



LIBRARY ADVISORY BOARD MEETING

July 10, 2024 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 alternate board members for the Library Advisory Board
2. Consider and take appropriate action on changes to the Library Meeting Room Policy.
3. Consider and take appropriate action on the establishment of a Capital Campaign Fund for the Wolfforth Library
4. Consider and take appropriate action on the creation of a Library Foundation or Building Committee
5. Consider and take appropriate action on fundraising efforts for the Library expansion project.
6. Consider and take appropriate action on the proposal from 720Design

7. Consider and take appropriate action on the proposed Library budget for FY2025

8. 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 a 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 July 5, 2024, at 5:00 p.m.

/s/ Kimberly Brantley, Library Director



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on alternate requirements for the Library Advisory Board
STAFF INITIATOR:	Kimberly Brantley Library Director

BACKGROUND:

On June 5, 2023, the City Council approved an Ordinance to establish a Library Advisory Board that would be appointed by the City Council and be made up of the following members:

Five (5) members, three (3) of whom shall be residents of the City with the other members either residents of Lubbock County or work in Lubbock County.

This ordinance also contained the ability to appoint two alternates that would serve in the absence of board members required for a quorum.

The Ordinance presented adds to the makeup and voting rights of those alternates for clarification. The two alternates must be City of Wolfforth residents and shall be numbered Alternate 1 and Alternate 2. Alternates are entitled to notice of meetings and may participate in discussions as members of the public but shall not be entitled to vote on any matter before the Board unless at least one of the five (5) Board members is not present at the meeting of the Board. If there is one absence during a Board meeting and both alternates are present, Alternate 1 shall serve as a voting member of the Board. If there are two or more absences or if there is one absence and Alternate 1 does not attend the meeting, Alternate 2 will serve as a voting member of the Board.

On July 1, 2024, the City Council approved the clarification of the ordinance and the appointment of two alternates for the Library Board, Alternate 1, Angella Apodaca, and Alternate 2, Charlotte McDonald.

EXHIBITS:

Ordinance, Alternate Recommendations

BOARD ACTION/STAFF RECOMMENDATION:

Approve the appointment of Angella Apodaca as Alternate 1 and Charlotte McDonald as Alternate 2, per the approval from the City Council.

ORDINANCE NO. 2024-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING ARTICLE 1.05 LIBRARY, §1.05.004 BOARD MEMBERSHIP; ADDING THE POSSIBLE APPOINTMENT OF TWO ALTERNATE MEMBERS TO THE WOLFFORTH PUBLIC LIBRARY BOARD; PROVIDING AN OPEN MEETINGS CLAUSE; PROVIDING AN EFFECTIVE DATE AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Wolfforth City Council created the board of trustees of the Wolfforth Public Library (the “Board”) on February 15, 1988; and

WHEREAS, the City Council desires to revise the membership of the Board by adding alternates to serve in the absence of Board members.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:

PART I: ENACTED

THAT the Code of Ordinances for the City of Wolfforth is hereby revised by amending Article 1.05 Library, § 1.05.004 Board Membership which shall read as follows:

ARTICLE 1.05 LIBRARY

§ 1.05.004 Board membership.

(a) The board shall be composed of five (5) members which are appointed by the City Council. A minimum of three (3) board members and any alternates shall be residents of the city. The other two (2) members shall either be residents or work in Lubbock County. The Council may also appoint up to two (2) alternate board members to serve in the event of an absence by a member of the board. The alternate board members shall be numbered Alternate 1 and Alternate 2. The members, including alternates, shall serve staggered two-year terms with odd-numbered seats running from July 1 through June 30 of odd-numbered years and even-numbered seats running from July 1 through June 30 of even-numbered years and until their successors have been appointed and qualified. All board members must have a current City of Wolfforth Library Card.

(b) Alternates are entitled to notice of meetings and may participate in discussions as a member of the public but shall not be entitled to vote on any matter before the Board unless at least one of the five (5) Board members is not present at the meeting of the Board. If there is one absence during a Board meeting and both alternates are present, Alternate 1 shall serve as a voting member of the Board. If there are two or more absences or if there is one absence and Alternate 1 does not attend the meeting, Alternate 2 will serve as a voting member of the Board.

- (c) A board position shall become vacant if the board member fails to attend three (3) consecutive board meetings without being excused by the board.
- (d) It is the public policy of the city that the board reflects a makeup of our community and be balanced according to expertise, interest, and geography. Board appointments shall be made without regard to race, sex, religion, or national origin.
- (e) The board shall adopt bylaws regulating its activities which shall be approved by the City Council.
- (f) The board shall meet at least quarterly and is subject to the Texas Open Meetings Act.
- (g) Vacancies on the board shall be filled by City Council appointment to complete the term vacated.
- (h) The board shall elect officers annually from its members at its first meeting after July 1 of each year

PART II: REPEALER

All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective, which are inconsistent or are in conflict with the terms and provisions contained in this Ordinance, are hereby repealed only to the extent of any such conflict.

PART III: SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, and the remainder of this Ordinance shall be enforced as written.

PART IV: COMPLIANCE WITH TEXAS OPEN MEETINGS ACT

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PART V: EFFECTIVE DATE

This Ordinance shall take effect upon its passage and approval.

PASSED AND APPROVED THIS 1st DAY OF JULY 2024.

Charles Addington, II, Mayor

ATTEST:

Terri Robinette, City Secretary

DRAFT



APPLICATION FOR
BOARDS and COMMISSIONS

Item # 1.

Name: Angela Apodaca

Address: 723 8th St

City: Wolfforth State: TX Zip: 79382

Phone (Home): 432-853-2712 (Office): _____

Resident of Wolfforth since: 2021

Are you a registered voter of Wolfforth? Yes: No: _____

Occupation/Business Affiliation: SAHM

Occupation/Business Address: _____

Title/Position: _____

Email: Ang.apodaca@gmail.com

By executing this document, the applicant does hereby certify and affirm the truth and accuracy of the information contained herein. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein.

Angela Apodaca
Applicant's Signature

5/24/24
Date

- Applying for:**
- Board of Adjustment
 - Charter Commission
 - Community Development Corporation
 - Economic Development Corporation
 - Planning and Zoning Commission
 - TIRZ #1 Board
 - Water Conservation Commission
 - Library Advisory Board

NOTE: This application is a public record.* Public Service opportunities are offered by the City of Wolfforth without regard to race, color, national origin, religion, sex, or disability. Return to: citysecretary@wolfforthtx.us or City of Wolfforth c/o City Secretary, PO Box 36 Wolfforth, Texas 79382

Recommended by: _____

Feel free to attach additional sheets, if necessary.

Education and/or Professional Licenses: _____

Current Municipal and Civic Organization Memberships (position and dates): _____

Previous Municipal Experience (position, location, and dates): _____

What personal qualifications can you bring to this board? I am a member of the community who believes in community. I have prior event planning and grant proposal experience

What is your personal vision for the City? To continue to see growth in the community and create more family friendly experiences.

Why do you want to serve on this board? My family loves the library and I'd love to see it expand and grow.

Do you have a City of Wolfforth Library card? (For Library Advisory applicants only) yes

Additional relevant information: I previously ran a non-profit gear towards mono-tube and small children.



APPLICATION FOR
BOARDS and COMMISSIONS

Item # 1.

Name: Charlotte McDonald
Address: 28 Bennett Circle
City: Wolfforth State: TX Zip: 79382
Phone (Home): _____ (Office): 806-777-7256
Resident of Wolfforth since: 1989

Are you a registered voter of Wolfforth? Yes: X No: _____
Occupation/Business Affiliation: Retired Teacher

Occupation/Business Address: _____

Title/Position: _____

Email: jc McD 28@yahoo.com

By executing this document, the applicant does hereby certify and affirm the truth and accuracy of the information contained herein. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein.

Charlotte S. McDonald 6-3-24
Applicant's Signature Date

Applying for:

- Board of Adjustment
- Charter Commission
- Community Development Corporation
- Economic Development Corporation
- Planning and Zoning Commission
- TIRZ #1 Board
- Water Conservation Commission
- Library Advisory Board

Recommended by: _____

NOTE: This application is a public record.* Public Service opportunities are offered by the City of Wolfforth without regard to race, color, national origin, religion, sex, or disability.

Return to: citysecretary@wolfforthtx.us or City of Wolfforth c/o City Secretary, PO Box 36 Wolfforth, Texas 79382

Feel free to attach additional sheets, if necessary.

Education and/or Professional Licenses: Master's Degree in Education

Current Municipal and Civic Organization Memberships (position and dates): City Council, P&Z

Previous Municipal Experience (position, location, and dates): _____

What personal qualifications can you bring to this board? Desire to make our library the best & accessible to our people & those around the area.

What is your personal vision for the City? To be The Best in the area & to serve our people

Why do you want to serve on this board? My desire to serve & help.

Do you have a City of Wolfforth Library card? (For Library Advisory applicants only) Yes

Additional relevant information: _____



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on changes to the Library Meeting Room Policy.
STAFF INITIATOR:	Kimberly Brantley, Librarian

BACKGROUND:

The Library has created a second meeting space available to the public, utilizing what was previously the computer lab. We have made necessary changes to the policy and request approval of the changes.

EXHIBITS:

Meeting Room Policy Amended 04/04/2024

BOARD ACTION/STAFF RECOMMENDATION:

Staff requests approval of the amended meeting room policy.

WOLFFORTH LIBRARY MEETING ROOMS POLICY

The City of Wolfforth Library welcomes public use of its meeting facilities. This Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting facilities. The Library Director or his/her designated staff member is responsible for implementing this policy and for maintaining reservation lists. Appeals may be directed to the City of Wolfforth Library Advisory Board.

The Meeting Rooms are for use by the Library and available for public use. The use of the Meeting Rooms by any group signifies acceptance of the terms of this policy.

General Guidelines

The Meeting Rooms at the City of Wolfforth Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, public hearings, exhibits, displays, story times, puppet shows, and films.

Charges for the Large Meeting Room use are as follows:

Governmental entities	No Charge
Homeschool groups	\$17.50 per day, or \$8.75 per half day.
Non-profit	\$35.00 per day, or \$17.50 per half day.
Private/ For-profit	\$70.00 per day, or \$35.00 per half day.

Charges for the Small Meeting Room use are as follows:

Governmental entities	No Charge
Individual educational and career development*	No Charge
*less than 2 hours. Examples: studying, taking exams, virtual interviews, 1-to-1 tutoring/ studying, etc. The Library Director has full discretion regarding this.	
Homeschool groups	\$17.50 per day, or \$8.75 per half day.
Private groups	\$35.00 per day, or \$17.50 per half day

****Note the Small Meeting Room is only available during Library Hours.**

Fees are due when reservations are made. Reservations are not confirmed and guaranteed until fees are received. Once your reservation has been accepted you will be given a link to pay for your Reservation or you may come to the Library to pay by cash, check, or card.

Half days are defined as follows:
 Mornings, until 12:00 p.m. (noon)
 Afternoons, 1:00-5:00 p.m.
 Evenings, beginning at 6:00 p.m.

Full days are defined as follows:
 Includes any combination of
 two or more half days

Use of the Library's Meeting Rooms does not constitute Library or city endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Solicitation, admission fees, or other charges, money-raising activities, and/or sales other than Library-related activities are allowed only with prior approval by the Librarian or designated staff member. Instructional fees and honoraria are permitted.

Library or governmental entity needs may pre-empt any other scheduled event.

Smoking, tobacco use, and alcoholic beverages are not allowed. Outside food and drink are allowed in the Large Meeting Room. Covered drinks are allowed in the Small Meeting Room; however, food is not allowed due to the carpeting.

Items may not be attached to the walls or ceilings.

Use of the Large Meeting Room includes the use of tables, chairs, podium, and rolling whiteboard only. All other items, equipment, supplies, materials, etc. in the room are the property of the Library and are not for use by outside groups unless prior approval has been given by the Library Director or Community Librarian. Use of the Small Meeting Room includes the use of tables and chairs, 3 computer stations, and a whiteboard. A TV cart is available per request. Items in the main area of the Library may not be moved into the Meeting Rooms.

Reservations

Requests for use of the meeting room may be made utilizing the [online meeting room reservation form](#). Reservations will be honored on a first-come, first-served basis, with receipt of deposit, if applicable. You will receive a response within 2 (two) business days.

Reservations are accepted within each current calendar year (January 1 - December 31). Groups may request reservations beginning October 1st for the following year.

To provide an opportunity for new groups to use the meeting room, any single group may use the meeting room no more than twice each month, unless prior approval is given by the Library Director

Notice of cancellation should be made as soon as possible. Groups that fail to appear within 15 minutes of their scheduled reservation forfeit the reservation and total fee.

Groups may not assign their reservations to other groups.

The meeting room may not be reserved for social gatherings such as showers, birthday parties, dances, family reunions, etc., or religious services.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damage that may occur as a result of the use of the facilities. Fees for any extra cleaning or repairs will be assessed by the responsible group.

Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, flooring, equipment, or furniture, or causes a disturbance.

Large Meeting Room dimensions – 30 x 30 with 10 outlets along the walls.
Small Meeting Room dimensions – 17.8 x 22 with 4 open outlets along the walls.

Key Checkout Policy for the Large Meeting Room

If using the Large Meeting Room during non-business hours, a key is available for checkout to access the front entry doors and meeting room.

Key may be checked out up to 3 days before the scheduled event. The room rental fee must be paid before the key can be checked out.

New users may be required to leave a \$100 deposit to check out a key. Deposit may be covered with a check and will be returned upon the timely return of the key.

Key must be returned within 3 days after scheduled use of the Large Meeting Room. If the key is not returned within 3 days of use, the deposit will be forfeited to cover the cost of the replacement key and/or the cost to re-key Library doors. Any additional cost to re-key doors will be at the expense of the person/ group renting the Meeting Room.

*The Small Meeting Room is only available during regular business hours.

Care and Use of Facilities

Please leave the Meeting Rooms in the condition in which you found them. All tables and chairs should be returned to the racks in the storage closet in the Large Meeting Room. A picture of the proper storage of tables and chairs is located on the inside of the door to the storage closet. If the furniture is rearranged in the Small Meeting Room, it should be returned to the original arrangement at the end of the meeting.

The Library may utilize part of the storage closet in the Large Meeting Room for the storage of Library materials, equipment, supplies, etc. The use of the Meeting Room does not include the use of Library materials, equipment, supplies, etc. that are in the storage closet.

Furniture and/or equipment from the main area of the Library may not be brought into the Meeting Rooms.

Personal furniture or equipment may be provided by a group with prior approval from the Librarian or designated staff member. Arrangements for the use of any personal furniture or equipment should be made at the time the reservation is requested. Notify the Library staff when the equipment is delivered or removed from the building.

Any function that disrupts normal Library operations is prohibited.

Equipment, supplies, or personal effects cannot be stored or left in the Meeting Rooms before or after use.

Keep exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Public entrances are to be used for the entrance and exit from the building and any deliveries. Please do not block any entrances.

Any announcements or notices to publicize an activity should not be posted or distributed without prior review and approval of the Library Director.

Attendance at meetings will be limited to the seating capacity of the Meeting Room. **The maximum capacity for the Large Meeting Room with chairs only is 100 people; with tables and chairs, 60 people. The maximum capacity for the Small Meeting Room is 20 people.** Seating and/or supplementary furniture are not allowed in corridors outside the Meeting Rooms.

A small kitchen facility is available, suitable for simple refreshments. The kitchen area contains a double sink, refrigerator, and coffee pot. All other supplies such as cups, plates, napkins, etc. must be provided by the group or organization. Any supplies in the kitchen area are the property of the Library and not available for use. If the kitchen space is used, it must be cleaned and left in excellent condition. Please do not leave items in the refrigerator.

Groups must remove all trash resulting from the meeting. The dumpster is located behind the building on the south side. Please leave the rooms in excellent condition. Cleaning supplies are provided for use in the cleaning closet in the hallway.

Questions not covered in this policy should be referred to Library Director, Kimberly Brantley, or the Community Librarian, Taylor Revilla, at 806-855-4150. If you need after-hours assistance with the Meeting Room, you may contact the director at 806-281-3596.



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on the establishment of a capital campaign and fund for the Wolfforth Library
STAFF INITIATOR:	Kimberly Brantley, Librarian

BACKGROUND:

The Library is in the early stages of looking ahead to expansion due to the tremendous growth that Wolfforth and the Library are experiencing. When the current building was built, it was expected to adequately serve the community for 15-20 years, which it has done, as those plans were made in 2004 with the building opening in 2006. We want to prepare for this now by doing extensive fundraising to limit the burden on the taxpayers to the greatest extent we can. We recently had a local business wanting to donate, but because we do not have 501(c)3 status, they chose not to. By establishing a capital campaign and fund now, we will be better situated to accept large donations and secure them specifically for the Library and assure our donors that funds are used as intended.

We've spoken with the City Attorney about the creation of a 501(c)3, and he's informed us it's a simple process.

On June 3, 2024, the City Council unanimously approved for us to establish the Wolfforth Library Capital Campaign Fund. Two members did express that they think it should be named something different and that is an option. Additionally, as a Board, recommendations need to be taken back to the City Council regarding how to manage the funds, whether that be the Advisory Board or the creation of a Building Committee.

EXHIBITS:

BOARD ACTION/STAFF RECOMMENDATION:

Staff requests authorization to proceed with the creation of a 501(c)3 capital campaign fund for the Wolfforth Library, a recommendation of what to call the fund, and a recommendation on how to proceed with the management of the fund.



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on the creation of a Library Foundation or Building Committee
STAFF INITIATOR:	Kimberly Brantley Library Director

BACKGROUND:

The City Council has approved the creation of a 501(c)3 for fundraising to support the efforts of the Library to raise the funds needed for an expansion of the existing building and development of the land. The City Council and City Attorney state that it is best to have a group of individuals to manage the funds, which will have ordinances in place from the City Attorney and City Council. I am seeking the Board's guidance on how to proceed with this that best supports our efforts and protects the interest of the Library.

EXHIBITS:

None

BOARD ACTION/STAFF RECOMMENDATION:

Clear guidance on how we should proceed with this and a recommendation I can take to the City Council so that we can proceed with the creation of the account and move forward with our fundraising efforts.



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on fundraising efforts for the Library expansion project.
STAFF INITIATOR:	Kimberly Brantley, Librarian

BACKGROUND:

The Library has actively begun fundraising efforts for the Library Building Expansion project over the summer. We have been selling summer reading shirts and are in the process of collecting submissions for a library card design contest. The Library is requesting the advisory board to vote on the designs submitted and to select three winning designs to be printed and sold as a fundraiser in September 2024 for Library Card Sign-up Month.

The Library has also completed a draft of the “Capital Campaign” information booklet to be used in conjunction with fundraising efforts, for your review. This will be used for the next year and will be updated annually.

The current balance in our donation fund account is \$6,129.01. The balance at the end of FY23 was \$3,197.14.

EXHIBITS:

Draft of the Capital Campaign booklet

BOARD ACTION/STAFF RECOMMENDATION:

The staff requests feedback and a review of the Capital Campaign booklet and votes on the Library Card designs. Staff also request any additional ideas for fundraising in the coming months.



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on the proposal from 720Design
STAFF INITIATOR:	Kimberly Brantley, Librarian

BACKGROUND:

The Library Director spent a week in April touring libraries throughout the Austin, San Antonio, and Dallas areas and met with 720Design to discuss the process of creating a master plan. This plan includes a community needs survey, space development needs, community input meetings, the final drafting of a master plan, site plan, and remodel and expansion concept designs. 720Design is based out of Dallas Texas and specializes in working with libraries and communities to provide consulting, planning, and design services.

EXHIBITS:

BOARD ACTION/STAFF RECOMMENDATION:

Staff requests input and feedback on the proposal as we proceed forward with budget approvals through the City Council.

June 4, 2023

PROPOSAL PRESENTED TO: Wolfforth Public Library

Re: Wolfforth Public Library Master Plan

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide consulting services that will lead to a plan to expand the existing 8,000 SF library.

Goals for the project include:

- Determine the space needs for the growing community of Wolfforth.
- Study spaces that are current needs:
 - Outdoor spaces
 - Expanded children's area
 - Family Place
 - Quiet reading
 - Expanded meeting spaces
 - Redesigned adult shelving/reading area to create a community living room
- Space plan for an appropriate sized collection but on lower, mobile shelving units.
- Make recommendations to the library façade and entry to increase visibility

SCOPE OF SERVICES:

Part 1: Summary of Needs Study

Prior to the first programming meeting gather as much of the following information as possible:

- 2024 PLAN Strategic Plan (received)
- Library Survey (community input)
- Original Library Plans
- Existing site plan/plat/survey
- City and County planning population projections
- Circulation stats by genre for one year (2023)
- Program attendance (by age group and type of program) stats for one year (monthly for 2023)
- Collection Development Plans (what's growing, what's shrinking?)
- Technology Plan
- Technology Inventory, to include current computer counts
- Number of reader seats in the library
- Library Organizational chart and staffing projections

Master Plan Meeting #1 "Kick Off" and interviews (on site):

- Identify Process, Schedule, Goals and Criteria for Success
- Discuss stakeholders' expectations and preconceived notions
- Strategize on community input opportunities, format, and schedule
- Review process for online survey
- Review current trends in library design and planning

Staff stakeholder interviews:

- Staff Interviews in their current space to determine required workflow and space requirements

Space Needs Development Meeting #2 (virtual):

- Review collection development, technology, seating standards based on Texas Library Standards and other applicable standards (ALA, other states, Whole Building Guide)
- Finalize itinerary for Discovery Tours (if desired)
- Strategize for community input including relevant trends and new spaces as identified in the Discovery Tours.
- Review online survey questions

OPTIONAL Discovery Tours of other Libraries:

- In person visits to similar sized libraries for lessons learned and current best practices with library staff and stakeholders are an additional service.
- These can be regional new or renovated libraries or outside of the region based on goals for Discovery Tours.
- The tours allow the library, city, and design team to develop a “common” language to utilize throughout the programming process for discussions on spaces and sizes.

Community Input Meetings: This will be customized based on the best way to include as many users and potential users as possible. The community focus group effort allows the library and design team to present current trends and opportunities in library design that may come as surprise (and delight!) to those who have not used a library recently. Options for community input include (select one or a combination of community input):

- Open House at community events– people can come any time to view image boards and vote with “library dollars”. The library can continue to gather data in this manner by displaying the image boards and distributing the “library dollars” at other library events, city-wide events, and be on display for input in the library or city hall. These have been very successful recently and draw from a larger pool of participants of both library users and non users.
- Town Halls – we do these with a powerpoint of “library possibilities” that attendees (virtual and in-person) get to vote on to help set priorities
- Community Focus Groups – invited library users and non-users participate in a conversation and presentation for future library services and spaces

Online Survey

- 720 design (with Ivy Group Consulting) will assist the library in preparing a web-based survey of the community for library amenities, services, and programs. The design team will be responsible for:
 - developing the survey questionnaire (two rounds of revisions) with a series of quantitative questions and up to two qualitative “open end” questions;
 - recommending strategies to ensure maximum participation;
 - programming, testing, and launching the survey;
 - monitoring response rates;
 - analyzing the data;
 - summarizing key findings in a research report; and
 - reviewing the findings with the project team.

The Library will be responsible for:

- posting the survey link on its website and social media; and
- promoting survey participation.

Space Needs Development Meeting #3 (virtual):

- Following the Discovery Tours and community input, we will be able to answer the question “what does the community want?” and include the top ten components in the preliminary “wish list” program. This review will set priorities and set the stage a phased needs approach to space utilization. This may include options for meeting “Exemplary”, “Enhanced”, or “Standard” levels of service.

Technology Workshop (virtual):

- Review of existing technology components of the library

- Led by NV5's Mary Cook, this will be a visioning session for AV, IT, infrastructure, security, and acoustics specifically for libraries
- A written report of the results will be provided.

Review Facility Recommendations Meeting #4 (virtual):

- Zoom meeting to review the program line by line to reach final needs assessment size.
- Rough Order of Magnitude (ROM) cost for recommendations
- Review recommendations which will include a new library and may include other nontraditional methods for providing library services (mobile services, partnerships for service, remote locations for lockers or library vending and other services to be determined)

Draft Master Plan Report Meeting #5 (virtual):

- Review of 90% draft master plan report
- Include all revisions in the Final Report
- Identify staff for yearly review of the implementation of the recommendations and activities

Prepare and submit final report

Final Master Plan Report Meeting #6 (on site):

- Presentation of final master plan to library board and/or city council/CIP (please indicate number of presentations)

Part 2: Library Re-model and Expansion Concept Design

Adjacency/block Diagram Program Workshop #1 (on site):

- Hands on workshop to determine the best use of space.
- Precedent images for interior features.
- Site design charette

Furniture Test Fit Workshop #2 (on site):

- Hands on workshop to determine review potential furniture layouts in the reconfigured space.
- Massing model for building expansion
- Exterior precedent images for addition and entry enhancements.

Concept Design Workshop #3 (virtual):

- Interior and exterior renderings
- Draft phasing plan

Final Presentation (on site):

- Present findings, images, and cost to the library board for comment and approval of design concept.

Deliverables:

- Programming Summary of Needs for Re-Model and potential expansion
- Adjacency Diagram for Re-model and future expansion
- Furniture test fit (sketch format)
- Site Plan with site improvements
- (1) view of exterior concepts
- (2) views of interior concepts
- AV/Technology/Acoustical Programming Narrative that helps the library identify, design, and prepare for the technology-driven services it aspires to in the modernized building including expected cost estimate.
- MEP Building Assessment Narrative
- Programming ROM and FFE cost estimate

COMPENSTATION FOR PART 1:

PART 1: Master Plan Summary of Needs	
Project Management and expenses (printing, mileage)	\$2,800
Programming Information Gathering and Analysis Pre-meeting to discuss data Meeting prep Master Plan Meeting #1 “Kick Off” and interviews	\$7,050
Identify Schedule, Process, and Goals Tour Library and Interview staff Online Survey Discussion Community Meeting Strategy Meeting documentation	
Space Needs Development Meeting #2	\$2,700
Apply Standards to collection, technology, staffing, seating Prepare discussion guide for Leadership/Stakeholders Community Meeting, Discovery Tours, and online survey updates Meeting documentation	
Environmental Scan	\$1,490
Meet with Planning and GIS Peer Benchmarking Meeting documentation	
Community Meeting Planning and Prep Community Input Meetings	
Community Focus Groups (4) Community Meeting Documentation	\$8,480
Online Survey Options - Ivy	\$9,585
Full Service Prepare, host, analysis of Online survey (lump sum)	
Prepare working space needs Space Needs Development Meeting #3	\$5,740
Revise working outline program options Prepare facility recommendations	
Technology Visioning Workshop - NV5	\$5,290
Documentation	
Review Facility Recommendations Meeting #4	\$4,580
Update recommendations ROM Cost Estimates for recommended options	
Prepare 90% draft master plan	\$5,380

Draft Master Plan Report Meeting #5	
Finalize Master Plan Document	
Meeting #6: Final Master Plan report	\$3,840
Final Presentation	
PART 1 Subtotal	\$56,935

COMPENSTATION FOR PART 2:

PART 2: Library Re-model and Expansion Concept Design	
Project Management and expenses (printing, mileage)	\$5,440
Pre-meeting to discuss site opportunities and constraints	
Meeting prep	
Workshop #1: Adjacency Diagram Options	\$5,380
Site Test Fit	
Documentation and updates	
Meeting Prep	\$10,580
Workshop #2: Furniture Test Fit & Massing Diagrams	
Documentation and updates	
Preliminary Cost Estimate	
Meeting Prep	
Workshop #3: Concept Design	\$7,720
Documentation and updates	
Final Presentation (one)	\$1,720
Project Contingency to be used with owners' approval only	\$6,000
PART 2 Subtotal	\$36,840

PART 3: Library Interior Design/FFE Implementation – scope to be determined based on Part 1 and Part 2 findings.

KEY PERSONNEL:

Maureen Arndt, 720 design, shall serve as Principal in Charge.
 Mia Ovcina, 720 design, shall serve as Design Project Manager, providing day-to-day client contact and project management
 Charles Aguirre, APR3D, will serve as cost estimator on the project.
 Mary Cook, NV5/Sextant Group, will serve as Technology Consultant.

OPTIONAL ADDITIONAL SERVICES:

Additional Meetings, Presentations or field measuring buildings will be billed at an hourly rate as follows:

Reimbursable Expenses: Expenses are included in the project management Fee Compensation listed above. Travel expenses (meals, mileage) based on the number of meetings anticipated are included in the fee. Reimbursable expenses excluded from



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Library Advisory Board
MEETING DATE:	July 10, 2024
ITEM TITLE:	Consider and take appropriate action on the proposed Library budget for FY2025
STAFF INITIATOR:	Kimberly Brantley, Librarian

BACKGROUND:

The Library has prepared and presented the budget for FY2025 to the City Council in our first budget workshop on June 10, 2024, and a separate budget request to the Lubbock County Commissioners Court on June 13, 2024. The Library request feedback from the Library Advisory Board on the proposed budget.

EXHIBITS:

Proposed FY 2025 City of Wolfforth Budget and Lubbock County FY2025 Budget Proposal

BOARD ACTION/STAFF RECOMMENDATION:

Staff request feedback and recommendations from the Board as we proceed with the budget process for the City of Wolfforth FY2025 budget.

PROPOSED 2024-2025 Budget			
	Description	Purpose	FY 2024-2025
PERSONNEL			
01-260-41000-00	Regular Salaries		\$0
01-260-41005-00	Longevity		\$0
01-260-41006-00	Certification Pay		\$0
01-260-41200-00	Retirement		\$0
01-260-41300-00	FICA		\$0
01-260-41400-00	Hospitalization		\$0
01-260-41500-00	Workers Compensation		\$0
01-260-41700-00	Unemployment		\$0
		Subtotal Personnel	\$0
SUPPLIES			
01-260-42010-00	Office Supplies		\$6,250
01-260-42011-00	Processing Supplies		\$8,000
01-260-42012-00	Marketing Supplies		\$2,250
01-260-42013-00	Periodicals	In Library Use	\$500
01-260-42020-00	Building supplies	General building supplies	\$1,250
01-260-42021-00	Cleaning Supplies	General cleaning	\$2,000
01-260-42025-00	Food/ Drinks	Includes paper goods, coffee, meals for training, etc	\$1,500
01-260-42030-00	Office Equipment		\$2,000
01-260-42035-00	Computer Equipment	Staff and Public Access IT/ Tech supplies	\$6,500
01-260-42190-00	Program Supplies	Community Outreach and Programs	\$18,000
		<i>Regular Programs/ Community Outreach - \$7,000</i>	
		<i>Summer Reading = \$8,000</i>	
		<i>Family Place = \$3,000</i>	
01-260-42200-00	Print/ Physical Books	Expand and Maintian Physical Collection	\$17,500
	Digital Books	Expand and Maintian Digital Collection - Overdrive	\$7,500
	Other Material Types	Expand and Maintian collection - Makerspaces, DVDS, etc	\$5,000
01-260-42905-00	Other Operating Supplies	Misc	\$1,000

		Subtotal Supplies	\$79,250
CONTRACTUAL SERVICES			
01-260-43101-00	Legal Services		\$1,000
01-260-43110-00	Other Professional Services	Planning services, architecture, design services	\$57,000
01-260-43125-00	IT Services	Any additional IT above contracted City services	\$1,000
01-260-43130-00	Software Licensing		\$8,500
01-260-43195-00	Electricity/ Gas/ Phone		\$12,000
01-260-43201-00	Janatorial	Regular cleaning, bi-annual deep clean, and floors	\$21,000
01-260-43225-00	R & M Building	Pest Control, Rugs, Storage, General Repairs	\$15,000
01-260-43230-00	R & M Grounds	Lawn Care, Gen Maintenance (redo front beds)	\$15,000
01-260-43260-00	Equipment Leases	Benchmark / Hogland Water	\$4,250
01-260-43320-00	Postage/ Freight	PO Box Rental Fee/ Postage	\$500
01-260-43401-00	Travel/ Training	Conference Expenses Travel/ Training for MLIS Staff	\$7,500
01-260-43501-00	Dues/ Memberships	TLA, ARSL, PLA, TML, Etc for MLIS Staff	\$1,250
01-260-43505-00	Fees	Credit Card Fees	\$250
01-260-43700-00	Safety/ Security	Panic Buttons, Key Cards, Locks	\$500
01-260-43900-00	Other Contractual	Misc. to include document shredding, etc.	\$1,000
		Subtotal Services	\$145,750
CAPITAL			
01-260-46110-00	Site Improvements		\$0
		Subtotal Capital	\$0
Grant/ Donation Revenue	22-000-31000-000		
Billboard Revenue	01-000-33860-000		
Library Revenue	01-000-33801-000		
		DEPARTMENT TOTAL	\$225,000
*Draft 1 submitted 05/15/2024 in Tyler			



Lubbock County Commissioners Court
May 22, 2024

re: Funding Request for Wolfforth Library

On behalf of the Wolfforth Library and the City of Wolfforth, I'd like to thank you for your support of the Wolfforth Library. The Lubbock County area and our Library have seen steady and outstanding growth, which is expected to continue for some time. The Wolfforth Library plays a significant role in the quality of life of the citizens of Lubbock County, as evidenced by the statistics provided in and with this request, and we're proud to play our role.

Over the past ten years, the Wolfforth Library has grown from one full-time Librarian and two part-time clerks with a total budget of \$120,000, to two full-time, degreed, Librarians, a full-time operations supervisor, and five part-time clerks with a total operating budget of over \$370,000 (*Figure 1*). Last year, our library had over 24,000 visitors (*Figure 3*) and circulated over 33,000 physical items in addition to over 100,000 digital circulations (*Figure 4*). Library memberships have increased from 3,610 in 2013 to over 10,000 today (*Figure 2*). Library programming for all ages is growing significantly with over 70 new programs in the past three years alone supporting over 4,500 participants in 2023 (*Figure 5*). Both longtime and new residents of Lubbock County are clearly benefiting and enjoying the Wolfforth Library. One of the most impressive statistics we can present is that out of our 10,518 active members, 94.24% are residents of Lubbock County, which the State recognizes as our service area (*Figure 6*). Notably, our Lubbock County patrons outnumber our City of Wolfforth patrons by nearly 2:1 (*Figure 7*).

We ask for your help as we continue to serve the residents of Lubbock County. For each of the past five years, Lubbock County supported the Library with funding of \$14,754, a participation that is greatly appreciated, but only represents about 4% of our current annual operating budget (*Figure 1*). As seen in the information following, we believe the benefit of the Wolfforth Library to Lubbock County is clear, and that it greatly improves the residents' quality of life.

We know that you have a difficult job ahead to create a budget for Lubbock County that benefits all, and we respectfully request an increase in funding for the Wolfforth Library to \$60,000 for FY 2025, equating to approximately 15% of the total operating budget for the Library.

We take considerable pride in serving this community and plan to continue doing so to the best of our ability. Please see the attached supporting documentation. Once again, I would like to express my sincere gratitude for the support you have shown us. We look forward to continuing to serve the residents of Lubbock County. Please let me know if you have any questions or need additional information.

Kindest Regards,

Kimberly Brantley, MLIS
Librarian
City of Wolfforth Library

City of Wolfforth

302 Main Street | P.O. Box 36 | Wolfforth, TX 79382 | PHONE: 806-855-4120 | FAX: 806-855-4121 | wolfforthtx.us | info@wolfforthtx.us

City of Wolfforth Library Statistics

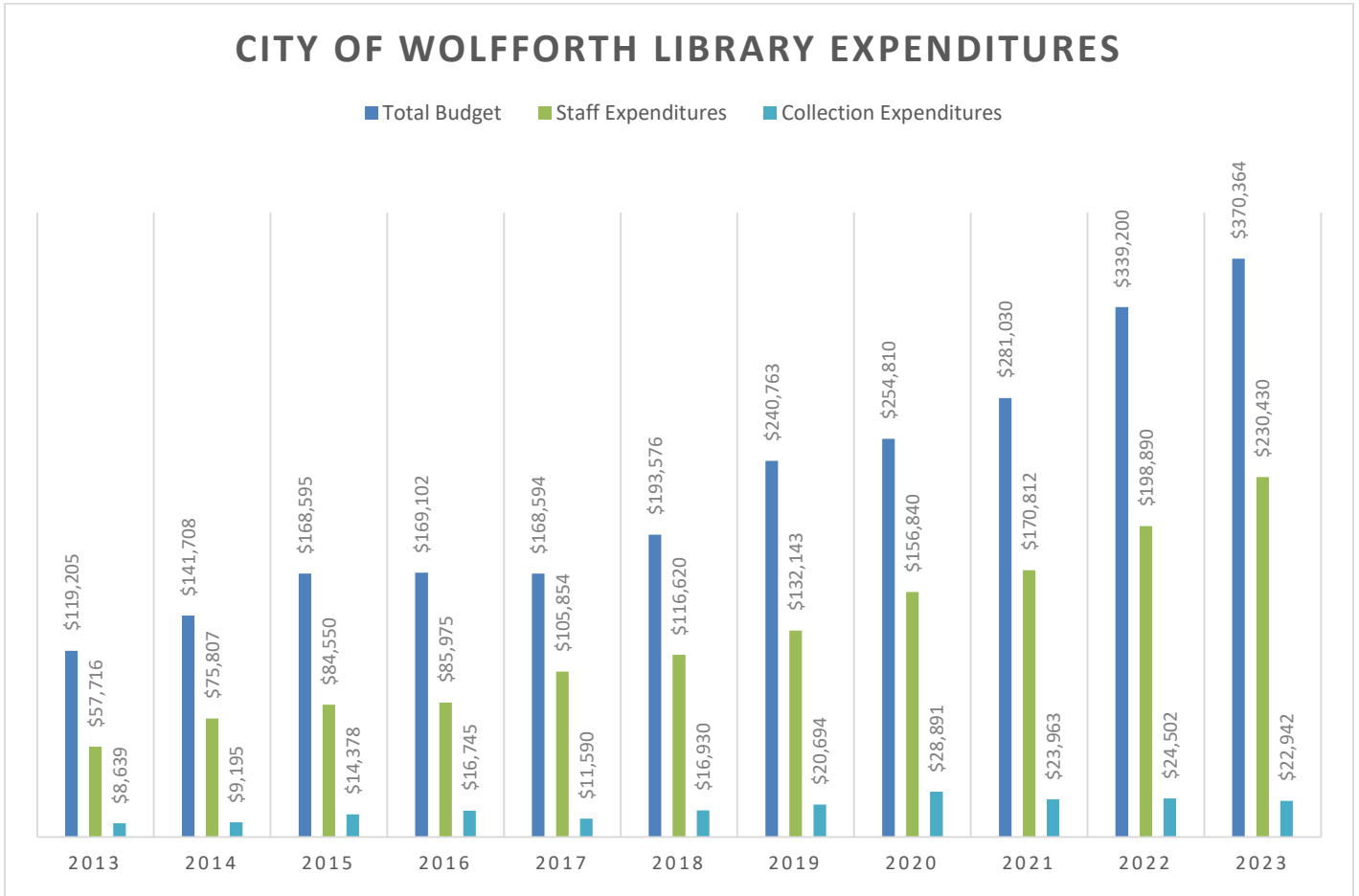


Figure 1: City of Wolfforth Library operating expenditures from FY2013 - FY2023. The City of Wolfforth Library has experienced tremendous growth in 10 years, which is expected to continue for the foreseeable future.

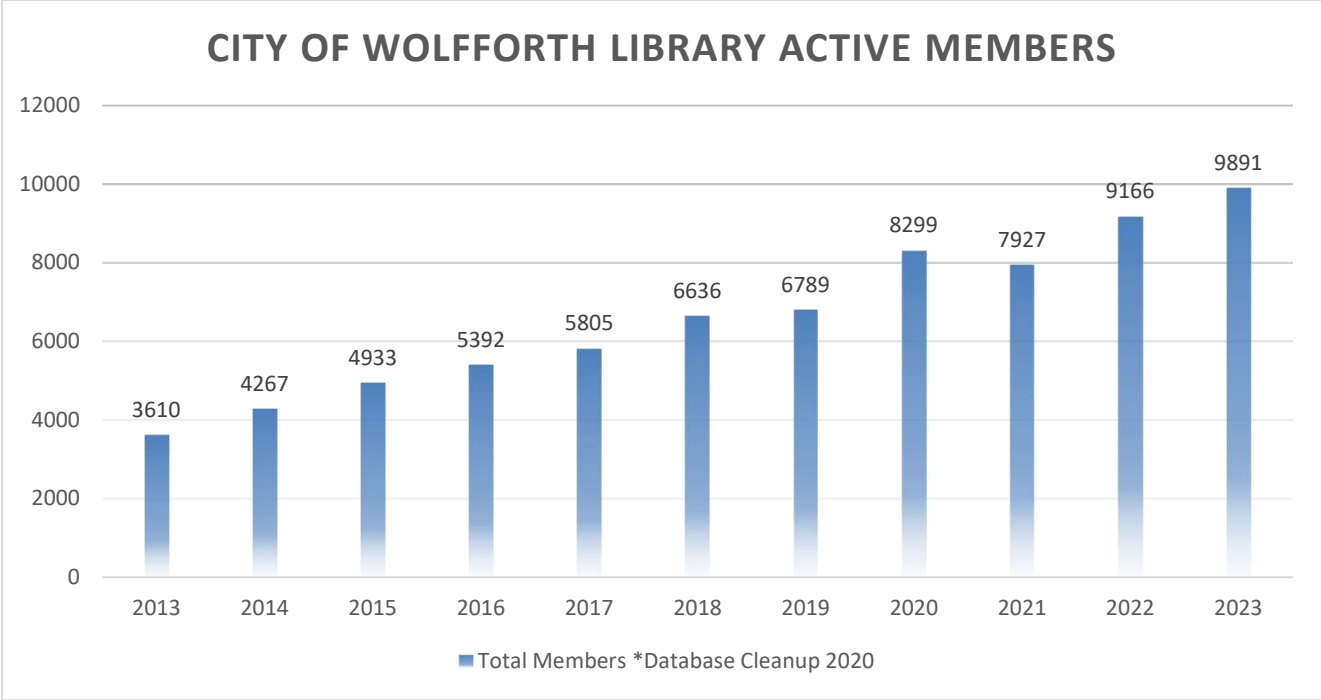


Figure 2: City of Wolfforth Library active registered members from FY2013 – FY2023. Current active membership as of May 15, 2024, is 10,518.

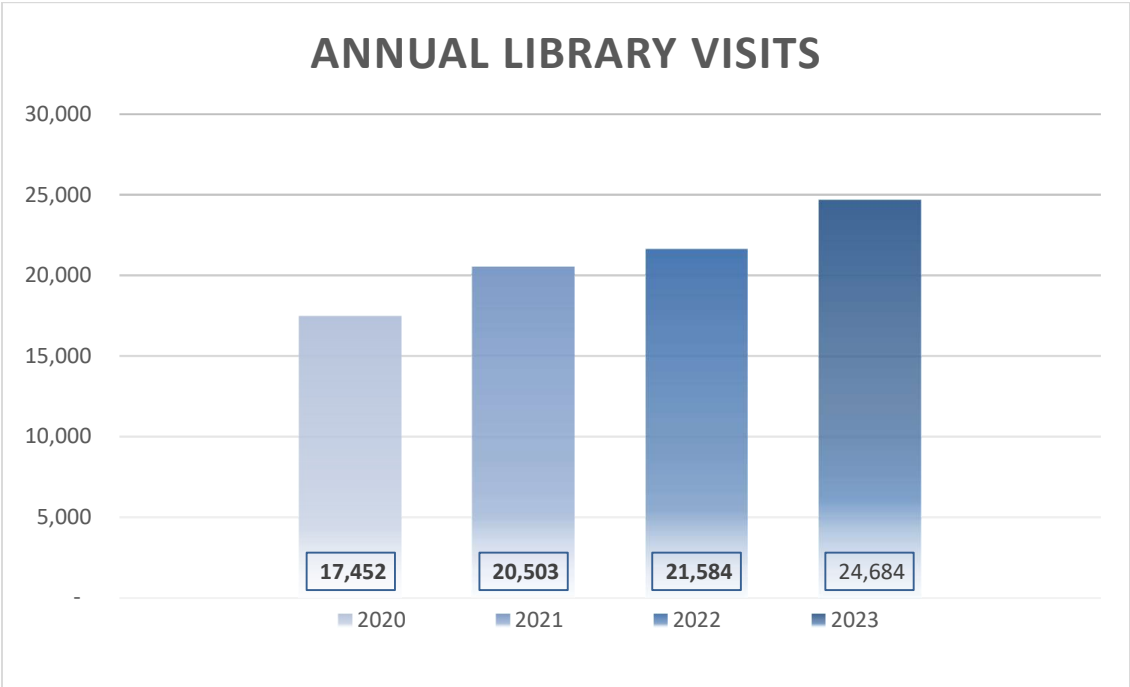


Figure 3: City of Wolfforth Library annual visitor count for FY2020 - FY2023. The Library has welcomed 17,552 visitors for the first half of FY2024.

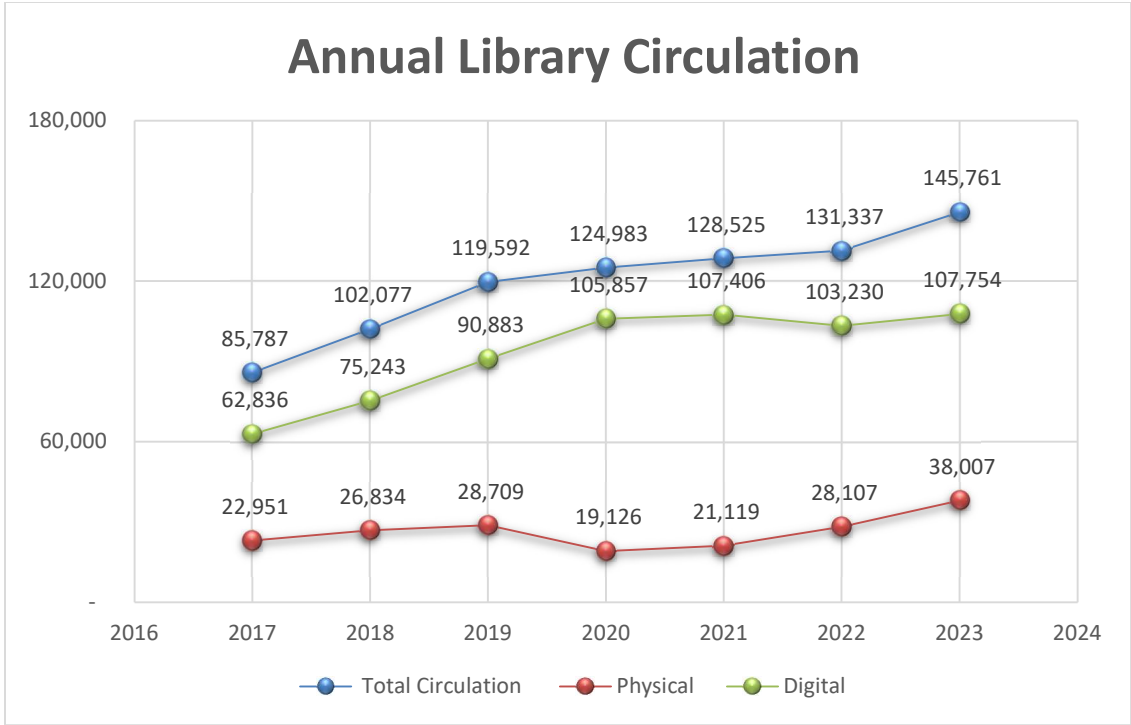


Figure 4: Annual library circulation from FY2016 - FY2023. The Library currently has 20,462 physical items and over 62,000 digital items through Libby and E-Read Texas.

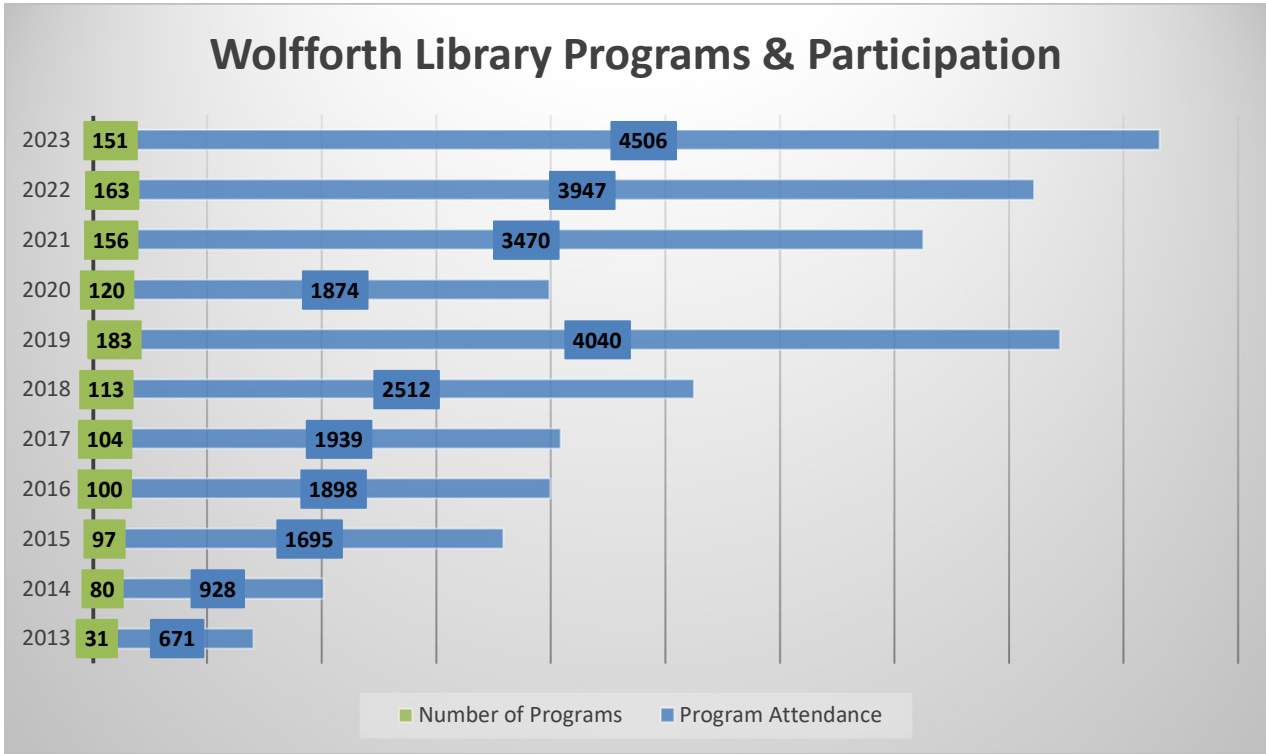


Figure 5: Library programs and participation from 2013 - 2023. The Library offers free programs for all ages throughout the year, with a robust Summer Reading program every June and July.

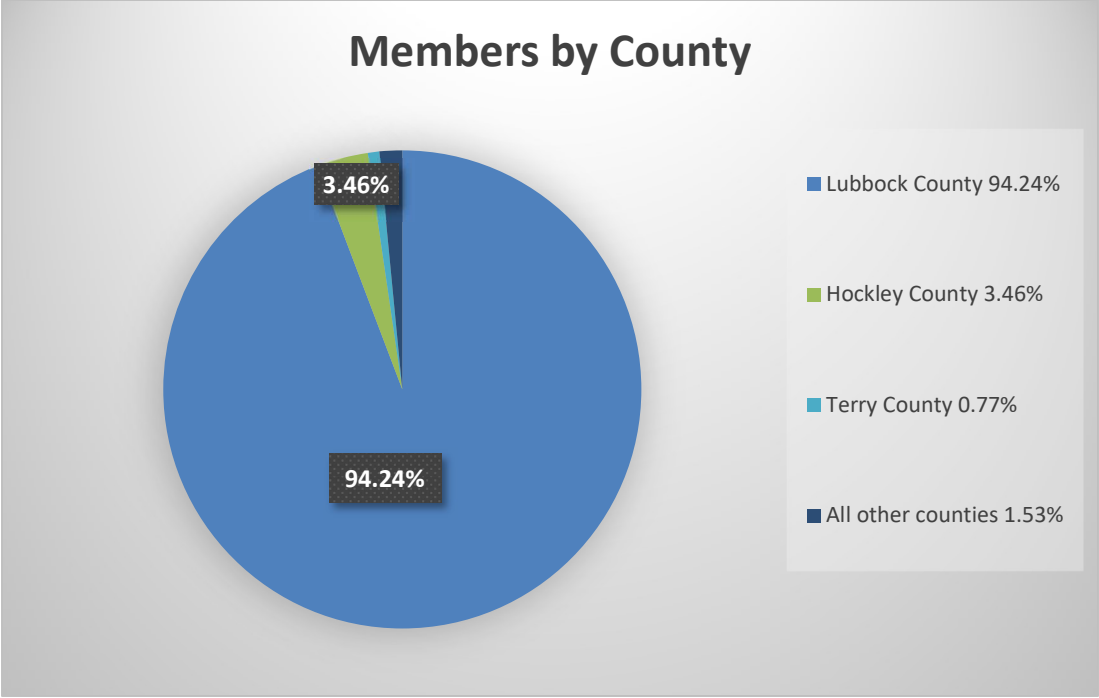


Figure 6: Based on active Library members on May 15, 2024. Lubbock County data includes members within Wolfforth city limits, Lubbock County, and Frenship ISD student members.

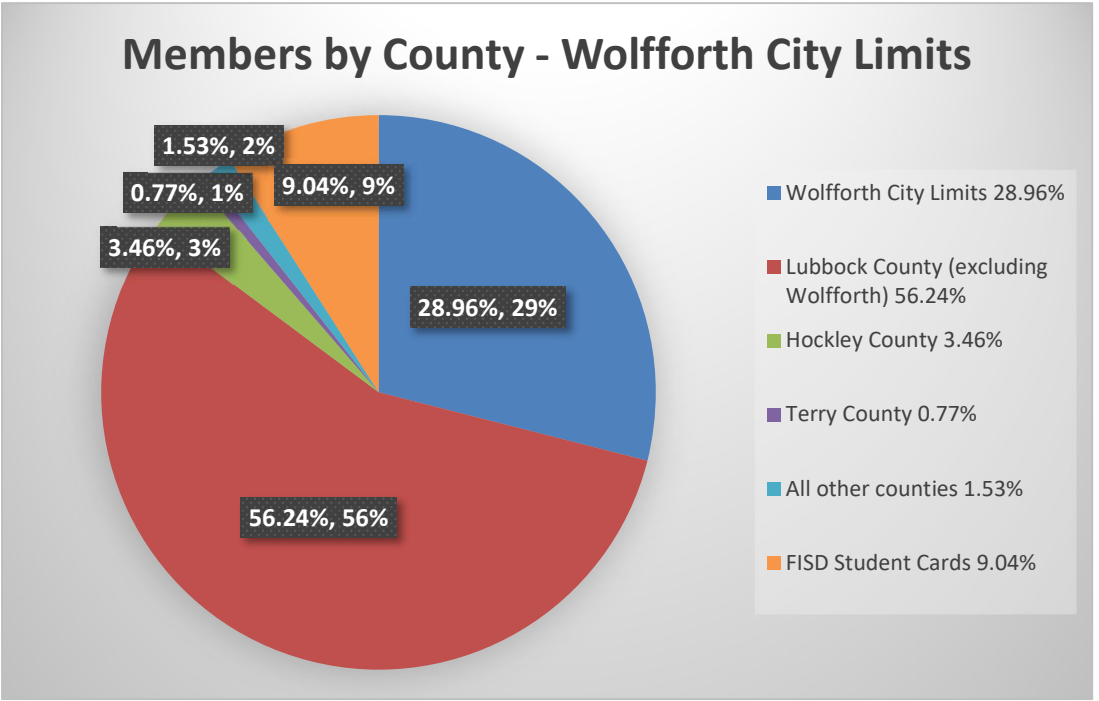


Figure 7: Based on active Library members on May 15, 2024. Lubbock County has 5,915 members excluding Wolfforth and 3,046 who reside within Wolfforth city limits. There are 951 FISD student members, a combination of Wolfforth and Lubbock County residents.

Library Comparison Charts for Fiscal Year 2022

Provided by TSLAC (Texas State Library and Archives Commission)

<https://www.tsl.texas.gov/ldn/statistics>

TSLAC provides yearly comparison data based on the Texas Public Libraries Annual Report. The Libraries selected for comparison are the three other state-accredited Lubbock County Libraries, and two neighboring libraries, Levelland and Brownfield.

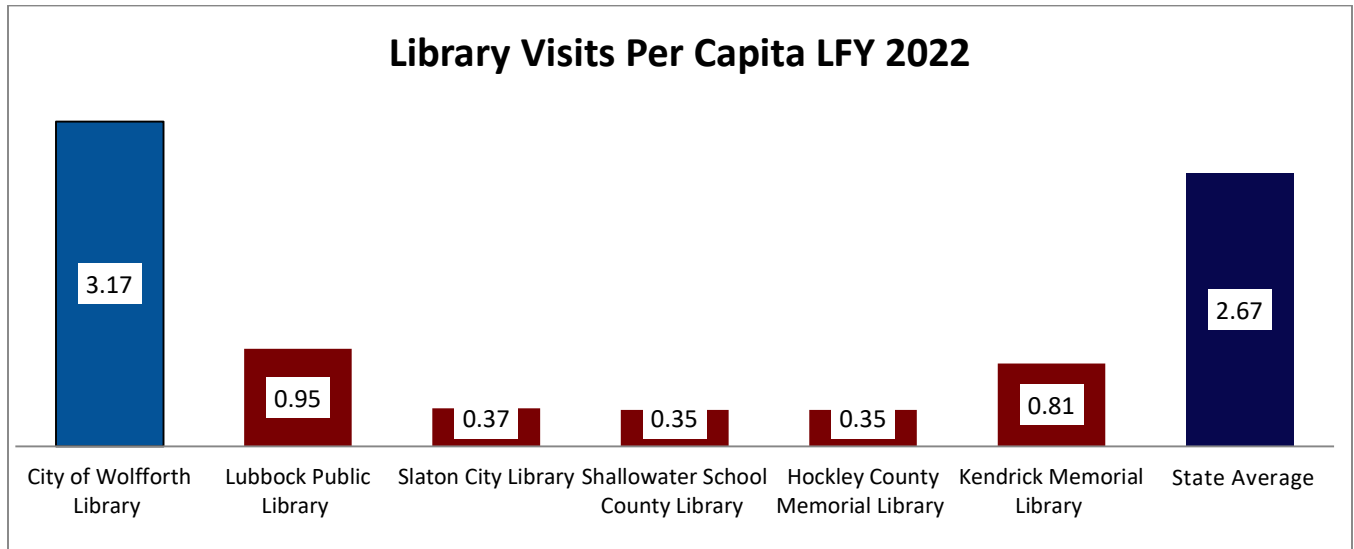


Figure 8: TSLAC comparison of library visits per capita for FY2022.

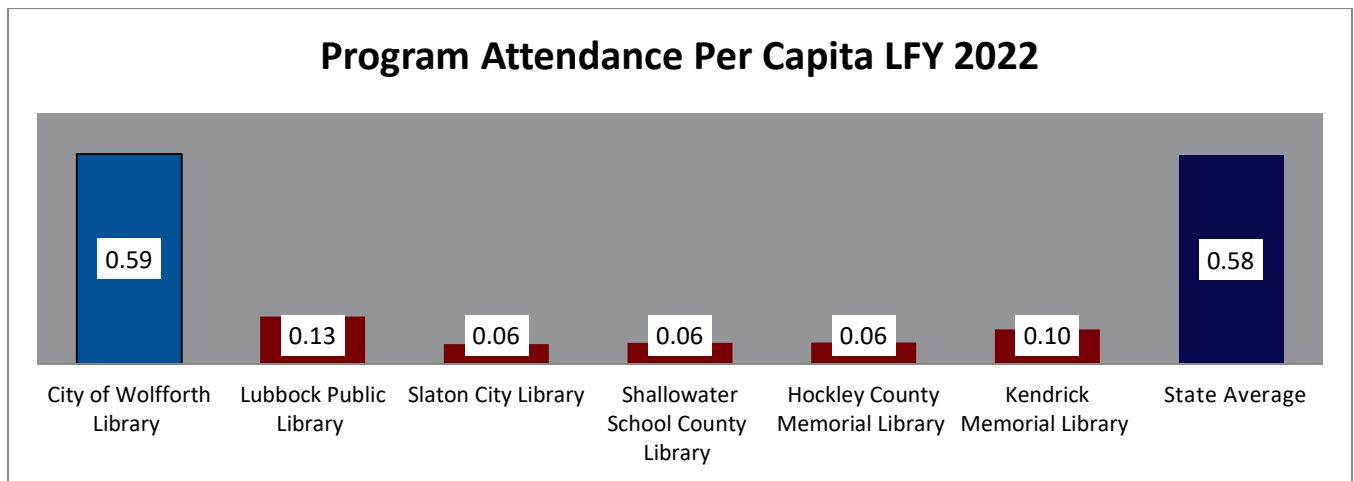


Figure 9: TSLAC comparison of library program attendance per capita for FY2022.

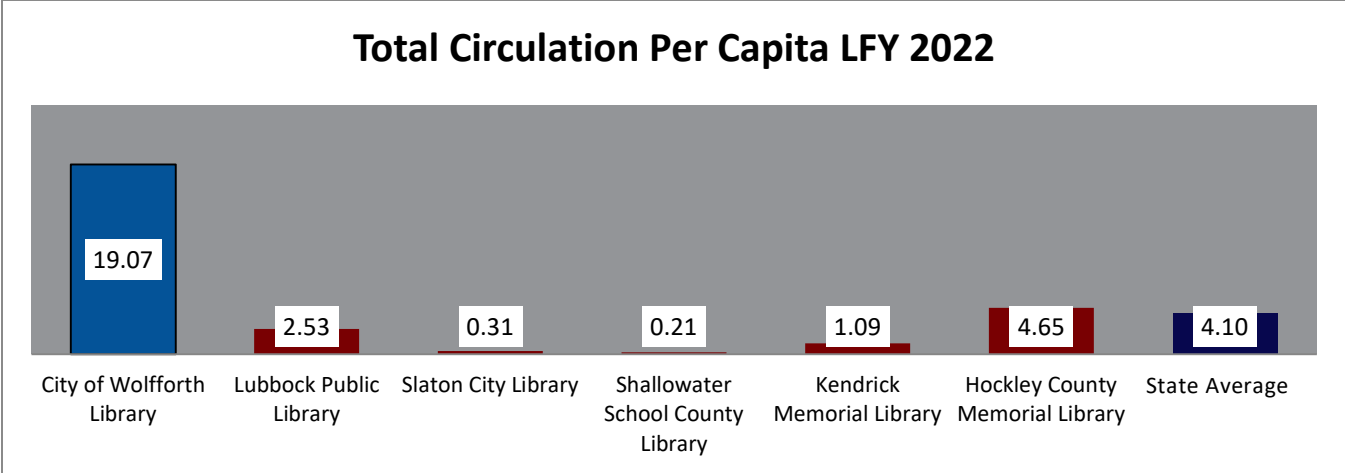


Figure 10: TSLAC comparison of total circulation per capita for FY2022. The exemplary rate based on population size (5,000-24,999) is 5.25.

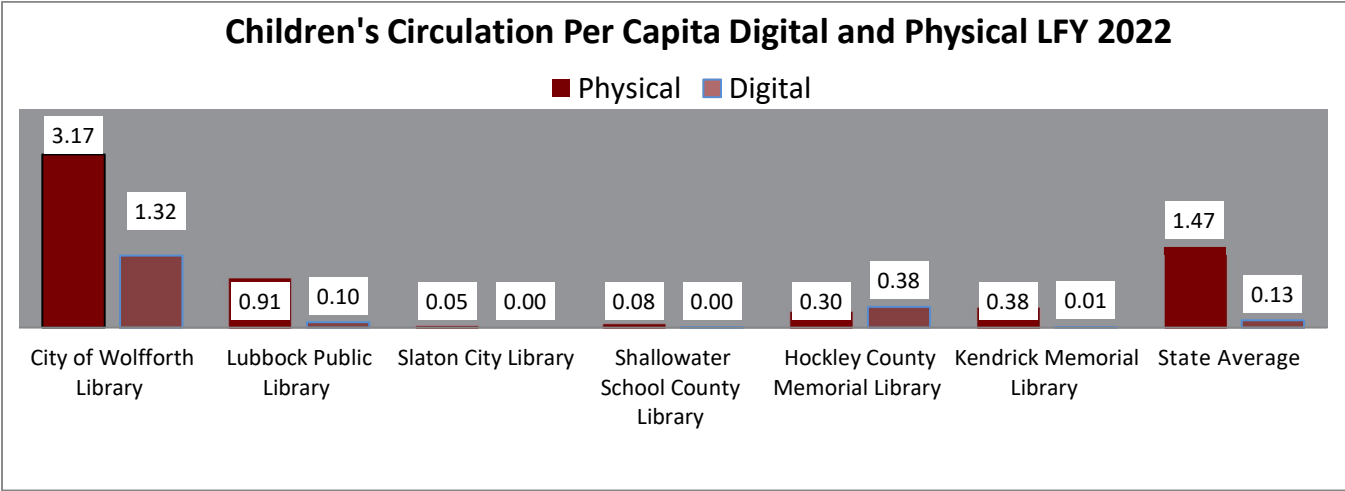


Figure 11: TSLAC comparison of children's circulation for FY2022.

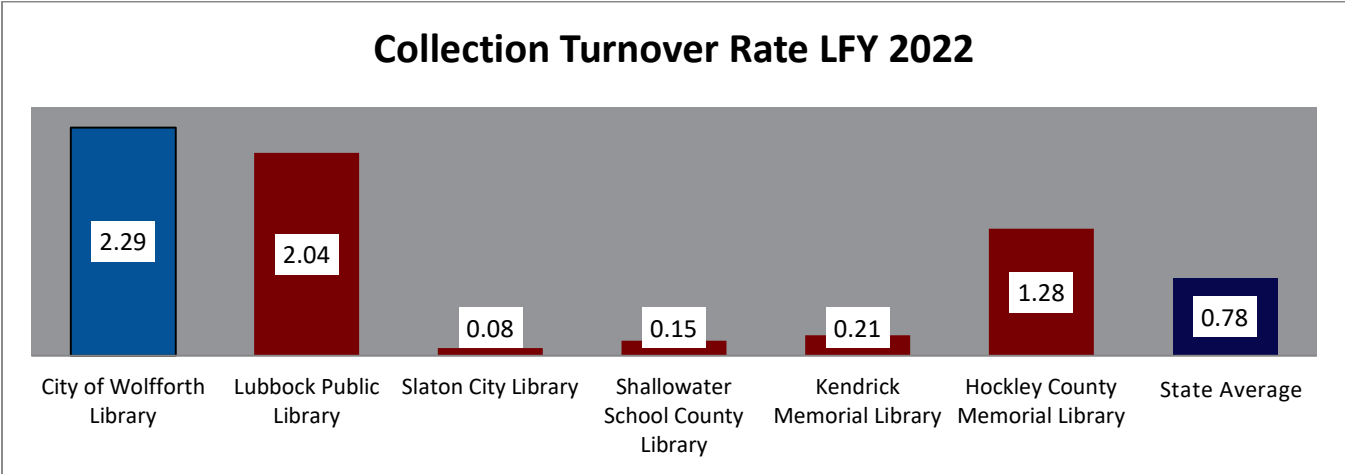


Figure 12: TSLAC comparison of the collection turnover rate for FY2022. The collection turnover rate measures how often items in a library's collection are checked out. A high collection rate demonstrates that the collection meets the community's needs. The exemplary rate based on population (5,000-24,999) is 1.42.

City of Wolfforth Library Community Programs

0-5 Programs

- Baby Rhyme Time (10 weeks/ break for Family Place then start again)
- Tuesday Tots with Literacy Lubbock (partnership - weekly)
- Wiggle Worms storytime (monthly)
- Family Place (weekly 5 weeks, twice a year/ alternate with Baby Rhyme Time)
- Parenting Cottage storytime (partnership - monthly)
- Bookworm storytime (monthly)

K-5 Programs

- STEAM Club (monthly)
- Science spectrum during summer (partnership - twice a year)
- Fire/EMS during summer (partnership - every other year, but looking to do yearly if schedules allow)
- Author visits (partnership - based on scheduling, but typically once or twice in summer)
- Other special guests (partnership - the singing zoologist from the TCA touring roster is coming this summer/ based on funding, would like to have one of these performers every summer at minimum)

6-12th Programs

- Teen art days (goal to offer once a month, but right now it averages once a quarter)
- Teen video game days (goal to offer once a month, but currently averages twice a year)
- Life-size clue (offered in the spring, but plan to offer similar programs regularly)
- Minute to win it/hands-on games (planned for this summer, and planning to offer one to two times a year at minimum)

Adult Programs

- Adult book club (monthly)
- GED/ESL with Literacy Lubbock (partnership - weekly)
- Murder mystery nights (quarterly)
- Life-size clue (offered in the spring, but planning to offer similar programs regularly)
- Art days (offered in the spring, but planning to offer similar programs regularly)

Family Programs/ All Ages

- Cocoa Fridays (weekly in December and January)
- Punchy Fridays (weekly in June and July)
- Escape rooms (twice a year if successful when offered this June)
- Saturday storytime (will be monthly starting in June, and continue if it is successful)
- Evening storytime (will be monthly starting in June, and continue if it is successful)
- End of summer party (annually)

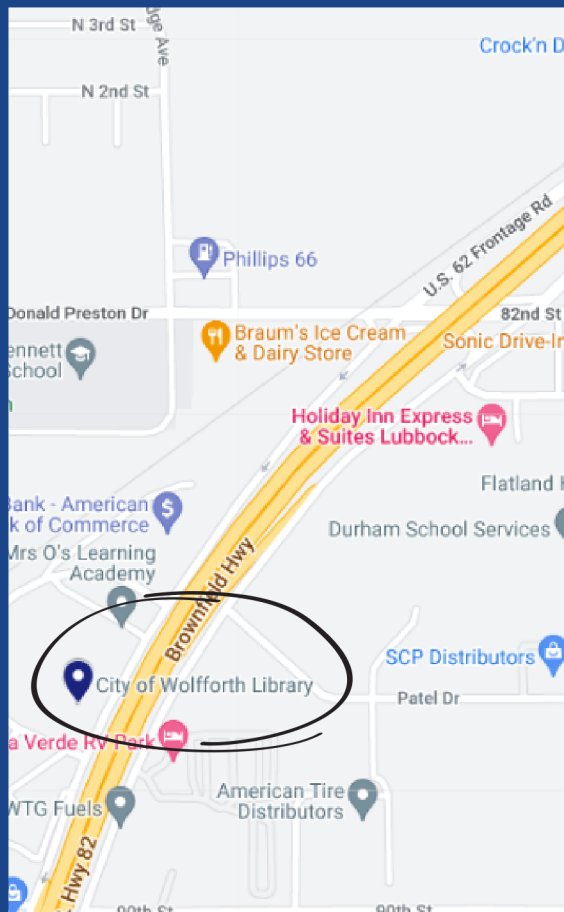
Mission :

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.

Services :

- **Borrowing of materials**
 - books
 - games
 - movies
 - and more!
- **Technology**
 - computers
 - high-speed internet access
 - free wifi
- **GED/ ESL Classes**
- **Online resources**
- **Downloadable books**
- **Reference questions & book recommendations**
- **Printing, copying, scanning & faxing**
- **Programs for all ages**
 - book discussions
 - storytimes
 - special events
- **Homeschool resources & support**
- **Community room for public use**

**Want to know more?
Stop in, call, or visit
[wolfforthlibrary.org!](http://wolfforthlibrary.org)**



Website wolfforthlibrary.org
Email library@wolfforthtx.us
Phone 806-855-4150
Fax 806-855-2595



/WolfforthLibrary



@CowLib



Hours :

Monday-Thursday	9am - 8pm
Friday	9am - 6pm
Saturday	10am - 5pm
Sunday	Closed

508 E. Hwy 62/82
PO Box 430
Wolfforth, TX 79382

wolfforthlibrary.org





Access Your Account :

Place holds, check due dates, renew items, and more!

1. Visit wolfforthlibrary.org
2. Click on **Catalog**

Your card number is on the back of your card, and the password/PIN is your phone number.



Eligible patrons can also use this login to download **free ebooks!** Ask us to help you get started.

Programs :

Your library is more than just books. We host events for all ages, including **storytimes, book discussions, a summer library program, and special events** throughout the year!

A full **calendar of events** is available on our website.



Who We Are :

Library Director
Kimberly Brantley, MLIS

Community Librarian
Taylor Revilla, MLIS

Circulation Supervisor
Marla Waller

ABOUT US

The City of Wolfforth Library is located near the intersection of West 82nd Street and the Brownfield Highway.

The City of Wolfforth Library provides free services to all residents living within the state of Texas.

The library system holds over 25,000 materials including books, videos, audio books and magazines.



Raising kids takes a village. We have been lucky to have the City of Wolfforth Library and their amazing staff as part of our village.

Loans :

Item # 7.

Books check out for 2 weeks, and movies check out for 1 week.

We have fiction and nonfiction books, movies, and game kits.

If no one's on the waiting list, your items are **renewable!** Check your account online, email us, call, or ask at the desk.

Fees :

No overdue fees on books!

Please renew or return your items on time for the next person.

Printing and copying

- o black & white . . . 25¢ per page

Faxing

- o \$1 per page

Scanning to email

- o free!



FEBRUARY 2024

Item # 7.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Bright from the Start 10am *Registration Required*	2	3 Builders Club 2pm-4pm
4	5	6 Tuesday Tots 10:30am	7 Bookworm Storytime 10am	8 Bright from the Start 10am *Registration Required*	9	10
11	12 STEAM Club 11am	13 Tuesday Tots 10:30am Adult Book Club 12:45pm	14 Parenting Cottage Storytime 10am	15 Bright from the Start 10am *Registration Required*	16 Wiggle Worm Storytime 10am	17
18	19 Library Closed	20 Tuesday Tots 10:30am	21	22 Bright from the Start 10am *Registration Required*	23	24
25	26	27 Tuesday Tots 10:30am	28 Seuss Celebration 10am-11am	29 Family Storytime 10am		



City of Wolfforth Library

508 East HWY 62, Wolfforth, Texas 79382 | 806-855-4150

<https://wolfforthlibrary.org/>



Tuesday Tots

Weekly on Tuesdays
10:30am

Tuesday storytime will consist of one short picture book and a couple of movement songs. This program is geared at children ages 4 years and younger, and the program will last 15-20 minutes.

Thanks to a partnership with Literacy Lubbock, each family in attendance will receive a copy of the book to keep forever.



STEAM Club

Second Monday each month
11am

We will provide “building” supplies and a challenge that encourages students to use their brains to solve a problem. This will be a Science, Technology, Engineering, Arts, and Math (STEAM) based program.



Bookworm Storytime

February 7th at 10am

Join us for our Bookworm storytime. This program is geared at preschool-first grade ages (about 4-6 years), but everyone is welcome to attend and try it out. We will read one longer picture book and discuss that book, then we will do an activity (like a game or craft). This is a great storytime for our older storytime kids that are past songs and rhymes.



Wiggle Worms Storytime

February 16th at 10am

Join us for our Wiggle Worm storytime. This program is geared at ages 2-4 years, but everyone is welcome to attend and try it out. We will read a couple picture books and do some movement rhymes. This is a great storytime for our younger toddlers that aren't quite ready to sit through a long book, but are past the baby rhymes.



Builders Club

First Saturday each month
2pm-4pm

We will provide Lego bricks, MEGA Bloks , and KEVA Planks for everyone to build with. This is for all ages! We also provide a prompt challenge to get you started, but you are not required to build something to meet the challenge.



Bright from the Start

Begins January 25th at 10am

Registration Required

This is a five week play based program, and each week will focus on a different developmental topic. This is a chance for your child to play while you visit with adults and gather community resources.

To register please speak with our Community Librarian, Taylor, or email her at trevilla@wolforthtx.us



March 2024

SUNDAY

MONDAY

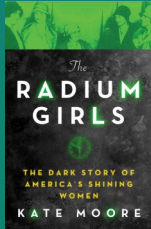
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



March is Women's History Month

The Radium Girls: The Dark Story of America's Shining Women by Kate Moore

1
NEW LIBRARY HOURS!

2
Builders Club
1pm-3pm

3

4

5
Tuesday Tots
10:30am

6
Bookworm Storytime
10am

7
Baby Rhyme Time
10am

8

9

10

11
STEAM Club
11am

12
Tuesday Tots
10:30am

Adult Book Club
12:45pm

13
Parenting Cottage
Storytime
10am

14
Baby Rhyme Time
10am

15
Wiggle Worm Storytime
10am

16
Life-size Clue
2pm
Teens

17

18

19
Tuesday Tots
10:30am

20

21
Baby Rhyme Time
10am

22

23

24

25

26
Tuesday Tots
10:30am

27

28
Baby Rhyme Time
10am

29
Library Closed

30
Library Closed

31



► Kids

Tuesday Tots

Every Tuesday | 10:30 A.M.

Tuesday storytime will consist of one short picture book and a couple of movement songs. This program is geared at children ages 4 years and younger, and the program will last 15-20 minutes. Thanks to a partnership with Literacy Lubbock, each family in attendance will receive a copy of the book to keep forever.

Bookworm Storytime

March 6th | 10:00 A.M.

Join us for our Bookworm storytime. This program is geared at preschool-first grade ages (about 4-6 years), but everyone is welcome to attend and try it out. We will read one longer picture book and discuss that book, then we will do an activity (like a game or craft). This is a great storytime for our older storytime kids that are past songs and rhymes.

STEAM Club

March 11th | 11am

We will provide "building" supplies and a challenge that encourages students to use their brains to solve a problem. This will be a Science, Technology, Engineering, Arts, and Math (STEAM) based program.

Parenting Cottage Storytime

March 13th | 10:00 A.M.

Join us and our community partner (Parenting Cottage) for an in person storytime. Each family in attendance will receive a copy of the book (while supplies last). Make plans to arrive a little early.

Wiggle Worms Storytime

March 15th | 10:00 A.M.

Join us for our Wiggle Worm storytime. This program is geared at ages 2-4 years, but everyone is welcome to attend and try it out. We will read a couple picture books and do some movement rhymes. This is a great storytime for our younger toddlers that aren't quite ready to sit through a long book, but are past the baby rhymes.

Baby Rhyme Time

Thursdays | 10am

A 45 minute program children ages 0-2 and their caregivers. We sing nursery rhymes, tickle rhymes, play with bells and scarves, and just get to interact with everyone! It's a blast. We encourage you to try it out, even if you don't think your child will sit through it (it's ALWAYS okay to leave a program early, we understand).

► Teens

Life-Size Clue

March 16th | 2pm

Join us as we bring the Clue game to life. There's been a crime in the mansion and we need your help to solve the mystery!

Ages 12+

► Adults

Book Club

March 12th | 12:45pm.

Join our adult book club for a light snack and interesting discussion over their book "The Alice Network" by Kate Quinn

► All Ages

Builders Club

March 2nd | 1pm-3pm.

We will provide Lego bricks, MEGA Bloks, and KEVA Planks for everyone to build with. This is for all ages! We also provide a prompt challenge to get you started, but you are not required to build something to meet the challenge.

NEW HOURS!

EFFECTIVE MARCH 1, 2024

Our new hours are as follows:

Monday-Thursday 9am-8pm

Friday 9am-6pm

Saturday 10am-5pm

Closed Sunday

This is just a friendly reminder that we do have a suggestion box on the wall near Mrs. Taylor's office (the one with all the stuffies). Feel free to let us know what you think of our new hours or offer up any other suggestions. We love our community and are so grateful for each and every one of you.



Contact Us

Website:
wolfforthlibrary.org

Email:
library@wolfforthtx.us

Phone:
(806) 855-4150

Hours

Monday - Thursday
9:00 a.m. - 8:00 p.m.

Friday
9:00 a.m. - 6:00 p.m.

Saturday
10:00 a.m. - 5:00 p.m.

Connect





April 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2
Tuesday Tots
10:30am
tickets required

3
Bookworm Storytime
10am

4
Baby Rhyme Time
10am

5

6
Builders Club
1pm-3pm

7

8
Solar Eclipse Event
See backside for schedule!

9
Tuesday Tots
10:30am
tickets required

Adult Book Club
1pm

10
Parenting Cottage Storytime
10am

11
Baby Rhyme Time
10am

12
Wiggle Worm Storytime
10am

13

14

15

16
Tuesday Tots
10:30am
tickets required

17

18
Baby Rhyme Time
10am

19

20
(Teen)y Tiny Art
1pm

21

22

23
Tuesday Tots
10:30am
tickets required

24

25
Baby Rhyme Time
10am

26

27

28

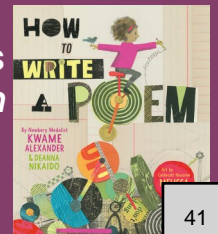
29

30
Tuesday Tots
10:30am
tickets required



April is
National Poetry Month

How to Write a Poem
by Kwame Alexander & Deanna Nikaido



► Kids

Tuesday Tots Every Tuesday | 10:30 A.M.

Join us for Tuesday Storytime featuring a delightful short picture book and lively movement songs! Tailored for children 4 years and younger, this 15-20 minute program includes a free book for each family, courtesy of our partnership with Literacy Lubbock. Tickets are mandatory and can be obtained in person starting at 9:30 am every week.

Bookworm Storytime April 3rd | 10:00 A.M.

Join our enchanting Bookworm storytime! Geared for ages 4-6, but all are welcome. Explore a captivating picture book and enjoy a game or craft. Perfect for older kids beyond songs and rhymes. We can't wait to share this literary adventure with you!

Baby Rhyme Time Thursdays | 10am

Join our lively 45-minute program for children aged 0-2 and their caregivers. We sing nursery rhymes, play with bells and scarves, and foster interactive play. It's a blast! Even if your child isn't accustomed to sitting through such activities, we encourage you to try it out. It's always okay to leave early, we understand.

Parenting Cottage Storytime April 10th | 10:00 A.M.

Join us and our community partner, Parenting Cottage, for an engaging in-person storytime. Every family present will receive a complimentary copy of the book (while supplies last). Plan to arrive a bit early to secure your spot!

Wiggle Worms Storytime April 12th | 10:00 A.M.

Join our Wiggle Worm storytime! Tailored for ages 2-4, all are welcome to join in. We'll enjoy a couple of lively picture books and engaging movement rhymes. Ideal for younger toddlers transitioning from baby rhymes, this is a fun and interactive storytime experience.

► Teens

(Teen)y Art April 20th | 1pm

Calling all teens (ages 12-18)! Get ready to unleash your creativity at our Tiny Art Show. We'll provide mini canvases, paint, and brushes, but feel free to bring your own supplies. Any art form is welcome, just keep it under 4x4 inches. You may also drop off your creations before or on this date. All art will be displayed April 22nd until May 5th.

► Adults

Book Club April 9th | 1pm

Join our adult book club for a delightful snack and engaging discussion on "The Empress' Gift: The Volga Frontier" by Ellen Laubhan. Enjoy a casual gathering with fellow book lovers as we delve into this captivating read. We look forward to sharing insights and perspectives over refreshments.

► All Ages

Builders Club April 6th | 1pm-3pm.

We will provide Lego bricks, MEGA Bloks, and KEVA Planks for everyone to build with. This is for all ages! We also provide a prompt challenge to get you started, but you are not required to build something to meet the challenge.

Item # 7.

Free Solar Eclipse Glasses

Glasses can be picked up starting April 1, 2024 at 11am. There is a limit of 4 per household. If you snagged some back in October, you can reuse them!

Solar Eclipse Event April 8, 2024

Preschool Storytime 10am

Preschool storytime with a solar eclipse experiment. Limited solar eclipse glasses will be available.

School Age+ Crafts 12pm-1pm

Craft activities for kids focused on the solar eclipse, with limited glasses available for pickup

Eclipse Viewing 1:15pm-1:45pm

Join us for a solar eclipse viewing event. Limited eclipse glasses will be available. Peak viewing around 1:30pm



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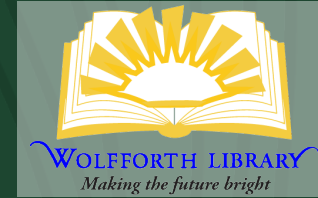
Connect





JUNE 2024

Summer Program Schedule



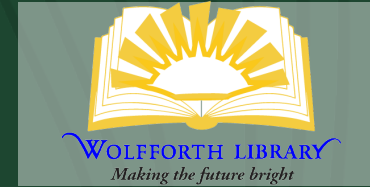
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 Library Closed	28 Summer Reading Kick Off 12p-4p	29 Life Size Candy Land 11a-6p	30 Baby Rhyme Time 10a	31 Punchy Friday 11a-6p	1 Tiny Painting (Adults) 11a-12:30p Builders Club 1p-3pm
3 Author Visit with Jefferson Marshall 10a	4 Tuesday Tots 10:30a *tickets required*	5 Singing Zoologist: Lucas Miller 10a *tickets required*	6 Baby Rhyme Time 10a	7 Punchy Friday 11a-6p	8
10 STEAM Club 11a	11 Tuesday Tots 10:30a *tickets required* Book Club 1p	12 Parenting Cottage Storytime 10a	13 Baby Rhyme Time 10a	14 Punchy Friday 11a-6p	15 Teen Game Challenge 1p-3p
17 Andy Mason Music 10a *tickets required* Baby Rhyme Time 1p	18 Tuesday Tots 10:30a *tickets required*	19 Library Closed	20 Baby Rhyme Time 10a Life Size Clue (Adults) 6p	21 Wiggle Worm Storytime 10a Punchy Friday 11a-6p	22 Family Storytime 10:30a Tiny Painting (Middle School) 1p-2:30p Tiny Painting (High School) 3p-4:30p
24 Baby Rhyme Time 1p Family Storytime 6p	25 Tuesday Tots 10:30a *tickets required*	26 Science Spectrum at the Library (SNAKES) 10a *tickets required*	27 Baby Rhyme Time 10a	28 Punchy Friday 11a-6p	29





JULY 2024

Summer Program Schedule



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Baby Rhyme Time 1p	2 Tuesday Tots 10:30 a.m. *tickets required*	3 Bookworm Storytime 10a	4 Library Closed	5 Library close at 5pm	6 Builders Club 1p-3p
8 STEAM Club 11a Baby Rhyme Time 1p	9 Tuesday Tots 10:30a *tickets required* Book Club 1p	10 Parenting Cottage Storytime 10a	11 Baby Rhyme Time 10a Lost Mummy Escape Room 12p-6p *registration required*	12 Punchy Friday 11a-6p	13
15 Weather Program with Jacob Riley 10a *tickets required* Baby Rhyme Time 1p	16 Tuesday Tots 10:30 a.m. *tickets required*	17 Science Spectrum at the Library (Creepy Crawlers!) 10a *tickets required*	18 Baby Rhyme Time 10a Adult Murder Mystery 6p	19 Wiggle Worm Storytime 10a Punchy Friday 11a-6p	20 Teen Tile Painting 1p-3p
22 Baby Rhyme Time 1p	23 Tuesday Tots 10:30 a.m. *tickets required*	24 Bermuda Triangle Escape Room 10a-4p *registration required*	25	26 Punchy Friday 11a-6p	27 Family Storytime 10:30a Last day to log on Beanstack!
29 Baby Rhyme Time 1p Family Storytime 6p Last day to enter ticket drawings on Beanstack!	30 Tuesday Tots 10:30 a.m. *tickets required*	31	1 Library Closed Family concert at Patterson Park (5p-8p)	2	3 Builders Club 1p-3p