TEXAS PUBLIC LIBRARIES
ANNUAL REPORT FOR LOCAL FISCAL YEAR 2024

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

508 E Hwy 62	Wolfforth	793822241
1.5 Mailing Address - Street	**1.6** Mail City	**1.7** Mail Zip **1.8** (Zip)+4

508 E Hwy 62	Wolfforth	79382-2241
1.9 Physical/Shipping address - Street	**1.10** City	**1.11** Zip **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

Kimberly		Brantley	
1.15 First Name: Library Director/Head Librarian		**1.16** Last Name: Library Director/Head Librarian	
kbrantley@wolfforthtx.us		library@wolfforthtx.us	
1.17 Director's Email Address		**1.18** Library General Email Address	

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.

♦**1.19** Does the library have a website? | Yes | No |

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.

1.20 Website URL	https://wolfforthlibrary.org/

1.21 Is the information provided in 1.1 through 1.20 correct? | Yes | **No** |

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.

Contact information on the person who completed this report

Kimberly	Brantley	kbrantley@wolfforthtx.us
1.22 Contact First Name	**1.23** Contact Last Name	**1.24** Contact Email

Library Advisory Board Information. Leave blank if there is no Advisory Board.

Jenna	Athanasiou
1.25 Advisory Board Chair First Name	**1.26** Advisory Board Chair Last Name

Friends' Group Information. Leave blank if there is no Friends' Group.

Debbie	Youngblood-Perkey
1.27 Friends' President First Name	**1.28** Friends' President Last Name

SECTION 2: LIBRARY 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. Contact accreditation staff if there have been any changes.

2.1 Number of Branch Libraries | 0 |

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

- separate quarters
- an organized collection of library materials
- paid staff
- 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:
- 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.	*Prefilled in online form*	1995

2.4	Square Footage of the Main Library	*Prefilled in online form*	6,500	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.

2.5	Renovations, Expansions, new construction	Yes	~~No~~ ✓

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.

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	~~Good~~ ✓

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. *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*** *.*		
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 3.8and 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

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.

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.

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.

3.11	Total Library Operating Expenditures	Sum of 3.9, 3.10	$418,528
3.12	**Capital Expenditures**		$34,576

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.

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

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

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.

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.

♦ **4.2** Local funds used for library operating expenditures   *Sum of 3.9b and 3.10* $417,528

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.

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.

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

♦ **4.3** Local government funds used for library operating expenditures $393,724

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**.

Include documented Indirect Costs, question 3.10, only when necessary to meet the average of expenditures for the maintenance of effort (MOE) requirement.

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.

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 ued 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.

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.**

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

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").

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	$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 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.

5.14 Federal Revenue used for Capital 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 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.

5.15 Foundation and Corporate Grant Revenue used for Capital Expenditures	$0

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.

5.16 Other Local Sources of Revenue used for Capital Expenditures	$0

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.

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 <u>not</u> receive funds from a city or county government <u>outside</u> 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.

	Yes	No
♦ **6.1** Library Catalog	✔	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.

	Yes	No
♦ **6.2** Collection has 1% published in last five years	✔	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

	Number of volumes, items or physical units	
6.3 Books in Print		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

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.**

6.5 Video Materials - Physical Format	Number of items or physical units	1,006

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.**

6.6 Other Circulating Physical Items	Number of or checked out as physical units	205

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.

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.

6.7 Total Physical Items in Collection	Number of volumes, items or physical units	20,629

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.

Electronic Material Counts

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."

Do not consider resources available for free when answering the following questions.
Do not include any items in the public domain such as Project Gutenburg or similar platforms.

6.8 E-Books Digital/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 Gutenburg). 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 Materials Digital/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	*Prefilled in online form*	5,414

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.

6.10 E- Video Materials	Digital/Downloadable Units	0

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.

6.11 Total E- Material Units	Sum of 6.8, 6.8a, 6.9, 6.9a, 6.10	41,894

6.12 Databases (Electronic Collections)		1
Report the number of databases made available through purchase by the library.	Acquired/Licensed through library only	

6.13 TexShare - State Licensed Databases	60

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	62,523

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:

West Texas Digital Consortium

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?"

		Count	Estimate	Data Not Collected
7.2a	Regarding the number of reference transactions, is this an annual count or an annual estimate?	✓		

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.

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.

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.

7.3 Number of Library Visits — **31,428**

Frequently referred to as the gate count, this is the number of persons entering the library facility for any purpose during the year.

		Count	Estimate	Data Not Collected
7.3a	Regarding the number of library visits, is this an annual count or an annual estimate?	✓		

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).

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.

7.4 Registered Users — **10,041**

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.

7.5 Current Overdue Fine Policy — Yes | ☑ No

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?

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.

7.6 Current Non-Resident Fee Policy — Yes | ☑ No

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)?

7.6a	Amount charged **annually** to non-residents	$0.00

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 Gutenburg 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): **10,927**

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

	Check any that apply.	
Through Library only	☒ Yes	☐ No
Through a Consortium	☒ Yes	☐ No
State Provided	☒ Yes	☐ 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): **0**

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

	Check any that apply.	
Through Library only	☐ Yes	☒ No
Through a Consortium	☐ Yes	☒ No
State Provided	☐ Yes	☒ 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): **4,737**

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

	Check any that apply.	
Through Library only	☒ Yes	☐ No
Through a Consortium	☒ Yes	☐ No
State Provided	☒ Yes	☐ No

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.

E-video Circulation (Usage)	0

Did the library provide access to **e-videos** purchased:	Check any that apply.		
	Through Library only	Yes	☒ No
	Through a Consortium	Yes	☒ No
	State Provided	Yes	☒ No

7.17 Total Circulation of E-Materials Sum of 7.13, 7.14, 7.15, 7.16	15,741

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.

Did the library provide access to **research databases** purchased:	Check any that apply.		
	Through Library only	Yes	☒ No
	Through a Consortium	Yes	☒ No
	State Provided	☒ Yes	No

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.

Did the library provide access to **online learning platforms** purchased:	Check any that apply.		
	Through Library only	Yes	☒ No
	Through a Consortium	Yes	☒ No
	State Provided	☒ Yes	No

7.20 E-Read Texas Total Usage	77	*Prefilled in online form*

7.21 Total Circulation of All Materials Circulation of Physical Items (7.12), E-Materials (7.17), and E-Read Texas (7.20)	65,292

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.

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.

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".

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 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 Add all "a" values	b. In-Person Off-Site Sessions Add all "b" values	c. Live Virtual Sessions Add all "c" values	Total Synchronous Programs
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.

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).	0
		Number of Recorded Presentations
	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.	
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).	0
	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.	**Number of Views at 30-Day Mark**

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.

♦ **8.1** Professional (MLS) Librarians   Weekly Hours Worked   **80.00**

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

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.

An accredited library with a population assignment greater than 25,001, must have professional librarians on staff.
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).

8.2 Other (Non-MLS) Librarians   Weekly Hours Worked   **0.00**

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.

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).

8.3 All Other Library Staff   Weekly Hours Worked   **150.00**

Includes all other persons paid by the library budget including plant operation, security, and maintenance staff.
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).

8.4 All Library Staff − Total Weekly Hours Worked   Sum of 8.1, 8.2, 8.3   **230.00**

8.5 Volunteer Hours   Total Annual Hours   **250**

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.

8.6 Head Librarian's Annual Rate Of Salary   **$73,728**

Report the annual rate of pay for the Head Librarian/Library Director at the end of the library's fiscal year. Include merit, longevity, and other payments made directly to the individual. If the position is vacant, report the annual salary that will be paid when someone is hired. Estimate of salary is acceptable.

♦ **8.7** Head Librarian's Hours Worked per Week   **40.00**

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.

			Yes	No
♦ **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.

			Yes	No
♦ **8.9**	Photocopier Available for Staff		☑	☐

An accredited library must have a photocopier available for use by staff.

			Yes	No
♦ **8.10**	Internet Computer Available for Staff		☑	☐

An accredited library must have a computer with internet access available for use by staff.

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.

			Yes	No
♦ **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.

9.2 ILL Received from Other Libraries   Number Received/Borrowed | 0

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.

9.3 ILL Provided to Other Libraries   Number Provided/Lent | 0

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.

9.4 Integrated Library System (ILS)/Library Management (LMS) Used | Biblionix Apollo

Biblionix Apollo	Koha
Book Systems (Atriuum, Concourse)	SirsiDynix (Symphony/Unicorn, Horizon)
Evergreen	TLC Library Solution
Follett (Destiny, Circulation Plus, Athena, Winnebago	
Innovative Interfaces Inc (Millennium, Polaris, Sierra)	

Other:

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.

♦ **11.3** Weekly Service Hours All Facilities Available	Unduplicated weekly hours	60

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,

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.**

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.

Scheduled Weekly Hours Central Library Open	**11.4** Regular Schedule	60	**11.5** Summer Schedule	60

DUE DATE FOR REPORT AND APPLICATION SUBMISSION

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.

Once signed, the application should be forwarded to Library Accreditation in the Library Development and Networking Division (LDN): accreditation@tsl.texas.gov.
Where to find a blank copy of the Application:

- 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.

Scan and email the application to **accreditation@tsl.texas.gov**. Documents are saved electronically, so no original copy is needed.

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.

2024 Texas Public Libraries Annual Report

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:

◆ Accreditation-related question

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

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 • 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 Statues relating to non-discriminiation. 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
☐	§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	TSLAC Initials
Receipt and Acceptance			
Referral to LSA Advisory Board			

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	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)			
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			
	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			
	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.			