

FEB 08 2025

*Jennifer Palermo*

County Clerk, Hockley County, Texas

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF  
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Special Meeting of the above named Commissioners' Court will be held on the 10<sup>th</sup> day of February, 2025 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to wit:

1. Read for approval the minutes for the Regular Meeting held at 9:00 a.m. on Monday, February 3, 2025.
2. Read for approval all monthly bills and claims submitted to the Court dated through February 10, 2025.
3. Considering and take necessary action to approve the Sheriff's request to apply for a grant for body worn cameras.
4. Consider and take necessary action to approve the District Attorney's request to use SB22 funds to hire a full-time Victim Assistance Coordinator.
5. Consider and take necessary action to approve the Texas Department of Transportation Grant for Routine Airport Maintenance Program.
6. Consider and take necessary action to approve the Annual Report for the Hockley County Memorial Library to be sent to the Texas State Library and Archive Commission.
7. Discussion and potential action concerning approval of the Application for Use of Courthouse Lawn as submitted by the Levelland Mainstreet Program for the 2025 Food Truck Days that will be held on the third Thursday of each month beginning May 15, 2025 and ending September 28, 2025.
8. Consider and take necessary action to approve the Plat for Falcon Farms, Lots 1-83, an Addition to Hockley County, Texas and located in Precinct 1.
9. Consider and take necessary Official Bond and Oath of Michelle LaShay Flowers, Deputy Clerk, and the Continuation Certificates of Tammy Darlene Castro, Deputy Tax Collector and for Sylvia Ann Garza, Deputy Tax Collector all of the Hockley County Tax Assessor-Collector Office.

**COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.**

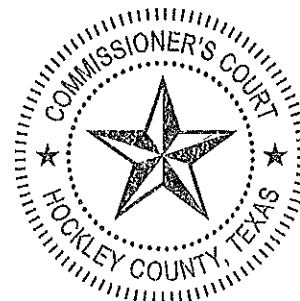
BY:

*Sharla Baldridge*  
Sharla Baldridge, Hockley County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 6<sup>th</sup> day of February, 2025, and said Notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 6<sup>th</sup> day of February, 2025.

*Jennifer Palermo*  
Jennifer Palermo, County Clerk, and Ex-Officio  
Clerk of Commissioners' Court, Hockley County, Texas



THE STATE OF TEXAS  
COUNTY OF HOCKLEY

IN THE COMMISSIONER'S COURT  
OF HOCKEY COUNTY, TEXAS

SPECIAL MEETING

FEBRUARY 10, 2025

Be it remembered that on this the 10<sup>th</sup> day of February A.D. 2025, there came on to be held a Special Meeting of the Commissioners Court, and the court having convened in Special session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldridge	County Judge
Alan Wisdom	Commissioner Precinct No. 1
Larry Carter     ABSENT	Commissioner Precinct No. 2
Seth Graf	Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger	Commissioner Precinct No. 4

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners Court when the following proceedings were had to-wit:

Motion by Commissioner Graf, second by Commissioner Wisdom, 3 Votes Yes, 0 Votes No, that the Minutes of a Regular Meeting of the Commissioner's Court, held on February 3, 2025, at 9:00 a.m., be approved and stand as read.

Motion by Commissioner Wisdom, second by Commissioner Clevenger, 3 Votes Yes, 0 Votes No, that all monthly claims and bills submitted to the court and dated through February 10, 2025 A.D. be approved and stand as read.

Motion by Commissioner Wisdom, second by Commissioner Clevenger, 3 votes yes, 0 votes no, that Commissioners Court approved the Sheriff's request to apply for a grant for body worn cameras. As per Order recorded below.

THE STATE OF TEXAS

COMMISSIONERS COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER APPROVING REQUEST BY COUNTY SHERIFF TO APPLY FOR GRANT  
FOR BODY WORN CAMERAS**

**It is the order of the Commissioners' Court of Hockley County** that the request of the Hockley County Sheriff's Office to apply for a grant for body worn cameras **AND IT IS SO ORDERED.**

**DONE IN OPEN COURT**, this the 10<sup>th</sup> day of February, 2025, upon motion by Commissioner, Alan Wisdom, seconded by Commissioner, Tommy Clevenger and unanimously carried.

Sharla Baldridge  
Sharla Baldridge, Hockley County Judge

Alan Wisdom  
Alan Wisdom, Commissioner, Pet 1

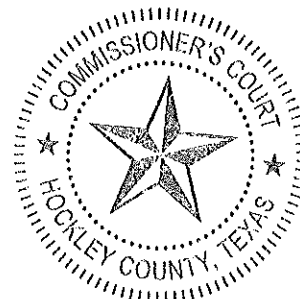
Absent  
Larry Carter, Commissioner, Pet 2

Seth Graf  
Seth Graf, Commissioner, Pet 3

Tommy Clevenger  
Tommy Clevenger, Commissioner, Pet 4

ATTEST:

Jennifer Palermo  
Jennifer Palermo, County Clerk,  
Ex-Officio Clerk of Commissioners  
Court of Hockley County, Texas



Motion by Commissioner Clevenger, second by Commissioner Wisdom, 3 votes yes, 0 votes no, that Commissioners Court approved the District Attorney's request to use SB22 funds to hire a full-time Victim Assistance Coordinator. As per Order recorded below.

THE STATE OF TEXAS

COMMISSIONERS COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER APPROVING USE OF SB22 FUNDS  
FOR VICTIM ASSISTANCE COORDINATOR**

**It is the order of the Commissioners' Court of Hockley County** that the request of the District Attorney's request to use SB22 funds to hire a full-time Victim Assistance Coordinator **AND IT IS SO ORDERED.**

**DONE IN OPEN COURT,** this the 10<sup>th</sup> day of February, 2025, upon motion by Commissioner, Tommy Clevenger, seconded by Commissioner, Alan Wisdom and unanimously carried.

Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

Alan Wisdom  
Alan Wisdom, Commissioner, Pct 1

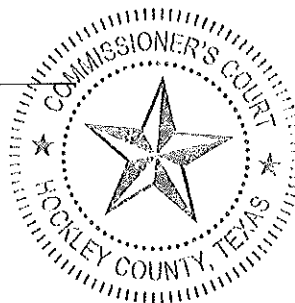
Absent  
Larry Carter, Commissioner, Pct 2

Seth Graf  
Seth Graf, Commissioner, Pct 3

Tommy Clevenger  
Tommy Clevenger, Commissioner, Pct 4

ATTEST:

Jennifer Palermo  
Jennifer Palermo, County Clerk,  
Ex-Officio Clerk of Commissioners  
Court of Hockley County, Texas



Motion by Commissioner Graf, second by Commissioner Clevenger, 3 Votes Yes, 0 Votes No, that Commissioners court approved the Texas Department of Transportation Grant for Routine Airport Maintenance program. As per Texas Department of Transportation Grant Routine Airport Maintenance Program recorded below.

**TEXAS DEPARTMENT OF TRANSPORTATION  
GRANT FOR ROUTINE AIRPORT MAINTENANCE PROGRAM**

**(State Assisted Airport Routine Maintenance)**

**TxDOT Project ID: M2505LVLN**

**Part I - Identification of the Project**

TO: The City of Levelland, Texas and The County of Hockley, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

This Grant is made between the Texas Department of Transportation, (hereinafter referred to as the "State"), on behalf of the State of Texas, and the City of Levelland, Texas and The County of Hockley, Texas, (hereinafter referred to as the "Sponsor").

This Grant Agreement is entered into between the State and Sponsor shown above, under the authority granted and in compliance with the provisions of the Transportation Code Chapter 21.

The project is for **airport maintenance** at the LEVELLAND - LEVELLAND MUNI Airport.

**Part II - Offer of Financial Assistance**

1. For the purposes of this Grant, the annual routine maintenance project cost, Amount A, is estimated as found on Attachment A, Scope of Services, attached hereto and made a part of this grant agreement.

State financial assistance granted will be used solely and exclusively for airport maintenance and other incidental items as approved by the State. Actual work to be performed under this agreement is found on Attachment A, Scope of Services. State financial assistance, Amount B, will be for ninety percent (90%) of the eligible project costs for this project or \$100,000.00, whichever is less, per fiscal year and subject to availability of state appropriations.

Scope of Services, Attachment A, of this Grant, may be amended, subject to availability of state funds, to include additional approved airport maintenance work. Scope amendments require submittal of an Amended Scope of Services, Attachment A.

Services will not be accomplished by the State until receipt of Sponsor's share of project costs.

**Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.**

Work shall be accomplished by August 31, 2025, unless otherwise approved by the State.



2. The State shall determine fair and eligible project costs for work scope. Sponsor's share of estimated project costs, Amount C, shall be as found on Attachment A and any amendments.

It is mutually understood and agreed that if, during the term of this agreement, the State determines that there is an overrun in the estimated annual routine maintenance costs, the State may increase the grant to cover the amount of the overrun within the above stated percentages and subject to the maximum amount of state funding.

The State will not authorize expenditures in excess of the dollar amounts identified in this Agreement and any amendments, without the consent of the Sponsor.

3. Sponsor, by accepting this Grant certifies and, upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State the right to audit any books and records of the Sponsor to verify expended funds.

Upon execution of this Agreement and written demand by the State, the Sponsor's financial obligation (Amount C) shall be due in cash and payable in full to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay their obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Paragraph V-3. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.

The State shall reimburse or credit the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor which exceed Sponsor's share (Amount C).

4. The Sponsor specifically agrees that it shall pay any project costs which exceed the amount of financial participation agreed to by the State. It is further agreed that the Sponsor will reimburse the State for any payment or payments made by the State which are in excess of the percentage of financial assistance (Amount B) as stated in Paragraph II-1.
5. Scope of Services may be accomplished by State contracts or through local contracts of the Sponsor as determined appropriate by the State. All locally contracted work must be approved by the State for scope and reasonable cost. Reimbursement requests for locally contracted work shall be submitted on forms provided by the State and shall include copies of the invoices for materials or services. Payment shall be made for no more than 90% of allowable charges.

The State will not participate in funding for force account work conducted by the Sponsor.

6. This Grant shall terminate upon completion of the scope of services.

### **Part III - Additional Requirements for Certain Equipment**

1. Certain purchase, installation, and subscription costs for eligible air traffic and operations monitoring equipment ("Equipment") are reimbursable as provided in this Part. If Grantee is seeking reimbursement for eligible Equipment costs, it must be shown in Attachment A.
2. For eligible Equipment, the State will reimburse 90% of the initial cost to purchase and install, not to exceed \$3,000.00, and 90% of the annual subscription fee for subsequent years, not to exceed \$3,000.00 per year.
3. Notwithstanding Section 2, for the one year prior to a master plan or airport layout plan update, TxDOT will reimburse up to 90% of the eligible costs, not to exceed \$5,400.00.
4. Eligibility Requirements
  - A. The Equipment must include the following items, at a minimum;
    1. Triangulation
    2. Noise abatement
    3. Aircraft tracking data for 30 days
    4. Identification of pavement utilization by airplane design group for the entire airport
    5. Equal effectiveness at both towered and non-towered airports
    6. Tracking of military and government aircraft, including FAA blocked aircraft
  - B. In order for costs to be eligible for RAMP reimbursement:
    1. The Sponsor must maintain and operate the Equipment for 3 years.
    2. On at least a quarterly basis, the Sponsor must provide to the State all data produced and collected by the Equipment.
    3. To be eligible for reimbursement of the annual subscription fee after the first year, the Sponsor must participate in the Routine Airport Maintenance Program, have an executed Grant Agreement for that year, and comply with all grant requirements.

- C. The State may conduct on-site or off-site monitoring reviews of the Equipment during the initial required 3-year term, and during any years Sponsor seeks reimbursement of subscription costs. The Sponsor shall fully cooperate with the State and provide any required documentation. The Sponsor shall grant full access to the Equipment to the State or its authorized designee for the purpose of determining compliance, including, but not limited to:
1. Whether the Equipment, and its operation and maintenance, are consistent with the requirements set forth in the Grant Agreement and this First Amendment;
  2. Whether the Sponsor is making timely progress with installation of the Equipment, and whether its management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in the Grant Agreement and this First Amendment, and are fully and accurately reflected in reports submitted to the State.
- D. Failure to maintain compliance with these requirements may result in the Sponsor having to repay grant funds to the State.

#### **Part IV - Sponsor Responsibilities**

1. In accepting this Grant, if applicable, the Sponsor guarantees that:
  - a. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State in connection with this Grant; and
  - b. the Airport or navigational facility which is the subject of this Grant shall be controlled by the Sponsor for a period of at least 20 years; and
  - c. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this Grant; and
  - d. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips, taxiways, parking aprons, roads, airport lighting and navigational aids; and

- e. through the fence access shall be reviewed and approved by the State; and
- f. it shall not permit non-aeronautical use of airport facilities, unless noted on an approved Airport Layout Plan, without prior approval of the State/FAA. This includes but is not limited to: the process of land disposal, any changes to the aeronautical or non-aeronautical land uses of the airport, land's deeded use from non-aeronautical to aeronautical, requests of concurrent use of land, interim use of land, approval of a release from obligations from the State/FAA, any of which will require 18 months, or longer; and
- g. the Sponsor shall submit to the State annual statements of airport revenues and expenses when requested; and
- h. all fees collected for the use of the airport shall be reasonable and nondiscriminatory. The proceeds from such fees shall be used solely for the development, operation and maintenance of the airport or navigational facility; and
- i. an Airport Fund shall be established by resolution, order or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating such a fund, shall be submitted to the State. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in the Airport Fund and shall not be diverted to the general revenue fund or another revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent grant or loan, Sponsor has complied with the requirements of this subparagraph; and
- j. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and
- k. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace, unless sponsor can show that acquisition and retention of such interest will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance or order approved by the State.

1. mowing services will not be eligible for state financial assistance. Sponsor will be responsible for 100% of any mowing services.
2. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting claim or liabilities which might be imposed on the State as the result of those activities by the Sponsor, the Sponsor's agents or employees.
3. The Sponsor's acceptance of this Offer and ratification and adoption of this Grant shall be evidenced by execution of this Grant by the Sponsor. The Grant shall comprise a contract, constituting the obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport.

If it becomes unreasonable or impractical to complete the project, the State may void this agreement and release the Sponsor from any further obligation of project costs.
4. Upon entering into this Grant, Sponsor agrees to name an individual, as the Sponsor's Authorized Representative, who shall be the State's contact with regard to this project. The Representative shall receive all correspondence and documents associated with this grant and shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor, and coordinate schedule for work items as required.
5. By the acceptance of grant funds for the maintenance of eligible airport buildings, the Sponsor certifies that the buildings are owned by the Sponsor. The buildings may be leased but if the lease agreement specifies that the lessee is responsible for the upkeep and repairs of the building no state funds shall be used for that purpose.
6. Sponsor shall request reimbursement of eligible project costs on forms provided by the State. All reimbursement requests are required to include a copy of the invoices for the materials or services. The reimbursement request will be submitted no more than once a month.
7. The Sponsor's acceptance of this Agreement shall comprise a Grant Agreement, as provided by the Transportation Code, Chapter 21, constituting the contractual obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the airport maintenance and compliance with the assurances and conditions as provided. Such Grant Agreement shall become effective upon the State's written Notice to Proceed issued following execution of this agreement.

#### **PART V - Nomination of the Agent**

1. The Sponsor designates the State as the party to receive and disburse all funds used, or to be used, in payment of the costs of the project, or in reimbursement to either of the parties for costs incurred.

2. The State shall, for all purposes in connection with the project identified above, be the Agent of the Sponsor. The Sponsor grants the State a power of attorney to act as its agent to perform the following services:
  - a. accept, receive, and deposit with the State any and all project funds granted, allowed, and paid or made available by the Sponsor, the State of Texas, or any other entity;
  - b. enter into contracts as necessary for execution of scope of services;
  - c. if State enters into a contract as Agent: exercise supervision and direction of the project work as the State reasonably finds appropriate. Where there is an irreconcilable conflict or difference of opinion, judgment, order or direction between the State and the Sponsor or any service provider, the State shall issue a written order which shall prevail and be controlling;
  - d. receive, review, approve and pay invoices and payment requests for services and materials supplied in accordance with the State approved contracts;
  - e. obtain an audit as may be required by state regulations; the State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
  - f. reimburse sponsor for approved contract maintenance costs no more than once a month.

#### **PART VI - Recitals**

1. This Grant is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party.
2. It is the intent of this grant to not supplant local funds normally utilized for airport maintenance, and that any state financial assistance offered under this grant be in addition to those local funds normally dedicated for airport maintenance.
3. This Grant is subject to the applicable provisions of the Transportation Code, Chapters 21 and 22, and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Failure to comply with the terms of this Grant or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.

- a. Of primary importance to the State is compliance with the terms and conditions of this Grant. If, however, after all reasonable attempts to require compliance have failed, the State finds that the Sponsor is unwilling and/or unable to comply with any of the terms of this Grant, the State, may pursue any of the following remedies: (1) require a refund of any financial assistance money expended pursuant to this Grant, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any financial assistance money expended on the project pursuant to this Grant, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Grant null and void, or (5) any other remedy available at law or in equity.
  - b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Grant, or for enforcement of any of the provisions of this Grant, is specifically set by Grant of the parties in Travis County, Texas.
- 4. The State reserves the right to amend or withdraw this Grant at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State.
  - 5. This Grant constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
  - 6. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including Sections 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.

**Part VII - Acceptances**

**Sponsor**

The City of Levelland, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Grant.

Executed this 16<sup>th</sup> day of Sept, 2024

City of Levelland, Texas

Sponsor

Ernest Buxum  
Sponsor Signature

Mayor  
Sponsor Title

Hockley County, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Grant.

Executed this 10<sup>th</sup> day of February, 2025  
Submitted to Hockley County on 2-5-25

Hockley County, Texas

Sponsor

Sharla Baldrige  
Sponsor Signature

Hockley County Judge  
Sponsor Title



## Acceptance of the State

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS  
TEXAS DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A

**Scope of Services**  
**TxDOT Project ID: M2505LVLN**

Eligible Scope Item:	Estimated Costs Amount A	State Share Amount B	Sponsor Share Amount C
GENERAL MAINTENANCE	\$111,111.11	\$100,000.00	\$11,111.11
<b>TOTAL</b>	<b>\$111,111.11</b>	<b>\$100,000.00</b>	<b>\$11,111.11</b>

Accepted by: Hockley County, TexasAccepted by: City of Levelland, Texas

Charla Baldrige  
 Signature

Bonnie Baxley  
 Signature

Title: County JudgeTitle: MayorDate: 2-10-25

Submitted to Hockley County  
on 2-5-25

Date: Sept 16, 2024

GENERAL MAINTENANCE: As needed, Sponsor may contract for services/purchase materials for routine maintenance/improvement of airport pavements, signage, drainage, AWOS systems, approach aids, lighting systems, utility infrastructure, fencing, herbicide/application, sponsor owned and operated fuel systems, hangars, terminal buildings and security systems; professional services for environmental compliance, approved project design. Special projects to be determined and added by amendment.

Airport Operations Counting Systems: The purchase and installation of specified air traffic and operations monitoring equipment ("Equipment") is eligible for reimbursement as provided in Part III

Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.

## CERTIFICATION OF AIRPORT FUND

TxDOT Project ID:

M2505LVLN

The City of Levelland, Texas and The County of Hockley does certify that an Airport Fund has been established for the Sponsor, and that all fees, charges, rents, and money from any source derived from airport operations will be deposited for the benefit of the Airport Fund and will not be diverted for other general revenue fund expenditures or any other special fund of the Sponsor and that all expenditures from the Fund will be solely for airport purposes. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole.

Hockley County, Texas

(Sponsor)

The City of Levelland, Texas

(Sponsor)

By: Sharla Baldrige

Title: County Judge

Date: Submitted to Hockley County 2-5-25  
Approved 2-10-25

By: City of Buann Paxton

Title: Mayor

Date: Sept. 16, 2024

### Certification of State Single Audit Requirements

I, \_\_\_\_\_ do certify that the City of Levelland, Texas and The County of Hockley will comply with all requirements of the State

(Designated Representative)

of Texas Single Audit Act if the City of Levelland, Texas and The County of Hockley spends or receives more than the threshold amount in any grant funding sources during the most recently audited fiscal year. And in following those requirements, the City of Levelland, Texas and The County of Hockley will submit the report to the audit division of the Texas Department of Transportation. If your entity did not meet the threshold in grant receivables or expenditures, please submit a letter indicating that your entity is not required to have a State Single Audit performed for the most recent audited fiscal year.

Sharla Baldrige  
Signature

County Judge  
Title

Submitted to Hockley County 2-5-25  
Approved 2-10-25  
Date

Buann Paxton  
Signature

Mayor  
Title

Sept. 16, 2024  
Date

**DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE**

TxDOT Project ID:

M2505LVLN

The City of Levelland, ,  
Texas and The County of  
Hockley designates,

James Fisher, City Manager, City of Levelland

(Name, Title)

as the Sponsor's authorized representative, who shall receive all correspondence and documents associated with this grant and who shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor.

Hockley County, Texas

(Sponsor)

The City of Levelland, Texas

(Sponsor)

By:

Sharla Baldrige

By:

Bruce Boxley

Title:

County Judge

Title:

Mayor

Date:

Approved 2-10-25

Date:

Sept. 16, 2024

**DESIGNATED REPRESENTATIVE**

Mailing Address:

City of Levelland

PO Box 1010

Levelland, Texas 79336

Overnight Mailing Address:

Telephone/Fax Number:

Email address:

Motion by Commissioner Wisdom, second by Commissioner Graf, 3 votes yes, 0 votes no, that Commissioners Court approved the Annual Report for the Hockley County Memorial Library to be sent to the Texas State Library and Archives Commission. As per Application for Accreditation in the Texas State Library System Local Fiscal Year 2024-State Fiscal Year 2026 recorded below.



## APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM

### Local Fiscal Year 2024 - State Fiscal Year 2026

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**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

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<b>Printed Name and Title</b>	<b>Signature</b>	<b>Date</b>
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**Governing Authority**

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

Hockley County Judge	Sharla Balbridge	2-10-2025
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<b>Printed Name and Title</b>	<b>Signature</b>	<b>Date</b>
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#### Advisory Board Chair, if appropriate

Library Director	Amy Centwell	2-10-2025
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<b>Printed Name and Title</b>	<b>Signature</b>	<b>Date</b>
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**Check one**

	The library has met all minimum standards of library accreditation. <i>Complete pages 2 and 3, below.</i>
	The library has <u>not</u> met all minimum standards of library accreditation. <i>Please contact TSLAC staff for options.</i>

<b>Accreditation Minimums</b> Library look-up: <a href="https://tinyurl.com/2024MOETable">https://tinyurl.com/2024MOETable</a>				
Check to confirm	13 TAC Section	Description	Reported	Minimum Criteria
	§1.71	<b>Legal Service Area (LSA)</b> , population assignment based on sources of local government funding.		
	§1.72	<b>Public Library Service:</b> 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	<b>Legal Establishment:</b> A public library must be legally established to provide general library services as <ul style="list-style-type: none"> <li>• a department of a city, municipality, or county government by charter, resolution, or ordinance;</li> <li>• a library district; or</li> <li>• 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.</li> </ul>		
	§1.75	<b>Non-discrimination:</b> The library complies with all State and Federal Statutes relating to non-discrimination. It agrees not to discriminate on the basis of race, color, national origin, sex, handicap, age, or disability in its employment practices and library services.		
	§1.74 (a)	Maintenance of effort (MOE)		
	§1.77	Minimum local government support		
	§1.81 (A)	Minimum per capita expenditures		
	§1.81 (B)	One item per capita in collection OR expenditures of at least 15 percent of local operating expenditures on collection material.		
	§1.81 (C)	One percent of total items in collection published in last five years.		
	§1.81 (D)	Open for not less than the required number of hours per week		
	§1.81 (E)	Employ a library director/head librarian for at least the required number of hours per week.		
	§1.81 (F)	Employ the minimum number of required full-time equivalent professional librarians (Libraries over 25,001 LSA)		



# 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](mailto: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](mailto:accreditation@tsl.texas.gov) or add an explanation in the Note box.*

1.1 Library Name	Hockley County Memorial Library		1.2 County	Hockley	
The local fiscal year covered by this report		1.3 Start	1-1-2024	1.4 End	12-31-2024
1.5 Mailing Address - Street		802 Houston St, Ste 108		1.6 Mail City	Levelland
		79336		1.7 Mail Zip	3706
1.5 Mailing Address - Street		811 Austin Street		1.6 Mail City	Levelland
		79336		1.7 Mail Zip	4500
1.9 Physical/Shipping address - Street		811 Austin Street		1.10 City	Levelland
		79336		1.11 Zip	4500
1.12 (Zip)+4					
♦ 1.13 Published Phone Number	This can be on a website or other publicly available resource.				<input checked="" type="radio"/> Yes <input type="radio"/> No
1.14 Phone number	806 894 6750				
		Area Code Phone Number			



<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Amy</div> <b>1.15</b> First Name: Library Director/Head Librarian	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Cantwell</div> <b>1.16</b> Last Name: Library Director/Head Librarian
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">acantwell@hockleycounty.org</div> <b>1.17</b> Director's Email Address	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">librarian@hockleycounty.org</div> <b>1.18</b> 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.

<b>1.20</b> Website URL	<a href="https://hockleylib.biblionix.com">https://hockleylib.biblionix.com</a>
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**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](mailto: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**

<div style="border: 1px solid black; padding: 2px;">Amy</div>	<div style="border: 1px solid black; padding: 2px;">Cantwell</div>	<div style="border: 1px solid black; padding: 2px;">acantwell@hockleycounty.org</div>
<b>1.22</b> Contact First Name	<b>1.23</b> Contact Last Name	<b>1.24</b> Contact Email

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

<div style="border: 1px solid black; padding: 2px;">NA</div>	
<b>1.25</b> Advisory Board Chair First Name	<b>1.26</b> Advisory Board Chair Last Name

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

<div style="border: 1px solid black; padding: 2px;">Louise</div>	<div style="border: 1px solid black; padding: 2px;">Pendleton</div>
<b>1.27</b> Friends' President First Name	<b>1.28</b> 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.

<b>2.1</b> Number of Branch Libraries	①
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Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:

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

2.2 Number of Bookmobiles		0	
A bookmobile is a traveling branch library and has at least all of the following: <ul style="list-style-type: none"> <li>• a truck or van that carries an organized collection of library materials</li> <li>• paid staff</li> <li>• regularly scheduled hours for being open to the public (bookmobile stops).</li> </ul> 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.			
<b>Facility Information</b>			
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	1949
2.4	Square Footage of the Main Library This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the library has use of that area.	Prefilled in online form	3,363 square feet
2.5	Renovations, Expansions, new construction Has the main library building been renovated or expanded, or had new construction completed within the period covered by this report? Report structural changes only.	Yes	No
2.6	In what year did the most recent major renovation or remodel occur? (if applicable)	1981	
2.7	Rate the current facility in meeting the needs for public service.	Poor	Adequate
2.8	Are there plans in progress to undergo major modifications to the facility within the next three years?	Yes	No
2.9	Is more than half of the computer network hardware in this facility three years or older?	Yes	No
2.10	Are there plans in progress to upgrade the network/cabling/technology within the facility within the next three years?	Yes	No

**SECTION 3: EXPENDITURES****REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

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

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

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

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

\$11,329

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**

\$51,267

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.

<b>3.3 Total Staff Expenditures</b>	Sum of 3.1 and 3.2	\$162,594
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	\$162,594
<b>Collection Material Expenditures</b>		
<b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>		
3.4 Print Materials Expenditures		\$11,845
Report all operating expenditures for these print materials: books, current serial subscriptions, government documents, and any other print acquisitions.		
3.5 Electronic Materials Expenditures		\$3,000
Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content.		
Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.		
<i>NOTE: Expenditures for computer software used to support library operating or to link to external networks, including the Internet, are reported under 3.8, Other Operating Expenditures. TexShare participation fees are also reported in question 3.8.</i>		
3.6 Other Physical Materials Expenditures		\$1,645
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	\$16,490
3.7a Collection Material 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.		
3.7b Local funds used for library collection material expenditures This amount will be reported in Question 4.1.	Difference between 3.7 and 3.7a	\$16,490
3.8 Other Operating Expenditures		\$8,136
This includes all expenditures other than those reported for Total Staff Expenditures Question 3.3 and Total Collection Expenditures Question 3.7. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.		

3.8a Other Operating Expenditures from non-local sources of funding.		\$ 0
Of these expenditures, how much was from non-local grant funding? Non-local funds include Tocker Foundation, TSLAC (competitive grants, ILL reimbursement and Family Place funding), Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Enter "0" if all funding was from local sources.		
3.8b Local funds used for other library operating expenditures	Difference between 3.8 and 3.8a	\$ 8,136
3.9 Total Direct Library Operating Expenditures		Sum of 3.3, 3.7, 3.8 \$ 187,220
3.9a	Sum of 3.3a, 3.7a, 3.8a	\$ 0
Total expended from non-local grant funding.		
3.9b	Sum of 3.3b, 3.7b, 3.8b.	\$ 187,220
Local funds used for library operating expenditures.		
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	\$ 44,051
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	\$ 231,271
3.12 Capital Expenditures		\$ 0
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 **\$16,490**

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 **\$231,271**

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**

**\$231,271**

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 used for Operating Expenditures**

All tax and nontax receipts appropriated by the the local government entity to the public library and available for the purpose of operating expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants in the local government revenue questions. Include any revenue received from other cities, reported in 5.18 and 5.19.

Do not include revenue for major improvements such as construction, renovation, endowment fund deposits, other extraordinary items. Do not report revenue unavailable for use by the library such as fines or funds unspent from previous fiscal years.

- |     |   |                                 |
|-----|---|---------------------------------|
| 5.1 | City, Cities, or Library District Revenue used for operating expenditures.<br>Include any funds reflected in 5.18 and 5.19. | \$ 0                            |
| 5.2 | County or Counties Revenue used for operating expenditures.<br>Include any funds reflected in 5.18 and 5.19.                | \$ 231,271                      |
| 5.3 | School District Revenue used for operating expenditures.  | \$ 0                            |
| 5.4 | Local Government Operating Revenue  | Sum of 5.1, 5.2, 5.3 \$ 231,271 |

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**

\$ 0

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**

\$ 2,166

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.

<b>5.9 Total Revenue Used for Library Operating Expenditures</b>	Sum of 5.4 through 5.8	<b>\$233,437</b>
<b>Revenue Used for Major Capital Expenditures</b>		
<p>Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (all types) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years ("carryover").</p>		
<b>Do not report revenue that has already been reported as Operating Revenue, questions 5.1-5.9.</b>		
<b>Local Government Revenue used for Capital Expenditures</b>		
5.10	City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, from question 5.19.	\$ 0
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
<p>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.</p> <p>Any funds received directly from TSLAC, including competitive grant funds should be reported in question 5.14, Federal Capital Revenue.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p>		
5.14 Federal Revenue used for Capital Expenditures		\$ 0
<p>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.</p> <p><b>Include funds received directly from TSLAC, including competitive grants funds used for capital expenditures.</b></p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p> <p><b>Do not include any E-rate reimbursements.</b></p>		
5.15 Foundation and Corporate Grant Revenue used for Capital Expenditures		\$ 0
<p>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.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p>		
5.16 Other Local Sources of Revenue used for Capital Expenditures		\$ 0
<p>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 friends groups. Include monetary gifts and donations from individuals.</p> <p><b>Do not</b> 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.</p>		
5.17 Total Revenue Used for Library Capital Expenditures		Sum of 5.10 through 5.16 \$ 0



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

### 5.18 Government Revenue Sources Outside Local City or County

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

City or County Providing Funds (outside home county)	Amount
	\$
	\$
	\$
5.19 Total Amount Received	\$ 0
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.

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

### ◆ 6.1 Library Catalog

☒ Yes

☐ No

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

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

☒ Yes

☐ No

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

## Physical Material Counts

### 6.3 Books in Print

Number of volumes, items or physical units **30,589**

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.

<b>6.4 Audio Materials — Physical format</b> 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. <b>Do not include downloadable electronic video files.</b>	Number of items or physical units <b>281</b>
<b>6.5 Video Materials - Physical Format</b> 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. <b>Do not include downloadable electronic video files.</b>	Number of items or physical units <b>1,398</b>
<b>6.6 Other Circulating Physical Items</b> Report a single figure that includes the following: all circulating physical items <b>other than</b> 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.	Number of or checked out as physical units <b>7</b>
<b>6.7 Total Physical Items in Collection</b> <b>All circulating physical items in the collection.</b> 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.	Number of volumes, items or physical units <b>32,275</b>
<b>Electronic Material Counts</b> 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. <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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."</li> </ul>	

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

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

## 6.8 E-Books

Digital/Downloadable Units **20,930**

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

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

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

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

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

### 6.8a E-Read Texas E-Books

*Prefilled in online form* **15,758**

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. For reporting year 2024, There 15,758 e-books available.

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 **3,524**

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. For reporting year 2024, there were 5,414 e-audiobooks available.

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

45,446

**6.12 Databases (Electronic Collections)**

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

77,721

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**

Yes

No

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](mailto: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**

2800

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

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

**CLARIFICATION:**

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

<p>7.2a Regarding the number of reference transactions, is this an annual count or an annual estimate?</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.</p> <p>A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>	<div style="border: 1px solid black; padding: 2px;">Count</div>	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">Estimate</div>	<div style="border: 1px solid black; padding: 2px;">Data Not Collected</div>
<p><b>7.3 Number of Library Visits</b> <span style="float: right; border: 1px solid black; padding: 2px 10px;">7320</span></p> <p>Frequently referred to as the gate count, this is the number of persons entering the library facility for any purpose during the year.</p> <p>7.3a Regarding the number of library visits, is this an annual count or an annual estimate?</p> <p>If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week, multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>			
<p><b>7.4 Registered Users</b> <span style="float: right; border: 1px solid black; padding: 2px 10px;">5407</span></p> <p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.</p>			
<p><b>7.5 Current Overdue Fine Policy</b></p> <p>As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?</p> <p><i>NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.</i></p>		<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">Yes</div>	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">No</div>
<p><b>7.6 Current Non-Resident Fee Policy</b></p> <p>As of the end of the reporting period, does the library charge a fee for library cards to patrons who do not reside in the library's legal service area (non-resident fees)?</p>		<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">Yes</div>	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">No</div>
<p>7.6a Amount charged <b>annually</b> to non-residents \$ <span style="border: 1px solid black; padding: 2px 20px;">NA</span></p>			

**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 materials	\$ .05
c. Postage related to interlibrary loan	\$ 3.00
d. In-depth reference services provided on a contractual basis	\$ 0
e. Photocopying, scanning, printing, and fax services	\$ .25
f. Passport services	\$ 0
g. Library parking	\$ 0
h. Sale of publications and retail merchandise	\$ 0
i. Rental and deposits on equipment	\$ 0
j. Rental and deposits on meeting and/or event spaces.	\$ 0
k. Other (specify):	\$

**7.8 Automatic Renewal of Physical Materials**

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

Yes

No

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

6,882

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**

12,302

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**

0

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

19,184

## Circulation of E-Materials

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

### \*\*\* DEFINITIONS \*\*\*

**Library:** Purchased solely through the library's budget.

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

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

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

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

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

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

Ebook Circulation (Usage) 1,301

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

Check any that apply.		
Through Library only	Yes	<input checked="" type="radio"/> No
Through a Consortium	<input checked="" type="radio"/> Yes	No
State Provided	Yes	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> No
Through a Consortium	Yes	<input checked="" type="radio"/> No
State Provided	Yes	<input checked="" type="radio"/> 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) 1,183

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

Check any that apply.		
Through Library only	Yes	<input checked="" type="radio"/> No
Through a Consortium	<input checked="" type="radio"/> Yes	No
State Provided	Yes	<input checked="" type="radio"/> 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)

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

Check any that apply.		
Through Library only	Yes	<input type="radio"/> No
Through a Consortium	Yes	<input type="radio"/> No
State Provided	Yes	<input type="radio"/> No

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

**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	<input type="radio"/> No
Through a Consortium	<input checked="" type="radio"/> Yes	No
State Provided	Yes	<input type="radio"/> 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

*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)

## 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	39	0	0	39
7.P2	Total audience	438	0	0	438

#### 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	50	0	0	50
7.P4	Total audience	1,090	0	0	1,090

**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
<b>7.P5</b>	Number of sessions	0	0	0	0
<b>7.P6</b>	Total audience	0	0	0	0

**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
<b>7.P7</b>	Number of sessions	6	5	0	11
<b>7.P8</b>	Total audience	48	35	0	83

**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	0	0	0	0
7.P10	Total audience	0	0	0	0

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

Synchronous Programs		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Total Synchronous Programs
		Add all "a" values	Add all "b" values	Add all "c" values	
7.P11	Number of sessions	95	5	0	100
7.P12	Total of all attendees	1,576	35	0	1,611

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

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

**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 **0**

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 **35**

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 **93**

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 **128**

**8.5 Volunteer Hours**

Total Annual Hours **326**

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 not 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**

**\$49,396**

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**

**35**

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.

<b>◆ 8.8 Director Obtained 10 Units of Continuing Education (CEU)</b> Directors/Head Librarian of an accredited library must obtain 10 hours of continuing education credits annually to maintain the library's accreditation. Continuing education activities that meet qualitative standards for which the applicant can supply documentation of participation, duration, and relevance to the operation of a library. These activities must be instructional and may include workshops, appropriate sessions at library association conference, and distance education meetings.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>◆ 8.9 Photocopier Available for Staff</b> An accredited library must have a photocopier available for use by staff.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>◆ 8.10 Internet Computer Available for Staff</b> An accredited library must have a computer with Internet access available for use by staff.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>SECTION 9: RESOURCE SHARING</b>		
<b>Interlibrary Loans</b> 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.		
<b>◆ 9.1 Statewide Interlibrary Loans (ILL) Offered to Patrons</b> An accredited library must offer to borrow and lend materials via the statewide interlibrary loan resource sharing service for persons residing in the library's designated service area. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>9.2 ILL Received from Other Libraries</b> These are library materials, or copies of the materials, <b>received by</b> one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually received, even if that number is zero. Exclude informational requests.	Number Received/Borrowed	<input type="text" value="11"/>
<b>9.3 ILL Provided to Other Libraries</b> These are library materials, or copies of the materials, <b>provided by</b> one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually loaned, even if that number is zero. Exclude informational requests.	Number Provided/Lent	<input type="text" value="65"/>
<b>9.4 Integrated Library System (ILS)/Library Management (LMS) Used</b>		
<input checked="" type="radio"/> Biblionix Apollo <input type="radio"/> Book Systems (Atrium, Concourse) <input type="radio"/> Evergreen <input type="radio"/> Follett (Destiny, Circulation Plus, Athena, Winnebago) <input type="radio"/> Innovative Interfaces Inc (Millennium, Polaris, Sierra)	<input type="radio"/> Koha <input type="radio"/> SirsiDynix (Symphony/Unicorn, Horizon) <input type="radio"/> TLC Library Solution	
Other: <input style="width: 80%;" type="text"/>		

**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

60

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

1,888

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

N/A

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 **9,955**

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 **2,110**

This is the hours the library was available to your patrons last year at the Central or Main Library facility. Report every hour that the facility was open to the public during all of last year. DO NOT include hours when the facility was physically closed but still offered virtual, Wi-Fi or "curbside" services outside the building. This total should be reduced for any hours that the facility was closed to the public (e.g., holidays, weather emergencies, natural disasters, pandemic closures, staff development days, construction, repairs, etc.). Branch hours open per year will be reported in each branch sub-report.

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

### 11.2 Annual Public Service Weeks for Central Library

Number weeks open **52**

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

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



<p>◆ <b>11.3 Weekly Service Hours All Facilities Available</b></p> <p>Libraries with branches should report the total number of <b>unduplicated</b> hours per week the libraries are open during a regular schedule week. For assistance or clarification, contact LDN staff, or use the Weekly Total Hours Calculator on the Annual Report page.</p> <p>If the library has no branches, the answer will be the same as the amount reported in question <b>11.4, Weekly Hours Central Library Open - Regular Schedule</b>.</p> <p><i>Example: Main is open M-F 8-5; the branch is open M-F 9-6. This library would be open 10 unduplicated hours per day. The total for five days would equal 50 hours per week.</i></p>		<p>Unduplicated weekly hours</p> <p><b>42</b></p>
<p>Scheduled Weekly Hours Central Library Open</p>	<p><b>11.4 Regular Schedule</b></p> <p><b>42</b></p>	<p><b>11.5 Summer Schedule</b></p> <p><b>42</b></p>

### 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](mailto: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](mailto: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](mailto:accreditation@tsl.texas.gov) or call 512-463-5466, toll free in Texas 800-252-9386.



## APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM Local Fiscal Year 2024 - State Fiscal Year 2026

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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

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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

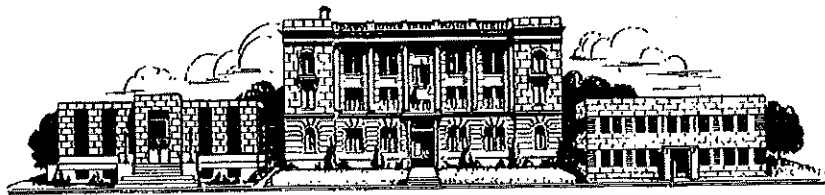
Signature

Date

Check one

	The library has met all minimum standards of library accreditation. <i>Complete pages 2 and 3, below.</i>
	The library has <b>not</b> met all minimum standards of library accreditation. <i>Please contact TSLAC staff for options.</i>

<b>Accreditation Minimums</b> Library look-up: <a href="https://tinyurl.com/2024MOETable">https://tinyurl.com/2024MOETable</a>				
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.		
	§1.72	<b>Public Library Service:</b> 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	<b>Legal Establishment:</b> A public library must be legally established to provide general library services as <ul style="list-style-type: none"> <li>• a department of a city, municipality, or county government by charter, resolution, or ordinance;</li> <li>• a library district; or</li> <li>• 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.</li> </ul>		
	§1.75	<b>Non-discrimination:</b> The library complies with all State and Federal Statutes relating to non-discrimination. It agrees not to discriminate on the basis of race, color, national origin, sex, handicap, age, or disability in its employment practices and library services.		
	§1.74 (a)	Maintenance of effort (MOE)		
	§1.77	Minimum local government support		
	§1.81 (A)	Minimum per capita expenditures		
	§1.81 (B)	One item per capita in collection OR expenditures of at least 15 percent of local operating expenditures on collection material.		
	§1.81 (C)	One percent of total items in collection published in last five years.		
	§1.81 (D)	Open for not less than the required number of hours per week		
	§1.81 (E)	Employ a library director/head librarian for at least the required number of hours per week.		
	§1.81 (F)	Employ the minimum number of required full-time equivalent professional librarians (Libraries over 25,001 LSA)		



# Hockley County

**SHIRLEY PENNER**  
County Auditor  
806/894-6070

802 Houston, Suite 103  
Levelland, Texas 79336

February 4, 2025

Jennifer Peters, Division Director  
Library Development & Networking Division  
Texas State Library and Archives Commission  
PO Box 12927  
Austin, TX 78711-2927  
Fax: 512/936-2306

Dear Ms. Peters:

Below is a detailed spreadsheet indicating the indirect support received by the Hockley County Memorial Library from the County. This represents the portion of support received by our Library for heating/cooling maintenance, IT support services, building insurance, pest control, Internet, Utilities, custodial services, accounting, HR and payroll services. The information provided in the spreadsheet is an estimate of the resources spent at the Library.

Please accept this information as documentation of certain support provided to the Hockley County Memorial Library during fiscal year 2024.

CATEGORY	ESTIMATED COST
Heating/Cooling Maintenance	\$ 3,510.00
IT Support Services	\$ 7,200.00
Building Insurance	\$ 8,973.00
Pest Control	\$1,200.00
Internet	\$1,500.00
Utilities	\$8,062.00
Accounting/HR/Payroll Services	\$1,500.00
Custodial Services	\$9,000.00
Building Maintenance/Groundskeeping Services	\$3,105.60
<b>TOTAL</b>	<b>\$44,050.60</b>

Sincerely,

Shirley Penner  
Hockley County Auditor

100.00% OF YEAR COMPLETED

## LIBRARY FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL *** Y-T-D PERCENT	**** ACTUAL **** REMAINING PERCENT	*****
2024 035-650-102	LIBRARIAN SALARY	.00	49,602.00	3,815.50	49,396.43 99.59	205.57	.41
2024 035-650-103	ASST LIBRARIAN SALARY	.00	36,683.00	2,821.70	36,682.10 100.00	.90	.00
2024 035-650-105	LONGEVITY	.00	2,000.00	.00	2,000.00 100.00	.00	.00
2024 035-650-107	SUNDOWN BRANCH:SUPPLEMENT	.00	.00	.00	.00 .00	.00	.00
2024 035-650-108	PART TIME LABOR SALARY	.00	25,000.00	1,602.21	23,249.20 93.00	1,750.80	7.00
2024 035-650-201	SOCIAL SECURITY - LEVELLAND	.00	8,667.00	598.84	8,138.21 93.90	528.79	6.10
2024 035-650-203	COUNTY RETIREMENT	.00	14,727.00	980.11	14,195.40 96.39	531.60	3.61
2024 035-650-204	HEALTH INSURANCE	.00	29,251.00	2,439.96	28,933.92 98.92	317.08	1.08
2024 035-650-310	SUPPLIES	.00	6,000.00	322.80	4,845.43 80.76	1,154.57	19.24
2024 035-650-315	TSLAC GRANT EXPENDITURES	.00	.00	.00	.00 .00	.00	.00
2024 035-650-335	AUDIO VISUAL MATERIALS	.00	2,500.00	.00	1,644.97 65.80	855.03	34.20
2024 035-650-352	EQUIPMENT	.00	1,000.00	.00	502.55 50.26	497.45	49.75
2024 035-650-356	COMPUTERS LICENSING FEES	.00	5,500.00	.00	5,310.00 96.55	190.00	3.45
2024 035-650-420	TELEPHONE	.00	1,415.00	114.86	1,388.48 98.13	26.52	1.87
2024 035-650-427	SEMINAR & TRAVEL EXPENSES	.00	1,000.00	.00	80.40 8.04	919.60	91.96
2024 035-650-481	MEMBERSHIP & DUES	.00	398.00	.00	398.00 100.00	.00	.00
2024 035-650-590	BOOKS	.00	11,500.00	390.26	11,122.13 96.71	377.87	3.29
2024 035-650-595	PERIODICALS	.00	800.00	60.94	723.42 90.43	76.58	9.57
2024 035-999-990	ACTUAL EXPENSES	.00	.00	.00	.00 .00	.00	.00
	FUND TOTAL	.00	196,043.00	13,025.30	188,610.64 96.21	7,432.36	3.79
	FINAL TOTAL	.00	196,043.00	13,025.30	188,610.64 96.21	7,432.36	3.79

## Circulation Snapshot (Material Types)

Started: Tuesday, January 7, 2025, 11:38:57 AM CST

Finished: Tuesday, January 7, 2025, 11:38:58 AM CST

Duration: 1 second

### Report criteria:

Snapshot taken 1-1-2025.

- Does not include holdings that are Pending
- Snapshot taken 1-1-2025
- NOTE: the sum of the values in the Titles column may be greater than the value in the Total row. This is because a single title may have holdings in multiple material types.

Type	Holdings	% of Holdings	Out	% Out	Titles	Value	% of Total Out
1 - Unassigned	2	0.0	0	0.0	2	\$45.00	0.0
2 - Audio CD	281	0.9	4	1.4	277	\$10,672.00	0.5
3 - Biographies	580	1.8	9	1.6	580	\$13,478.99	1.1
4 - Blu-Ray Disc	393	1.2	5	1.3	384	\$8,422.00	0.6
5 - DVD	1005	3.1	33	3.3	983	\$14,821.00	4.1
6 - EarlyReader	455	1.4	6	1.3	454	\$6,710.00	0.8
7 - Easy Biography	124	0.4	0	0.0	123	\$2,305.00	0.0
8 - Easy Books	4286	13.3	277	6.5	4237	\$61,776.95	34.7
9 - Easy Books in Spanish	233	0.7	3	1.3	229	\$3,698.00	0.4
10 - Easy Non-Fiction	1212	3.8	47	3.9	1204	\$28,442.95	5.9
11 - Fiction	8585	26.6	188	2.2	8567	\$167,182.80	23.5
12 - Interlibrary Loan	14	0.0	0	0.0	10	\$13.00	0.0
13 - Juvenile Audiobook	183	0.6	1	0.5	183	\$8,206.00	0.1
14 - Juvenile Biography	398	1.2	2	0.5	398	\$7,558.99	0.3
15 - Juvenile Fiction	3613	11.2	111	3.1	3600	\$51,183.17	13.9
16 - Juvenile Non-Fiction	2426	7.5	7	0.3	2405	\$51,635.00	0.9
17 - Large Print Biographies	106	0.3	5	4.7	106	\$3,442.00	0.6
18 - Large Print Fiction	3439	10.7	55	1.6	3436	\$110,782.89	6.9
19 - Large Print Non-Fiction	150	0.5	1	0.7	150	\$4,753.00	0.1
20 - Magazines	209	0.6	0	0.0	30	\$808.00	0.0
21 - Non-Fiction	2715	8.4	27	1.0	2708	\$55,974.00	3.4
22 - Public Use Computers	15	0.0	0	0.0	11	\$100.00	0.0
23 - Reference	547	1.7	0	0.0	316	\$29,801.00	0.0
24 - Spanish	175	0.5	0	0.0	172	\$2,019.00	0.0
25 - Spanish Biographies	5	0.0	0	0.0	5	\$54.00	0.0

## Circulation Snapshot (Material Types)

1/7/25, 11:39 AM

Type	Holdings	% of Holdings	Out	% Out	Titles	Value	% of Total Out
26 - Texas	376	1.2	4	1.1	376	\$6,072.25	0.5
27 - Texas Biographies	58	0.2	0	0.0	58	\$1,216.00	0.0
28 - Western	546	1.7	14	2.6	543	\$6,007.99	1.8
29 - Yearbooks	143	0.4	0	0.0	23	\$4,556.00	0.0
Total	32274		799	2.5	31318		

## Circulation / Reserve Statistics

Started: Tuesday, January 7, 2025, 11:41:37 AM CST

Finished: Tuesday, January 7, 2025, 11:41:38 AM CST

Duration: 1 second

### Report criteria:

- Data Type: Circulations.
- Date: Monday January 1 2024 through the end of Tuesday December 31 2024.
- Time Division: Month.
- By Material Type.
- Include In-Library.
- Include Renewals.
- By Checked Out.

## Circulation Results

	1/2024	2/2024	3/2024	4/2024	5/2024	6/2024	7/2024	8/2024	9/2024	10/2024	11/2024	12/2024	Totals
1 - Unassigned	3	1	0	0	0	0	0	0	0	0	0	0	4
2 - Audio CD	1	12	11	19	16	3	8	5	2	5	1	2	85
3 - Biographies	15	16	22	11	12	14	12	20	15	9	11	13	170
4 - Blu-Ray Disc	9	19	12	15	19	52	52	14	24	12	16	13	257
5 - DVD	41	58	42	52	44	84	55	28	12	31	35	24	506
6 - EarlyReader	0	0	0	0	0	0	23	34	32	29	23	16	157
7 - Easy Biography	0	0	1	0	0	0	1	1	0	0	4	0	7
8 - Easy Books	358	308	258	227	343	947	1032	471	410	396	285	315	5350
9 - Easy Books in Spanish	0	3	2	2	8	12	2	4	2	0	5	0	40
10 - Easy Non-Fiction	54	79	57	80	69	292	230	85	64	57	32	32	1131
11 - Fiction	408	401	394	456	427	497	515	434	416	420	368	459	5195
12 - Interlibrary Loan	1	0	0	0	1	2	2	1	1	3	1	0	12
13 - Juvenile Audiobook	0	6	7	8	1	7	16	2	1	2	0	1	51
14 - Juvenile Biography	9	5	10	3	7	18	12	8	2	2	11	3	90



<b>15 - Juvenile Fiction</b>	134	146	191	235	295	592	422	162	163	199	135	125	<b>2799</b>
<b>16 - Juvenile Non-Fiction</b>	28	33	26	63	88	86	58	26	22	36	36	28	<b>530</b>
<b>17 - Large Print Biographies</b>	0	2	4	2	2	3	5	7	5	4	3	8	<b>45</b>
<b>18 - Large Print Fiction</b>	129	132	105	117	153	195	132	161	172	177	148	148	<b>1769</b>
<b>19 - Large Print Non-Fiction</b>	5	0	1	0	1	3	1	8	6	3	11	5	<b>44</b>
<b>20 - Magazines</b>	10	8	11	14	8	2	11	0	4	5	10	0	<b>83</b>
<b>21 - Non-Fiction</b>	37	36	48	63	37	50	71	44	31	23	19	22	<b>481</b>
<b>22 - Public Use Computers</b>	137	140	140	162	148	167	189	192	174	182	132	125	<b>1888</b>
<b>23 - Reference</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>24 - Spanish</b>	0	0	1	0	1	4	2	0	1	0	1	0	<b>10</b>
<b>25 - Spanish Biographies</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>26 - Texas</b>	2	6	4	0	0	1	0	7	10	3	0	8	<b>41</b>
<b>27 - Texas Biographies</b>	3	2	0	1	0	0	0	0	0	0	0	0	<b>6</b>
<b>28 - Western</b>	1	2	1	5	11	13	17	16	25	22	18	19	<b>150</b>
<b>29 - Yearbooks</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>None/On-the-fly</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
	<b>1385</b>	<b>1415</b>	<b>1348</b>	<b>1535</b>	<b>1691</b>	<b>3044</b>	<b>2868</b>	<b>1730</b>	<b>1594</b>	<b>1620</b>	<b>1305</b>	<b>1366</b>	<b>20901</b>

[Back to Reports](#)[Back to Report Setup](#)[Print this page](#)

## Circulation Snapshot (Member Types) - January 7, 2025, 11:37:44 AM CST 11:37:44

Snapshot taken 1-1-2025

Type	Members	% of Members	Out	% of Total Out
1 - New Member	0	0.0	0	0.0
2 - ORG	128	2.4	45	5.7
3 - ADULT	3166	58.6	494	62.1
4 - JUVENILE	1762	32.6	247	31.0
5 - YOUNGADULT	338	6.3	10	1.3
6 - NONRES	4	0.1	0	0.0
7 - TEACHER	5	0.1	0	0.0
8 - LIBRARY	0	0.0	0	0.0
9 - STAFF	3	0.1	0	0.0
10 - TEX-SHARE	0	0.0	0	0.0
<b>Total</b>	<b>5406</b>		<b>796</b>	

[Back to Reports](#)[Back to Report Setup](#)[Print this page](#)

## Revenue - January 7, 2025, 11:33:43 AM CST

- 1-1-2024 through 12-31-2024
- Output: Overview

1438 entries.

	Online	In Library	Total
Fines	\$0.00	\$668.80	\$668.80
Problems	\$0.00	\$347.95	\$347.95
Damaged			\$19.74
Incomplete			\$132.21
Lost/Destroyed			\$185.00
Other Problems			\$11.00
Memberships	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$1016.75</b>	<b>\$1016.75</b>

## Apollo Dashboard

12/10/2024 11:12:45 AM

## Room and Event scheduling is now built into Apollo

Hello customers,

It's a double hint this time!



100

### Checkouts Today:

### Renewals Today:

**Total Saved Today:**

### Searches Today:

Checkouts YTD:

Renewals YTD:

Total Saved YTD:

Searches YTD:

#### Reloading in 4

Updated 3:28:44 PM

**Notifications:**

Reserve Search List:

Gabbie:

Member Book Reviews:

PURPLE:

Purchase/LL Requests (Reference):

### Purchase/ILL Requests (Materials):

Default Member Type (New Member):

Default Material Type (Unassigned):

**Next Holiday:**

Reloading in 95

Updated 3:28:35 PM

4

Some waiting



Q

28



2

Q

2

Wednesday January 1, 2025

Reloading in 95

Updated 3:28:35 PM

## Amy Cantwell

---

**From:** Connie Acosta  
**Sent:** Monday, January 13, 2025 4:26 PM  
**To:** Amy Cantwell  
**Subject:** FW: Customer care request for customer TEXAS and library HOCKP01

**From:** Sara Hayes <[shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov)>  
**Sent:** Monday, January 13, 2025 4:04 PM  
**To:** Connie Acosta <[cacosta@hockleycounty.org](mailto:cacosta@hockleycounty.org)>  
**Subject:** RE: Customer care request for customer TEXAS and library HOCKP01

Hi Connie,

Here are the Navigator ILL statistics for January 2024 – June 2024, let me know if you need additional months!

January 2024 – Borrowed 0, Lent 5  
February 2024: Borrowed 0, Lent 2  
March 2024: Borrowed 1, Lent 8  
April 2024: Borrowed 2, Lent 9  
May 2024: Borrowed 4, Lent 8  
June 2024: Borrowed 1, Lent 0

Thanks,  
Sara

Sara Hayes, Statewide Interlibrary Loan Coordinator  
**Texas State Library and Archives Commission**  
512-463-5406 | [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov) | [www.tsl.texas.gov](http://www.tsl.texas.gov)

**From:** Connie Acosta <[cacosta@hockleycounty.org](mailto:cacosta@hockleycounty.org)>  
**Sent:** Thursday, January 9, 2025 1:59 PM  
**To:** Sara Hayes <[shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov)>  
**Subject:** RE: Customer care request for customer TEXAS and library HOCKP01

Ok thank you for your help

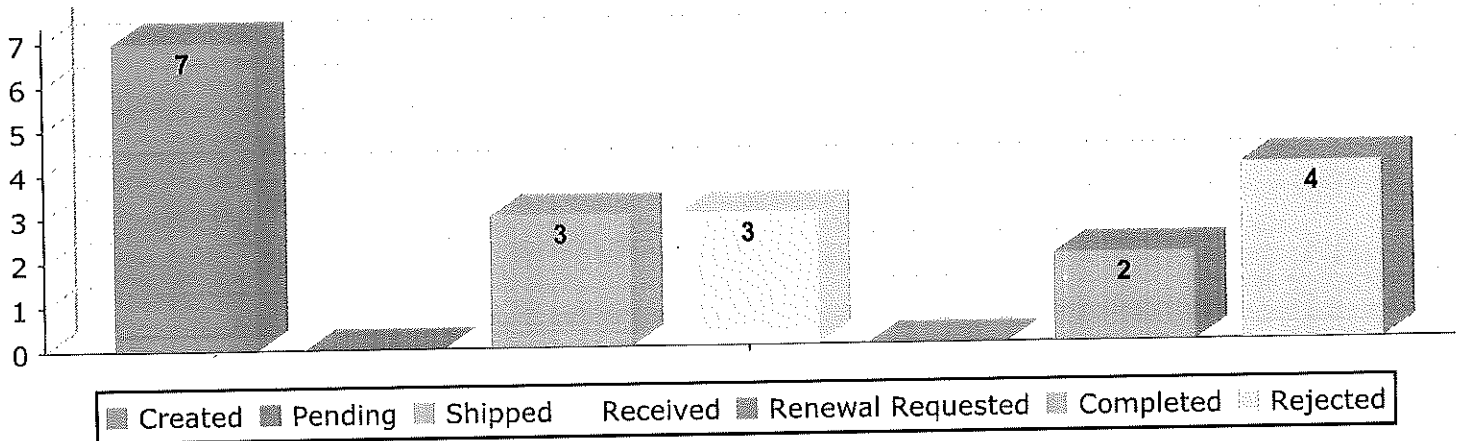
**From:** Sara Hayes <[shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov)>  
**Sent:** Thursday, January 9, 2025 1:57 PM  
**To:** Connie Acosta <[cacosta@hockleycounty.org](mailto:cacosta@hockleycounty.org)>  
**Subject:** RE: Customer care request for customer TEXAS and library HOCKP01



# ILL Borrowing Statistics

Library: Hockley County Memorial Library  
Date Range: From: 2024-01-01 to 2024-12-31

This report provides the statistics on the borrowing request activities for the selected library. This report provides insight into the number of borrowing request transactions processed during the select period.



Request Type	Renewal						
	Created	Pending	Shipped	Received	Requested	Completed	Rejected
Loan	7	0	3	3	0	2	4
Totals:	7	0	3	3	0	2	4

Pending Statuses	# of Request

**Delivery Time**

On average, Loan requests take 6 days to be received after being shipped.

**Processing Time**

On average, Loan requests take 10 days to be received after being created.

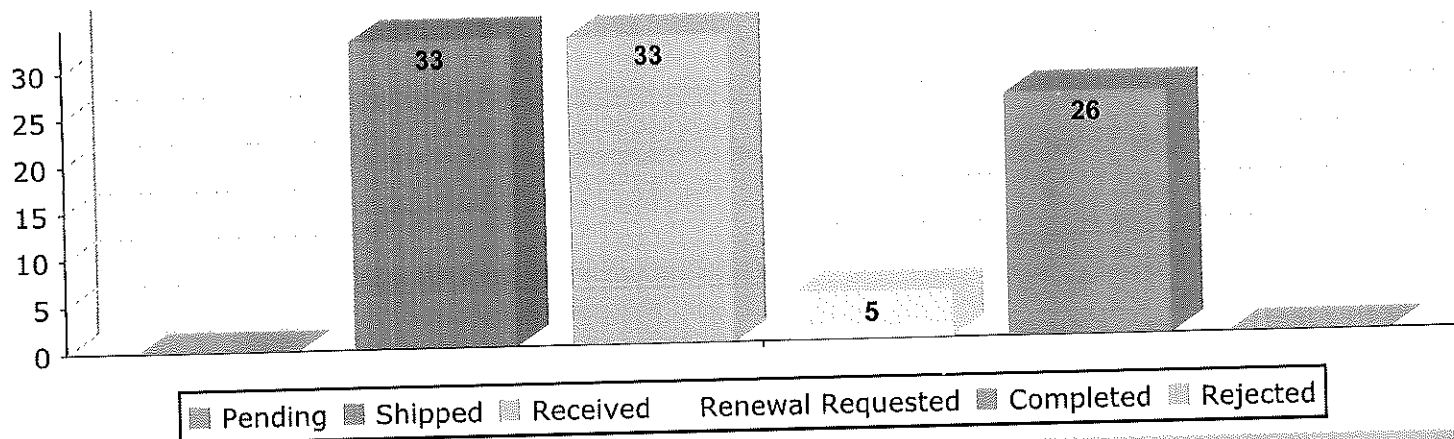
Rejected Statuses	# of Requests
Expired	4



# ILL Lending Statistics

Library: Hockley County Memorial Library  
Date Range: From: 2024-01-01 to 2024-12-31

This report provides the statistics on the lending requests responded to by the library. This report provides insight into the number of request responded to and the relative activity and statuses.



Request Type	Pending	Shipped	Received	Renewal Requested	Completed	Rejected
Loan	0	33	33	5	26	0
Totals:	0	33	33	5	26	0

Pending Statuses      # of Request

## Delivery Time

On average, Loan requests take 4 days to be received after being shipped.

## Processing Time

On average, Loan requests take 9 days to be shipped after being created.

Rejected Statuses      # of Requests

Search OC/OU & MA by title, ...

Advanced Search

13 CARS

No pinned carts  
+ Create cart

SHOP  
One Copy/One User & Metered Access

INSIGHTS

ANALYTICS

REPORTS

RECOMMENDATIONS

PROFILES

SUPPORT

FEATURES

Jump to: Insights Patron interests Trends

Start typing to find a report

Insights

Popular reports

Checkouts

Current holds

Purchase orders

Title status & usage

Title activity reports

Purchase & order reports

User activity reports

Summary

1/7/25 - 1/7/25

4,000 titles

2,204 1,773,196

total unique titles total checkouts total items

Book	4,000	1,773
Audiobook	64	1,025
Video	0	0
Magazine	22	0
Journal	0	0

Holdings Updated 5 mins ago

End date: 1/7/2025

FORMATS	TITLES	COPIES
Ebook	17,406	18,579
Audiobook	3,524	4,633
Video	0	0
Magazine	0	0
TOTAL	20,930	23,212

Current holdings don't include weeded titles, expired titles, or external services. Each CPC and SU title counts as one copy.

Current activity Updated 5 mins ago



Current checkouts	3,117
Current holds	11,546
Current average wait period	171 days

Current average wait period only uses holds placed by users who have borrowed a title in the last 90 days. It doesn't include suspended holds, holds on titles no longer available for sale, or preorders.



## Volunteer Hours 2024

---

Ben Kelley	203.22
------------	--------

Ann Caps	8
----------	---

Barbara Sapia	8
---------------	---

Debra Burnett	2
---------------	---

Louise Pendleton	2
------------------	---

Janie Perez	2
-------------	---

Total: 225.2

Motion by Commissioner Graf, second by Commissioner Clevenger, 3 votes yes, 0 votes no, that Commissioners Court approved the Application for Use of Courthouse lawn submitted by the Levelland Mainstreet Program for the 2025 Food Truck Days that will be held on the third Thursday of each month beginning May 15, 2025 and ending September 28, 2025. As per Order recorded below.

THE STATE OF TEXAS

COMMISSIONERS' COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER TO APPROVE USE OF COURTHOUSE LAWN  
FOOD TRUCK DAY – 3<sup>RD</sup> THURSDAY MAY – SEPTEMBER 2025**

**It is the order of the Commissioners' Court of Hockley County** that the Courthouse lawn shall be used by the Levelland Mainstreet Program for Food Truck Days to be held on the 3<sup>rd</sup> Thursday of each month beginning May 15, 2025 thru September 15, 2025. This will be subject to the Application requirements and the Hold Harmless Agreement **AND IT IS SO ORDERED.**

**DONE IN OPEN COURT**, this the 10<sup>th</sup> day of February, 2025, upon motion by Commissioner, Seth Graf, seconded by Commissioner, Tommy Clevenger and unanimously carried.

Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

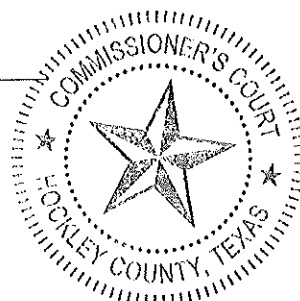
Alan Wisdom  
Alan Wisdom, Commissioner, Pct 1

Absent  
Larry Carter, Commissioner, Pct 2

Seth Graf  
Seth Graf, Commissioner, Pct 3

Tommy Clevenger  
Tommy Clevenger, Commissioner, Pct 4

ATTEST: Jennifer Palermo  
Jennifer Palermo, County Clerk,  
Ex-Officio Clerk of Commissioners  
Court of Hockley County, Texas





## HOCKLEY COUNTY

### APPLICATION TO REQUEST USE OF HOCKLEY COUNTY COURTHOUSE LAWN

The Hockley County Courthouse lawn is available for use of approved community events. There is no charge for using the lawn for approved activities open to the public. The lawn is not for use for weddings or private events. This application must be submitted and approved prior to use. **This application only applies to the Courthouse lawn.** For information regarding use of the Gazebo, please contact the Levelland Mainstreet Program at (806) 894-9079 or (806) 598-2098 or by email at [tmooddy@Levellandtexas.org](mailto:tmooddy@Levellandtexas.org). They will provide information regarding their policy and requirements for use of the Gazebo.

#### COURTHOUSE LAWN RULES

This application **ONLY** allows approved use of the Courthouse lawn. Use of the Gazebo requires separate application and reservation through the Levelland Mainstreet. Please contact their office at (806) 598-2098.

Applicant is responsible for all clean up.

Damages are the responsibility of the applicant shown on the form.

**NO** nails or spikes can used on trees and all tape, string, rope, etc. must be removed at end of event

**NO** alcohol allowed on the Courthouse grounds

Courthouse lawn must be cleaned up and cleared of people by 10 p.m. unless an exception is granted.

#### APPLICATION

Name of Applicant:

Billy Hancock

Address:

1709 Ave H

City:

Levelland

State:

TX

Zip:

79336

Phone:

806-894-9079

Cell:

806-598-2098

Dates of Use:

5/15, 6/19, 7/17, 8/21, 9/18 2025

Hours of Use:

11am to 2pm

Name of Group Sponsoring Activity/Event:

Levelland Main Street

Type of Activity:

Food trucks

Expected Attendance:

500 to 600

Applicant Signature:

[Signature]

Date:

2/6/25

Copy to: Brad Fowler, Hockley County  
Judge Sharla Baldrige  
Levelland Police Department Dispatcher – 806-894-6164  
Hockley County Sheriff's Office



## HOCKLEY COUNTY

### Hold Harmless/Indemnity Agreement

"The undersigned, Kelly Hancock, agrees to hold harmless and indemnify Hockley County, its Commissioners Court, elected officials, employees and volunteers who are acting in their official capacity, from any and all claims made by them or on their behalf for any losses, injuries, or damages reported on the Hockley County Lawn or any portion of the Courthouse Square, which may be made by reason of the group's use of the Hockley County Lawn or any portion of the Courthouse Square."

"The undersigned, Kelly Hancock, hereby releases and forever discharges Hockley County, its Commissioners Court, elected officials, employees and volunteers who might be claimed to be liable for any and all claims, demands, damages, actions, causes of action, suit, judgments or executions by reason of any losses incurred on the Hockley County Lawn or any portion of the Courthouse Square, which may be made by reason of the group's use of the Courthouse Lawn, any portion of the Courthouse Square and/or equipment."

"It is further stipulated and agreed that the laws of the State of Texas shall control in the construction of this instrument."

"In Witness whereof we have hereunto set our hands this the 6 day of Feb, 2025."

Kelly Hancock  
Printed Name

2/6/25  
Date

[Signature]  
Signature

806 894-9079  
Contact Phone No.

1709 Ave H  
Address

Levelland, TX  
City, State

79336  
Zip

Motion by Commissioner Wisdom, second by Commissioner Clevenger, 3 votes yes, 0 votes no, that Commissioners Court approved the Plat for Falcon Farms, Lots 1-83, an Addition to Hockley County, Texas and located in Precinct 1. As per plat recorded in cabinet B slide 71.

Motion by Commissioner Graf second by Commissioner Wisdom, 3 votes yes, 0 votes no, that Commissioners Court approved Official Bond and Oath of Michelle LaShay Flowers, Deputy Cler, and Continuation Certificate of Tammy Darlene Castro, Deputy Tax Collector and **TABLED** Sylvia Ann Garza, Deputy Tax Collector all of Hockley County Tax Assessor-Collector Office. as per the Bond and Continuation certificate recorded below.



Texas



# Western Surety Company

## OFFICIAL BOND AND OATH

THE STATE OF TEXAS }  
County of Hockley } ss

KNOW ALL PERSONS BY THESE PRESENTS:

BOND No. 72704628

That we, Michelle LaShay Flowers, as Principal, and  
WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Texas, as Surety, are held  
and bound unto <sup>1</sup>Hockley County Tax Assessor Collector, his successors in office,  
in the sum of Ten Thousand and 00/100 DOLLARS (\$10,000.00),  
for the payment of which we hereby bind ourselves and our heirs, executors and administrators, jointly and severally, by  
these presents.

Dated this 27th day of January, 2025.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was on  
the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, duly Appointed  
(Elected—Appointed)  
to the office of Deputy Clerk in and for <sup>3</sup>Hockley County, State of Texas, for  
a term of Indefinite year s commencing on the 1st day of January, 2025.

NOW THEREFORE, if the said Principal shall well and faithfully perform and discharge all the duties required of  
him by law as the aforesaid officer, ~~and shall~~ <sup>4</sup>

then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of  
claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate  
liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above.  
Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be cancelled by the Surety by sending written notice to the party to  
whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall  
terminate as to subsequent acts of the Principal.

Michelle LaShay Flowers Principal  
WESTERN SURETY COMPANY  
By Larry Kasten Larry Kasten, Vice President

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF TEXAS

County of

Haskell

ss

Before me,

Christina Lopez  
Michelle Lashay Flowers

on this day, personally appeared

, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office at

And

day of

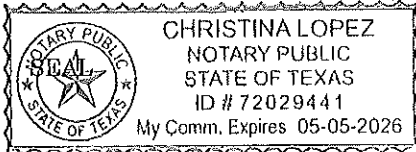
February

2008

, Texas, this

Christina Lopez  
Haskell

County, Texas



OATH OF OFFICE  
(COUNTY COMMISSIONERS and COUNTY JUDGE)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of \_\_\_\_\_, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected; and I furthermore solemnly swear (or affirm) that I will not be, directly or indirectly, interested in any contract with or claim against the County, except such contracts or claims as are expressly authorized by law and except such warrants as may issue to me as fees of office. So help me God.

Signed \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_

, Texas, this \_\_\_\_\_ day of \_\_\_\_\_

SEAL

County, Texas

OATH OF OFFICE  
(General)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of \_\_\_\_\_, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected. So help me God.

Signed \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_

, Texas, this \_\_\_\_\_ day of \_\_\_\_\_

SEAL

County, Texas

THE STATE OF TEXAS

County of Hockley } ss

The foregoing bond of Michelle Lashay Flowers as  
Deputy Clerk, Tax Office in and for Hockley County and State of Texas, this day  
approved in open Commissioner's Court.

ATTEST:

Jennifer Palermo Clerk  
County Court Hockley County

Date 2-10, 2025  
Sharyl Baldrige County Judge,  
Hockley County, Texas

THE STATE OF TEXAS

County of Hockley } ss

I, Jennifer Palermo, County Clerk, in and for said County, do hereby certify  
that the foregoing Bond dated the 10th day of February, 2025, with its certificates of  
authentication, was filed for record in my office the 10th day of February, 2025, at  
9:00 o'clock AM, and duly recorded the 10th day of February, 2025, at  
9:00 o'clock AM, in the Records of Official Bonds of said County in Volume \_\_\_\_\_, on page \_\_\_\_\_.

WITNESS my hand and the seal of the County Court of said County, at office in Luxford,  
Texas, the day and year last above written.

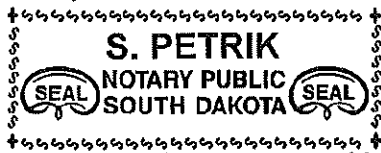
By Pam Kison Deputy

Jennifer Palermo Clerk  
County Court Hockley County

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA } ss  
County of Minnehaha

Before me, a Notary Public, in and for said County and State on this 27th day of January,  
2025, personally appeared Larry Kasten to me known to be the identical  
person who subscribed the name of WESTERN SURETY COMPANY, Surety, to the foregoing instrument as the  
aforesaid officer and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the  
free and voluntary act and deed of such corporation for the uses and purposes therein set forth.



My Commission Expires August 11, 2028

S. Petrik  
Notary Public

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Deputy Clerk Hockley County Tax Assessor Collector

bond with bond number 72704628

for Michelle LaShay Flowers

as Principal in the penalty amount not to exceed: \$ 10,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its  
Vice President with the corporate seal affixed this 27th day of January,  
2025.

ATTEST

L. Bauder  
L. Bauder, Assistant Secretary

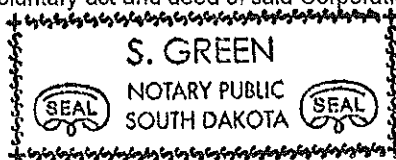
WESTERN SURETY COMPANY

Larry Kasten  
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 27th day of January, 2025, before me, a Notary Public, personally appeared  
Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the  
voluntary act and deed of said Corporation.



My Commission Expires February 12, 2027

S. Green  
Notary Public

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.



Figure: 28 TAC § 1.601(a)(2)(B)

### Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company or HMO. If you don't, you may lose your right to appeal.

### **Western Surety Company, Surety Bonding Company of America or Universal Surety of America**

To get information or file a complaint with your insurance company or HMO:

Call: Customer Service at **1-605-336-0850**

Toll-free: **1-800-331-6053**

Email: [uwservices@cnasurety.com](mailto:uwservices@cnasurety.com)

Mail: P.O. Box 5077, Sioux Falls, SD 57117-5077

### The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: **1-800-252-3439**

File a complaint: [www.tdi.texas.gov](http://www.tdi.texas.gov)

Email: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

Mail: Consumer Protection, MC: CO-CP, Texas Department of Insurance, P.O. Box 12030, Austin, TX 78711-2030

### Tiene una queja o necesita ayuda?

Si tiene un problema con una reclamacion o con su prima de seguro, llame primero a su compania de seguros o HMO. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en ingles) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, tambien debe presentar una queja a traves del proceso de quejas o de apelaciones de su compania de seguros o HMO. Si no lo hace, podria perder su derecho para apelar.

### **Western Surety Company, Surety Bonding Company of America or Universal Surety of America**

Para obtener informacion o para presentar una queja ante su compania de seguros o HMO:

Llame a: Servicio al Cliente al **1-605-336-0850**

Telefono gratuito: **1-800-331-6053**

Correo electronico: [uwservices@cnasurety.com](mailto:uwservices@cnasurety.com)

Direccion postal: P.O. Box 5077, Sioux Falls, SD 57117-5077

### El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: **1-800-252-3439**

Presente una queja en: [www.tdi.texas.gov](http://www.tdi.texas.gov)

Correo electronico: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

Direccion postal: Consumer Protection, MC: CO-CP, Texas Department of Insurance, P.O. Box 12030, Austin, TX 78711-2030

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PO Box 5077 Sioux Falls SD 57117-5077

January 27, 2025

1-800-331-6053

Fax 1-605-335-0357

[www.cnasurety.com](http://www.cnasurety.com)

MICHELLE LASHAY FLOWERS  
%Hockley Cnty Tax Assess Collr  
624 Avenue H Ste 101  
Levelland, TX 79336

File # 72704628  
MICHELLE LASHAY FLOWERS

\$10,000.00

Company Code: 0601

Written By: WESTERN SURETY COMPANY  
DEPUTY CLERK HOCKLEY COUNTY TAX ASSESSOR COLLECTOR

Enclosed is your bond. To continue your bond coverage and keep it in force, you must file this document with the county of Hockley.

If you are no longer required to post this bond, please write the word "Cancel" directly on the document, and return it to CNA Surety.

If you have any questions, please contact your local agent.

Enclosure



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 64498070 briefly described as DEPUTY TAX COLLECTOR OF HOCKLEY COUNTY  
\_\_\_\_\_  
for TAMMY DARLENE CASTRO  
\_\_\_\_\_, as Principal,  
in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning January 16, 2025, and ending January 16, 2026, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 15th day of January, 2025.



WESTERN SURETY COMPANY

By

  
Larry Kasten, Vice President

**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY TAX COLLECTOR OF HOCKLEY COUNTY

bond with bond number 64498070

for TAMMY DARLENE CASTRO

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its  
Vice President Larry Kasten with the corporate seal affixed this 15th day of January, 2025.

ATTEST

L. Bauder

L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

Larry Kasten

Larry Kasten, Vice President

STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 15th day of January, 2025, before me, a Notary Public, personally appeared  
Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

S. GREEN

NOTARY PUBLIC  
SOUTH DAKOTA



S. Green

Notary Public

My Commission Expires February 12, 2027

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.





Figure: 28 TAC § 1.601(a)(2)(B)

### Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company or HMO. If you don't, you may lose your right to appeal.

### **Western Surety Company, Surety Bonding Company of America or Universal Surety of America**

To get information or file a complaint with your insurance company or HMO:

Call: Customer Service at **1-605-336-0850**

Toll-free: **1-800-331-6053**

Email: [uwservices@cnasurety.com](mailto:uwservices@cnasurety.com)

Mail: P.O. Box 5077, Sioux Falls, SD 57117-5077

### The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439

File a complaint: [www.tdi.texas.gov](http://www.tdi.texas.gov)

Email: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

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Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

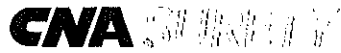
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Direccion postal: Consumer Protection, MC: CO-CP, Texas Department of Insurance, P.O. Box 12030, Austin, TX 78711-2030

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PO Box 5077 Sioux Falls SD 57117-5077

January 15, 2025

1-800-331-6053

Fax 1-605-335-0357

[www.cnasurety.com](http://www.cnasurety.com)

Tammy Darlene Castro  
624 Ave H  
Suite 101  
Levelland, TX 79336

File # 64498070  
Tammy Darlene Castro

\$10,000.00  
Company Code: 0601  
Written By: WESTERN SURETY COMPANY  
Deputy Tax Collector of Hockley County

Enclosed is your renewal certificate. To continue your bond coverage and keep it in force, you must file this renewal document with the county of Hockley.

If you are no longer required to post this bond, please write the word "Cancel" directly on the document, and return it to CNA Surety.

If you have any questions, please contact your local agent.

Enclosure

There being no further business to come before the Court, the Judge declared  
Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 10<sup>th</sup>  
day of February, A. D. 2025, was examined by me and approved.

Alan Wisdom  
Commissioner, Precinct No. 1

[Signature]  
Commissioner, Precinct No. 3

Absent  
Commissioner, Precinct No. 2

Jomene Cleary  
Commissioner, Precinct No. 4

Sharla Baldridge  
County Judge

Jennifer Palermo  
JENNIFER PALERMO, County Clerk, and  
Ex-Officio Clerk of Commissioners' Court  
Hockley County, Texas

