



LIBRARY ADVISORY BOARD MEETING

April 09, 2025 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 October 9, 2024 Advisory Board meeting
2. Consider and take appropriate action on report from City of Wolfforth Library
3. Consider and take appropriate action on Library Financial Report.
4. Consider and take appropriate action on the City of Wolfforth Library Foundation bylaws
5. Consider and take appropriate action on Building Committee Applicants
6. 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, on April 4, 2025, at 5:00 p.m.

/s/ Kimberly Brantley, Library Director

City of Wolfforth Library
Advisory Board Meeting
10/9/2024

The City of Wolfforth Library Advisory Board met in regular session on October 9, 2024. Board Chair Jenna Atthanasiou called the meeting to order at 12.:08 p.m.

Attending: Jenna Atthanasiou, Linda Dunn, Leslie Demma, Stepanie Speed and Debbie Perkey

Absent: None

Alternates attending: Charlotte McDonald, Angela Apodaca

Staff Members attending: Kim Brantley-Sallee, Taylor Rivera, Kimberlea Groves

Leslie Demma moved to approve the minutes of 7/10/2024 as presented, Linda Dunn made the second and the motion passed unanimously.

Kim Brantley-Sallee provided the library report, with no action necessary. A new event in the works is Coffee and Connections, to be held twice monthly at 10:30 am.

The Board reviewed the financial statement and Leslie moved to accept, with Jenna Atthanasiou seconding. The motion carried unanimously.

Leslie moved to approve the Building Committee Application and open the process to accept applications. Debbie Perkey voiced the second and the motion passed unanimously.

After a brief discussion, Debbie moved to approve the City of Wolfforth Library Foundation by-laws, with the specified corrections. Jenna seconded and the motion carried with an unanimous vote.

The meeting adjourned at 12:45 pm.

Jenna Atthanasiou, Chair

Kim Brantley-Sallee, Library Director



AGENDA ITEM COMMENTARY

MEETING NAME:	Library Advisory Board Meeting
MEETING DATE:	April 9, 2025
ITEM TITLE:	Consider and take appropriate action on report from City of Wolfforth Library
STAFF INITIATOR:	Kimberly Brantley, Library Director

BACKGROUND:

We received our funds from Lubbock County in late October for FY 24/25 and we are very excited to share that we received a significant increase in our funding. Lubbock County granted our full funding request for \$60,000. I have requested that the funds above what we expected be allocated to the cost of hiring 720 Design. This show of support from Lubbock County is significant and very much appreciated.

The last week of December, 720 Design came by and we were able to walk through the Library and then plan for developing the Master Plan and Concept design for the expansion and renovation. I have an updated proposal from them, which is attached. Part 1 is \$56,935 of which \$45,246 will be covered by the County funds. This was presented to the City Council on March 3rd, 2025, and approved. The proposal was signed, and we have our first meeting with them on April 14th.

As we move into the second quarter of 2025, we have completed our state annual report and sent that to TSLAC for approval. We have met all of the minimum standards and do not expect any issues. Taylor has been preparing our summer reading outreach and there is a lot going on this summer. The biggest change to our summer reading plans is that we will have a kick-off party instead of an end of summer party. The past couple of years we have battled 100+ degree temperatures which has been brutal on staff and causes drastic drops in attendance. We spend a lot of time and money on the event and hate to see that outcome, so we are trying something new. This will be a City-wide event and something that will hopefully encourage higher participation in the summer reading programs.

The Library has received the Achievement of Excellence in Libraries award for 2024 from the Texas Municipal Library Directors Association which is a division of the Texas Municipal League. This is a huge accomplishment for our Library and something that shows the entire community that we are operating well above the minimum standards required by the state and providing exceptional service to our residents.

EXHIBITS:

720 Design documents, completed annual report, summer reading information, and TMLDA award

ACTION/STAFF RECOMMENDATION:

None

January 3, 2025

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 appropriately 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
- Images, list of likes and dislikes from prior library visits

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)
- Strategize for community input including relevant trends and new spaces.
- Review online survey questions

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 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 Identify Schedule, Process, and Goals Tour Library and Interview staff Online Survey Discussion Community Meeting Strategy Meeting documentation	\$7,050
Space Needs Development Meeting #2 Apply Standards to collection, technology, staffing, seating Prepare discussion guide for Leadership/Stakeholders Community Meeting and online survey updates Meeting documentation	\$2,700
Environmental Scan Meet with Planning and GIS Peer Benchmarking Meeting documentation	\$1,490
Community Meeting Planning and Prep Community Input Meetings Community Focus Groups (4) Community Meeting Documentation	\$8,480
Online Survey Options - Ivy Full Service Prepare, host, analysis of Online survey (lump sum)	\$9,585
Prepare working space needs Space Needs Development Meeting #3 Revise working outline program options Prepare facility recommendations	\$5,740
Technology Visioning Workshop - NV5 Documentation	\$5,290
Review Facility Recommendations Meeting #4 Update recommendations ROM Cost Estimates for recommended options	\$4,580

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 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

RESOLUTION NO. 2025-008

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS
APPROVING A PROPOSAL WITH 720 DESIGN INC FOR WOLFFORTH PUBLIC LIBRARY
MASTER PLAN SERVICES; AND PROVIDING AN EFFECTIVE DATE**

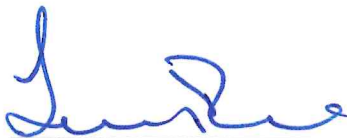
WHEREAS, the City Council desires to authorize a proposal with 720 Design Inc for Wolfforth Public Library Master Plan services

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

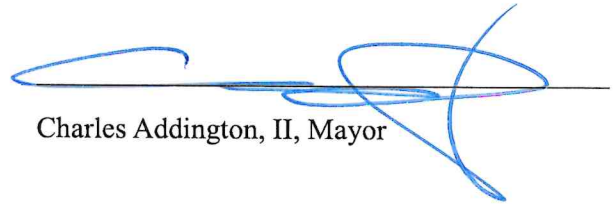
SECTION 1. The City Council hereby approves a proposal with 720 Design Inc for Wolfforth Public Library Master Plan services attached to this Resolution as **Exhibit A**.

SECTION 2. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Wolfforth, Texas on this the 3rd day of March, 2025.



Terri Robinette, City Secretary


Charles Addington, II, Mayor



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Proposal to Wolfforth Public Library
Library Facility Master Plan and Concept Design
Wolfforth, TX
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January 3, 2025

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720 design Proposal to Wolfforth Library Facility Master Plan and Concept Design



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Proposal to Wolfforth Public Library
Library Facility Master Plan and Concept Design
Wolfforth, TX
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COMPENSTATION FOR PART 1:**PART 1: Master Plan Summary of Needs**

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Meeting documentation	
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Meeting documentation	
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Update recommendations	
ROM Cost Estimates for recommended options	



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Wolfforth, TX
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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
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KEY PERSONNEL:

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Charles Aguirre, APR3D, will serve as cost estimator on the project.
Mary Cook, NV5/Sextant Group, will serve as Technology Consultant.

OPTIONAL ADDITIONAL SERVICES:

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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 the project management fee include boards for community meetings, renderings, pdf transfer to Revit or scan to PDF for existing plans (estimated @ \$1,000). Additional reimbursables will be billed at 1.10% of actual costs.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner for this project.

All meetings and presentations as itemized above shall take place virtually (via Teams or Zoom) or at the Wolfforth Public Library unless specified otherwise.

Exhibits

Exhibit A-General Conditions: The terms and conditions listed in Exhibit A-General Conditions of Agreement, dated January 2024 will apply to this proposal.

Submitted by:

Maureen Arndt, AIA, IIDA 3/7/2025

President

720 Design Inc.

Enclosures: General Conditions

Approved by:

Title

Mayor

Date

3/3/2025

MEETING SCHEDULE	DATE	DESIGN TEAM ATTENDEES	TIME
<i>Notice to Proceed</i>	March 2025		
<i>Phase 1: Summary of Needs</i>	March – September 2025		
Data Gathering – Collect and Review Owner Provided Information	March 2025	Wolfforth Library 720 design	
Meeting #1: Kick Off Workshop and Staff Interviews	April (14 – 16?), 2025	Wolfforth Library 720 design	In person
Meeting #2 Call: Space Needs Development	April (29 or 30?), 2025		Teams
Environmental Scan	May 2025		
Community Input Meetings / Focus Groups	May 2025		In person
Online Survey – 4 weeks minimum with option to extend two weeks more	June 2025		
Meeting #3 Call: Space Needs Program Development	July 2025	Wolfforth Library 720 design	Teams
Technology Visioning Workshop	July 2025	Wolfforth Library 720 design	Teams
Meeting #4: Review Facility Recommendations and ROM Cost Estimate	August 2025	Wolfforth Library 720 design	2:00 – 4:00 In person
Prepare Final Report	September 2025		
Final Presentation	September 2025	Wolfforth Library 720 design	In person
<i>Phase 2: Library Remodel and Expansion Concept Design</i>	TBD, 2026		



APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM

Local Fiscal Year 2024 - State Fiscal Year 2026

City of Wolfforth Library

Wolfforth

LIBRARY NAME**CITY**

A public library is defined as an entity operated by a single public library agency or board, that is freely open to all. If the library is applying for accreditation for State fiscal year 2026 (September 1, 2025, through August 31, 2026). This authorization for application must be completed and submitted on or before April 30, 2025.

The below signed certify, to the best of their ability, that the information contained in this Annual Report is complete and accurate for local fiscal year 2024.

All applicable signatures are necessary, based on library's legal establishment.

Library Director/Head Librarian/Library Manager

Kimberly Brantley - Library Director

2/25/25

Printed Name and Title**Signature****Date**

Governing Authority

*Signature of the Mayor, City Manager, or County Judge, as appropriate.
City Secretary, County Clerk or similar positions are not valid substitutions.*

Randy Criswell - City Manager

3/10/25

Printed Name and Title**Signature****Date**

Advisory Board Chair, if appropriate

Jenna Athanasiou - Board Chair

2/28/25

Printed Name and Title**Signature****Date****Check one**

The library has met all minimum standards of library accreditation.
Complete pages 2 and 3, below.

The library has **not** met all minimum standards of library accreditation.
Please contact TSLAC staff for options.

Accreditation Minimums Library look-up: https://tinyurl.com/2024MOETable				
Check to confirm	13 TAC Section	Description	Reported	Minimum Criteria
✓	§1.71	Legal Service Area (LSA) , population assignment based on sources of local government funding.		8,136
✓	§1.72	Public Library Service: A public library must provide core library services for the general public during the hours of operations of all library facilities without charge or deposit to all persons residing in the local legal service area that provides monetary support to the library.		
✓	§1.73	Legal Establishment: A public library must be legally established to provide general library services as <ul style="list-style-type: none"> • a department of a city, municipality, or county government by charter, resolution, or ordinance; • a library district; or • a nonprofit corporation chartered by the Office of the Secretary of State for the purposes of providing free public library services with a current contract with each source of local government funding (i.e., a city, municipality, county, or school district) to provide free public library services for the city, municipality, county, or school district. 		
✓	§1.75	Non-discrimination: The library complies with all State and Federal Statutes relating to non-discrimination. It agrees not to discriminate on the basis of race, color, national origin, sex, handicap, age, or disability in its employment practices and library services.		
✓	§1.74 (a)	Maintenance of effort (MOE)	417,528	330,199
✓	§1.77	Minimum local government support	Exemption met	
✓	§1.81 (A)	Minimum per capita expenditures	48.39	4.21
✓	§1.81 (B)	One item per capita in collection OR expenditures of at least 15 percent of local operating expenditures on collection material.	20,629 items \$24,338	8,136 items or \$55,554.60
✓	§1.81 (C)	One percent of total items in collection published in last five years.	3,694	206
✓	§1.81 (D)	Open for not less than the required number of hours per week	60	20
✓	§1.81 (E)	Employ a library director/head librarian for at least the required number of hours per week.	40	20
✓	§1.81 (F)	Employ the minimum number of required full-time equivalent professional librarians (Libraries over 25,001 LSA)	2	

Check here to confirm	13 TAC Section	Description
✓	§1.83 (1)	Website: The library must have a website detailing current services and contact information, including a telephone number and email address.
✓	§1.83 (2)	Internet access: The library must have available technology to enable staff and the general public the ability to access the Internet and print/copy/scan materials on demand.
✓	§1.83 (3)	Interlibrary Loan: The library must offer to borrow materials through the statewide interlibrary loan system for eligible persons residing within in the library's legal service area and offer to lend materials to other participating Texas libraries using the statewide interlibrary loan system. The library's governing board may adopt local policies regarding collections available to lend, lending periods and renewals, patron eligibility, and other factors. Local policies must be available to the public.
✓	§1.83 (4)	Continuing Education: The library director/head librarian must obtain a minimum of 10 hours of continuing education every year.
✓	§1.83 (5)	Catalog: The library must have an integrated searchable (electronic) catalog of its holdings available online to the public.
✓	§1.83 (6)	Long-Range Plan: The library must have a long-range/strategic plan that is approved by its governing authority and reviewed, updated, and approved at least every five years. The library's strategic plan may be part of a larger plan from the governing authority.
Resolution by Accreditation Staff		Date
Receipt and Acceptance		TSLAC Initials
Referral to LSA Advisory Board		



TEXAS PUBLIC LIBRARIES

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2024

Item # 2.

This report is due to the Texas State Library and Archives Commission (TSLAC) by March 31, 2025, to allow staff enough time to process all reports. The last day to submit the information online is April 30, 2025.

The Texas State Library and Archives Commission participates in a national public library data collection system. The purpose of this system is to ensure the collection of comparable data in all states. The data is used for the creation of a composite report on the public libraries of the United States and for state-to-state comparisons by the Institute of Museum and Library Services (IMLS). It is seen and used by researchers as well as policymakers at all levels of government. This report is also used to accredit Texas public libraries and some data elements are used for that purpose. Accreditation-related questions are marked within the questionnaire (♦). Libraries meeting the minimum accreditation standards are eligible for federal funding opportunities through TSLAC.

Definitions are important to ensure comparability of data from different libraries and states. Please refer to the definitions as you complete this survey.

Please do not leave any items blank. Estimates are important if exact data are not available.

All questions relate to the library's **local fiscal year 2024**: the year that ended in calendar year 2024 and included **January 1, 2024**. If there was a change in the fiscal year, please contact accreditation staff to update that information. **All information must be entered into Texas LibPAS**, the online data collection portal, at <https://tx.countingopinions.com/>.

Texas State Library and Archives Commission
Library Development and Networking (LDN)
Accreditation and Statistics Staff
accreditation@tsl.texas.gov
512-463-5465, or toll free in Texas 800-252-9386

SECTION 1: LIBRARY CONTACT INFORMATION - Central/Administrative Library

This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is Public Information, <https://www.tsl.texas.gov/agency/customer/pia.html>. In addition, the information being entered may be subject to interception via common Internet tools. Please read our Web Policies and Disclaimers, <https://www.tsl.texas.gov/landing/webpolicies.html>.

NOTE: In the online form, contact questions in 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. If changes need to be made to these questions, contact accreditation staff at accreditation@tsl.texas.gov or add an explanation in the Note box.

1.1 Library Name	City of Wolfforth Library	1.2 County	Lubbock			
The local fiscal year covered by this report	1.3 Start	10/01/2023	1.4 End	09/30/2024		
1.5 Mailing Address - Street	508 E Hwy 62	1.6 Mail City	Wolfforth	1.7 Mail Zip	793822241	1.8 (Zip)+4
1.9 Physical/Shipping address - Street	508 E Hwy 62	1.10 City	Wolfforth	1.11 Zip	793822241	1.12 (Zip)+4
♦ 1.13 Published Phone Number	This can be on a website or other publicly available resource.				Yes	No
1.14 Phone number	8068554150					
Area Code		Phone Number				

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Kimberly</div> 1.15 First Name: Library Director/Head Librarian	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Brantley</div> 1.16 Last Name: Library Director/Head Librarian
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">kbrantley@wolfforthtx.us</div> 1.17 Director's Email Address	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">library@wolfforthtx.us</div> 1.18 Library General Email Address
<p><i>NOTE: The information you submit on this form is Public Information: https://www.tsl.texas.gov/agency/customer/pia.html. In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested. Please read our Web Policies and Disclaimers: https://www.tsl.texas.gov/landing/webpolicies.html.</i></p>	
◆ 1.19 Does the library have a website?	
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Yes</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">No</div>	
<p>An accredited library must have a website. If the library does not have a website, or if the URL (web address) has changed, please contact LDN staff. Social media sites, such as Facebook, are not considered to be a library website.</p>	
1.20 Website URL	<div style="border: 1px solid black; padding: 2px;">https://wolfforthlibrary.org/</div>
1.21 Is the information provided in 1.1 through 1.20 correct?	
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Yes</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 0 5px;">No</div>	
<p>In the online form, contact questions in the section 1.1 through 1.20 have been prefilled and locked. You will not be able to change the data. Please contact accreditation staff at accreditation@tsl.texas.gov if changes need to be made to these questions, or add an explanation in the Note box online.</p>	
Contact information on the person who completed this report	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Kimberly</div> 1.22 Contact First Name	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Brantley</div> 1.23 Contact Last Name
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">kbrantley@wolfforthtx.us</div> 1.24 Contact Email	
Library Advisory Board Information. Leave blank if there is no Advisory Board.	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Jenna</div> 1.25 Advisory Board Chair First Name	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Athanasious</div> 1.26 Advisory Board Chair Last Name
Friends' Group Information. Leave blank if there is no Friends' Group.	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Debbie</div> 1.27 Friends' President First Name	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Youngblood-Perkey</div> 1.28 Friends' President Last Name
SECTION 2: LIBRARY OUTLETS	
<p>This section requests information on public service outlets. <i>Report figures as of the last day of the fiscal year</i>. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report. Contact accreditation staff if there have been any changes.</p>	
2.1 Number of Branch Libraries	<div style="border: 1px solid black; padding: 2px; text-align: center;">0</div>
<p>Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• separate quarters <li style="display: inline-block; width: 45%;">• paid staff <li style="display: inline-block; width: 45%;">• an organized collection of library materials <li style="display: inline-block; width: 45%;">• Regularly scheduled hours for being open to the public 	

2.2 Number of Bookmobiles			0
A bookmobile is a traveling branch library and has at least all of the following: <ul style="list-style-type: none"> • a truck or van that carries an organized collection of library materials • paid staff • regularly scheduled hours for being open to the public (bookmobile stops). If the library has added a bookmobile for the last local fiscal year, please contact accreditation staff so it can be added into the online portal and agency directories.			
Facility Information			
2.3	In what year was the current library facility originally built? Put approximate year/decade if actual date is not known.	<i>Prefilled in online form</i>	1995
2.4	Square Footage of the Main Library This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the library has use of that area.	<i>Prefilled in online form</i> 6,500	square feet
2.5	Renovations, Expansions, new construction Has the main library building been renovated or expanded, or had new construction completed within the period covered by this report? Report structural changes only.	Yes	No
2.6	In what year did the most recent major renovation or remodel occur? (If applicable)		-1
2.7	Rate the current facility in meeting the needs for public service.	Poor	Adequate
2.8	Are there plans in progress to undergo major modifications to the facility within the next three years?	Yes	No
2.9	Is more than half of the computer network hardware in this facility three years or older?	Yes	No
2.10	Are there plans in progress to upgrade the network/cabling/technology within the facility within the next three years?	Yes	No

SECTION 3: EXPENDITURES

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

- Do not report the value of free or donated items as expenditures.
- **Do not report estimated costs.**
- Report only those grant awards directly spent by this library. Do not report grant funds spent for this library by another entity, such as a friends' group.
- Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies or government agencies with the authority to levy taxes on behalf of the library may be included if the information is available.

These expenditures are from all sources of revenue, including federal, state, Friends group revenue to the library, and foundation funding. The information reported in **Section 3: Expenditures**, may differ from the information reported in **Section 5: Library Revenue by Source**.

Please do not leave any question blank. Enter "0" if the appropriate entry for an item is zero or "none." If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact accreditation staff at accreditation@tsl.texas.gov.

Library Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Any operating expenditure not covered by **Staff** or **Collection Material Expenditures** should be reported in question **3.8, Other Operating Expenditures**.

Staff Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

3.1 Salaries and Wages Expenditures

\$195,643

This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. Include longevity, merit, and other funds paid directly to employees. Do not report salaries paid by an outside entity or employees paid under a training program administered through another entity.

3.2 Employee Benefits Expenditures

\$59,072

These are the benefits outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits.

3.3 Total Staff Expenditures	Sum of 3.1 and 3.2	\$254,715
3.3a Staff expenditures from non-local sources of funding.	\$0	
Of library staff expenditures, how much was provided from non-local grant funding? Non-local funds include Tocker Foundation, TSLAC (competitive grants, ILL reimbursement and Family Place funding), Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Enter "0" if all funding was from local sources.		
3.3b Local funds used for library staff expenditures	Difference between 3.3 and 3.3a	\$254,715
Collection Material Expenditures		
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS		
3.4 Print Materials Expenditures		\$19,970
Report all operating expenditures for these print materials: books, current serial subscriptions, government documents, and any other print acquisitions.		
3.5 Electronic Materials Expenditures		\$3,950
Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content.		
Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.		
<i>NOTE: Expenditures for computer software used to support library operating or to link to external networks, including the Internet, are reported under 3.8, Other Operating Expenditures. TexShare participation fees are also reported in question 3.8.</i>		
3.6 Other Physical Materials Expenditures		\$1,418
Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats		
3.7 Total Library Collection Expenditures	Sum of 3.4, 3.5, 3.6	\$25,338
3.7a Collection Material expenditures from non-local sources of funding	\$1,000	
Of these expenditures, how much was from non-local grant funding? Non-local funds include Tocker Foundation, TSLAC (competitive grants, ILL reimbursement and Family Place funding), Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Enter "0" if all funding was from local sources.		
3.7b Local funds used for library collection material expenditures This amount will be reported in Question 4.1.	Difference between 3.7 and 3.7a	\$24,338
3.8 Other Operating Expenditures		\$138,475
This includes all expenditures other than those reported for Total Staff Expenditures Question 3.3 and Total Collection Expenditures Question 3.7. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.		

3.8a Other Operating Expenditures from non-local sources of funding.		\$0
Of these expenditures, how much was from non-local grant funding? Non-local funds include Tocker Foundation, TSLAC (competitive grants, ILL reimbursement and Family Place funding), Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Enter "0" if all funding was from local sources.		
3.8b Local funds used for other library operating expenditures	Difference between 3.8 and 3.8a	\$138,475
3.9 Total Direct Library Operating Expenditures		Sum of 3.3, 3.7, 3.8 \$418,528
3.9a	Sum of 3.3a, 3.7a, 3.8a Total expended from non-local grant funding.	\$1,000
3.9b	Sum of 3.3b, 3.7b, 3.8b. Local funds used for library operating expenditures.	\$417,528
NOTE: This amount, plus 3.10, Indirect Costs (if needed), is reported in Question 4.2.		
3.10 Indirect Costs (if needed to meet maintenance of effort)		Documentation Required \$0
<p>This should only be reported when a library has failed to meet the maintenance of effort (MOE) requirement for accreditation in the state library system. If included, the expense must be documented by the local government entity that provided the service, and the document must be submitted to the state library with a signature from a government official with fiscal authority.</p> <p>An indirect cost is a cost incurred for a normal library operating expenditure such as janitorial services, purchasing, accounting, grounds maintenance, utilities, insurance, telecommunications, or payroll services that is not assigned to the library's budget, but paid for by a local government agency on behalf of the library. If you are claiming indirect expenditures and are uncertain whether an expenditure may be claimed, please contact LDN staff. Do not include capital expenditures.</p> <p>NOTE: Include documented Indirect Costs (question 3.10) only when necessary to meet the average of expenditures for the maintenance of effort (MOE) requirement. Contact accreditation staff for additional information at accreditation@tsl.texas.gov.</p>		
3.11 Total Library Operating Expenditures		Sum of 3.9, 3.10 \$418,528
3.12 Capital Expenditures		\$34,576
<p>This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.</p> <p>Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.</p> <p>Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation</p>		

SECTION 4: LOCAL FINANCIAL EFFORT

This section contains questions which will help determine whether the library meets the minimum accreditation criteria. Local Operating Expenditures, question 4.2, is used in determining whether a library has met the maintenance of effort (MOE) criteria.

In the online form, questions 4.1 and 4.2 are calculated fields. They will reflect the total expenditures, less any non-local and/or grant funding.

◆ 4.1 Local expenditures on collections	Equal to 3.7b	\$24,338
<p>This is the amount of Total Collection Expenditures expended from local funds. This amount is included in the amount reported in question 4.2, Local Funds Expenditures.</p> <p>This is the total amount spent for library materials that was paid for with city, library district, county, school district, and other local revenue sources. This amount may be the same as Total Collection Expenditures.</p>		

◆ 4.2 Local funds used for library operating expenditures	Sum of 3.9b and 3.10	\$417,528
<p>This is the amount of Total Operating Expenditures, including indirect costs (if needed), expended from local funds. This amount is used in determining whether a library has met the maintenance of effort (MOE) criterion.</p> <p>This is the total amount of funds spent for total operating purposes that was paid for with local government and other local revenue sources. This amount may be the same as reported in question 3.11, Total Operating Expenditures. This is the amount on which MOE is based.</p>		

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

◆ 4.3 Local government funds used for library operating expenditures	\$393,724
<p>This is the amount reported in Total Library Operating Expenditures, question 3.11, expended from local government revenue: funds spent for total operating purposes paid for with city, library district, county, or school district revenue sources. This amount is included in the amount reported in question 4.2, Local Funds Expenditures. As this is based on actual expenditures, it should not be greater than the amounts totaled in 3.11, 4.2, or 5.4.</p> <p>Include documented Indirect Costs, question 3.10, only when necessary to meet the average of expenditures for the maintenance of effort (MOE) requirement.</p> <p>Do not include expenditures from non-local grant sources such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Do not include expenditures from other local sources reported below, such as donations, fines, fees, friends group funds, memorials or similar sources.</p>	

SECTION 5: REVENUE

Revenue Used for Library Operating Expenditures

Report revenue received by the library used for the current and recurrent costs of operation. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments,

The total funds reported as Library Revenue will not necessarily equal the total of Library Expenditures reported. Do not report grant funds spent on behalf of this library by another entity. Do not report salary revenue if the library did not pay the salary, as in the case of employees paid under a training program administered by another entity.

Do not include indirect costs.

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS	
Local Government Revenue used for Operating Expenditures All tax and nontax receipts appropriated by the the local government entity to the public library and available for the purpose of operating expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants in the local government revenue questions. Include any revenue received from other cities, reported in 5.18 and 5.19. Do not include revenue for major improvements such as construction, renovation, endowment fund deposits, other extraordinary items. Do not report revenue unavailable for use by the library such as fines or funds unspent from previous fiscal years.	
5.1	City, Cities, or Library District Revenue used for operating expenditures. Include any funds reflected in 5.18 and 5.19.
	\$393,724
5.2	County or Counties Revenue used for operating expenditures. Include any funds reflected in 5.18 and 5.19.
	\$14,754
5.3	School District Revenue used for operating expenditures.
	\$0
5.4	Local Government Operating Revenue Sum of 5.1, 5.2, 5.3
	\$408,478
If this amount is less than the amount reported in question 4.3, Local Government Expenditures , please provide an explanation in the note box in the online form.	
5.5	State Revenue used for Operating Expenditures
	\$0
Record the source of funds in the Notes box. All revenue from funds collected by the State and distributed directly to this library for expenditure by the library for operating costs. <i>NOTE: Only certain funds received directly from TSLAC, notably Family Place supplies and Texas Reads grants are reported in 5.5. Competitive grant programs and ILL Reimbursements are reported in 5.6, Federal Operating Revenue.</i> Specify the sources of those funds. Record the source of funds in the Note box in the online form.	
5.6	Federal Revenue used for Operating Expenditures
	\$0
Record the source of funds in the Note box. Include all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Include competitive grants and ILL reimbursement funds received directly from TSLAC that were used for library operating expenditures. Specify the sources of those funds. Record the source of funds in the Note box in the online form. Do not include any E-rate reimbursements.	
5.7	Foundation and Corporate Grant Revenue used for Operating Expenditures
	\$1,000
Include cash grants from private foundations or corporations used for the purpose of library operating costs by the public library. Specify the sources of those funds. Record the source of funds in the Note box in the online form.	
5.8	Other Local Sources of Revenue used for Operating Expenditures
	\$9,050
Report all revenue other than that reported in any of the other revenue categories used for operating costs, such as interest, fines, donations from individuals or friends groups. Include monetary gifts and donations from individuals. Do not include the value of any contributed services or the value of any non-monetary gifts and donations. Sources should be from entities within the library's home county.	

5.9 Total Revenue Used for Library Operating Expenditures	Sum of 5.4 through 5.8	\$418,528
Revenue Used for Major Capital Expenditures		
<p>Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (all types) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years ("carryover").</p>		
Do not report revenue that has already been reported as Operating Revenue, questions 5.1-5.9.		
Local Government Revenue used for Capital Expenditures		
5.10 City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, from question 5.19.	\$34,576	
5.11 County or Counties Revenue used for major capital expenditures. Include revenue from other counties, as calculated in question 5.19.	\$0	
5.12 School District Revenue used for major capital expenditures.	\$0	
5.13 State Revenue used for Capital Expenditures Record the source of funds in the Notes box. All revenue from funds collected by the State and distributed directly to this library for expenditure by the library for capital expenditures. Any funds received directly from TSLAC, including competitive grant funds should be reported in question 5.14, Federal Capital Revenue. Specify the sources of those funds. Record the source of funds in the Note box in the online form.		\$0
5.14 Federal Revenue used for Capital Expenditures Record the source of funds in the Note box. Include all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Include funds received directly from TSLAC , including competitive grants funds used for capital expenditures. Specify the sources of those funds. Record the source of funds in the Note box in the online form. Do not include any E-rate reimbursements.		\$0
5.15 Foundation and Corporate Grant Revenue used for Capital Expenditures Include cash grants from private foundations or corporations used for the purpose of library major capital costs by the public library, whether or not expended. Specify the sources of those funds. Record the source of funds in the Note box in the online form.		\$0
5.16 Other Local Sources of Revenue used for Capital Expenditures Report all revenue other than that reported in any of the other revenue categories used for major capital costs, such as interest, fines, donations from individuals or frieCAP_INC_FOUNDATIONnds groups. Include monetary gifts and donations from individuals. Do not include the value of any contributed services or the value of any non-monetary gifts and donations. Sources should be from entities within the library's home county or legal service population area.		\$0
5.17 Total Revenue Used for Library Capital Expenditures	Sum of 5.10 through 5.16	\$34,576

Skip the following section if the library did not receive funds from a city or county government outside of the one in which the library is located. **Accuracy in this section is essential, as funding from non-local governmental entities impacts the library's population assignment.**

5.18 Government Revenue Sources Outside Local City or County

If funds were received from **government** entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section, questions 5.1, 5.2, 5.13, 5.14.

City or County Providing Funds
(outside home county)

Amount

5.19 Total Amount Received

Include total in 5.1 (City Operating Revenue) or 5.2 (County Operating Revenue)
as appropriate

SECTION 6: LIBRARY COLLECTION

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the **Collection Materials Expenditures** questions, totaled in **3.7**.

Unless otherwise indicated, report for each item and physical unit the amount held at the end of the fiscal year.

Physical units are volumes, items, or pieces. CAP_INC_FOUNDATION

Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

◆ **6.1** Library Catalog

Yes

No

An accredited library must have a catalog of its holdings available to the public that is searchable electronically, at a minimum by author, title, and subject.

◆ **6.2** Collection has 1% published in last five years

Yes

No

An accredited Texas public library must have at least 1% of total items collection published within the last five years. Example: for a library reporting 20,000 items in 6.14, 200 titles have been published in or after 2020.

Physical Material Counts

6.3 Books in Print

Number of volumes, items or physical units

19,237

Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. Books packaged together as a unit, such as a 2-volume set, and checked out as a unit are counted as one physical unit. Do not include unbound sheet music. Do not count uncataloged paperbacks.

6.4 Audio Materials — Physical format	Number of items or physical units	181
<p>These are materials circulated in a fixed, physical format on which sounds only are stored recorded and that can be reproduced played back mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs including audio CDs, audio reels, talking books, and other sound recordings stored in a fixed, physical format. Items packaged together as a unit, such as two audiocassettes for one recorded book, and checked out as a unit are counted as one physical item. Do not include downloadable electronic video files.</p>		
6.5 Video Materials - Physical Format	Number of items or physical units	1,006
<p>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape (VHS), DVD, and CD. Items packaged together as a unit, such as two video cassettes or DVDs for one movie and checked out as a unit are counted as one physical item. Do not include downloadable electronic video files.</p>		
6.6 Other Circulating Physical Items	Number of or checked out as physical units	205
<p>Report a single figure that includes the following: all circulating physical items other than print books (6.3) physical audio units (6.4), physical video units (6.5), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc.</p> <p>Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.</p>		
6.7 Total Physical Items in Collection	Number of volumes, items or physical units	20,629
<p>All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes 6.3 Print Materials, 6.4 Physical Audio units, 6.5 Physical Video units, and 6.6 Other Circulating Physical items.</p>		
<p>Electronic Material Counts</p> <p>For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <ul style="list-style-type: none"> • Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted. • Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.” 		

Do not consider resources available for free when answering the following questions.

Do not include any items in the public domain such as Project Gutenberg or similar platforms.

6.8 E-BooksDigital/Downloadable Units **17,413**

Report all items to which your patrons have access, whether through the library or a consortium.

Do not include any materials freely available in the public domain (such as Project Gutenberg). Do not include TexShare holdings. E-Read Texas/Boundless materials are reported in 6.8a

E-books are digital documents including those digitized by the library, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book monograph. E-books are loaned to users on portable devices e-book readers or by transmitting the contents to the user's personal computer for a limited time.

Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates at the administrative entity level; do not duplicate unit counts for each branch.

E-books packaged together as a unit, such as multiple titles on a single e-book reader, and checked out as a unit are counted as one unit. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

6.8a E-Read Texas E-Books*Prefilled in online form* **15,578**

E-Read Texas brings electronic books and audiobooks to Texans served by small community libraries in all parts of the state. E-Read Texas provides over 19,000 downloadable e-books and audiobooks and a mobile e-reader application that make it possible for all Texans served by public libraries to access e-books. The E-Read Texas collection primarily includes adult fiction and popular non-fiction and is most appropriate for an adult audience.

Texas public libraries serving a population of no more than 100,000 users are eligible to join E-Read Texas. Public libraries serving a population of more than 100,000 users, but with electronic collection expenditures of less than 100,000 per year are also eligible to join. For additional information, go to <https://www.tsl.texas.gov/ldn/ebooks>.

6.9 E- Audio MaterialsDigital/Downloadable Units **3,489**

Report all items to which your patrons have access, whether through the library or a consortium. **Do not include TexShare holdings. Do not include E-Read Texas/SimplyE materials.**

These are downloadable electronic files on which sounds only are stored recorded and that can be reproduced (played back) electronically. Audio-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio-downloadable units held locally and remote Audio-downloadable units for which permanent or temporary access rights have been acquired.

6.9a E-Read Texas E-Audiobooks		<i>Prefilled in online form</i>	<div>5,414</div>
<p>E-Read Texas brings electronic books and audiobooks to Texans served by small community libraries in all parts of the state. E-Read Texas provides over 19,000 downloadable e-books and audiobooks and a mobile e-reader application that make it possible for all Texans served by public libraries to access e-books. The E-Read Texas collection primarily includes adult fiction and popular non-fiction and is most appropriate for an adult audience.</p> <p>Texas public libraries serving a population of no more than 100,000 users are eligible to join E-Read Texas. Public libraries serving a population of more than 100,000 users, but with electronic collection expenditures of less than 100,000 per year are also eligible to join. For additional information, go to https://www.tsl.texas.gov/ldn/ebooks.</p>			
6.10 E- Video Materials		Digital/Downloadable Units	<div>0</div>
<p>These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video Downloadable Units held locally and remote Video Downloadable Units for which permanent or temporary access rights Report all items to which your patrons have access, whether through the library or a consortium.</p>			
6.11 Total E- Material Units		Sum of 6.8, 6.8a, 6.9, 6.9a, 6.10	<div>41,894</div>
6.12 Databases (Electronic Collections)			<div>1</div>
Report the number of databases made available through purchase by the library.		Acquired/Licensed through library only	
6.13 TexShare - State Licensed Databases			<div>60</div>
Libraries that were a TexShare member in 2024, and purchased the databases through the TexShare consortium, report 60 databases available to their patrons.			
Collection Totals			
◆ 6.14 Number of volumes, items or units		Sum of 6.3, 6.4, 6.5, 6.11, 6.12	<div>62,523</div>
An accredited library must have at least one item per capita, with a minimum of 7,500 items, or have expended 15 percent of its local operating expenditures on collection materials.			
6.15 Consortium Participation			
Is the library part of one or more consortia or other cooperative arrangement(s) for the purposes of purchasing electronic materials? If yes, please list:			
<div>West Texas Digital Consortium</div>			

SECTION 7: LOCAL LIBRARY SERVICES

Please do not leave any items blank. Enter "0" if the appropriate entry for an item is zero or "none" and enter "N/A" in the Notes field if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount, and add an explanation in the Notes field. If you have questions, please contact accreditation staff at accreditation@tsl.texas.gov.

◆ 7.1 Long-Range Plan

Yes

No

Report whether or not the library is operating with a long-range plan in place that has been approved by the library's governing board. An accredited library must have a long-range plan that has been reviewed and updated at least every five years. It must include a collection development element and a technology element.

Service Measures

7.2 Number of Reference Transactions

11,549

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others meet particular information needs.

Reference transactions DO NOT include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

CLARIFICATION:

- (1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
- (2) Count Readers Advisory questions as reference transactions.
- (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
- (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
- (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
- (6) Duration should not be an element in determining whether a transaction is a reference transaction.
- (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

<p>7.2a Regarding the number of reference transactions, is this an annual count or an annual estimate?</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.</p> <p>A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>	<input checked="" type="radio"/> Count	<input type="radio"/> Estimate	Data Not Collected
<p>7.3 Number of Library Visits 31,428</p> <p>Frequently referred to as the gate count, this is the number of persons entering the library facility for any purpose during the year.</p>			
<p>7.3a Regarding the number of library visits, is this an annual count or an annual estimate?</p> <p>If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week, multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>	<input checked="" type="radio"/> Count	<input type="radio"/> Estimate	Data Not Collected
<p>7.4 Registered Users 10,041</p> <p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.</p>			
<p>7.5 Current Overdue Fine Policy</p> <p>As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?</p> <p><i>NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.</i></p>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
<p>7.6 Current Non-Resident Fee Policy</p> <p>As of the end of the reporting period, does the library charge a fee for library cards to patrons who do not reside in the library's legal service area (non-resident fees)?</p>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
<p>7.6a Amount charged annually to non-residents</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">\$0.00</div>		

7.7 Current Fee Schedule

A public library may charge any member of the public for the following services at the discretion of the library's governing authority, regardless of the person's residency. What, if any, charges are applied for the following:

a. Replacement of lost borrower cards	\$2.00
b. Fines for overdue, lost, or damaged materials	\$0.00
c. Postage related to interlibrary loan	\$0.00
d. In-depth reference services provided on a contractual basis	\$0.00
e. Photocopying, scanning, printing, and fax services	\$0.25
f. Passport services	\$0.00
g. Library parking	\$0.00
h. Sale of publications and retail merchandise	\$0.00
i. Rental and deposits on equipment and meeting and event spaces.	\$0.00
j. Other (specify):	\$0.00

7.8 Automatic Renewal of Physical Materials

Yes

No

Did your library offer automatic renewal for any physical materials during the reporting period?

Circulation of Physical Materials**7.9 Circulation of Children's Physical Format Materials**

37,211

The National Center for Education Statistics NCES: Children and Young Adults Defined [*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357] defines children as persons age 11 and under.

Report the total annual circulation, including renewals, of all library materials in physical formats marked as children's, whether borrowed by a juvenile, young adult, or adult. This is the act of lending for use outside the library. This includes charging out checking out and renewals, each of which is reported as a circulation transaction. This includes books, physical audiobooks, physical videos (VHS or DVD), and other physical materials. It does not include materials for teens/young adults. It does not include non-traditional library items such as kits, games, or technology.

Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Do not include digital formats.

7.10 Circulation of All Other Ages Physical Format Materials

7,678

Report the total annual circulation, including renewals, of all library materials in physical formats, excluding those marked as children's, whether borrowed by a juvenile, young adult, or adult. This is the act of lending for use outside the library. This includes charging out checking out and renewals, each of which is reported as a circulation transaction. This includes books, physical audiobooks, physical videos (VHS or DVD), and other physical materials. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

7.11 Circulation of Other Physical Items

4,662

Circulation of all physical items other than print books(6.3), physical audio units (6.4), physical video units(6.5), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

7.12 Total Circulation of Physical Items

Sum of 7.9, 7.10, 7.11

49,551

Circulation of E-Materials

In the following section, report circulation or usage of each of the item types. In addition, use the following definitions to describe how the library purchased, accessed or acquired those materials. Usage can be obtained from vendor. Do not report any *circulation* of TexShare Database program materials.

*** DEFINITIONS***

Library: Purchased solely through the library's budget.

Consortium: Purchased through a consortium, cooperative or similar group at the local, regional or state level.

State: Provided by the state library or another state agency at no or minimal cost to the library.

Do not consider resources available for free when answering the following questions.

Do not include any items in the public domain such as Project Gutenberg or similar platforms.

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. Do not consider resources available for free in the public domain when answering the following questions.

7.13 Ebooks are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering these questions. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials.

Ebook Circulation (Usage)

Did the library provide access to **ebooks** purchased:

Check any that apply.

Through Library only	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
Through a Consortium	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
State Provided	<input checked="" type="checkbox"/>	<input type="checkbox"/> No

7.14 E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials. Do not consider resources available for free in the public domain when answering these questions.

E-serial Circulation (Usage)

Did the library provide access to **e-serials** purchased:

Check any that apply.

Through Library only	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Through a Consortium	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State Provided	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

7.15 E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials. Do not consider resources available for free in the public domain when answering these questions.

E-audio Circulation (Usage)

Did the library provide access to **e-audios** purchased:

Check any that apply.

Through Library only	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
Through a Consortium	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
State Provided	<input checked="" type="checkbox"/>	<input type="checkbox"/> No

<p>7.16 E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials. Do not consider resources available for free in the public domain when answering these questions.</p>			
E-video Circulation (Usage)		0	
Did the library provide access to e-videos purchased:		Check any that apply.	
		Through Library only	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>7.17 Total Circulation of E-Materials Sum of 7.13, 7.14, 7.15, 7.16</p>		15,741	
<p>7.18 Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials.</p>			
Did the library provide access to research databases purchased:		Check any that apply.	
		Through Library only	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>7.19 Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Use the following definitions to describe how the library provided access by its purchase or acquisition of those materials.</p>			
Did the library provide access to online learning platforms purchased:		Check any that apply.	
		Through Library only	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>7.20 E-Read Texas Total Usage</p>		77	
		<i>Prefilled in online form</i>	
<p>7.21 Total Circulation of All Materials Circulation of Physical Items (7.12), E-Materials (7.17), and E-Read Texas (7.20)</p>		65,292	
<p>Programs and Program Attendance</p> <p>Library programs are referred to as live (synchronous) program sessions or recorded (asynchronous) program presentations. Multiple format options, as well as expanded age ranges are being tracked. Report in-person on-site programs and in-person off-site programs separately, as well as live, virtual programs and recorded (asynchronous) programs. See below for definitions of what constitutes a program.</p> <p>If programs are offered as a series, count each program session in the series as one event. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.</p> <p>Each program session should only be counted in one age category based on its primary target audience. If there is no specified intended age group, then report the session(s) under "General Interest".</p> <p>Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.</p>			

If programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 sessions (programs or events). Exclude library activities delivered on a one-to-one basis, rather than to a group such as one-to-one literacy tutoring, services to homebound, homework

Count all attendees of these program sessions regardless of age.

For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance (7.24a), Synchronous In-Person Offsite Program Attendance (7.24b), or Synchronous Virtual Program Attendance (7.24c).

Live and Virtual Events: Synchronous Programming

Early Childhood Synchronous (Live) Programming targeting ages birth to 5 years

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities.

Attendance is the count of the audience at all program sessions for which the primary audience is children from birth to 5 years old. Count all attendees of these program sessions regardless of age.

Early Childhood		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P1	Number of sessions	105	8	0	113
7.P2	Total audience	3,797	203	0	4,000

Student-Age Synchronous (Live) Programming targeting ages 6 to 11 years

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities.

Attendance is the count of the audience at all program sessions for which the primary audience is children from 6 to 11 years old. Count all attendees of these program sessions regardless of age.

Student-Age		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P3	Number of sessions	12	0	0	12
7.P4	Total audience	266	0	0	266

Young Adult Synchronous (Live) Programming targeting ages 12 to 18 years

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18. A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

Report all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use the library facilities.

Attendance is the count of the audience at all program sessions for which the primary audience is young adults from 12 to 18 years old. Count all attendees of these program sessions regardless of age.

Young Adult		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P5	Number of sessions	7	0	0	7
7.P6	Total audience	37	0	0	37

Adult Synchronous (Live) Programming targeting ages 19+ years

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

Report all adult programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use the library facilities.

Attendance is the count of the audience at all program sessions for which the primary audience is adults 19 years and older. Count all attendees of these program sessions regardless of age.

Adult		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P7	Number of sessions	16	0	0	16
7.P8	Total audience	68	0	0	68

Programs of General Interest (no targeted age group)

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Report all general interest programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include general interest programs sponsored by other groups that use the library facilities.

Attendance is the count of the audience at all program sessions that are appropriate for any age group or multiple age groups. Count all attendees of these program sessions regardless of age.

General Interest		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P9	Number of sessions	45	1	0	46
7.P10	Total audience	1,767	300	0	2,067

Live and/or Virtual (Synchronous) Program Totals
 This is a total count of the programs and audience at all live or virtual program sessions during the reporting period. Count all attendees of these program sessions regardless of age.

Synchronous Programs		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Total Synchronous Programs
		Add all "a" values	Add all "b" values	Add all "c" values	
7.P11	Number of sessions	185	9	0	194
7.P12	Total of all attendees	5,935	503	0	6,438

Total Recorded Presentations (Asynchronous)
 Count recordings (asynchronous) program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for viewing after the session ended. For program presentations that are recordings of live (synchronous) virtual program sessions, exclude live (synchronous) attendance; these should be reported under the appropriate age and format within the live (synchronous) program counts.

<p>7.P13 Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming).</p> <p>Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.</p>	0	<p>Number of Recorded Presentations</p>
<p>7.P14 Report the count of views or plays of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.</p>	0	

SECTION 8: LIBRARY STAFFING AND SALARIES

Include all positions funded in the library's budget whether those positions are filled or not. Report figures as of the last day of the fiscal year. Report all hours worked for each employee type and report as total hours worked per week.

Report number of hours worked per week, not the number of employees.

<p>◆ 8.1 Professional (MLS) Librarians</p> <p>Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.</p> <p>Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.</p> <p>An accredited library with a population assignment greater than 25,001, must have professional librarians on staff.</p> <p>Report total number of hours all MLS librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate this. Example: 2 MLS librarians each work 40 hours per week. Report 80 hours (40 x 2).</p>	Weekly Hours Worked	80.00
<p>8.2 Other (Non-MLS) Librarians</p> <p>Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.</p> <p>Report total number of hours all librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate. Example: 2 librarians each work 30 hours per week. Report 60 hours (30 x 2).</p>	Weekly Hours Worked	0.00
<p>8.3 All Other Library Staff</p> <p>Includes all other persons paid by the library budget including plant operation, security, and maintenance staff.</p> <p>Report total number of hours all other paid staff work per week, not as number of persons. Use the employees' normal work schedule to calculate. Example: 3 paid part-time employees: 1 works 10 hours/week, 1 works 20 hours/week, one works 25 hours/week. Report 55 hours (10+20+25).</p>	Weekly Hours Worked	150.00
8.4 All Library Staff – Total Weekly Hours Worked	Sum of 8.1, 8.2, 8.3	230.00
<p>8.5 Volunteer Hours</p> <p>How many hours did volunteers work in this library last year? Indicate the total number of hours that were worked in the library by persons who were <u>not</u> on the library's payroll. Include volunteers, community service persons and those paid from non-library programs, such as Green Thumb.</p>	Total Annual Hours	250
8.6 Head Librarian's Annual Rate Of Salary		\$73,728
<p>◆ 8.7 Head Librarian's Hours Worked per Week</p> <p>How many hours per week is the Head Librarian/Library Director currently employed in library duties? An accredited library must have a director work a minimum number of hours based on the assigned service population.</p>		40.00

◆ 8.8 Director Obtained 10 Units of Continuing Education (CEU) Directors/Head Librarian of an accredited library must obtain 10 hours of continuing education credits annually to maintain the library's accreditation. Continuing education activities that meet qualitative standards for which the applicant can supply documentation of participation, duration, and relevance to the operation of a library. These activities must be instructional and may include workshops, appropriate sessions at library association conference, and distance education meetings.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
◆ 8.9 Photocopier Available for Staff An accredited library must have a photocopier available for use by staff.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
◆ 8.10 Internet Computer Available for Staff An accredited library must have a computer with internet access available for use by staff.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SECTION 9: RESOURCE SHARING		
Interlibrary Loans		
An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.		
◆ 9.1 Statewide Interlibrary Loans (ILL) Offered to Patrons An accredited library must offer to borrow and lend materials via the statewide interlibrary loan resource sharing service for persons residing in the library's designated service area. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9.2 ILL Received from Other Libraries These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually received, even if that number is zero. Exclude informational requests.	Number Received/Borrowed	<input type="text" value="0"/>
9.3 ILL Provided to Other Libraries These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually loaned, even if that number is zero. Exclude informational requests.	Number Provided/Lent	<input type="text" value="0"/>
9.4 Integrated Library System (ILS)/Library Management (LMS) Used Biblionix Apollo Book Systems (Atrium, Concourse) Evergreen Follett (Destiny, Circulation Plus, Athena, Winnebago) Innovative Interfaces Inc (Millennium, Polaris, Sierra) Other:	Biblionix Apollo Koha SirsiDynix (Symphony/Unicorn, Horizon) TLC Library Solution	

SECTION 10: INTERNET AND ELECTRONIC SERVICES**◆ 10.1 Public Internet Access Computer with Printer/Copier**☒ Yes☐ No

An accredited library must have a computer with internet access and printing/copying capability for patron use.

10.2 Public Internet Access Computers

Number of computers

13

Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

10.3 Annual Uses of Public Internet Computer

Annual computer uses

1,997

Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes. A typical week or other reliable estimate may be used to determine the annual number. This is for in-library use only.

The number of uses sessions may be counted manually, using registration logs. Count each use session for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public Internet computers three times a week would count as three uses (sessions).

10.3a Regarding the number of public computer uses, is this an annual count or an annual estimate?

☒ Count☐ Estimate☐ Data Not Collected

If an actual count of uses is unavailable, determine an annual estimate by counting uses during a typical week in and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

10.4 Annual Wi-Fi Sessions

Number of sessions

0

Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

10.4a Regarding the number of wi-fi sessions, is this an annual count or an annual estimate?

☐ Count

☐ Estimate

☒ Data Not Collected

☐ No Wi-Fi Available

NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

10.5 Annual Website Visits

Number of Web Visits

0

Visits represent the annual number of sessions initiated by all users from insider or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (such as Facebook, Twitter, etc.) should not be reported.

10.5a This cannot be estimated. If data is not available, report "0".

☐ Count

☒ Data Not Collected

☐ No Website

SECTION 11: LIBRARY HOURS

11.1 Annual Public Service Hours for Central Library

Number hours open

2,929

This is the hours the library was available to your patrons last year at the Central or Main Library facility. Report every hour that the facility was open to the public during all of last year.

DO NOT include hours when the facility was physically closed but still offered virtual, Wi-Fi or "curbside" services outside the building. This total should be reduced for any hours that the facility was closed to the public (e.g., holidays, weather emergencies, natural disasters, pandemic closures, staff development days, construction, repairs, etc.). Branch hours open per year will be reported in each branch sub-report.

NOTE: A facility is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access.

11.2 Annual Public Service Weeks for Central Library

Number weeks open

52

This is the number of weeks open for public service at the Central/Main Library facility. The count should be based on number of weeks open for half or more of the library's scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.

<p>◆ 11.3 Weekly Service Hours All Facilities Available</p> <p>Libraries with branches should report the total number of unduplicated hours per week the libraries are open during a regular schedule week. For assistance or clarification, contact LDN staff, or use the Weekly Total Hours Calculator on the Annual Report page,</p> <p>If the library has no branches, the answer will be the same as the amount reported in question 11.4, Weekly Hours Central Library Open - Regular Schedule.</p> <p><i>Example: Main is open M-F 8-5; the branch is open M-F 9-6. This library would be open 10 unduplicated hours per day. The total for five days would equal 50 hours per week.</i></p>		<p>Unduplicated weekly hours</p> <p>60</p>	
<p>Scheduled Weekly Hours Central Library Open</p>	<p>11.4 Regular Schedule</p> <p>60</p>	<p>11.5 Summer Schedule</p> <p>60</p>	<p>60</p>

<p>DUE DATE FOR REPORT AND APPLICATION SUBMISSION</p> <p>To be considered for accreditation, the library must submit the annual report and complete the Accreditation in State Library System Application no later than April 30, 2025.</p> <p>Once signed, the application should be forwarded to Library Accreditation in the Library Development and Networking Division (LDN): accreditation@tsl.texas.gov.</p> <p>Where to find a blank copy of the Application:</p> <ul style="list-style-type: none"> • Included in this document. • Home page tab of Texas LibPAS, https://tx.countingopinions.com/index.php, under the word ENTER. • TSLAC Public Libraries Annual Report webpage, https://www.tsl.texas.gov/ldn/annualreport. <p>Scan and email the application to accreditation@tsl.texas.gov. Documents are saved electronically, so no original copy is needed.</p> <p>QUESTIONS: If you have any questions about this survey, please contact Texas Public Library Accreditation staff at accreditation@tsl.texas.gov or call 512-463-5466, toll free in Texas 800-252-9386.</p>
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Contact Info

1.5, Mailing Address - Street

Updated 2.20.25vg--2025-02-20

No longer using a post office as we can finally have mail delivered to our location. Correct address is 508 E. Hwy 62 Wolfforth TX 79382--2025-02-19

1.9, Physical/Shipping address - Street

Updated 2.20.25/vg--2025-02-20

According to USPS the correct format for our address is 508 E. Hwy 62 Wolfforth TX 79382--2025-02-19

1.21, Is the information provided in 1.1 through 1.20 correct?

Notes to Mailing and Physical Address and will send the email.--2025-02-19

3.7a, Collection material funding from non-local sources

TLA H-E-B Collection Development Grant--2025-02-19

3.8, Other Operating Expenditures

Increase to population resulting in increase of library usage and increase of operating expenditures--2025-02-19

3.9a, Library Operating Expenditures from Non-Local Funding

TLA H-E-B Collection Development Grant--2025-02-19

3.11, Total Library Operating Expenditures

Increases to staffing and a city council committed to bringing all employee wages to a fair and equitable wage comparatively--2025-02-19

4.3, Local Government Operating Expenditures

Increases to population resulting in increases to library use requireing increased operating expenditures--2025-02-19

Increases to population resulting in increases to library use requireing increased operating expenditures--2025-02-19

5.7, Foundation and Corporate Grants used for Operating Expenditures

TLA H-E-B Collection Development Grant--2025-02-19

6.3, Books in Print

Similar to last year as we are out of space in our building for more physical items--2025-02-19

6.12, Databases (Electronic Collections) - Local License

Added Novelist plus as a local database--2025-02-19

Added Novelist Plus--2025-02-19

e., Photocopying, scanning, printing, and fax services

Copies \$0.25 per page B/W

Scan to email - FREE

Faxes \$1.00 per page--2025-02-19

j., Rental and deposits on meeting and/or event spaces

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:

	APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM Local Fiscal Year 2024 - State Fiscal Year 2026	
City of Wolfforth Library		Wolfforth
LIBRARY NAME		CITY
<p>A public library is defined as an entity operated by a single public library agency or board, that is freely open to all. If the library is applying for accreditation for State fiscal year 2026 (September 1, 2025, through August 31, 2026). This authorization for application must be completed and submitted on or before April 30, 2025.</p> <p>The below signed certify, to the best of their ability, that the information contained in this Annual Report is complete and accurate for local fiscal year 2024.</p> <p>All applicable signatures are necessary, based on library's legal establishment.</p>		
Library Director/Head Librarian/Library Manager		
Printed Name and Title	Signature	Date
Governing Authority	Signature of the Mayor, City Manager, or County Judge, as appropriate. City Secretary, County Clerk or similar positions are not valid substitutions.	
Printed Name and Title	Signature	Date
Advisory Board Chair, if appropriate		
Printed Name and Title	Signature	Date
Check one		
	The library has met all minimum standards of library accreditation. Complete pages 2 and 3, below.	
	The library has not met all minimum standards of library accreditation. Please contact TSLAC staff for options.	

Accreditation Minimums Library look-up: https://tinyurl.com/2024MOETable				
Check to confirm	13 TAC Section	Description	Reported	Minimum Criteria
	§1.71	Legal Service Area (LSA) , population assignment based on sources of local government funding.		8,136
	§1.72	Public Library Service: A public library must provide core library services for the general public during the hours of operations of all library facilities without charge or deposit to all persons residing in the local legal service area that provides monetary support to the library.		
	§1.73	Legal Establishment: A public library must be legally established to provide general library services as <ul style="list-style-type: none"> • a department of a city, municipality, or county government by charter, resolution, or ordinance; • a library district; or • a nonprofit corporation chartered by the Office of the Secretary of State for the purposes of providing free public library services with a current contract with each source of local government funding (i.e., a city, municipality, county, or school district) to provide free public library services for the city, municipality, county, or school district. 		
	§1.75	Non-discrimination: The library complies with all State and Federal Statutes relating to non-discrimination. It agrees not to discriminate on the basis of race, color, national origin, sex, handicap, age, or disability in its employment practices and library services.		
	§1.74 (a)	Maintenance of effort (MOE)		
	§1.77	Minimum local government support		
	§1.81 (A)	Minimum per capita expenditures		
	§1.81 (B)	One item per capita in collection OR expenditures of at least 15 percent of local operating expenditures on collection material.		
	§1.81 (C)	One percent of total items in collection published in last five years.		
	§1.81 (D)	Open for not less than the required number of hours per week		
	§1.81 (E)	Employ a library director/head librarian for at least the required number of hours per week.		
	§1.81 (F)	Employ the minimum number of required full-time equivalent professional librarians (Libraries over 25,001 LSA)		

Check here to confirm	13 TAC Section	Description
<input type="checkbox"/>	§1.83 (1)	Website: The library must have a website detailing current services and contact information, including a telephone number and email address.
<input type="checkbox"/>	§1.83 (2)	Internet access: The library must have available technology to enable staff and the general public the ability to access the Internet and print/copy/scan materials on demand.
<input type="checkbox"/>	§1.83 (3)	Interlibrary Loan: The library must offer to borrow materials through the statewide interlibrary loan system for eligible persons residing within in the library's legal service area and offer to lend materials to other participating Texas libraries using the statewide interlibrary loan system. The library's governing board may adopt local policies regarding collections available to lend, lending periods and renewals, patron eligibility, and other factors. Local policies must be available to the public.
<input type="checkbox"/>	§1.83 (4)	Continuing Education: The library director/head librarian must obtain a minimum of 10 hours of continuing education every year.
<input type="checkbox"/>	§1.83 (5)	Catalog: The library must have an integrated searchable (electronic) catalog of its holdings available online to the public.
<input type="checkbox"/>	§1.83 (6)	Long-Range Plan: The library must have a long-range/strategic plan that is approved by its governing authority and reviewed, updated, and approved at least every five years. The library's strategic plan may be part of a larger plan from the governing authority.
Resolution by Accreditation Staff		Date
Receipt and Acceptance		TSLAC Initials
Referral to LSA Advisory Board		

TEXAS PUBLIC LIBRARIES

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2024

Branch/Bookmobile

Item # 2.

SECTION 12: BRANCHES/BOOKMOBILES

This section requests information for contacting the library branch or bookmobile and its staff. By entering this information, you understand that this will be published and become public information. The information you submit on this form is Public Information (<https://www.tsl.texas.gov/agency/customer/pia.html>). In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested. Please read our Web Policies and Disclaimers (<https://www.tsl.texas.gov/landing/webpolicies.html>).

Check one:

B1.1a ☐ **Branch**

Administered from a central unit, branch libraries are auxiliary units that have at least all of the

- separate quarters
- paid staff
- an organized collection of library materials
- Regularly scheduled hours for being open to the public

B1.1b ☐ **Bookmobile**

A bookmobile is a traveling branch library and has at least all of the following:

- a truck or van that carries an organized collection of library materials
- paid staff
- regularly scheduled hours (bookmobile stops) for being open to the public

B1.2	Branch Library Name		
B1.3	Mailing Address - Street	B1.4 Mail City	B1.5 Mail Zip B1.6 (Zip)+4
B1.7	Physical/Shipping address - Street	B1.8 City	B1.9 Zip B1.10 (Zip)+4
B1.11	Phone number	B1.12	Library General Email Address
B1.13	Branch Librarian/Manager First Name	B1.14	Branch Librarian/Manager Last Name

Outlet Facility Information

B2.1 In what year was this current branch facility originally built? Put approximate year/decade if actual date is not known.

B2.2 Square Footage of the Branch Library		<input type="text"/> square feet	
This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the library has use of that area.			
B2.3 Renovations, Expansions, new construction		Yes	No
Has the branch library been renovated or expanded, or had new construction completed within the period covered by this report? Report structural changes only.			
B2.4 In what year did the most recent major renovation or remodel occur? (If applicable)			<input type="text"/>
B2.5 Rate the current facility in meeting the needs for public service.	Poor	Adequate	Good
B2.6 Are there plans in progress to undergo major modifications to the facility within the next three years?		Yes	No
B2.7 Is more than half of the computer network hardware in this facility three years or older?		Yes	No
B2.8 Are there plans in progress to upgrade the network/cabling/technology within the next three years?		Yes	No
Outlet Library Service Information			
B3.1 Established Schedule		Yes	No
Does the branch have an established schedule in which the services of the staff are available to the public?			
B3.2 Annual Total of Public Service Hours - Branch or Bookmobile			<input type="text"/>
Report every hour that the facility is open to the public during all of last year. Branch hours open per year will be reported in each branch sub-report.			
This is the number of hours open for public service at the branch or bookmobile. For each bookmobile, count only the hours the bookmobile is open for service to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.			
B3.3 Annual Total of Public Service Weeks - Branch or Bookmobile			<input type="text"/>
This is the number of weeks open for public service. The count should be based on number of weeks open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.			
Round to the nearest whole number of weeks. If the branch or bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the branch or bookmobile was open less than half of its scheduled hours, round down. Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.			

Summer '25

COLOR OUR WORLD™



**City of Wolfforth Library
508 E. Hwy 62
Wolfforth, TX 79382**

About the Library

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 20,000 physical materials including books, videos, audio books, and makerspace kits and over 40,000 digital materials.

In addition to these items, thousands of people enter the library monthly to utilize print and electronic reference resources, access the Internet through the Library's high-speed connection, enjoy state-of-the-art Wi-fi service, utilize our Job and Education Center, participate in GED and ESL classes, compete in a children's reading contest, listen to story hour, or attend one of our many other programs for all ages.

Volunteer with Us

Calling all teens (13+) and adults—this summer, we need you to help make our library programs unforgettable!

As a volunteer, you'll be an essential part of the action, whether you're assisting with story hours, helping organize programs, keeping the children's room in top shape, or making our Summer Kick-off party a huge success.

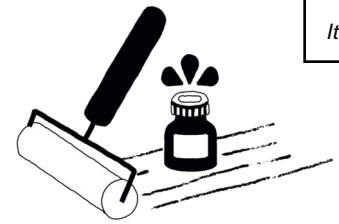
Not only is volunteering a fun and rewarding experience, but it's also a chance to give back, connect with the community, and be part of something amazing. If you love books, learning, and creating memorable moments, we'd love to have you on board!

Ready to join? Visit the volunteer section of our website to apply and review our policies. All volunteers must be approved by our librarian.



Reading Challenges

Item # 2.



0-5 Reading Programs

- **1,000 Books Before Kindergarten (year round!)**

Enjoy reading 1,000 books with your little ones! Log reading and earn badges all along the way. After every 100 books, your child will earn a sticker and a free book! After reading 1,000 books your child will earn a small backpack of goodies and a 1,000 Books Before Kindergarten shirt.

- **Summer Reading**

Join us for our Early Literacy Challenge for young children and their families! Take part in these specially curated activities to promote early literacy skills and earn tickets for our prize drawing. Families can bond over books and learning while potentially winning a prize.

Kindergarten - 6th Grade Reading Program

Calling all readers entering Kindergarten through 6th grade for the 2025-2026 school year! Get ready for an epic book logging challenge where reading earns you raffle tickets—and the power to choose your prizes. The more books you log, the more chances you have to win. Stop by the library to check out all the awesome prizes waiting to be claimed!

7th - 12th Grade Reading Program

Attention all 7th-12th graders (2025-2026 school year)! Get ready for a colorful adventure with our book logging challenge! For every book you log, you will earn one raffle ticket (up to 10). The best part? YOU get to decide which prize drawing to enter! There may even be chances to earn bonus tickets by attending library programs or volunteering this summer!

Adult Reading Program

Our Book Logging Challenge is here, and it's packed with chances to win big. For every book you read, you'll earn a raffle ticket—up to 10 total—and YOU get to choose which prize drawing to enter. Want even more chances? Keep an eye out for opportunities to earn bonus tickets by attending library programs, writing book reviews, or even volunteering with us. We've got some fantastic prizes lined up, so whether you're into cozy mysteries, epic adventures, or anything in between, start reading and get ready for an exciting summer of books and prizes!

**Scan Here
to Get
Started**



0-5 Library Programs

Item # 2.

Tuesday Tots | Tuesdays 10:30a

We read one short picture book and dance to 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. Due to room capacity and safety concerns, tickets will be required for this storytime. Tickets can be picked up starting 30 minutes before the program every Tuesday.

Baby Rhyme Time | Thursdays 10a

30-minute program for children aged 0-2 and their caregivers. We sing nursery rhymes, play with bells and scarves, and foster interactive play.

Tots & Crafts | First Fridays 9:30a

In partnership with Texas Home Visiting, join us on the first Friday of every month as we explore the world of color, creativity, and fun! Crafts will be appropriate for ages 0-5 years, but children and families of all ages are welcome!

Builders Club | First Saturdays 1p

Join us on the first Saturday of each month for our Builders Club. We will have Lego bricks, MEGA Bloks, and KEVA Planks out for everyone to build with. This is fun event for all ages!

Parenting Cottage Storytime | Second Wednesdays 10a

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).

Bookworms Storytime | June 18th & July 16th 10a

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.

Wiggle Worm Storytime | June 20th & July 18th 10a

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.



Elementary Library Programs

Item # 2.

REPCO Wildlife | June 4th 10a

Come join us for a special (live) animal program that will be fun for ALL ages. Due to room capacity and safety concerns, tickets will be required for this storytime. Tickets can be picked up starting 30 minutes before the program.

Magic in the Library | June 5th 2p

Join us as we welcome Bronson Chadwick with Magic in the Library. Magic in the Library is a live magic show by illusionist Bronson Chadwick, designed to encourage students to enjoy reading and improve literacy. Due to room capacity and safety concerns, tickets will be required for this storytime. Tickets can be picked up starting 30 minutes before the program.

Builders Club | Frist Saturdays 1p

Join us on the first Saturday of each month for our Builders Club. We will have Lego bricks, MEGA Bloks , and KEVA Planks out for everyone to build with. This is fun event for all ages!

STEAM Club | Second Mondays 11a

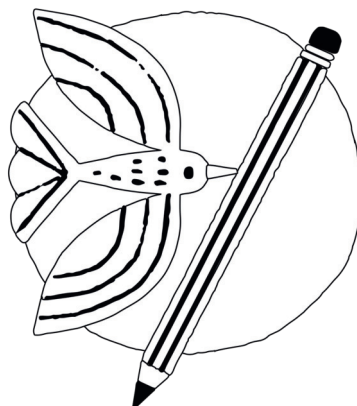
We will provide "building" supplies and a challenge that encourages students to use their brains to solve a problem. Our challenges are geared at elementary aged students (1st-5th grade) but everyone is welcome to join. We do offer extra assistance for our younger participants so that everyone can participate! This will be a Science, Technology, Engineering, Arts, and Math (STEAM) based program.

FIRE DEPARTMENT PLACEHOLDER

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Science Spectrum | June 25th & July 21st 10a

Educators from the Science Spectrum will be at the library presenting on cool science concepts! In June, we will be learning about fire and ice, and in July our topic will be colorful chemistry. Due to room capacity and safety concerns, tickets will be required for this storytime. Tickets can be picked up starting 30 minutes before the program.



Teen Library Programs

Item # 2.

TEEN PLACEHOLDER | June 21st 1p

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TEEN PLACEHOLDER | July 12th 1p

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Adult Library Programs

Item # 2.

Coffee & Connections | Fridays 9:30a

An hour-long event where adults can relax, enjoy a warm beverage, and engage in friendly conversation while collaborating on a jigsaw puzzle. Whether you prefer coffee, tea, hot cocoa, or water, we've got you covered!

Book Club | Second Tuesdays 1p

Did you know we have an adult book club that meets once a month? Book club meets in the small meeting room on the second Tuesday of each month. The library attempts to have at least two copies of each book available for checkout, to view a full list of upcoming titles visit our website.

Paint Your Pet | June 14th {TIME}

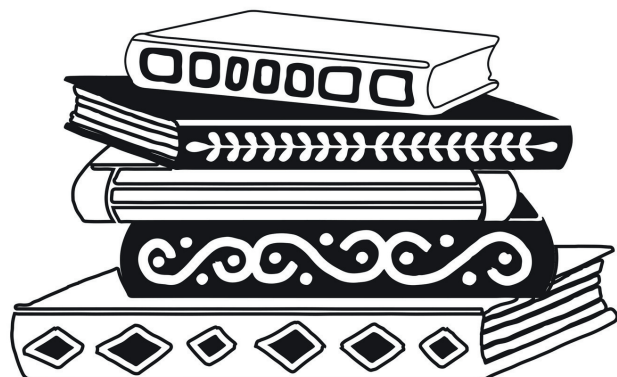
Unleash your creativity at our second Paint Your Pet event! Bring a 7x7 photo of your furry (or scaly!) friend or email it to us ahead of time, and we'll provide the supplies to help you create a small masterpiece.

ADULT PLACEHOLDER | June 19th 6p

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ADULT PLACEHOLDER | July 17th 6p

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Thank you to our sponsors!

Item # 2.



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February 10, 2025

Kimberly Brantley
City of Wolfforth Library
508 E HWY 62
Wolfforth, TX 79382

Dear Kimberly Brantley,

Congratulations to the City of Wolfforth Library. On behalf of the Texas Municipal Library Directors Association, I am pleased to inform you that you have been awarded the 2024 Achievement of Excellence in Libraries Award.

Your application clearly demonstrated your commitment to providing exceptional service to your community. Of the 542 public library systems in Texas, your library is one of only 102 who have earned this year's award. With this honor, your library is now in the top 19% of all public libraries in the state.

We know you will want to proudly display your accolades, which include a congratulatory letter, a digital medal and an award template that can be used to order a plaque. The digital medal is an image file that can be used (but not altered) on websites, email signatures, stationery, and other official library promotional materials. The digital image can be made to be clickable to the TMLDA award site or to a page displaying your accomplishment and/or completed application.

Again, congratulations on this accomplishment, and thank you for enriching the lives of your residents and providing your community with outstanding and innovative services.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Pfledderer".

Cynthia Pfledderer
President, Texas Municipal Library Directors Association





Friday, December 27, 2024

Libraries of Excellence Award Application

Please submit information from your most recent full fiscal year.

Please provide primary contact email address kbrantley@wolfforthtx.us

Library Full Name City of Wolfforth Library

Library Address (Street, City, Zip Code) 508 E HWY 62 Wolfforth, TX 79382

Library Director/Administrator Name Kimberly Brantley

Director/Administrator Email Address kbrantley@wolfforthtx.us

Contact Phone Number 806-855-4150

Please provide at least one example of how your library met the following award requirements. Supplemental images are *optional but encouraged*.

Please Note: Over 75 libraries typically apply for this award each year. A highlight video is created for winners but with so many applicants, we cannot guarantee inclusion for each applicant. Each category is highlighted with the best submitted images showing libraries meeting that criteria.

Those who provide a good quality image highlighting their library supporting each category have the best opportunity to be highlighted in the award video.

A note before starting the application. Please save your answers in a separate document to ensure no loss of information if the form is saved incorrectly or you accidentally close it before submission. We cannot restore lost application data.

UNDERSERVED POPULATIONS - Provide services to underserved populations either through outreach, special programs, collaborations with other libraries or organizations, special classes, special collections, etc.

The City of Wolfforth Library offers a variety of services to underserved populations through outreach programs, special collaborations, targeted classes, and specialized collections. One program that exemplifies this approach is Bright From the Start, our biannual five-week workshop series within the Family Place Libraries network, which we joined in 2019. This program encompasses outreach, community partnerships, and early literacy initiatives to support the holistic development of children and families.

Bright From the Start focuses on children ages birth to three years, along with their parents or caregivers. Each session features a play-based environment filled with toys and learning manipulatives to encourage creative interaction between children and caregivers. The workshops also include expert-led discussions with professionals from the community who provide valuable insights into early child development and address any questions or concerns parents may have.

In addition to the workshops, the Library partners with multiple organizations throughout Lubbock County to provide families with resources on key topics, including speech, hearing, language development, child behavior, nutrition, and music and movement. To further support caregivers, the Library staff, who receive specialized training in early literacy, act as resource experts for participants.

The Library also maintains a dedicated parenting collection located in the children's area, offering print materials for parents at all stages of their journey. These resources are available to all library cardholders.

This collection is located next to the Family Place space, which is available year-round, and offers interactive manipulative activities such as puzzles, dramatic play items, and blocks, fostering continued learning and engagement between children and caregivers. The connections made during Bright From the Start have enabled the Library to build lasting relationships with families, caregivers, and community partners, which helps us better serve our underserved populations throughout the year.

Attachments: 1) Marketing displayed on the television at the circulation desk advertising the upcoming workshop and other programs happening this month. 2) Picture from the Fall 2024 Bright from the Start workshop for speech and hearing showing the resource table and a mother visiting with the resource professional for the week.

UNDERSERVED POPULATIONS SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are publicity items, fliers, program descriptions, newspaper articles or other media documents, or statistical information. The maximum file size is 10 MB. Please name the file (Your Library Name Underserved Populations). Example: Smith Public Library Underserved Populations



 City of Wolfforth Library Underservedpdf

MARKETING - Please describe current marketing materials highlighting basic services and publicity about programs the library offers.

Over the past year, the Library has made significant strides in enhancing its marketing efforts to effectively communicate the services and programs available to the public. Upon registering as a new member, the customer receives a trifold brochure that outlines the Library's core services, operating hours, website, and information on accessing ebooks, along with general Library details.

Additionally, the Library distributes monthly calendars that feature upcoming events and programs. These calendars include a list of events on one side and detailed descriptions of each program on the reverse. These calendars are available in print at the Library, posted on the bulletin boards at City Hall and the Library, and available digitally on our website.

To further promote its services and programs, the Library leverages social media platforms, its website, and quarterly newsletters to engage the community and raise awareness about upcoming events and new offerings.

Attachments: 1) Trifold Library Brochure 2) January 2025 Calendar showing programs and descriptions

MARKETING SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are general library brochures, recurring program brochures, specific program publicity, newsletter, media contacts (newspapers/TV/Cable), bookmarks, fliers, etc., web page publicity, or electronic publicity. The maximum file size is 10 MB. Please name the file (Your Library Name Marketing).

 City of Wolfforth Library Marketing 1.pdf

 City of Wolfforth Library Marketing 2.pdf

COLLABORATIVE EFFORTS - Please describe any special collaborations with outside organizations, educational institutions, or other city departments undertaken in the past year.

The City of Wolfforth Library is dedicated to serving our community, which is central to our mission. Over the past year, we have actively participated in key City events, including the Wolfforth 4th on the 5th Celebration, National Night Out, the Wolfforth Harvest Festival, and Small Town Christmas. At each of these events, we assist City staff with planning and execution of the event as well as setting up an information booth to engage attendees. Our booth offers free books, information about the Library, and resources from local community organizations with which we collaborate.

In addition to City events, the Library maintains strong partnerships with Frenship ISD, supporting students across all grade levels. Each week, Frenship High School Life Skills students visit the Library to gain hands-on job skills, preparing them for post-graduation employment. In 2018, the Library digitized all high school yearbooks from Frenship ISD, and this year, the Library and City updated our website, making these yearbooks accessible to the public. Moving forward, we plan to update the yearbook collection annually as a service to the district and the community.

The Library also works closely with the Frenship Middle School Librarian to ensure all incoming sixth-grade students receive Library Cards, with parent consent, giving them access to our digital and physical collections. Library staff visits the school to present on Library services and eBooks, and offers continuous support to teachers, adding material to the collection regularly that supports curriculum and student interests. We also collaborate with elementary school teachers and Librarians to provide storytimes, career day presentations, and literacy support as requested.

Furthermore, the Library has longstanding partnerships with two prominent organizations in Lubbock County—Parenting Cottage and Literacy Lubbock. These collaborations enable us to offer five programs per month that serve families with children, providing free books and connecting them to essential resources such as parenting classes, free car seats, and GED programs. Literacy Lubbock also provides weekly GED and ESL classes to the community at the Library, free of charge, supporting adult learners. As part of our Family Place initiative, we have also developed new partnerships with Early Childhood Intervention (ECI), AgriLife Texas, Texas Tech University Child Development, South Plains College Child Development, and various other local organizations. These collaborative efforts are a vital part of our mission to strengthen our community and expand access to resources for families, children, and individuals of all ages.

Attachments: 1) Picture of Library staff at our table for the City of Wolfforth Harvest Festival. Director Kimberly Brantley, Community Librarian Taylor Revilla, and part-time staff Danica Powers and Laney Kimball 2) Picture of Library Director and Community Librarian with City staff member Kimberlea Groves and Santa at the City of Wolfforth Small Town Christmas celebration

COLLABORATIVE EFFORTS SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are materials from programs with schools, museums, or other educational institutions, interdepartmental programs, volunteer programs, or non-governmental agencies. The maximum file size is 10 MB. Please name the file (Your Library Name Collaboration).





NEW, UNIQUE OR ENHANCED SERVICES - Please describe any new, unique, or enhanced services initiated during the past year.

In response to the challenges presented by the COVID-19 pandemic, the City of Wolfforth Library sought innovative ways to support our community and enhance early literacy services. In late 2020, we began exploring the circulation of Tonies and Tonieboxes, a concept that not only promotes literacy development but also offers accessibility to young users who are not yet reading independently, as well as to those with visual impairments or learning disabilities. At the time, Tonies had only recently entered the U.S. market and had not yet been implemented in libraries. Recognizing the potential of this tool, we proactively reached out to the company and played a key role in establishing the Tonies for Educators program, which supports the use of Tonies in classrooms and libraries. Additionally, we support the Tonies for Libraries Facebook group, assisting other librarians in integrating Tonies into their programming.

The Library officially began circulating Tonies in January 2022, starting with two Tonieboxes and 50 Tonie figures. Over the past year, we have significantly expanded the collection, increasing both the quantity and circulation rate. Currently, we circulate six Tonieboxes and over 250 Tonie figures, with 60-70% of the collection checked out at any given time. This service has become a valuable resource for families and children, reinforcing the Library's commitment to fostering early literacy in an inclusive manner.

In response to feedback from working families who were unable to participate in our traditionally scheduled weekday programs, we introduced a new initiative in January 2024. The "Family Storytime" program is offered once a month on a Monday evening and a Saturday morning, providing families with children ages 2-7 an opportunity to enjoy storytime, songs, and crafts outside of typical work hours. This program has been warmly received and has attracted many new families to the Library, who appreciate the flexibility it offers to participate in enriching activities with their children.

These new and enhanced services reflect our ongoing commitment to meeting the diverse needs of our community and ensuring that the Library remains a welcoming and accessible resource for all.

Attachments: 1) Circulation statistics for our Tonies collection, labeled Makerspace, and the information we share with other libraries to assist in their collection. 2) Picture of families participating in our newest program, Family Storytime.

NEW, UNIQUE, OR ENHANCED SERVICES SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are circulation statistics, other statistical information, programs offered, programming changes, or marketing materials for new or enhanced services. The maximum file size is 10 MB. Please name the file (Your Library Name New Services).





LITERACY SUPPORT - Please describe examples of library services and/or resources providing literacy support to the community during the past year (i.e. Summer Reading Program).

The Library takes pride in its commitment to literacy by offering innovative and impactful programs and resources tailored to meet the needs of our diverse community. Through our partnership with Literacy Lubbock, we host weekly ESL and GED classes led by trained and vetted volunteers. These classes have grown significantly over the past year, serving 14 ESL students and 9 GED students in 2024. Outcomes reflect meaningful progress: one GED student successfully completed the program and has been accepted into the Coast Guard, where he will report in January 2025. GED participants completed 18 pre-tests and nine official GED exams, with notable successes including one student passing all but the math test, another passing two pre-tests, and another improving their math score from 133 to a passing 148. All participants demonstrated measurable skill development. ESL students have similarly shown marked improvement, particularly in vocabulary, reading comprehension, speaking confidence, and community engagement. For example, one ESL student, empowered by her enhanced English skills, now volunteers at Literacy Lubbock events.

Our largest literacy outreach initiative is the annual Summer Reading Program, which engages community members of all ages. This program runs from the first Tuesday after Memorial Day to August 1st, culminating in a celebratory event for participants. In recent years, we expanded the program to include not only school-age children and teens but also adults and younger children, ensuring it is inclusive for all ages. To facilitate participation, we use the Beanstack app, allowing readers to log books and activities while earning virtual badges, physical buttons, prizes, and raffle entries for grand prizes. This year, 130 children under five participated, logging over 15,000 books read by their caregivers. Among school-aged children and teens (K-12), 296 participants logged a combined 9,778 books and 23,989 minutes of reading. Our adult program, now in its second year, saw 145 participants who collectively read 3,423 books and logged 6,631 minutes. While some programs track minutes and others track books, participation data indicates significant community engagement, with room for future growth. We continually evaluate and improve our summer programs to expand their reach and ensure more residents are aware of the Library's resources.

Additionally, the Library is expanding its bilingual print and digital collections to better serve the community's needs. Our largest bilingual collection is in Spanish, reflecting the predominant language of our area. Recently, we've also addressed the growing demand for Russian-language resources. With funding from a generous HEB grant, we launched a small collection of Russian bilingual books and English-Russian dictionaries. These materials have recently been added to our collection, and we are optimistic about their impact and look forward to further development of this resource in the coming year. Through these efforts, the Library demonstrates its unwavering commitment to fostering literacy and creating opportunities for learning and growth across our community.

Attachments: 1) Picture of our Community Librarian, Taylor Revilla providing an interactive literacy program with the magnetic storyboard. 2) Marketing flyer for our summer reading program and the calendar list of events offered each week

LITERACY SUPPORT SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are materials from Summer Reading programs for youth, teens and/or adults, ESL classes, GED classes and/or High School Diploma program, support materials for ESL or GED, family story times, bilingual material and/or programs, or tutoring programs or study centers. The maximum file size is 10 MB. Please name the file (Your Library Name Literacy).



City of Wolfforth Library Literacy.pdf

DIGITAL INCLUSION - Please describe library services and/or resources that supported digital inclusion with public internet access, digital literacy training, and online library services in the community during the past year.

The City of Wolfforth Library is dedicated to fostering digital inclusion by providing robust public internet access, digital literacy training, and online library services to our community. To enhance connectivity, we installed Wi-Fi boosters within the Library, ensuring reliable access for patrons using their own devices. Additionally, we offer 13 public access computers to meet the diverse needs of our users, from job searching to online learning.

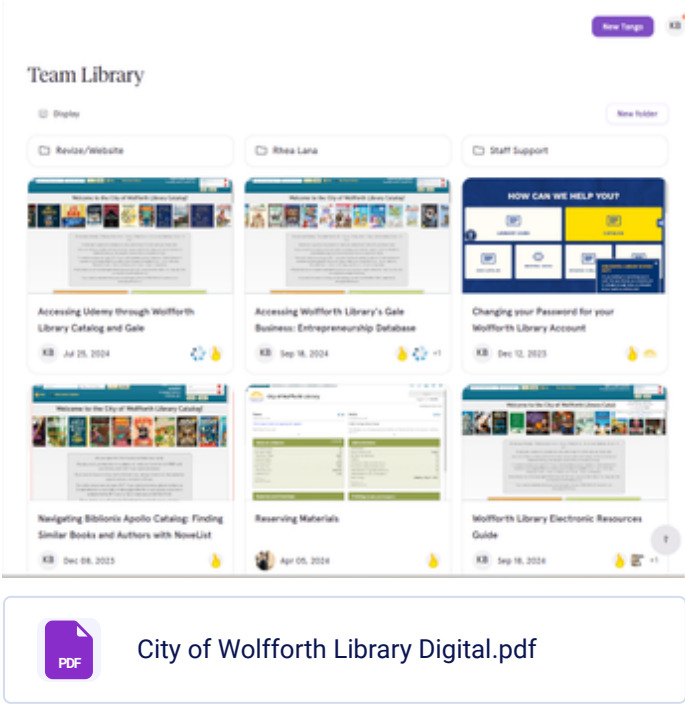
To support digital reading and learning, the Library provides access to eBooks through Libby, via the West Texas Digital Consortium, and Boundless, through E-Read Texas. Each new Library member receives a step-by-step eBook guide to help them set up their accounts. This past year, we welcomed 467 new users to Libby, bringing our total user base to over 6,000 and facilitating more than 100,000 checkouts. We also partnered with the local middle school to provide all 6th-grade students with Library cards and hands-on training in accessing eBooks and digital learning tools through TexShare.

The Library leverages TexShare resources to provide a wide array of digital tools, which are prominently featured as quick-links on our catalog for easy access. These include popular services like Novelist, ABC Mouse, research databases, reader advisory tools, and job and career development resources. All resources are readily accessible through the Library's website, ensuring that patrons have 24/7 access to valuable digital services.

To further promote digital literacy, the Library offers personalized one-on-one support to patrons who need assistance navigating these resources. Additionally, we create user-friendly "click guides" that provide clear, visual instructions on how to utilize our digital tools and services.

Through these initiatives, the City of Wolfforth Library demonstrates its commitment to bridging the digital divide, empowering our community with the tools and skills needed to thrive in a digitally connected world. Attachments: 1) eBooks trifold brochure given to customers 2) Screenshot of click guides created for teaching customers about our online resources

DIGITAL INCLUSION SUPPLEMENTAL FILES - You may upload 1-2 supplementary files. Examples of supplemental files are internet usage and technology and training statistics, information about library's or third party vendor's apps, screenshot statistical information on the usage of online services such as homework help or online reference, downloadable collections, etc., publicity items, fliers, program descriptions, etc. The maximum file size is 10 MB. Please name the file (Your Library Name Digital).



WORKFORCE DEVELOPMENT - Please describe library services and/or resources that assisted community workforce participation and development during the past year.

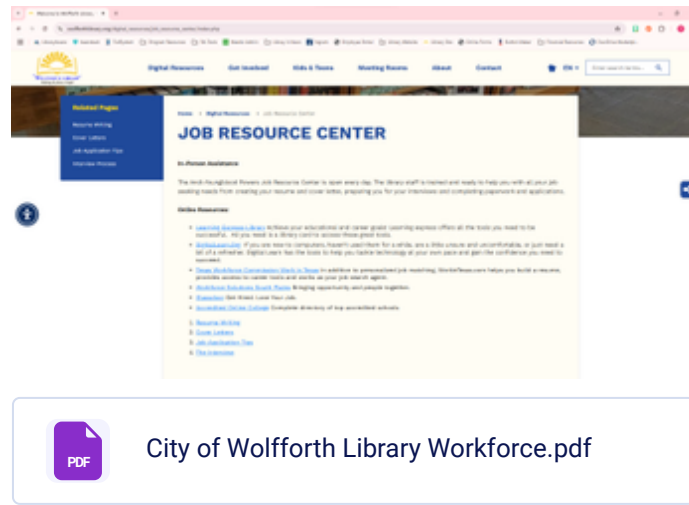
The City of Wolfforth Library has been a steadfast supporter of workforce development for over a decade and continues to innovate and expand its services to meet community needs. This past year, we transformed a former program room into a dedicated Job and Education Resource Room. This space is thoughtfully equipped with three dual-screen computer workstations, each outfitted with headphones and webcams to accommodate virtual interviews, online learning, and job application needs. Additionally, the room features two semi-private study carrels, a whiteboard, and flexible seating arrangements, including three movable tables with chairs, allowing users to adapt the space to their needs. To complement this physical resource, the Library offers an extensive collection of print and digital materials designed to support personal and professional growth. These resources cover a wide range of topics, including job search strategies, resume writing, interview preparation, and skill development. We also developed a dedicated workforce development page on our website, which serves as a centralized hub for tools such as Learning Express Library, resume templates, job application tips, and other career-related resources.

This year, the Library also strengthened its partnership with Workforce Solutions of the South Plains to provide direct, local support for job seekers. Twice a month, a Workforce Solutions representative visits the Library, setting up a resource table in the entryway to share information on local job opportunities, training programs, and upcoming job fairs. This outreach ensures that community members have direct access to personalized guidance and employment resources. Additionally, Workforce Solutions collaborated with the Library to participate in two major community events—Wolfforth Night Out and the Wolfforth Harvest Festival—where they highlighted employment opportunities, including jobs tailored to youth in the area.

Through these initiatives, the City of Wolfforth Library demonstrates its commitment to empowering residents at all stages of their career journeys, fostering economic growth, and creating pathways to success in our community.

Attachments: 1) Workforce Solutions of the South Plains flyer for their youth program and contact information for the representative. 2) Screenshot of the Library website Job Resource landing page.

WORKFORCE DEVELOPMENT SUPPLEMENTAL MATERIALS - You may upload 1-2 supplementary files. Examples of supplemental files are publicity items, fliers, program descriptions, etc., collections, e-resources, classes focused on employment, resume creation, vocational training, and certifications, etc., workspaces for mobile workers, and partnering with outside workforce development agencies. The maximum file size is 10 MB. Please name the file (Your Library Name Workforce).



CULTURAL, TOPICAL, EDUCATIONAL EVENTS - Please describe an example of cultural, topical, and/or educational classes or events held during the past year.

The City of Wolfforth Library is committed to providing a wide range of cultural, topical, and educational events to enrich the community. In March, we celebrated Read Across America and Dr. Seuss's birthday with a family-friendly Dr. Seuss Party. Throughout the event, Librarians hosted storytimes every 20 minutes, while participants enjoyed themed games, crafts, and a whimsical Dr. Seuss photo station. In April, we hosted a Solar Eclipse Party, capitalizing on the rare opportunity to view 85% totality in our region. This full-day event, supported by resources from NASA and SEAL, offered activities for all ages. Attendees engaged with educational videos explaining the science behind eclipses, participated in hands-on learning activities, and created themed crafts. The event concluded with a communal viewing experience using free solar eclipse glasses provided to all participants.

Beyond in-house programs, the Library actively reaches out to the community to provide cultural and educational opportunities for those who may not regularly visit. As part of our summer programming, we partnered with the Science Spectrum in Lubbock to present a program on snakes. This interactive event included a short educational talk, live snakes, and hands-on activities that captivated participants of all ages. In July, local weatherman Jacob Riley delivered a family-friendly program on severe weather preparedness. The presentation featured videos, hands-on experiments, and take-home severe weather backpacks containing basic supplies and a preparedness checklist for families.

Thanks to support from the city's hotel occupancy tax funds, we also hosted Lucas Miller, the "Singing Zoologist." This unique program combined fascinating animal facts with catchy songs and engaging dances, ensuring both children and adults were entertained while learning. Participants left the event humming tunes and brimming with newfound knowledge about wildlife.

The Library also connected with young learners at Upland Heights Elementary during a Career Day event. Library staff presented to students from kindergarten through 5th grade, answering questions and showcasing photos of Librarians engaging with the community through STEM activities and collaborations with the fire department. Students gained a deeper understanding of the diverse and impactful work of Librarians, challenging their perceptions of libraries as quiet, book-filled spaces. Through these programs, the City of Wolfforth Library demonstrates its commitment to fostering lifelong learning, cultural enrichment, and community connection.

Attachments: 1) Career Day presentation at Frenship ISD, Upland Heights Elementary school. Presented to students in kindergarten through 5th grade in October 2024. 2) Picture of participants preparing to watch the eclipse during our Solar Eclipse Party in April.

CULTURAL, TOPICAL, OR EDUCATIONAL EVENTS SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are publicity materials, brochures, and newspaper articles. The maximum file size is 10 MB. Please name the file (Your Library Name Events).



City of Wolfforth Library Events.pdf

STAFF DEVELOPMENT - Please describe examples of development opportunities offered to library staff at all levels during the past year.

The City of Wolfforth Library recognizes that professional development and ongoing training at all staff levels are essential to delivering high-quality services to our community. This year, we prioritized opportunities for growth, collaboration, and skill-building across the entire team.

The Library Director and Community Librarian remain actively engaged in the Texas Library Association (TLA) and the Association for Rural and Small Libraries (ARSL), each completing a minimum of 15 hours of continuing education annually. In 2023, both Librarians attended the TLA Conference in San Antonio and the ARSL Conference in Springfield, Massachusetts. These in-person events allowed them to expand their knowledge, network with peers, and stay abreast of current best practices in the field. This year they also had the opportunity to present a pop-up session at the ARSL conference on circulating Tonies and Tonieboxes in libraries, sharing best practices and resources on this innovative practice with colleagues nationwide.

Equipping frontline staff with the skills to provide exceptional customer service is a top priority. All new staff members are required to complete a comprehensive six-module reference training provided by the Ohio Library Council, ensuring a strong foundation in customer interaction and information services. Quarterly staff training sessions are also held to introduce new programs and resources, reinforce existing skills, and address key topics such as customer service excellence and working with diverse populations. This year, our Circulation Supervisor and Lead Library Page participated in TLA's "Frontline Fundamentals: Enhancing Customer Service Skills," a four-part webinar series designed to empower frontline staff. Both team members actively engaged with the training and later shared key insights during our November staff training day, fostering a culture of continuous learning and collaboration among colleagues.

By offering diverse and meaningful development opportunities, the Library invests in its staff's growth and ensures the community receives knowledgeable, professional, and forward-thinking service. These initiatives not only enhance individual skills but also strengthen the Library's ability to innovate and adapt to the evolving needs of our patrons.

Attachments: 1) Picture of Taylor Revilla, Community Librarian, and Kimberly Brantley, Library Director at the ARSL conference before their presentation, "Tonies at your Library". 2) Presentation for the quarterly staff meeting in November for all Library staff.

STAFF DEVELOPMENT SUPPLEMENTAL MATERIALS - You have the option to upload 1-2 supplementary files. Examples of supplemental files are the number of staff attending training, the number of classes attended, attendance at professional meetings and conferences, and types of training. The maximum file size is 10 MB. Please name the file (Your Library Name Staff).



City of Wolfforth Library Staff.pdf

OTHER SERVICES - Please describe other services that demonstrate how the library served the community with excellence during the past year. Do not duplicate examples from other categories above.

The City of Wolfforth is experiencing rapid growth, with projections indicating our population may double within the next five to ten years. To meet the evolving needs of our expanding community, the Library has embarked on a transformative journey to expand and modernize our facility. This year, the Library took significant steps to prepare for this project, actively engaging the Library Board and fostering community buy-in to ensure broad support for our expansion goals. As part of these efforts, we developed a comprehensive capital campaign booklet. This resource outlines our growth trajectory, details how community members can contribute, and includes a call to action for individuals to join our Building Committee. Looking ahead, the Library will collaborate with a professional firm to update our master plan and create concept designs that will guide the expansion and renovation of our building over the next three years. These plans reflect our commitment to serving the growing population with excellence by providing a space that supports lifelong learning, community engagement, and access to vital resources. Through proactive planning and community collaboration, the Library is laying the groundwork for a brighter future, ensuring we remain a cornerstone of education, culture, and connection for the City of Wolfforth.

Attachment: 1) City of Wolfforth Library 2024 capital campaign booklet

OTHER SERVICES SUPPLEMENTAL MATERIALS - You may upload 1-2 supplementary files. The maximum file size is 10 MB. Please name the file (Your Library Name Other)



City of Wolfforth Library Other_8124.pdf

CAUTION: If you are not ready to submit - **before you close the document** - have you entered your email address to get a link to access your document at a later date? Remember, we cannot access unsubmitted forms. It is always best to keep an extra copy of your answers.

GET A DRAFT LINK to access your form in draft stage.

Once you submit your application, a member of the committee will confirm receipt. Please allow up to 1 business day for their response.



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board Meeting
MEETING DATE: April 9, 2025
ITEM TITLE: Financial Report
STAFF INITIATOR: Kimberly Brantley, Library Director

BACKGROUND:

The Library is continuing to grow the funds in the Building Fund Account. We received a generous donation from the Marshall family of \$375. We have also continued to sell our limited-edition Library Cards and have received our monthly deposit from our Thriftbooks sales. We have sent 2 more pallets of books in February, which will continue to generate funds.

EXHIBITS:

Tyler GL Report for Library Building Fund account

ACTION/ STAFF RECOMMENDATION:

Approve the financial report.



City of Wolfforth

Project Number	Project Name	Group	Period Budget	Period Activity	Variance Favorable (Unfavorable)	Total Budget	Total Activity	Variance Favorable (Unfavorable)
LIB BLDG	Library Building Donations	LIB						
	260310002	Donation Proceeds - Library Building	0.00	2,607.28	2,607.28	0.00	11,421.22	11,421.22
		10/01/2024 - 09/30/2025	0.00	2,607.28	2,607.28			
		Total LIB BLDG - Library Building Donations:	0.00	2,607.28	2,607.28	0.00	11,421.22	11,421.22
		Report Total:	0.00	2,607.28	2,607.28	0.00	11,421.22	11,421.22

Group Totals

Group	Period Budget	Period Activity	Variance Favorable (Unfavorable)	Total Budget	Total Activity	Variance Favorable (Unfavorable)
LIB	0.00	2,607.28	2,607.28	0.00	11,421.22	11,421.22
Report Total:	0.00	2,607.28	2,607.28	0.00	11,421.22	11,421.22



City of Wolfforth

Item # 3.

Project Activity Report

By Project Number

Report Dates: 10/01/2024 - 03/27/2025

Project Number	Project Name	Group	Type	Status		
LIB BLDG	Library Building Donations	Library - 260	Donation	Active		
Revenues						
Account Key	Account Name	Category		Total Activity		
260310002	Donation Proceeds - Library Building	Library - 260 - Library - 260		-2,607.28		
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
22-000-31000-000	Donation Revenue	10/07/2024	New Card Design Library Donations New Card Design			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	new card Library Donations new card			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	new card Library Donations new card			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	new card Library Donations new card			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/07/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	new card Library Donations new card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	New Card Library Donations New Card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	New Cards x2 Library Donations New Cards x2			-10.00
22-000-31000-000	Donation Revenue	10/12/2024	New Library Card Library Donations New Library Card			-10.00
22-000-31000-000	Donation Revenue	10/12/2024	New Library Card Library Donations New Library Card			-5.00
22-000-31000-000	Donation Revenue	10/12/2024	New Library Card- Clemmons Library Donations New L...			-5.00
22-000-31000-000	Donation Revenue	10/19/2024	Donation Library Donations Donation			-2.00
22-000-31000-000	Donation Revenue	10/19/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	10/19/2024	New Card: William Dunn Library Donations-Bldg New ...			-5.00
22-000-31000-000	Donation Revenue	10/19/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	10/28/2024	2 summer shirts Library Book Sale 2 summer shirts			-30.00
22-000-31000-000	Donation Revenue	10/28/2024	Donation Library Donations-Bldg Donation			-1.75
22-000-31000-000	Donation Revenue	10/28/2024	donations Library Donations-Bldg donations			-25.00
22-000-31000-000	Donation Revenue	10/28/2024	Dummy cards + Donation Library Donations-Bldg Dum...			-20.00
22-000-31000-000	Donation Revenue	10/28/2024	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	10/28/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	10/28/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	10/28/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	10/28/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	10/31/2024	T shirt Library Donations-Bldg T shirt			-15.00
22-000-31000-000	Donation Revenue	11/11/2024	Donation Library Donations-Bldg Donation			-1.50

Project Activity Report

Report Dates: 10/01/2024

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GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
22-000-31000-000	Donation Revenue	11/11/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	11/16/2024	new card 1016299/1005249 Library Donations-Bldg n...			-5.00
22-000-31000-000	Donation Revenue	11/16/2024	New Card Alejandra Mosqueda Library Donations-Bldg...			-5.00
22-000-31000-000	Donation Revenue	11/16/2024	New card Library Donations-Bldg New card			-5.00
22-000-31000-000	Donation Revenue	11/16/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	11/16/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	11/16/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	11/26/2024	Donation Library Donations-Bldg Donation			-0.75
22-000-31000-000	Donation Revenue	11/26/2024	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	11/26/2024	This or that: Christmas Library Donations-Bldg This or t...			-13.85
22-000-31000-000	Donation Revenue	11/26/2024	This or that: Halloween Library Donations-Bldg This or ...			-20.42
22-000-31000-000	Donation Revenue	11/27/2024	Change Donation Library Donations-Bldg Change Donat...			-0.50
22-000-31000-000	Donation Revenue	12/07/2024	Bag Library Book Sale Bag			-5.00
22-000-31000-000	Donation Revenue	12/07/2024	Cards Library Donations-Bldg Cards			-15.00
22-000-31000-000	Donation Revenue	12/07/2024	Donation Library Donations-Bldg Water damage			-4.01
22-000-31000-000	Donation Revenue	12/07/2024	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	12/07/2024	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	12/14/2024	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	12/14/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	12/14/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	12/20/2024	Thrift Books Global Library book purchase/donation			-100.65
22-000-31000-000	Donation Revenue	12/21/2024	Donation Library Donations-Bldg Copies			-1.25
22-000-31000-000	Donation Revenue	12/21/2024	Note for Nature Library Donations-Bldg Note for Nature			-375.00
22-000-31000-000	Donation Revenue	12/27/2024	Library Cards Library Donations-Bldg Library Cards			-5.00
22-000-31000-000	Donation Revenue	12/27/2024	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	12/31/2024	Donation Library Donations-Bldg Donation			-0.60
22-000-31000-000	Donation Revenue	12/31/2024	New Library Card- Ruthie (1012518) Library Donations...			-5.00
22-000-31000-000	Donation Revenue	01/06/2025	Fisher 1016538 Library Donations-Bldg Fisher 1016538			-5.00
22-000-31000-000	Donation Revenue	01/06/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	01/06/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	01/11/2025	donation Library Donations-Bldg donation			-0.75
22-000-31000-000	Donation Revenue	01/11/2025	Donation Library Donations-Bldg Donation			-5.00
22-000-31000-000	Donation Revenue	01/11/2025	Doug Holmes Construction (Oct. and Nov. 2024) Library..			-400.00
22-000-31000-000	Donation Revenue	01/11/2025	Doug Holmes Construction Library Donations-Bldg Dou...			-200.00
22-000-31000-000	Donation Revenue	01/11/2025	Library Card Donation - just wanted a library card for d...			-5.00
22-000-31000-000	Donation Revenue	01/11/2025	new card Library Donations-Bldg new card			-10.00
22-000-31000-000	Donation Revenue	01/11/2025	new cards Library Donations-Bldg new cards			-10.00
22-000-31000-000	Donation Revenue	01/18/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	01/18/2025	New Library Card Library Donations-Bldg New Library ...			-5.00
22-000-31000-000	Donation Revenue	01/18/2025	Tees Library Donations-Bldg Tees			-10.00
22-000-31000-000	Donation Revenue	01/21/2025	Thrift Books Global Library book purchase/donation			-92.76

Project Activity Report

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GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
22-000-31000-000	Donation Revenue	01/25/2025	Book purchase Library Donations-Bldg Book purchase			-5.00
22-000-31000-000	Donation Revenue	01/25/2025	Doug Holmes Donation Library Donations-Bldg Doug Ho..			-200.00
22-000-31000-000	Donation Revenue	01/25/2025	Emma Franklin New Card Library Donations-Bldg Emma..			-5.00
22-000-31000-000	Donation Revenue	01/25/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	01/25/2025	New Cards Library Donations-Bldg New Cards			-15.00
22-000-31000-000	Donation Revenue	01/25/2025	New Library Card Library Donations-Bldg New Library ...			-5.00
22-000-31000-000	Donation Revenue	01/31/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	01/31/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	02/08/2025	1016320 Library Donations-Bldg 1016320			-5.00
22-000-31000-000	Donation Revenue	02/08/2025	Donation Library Donations-Bldg Copies			-18.00
22-000-31000-000	Donation Revenue	02/08/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	02/08/2025	T-Shirt Library Donations-Bldg Lost Book- Lance Lee			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	Doug Holmes Construction Library Donations-Bldg Dou...			-200.00
22-000-31000-000	Donation Revenue	02/15/2025	New Card + Donation Library Donations-Bldg New Card...			-20.00
22-000-31000-000	Donation Revenue	02/15/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	New Library Card (New Patron) Library Donations-Bldg...			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	T-Shirt Library Donations-Bldg T-Shirt			-5.00
22-000-31000-000	Donation Revenue	02/15/2025	two shirts Library Donations-Bldg two shirts			-10.00
22-000-31000-000	Donation Revenue	02/22/2025	Copies Library Donations-Bldg Copies			-5.00
22-000-31000-000	Donation Revenue	02/22/2025	Library Cards (2x) - 1017063 Library Donations-Bldg Lib...			-10.00
22-000-31000-000	Donation Revenue	02/22/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	02/22/2025	New Card Library Donations-Bldg New Card			-5.00
22-000-31000-000	Donation Revenue	02/22/2025	T-Shirt - Debbie Library Donations-Bldg T-Shirt - Debbie			-10.00
22-000-31000-000	Donation Revenue	02/28/2025	3 t-shirts Library Donations-Bldg 3 t-shirts			-15.00
22-000-31000-000	Donation Revenue	02/28/2025	Donation Library Donations-Bldg Donation			-2.75
22-000-31000-000	Donation Revenue	02/28/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	02/28/2025	Revilla new card! Library Donations-Bldg Revilla new ca...			-5.00
22-000-31000-000	Donation Revenue	02/28/2025	T shirt Library Donations-Bldg T shirt			-5.00
22-000-31000-000	Donation Revenue	02/28/2025	Thrift Books Global Library book purchase/donation			-60.49
22-000-31000-000	Donation Revenue	02/28/2025	T-shirts Library Donations-Bldg T-shirts			-10.00
22-000-31000-000	Donation Revenue	03/01/2025	Shirt Shop Library Donations-Bldg Shirt Shop			-5.00
22-000-31000-000	Donation Revenue	03/08/2025	Doug Holmes Donation Library Donations-Bldg Doug Ho..			-200.00
22-000-31000-000	Donation Revenue	03/08/2025	New Card 1016330 Library Donations-Bldg New Card 1...			-5.00
22-000-31000-000	Donation Revenue	03/08/2025	new card Library Donations-Bldg new card			-5.00
22-000-31000-000	Donation Revenue	03/08/2025	new card Library Donations-Bldg new card			-10.00
22-000-31000-000	Donation Revenue	03/08/2025	New cards Library Donations-Bldg New cards			-10.00
22-000-31000-000	Donation Revenue	03/08/2025	New Library Card 1016542 Library Donations-Bldg New...			-5.00
22-000-31000-000	Donation Revenue	03/22/2025	Donation Library Donations-Bldg Donation			-15.25
22-000-31000-000	Donation Revenue	03/22/2025	Donation! Library Donations-Bldg Donation!			-20.00

Project Activity Report

Report Dates: 10/01/2024

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Item Number	Activity
	-5.00
	-5.00
	-5.00
	-10.00
	-10.00
2024-2025 Total:	-2,607.28
LIB BLDG Total:	-2,607.28

GL Account Number	GL Account Name	Post Date	Description	Vendor Name
22-000-31000-000	Donation Revenue	03/22/2025	Library Card Billie Joan Library Donations-Bldg Library ...	
22-000-31000-000	Donation Revenue	03/22/2025	new card Library Donations-Bldg new card	
22-000-31000-000	Donation Revenue	03/22/2025	New Card Nikki Johnson Library Donations-Bldg New C...	
22-000-31000-000	Donation Revenue	03/22/2025	new cards 1017066, 1016336 Library Donations-Bldg n...	
22-000-31000-000	Donation Revenue	03/22/2025	new cards Library Donations-Bldg new cards	

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
LIB BLDG	Library Building Donations	2,607.28	0.00	2,607.28
Project Totals:		2,607.28	0.00	2,607.28

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Library - 260	2,607.28	0.00	2,607.28
Group Totals:	2,607.28	0.00	2,607.28

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Donation	2,607.28	0.00	2,607.28
Type Totals:	2,607.28	0.00	2,607.28

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
22-000-31000-000	Donation Revenue	-2,607.28	0.00	-2,607.28
GL Account Totals:		-2,607.28	0.00	-2,607.28



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board

MEETING DATE: April 9, 2025

ITEM TITLE: Consider and take appropriate action on the City of Wolfforth Library Foundation bylaws

STAFF INITIATOR:

BACKGROUND:

We are still diligently working with the City to finalize everything with the Library Foundation. I met with the ACM and City Secretary and have made adjustments to the bylaws, per their recommendations. Following the approval from you all, we will pass this on to the City attorney.

I have provided a draft version of bylaws that is compiled from reviewing other foundations, the boards suggestions from the last meeting, and recommendations from the ACM and City Secretary. Once this step is complete, we should have the Foundation completely set up.

EXHIBITS:

Draft of City of Wolfforth Library Foundation Bylaws

ACTION/STAFF RECOMMENDATION:

Approve the City of Wolfforth Library Foundation Bylaws

BYLAWS

CITY OF WOLFFORTH LIBRARY FOUNDATION

ARTICLE I

Name

The name of this organization shall be the CITY OF WOLFFORTH LIBRARY FOUNDATION. The Foundation shall have the duties and responsibilities authorized in these bylaws.

ARTICLE II

Mission

The City of Wolfforth Library Foundation is organized as a not-for-profit organization to secure contributions to support the operation and capital needs of the City of Wolfforth Library

ARTICLE III

Board of Directors

Section 1. This organization shall be governed by the Board of Directors and shall be comprised of no fewer than five (5) members and no more than nine (9), a majority, (2/3) of whom must be Wolfforth residents, and the remaining of whom must reside in Lubbock County. The Board of Directors will be selected by the Library Advisory Board and approved by the Wolfforth City Council.

Section 2. The term of office is two (2) years and members may serve consecutive terms. If a Director resigns before their term is complete, a replacement will be found by the Library Advisory Board to finish the remaining time. The members 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.

Section 3. The Library Director will be an ex-officio member of the Board of Directors with all rights and responsibilities, except voting privileges.

Section 4. A Board of Directors member shall not receive a salary nor compensation for services as an Advisory Board member.

Section 5. During the first meeting after July 1 of each year, members will appoint a chair, co-chair, secretary, and treasurer.

Article IV

OFFICERS

Section 1. The Officers of the City of Wolfforth Library Foundation shall be Chair, Co-Chair, Secretary, and Treasurer, and any other such Officers as the Board of Directors may deem necessary.

Section 2. Each officer shall serve no more than three (3) consecutive terms of one year each in any one office.

Section 3. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Directors.

Section 4. An Officer may be removed from office for cause by a majority vote of the Directors of the City of Wolfforth Library Foundation.

Section 5. The Chair, subject to the control of the Board of Directors, shall have general supervision, direction, and control of the business and affairs of the City of Wolfforth Library Foundation.

Section 6. The Co-Chair, in the absence or disability of the Chair, shall perform all the duties of the Chair, and in so acting shall have such powers and perform such other duties as may be necessary, or as prescribed by the Board of Directors.

Section 7. The Secretary shall keep a full and complete record of the proceedings of the Board of Directors, and shall discharge such other duties as pertain to the office or as prescribed by the Board of Directors

Section 8. The Treasurer shall receive and present accurate financial records for the City of Wolfforth Library Foundation.

Article V

Duties

Section 1. To conduct, manage, and control the affairs and business of the City of Wolfforth Library Foundation as deemed to be in the best interest of the Foundation and the City of Wolfforth Library, and to make sure its rules and regulations are consistent with the law, the Articles of Incorporation, and the bylaws.

Section 2. To elect the Officers of the Board of Directors, per the recommendations from the City of Wolfforth Library Advisory Board.

Section 3. To solicit, secure and accept contributions, memorials, gifts, or endowments made to the City of Wolfforth Library Foundation for the benefit of the City of Wolfforth Library.

Section 4. To recommend the expenditure of funds from the City of Wolfforth Foundation account for the benefit of the City of Wolfforth Library to the Wolfforth City Council.

Section 4. Any such duties and responsibilities voted on and adopted by the Board of Directors for the management of the Foundation.

Article VI

Meetings

Section 1. Regular meetings of the Board will be held quarterly on the second Wednesday of the month in January, April, July, and October.

Section 2. Special meetings may be called when needed by the Board of Directors, Library Advisory Board, Library Director, or at the request of City leaders. All special meetings will have to conform to the Texas Open Meetings regulations. Meetings must meet the notice requirements.

Section 3. At a minimum, the Board of Directors shall meet at least two times per year.

Section 4. A quorum shall consist of two-thirds of the members.

Section 4. The Board of Directors shall conduct business in accordance with Texas Open Meetings regulations and with *Robert's Rules of Order Revised*.

Section 5. An agenda, including items to be discussed, will be created by the Library Director and approved for posting by the Chair in accordance with the Texas Open Meetings Act.

Section 6. Meeting times will be posted for public notice. Minutes and the agenda will be available for the public. All regular meetings will be open to the public.

Section 7. Any Board of Directors member, or the Library Director, can call for an executive session; thereby limiting the meeting to only the Board of Directors and the Library Director, in accordance with the Texas Open Meetings Act.

Article VII

Fiscal Year

Section 1. The fiscal year for the City of Wolfforth Library Foundation shall begin on the first day of October and end on the last day of September the following year.

Article VIII

EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

Section 1. The Board of Directors by majority vote may recommend to the City Council, to enter into a contract or execute and deliver any instrument in the name of and on behalf of the City of Wolfforth Library Foundation. Unless authorized to do so by these bylaws or the Board of Directors, no officer or agent shall have the power or authority to bind the Foundation by any contract or agreement, or to pledge credit, or to render liable pecuniarily for any purpose or amount.

Section 2. No officer, director, or agent of the Board of Directors shall have any power or authority to borrow money on behalf of the Foundation, to pledge its credit, or to mortgage or pledge real or personal property.

Section 3. All funds received by the Foundation shall be deposited into the account held by the City of Wolfforth, for the benefit of the City of Wolfforth Library, under the direction of the City of Wolfforth Library Foundation Board of Directors.

Section 4. Any expenditures not approved in the annual budget must be voted on and approved by the Wolfforth City Council.

Section 4. The City of Wolfforth will keep current and complete books and records of City of Wolfforth Library Foundation account. Records will be provided to the Treasurer prior to each quarterly meeting, or as requested by the Board of Directors. The account will be included in the annual financial audit for the City of Wolfforth and made available to the Board of Directors.

Adopted XXXX



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board Meeting
MEETING DATE: April 9, 2025
ITEM TITLE: Building Committee Applicants
STAFF INITIATOR: Kimberly Brantley, Library Director

BACKGROUND:

We have received ten building committee applications, and I would like to vote on that today so that we can move forward with the committee and have that in place as we begin working with 720 Design. We will have multiple outreach opportunities this year, including the summer Kick-Off party, 4th on the 5th, Harvest Festival, National Night Out, and our Small-Town Christmas event. Once our committee members are voted on, I will get final approval from our City Council and then schedule an introductory meeting for the committee. I will get some additional directions on how the committee will proceed after meeting with City Council and 720 Design.

EXHIBITS:

Applications

ACTION/ STAFF RECOMMENDATION:

Vote on and approve building committee members