
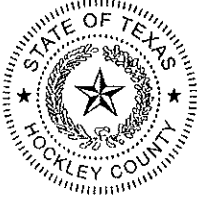



| | | |
|---|---|--------------|
| HOCKLEY COUNTY Jennifer Palermo Hockley County Clerk 802 Houston St. Suite 213 Levelland, TX 79336 Phone: 806-894-3185 | DOCUMENT #: CM-2020-0009 RECORDED DATE: 05/11/2020 02:57:31 PM  | |
| OFFICIAL RECORDING COVER PAGE | | Page 1 of 38 |
| Document Type: NOTICE OF MEETING COMM COURT/AGENDA Transaction Reference: Document Reference: | Transaction #: 753697 - 1 Doc(s) Document Page Count: 37 Operator Id: JPalermo | |
| RETURN TO: () HOCKLEY COUNTY | SUBMITTED BY: HOCKLEY COUNTY | |
| <p>DOCUMENT # : CM-2020-0009 RECORDED DATE: 05/11/2020 02:57:31 PM</p> <p>I hereby certify that this document was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Hockley County.</p> <div style="display: flex; align-items: center;">  <div>  Jennifer Palermo Hockley County Clerk </div> </div> | | |

PLEASE DO NOT DETACH

THIS PAGE IS NOW PART OF THIS LEGAL DOCUMENT

NOTE: If document data differs from cover sheet, document data always controls.

***COVER PAGE DOES NOT INCLUDE ALL DATA, PLEASE SEE INDEX AND DOCUMENT AFTER RECORDING FOR ADDITIONAL INFORMATION.**

**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 30th day of March, 2020 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Hockley, Texas, at which time the following subjects will be discussed to-wit: AT _____ O'CLOCK ____ M.

1. Read for approval the minutes of the following meetings:

MAR 26 2020

Regular Meeting held at 9:00 a.m. on Monday, March 16, 2020
Emergency Meeting held at 9:00 a.m. on Friday, March 20, 2020
Emergency Meeting held at 9:00 a.m. on Wednesday, March 25, 2020

Jennifer Palermo
County Clerk, Hockley County, Texas

2. Read for approval all monthly bills and claims submitted to the Court and dated through March 30, 2020.
3. Consider and take necessary action to approve the Texas Public Libraries Annual Report for Local Fiscal Year 2019 and Accreditation in State Library System Application for Hockley County Memorial Library to maintain accreditation with the Texas State Library and Archives Commission.
- ✓ 4. Consider and take necessary action to approve the Kofile Project Overview for Hockley County Clerk for Archival Digitization.
- ✓ 5. Consider and take necessary action to approve the Hockley County Clerk's proposal from Kofile for archival digitization of Plats.
- ✓ 6. Discussion and potential action to approve temporary revisions of the Public Assistance Guidelines due to COVID-19.
7. Discussion and potential action to approve the Families First Coronavirus Response Act (FFCRA or Act) regarding paid leave entitlements to county employees.
8. Discussion and potential action to consider upcoming elections scheduled for May 2, 2020.

COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.

BY: *Sharla Baldrige*
Sharla Baldrige, 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 26th day of March, 2020, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 26th day of March, 2020.

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



**SPECIAL MEETING
MARCH 30, 2020**

Be it remembered that on this the 30th day of March A.D. 2020, 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 all the following members present to-wit:

| | | |
|-----------------------------------|---------------|------------------------------------|
| Sharla Baldrige | Absent | County Judge |
| Curtis D. Thrash | | Commissioner Precinct No. 1 |
| Larry Carter | | Commissioner Precinct No. 2 |
| J. L. "Whitey" Barnett | | 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 Barnett, second by Commissioner Thrash, 4 Votes Yes, 0 Votes No, that the Minutes of a Regular meeting of the Commissioners Court held on Monday March 16, 2020, and an Emergency meeting held at 9:00 a.m. on Friday, March 20, 2020 and Wednesday March 25, 2020 A.D., be approved and stand as read.

Motion by Commissioner Clevenger, second by Commissioner Thrash, 4 Votes Yes, 0 Votes No, that Commissioners Court approved all monthly claims and bills, submitted to the court, and dated through March 30, 2020, A.D. be approved and stand as read.

Motion by Commissioner Clevenger, second by Commissioner Barnett, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Texas public Library System Application for Hockley County Memorial Library to maintain accreditation with the Texas State Library and Archives Commission. As per Accreditation In State Library System recorded below.



ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2019

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2020.

LIBRARY NAME Hockley County Memorial Library CITY Levelland, Texas

Certification

The below signed certify, to the best of their ability, that the information contained in the library's annual report is complete and accurate for local fiscal year 2019.

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

Signature of Sharla Baldrige with checkboxes for Mayor, County Judge, City Manager, School Superintendent, and District Board Chair.

Sharla Baldrige, Hockley County Judge
Printed Name

Signature of Callie Nations
SIGNATURE of Head Librarian/Library Director

Callie Nations
Printed Name

N/A
SIGNATURE of Library Board Chair

N/A
Printed Name

Texas Public Libraries Annual Report 2019

HOCKLEY COUNTY MEMORIAL LIBRARY**Texas Public Libraries Annual Report - Introduction**

This report and the Application for Accreditation is due to the Texas State Library and Archives Commission by April 30, 2020. We strongly urge libraries to report no later than March 31, 2020, to provide time to make any necessary revisions.

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 (□).

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

Please do not leave any items blank. Estimates are important if exact data are not available. For Section 3: Expenditures, Section 4: Local Financial Effort, and Section 5: Revenue, enter "0" if the appropriate entry for an item is zero or "none." For the other sections, 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 a particular library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff at accreditation@tsl.texas.gov.

All questions relate to the library's local fiscal year 2019: the year that ended in calendar year 2019 and included January 1, 2019. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at <https://tx.countingopinions.com>.

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

WebPLUS

| | |
|---|--------|
| FSCS# | TX0145 |
| Status of AE record current to prior year | 00 |
| Status of ADDRESS current to prior year | 00 |
| User defined ID. used to link two or more AEs together. | -3 |
| Old FSCSKEY | -3 |

Section 1: Library Information - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is **Public Information**. In addition, the information being entered may be subject to interception via common Internet tools. Please read our Web Policies and Disclaimers **Web Policies and Disclaimers**.

PLEASE NOTE: Contact questions in the section 1.1 through 1.21 are locked. You will not be able to change that data. Please contact **LDN staff** if changes need to be made.

| | |
|--|---|
| 1.1 Library Name | Hockley County Memorial Library |
| 1.2 County | Hockley |
| 1.3 Local Fiscal Year Start | 1/1/2019 |
| 1.4 Local Fiscal Year End | 12/31/2019 |
| 1.5 Mailing Address | 802 Houston St Ste 108 |
| 1.6 Mailing City | Levelland |
| 1.7 Mailing ZIP Code | 79336 |
| 1.8 Mailing ZIP+4 Extension | 3706 |
| 1.9 Street Address | 811 Austin St |
| 1.10 Street City | Levelland |
| 1.11 Street ZIP Code | 79336 |
| 1.12 Street ZIP+4 Extension | 4500 |
| ▶ 1.13 Published Telephone Number? | Yes |
| 1.14 Phone | 8068946750 |
| 1.15 Telefax | -3 N/A |
| 1.16 Library Director/Head Librarian First Name | Callie |
| 1.17 Library Director/Head Librarian Last Name | Nations |
| 1.18 Admin Email | cnations@hockleycounty.org |
| 1.19 Library Email | librarian@hockleycounty.org |
| ▶ 1.20 Library website | Yes |
| 1.21 Web Address | https://hockleyvl.biblionix.com |
| 1.22 Is the information provided in 1.1 through 1.21 correct? ¹ | Yes |
| 1.23 Contact Person First Name | Callie |
| 1.24 Contact Person Last Name | Nations |
| 1.25 Contact Email | cnations@hockleycounty.org |
| 1.26 Board Chair First Name | None |
| 1.27 Board Chair Last Name | None |
| 1.28 Friends President First Name | Ashley |
| 1.29 Friends President Last Name | Brooks |

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report. If the library has a new branch or bookmobile, please contact **LDN staff**.

| | |
|--|-------|
| 2.1 Number of Branch Libraries | 0 |
| 2.2 Number of Bookmobiles | 0 |
| 2.3 Renovations, Expansion, New Construction | No |
| 2.4 Square Footage of the Main Library | 3,363 |

Section 3: Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

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

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.

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.

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

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

For more information, click here: ["Understanding Financial Reporting in the Texas Public Libraries Annual Report"](#).

Library Operating Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

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

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

For more information, click here: ["Understanding Financial Reporting in the Texas Public Libraries Annual Report"](#).

Staff Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

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

| | |
|--|-----------|
| 3.1 Salaries & Wages Expenditures | \$112,189 |
| 3.2 Employee Benefits Expenditures | \$61,075 |
| 3.3 Total Staff Expenditures | \$173,264 |
| 3.3a Of library staff expenditures, how much was from non-local grant funding? | \$0 |
| 3.3b LOCAL FUNDS used for library staff expenditures. | \$173,264 |

Collection Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

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

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

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

| | |
|---|----------|
| 3.4 Print Materials Expenditures | \$18,893 |
| 3.5 Electronic Materials Expenditures | \$4,000 |
| 3.6 Other Materials Expenditures | \$6,144 |
| 3.7 Total Collection Expenditures | \$29,037 |
| 3.7a Of library collection expenditures, how much was from non-local grant funding? | \$9,024 |
| 3.7b LOCAL FUNDS used for collection material expenditures. | \$20,013 |

Other/Total Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.

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

Do not include capital expenditures.

| | |
|---|-----------|
| 3.8 Other Operating Expenditures | \$14,949 |
| 3.8a Of other library operating expenditures, how much was from non-local grant funding? | \$1,155 |
| 3.8b LOCAL FUNDS used for other library operating expenditures. | \$13,794 |
| 3.9 Total Direct Operating Expenditures | \$217,250 |
| 3.9a Of direct library operating expenditures, how much was from non-local grant funding? | \$10,179 |
| 3.9b LOCAL FUNDS used for Direct Library Operating Expenditures. | \$207,071 |
| 3.10 Indirect Costs | \$0 |
| 3.11 Total Operating Expenditures ² | \$217,250 |

Capital Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.

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

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

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

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

| | |
|---------------------------|-----|
| 3.12 Capital Expenditures | \$0 |
|---------------------------|-----|

Section 4: Local Financial Effort**REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.**

Note: Amounts for Question 4.1, Local Collection Expenditures, and Question 4.2, Local Operating Expenditures, will be completed by questions 3.7b and 3.9b, from the previous section. Changes must be made in Section 3, Expenditures, in order to modify the amounts for these questions.

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.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.74

For more information, click here: "[Understanding Maintenance of Effort \(MOE\)](#)"

| | |
|---|-----------|
| ▶4.1 Local Expenditures on Collections | \$20,013 |
| ▶4.2 Total Local Library Operating Expenditures | \$207,071 |
| ▶4.3 Local Government Operating Expenditures ³ | \$206,125 |

Section 5: Library Revenue by Source

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 your library by some other entity. Do not report salary revenue if the library did not pay the salary, as in the case of Green Thumb employees or employees paid under a training program administered by another entity. Do not include indirect costs.

Local accounting practice will generally determine whether a particular expense is classified as Operating or Capital Expense, and revenue designation will follow accordingly.

For more information, click here: "[Understanding Financial Reporting in the Texas Public Libraries Annual Report](#)".

Revenue Used for Operating Expenditures

Report revenue received by the library for the current and recurrent costs of operation, including grants, considered operating expenditures by local accounting practice. Report by source of revenue. Do not include revenue for major Capital Expenditures, construction, renovation, endowment fund deposits, other extraordinary items, revenue not available for use by the library (e.g., fines), or funds unspent from previous fiscal years.

IMPORTANT: List the sources of any grant funds in the notes.

| | |
|--|-----------|
| 5.1 City, Cities or Library District: Operating Revenue | \$0 |
| 5.2 County or Counties: Operating Revenue | \$206,125 |
| 5.3 School District: Operating Revenue | \$0 |
| 5.4 Subtotal: Local Government Operating Revenue | \$206,125 |
| 5.5 State Government: Operating Revenue | \$0 |
| 5.6 Federal Government: Operating Revenue ⁴ | \$10,179 |
| 5.7 Foundation & Corporate Grants: Operating Revenue | \$0 |
| 5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue | \$946 |
| 5.9 Total Library Operating Revenue | \$217,250 |

Revenue Used for Capital Expenditures**CAPITAL REVENUE**

Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment and initial collections (all type) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do NOT include revenue passed through to another agency (e.g., fines), or funds unspent from previous fiscal years. Do not report revenue that has already been reported in operating revenue.

Note: Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense, and revenue designation will follow accordingly.

| | |
|---|-----|
| 5.10 City Cities or Library District: Capital Revenue | \$0 |
|---|-----|

| | |
|--|-----|
| 5.11 County or Counties: Capital Revenue | \$0 |
| 5.12 School District: Capital Revenue | \$0 |
| 5.13 State Government: Capital Revenue | \$0 |
| 5.14 Federal Revenue: Capital Revenue | \$0 |
| 5.15 Foundation & Corporate Grants: Capital Revenue | \$0 |
| 5.16 Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue | \$0 |
| 5.17 Total Capital Revenue | \$0 |

Government Revenue Sources Outside Local City or County

ONLY complete this section if the library received funds from a city or county outside of the one in which the library is located. If funds were received from government entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section: questions 5.1 (city operating), 5.2 (county operating), 5.13 (city capital) or 5.14 (county capital).

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

| Total | 5.18 County providing funds | 5.19 Amount received |
|-------|-----------------------------|----------------------|
|-------|-----------------------------|----------------------|

Additional Sources

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

Section 6: Library Collection

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

Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not count un-catalogued paperbacks.

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

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

▶ 6.1 Electronically Searchable Catalog

Yes

▶ 6.2 Collection - 1% published in last five years?

Yes

6.3a Consortium Participation

West Texas Digital Consortium

6.3b Other Consortium

Physical Material Counts

| | |
|---|--------|
| 6.4 Books in Print - Items | 29,818 |
| 6.5 Audio Materials - Physical Format - Items | 969 |
| 6.6 Video Materials - Physical Format - Items | 851 |

Electronic Materials Count

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.

Additional information on reporting specific materials can be found at "[Reporting Electronic \(Downloadable\) Material](#)".

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

• **Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

• **Unlimited simultaneous use:** units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

| | |
|--|--------|
| 6.7 Electronic Books (ebooks) | 18,672 |
| 6.8 Audio Materials - Downloadable Units | 1,730 |

6.9 Video Materials - Downloadable Units

15

Electronic Collections/Databases

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

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

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

Additional information on reporting specific materials can be found at "[Reporting Downloadables](#)".

| | |
|--|----|
| 6.10 Electronic Collections (Databases) - Local License | 1 |
| 6.11 TexShare Databases - State License | 63 |
| 6.12 Electronic Collections (Databases) - Consortium License | 0 |

Collection Totals

| | |
|--|--------|
| 6.13 Total Electronic Collections/Databases | 64 |
| ▶ 6.14 Collection Totals - Volumes Items or Physical Units | 52,056 |

Subscription Counts

| | |
|---|----|
| 6.15 Current Print Serial Subscriptions | 16 |
|---|----|

Section 7: Local Library Service

| | |
|--------------------------------|-----|
| ▶ 7.0 Long-Range Plan in Place | Yes |
|--------------------------------|-----|

Service Measures

| | |
|----------------------------|-------|
| 7.1 Reference Transactions | 3,120 |
| 7.2 Library Visits | 9,881 |
| 7.3 Registered Users | 4,289 |

Circulation

The National Center for Education Statistics (NCES) defines children as persons age 11 and under. The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

| | |
|--|--------|
| 7.4 Children's Circulation - Physical formats ⁵ | 10,572 |
| 7.5 Children's Circulation - Digital formats (Downloadable) | 94 |
| 7.6 All Other Circulation (exclude children's) - Physical format | 11,361 |
| 7.7 All Other Circulation (exclude Children's) - Digital format (Downloadable) | 3,835 |
| 7.8 Total Circulation | 25,862 |
| 7.9 Successful Retrieval of Electronic Information | 16 |

Programs and Program Attendance

Report the number of planned events, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If the programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year should be counted as 48 programs.

The National Center for Education Statistics (NCES) defines children as persons age 11 and under. The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

Click on each category for examples and more information. Additional information can be found here: "[Reporting Library Programs and Attendance](#)".

| | 7.10 Number of Programs | 7.11 Total Attendance at Programs (Adults & children) |
|---|-------------------------|---|
| 7.10 Children's Programs; 7.11 Total in Attendance | 658 | 1,362 |
| 7.12 Young Adult Programs; 7.13 Total in Attendance | | |

| | |
|--|-------|
| Attendance | 0 |
| 7.14 Adult Programs; 7.15 Total In Attendance | 0 |
| 7.16 Total Programs; 7.17 Total Program Attendance | 58 |
| | 1,362 |

Section 8: Library Staffing and Salaries

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

| | |
|--|----------|
| ▶8.1 Professional (MLS) Librarians - Weekly Hours Worked | 35.00 |
| 8.2 Other (Non-MLS) Librarians - Weekly Hours Worked | 35.00 |
| 8.3 All Other Paid Library Staff - Weekly Hours Worked | 62.00 |
| 8.4 All Paid Library Staff - Total Weekly Hours Worked | 132.00 |
| 8.5 Volunteer Hours - Annual Total | 302 |
| 8.6 Head Librarian's/Director Annual Rate of Salary | \$42,851 |
| ▶8.7 Head Librarian's/Director's Hours Worked per Week | 35.00 |
| ▶8.8 Director Obtained 10 CEU's | Yes |
| ▶8.9 Photocopier Available for Staff | Yes |
| ▶8.10 Internet Computer Available for Staff | Yes |

Section 9: Resource Sharing

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. Report both "specific item" and "subject request" in this section.

Questions 9.1 and 9.2 are accreditation questions, per Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83 (3): A public library shall offer to borrow materials via the interlibrary loan resource sharing service for persons residing in the library's designated service area.

A library shall also participate in the interlibrary loan resource sharing service by lending its materials to other libraries, as requested. 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 posted on the library system's web site.

| | |
|---|------------------|
| ▶9.1 Is Statewide Interlibrary Loan Service available to patrons? | Yes |
| 9.2 Interlibrary Loans Received From Other Libraries | 12 |
| 9.3 Interlibrary Loans Provided To Other Libraries | 59 |
| 9.4 Automation/Integrated Library System (ILS) Used | Biblionix Apollo |
| 9.4b Automation/Integrated Library System (ILS) Used | |

Section 10: Internet and Electronic Services

| | |
|--|--------------------|
| ▶10.1 Public Internet Computer with Printer/Copier | Yes |
| 10.2 Number of Public Internet Computers | 11 |
| 10.3 Annual Uses of Public Internet Computers | 2,963 |
| 10.4 Annual Number of Wireless (WiFi) Sessions | Data Not Collected |
| 10.4b Annual Number of Wireless (WiFi) Sessions | 0 |
| 10.5 Annual Website Visits | Data Not Collected |
| 10.5b Annual Number of Website Visits | |

Section 11: Library Hours

| | |
|--|-------|
| 11.1 Annual Public Service Hours for Central Library | 2,082 |
| 11.2 Annual Public Service Weeks for Central Library | 52 |
| ▶11.3 Weekly Service Hours All Facilities Available (Unduplicated, if branches) ⁷ | 42 |
| 11.4 Weekly Hours Central Library Open - Regular Schedule | 42 |
| 11.5 Weekly Hours Central Library Open - Summer Schedule | 42 |

Next Steps

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

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

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

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

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

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

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

Almost done!...

FINALLY: One last thing needs to be completed.

To be considered for accreditation, the library must also complete the "Accreditation in State Library System Application".

Where to find a blank copy of the Application:

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

--> Texas State Library Public Libraries Annual Report webpage:

<https://www.tsl.texas.gov/ldn/annualreport>.

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

Once signed, the application should be forwarded to Library Accreditation in the Library Development & Networking Division (LDN) of the Texas State Library.

Scan and email or fax the Application. Documents are saved electronically, so no original copy is needed.

Email: accreditation@tsl.texas.gov

Fax: 512-936-2306, Attention: Accreditation;

NOW you are done! CONGRATULATIONS!!

¹, **1.22** The information has not changed. (0-2020-03-19)

², **3.11** The wages and operating expenditures have been checked for errors. Salaries and wages decreased from the prior year due to staff turnover. Operating expenditures increased from the prior year due to grant funding. (0-2020-03-19)

³, **▶ 4.3** Indirect expenses of \$11,859 were reported in the prior year to meet MOE requirements. (0-2020-03-12)

⁴, **5.6** The library received 2 grants from TSLAC. The majority of the money was spent in FY 2019 for the Summer Reading Program and a 1000 Books Before Kindergarten program. (0-2020-03-19)

⁵, **7.4** Children's library visits was down from the previous year and children's circulation has decreased as a result. (0-2020-03-18)

⁶, **7.17** The library had the same number of programs as the previous year. (0-2020-03-18)

⁷, **▶ 11.3** The hours of operation did not change from the previous year. (0-2020-03-18)

2019 Annual Report Calculations

| Question | Description | Amounts |
|--------------|--|-------------------|
| 3.1 | Librarian | 42,450.98 |
| | Asst Librarian | 28,897.66 |
| | Longevity | 600.00 |
| | Part-Time | 40,240.69 |
| TOTAL | Salaries & Wages Expenditures | 112,189.33 |

| | | |
|--------------|---------------------------------------|------------------|
| 3.2 | Social Security | 8,143.95 |
| | County Retirement | 14,875.50 |
| | Health Insurance | 38,055.44 |
| TOTAL | Employee Benefits Expenditures | 61,074.89 |

| | | |
|------|---|-------------------|
| 3.3 | TOTAL Staff Expenditures | 173,264.22 |
| 3.3a | Amount from non-local grant funding | - |
| 3.3b | TOTAL (Local funds - Staff Expenditures) | 173,264.22 |

| | | |
|--------------|-------------------------------------|------------------|
| 3.4 | Books | 10,863.84 |
| | Periodicals | 595.24 |
| | TSLAC Grant | 7,369.36 |
| | Donations | 64.75 |
| TOTAL | Print Materials Expenditures | 18,893.19 |

| | | |
|--------------|--|-----------------|
| 3.5 | Computers (Online Subscriptions) | 3,000.00 |
| | Periodicals | 1,000.00 |
| TOTAL | Electronic Materials Expenditures | 4,000.00 |

| | | |
|--------------|-------------------------------------|-----------------|
| 3.6 | A/V Materials | 4,489.36 |
| | TSLAC Grant | 1,654.70 |
| | Donations | - |
| TOTAL | Other Materials Expenditures | 6,144.06 |

| | | |
|------|---|------------------|
| 3.7 | TOTAL (Library Collection Exp.) | 29,037.25 |
| 3.7a | Amount from non-local grant funding | 9,024.06 |
| 3.7b | TOTAL (Local funds - Library Collection) | 20,013.19 |

| | | |
|--------------|---|------------------|
| 3.8 | Supplies | 5,436.69 |
| | Equipment | 4,912.20 |
| | Computers (Apollo & TexShare) | 2,407.00 |
| | Seminar & Travel | - |
| | Membership & Dues | 156.00 |
| | Donations (Supplies & Dues) | 882.50 |
| | IT | - |
| | TSLAC Grant | 1,154.48 |
| TOTAL | TOTAL (Other Operating Expenditures) | 14,948.87 |
| 3.8a | Amount from non-local grant funding | 1,154.48 |
| 3.8b | TOTAL (Local funds - other operating exp.) | 13,794.39 |

| | | |
|------|---|-------------------|
| 3.9 | TOTAL | 217,250.34 |
| 3.9a | Amount from non-local grant funding | 10,178.54 |
| 3.9b | TOTAL (Local funds - other operating exp.) | 207,071.80 |

2019 Annual Report Calculations

| Question | Description | Amounts | | | | | | |
|------------------------------|--------------------------|---------------|--------------|------------|-------|---------------|----------|-------------|
| | Levelland 2019 Materials | | | | | | | |
| | Type | Holdings | % of Holding | Out | % Out | Titles | Value | % Total Out |
| 1 - Unassigned | | 10 | 0 | - | 0 | 8 | \$0.00 | 0 |
| 2 - Easy Books | | 4,357 | 13.7 | 248 | 5.7 | 4,298 | \$0.00 | 27.7 |
| 3 - Easy Biography | | 20 | 0.1 | 1 | 5 | 20 | \$0.00 | 0.1 |
| 4 - Easy Non-Fiction | | 1,148 | 3.6 | 47 | 4.1 | 1,144 | \$0.00 | 5.3 |
| 5 - Easy Books in Spanish | | 231 | 0.7 | 4 | 1.7 | 227 | \$0.00 | 0.4 |
| 6 - Juvenile Fiction | | 4,014 | 12.6 | 142 | 3.5 | 3,996 | \$0.00 | 15.9 |
| 7 - Juvenile Biography | | 554 | 1.7 | 8 | 1.4 | 551 | \$0.00 | 0.9 |
| 8 - Juvenile Non-Fiction | | 2,186 | 6.9 | 36 | 1.6 | 2,106 | \$0.00 | 4 |
| 9 - Juvenile Audiobook | | 169 | 0.5 | - | 0 | 165 | \$0.00 | 0 |
| 10 - Fiction | | 9,058 | 28.4 | 187 | 2.1 | 9,047 | \$0.00 | 20.9 |
| 11 - Biographies | | 649 | 2 | 9 | 1.4 | 649 | \$0.00 | 1 |
| 12 - Non-Fiction | | 2,617 | 8.2 | 79 | 3 | 2,591 | \$0.00 | 8.8 |
| 13 - Audio CD | | 800 | 2.5 | 9 | 1.1 | 796 | \$0.00 | 1 |
| 14 - Western | | 563 | 1.8 | 2 | 0.4 | 560 | \$0.00 | 0.2 |
| 15 - Large Print Fiction | | 3,011 | 9.4 | 69 | 2.3 | 3,009 | \$0.00 | 7.7 |
| 16 - Large Print Biographies | | 72 | 0.2 | 3 | 4.2 | 72 | \$0.00 | 0.3 |
| 17 - Large Print Non-Fiction | | 87 | 0.3 | 2 | 2.3 | 87 | \$0.00 | 0.2 |
| 18 - Blu-Ray Disc | | 208 | 0.7 | 10 | 4.8 | 201 | \$0.00 | 1.1 |
| 19 - DVD | | 643 | 2 | 28 | 4.4 | 631 | \$0.00 | 3.1 |
| 20 - Spanish | | 158 | 0.5 | - | 0 | 155 | \$0.00 | 0 |
| 21 - Spanish Biographies | | 4 | 0 | - | 0 | 4 | \$0.00 | 0 |
| 22 - Texas | | 360 | 1.1 | 3 | 0.8 | 358 | \$0.00 | 0.3 |
| 23 - Texas Biographies | | 49 | 0.2 | - | 0 | 48 | \$0.00 | 0 |
| 24 - Magazines | | 223 | 0.7 | 6 | 2.7 | 25 | \$0.00 | 0.7 |
| 25 - Reference | | 528 | 1.7 | 1 | 0.2 | 304 | \$0.00 | 0.1 |
| 26 - Yearbooks | | 142 | 0.4 | - | 0 | 23 | \$0.00 | 0 |
| 27 - Interlibrary Loan | | 14 | 0 | - | 0 | 10 | \$0.00 | 0 |
| 28 - Public Use Computers | | 10 | 0 | - | 0 | 10 | \$0.00 | 0 |
| Total | | 31,885 | 100 | 894 | | 31,095 | - | |

| | | | | | | |
|--------------|---------------|------------|------------|----|---------------|----------|
| Books | 29,818 | 94 | 841 | 40 | 29,257 | - |
| Audiobooks | 969 | 3 | 9 | 1 | 961 | - |
| Magazines | 223 | 1 | 6 | 3 | 25 | - |
| Video | 851 | 3 | 38 | 9 | 832 | - |
| ILL Slips | 14 | - | - | - | 10 | - |
| Computers | 10 | - | - | - | 10 | - |
| Total | 31,885 | 100 | 894 | | 31,095 | - |

2019 Annual Report Calculations

| Question | Description | Amounts |
|----------|---------------------------------------|---------|
| 7.10 | TOTAL (# of Children's Programs) | 58 |
| 7.11 | TOTAL (Children's Program Attendance) | 1,362 |

| | | |
|------|-------------------------------|---|
| 7.12 | TOTAL (# of YA Programs) | - |
| 7.13 | TOTAL (YA Program Attendance) | - |

| | | |
|------|----------------------------------|---|
| 7.14 | TOTAL (# of Adult Programs) | - |
| 7.15 | TOTAL (Adult Program Attendance) | - |

| | | |
|------|----------------------------------|-------|
| 7.16 | TOTAL (Total # of Programs) | 58 |
| 7.17 | TOTAL (Total Program Attendance) | 1,362 |

| | | |
|-----|---------------------------------------|-----|
| 8.1 | TOTAL (Hours - Librarian w/ MLS) | 35 |
| 8.2 | TOTAL (Hours - Other Librarian) | 35 |
| 8.3 | TOTAL (Hours - All Other Staff) | 62 |
| 8.4 | TOTAL (Total Hours for Library Staff) | 132 |

| | | |
|-----|-------------------------|-----|
| 8.5 | Volunteers | 261 |
| | Community Service | 40 |
| | TOTAL (Volunteer Hours) | 302 |

| | | |
|-----|------------------------------------|-----------|
| 8.6 | Salary | 42,450.98 |
| | Longevity | 400.00 |
| | TOTAL (Librarian's Rate of Salary) | 42,850.98 |

| | | |
|-----|---|----|
| 8.7 | TOTAL (Hours per Week - Head Librarian) | 35 |
|-----|---|----|

| | | |
|-----|-------------------------------------|----|
| 9.2 | TOTAL (Interlibrary Loans Received) | 12 |
| 9.3 | TOTAL (Interlibrary Loans Provided) | 59 |

| | | |
|------|---|-------|
| 10.2 | TOTAL (# of public terminals w/ Internet) | 11 |
| 10.3 | TOTAL (Annual Public Computer Uses) | 2,963 |

Motion by Commission Barnett, second by Commissioner Thrash, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Kofile project Overview for Hockley County Clerk for Archival Digitization. As per Project overview from Kofile recorded below.



May 29, 2019

Honorable Jennifer Nicole Palermo
Hockley County Clerk
802 Houston Street, Suite 213
Levelland, Texas 79336

RE: Archival Imaging & Indexing of Real Property Records

Dear Hon. Jennifer Nicole Palermo,

This proposal addresses the archival imaging and indexing of Hockley County Clerk's Real Property Records. This project contains a 109 volumes with a Good Faith Estimate of 69,396 pages and 26,226 documents. All services are completed by Kofile Technologies, Inc. (Kofile). Without a signed agreement, all pricing is good for 90 days from the date of this quote.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration to prolong the original's existence and useful life. Oftentimes, this includes preserving and removing the original from public access, and creating a security copy. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair.

INFORMATION REQUESTS

"Hot Shots," or County information requests, are available via fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for Hot Shots will meet or exceed the County Clerk 's requirements. Requests for plats are handled accordingly. If the County has a plat printer, then Kofile can email a working copy image for immediate printing. If not, and a reasonable number of hard copies are required, then Kofile will print and ship the plat directly to the County.

OWNERSHIP OF DATA

All Hockley County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Hockley County. This policy is applicable to any agreement, verbal or written, between Hockley County and Kofile.

- ▶ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Hockley County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

PROJECT OVERVIEW

To utilize TXMAS, please reference Contract No. **TXMAS-18-3602** directly on the County's Purchase Order.

| HOCKLEY COUNTY CLERK PROJECT OVERVIEW | | | | | | | |
|--|---------|------------|------------------|-----------|------------|----------------|--------------|
| RECORDS SERIES | VOLUMES | FORMAT | LEVEL OF SERVICE | QUANTITY | PAGE COUNT | DOCUMENT COUNT | PRICE QUOTE |
| Deed Record | 1-4 | Manuscript | IM/ID | 4 vols. | 2,560 | 2,560 | \$14,464.00 |
| | 5-61 | Typescript | IM/ID | 57 vols. | 36,480 | 12,160 | \$55,936.00 |
| Oil & Gas Lease | 1-8 | Typescript | IM/ID | 8 vols. | 5,120 | 1,707 | \$7,851.66 |
| Mechanic's Lien | 1 | Typescript | IM/ID | 1 vol. | 640 | 320 | \$1,299.20 |
| Deed of Trust | 1 | Manuscript | IM/ID | 1 vol. | 276 | 92 | \$619.16 |
| | 2-27 | Typescript | IM/ID | 26 vols. | 16,640 | 5,547 | \$25,515.66 |
| Patent Record | 1 | Typescript | IM/ID | 1 vol. | 640 | 320 | \$1,299.20 |
| Bill of Sale | 1-2 | Typescript | IM/ID | 2 vols. | 1,280 | 640 | \$2,598.40 |
| Power of Attorney | 1-2 | Typescript | IM/ID | 2 vols. | 1,280 | 640 | \$2,598.40 |
| State Tax Lien | 1-2 | Typescript | IM/ID | 2 vols. | 1,280 | 640 | \$2,598.40 |
| Federal Tax Lien | 1-2 | Typescript | IM/ID | 2 vols. | 1,280 | 640 | \$2,598.40 |
| Lis Pendens | 1-3 | Typescript | IM/ID | 3 vols. | 1,920 | 960 | \$3,897.60 |
| PROJECT TOTAL | | | | 109 vols. | 69,396 | 26,226 | \$121,276.08 |

| <p>COUNTY ACCEPTANCE</p> <ul style="list-style-type: none"> ▶ Without a signed Agreement, prices are good for 90 days. ▶ Pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual counts per agreed upon unit pricing; not to exceed the P.O. ▶ Upon project selection, Kofile can offer payment plans up to a 5-year duration. The final invoice is adjusted (up or down) to reflect the final number of images. <p>PURCHASING VEHICLE: <input checked="" type="checkbox"/> TXMAS-18-3602</p> <p><i>Charla Baldrige</i> Signature/Title of Authorized County Representative</p> | <p>PAYMENT OPTIONS:</p> <table border="1"> <thead> <tr> <th>TERM</th> <th>PAYMENTS</th> <th>APPROX. PAYMENT</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 4 YEARS</td> <td>4</td> <td>\$30,319.02</td> </tr> </tbody> </table> <p style="text-align: right;"><i>3-30-2020</i> Date</p> | TERM | PAYMENTS | APPROX. PAYMENT | <input checked="" type="checkbox"/> 4 YEARS | 4 | \$30,319.02 |
|--|--|-----------------|----------|-----------------|---|---|-------------|
| TERM | PAYMENTS | APPROX. PAYMENT | | | | | |
| <input checked="" type="checkbox"/> 4 YEARS | 4 | \$30,319.02 | | | | | |

Pricing includes:

- (IM) Archival Digitization—Image Capture, Processing, & Enhancements
 - Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
 - Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
 - Page Validation (Automated PG. Numbering for Validation).

- Annotations (Book, Volume, & Page) can be electronically added to the image on request.
- Images are named (tagged for directory file structure) by Book, Volume, & Page.
- Each image is certified and sight-verified during quality control.
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD). Kofile can hold a security copy of the images for safe keeping.

(ID) Archival Indexing

- Key & Blind Re-Key Verify All Documents.
- Create a pipe-delimited index file.
- Indexing fields can include:

| | | |
|--------------------------|-----------------------------|-----------------|
| ◇ Document Type | ◇ Volume/Page Reference No. | ◇ File Date |
| ◇ Instrument No. | ◇ Book, Volume, & Page | ◇ Document Date |
| ◇ Document Reference No. | ◇ Name | |

Other Included Services:

- Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.
- Format to load metadata to the County's existing electronic records management system.

TXMAS BILLING LINE ITEMS

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <www.txsmartbuy.com/>. Hockley County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:

| STATE OF TEXAS CO-OP MEMBER LISTING FOR HOCKLEY COUNTY | |
|--|---|
| Link | https://comptroller.texas.gov/auto-data/purchasing/co-op/c0043.php |
| CO-OP # | C0043 |
| Contact | Sharla Baldrige; salmager@hockleycounty.org |
| Expiration | 07-NOV-2019 |

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <www.txsmartbuy.com/> and 'share' it with the County to complete its purchase. For this project, the County is billed using the following TXMAS line items as applicable:

| TXMAS BILLING LINE ITEMS | PART NO. | NIGP | DESCRIPTION | UNIT PRICE | QTY. | LINE TOTAL | SERIES TOTAL |
|--------------------------|----------|-------|---|-----------------|--------|-------------|--------------|
| | IMGP701 | 92030 | Archival Imaging of Unbound Positive | \$0.54/Page | 69,396 | \$37,473.84 | \$121,276.08 |
| | IND703 | 92021 | Archival Indexing of Land Record/Typescript | \$2.98/Document | 23,574 | \$70,250.52 | |
| | IND704 | 92021 | Archival Indexing of Land Record/Manuscript | \$5.11/Document | 2,652 | \$13,551.72 | |

Please let me know if you have any questions. We look forward to serving Hockley County and working together for the preservation of its public and historical assets.

Sincerely,
Jack Morris
 Jack Morris
 Account Manager
 cec

Motion by Commission Barnett, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Hockley County Clerk's proposal from Kofile for archival digitization of Plats. As per Kofile project price quote recorded below.

Kofile

March 20, 2020

Honorable Jennifer Palermo
Hockley County Clerk
802 Houston Street, Suite 213
Levelland, TX 79336

Dear Hon. Jennifer Palermo,

The proposal addresses the archival digitization (including image capture and processing) and archival indexing of 428 Plat Records for the Hockley County Clerk's Office. The 122 pre-1951 plats will also receive preservation services. This project is presented by Kofile Technologies, Inc. (Kofile). Without a signed agreement, all pricing is good for 90 days.

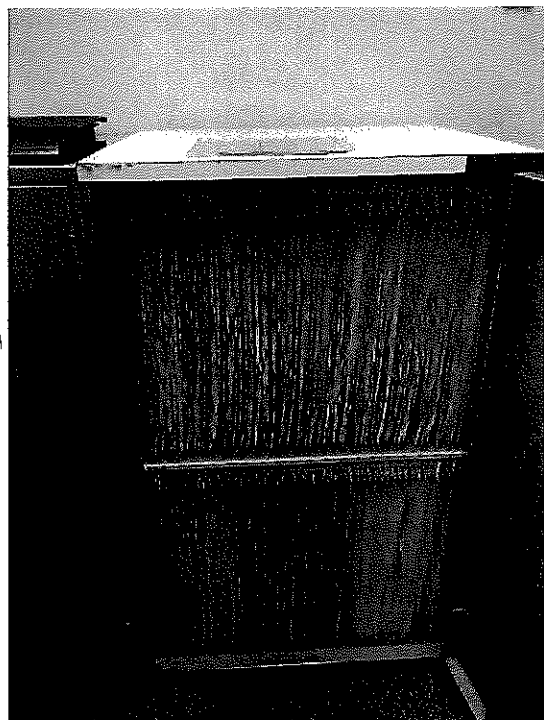
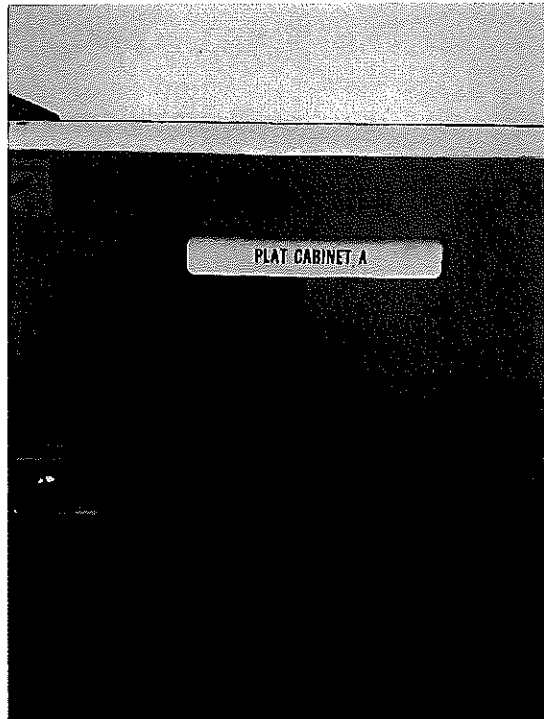
Please see the following for photographic documentation of these plats.

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Hockley County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed the County's requirements.

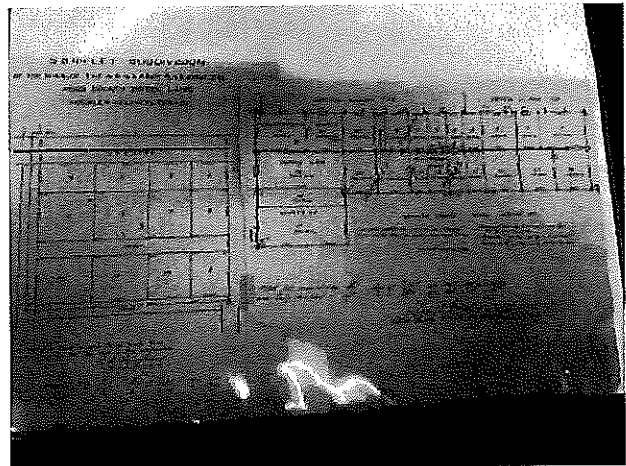
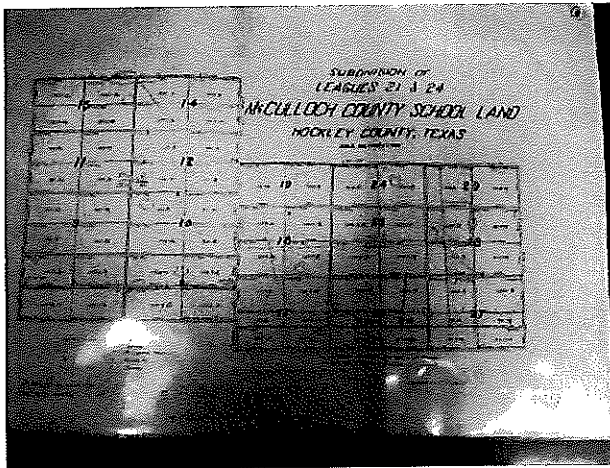
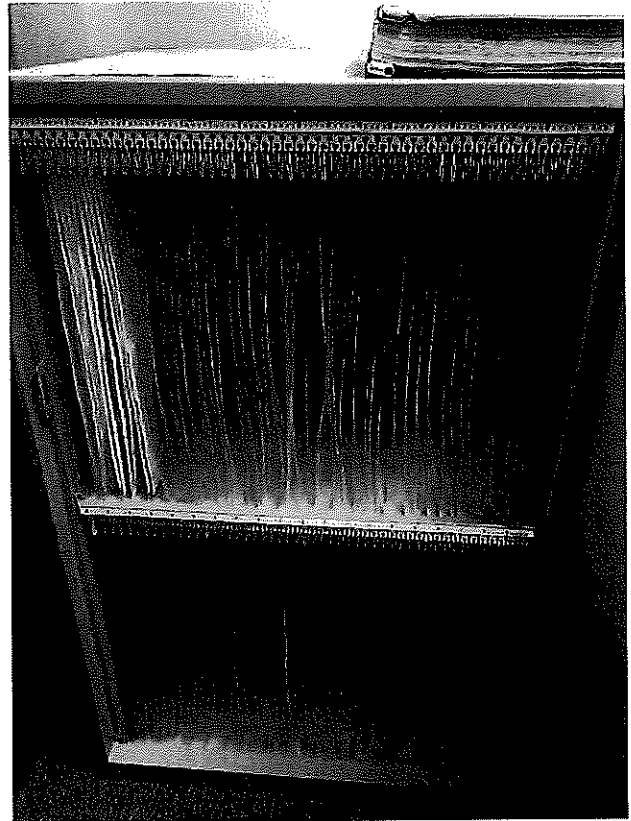
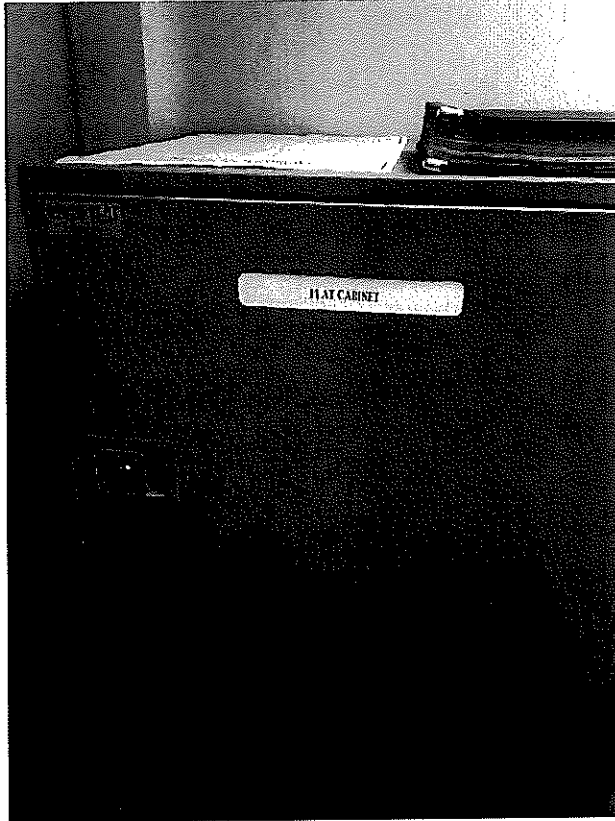
Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between Hockley County and Kofile.

- ▶ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

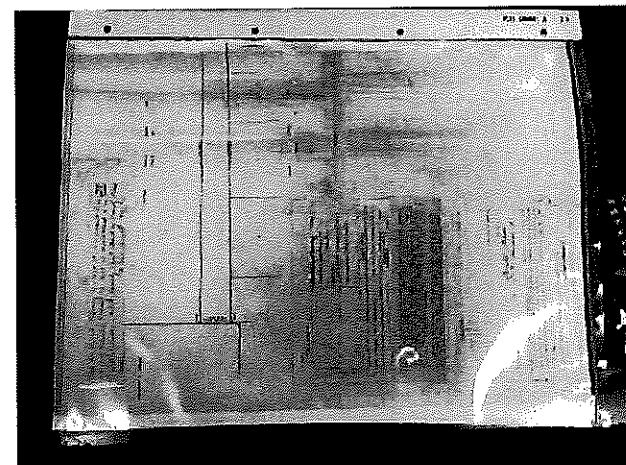
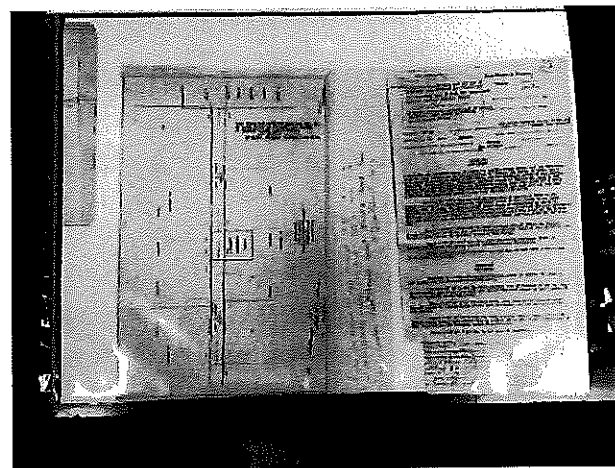
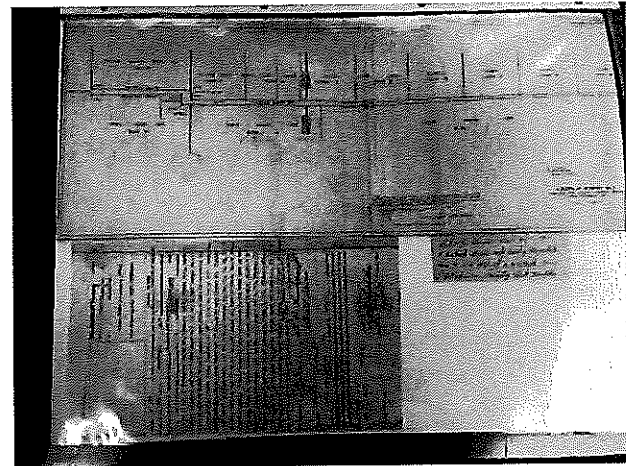
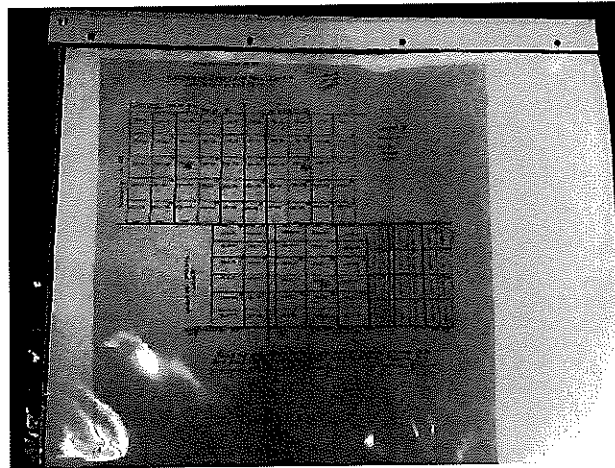
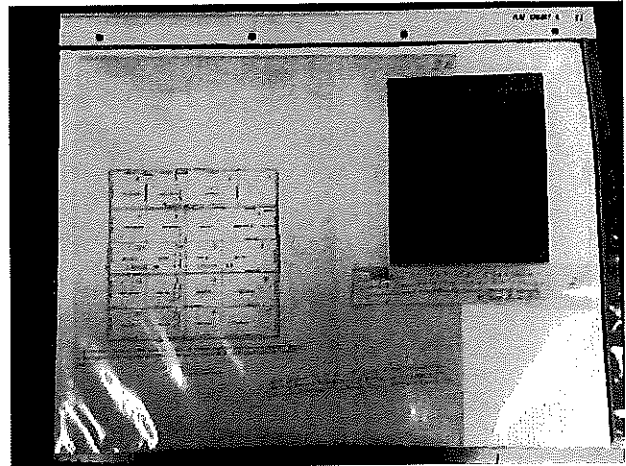
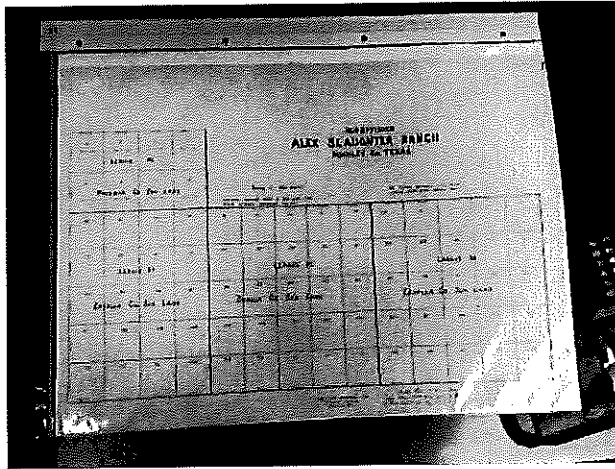


6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

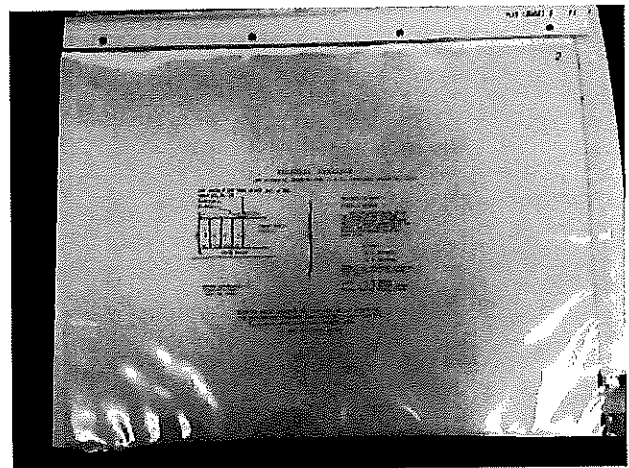
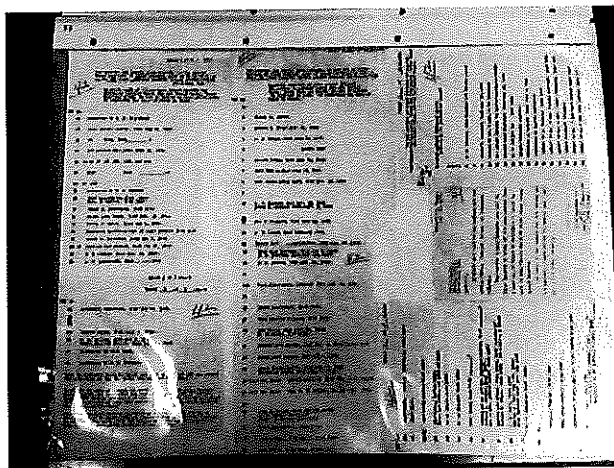
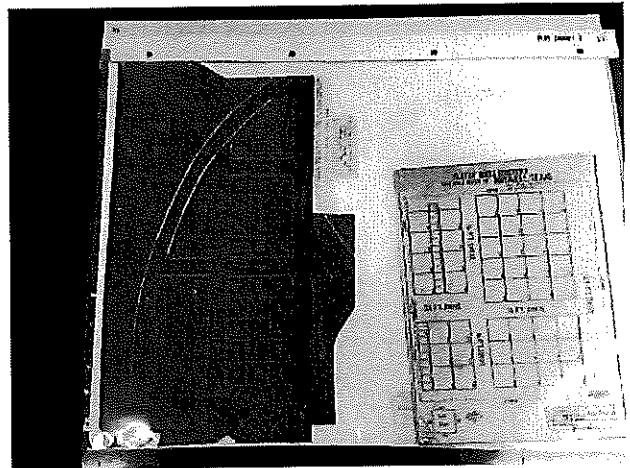
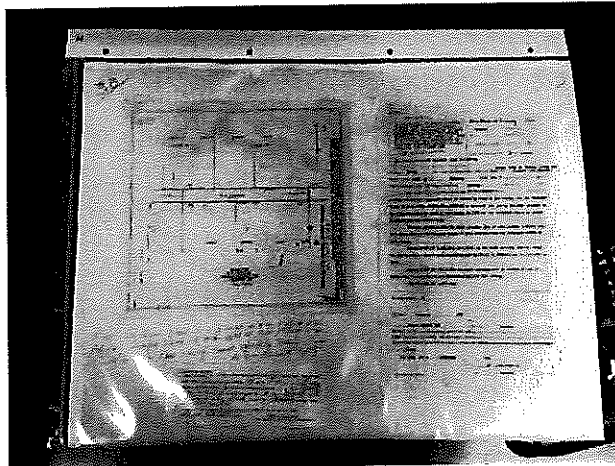
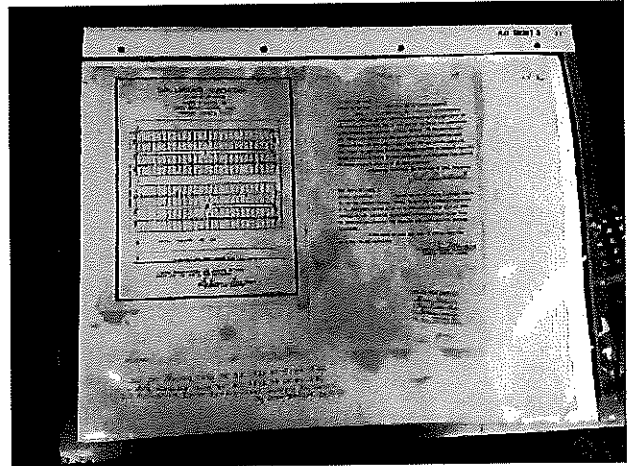
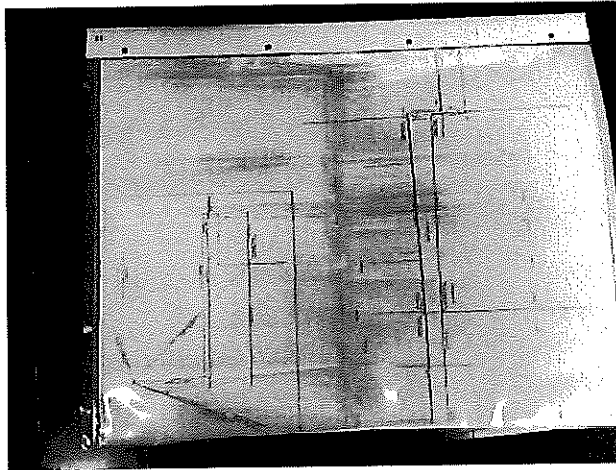
PHOTOGRAPHIC DOCUMENTATION



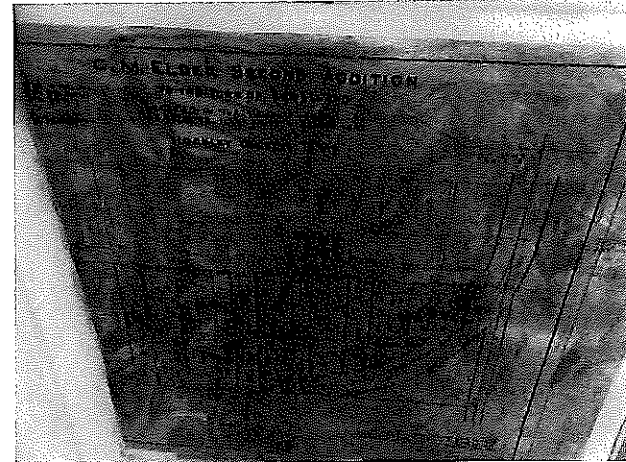
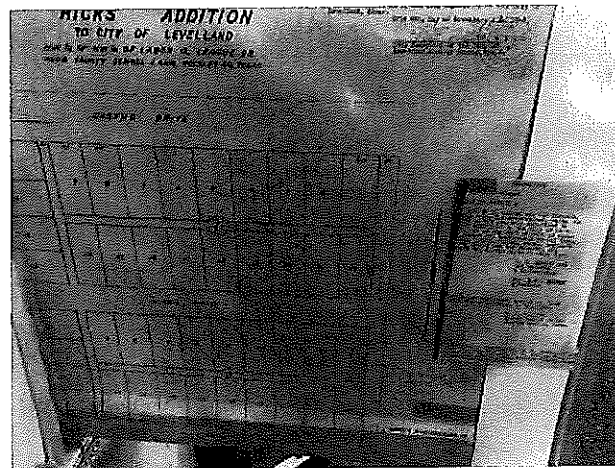
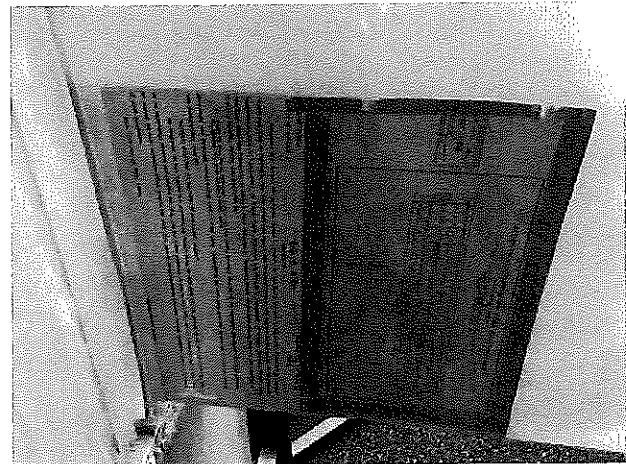
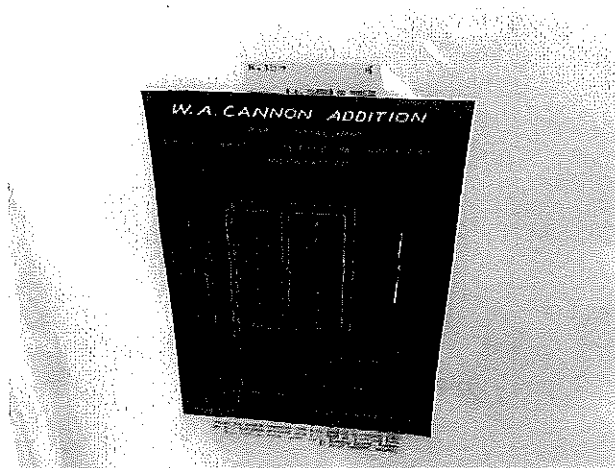
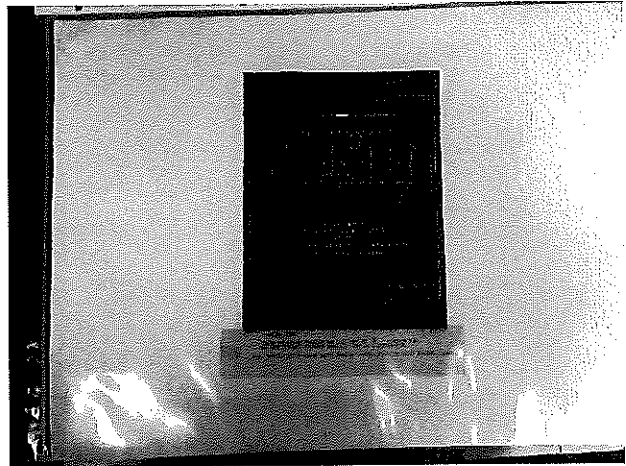
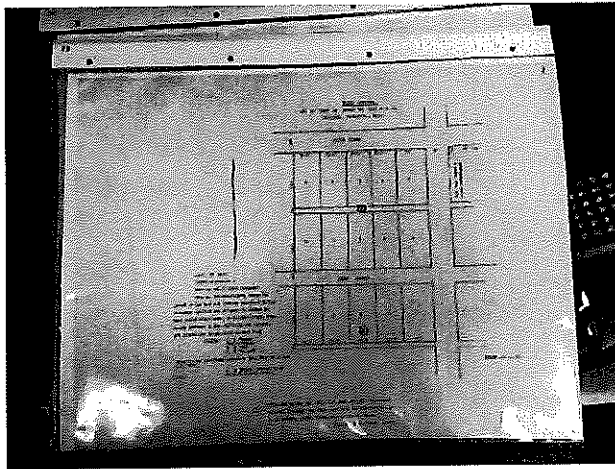
PHOTOGRAPHIC DOCUMENTATION



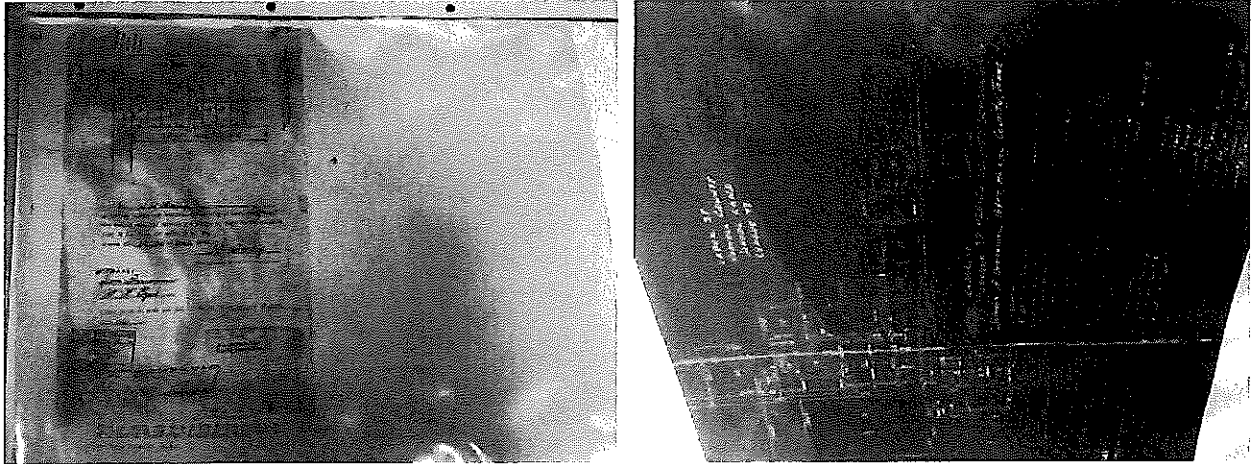
PHOTOGRAPHIC DOCUMENTATION



PHOTOGRAPHIC DOCUMENTATION




PHOTOGRAPHIC DOCUMENTATION



PROJECT OVERVIEW

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated plat counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

| HOCKLEY COUNTY CLERK PROJECT PRICE QUOTE | | | | | | | | | |
|---|---------|-----------|------------|------------|---------|-----------|--|------------------|--------------------|
| RECORDS SERIES TITLE | HANGERS | DATE | PLAT COUNT | SHEET SIZE | FORMAT | COND-ITON | NOTES | LEVEL OF SERVICE | PRICE QUOTE |
| Plats | 153 | Post 1951 | 306 | 18x24 | Various | Poor | | IM/ID | \$6,095.52 |
| Plats | 61 | Pre 1951 | 122 | 18x24 | Various | Poor | 20 blue pages. Lots of tape. Several glued to linen backing. | PRV/IM/ID | \$21,008.40 |
| PROJECT TOTAL | | | | | | | | | \$27,103.92 |

| | | |
|---------------------------|--|---------------------------------|
| PROJECT ACCEPTANCE |  <i>Signature/Title of Authorized County Representative</i> | <u>3-30-2020</u> <i>Date</i> |
|---------------------------|--|---------------------------------|

Records receive the following services as appropriate.

(PLAT PRV) Plat Preservation (Conserve, Treat, Deacidify, & Mylar Envelopes)

- Surface clean and flatten, as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Dismount maps from secondary supports, if the process will not cause further degradation. Likewise, back fragile plats onto acid free paper, if necessary, with acid free and reversible archival adhesives.
- Reduce pressure sensitive tape and adhesive as much as possible without further degradation to the original. Tape stains are reduced as possible.
- Deacidify with Bookkeepers®. *Some materials are not appropriate for deacidification, such architectural linen or pages comprised from acid-based imaging, such as blueprint and blue line.*
- Mend with acid free and reversible methods, e.g. Japanese tissue and methylcellulose adhesive, LC tissue, or Filmoplast® R (acrylic-based, heat set tissue). Architectural linen maps are repaired/backed with linen.
- Encapsulate in 4 mil capsules composed of SKC SH72S® PET polyester film. Size is 26.5" x 19" or 24.5" x 37" or custom. Weld three or four sides per customer option.

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Page Validation (Automated PG. Numbering for Validation).
- Annotations (Book, Volume, & Page) can be electronically added to the image on request.
- Images are named (tagged for directory file structure) by Book, Volume, & Page.
- Each image is certified and sight-verified during quality control.
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD). Kofile can hold a security copy of the images for safe keeping.

(ID) Archival Indexing

- Key and blind re-key verify all fields. Plat Indexing Fields, where applicable, as identified herein.
 - ◇ Document Number (if given)
 - ◇ Cabinet/Slide
 - ◇ Plat Volume (if given)
 - ◇ Plat Page (if given)
 - ◇ Grantor- Property owner (Dedicator)
 - ◇ Grantee-Property name (subdivision name)
 - ◇ Property is indexed with Addition name only

IF NO OWNER IS GIVEN, KOFIL INDEXES:

- ◇ Grantor-Property Name
- ◇ Grantee- Public & Plat filing

Example: Public Cabinet-G Slide-61

Other Included Services:

- Format images and indexes to load into the County's existing electronic records management system.
- Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

Please let me know if you have any questions.

Sincerely,

Jack Morris

Jack Morris
Account Manager
jack.morris@kofile.us

cec

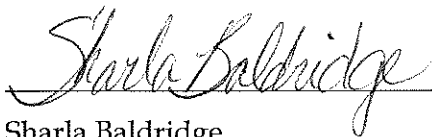
Motion by Commission Thrash, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved temporary revisions of the Public Assistance Guidelines due to COVID-19. As per Public assistance Emergency Guidelines recorded below.

PUBLIC ASSISTANCE EMERGENCY GUIDELINES

Motion by Commissioner Curtis Thrash, seconded by Commissioner Tommy Clavenger, and carried unanimously that Hockley County Commissioners' Court institute emergency guidelines for determining public assistance eligibility for applicants who have been directly affected by COVID-19 or layoffs in the oilfield industry due to the dramatic plunge in the price of oil. The temporary change in guidelines will be in effect until no longer deemed necessary by the Commissioners' Court. The changes are as follows:

- 1) Applicant must be able to prove the household's finances have been adversely affected by:
 - job layoff, job loss, or reduction in pay due to COVID-19,
 - household quarantined due to COVID-19,
 - contraction of COVID-19 by a household member;
 - oilfield related job layoff, job loss, or reduction in pay;
- 2) Countable income guidelines will not change;
- 3) Federal Poverty Limit of 100% will not change;
- 4) Amounts payable will temporarily be changed:
 - Utilities - electric, gas, and propane -
 - up to \$75.00 - counts as one assist
 - \$75.01 - \$150.00 - counts as two assists
 - \$150.01 - \$225.00 - counts as three assists
 - Housing assistance -
 - up to \$150.00 - counts as one assist
 - \$150.01 - \$300.00 - counts as two assists
 - \$300.00 - \$450.00 - counts as three assists
- 5) Guidelines in relation to number of assistance times per year will not change. For example, if a household is assisted with over \$150.00 in utilities or \$300.00 in housing assistance, they may not apply for public assistance again until the new calendar year as those amounts will total the maximum for being assisted three times in a calendar year.

Approved applicants must still wait thirty days before making a new application unless they have used the maximum assists allowed.



Sharla Baldrige
Hockley County Judge

Recorded in Commissioners' Court Minutes in Vol. _____, Page _____ Records of said County and State.

Motion by Commission Thrash, second by Commissioner Barnett, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Families First Coronavirus response Act (FFCRA or Act) regarding paid leave entitlements to county employees. As per Employee Rights recorded below.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

Motion by Commission Barnett, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved to take potential action to consider upcoming elections scheduled for May 2, 2020.

STATE OF TEXAS
COUNTY OF HOCKLEY

§
§
§

IN THE COMMISSIONERS' COURT
OF HOCKLEY COUNTY, TEXAS

ORDER TO POSTPONE ELECTIONS

At the Meeting of the Commissioners Court held on March 30, 2020, the Commissioners Court voted that the elections scheduled to be held on May 2, 2020 are postponed to November 3, 2020.

IT IS HEREBY ORDERED by the Commissioners Court of Hockley County, Texas, that the elections scheduled for May 2, 2020, are hereby POSTPONED to the November 3, 2020 uniform election date.

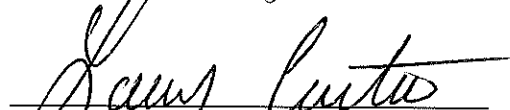
Signed this 30th day of March, 2020.



Sharla Baldrige, County Judge



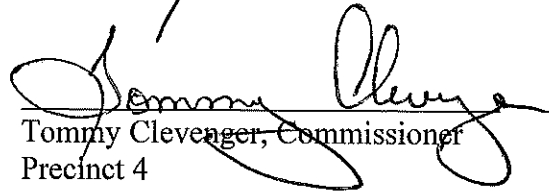
Curtis Thrash, Commissioner
Precinct 1



Larry Carter, Commissioner
Precinct 2



J.L. "Whitey" Barnett Commissioner
Precinct 3



Tommy Clevenger, Commissioner
Precinct 4

Given under my hand and seal of said Court, this the 30th day of March, 2020.



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

Commissioner Larry Carter

There being no further business to come before the Court, declared

Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 30th
day of March, A. D. 2020, was examined by me and approved.

Curtis Thrawl
Commissioner, Precinct No. 1

J. L. Barnett
Commissioner, Precinct No. 3

Larry Carter
Commissioner, Precinct No. 2

Tommy Clever
Commissioner, Precinct No. 4

Absent
County Judge

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

