



LIBRARY ADVISORY BOARD MEETING

April 10, 2024 at 12:00 PM

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

AGENDA

CALL MEETING TO ORDER

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

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

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes from the January 10, 2024 Advisory Board Meeting.
2. Consider and take appropriate action on the 2023 Texas Public Libraries Annual Report
3. Consider and take appropriate action on changes to the Library Meeting Room Policy.
4. Consider and take appropriate action on the review of fundraising and capital campaign preparations.
5. Board requests for future agenda items

ADJOURN

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

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on April 5, 2024, at 5:00 p.m.

/s/ Kimberly Brantley, Library Director

City of Wolfforth Library Board
1/10/2024 Minutes

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

Absent: None

Staff Members: Kim Brantley, Taylor Revilla

Jenna Atthanasiou called the meeting to order at 12:09 pm.

Leslie moved and Jenna seconded to approve the minutes of 10/18/2023. The motion passed unanimously.

The Board briefly discussed the final version of Library Board by-laws. No action necessary. Kim will post the by-laws on the library web page.

The Board briefly reviewed the most recent version of the Library Design schematic. No action necessary.

Library staff estimate the outdoor learning space for the library grounds could be completed in three years, and the building expansion in 5-8 years. Dollars are the single largest criteria in reaching those goals. All possible grant applications will be submitted, but fund raising will be absolutely necessary. The Board discussed the possibility of an adult event to launch fund raising efforts. Kim will send a poll of potential dates for a board meeting to specifically plan such an event. No action necessary.

Leslie moved and Jenna voiced the second to adjourn the meeting. Meeting adjourned at 12:45 pm.

Board Chair

Approved: _____
Date



ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION

Local Fiscal Year 2023

LIBRARY NAME City of Wolfforth Library **CITY** Wolfforth

This authorization for application should only be completed if the library is applying for membership in the Texas Library System for State fiscal year 2023, Sept 1, 2023 – Aug 31, 2024. It must be submitted as part of its 2023 Annual Report on or before April 30, 2024, if the library is applying for accreditation.

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 2023.

Governing Authority*			
	CITY MANAGER	2/22/24	
Printed Name	Title	Date	Signature

* All applicable signatures are necessary, based on library's legal establishment. Signatures of the City Secretary, County Clerk or similar positions are **not** valid substitutions for the signatures of Mayor, City Manager or County Judge. Electronic signatures are acceptable.

Library Director/Head Librarian/Library Manager			
	Library Director	2/15/24	
Printed Name	Title	Date	Signature

Library Board Chair, if appropriate			
	President	2/16/24	
Printed Name	Title	Date	Signature

Check one

<input checked="" type="checkbox"/>	The library has met all minimum standards of library accreditation. per 13 TAC §1.71-§1.85. <i>Submit first page only.</i>
<input type="checkbox"/>	The library has not met all minimum standards of library accreditation. <i>In discussion with TSLAC accreditation staff, please complete the form below.</i>

Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission (TSLAC) by April 30, 2024. We strongly urge libraries to report no later than March 31, 2024, to allow staff enough time to process all reports.

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 with a small dark arrow. 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 this survey is completed.

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 2023: the year that ended in calendar year 2023 and included January 1, 2023. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at <https://tx.countingopinions.com>.

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

Section 1: Library Information - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is [Public Information](#). In addition, the information being entered may be subject to interception via common Internet tools.

Please read our Web Policies and Disclaimers [Web Policies and Disclaimers](#).

NOTE: In the online form, contact questions in the section 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 LDN staff at accreditation@tsl.texas.gov or add an explanation in the Note box.

1.1Library Name	City of Wolfforth Library
1.2County	Lubbock
1.3Local Fiscal Year Start	10/01/2022
1.4Local Fiscal Year End	09/30/2023
1.5Mailing Address - Street	PO Box 430
1.6Mailing City	Wolfforth
1.7Mailing Zip	79382
1.8Mailing Zip+4	0430
1.9Physical/Shipping address - Street	508 E Hwy 62/82
1.10City	Wolfforth
1.11Zip	79382
1.12Zip+4	-3
1.13Does the library have a published telephone number?	Y
1.14Phone number	8068554150
1.15Library Director/Head Librarian First Name	Kimberly
1.16Library Director/Head Librarian Last Name	Brantley
1.17Director's Email Address	kbrantley@wolfforthtx.us
1.18Library General Email Address	library@wolfforthtx.us
1.19Library website	Yes
1.20Website URL	https://wolfforthlibrary.org/
1.21Is the information provided in 1.1 through 1.20 correct?	Yes
1.22Contact First Name	Kimberly
1.23Contact Last Name	Brantley
1.24Contact Email	kbrantley@wolfforthtx.us
1.25Board Chair First Name	Jenna
1.26Board Chair Last Name	Athanasiou
1.27Friends President First Name	Debbie
1.28Friends President Last Name	Youngblood-Perkey

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. 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.

2.1Number of Branch Libraries	0
2.2Number of Bookmobiles	0

Facility Information

2.3Year Facility Built	1995
2.4Square Footage of the Main Library	6,500
2.5Renovations, Expansion, New Construction	No
2.6Year Most Recent Renovation	NA
2.7Facility Suitability for Public Service	Good
2.8Plans for Facility Modification In Place?	Yes
2.9Network/Computer Hardware Older Than Three Years	No
2.10Plans for Facility Tech Upgrade within 3 Years?	Yes

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 Expenditures may differ from the information reported in 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 LDN staff.

Library Operating Expenditures
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents such as invoices, contracts, payroll records, etc. at the point of disbursement should be included.

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

Staff Expenditures
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1Salaries & Wages Expenditures	\$175,041
3.2Employee Benefits Expenditures	\$55,389
3.3Total Staff Expenditures	\$230,430
3.3aStaff funding from non-local sources.	\$0
3.3bLocal funds used for library staff expenditures.	\$230,430

Collection Expenditures
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

Exclude charges or fees for interlibrary loans and expenditures for document delivery.

>>>Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in 3.8, Other Operating Expenditures.

3.4Print Materials Expenditures	\$16,890
3.5Electronic Materials Expenditures	\$3,265
3.6Other Materials Expenditures ¹	\$2,787
3.7Total Collection Expenditures	\$22,942
3.7aCollection material funding from non-local sources	\$0
3.7bLocal funds used for library collection material expenditures	\$22,942

Other/Total Operating Expenditures

This includes all expenditures other than those reported for **Total Staff Expenditures** and **Total Collection Expenditures**. 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.

Indirect costs should only be reported when a library has failed to meet the **Maintenance Of Effort** requirement for accreditation in state library system. If included, the expense must be documented by the local government entity that provided the service.

Do not include capital expenditures.

3.8Other Operating Expenditures ²	\$116,992
3.8aOther operating expenditures from non-local funding. ³	\$0
3.8bLocal funds used for other library operating expenditures expenditures	\$116,992
3.9Total Direct Operating Expenditures	\$370,364
3.9aLibrary Operating Expenditures from Non-Local Funding	\$0
3.9bLocal funds used for library operating expenditures expenditures	\$370,364
3.10Indirect Costs (Only when necessary)	\$0
3.11Total Library Operating Expenditures	\$370,364

Library Capital Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

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.

Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

Capital outlay is for one-time only or extraordinary expenditures. These are major capital expenditures such as the acquisition of or additions to fixed assets. Examples include expenditures for building sites, new buildings and additions to or renovations of library buildings.

Include expenditures for furnishings, equipment and initial book stock for new buildings, building additions or renovations; library automation systems, and new vehicles, and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures.

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency.

3.12Capital Expenditures	\$89,976
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Section 4: Local Financial Effort
REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

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.

?4.1Local Expenditures on Collections	\$22,942
?4.2Total Local Library Operating Expenditures	\$370,364
?4.3Local Government Operating Expenditures ⁴	\$370,364

Section 5: Library Revenue by Source

Revenue Used for Operating Expenditures

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

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.

5.1City, Cities, or Library District Revenue used for operating expenditures	\$349,175
5.2County or Counties Revenue used for operating expenditures	\$14,754
5.3School District Revenue used for operating expenditures	\$0
5.4Local Government Operating Revenue	\$363,929
5.5State Government: Operating Revenue	\$0
5.6Federal Government: Operating Revenue	\$0
5.7Foundation & Corporate Grants: Operating Revenue	\$0
5.8Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	\$6,435
5.9Total Library Operating Revenue	\$370,364

Revenue Used for Capital Expenditures
CAPITAL REVENUE

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 type) 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").

Do not report revenue that has already been reported in operating revenue.

5.10City Cities or Library District Revenue: Capital Expenditures	\$89,976
5.11County or Counties Revenue: Capital Expenditures	\$0
5.12School District: Capital Revenue	\$0
5.13State Government: Capital Revenue	\$0
5.14Federal Revenue: Capital Revenue	\$0
5.15Foundation & Corporate Grants: Capital Revenue	\$0
5.16Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue	\$0
5.17Total Capital Revenue	\$89,976

Outside Government Revenue Sources

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.

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 (city operating), 5.2 (county operating), 5.13 (city capital) or 5.14 (county capital).

Click on the red X to delete any lines generated in error.

Total	\$14,754	1
	5.18 Amount received	5.19 City/County Providing Funds
Amount received	\$14,754	Lubbock

Additional Sources

Answer only if the library received funds from a city or county other than the one in which the library is located. 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.

To delete any lines generated in errors, click on the red X.

5.18Amount received	
5.19County providing funds (outside home county)	
5.18Amount received	
5.19County providing funds (outside home county)	
5.18Amount received	
5.19County providing funds (outside home county)	
5.18Amount received	
5.19County or city providing funds (outside home county or city)	
5.18Amount received	
5.19County providing funds (outside home county)	

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 Expenditures section.

Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials. 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. Do not count un-catalogued paperbacks.

Most software systems include a method of determining number of titles. Libraries should use whatever method their software provides. If no method is available, an estimate should be made and noted.

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.

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"

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".

?6.1Library Catalog	Y
?6.2Collection has 1% published in last five years	Y

Physical Material Counts

6.3Books in Print	19,209
6.4Audio Materials - Physical format ⁵	182
6.5Video Materials - Physical Format	1,071
6.6Other Circulating Physical Items	158
6.7Total Physical Items in Collection	20,620

Electronic Materials Count

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.

- 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".

Additional information on reporting specific materials can be found at ["Annual Report webpage"](#), under Tips and Tools, "Reporting Downloadables"

6.8E-Books (Digital/Downloadable Units)	18,549
6.8aE-Read Texas E-Book	15,037
6.9E-Audio Materials (Digital/Downloadable Units)	4,597
6.9aE-Read Texas E-Audio	4,292
6.10E-Video Materials (Digital/Downloadable Units)	0

Databases/Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval of the data. An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

"Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined type."

Report the number of electronic collections/databases acquired through curation, payment or formal agreement, by source of access. Include electronic serial subscriptions in this section.

6.11aDatabases (Electronic Collections) - Local License	0
6.11bDatabases (Electronic Collections) - Consortium license	0
6.11Total Databases (Electronic Collections) Acquired Locally	0
6.12TexShare Databases - State License	143
6.13Total Databases (Electronic Collections)	143

Collection Totals

6.14Total Items in Collection - Volumes, Items, Physical Units	62,937
6.15Consortium Participation	West Texas Digital Consortium

Section 7: Local Library Service

7.1Long-Range Plan	Yes
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Service Measures

7.2Reference Transactions	10,579
7.2aReference Transaction Reporting Method	Annual Count
7.3Number of Library Visits	24,684
7.3aLibrary Visit Reporting Method	Annual Count
7.4Registered Users	9,891

Circulation

The National Center for Education Statistics (NCES) defines children as persons age 11 and under.

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

7.5Circulation of Children's Physical Format Materials	26,673
7.6Circulation of Children's Electronic Format Materials ⁶	2,131
7.7Circulation of All Other Ages Physical Format Materials	6,886
7.8Circulation of All Other Ages Electronic Format Materials	7,665
7.8aE-Read Texas Total Usage	40
7.9Total Annual Circulation - Physical/Digital	43,395
Annual Digital (E-Material) Circulation ⁷	9,836
7.10Circulation of Other Physical Items	1,475
7.11Successful Retrieval of Electronic Information	0
7.12Current Overdue Fine Policy	No
7.13Current Non-Resident Fee Policy	No

Programs and Program Attendance

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.

Each program session should only be counted in one age category based on its primary target audience. If there is no agegroup highlighted, then report the session(s) under "General Interest".

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.

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.

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.

Early Childhood Programming-Target 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. If children's 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 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group.

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

Additional information on reporting specific materials can be found at ["Annual Report webpage"](#), under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.14 Number of sessions	94	0	0	94
7.15 Total of audience	3,410	0	0	3,410

Student Age Programming-Target Ages 6 to 11 Years

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.

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. If children's 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 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

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

Additional information on reporting specific materials can be found at ["Annual Report webpage"](#), under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.16 Number of sessions	20	0	0	20
7.17 Total of audience	⁸ 290	0	0	⁹ 290

Young Adult Programming-Target 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.

If young adult programs are offered as a series, count each program in the series. Example: a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.

Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

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. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "[Annual Report webpage](#)", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.18 Number of sessions	6	0	0	6
7.19 Total of audience	10	0	0	10

Adult Programming-Target 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. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

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. If adult programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

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

Additional information on reporting specific materials can be found at "[Annual Report webpage](#)", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.20 Number of sessions	16	0	0	16
7.21 Total of audience	95	0	0	95

General Interest Programming-Family/All Ages

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. If general interest programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities delivered on a one-to one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

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

Additional information on reporting specific materials can be found at "[Annual Report webpage](#)", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-site Sessions	b. In-Person Off-site Sessions	c. Live Virtual Sessions	d. Totals
7.22 Number of sessions	15	0	0	15
7.23 Total of audience	701	0	0	701

Total Live and/or Virtual Synchronous Programs

This is a total count of the programs and audience at all live or virtual program sessions during the reporting period.

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total Synchronous Programs
7.24 Number of sessions	151	0	0	151
7.25 Total of all attendees	4,506	0	0	4,506

Total Recorded Programs (Asynchronous Viewing)

7.26Recorded Presentations (On-Demand) Published ¹⁰	0
7.27Recorded Presentation Views (30 Day Mark)	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.

?8.1Professional Librarians (MLS/MLIS degree) - Weekly Hours Worked	80.00
8.2Other Librarians (Non-degreed) - Weekly Hours Worked	0.00
8.3All Other Paid Library Staff - Weekly Hours Worked	132.00
8.4Total Paid Library Staff - Total Weekly Hours Worked	212.00
8.5Volunteer Hours - Annual Total	128
8.6Head Librarian's Annual Rate Of Salary	\$67,908
?8.7Head Librarian's/Director's Hours Worked per Week	40.00
?8.8Director Obtained 10 Units of Continuing Education (CEU)	Yes
?8.9Photocopier Available for Staff	Yes
?8.10Internet Computer Available for Staff	Yes

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.

?9.1Statewide Interlibrary Loan (ILL) Offered to Patrons	Yes
9.2ILL Received from other Libraries (Borrows)	0
9.3ILL Provided to other Libraries (Lends)	0
9.4Integrated Library System (ILS)/Library Management System (LMS) Used	Biblionix Apollo

Section 10: Internet and Electronic Services

?10.1Public Internet Access Computer with Printer/Copier	Yes
10.2Total Internet Computers Used by General Public	15
10.3Annual Uses of Public Internet Computers	2,315
10.3aReporting Method for Public Internet Computer Uses	Annual Count
10.4Annual Wi-Fi Sessions	0
10.4aReporting Method for Wireless Sessions	
10.5Annual Website Visits	0

Section 11: Library Hours

11.1Annual Public Service Hours for Central Library	2,905
11.2Annual Public Service Weeks for Central Library	52
?11.3Weekly Service Hours All Facilities Available (Unduplicated Hours for branches)	59
11.4Weekly Hours Central Library Open - Regular Schedule	59
11.5Weekly Hours Central Library Open - Summer Schedule	59

Section 12: Branches/Bookmobiles

Outlets

Library Contact Information.

This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is [Public Information](#). 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 [Web Policies and Disclaimers](#).

Outlet Facility Information

Outlet Library Service Information

Next Steps

Congratulations! You've reached the end of the survey! You still have a few very important things to do, though.

At the top, right-hand side of this page are two buttons: 'Verify' and 'Submit/Lock'

FIRST: Click the Verify button. This will run additional edit checks and alert you to anything that still needs an explanation. Examples are shown in the Help link at the top-right side of this webpage on the "Managing Data" tab.

NOTE: Please make any edit check Notes as descriptive as possible. The more complete the explanation you provide us, the less likely it is that we will need to contact you for additional information/explanation.

THEN: Once you have the edit checks completed and the data verified, click on: 'Submit/Lock'

If you click 'Submit/Lock' and you are taken to a white screen with "Required Indicator!" or failed edit check messages, please click the "HERE" link to return to your report. You will need to know the question number, or the section, to which to return.

When the data has been successfully submitted, you will see the locked symbol. That is your assurance that we know you have completed the survey and we can begin our analysis.

Almost done!...

FINALLY: One last thing needs to be completed.

To be considered for accreditation, the library must also complete the ["Accreditation in State Library System Application"](#).

Where to find a blank copy of the Application:

--> Texas LibPAS portal Home page: <https://tx.countingopinions.com/>,

--> Texas State Library Public Libraries Annual Report webpage: <https://www.tsl.texas.gov/ldh/annualreport>.

--> In the printed worksheet. Once the report is locked, the "DRAFT" watermark will no longer be present. Reports can be locked and opened as necessary until April 30.

Once signed, the application should be forwarded to Library Accreditation in the Library Development & Networking Division (LDN) of the Texas State Library. Scan and email the Application to accreditation@tsl.texas.gov. Documents are saved electronically, so no original copy is needed.

NOW you are done! CONGRATULATIONS!!

¹, 3.6 Began circulating Tonieboxes and Tonie characters. Increase to purchase initial collection for Makerkits(0-2024-02-15)

², 3.8 Slight increase in operating cost due to growth(0-2024-02-15)

³, 3.8a No other operating expenditures from non local funding(0-2024-02-15)

⁴, ?4.3 Total Local Government Operating Expenditures - all came from the Local Government(0-2024-02-15)

⁵, 6.4 Weeded a large portion of the audio collection. Only circulating audio for juveniles and teens. All audios for adults are purchased in electronic format(0-2024-02-15)

⁶, 7.6 Report for just Wolfforth Library from West Texas Digital consortium not the consortium as a whole.(0-2024-02-15)

⁷, Speculating that the electronic circulation reported last year was for the entire West Texas Digital consortium instead of just Wolfforth. The numbers reported this year are just for Wolfforth per report in Overdrive(0-2024-02-15)

⁸, Increased and improved programs for this age group resulted in better attendance(0-2024-02-15)

⁹, Increased and improved programs for this age group resulted in better attendance(0-2024-02-16)

¹⁰, 7.26 No recorded presentations offered(0-2024-02-15)

WOLFFORTH LIBRARY MEETING ROOMS POLICY

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

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

General Guidelines

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

Charges for the Large Meeting Room use are as follows:

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

Charges for the Small Meeting Room use are as follows:

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

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

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

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

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

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

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

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

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

Items may not be attached to the walls or ceilings.

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

Reservations

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

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

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

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

Groups may not assign their reservations to other groups.

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

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

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

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

Key Checkout Policy for the Large Meeting Room

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

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

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

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

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

Care and Use of Facilities

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

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

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

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

Any function that disrupts normal Library operations is prohibited.

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

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

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

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

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

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

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

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