied in any library program.
    1. A businessperson or other professional expert may present a program; however, the information presented may not promote their specific business interest or solicit future business without prior approval by library administration
    2. Fundraising and sales are permitted only when the event/program benefits the library with prior administration approval

G. The library generally offers programming free of charge. When the cost of a program exceeds the library's programming budget, a program may charge a nominal fee to supplement the cost of speakers and/or materials

H. The library reserves the right to use video or photographs taken of the program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

I. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series and does not proscribe or cancel a program because an individual or group may find the content objectionable.

NOTE:

The City of Wolfforth Library recognizes that not all programs will be of interest or suitable for all users. Library sponsorship/partnership with other organizations or presenters does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the City of Wolfforth.

STAFF USE ONLY!

Library Program Age Requirement Script

"Hi! We're glad you're here today. This program was planned specifically for {insert age group here}, and library policy requires us to limit participation to that age range. The activities, supplies, staffing, and program format were all designed with that audience in mind.

Unfortunately, we won't be able to accommodate participants outside the advertised age range today."

If someone asks for an exception

"I understand. Staff are required to follow the age requirements as advertised and aren't able to make exceptions on an individual basis. We apply the policy consistently for all participants."

If someone says they'll just sit quietly or won't participate

"I appreciate that, but the program is limited to the advertised age group, and staff are required to follow that policy consistently."

If someone becomes upset or argumentative

"I understand this is frustrating. As program staff, we're expected to follow the library's policies and the advertised program requirements. We're not authorized to make exceptions."

If someone wants to discuss the policy further

"If you'd like to share feedback or discuss the policy, I'd be happy to provide the contact information for my supervisor/library director. They can answer questions about the policy and consider any concerns you may have."

Closing

"I'd be happy to help you find another upcoming program that may be a better fit."

AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	August 12, 2026
ITEM TITLE:	Consider and take appropriate action on creation of a Teen Advisory Board
STAFF INITIATOR:	Katryna Skinner, Library Page II & Taylor Revilla, Community Librarian

BACKGROUND:

As the library continues to grow and we begin planning for the future, including the eventual expansion into a larger facility, it is important that our teen patrons have a voice in the development of library services and spaces designed for them. Library Page II Katryna Skinner has been working closely with Taylor to develop a Teen Advisory Board (TAB) that will provide teens with opportunities to help shape library programs, recommend materials, volunteer within the library, and serve as ambassadors for the library in the community. While our current teen space is limited, teen programming has continued to grow and attendance has increased significantly, making this an ideal time to establish the Teen Advisory Board. The proposed charter outlines the board's mission, membership expectations, and responsibilities while fostering leadership, community involvement, and lifelong library engagement among our teen patrons.

EXHIBITS:

Teen Advisory Board Charter

Teen Advisory Board Application

Teen Advisory Board Contract

BOARD ACTION/STAFF RECOMMENDATION:

Staff requests approval for the creation of a Teen Advisory Board

City of Wolfforth Library
Teen Advisory Board (TAB)
Mission and Guidelines

Article 1: Purpose
The purpose of the City of Wolfforth Library Teen Advisory Board (TAB) is to allow teens to showcase a voice in the growth of the library. This space will be a welcoming and safe space for teens to grow as leaders. Members will assist with ideas for Teen Programs, assist in an occasional teen program, offer book recommendations, and serve as ambassadors for the library within the community.

Article 2: Mission Statement
The mission of the City of Wolfforth Library Teen Advisory Board is to inspire the teens of the library community, ages 12-18, to become lifelong library users, and readers. This will be a space that will empower teens to develop leadership skills, make connections, and contribute to their community. TAB's will allow teens to shape library services and programs that reflect the interest of the local teens.

Article 3: Eligibility
To be eligible to participate in the City of Wolfforth Library Teen Advisory Board is as follows:
1. Must be between the ages of 12-18 years.
2. Must have an interest in the growth of the library and community service.
3. Must be able to attend 9 out of 12 meetings yearly.
4. Must volunteer at the library at least 4 times yearly.
5. Must reapply yearly.

Article 4: Meetings
A regular monthly meeting will be held at the City of Wolfforth Library, lasting 45-60 minutes. Meeting times and dates are subject to change. Meeting will include the following;
- Library updates.
- Planning upcoming programs.
- Collection suggestions.
- Volunteer opportunities.
- Open discussion of new ideas.

If a member is unable to attend a meeting a member of the library staff must be notified.
A member who misses three consecutive meetings, without communicating, may be asked to relinquish their membership, and their ability to reapply in the future.

Article 5: Responsibilities and Benefits
Teen Advisory Board members are expected to:
- Attend regular monthly meetings.
- Participate respectfully in discussions and activities.
- Assist with planning and promoting teen library programs.
- Recommend books and other materials for the teen collection.

- Volunteer at the library when available (at least 4 times a year).
- Represent the library positively in the community.
- Follow all library policies and maintain respectful behavior.

Benefits of the Teen Advisory Board:
- Earn volunteer/ service hours.
- Gain leadership.
- Influence library programs and collection.
- Meet others and create friendships.

Article 6: Code of Conduct
During all TAB meetings, activities, and library functions, members will act in a way that positively reflects the library, and themselves. Members must treat everyone with kindness, respect, and listen to the voice of others.
Failure to follow the Code of Conduct may result in suspension or removal from the Teen Advisory Board.

Article 7: Staff Advisors
The (put title here) serves as the advisor to the Teen Advisory Board by:
- Facilitating meetings.
- Supporting members' ideas.
- Coordinating programs and volunteer opportunities.
- Ensuring library policies and Code of Conduct are followed.
- Providing mentorship and encouragement to all members.

Article 8: Amendments
This charter may be reviewed and revised as needed by library staff with input from the Teen Advisory Board to ensure that it continues to meet the needs of the library and community.

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City of Wolfforth Library
Teen Advisory Board (TAB)
Application

The Teen Advisory Board (TAB) is a group of teens who work with library staff to help make the library a welcoming place for teens. TAB members share ideas, recommend books and materials, help plan programs, volunteer at library events, and serve as ambassadors for the library in the community.

If you're interested in making a difference and having your voice heard, we'd love to hear from you!

Teen Information

Name: ____ Birth Date: ________________
Address: ____
Phone: _____________________ Email: ____
School: __________________________________ Grade (---school year): _______

Parent/Guardian Information

Parent/Guardian
Name: _______________________________Relationship: ____________________________

Phone Number: _______________________________________
Email Address: _______________________________________

Please answer the following questions. If you need more room, attach a separate sheet of paper. All questions must be answered, or the application will be deemed incomplete.

1.Are you a member of the City of Wolfforth Library?

☐ Yes

☐ No

2. Why are you interested in joining the Teen Advisory Board?

____

____

____

3. What are some of your favorite books, authors, hobbies, or interests?

____

4. What ideas do you have for teen programs, events, or services at the library?

5. What special skills would make you an ideal member for Teen Advisory Group?

6. Approximately how many hours each month can you commit to TAB activities?

☐ 1–2 hours

☐ 3–5 hours

☐ 6–8 hours

5. Have you volunteered before?

☐ Yes

☐ No

If yes, where?

By submitting this application, I agree to attend all Teen Advisory Group meetings and abide by all Teen Advisory Group guidelines and policies.

Teen Applicant Signature:

As parent/guardian, I understand my teen must attend all Teen Advisory Group meetings in order to retain membership.

Parent/Guardian Signature:

Wolfforth Library
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City of Wolfforth Library
Teen Advisory Board (TAB)
Membership Agreement

Welcome to the City of Wolfforth Library's Teen Advisory Board! As a member of TAB, you play an important role in helping shape library programs, services, and events for teens in our community. This agreement outlines the expectations and responsibilities of TAB members so everyone understands how we can work together to create a positive, respectful, and successful experience.

Expectations:

- Attend regular monthly meetings must be present for 9 out of 12 yearly. Date and time subject to change.
- Participate respectfully in discussions and activities.
- Assist with planning and promoting teen library programs.
- Recommend books and other materials for the teen collection.
- Volunteer at the library when available (at least four times a year).
- Represent the library positively in the community.
- Follow all library policies and maintain respectful behavior.
- Appropriate clothing must be worn during all TAB related activities.

If a TAB member is unable to attend a meeting, or a volunteer shift that they have previously signed up for, a Wolfforth Library staff member must be contacted. A member who misses three consecutive meetings, without communicating, may be asked to relinquish their membership.
A member who misses a volunteer shift will oversee finding a replacement shift to fulfil the mandatory four volunteer shifts. If a member fails to show up to two volunteer shifts, without communicating, may be asked to relinquish their membership. A member who fails to participate in the mandatory four volunteer shifts may be asked to relinquish their membership, unless a spoken agreement has been made with library staff.
Volunteer opportunities will be given at each meeting, where members can sign up for an available time. Attendance, service hours, and no-shows will be documented.

Commitment
By signing below, I understand the expectations of the Teen Advisory Board and agree to contribute positively to the program.
Teen Member
Name: ____
Signature: ____________________________________
Date: ____
Parent/Guardian
Name: ____
Signature: ____________________________________
Date: ____
Phone: _______________________________________
Email: ____

Library Representative
Name: ____
Signature: ____________________________________
Date: ____

Photo Release
I understand that photographs or recordings may be taken during Teen Advisory Board activities and may be used by the library for promotional purposes.