



LIBRARY ADVISORY BOARD MEETING

January 08, 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 the Financial Report from the City of Wolfforth Library.
4. Consider and take appropriate action on Building Committee Applicants
5. Consider and take appropriate action on the City of Wolfforth Library Foundation bylaws
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 written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on January 3, 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:	January 8, 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. I will be presenting to City Council for a budget amendment to cover the remaining amount and will update on that at our next meeting.

As we move into the New Year, I am working on completing our Annual Report for the State, Taylor is working on plans for our annual summer reading program, and we are working to increase outreach efforts in the new year.

EXHIBITS:

None

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

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



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board Meeting
MEETING DATE: January 8, 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 2 pallets to send in the next week or so, 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 Budget Report

Item # 3.

Date Range 01/01/2024 - 01/03/2025

Project Number	Project Name	Group	Period Budget	Period Activity	Variance Favorable (Unfavorable)	Total Budget	Total Activity	Variance Favorable (Unfavorable)
LIB BLDG	Library Buidling Donations	LIB						
	Revenue							
	Account Key	Account Name						
	260310002	Donation Proceeds - Library Building	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22
		10/01/2023 - 09/30/2024	0.00	5,141.30	5,141.30			
		10/01/2024 - 09/30/2025	0.00	867.28	867.28			
		Total Revenue:	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22
		Total LIB BLDG - Library Buidling Donations:	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22
		Report Total:	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22

Group Totals

Group	Period Budget	Period Activity	Variance Favorable (Unfavorable)	Total Budget	Total Activity	Variance Favorable (Unfavorable)
LIB	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22
Report Revenues Over/(Under) Expenses:	0.00	6,008.58	6,008.58	0.00	9,681.22	9,681.22



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board Meeting
MEETING DATE: January 8, 2025
ITEM TITLE: Building Committee Applicants
STAFF INITIATOR: Kimberly Brantley, Library Director

BACKGROUND:

We have received five applications for Building Committee applicants. I had sincerely hoped to receive more, but I know that the holiday season was extremely busy for everyone. I am torn as to whether we move forward with only five members or extend the deadline. We still have a little time, as we have not yet hired the planning company, so we could do that if that is the direction recommended.

EXHIBITS:

Applications

ACTION/ STAFF RECOMMENDATION:

Extend the deadline for applications or approve the committee with five people



AGENDA ITEM COMMENTARY

MEETING NAME: Library Advisory Board

MEETING DATE: January 8, 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 last week 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