

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

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on the 2<sup>nd</sup> day of February, 2026 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 the minutes for the Regular Meeting held at 9:00 a.m. on Monday, January 19, 2026 for approval.
2. Read for approval all monthly bills and claims submitted to the Court dated through February 2, 2026.
3. Consider and take necessary action to approve the cancellation of the Commissioners Court meeting scheduled for January 26, 2026 due to inclement weather and closure of the Courthouse.
4. Consider and take necessary action to approve the GMP from Teinert Construction for the Hockley County Elections Office to be located at 710 Ave. H.
5. Consider and take necessary action to approve the Annual Report for the fiscal year 2025 as required by the Texas State Library and Archives Commission (TSLAC) which will allow for the continuation of the Hockley County Memorial Library's accreditation status.
6. Consider and take necessary action to advertise for bids for inmate telecommunication services which include tablets and telephone service for inmates and for commissary services for the Hockley County Jail.
7. Consider and take necessary action to approve the Resolution allowing the Hockley County Sheriff to apply for the Sheriff Immigration Law Enforcement Grant Program, Senate Bill 8.
8. Consider and take necessary action to accept the Certificate of Completion awarded to Hockley County Clerk, Jennifer Palermo.
9. Consider and take necessary action to approve the Continuation Certificate for Nicole Shelley, Mallet Event Center.

Filed for Record  
at \_\_\_\_\_ o'clock \_\_\_\_ M.

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

JAN 27 2026

BY: Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

Jennifer Palermo  
County Clerk, Hockley County, Texas

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 27<sup>th</sup> day of January, 2026, and said Notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 27<sup>th</sup> day of January, 2026.

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

REGULAR MEETING

February 2, 2026

Be it remembered that on this the 2<sup>nd</sup> day of February A.D. 2026, there came to be held a Regular Meeting of the Commissioners' Court, and the court convened in Regular session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldrige		County Judge
Alan Wisdom		Commissioner Precinct No. 1
Larry Carter		Commissioner Precinct No. 2
Seth Graf		Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger	Absent	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 Carter, second by Commissioner Graf 3 Votes Yes, 0 Votes No, that the Minutes of a Regular Meeting of the Commissioner's Court, held on January 19, 2026, at 9:00 a.m., be approved and stand as read.

Motion by Commissioner Wisdom, second by Commissioner Graf, 3 Votes Yes, 0 Votes No, that all monthly claims and bills submitted to the court dated through February 2, 2026, A.D. be approved and stand as read.

Motion by Commissioner Carter, second by Commissioner Graf, 3 votes yes, 0 votes no, that Commissioners Court approved the cancellation of the Commissioners Court meeting scheduled for January 26, 2026, due to inclement weather and closure of the Courthouse. As per Order approving the cancellation recorded below.

THE STATE OF TEXAS

COMMISSIONERS' COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER APPROVING THE CANCELLATION COMMISSIONERS COURT MEETING  
DUE TO INCLEMENT WEATHER**

The Commissioners' Court of Hockley County has hereby cancellation of the Commissioners Court meeting scheduled for January 26, 2026 at 9:00 a.m. due to inclement weather and closure of the Courthouse **AND IT IS SO ORDERED.**

**DONE IN OPEN COURT**, this the 2<sup>nd</sup> day of February, 2026, upon motion by Commissioner, Larry Carter, seconded by Commissioner, Seth Graf and unanimously carried.

Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

Alan Wisdom  
Alan Wisdom, Commissioner, Pct 1

Larry Carter  
Larry Carter, Commissioner, Pct 2

Seth Graf  
Seth Graf, Commissioner, Pct 3

Absent  
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 Carter, 3 votes yes, 0 votes no, that Commissioners Court approved the GMP from Teinert Construction for the Hockley County Elections Office to be located at 710 Ave H. As per Teinert Construction GMP recap recorded below. *and order*

THE STATE OF TEXAS

COMMISSIONERS' COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER TO APPROVE THE GMP FROM TEINERT CONSTRUCTION  
REGARDING THE ELECTIONS OFFICE, 710 AVE. H**

**The Commissioners' Court of Hockley County has hereby approved and accepted the GMP from Teinert Construction for the Hockley County Elections Office to be located at 710 Ave. H, Levelland, Texas, AND IT IS SO ORDERED.**

**DONE IN OPEN COURT**, this the 2<sup>nd</sup> day of February, 2026, upon motion by Commissioner Seth Graf and seconded by Commissioner, Larry Carter and unanimously carried.

Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

Alan Wisdom  
Alan Wisdom, Commissioner, Pct 1

Larry Carter  
Larry Carter, Commissioner, Pct 2

Seth Graf  
Seth Graf, Commissioner, Pct 3

Absent  
Tommy Clevenger, Commissioner, Pct 4

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





Hockley County Elections Office  
GMP Recap

Bld Date: 1/22/26  
3,109 sf  
3.0 mo

Permittable SF  
Schedule:

Spec	Description	w/ phase	Sub	Total	Sub/Supplier	\$/sqft
<b>General Conditions</b>						
	General Conditions		66,974	66,974		21.54
	CM Contingency		12,000	12,000		3.86
	Owner Contingency		12,000	12,000		3.86
				0		-
<b>Cost of Work</b>						
	Building Permit		1,200	1,200		0.39
	Plan Review		300	300		0.10
	Impact Fees		Excluded	0		-
	Architectural Design Fees		25,000	25,000		8.04
				0		-
<b>Sub Contract Work</b>						
				0		-
	Demolition		8,500	8,500	MJT	2.73
				0		-
	Concrete Pour Back		11,500	11,500	Teinert	3.70
				0		-
	Masonry		7,500	7,500	Woodstock	2.41
				0		-
	Misc. Metal Fabrication & Installation		8,702	8,702	Teinert	2.80
				0		-
	Rough Carpentry		9,793	9,793	Teinert	3.15
				0		-
	Millwork		25,430	25,430	Pioneer	8.18
	Solid Surface Countertops		8,900	8,900	Collins	2.86
				0		-
	Waterproofing @ Front Façade		2,500	2,500	Teinert	0.80
				0		-
	Roofing Patch & Repair		5,700	5,700	Allowance	1.83
				0		-
	Firestopping & Joint Sealants		1,200	1,200	Teinert	0.39
				0		-
	Doors and Hardware		43,909	43,909	Tex-Oma	14.12
				0		-
	Aluminum Storefront/Glass & Glazing		26,953	26,953	LBK Glass	8.67
				0		-
	Flooring		22,950	22,950	Brock's Carpet	7.38
				0		-
	Drywall		31,500	31,500	Hamilton	10.13
				0		-
	Painting		20,200	20,200	Hagler	6.50
				0		-
	Signage		6,190	6,190	Sign Express	1.99
				0		-
	Specialties		6,700	6,700	Teinert	2.16
	Toilet Accessories		w/ Specialties	0	Teinert	-
	Fire Extingulsher		357	357	AFS	0.11
				0		-
	Window Shades		1,500	1,500	Allowance	0.48
				0		-
	Fire Suppression		Not Required	0		-
				0		-
	Plumbing		37,900	37,900	Kerr	12.19
				0		-
	Mechanical		54,318	54,318	WSC	17.47
				0		-
	Electrical		52,781	52,781	GLJ	16.98
				0		-
	Low Voltage		6,995	6,995	Allowance	2.25
				0		-
	<b>SUBTOTAL</b>		<b>519,454</b>	<b>519,454</b>		<b>167.08</b>

Spec	Description	w/ phase	Sub	Total	Sub/Supplier	\$/sqft
	<b>SUBTOTAL</b>			519,454	<<OK>>	167.08
	Sales Tax			EXEMPT		
	Builders Risk Metal Non-Combustible	0.015%		234		
	General Liability & Other Insurance	0.660%		3,428		1.10
	<b>SUBTOTAL</b>			523,116	<<OK>>	168.26
	Fee	6.000%		31,387		10.10
	<b>GMP TOTAL</b>			554,503		178.35
	Payment and Performance Bond			20,297		
	<b>GMP TOTAL w/BOND</b>			574,800		184.88

# AIA® Document A141® – 2014 Exhibit A

## Design-Build Amendment

This Amendment is incorporated into the accompanying AIA Document A141™-2014, Standard Form of Agreement Between Owner and Design-Builder dated the Twenty-Sixth day of January in the year Two Thousand Twenty-Six (the "Agreement")  
*(In words, indicate day, month and year.)*

for the following PROJECT:  
*(Name and location or address)*

Hockley County Elections Office Remodel  
710 Avenue H  
Levelland, TX 79336

THE OWNER:  
*(Name, legal status and address)*

Hockley County  
802 Houston St.  
Levelland, TX 79336

THE DESIGN-BUILDER:  
*(Name, legal status and address)*

Teinert Construction  
1402 Crickets Ave.  
Lubbock, TX 79401

The Owner and Design-Builder hereby amend the Agreement as follows.

### TABLE OF ARTICLES

- A.1 CONTRACT SUM
- A.2 CONTRACT TIME
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED
- A.4 DESIGN-BUILDER'S PERSONNEL, CONTRACTORS AND SUPPLIERS
- A.5 COST OF THE WORK

### ARTICLE A.1 CONTRACT SUM

§ A.1.1 The Owner shall pay the Design-Builder the Contract Sum in current funds for the Design-Builder's performance of the Contract after the execution of this Amendment. The Contract Sum shall be one of the following and shall not include compensation the Owner paid the Design-Builder for Work performed prior to execution of this Amendment:  
*(Check the appropriate box.)*

Stipulated Sum, in accordance with Section A.1.2 below

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

init.

- Cost of the Work plus the Design-Builder's Fee, in accordance with Section A.1.3 below
- Cost of the Work plus the Design-Builder's Fee with a Guaranteed Maximum Price, in accordance with Section A.1.4 below

*(Based on the selection above, complete Section A.1.2, A.1.3 or A.1.4 below.)*

**§ A.1.2 Stipulated Sum**

**§ A.1.2.1** The Stipulated Sum shall be Five Hundred Seventy-Four Thousand Eight Hundred Dollars & 00/100 (\$ 574,800.00 ), subject to authorized adjustments as provided in the Design-Build Documents.

**§ A.1.2.2** The Stipulated Sum is based upon the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

*(State the numbers or other identification of accepted alternates. If the Owner is permitted to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the change in Stipulated Sum for each and the deadline by which the alternate must be accepted.)*

See Attachment No. 01 – Pricing Summary

**§ A.1.2.3** Unit prices, if any:

*(Identify item, state the unit price, and state any applicable quantity limitations.)*

*(Table deleted)*

None

**§ A.1.3 Cost of the Work Plus Design-Builder's Fee**

**§ A.1.3.1** The Cost of the Work is as defined in Article A.5, Cost of the Work.

**§ A.1.3.2** The Design-Builder's Fee:

*(State a lump sum, percentage of Cost of the Work or other provision for determining the Design-Builder's Fee, and the method for adjustment to the Fee for changes in the Work.)*

5%

*(Paragraphs deleted)*

**§ A.1.4.3.3** The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Design-Build Documents and are hereby accepted by the Owner:

*(State the numbers or other identification of accepted alternates. If the Owner is permitted to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the change in the Cost of the Work and Guaranteed Maximum Price for each and the deadline by which the alternate must be accepted.)*

None

**§ A.1.4.3.4** Unit Prices, if any:

*(Identify item, state the unit price, and state any applicable quantity limitations.)*

*(Table deleted)*

None

**§ A.1.4.3.5** Assumptions, if any, on which the Guaranteed Maximum Price is based:

Reference the following attachments:

Attachment No. 01 Pricing Summary dated 1/20/2026 (2 Pages)

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 Page)

Attachment No. 03 - Assumptions & Clarifications

§ A.1.5 Payments

§ A.1.5.1 Progress Payments

§ A.1.5.1.1 Based upon Applications for Payment submitted to the Owner by the Design-Builder, the Owner shall make progress payments on account of the Contract Sum to the Design-Builder as provided below and elsewhere in the Design-Build Documents.

§ A.1.5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ A.1.5.1.3 Provided that an Application for Payment is received not later than the 5th day of the month, the Owner shall make payment of the certified amount to the Design-Builder not later than the 30th day of the same month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than Thirty ( 30 ) days after the Owner receives the Application for Payment.  
*(Federal, state or local laws may require payment within a certain period of time.)*

§ A.1.5.1.4 With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner to demonstrate that cash disbursements already made by the Design-Builder on account of the Cost of the Work equal or exceed (1) progress payments already received by the Design-Builder, less (2) that portion of those payments attributable to the Design-Builder's Fee; plus (3) payrolls for the period covered by the present Application for Payment.

§ A.1.5.1.5 With each Application for Payment where the Contract Sum is based upon a Stipulated Sum or Cost of the Work with a Guaranteed Maximum Price, the Design-Builder shall submit the most recent schedule of values in accordance with the Design-Build Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. Compensation for design services, if any, shall be shown separately. Where the Contract Sum is based on the Cost of the Work with a Guaranteed Maximum Price, the Design-Builder's Fee shall be shown separately. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule of values, unless objected to by the Owner, shall be used as a basis for reviewing the Design-Builder's Applications for Payment.

§ A.1.5.1.6 In taking action on the Design-Builder's Applications for Payment, the Owner shall be entitled to rely on the accuracy and completeness of the information furnished by the Design-Builder and shall not be deemed to have made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Sections A.1.5.1.4 or A.1.5.1.5, or other supporting data; to have made exhaustive or continuous on-site inspections; or to have made examinations to ascertain how or for what purposes the Design-Builder has used amounts previously paid. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ A.1.5.1.7 Except with the Owner's prior approval, the Design-Builder shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ A.1.5.2 Progress Payments—Stipulated Sum

§ A.1.5.2.1 Applications for Payment where the Contract Sum is based upon a Stipulated Sum shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ A.1.5.2.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5 %) on the Work. Pending final determination of cost to the Owner of Changes in the Work, amounts not in dispute shall be included as provided in Section 6.3.9 of the Agreement;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in

- advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Five percent ( 5 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
  - .4 Subtract amounts, if any, the Owner has withheld or nullified, as provided in Section 9.5 of the Agreement.

§ A.1.5.2.3 The progress payment amount determined in accordance with Section A.1.5.2.2 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Owner shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
(Section 9.8.6 of the Agreement discusses release of applicable retainage upon Substantial Completion of Work.)
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Design-Builder, any additional amounts payable in accordance with Section 9.10.3 of the Agreement.

§ A.1.5.2.4 Reduction or limitation of retainage, if any, shall be as follows:

*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections A.1.5.2.2.1 and A.1.5.2.2.2 above, and this is not explained elsewhere in the Design-Build Documents, insert provisions here for such reduction or limitation.)*

No retainage is held from design services

§ A.1.5.3 Progress Payments—Cost of the Work Plus a Fee

§ A.1.5.3.1 Where the Contract Sum is based upon the Cost of the Work plus a fee without a Guaranteed Maximum Price, Applications for Payment shall show the Cost of the Work actually incurred by the Design-Builder through the end of the period covered by the Application for Payment and for which Design-Builder has made or intends to make actual payment prior to the next Application for Payment.

§ A.1.5.3.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take the Cost of the Work as described in Article A.5 of this Amendment;
- .2 Add the Design-Builder's Fee, less retainage of Five percent ( 5 %). The Design-Builder's Fee shall be computed upon the Cost of the Work described in the preceding Section A.1.5.3.2.1 at the rate stated in Section A.1.3.2; or if the Design-Builder's Fee is stated as a fixed sum in that Section, an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work in that Section bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract retainage of Five percent ( 5 %) from that portion of the Work that the Design-Builder self-performs;
- .4 Subtract the aggregate of previous payments made by the Owner;
- .5 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section A.1.5.1.4 or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Subtract amounts, if any, for which the Owner has withheld or withdrawn a Certificate of Payment as provided in the Section 9.5 of the Agreement.

§ A.1.5.3.3 The Owner and Design-Builder shall agree upon (1) a mutually acceptable procedure for review and approval of payments to the Architect, Consultants, and Contractors and (2) the percentage of retainage held on agreements with the Architect, Consultants, and Contractors, and the Design-Builder shall execute agreements in accordance with those terms.

§ A.1.5.4 Progress Payments—Cost of the Work Plus a Fee with a Guaranteed Maximum Price

§ A.1.5.4.1 Applications for Payment where the Contract Sum is based upon the Cost of the Work Plus a Fee with a Guaranteed Maximum Price shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Design-Builder on account of that portion of the Work for which the

Design-Builder has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ A.1.5.4.2 Subject to other provisions of the Design-Build Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 6.3.9 of the Agreement.
- .2 Add that portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work, or if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 Add the Design-Builder's Fee, less retainage of Five percent ( 5 %). The Design-Builder's Fee shall be computed upon the Cost of the Work at the rate stated in Section A.1.4.2 or, if the Design-Builder's Fee is stated as a fixed sum in that Section, shall be an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .4 Subtract retainage of Five percent ( 5 %) from that portion of the Work that the Design-Builder self-performs;
- .5 Subtract the aggregate of previous payments made by the Owner;
- .6 Subtract the shortfall, if any, indicated by the Design-Builder in the documentation required by Section A.1.5.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .7 Subtract amounts, if any, for which the Owner has withheld or nullified a payment as provided in Section 9.5 of the Agreement.

§ A.1.5.4.3 The Owner and Design-Builder shall agree upon (1) a mutually acceptable procedure for review and approval of payments to the Architect, Consultants, and Contractors and (2) the percentage of retainage held on agreements with the Architect, Consultants, and Contractors; and the Design-Builder shall execute agreements in accordance with those terms.

#### § A.1.5.5 Final Payment

§ A.1.5.5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Design-Builder not later than 30 days after the Design-Builder has fully performed the Contract and the requirements of Section 9.10 of the Agreement have been satisfied, except for the Design-Builder's responsibility to correct non-conforming Work discovered after final payment or to satisfy other requirements, if any, which extend beyond final payment.

§ A.1.5.5.2 If the Contract Sum is based on the Cost of the Work, the Owner's auditors will review and report in writing on the Design-Builder's final accounting within 30 days after the Design-Builder delivers the final accounting to the Owner. Based upon the Cost of the Work the Owner's auditors report to be substantiated by the Design-Builder's final accounting, and provided the other conditions of Section 9.10 of the Agreement have been met, the Owner will, within seven days after receipt of the written report of the Owner's auditors, either issue a final Certificate for Payment, or notify the Design-Builder in writing of the reasons for withholding a certificate as provided in Section 9.5.1 of the Agreement.

#### ARTICLE A.2 CONTRACT TIME

§ A.2.1 Contract Time, as defined in the Agreement at Section 1.4.13, is the period of time, including authorized adjustments, for Substantial Completion of the Work.

§ A.2.2 The Design-Builder shall achieve Substantial Completion of the Work not later than One Hundred Five ( 105 ) days from the date of permit issuance, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

*(Table deleted)*

, subject to adjustments of the Contract Time as provided in the Design-Build Documents.

*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

105 Days from date permit is received.

16,20216,202

**ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**

§ A.3.1 The Contract Sum and Contract Time set forth in this Amendment are based on the following:

§ A.3.1.1 The Supplementary and other Conditions of the Contract:

*(Table deleted)*

Reference the following attachments:

Attachment No. 01 Pricing Summary dated 1/20/2025 (2 Pages)

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

§ A.3.1.2 The Specifications:

*(Either list the specifications here or refer to an exhibit attached to this Amendment.)*

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

*(Table deleted)*

§ A.3.1.3 The Drawings:

*(Either list the drawings here or refer to an exhibit attached to this Amendment.)*

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

*(Table deleted)*

*(Paragraphs deleted)*

*(Table deleted)*

*(Paragraphs deleted)*

§ A.3.1.5 Allowances and Contingencies:

*(Identify any agreed upon allowances and contingencies, including a statement of their basis.)*

Design Fees - \$25,000

CM Contingency - \$12,000

Owner Contingency - \$12,000

Roof Patching Repair - \$5,700

Window Shades - \$1,500

Low Voltage - \$6,995

§ A.3.1.6 Design-Builder's assumptions and clarifications:

This Stipulated Sum proposal is based on reasonable assumptions and incorporates only certain costs and expenses that Teinert Construction (TEINERT) expects will be incurred in construction of the Work.

TEINERT has listed below the assumptions and clarifications that have been considered so that all parties understand what is and what is not included in the Stipulated Sum. Where actual events or conditions on the project differ from the assumptions and clarifications listed below, the estimate will require adjustments for the resulting additional costs and expenses. These assumptions and clarifications are specifically used to establish the basis of the STIPULATED SUM and are intended to clarify and take precedence over details or items shown in the Contract Documents, if that there is a discrepancy between or among any of them.

See Attachment 03 – Assumptions and Clarifications.]

§ A.3.1.7 Deviations from the Owner's Criteria as adjusted by a Modification:

init.

N/A

§ A.3.1.8 To the extent the Design-Builder shall be required to submit any additional Submittals to the Owner for review, indicate any such submissions below:

None

*(Paragraphs deleted)*

**ARTICLE A.5 COST OF THE WORK**

§ A.5.1 Cost To Be Reimbursed as Part of the Contract

§ A.5.1.1 Labor Costs

§ A.5.1.1.1 Wages of construction workers directly employed by the Design-Builder to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

*(Table deleted)*

*(Paragraphs deleted)*

§ A.5.1.1.3 Wages and salaries of the Design-Builder's supervisory or administrative personnel engaged at factories, workshops or on the road, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ A.5.1.1.4 Costs paid or incurred by the Design-Builder for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Section A.5.1.1.

§ A.5.1.1.5 Bonuses, profit sharing, incentive compensation and any other discretionary payments paid to anyone hired by the Design-Builder or paid to the Architect or any Consultant, Contractor or supplier, with the Owner's prior approval.

§ A.5.1.2 Contract Costs. Payments made by the Design-Builder to the Architect, Consultants, Contractors and suppliers in accordance with the requirements of their subcontracts.

§ A.5.1.3 Costs of Materials and Equipment Incorporated in the Completed Construction

§ A.5.1.3.1 Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the completed construction.

§ A.5.1.3.2 Costs of materials described in the preceding Section A.5.1.3.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Design-Builder. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.1.4 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ A.5.1.4.1 Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Design-Builder shall mean fair market value.

§ A.5.1.4.2 Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Design-Builder at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Design-Builder-owned item may not exceed the purchase price of any comparable item. Rates of Design-Builder-owned equipment and quantities of equipment shall be subject to the Owner's prior approval.

§ A.5.1.4.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ A.5.1.4.4 Costs of document reproductions, electronic communications, postage and parcel delivery charges, dedicated data and communications services, teleconferences, Project websites, extranets and reasonable petty cash expenses of the site office.

§ A.5.1.4.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, with the Owner's prior approval.

§ A.5.1.5 Miscellaneous Costs

§ A.5.1.5.1 Premiums for that portion of insurance and bonds required by the Design-Build Documents that can be directly attributed to the Contract. With the Owner's prior approval self-insurance for either full or partial amounts of the coverages required by the Design-Build Documents.

§ A.5.1.5.2 Sales, use or similar taxes imposed by a governmental authority that are related to the Work and for which the Design-Builder is liable.

§ A.5.1.5.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Design-Builder is required by the Design-Build Documents to pay.

§ A.5.1.5.4 Fees of laboratories for tests required by the Design-Build Documents, except those related to defective or nonconforming Work for which reimbursement is excluded by Section 15.5.3 of the Agreement or by other provisions of the Design-Build Documents, and which do not fall within the scope of Section A.5.1.6.3.

§ A.5.1.5.5 Royalties and license fees paid for the use of a particular design, process or product required by the Design-Build Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Design-Build Documents; and payments made in accordance with legal judgments against the Design-Builder resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments and settlements shall not be included in the calculation of the Design-Builder's Fee or subject to the Guaranteed Maximum Price. If such royalties, fees and costs are excluded by the second to last sentence of Section 3.1.13.2 of the Agreement or other provisions of the Design-Build Documents, then they shall not be included in the Cost of the Work.

§ A.5.1.5.6 With the Owner's prior approval, costs for electronic equipment and software directly related to the Work.

§ A.5.1.5.7 Deposits lost for causes other than the Design-Builder's negligence or failure to fulfill a specific responsibility in the Design-Build Documents.

§ A.5.1.5.8 With the Owner's prior approval, which shall not be unreasonably withheld, legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Design-Builder, reasonably incurred by the Design-Builder after the execution of the Agreement and in the performance of the Work.

§ A.5.1.5.9 With the Owner's prior approval, expenses incurred in accordance with the Design-Builder's standard written personnel policy for relocation, and temporary living allowances of, the Design-Builder's personnel required for the Work.

§ A.5.1.5.10 That portion of the reasonable expenses of the Design-Builder's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ A.5.1.6 Other Costs and Emergencies

§ A.5.1.6.1 Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by the Owner.

§ A.5.1.6.2 Costs incurred in taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property.

§ A.5.1.6.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Design-Builder, Contractors or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure to fulfill a specific responsibility of the Design-Builder and only to the extent that the cost of repair or correction is not recovered by the Design-Builder from insurance, sureties, Contractors, suppliers, or others.

§ A.5.1.7 Related Party Transactions

§ A.5.1.7.1 For purposes of Section A.5.1.7, the term "related party" shall mean a parent, subsidiary, affiliate or other entity having common ownership or management with the Design-Builder; any entity in which any stockholder in, or management employee of, the Design-Builder owns any interest in excess of ten percent in the aggregate; or any person or entity which has the right to control the business or affairs of the Design-Builder. The term "related party" includes any member of the immediate family of any person identified above.

§ A.5.1.7.2 If any of the costs to be reimbursed arise from a transaction between the Design-Builder and a related party, the Design-Builder shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction, then the cost incurred shall be included as a cost to be reimbursed, and the Design-Builder shall procure the Work, equipment, goods or service from the related party, as a Contractor, according to the terms of Section A.5.4. If the Owner fails to authorize the transaction, the Design-Builder shall procure the Work, equipment, goods or service from some person or entity other than a related party according to the terms of Section A.5.4.

§ A.5.2 Costs Not to Be Reimbursed as Part of this Contract

The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Design-Builder's personnel stationed at the Design-Builder's principal office or offices other than the site office, except as specifically provided in Section A.5.1.1;
- .2 Expenses of the Design-Builder's principal office and offices other than the site office;
- .3 Overhead and general expenses, except as may be expressly included in Section A.5.1;
- .4 The Design-Builder's capital expenses, including interest on the Design-Builder's capital employed for the Work;
- .5 Except as provided in Section A.5.1.6.3 of this Agreement, costs due to the negligence or failure of the Design-Builder, Contractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract;
- .6 Any cost not specifically and expressly described in Section A.5.1; and
- .7 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded.

§ A.5.3 Discounts, Rebates, and Refunds

§ A.5.3.1 Cash discounts obtained on payments made by the Design-Builder shall accrue to the Owner if (1) before making the payment, the Design-Builder included them in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Design-Builder with which to make payments; otherwise, cash discounts shall accrue to the Design-Builder. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Design-Builder shall make provisions so that they can be obtained.

§ A.5.3.2 Amounts that accrue to the Owner in accordance with Section A.5.3.1 shall be credited to the Owner as a deduction from the Cost of the Work.

§ A.5.4 Other Agreements

§ A.5.4.1 When the Design-Builder has provided a Guaranteed Maximum Price, and a specific bidder (1) is recommended to the Owner by the Design-Builder; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Design-Build Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Design-Builder may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Design-Builder and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ A.5.4.2 Agreements between the Design-Builder and Contractors shall conform to the applicable payment provisions of the Design-Build Documents, and shall not be awarded on the basis of cost plus a fee without the prior consent of the Owner. If an agreement between the Design Builder and a Contractor is awarded on a cost plus a fee basis, the Design-Builder shall provide in the agreement for the Owner to receive the same audit rights with regard to the Cost of the Work performed by the Contractor as the Owner receives with regard to the Design-Builder in Section A.5.5, below.

§ A.5.4.3 The agreements between the Design-Builder and Architect and other Consultants identified in the Agreement shall be in writing. These agreements shall be promptly provided to the Owner upon the Owner's written request.

**§ A.5.5 Accounting Records**

The Design-Builder shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under the Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Design-Builder's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Contractor's proposals, purchase orders, vouchers, memoranda and other data relating to the Contract. The Design-Builder shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

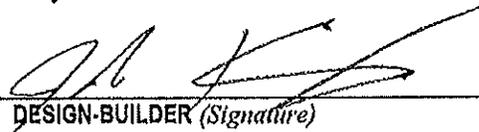
**§ A.5.6 Relationship of the Parties**

The Design-Builder accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to exercise the Design-Builder's skill and judgment in furthering the interests of the Owner; to furnish efficient construction administration, management services and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests.

This Amendment to the Agreement entered into as of the day and year first written above.

  
OWNER (Signature)

The Honorable Sharla Baldrige - Judge  
(Printed name and title)

  
DESIGN-BUILDER (Signature)

Jacob Kirkland - Chief Operating Officer  
(Printed name and title)

Int.

SR 'gn

# Additions and Deletions Report for AIA® Document A141® – 2014 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 17:59:22 ET on 01/22/2026.

## PAGE 1

This Amendment is incorporated into the accompanying AIA Document A141™-2014, Standard Form of Agreement Between Owner and Design-Builder dated the Twenty-Sixth day of January in the year Two Thousand Twenty-Six (the "Agreement")

...

Hockley County Elections Office Remodel  
710 Avenue H  
Levelland, TX 79336

...

Hockley County  
802 Houston St.  
Levelland, TX 79336

...

Teinert Construction  
1402 Crickets Ave.  
Lubbock, TX 79401

...

[  ] Stipulated Sum, in accordance with Section A.1.2 below

## PAGE 2

§ A.1.2.1 The Stipulated Sum shall be Five Hundred Seventy-Four Thousand Eight Hundred Dollars & 00/100 (\$ 574,800.00 ), subject to authorized adjustments as provided in the Design-Build Documents.

...

See Attachment No. 01 – Pricing Summary

...

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

None

...

Additions and Deletions Report for AIA Document A141 – 2014 Exhibit A. Copyright © 2004 and 2014. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 17:59:22 ET on 01/22/2026 under Order No.3104239132 which expires on 12/31/2026, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docInfo@aiacontracts.com.

User Notes:

(728135770)

5%

~~§ A.1.4. Cost of the Work Plus Design Builder's Fee With a Guaranteed Maximum Price~~

~~§ A.1.4.1 The Cost of the Work is as defined in Article A.5, Cost of the Work.~~

~~§ A.1.4.2 The Design Builder's Fee:~~

~~(State a lump sum, percentage of Cost of the Work or other provision for determining the Design Builder's Fee and the method for adjustment to the Fee for changes in the Work.)~~

~~§ A.1.4.3 Guaranteed Maximum Price~~

~~§ A.1.4.3.1 The sum of the Cost of the Work and the Design Builder's Fee is guaranteed by the Design Builder not to exceed (\$ ), subject to additions and deductions for changes in the Work as provided in the Design-Build Documents. Costs that would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Design Builder without reimbursement by the Owner.~~

~~(Insert specific provisions if the Design Builder is to participate in any savings.)~~

~~§ A.1.4.3.2 Itemized Statement of the Guaranteed Maximum Price~~

~~Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Design Builder's Fee, and other items that comprise the Guaranteed Maximum Price.~~

~~(Provide information below or reference an attachment.)~~

...

None

...

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

None

...

Reference the following attachments:

Attachment No. 01 Pricing Summary dated 1/20/2026 (2 Pages)

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 Page)

Attachment No. 03 - Assumptions & Clarifications

**PAGE 3**

**§ A.1.5.1.3** Provided that an Application for Payment is received not later than the 5th day of the month, the Owner shall make payment of the certified amount to the Design-Builder not later than the 30th day of the same month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than Thirty ( 30 ) days after the Owner receives the Application for Payment.

...

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5 %) on the Work. Pending final determination of cost to the Owner of Changes in the Work, amounts not in dispute shall be included as provided in Section 6.3.9 of the Agreement;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Five percent ( 5 %);

PAGE 4

No retainage is held from design services

...

- .2 Add the Design-Builder's Fee, less retainage of Five percent ( 5 %). The Design-Builder's Fee shall be computed upon the Cost of the Work described in the preceding Section A.1.5.3.2.1 at the rate stated in Section A.1.3.2; or if the Design-Builder's Fee is stated as a fixed sum in that Section, an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work in that Section bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract retainage of Five percent ( 5 %) from that portion of the Work that the Design-Builder self-performs;

PAGE 5

- .3 Add the Design-Builder's Fee, less retainage of Five percent ( 5 %). The Design-Builder's Fee shall be computed upon the Cost of the Work at the rate stated in Section A.1.4.2 or, if the Design-Builder's Fee is stated as a fixed sum in that Section, shall be an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .4 Subtract retainage of Five percent ( 5 %) from that portion of the Work that the Design-Builder self-performs;

...

§ A.2.2 The Design-Builder shall achieve Substantial Completion of the Work not later than One Hundred Five ( 105 ) days from the date of ~~this Amendment,~~ permit issuance, or as follows:

...

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

PAGE 6

105 Days from date permit is received.

16.20216.202

...

Document	Title	Date	Pages
----------	-------	------	-------

Reference the following attachments:

Attachment No. 01 Pricing Summary dated 1/20/2025 (2 Pages)

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

...

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

Section	Title	Date	Pages
...			

Attachment No. 02 Plans & Specifications" dated 12/19/2025 (1 page)

Number	Title	Date

**§ A.3.1.4 The Sustainability Plan, if any:**

*(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective, the targeted Sustainable Measures, implementation strategies selected to achieve the Sustainable Measures, the Owner's and Design-Builder's roles and responsibilities associated with achieving the Sustainable Measures, the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure, and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)*

Title	Date	Pages
-------	------	-------

~~Other identifying information:~~

- ...
- Design Fees - \$25,000
  - ~~1~~ Allowances
    - CM Contingency - \$12,000
    - Owner Contingency - \$12,000
    - Roof Patching Repair - \$5,700
    - Window Shades - \$1,500
  - ~~2~~ Contingencies

Low Voltage - \$6,995

...

This Stipulated Sum proposal is based on reasonable assumptions and incorporates only certain costs and expenses that Teinert Construction (TEINERT) expects will be incurred in construction of the Work.

TEINERT has listed below the assumptions and clarifications that have been considered so that all parties understand what is and what is not included in the Stipulated Sum. Where actual events or conditions on the project differ from the assumptions and clarifications listed below, the estimate will require adjustments for the resulting additional costs and expenses. These assumptions and clarifications are specifically used to establish the basis of the STIPULATED SUM and are intended to clarify and take precedence over details or items shown in the Contract Documents, if that there is a discrepancy between or among any of them.

See Attachment 03 – Assumptions and Clarifications.  
PAGE 7

N/A

...

None

~~ARTICLE A.4 – DESIGN-BUILDER'S PERSONNEL, CONTRACTORS AND SUPPLIERS~~

~~§ A.4.1 The Design Builder's key personnel are identified below:  
(Identify name, title and contact information.)~~

~~1 Superintendent~~

~~2 Project Manager~~

~~3 Others~~

~~§ A.4.2 The Design Builder shall retain the following Consultants, Contractors and suppliers, identified below:  
(List name, discipline, address and other information.)~~

...

~~§ A.5.1.1.2 With the Owner's prior approval, wages or salaries of the Design Builder's supervisory and administrative personnel when stationed at the site,  
(If it is intended that the wages or salaries of certain personnel stationed at the Design Builder's principal or other offices shall be included in the Cost of the Work, identify below the personnel to be included, whether for all or only part of their time, and the rates at which their time will be charged to the Work.)~~

Person Included	Status (full-time/part-time)	Rate (\$0.00)	Rate (unit of time)
-----------------	------------------------------	---------------	---------------------

PAGE 10

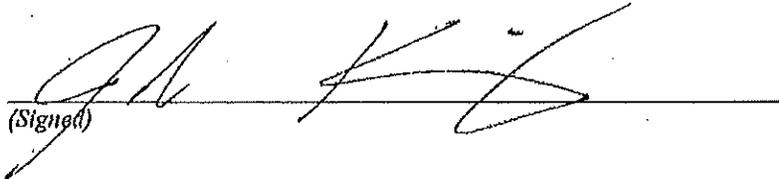
The Honorable Sharla Baldrige - Judge

Jacob Kirkland - Chief Operating Officer

**Certification of Document's Authenticity**

AIA® Document D401™ – 2003

I, ~~Chad Henthorn~~ <sup>JACOB KIRKLAND Jr</sup>, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:59:22 ET on 01/22/2026 under Order No. 3104239132 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A141™ – 2014 Exhibit A, Design-Build Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

  
(Signed)

COO  
(Title)

2/2/26  
(Dated)



Hockley County Elections Office  
GMP Recap

Bid Date: 1/22/26  
3,109 sf  
3.0 mo

Permittable SF  
Schedule:

Spec	Description	w/ phase	Sub	Total	Sub/Supplier	\$/sqft
<b>General Conditions</b>						
	General Conditions		66,974	66,974		21.54
	CM Contingency		12,000	12,000		3.86
	Owner Contingency		12,000	12,000		3.86
			0	0		-
<b>Cost of Work</b>						
	Building Permit		1,200	1,200		0.39
	Plan Review		300	300		0.10
	Impact Fees		Excluded	0		-
	Architectural Design Fees		25,000	25,000		8.04
			0	0		-
<b>Sub Contract Work</b>						
			0	0		-
	Demolition		8,500	8,500	MIT	2.73
			0	0		-
	Concrete Pour Back		11,500	11,500	Telnert	3.70
			0	0		-
	Masonry		7,500	7,500	Woodstock	2.41
			0	0		-
	Misc. Metal Fabrication & Installation		8,702	8,702	Telnert	2.80
			0	0		-
	Rough Carpentry		9,793	9,793	Telnert	3.15
			0	0		-
	Millwork		25,430	25,430	Pioneer	8.18
	Solid Surface Countertops		8,900	8,900	Collins	2.86
			0	0		-
	Waterproofing @ Front Façade		2,500	2,500	Telnert	0.80
			0	0		-
	Roofing Patch & Repair		5,700	5,700	Allowance	1.83
			0	0		-
	Firestopping & Joint Sealants		1,200	1,200	Telnert	0.39
			0	0		-
	Doors and Hardware		43,909	43,909	Tex-Oma	14.12
			0	0		-
	Aluminum Storefront/Glass & Glazing		26,953	26,953	LBK Glass	8.67
			0	0		-
	Flooring		22,950	22,950	Brock's Carpet	7.38
			0	0		-
	Drywall		31,500	31,500	Hamilton	10.13
			0	0		-
	Painting		20,200	20,200	Hagler	6.50
			0	0		-
	Signage		6,190	6,190	Sign Express	1.99
			0	0		-
	Specialties		6,700	6,700	Telnert	2.16
	Tollat Accessories	w/ Specialties		0	Telnert	-
	Fire Extinguisher		357	357	AFS	0.11
			0	0		-
	Window Shades		1,500	1,500	Allowance	0.48
			0	0		-
	Fire Suppression		Not Required	0		-
			0	0		-
	Plumbing		37,900	37,900	Kerr	12.19
			0	0		-
	Mechanical		54,318	54,318	WSC	17.47
			0	0		-
	Electrical		52,781	52,781	GLJ	16.98
			0	0		-
	Low Voltage		6,995	6,995	Allowance	2.25
			0	0		-
	<b>SUBTOTAL</b>		<b>519,454</b>	<b>519,454</b>		<b>167.08</b>

Spec	Description	w/ phase	Sub	Total	Sub/Supplier	\$/sqft
	<b>SUBTOTAL</b>			519,454	<<OK>>	167.08
	Sales Tax			EXEMPT		
	Builders Risk Metal Non-Combustible	0.015%		234		
	General Liability & Other Insurance	0.660%		3,428		1.10
	<b>SUBTOTAL</b>			523,116	<<OK>>	168.26
	Fee	6.000%		31,387		10.10
	<b>GMP TOTAL</b>			554,503		178.35
	Payment and Performance Bond			20,297		
	<b>GMP TOTAL w/BOND</b>			574,800		184.88

# TEINERT CONSTRUCTION

## EXHIBIT A

HOCKLEY COUNTY  
ELECTIONS OFFICE REMODEL  
710 AVENUE H  
LEVELLAND TX 79336

10/17/2025

SHEET	DESCRIPTION	DATE
<b>DRAWINGS</b>	SHEET INDEX	12/19/2025
<b>SPECIFICATIONS</b>	PROJECT MANUAL	
<b>COVER SHEETS</b>		
CS1	COVER SHEET	12/19/2025
CS2	TEXAS ACCESSIBILITY STANDARDS	12/19/2025
CS3	INTERIOR PARTITION SCHEDULE AND DETAILS	12/19/2025
<b>ARCHITECTURAL</b>		
A001	OVERALL PLAN	12/19/2025
A101	EXISTING/DEMO + NEW CONSTRUCTION -PLAN + RCP	12/19/2025
A102	EXISTING/DEMO + NEW CONSTRUCTION - ELEVATIONS	12/19/2025
A103	INTERIOR ELEVATIONS	12/19/2025
<b>MECHANICAL</b>		
MD100	HVAC DEMOLITION	12/19/2025
M100	HVAC	12/19/2025
<b>PLUMBING</b>		
PD100	PLUMBING DEMOLITION	12/19/2025
P100	PLUMBING	12/19/2025
MP100	PLUMBING	12/19/2025
<b>ELECTRICAL</b>		
ED100	ELECTRICAL DEMOLITION	12/19/2025
E100	ELECTRICAL	12/19/2025
E200	ELECTRICAL	12/19/2025
E300	ELECTRICAL	12/19/2025

## Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

### Assumptions and Clarifications

This Guaranteed Maximum Price (GMP) is based on reasonable assumptions and incorporates only certain costs and expenses that Teinert Construction. (TEINERT), the Contractor, expects will be incurred in construction of the Work.

TEINERT has listed below the assumptions and clarifications that have been considered so that all parties understand what is and what is not included in the GMP. Where actual events or conditions on the project differ from the assumptions and clarifications listed below, the estimate may require adjustments for the resulting changes. These assumptions and clarifications are specifically used to establish the basis of the GMP and are also intended to clarify and take precedence over details or items shown in the Contract Documents if there is a discrepancy between or among any of them.

### General Assumptions

1. The GMP is based on these Assumptions and Clarifications and the Contract Documents as prepared by Chapman Harvey Architects and their consultants as listed and dated in Plans and Specifications (Attachment 02), which is hereby fully incorporated by reference.
2. The Contractor's Builders Risk Insurance is included in the GMP. Should the GMP be increased by any amount pre or post prime contract execution, TEINERT is entitled to an increase at for these policies at .015% of the cost of the change.
3. The Contractor's General Liability, Umbrella Liability, and Professional Liability are included in the GMP. Should the GMP be increased by any amount pre or post prime contract execution, TEINERT is entitled to an increase at for these policies at .66% of the cost of the change.
4. An Owner's Protective Liability Insurance Policy will not be provided by TEINERT.
5. Payment and Performance Bond is included.
6. There is a Contractor's Contingency Allowance included in the GMP valued at \$12,000. This contingency will be used by Teinert in accordance with the General and Supplementary Conditions of the Construction Manager at-Risk Agreement. 100% of the remaining balance in this Contingency Allowance shall be returned to the Owner upon completion of the project.
7. The GMP is based on the Job Site being free from hazardous and contaminated materials included contaminated water and soil regardless of classification. Hazardous and contaminated materials testing, monitoring and abatement, as well as any required environmental investigations and insurance, if required, are not included in the GMP.
8. Any State Highway permits, public street permits or temporary right-of-ways are not included in the GMP as none are known to be required.

## Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

9. The GMP excludes any City of Levelland impact fees.
10. The order of precedence of the documents in the event that there is a conflict between documents is:
- a. Future Contract Amendments
  - b. Agreement between Owner and Contractor, containing these Assumptions and Clarifications and Attachments (Exhibits) herein, and Supplemental Conditions to the GMP and General Conditions
  - c. Drawings and Specifications as prepared by the Architect/Engineer
11. The GMP includes several Allowances for the various parts of the Work. When cost to cover the scope for these allowances is committed, 100% of any savings shall be returned to the Owner. Conversely, Owner shall pay for 100% of any overages. Specifically, these allowances are as follows:
- |                          |          |
|--------------------------|----------|
| CM Contingency           | \$12,000 |
| Owner Contingency        | \$12,000 |
| Roofing Patch and Repair | \$5,700  |
| Window Shades            | \$1,500  |
| Low Voltage              | \$6,995  |
12. Due to the volatility in the market on a local and global scale, price increases and delayed lead times for materials may occur during construction. Subcontractors/Vendors and Teinert are not responsible for unforeseen price and lead time increases. Subcontractors/Vendors and Teinert will do everything in their purview to circumvent such increases. Should any commodity or manufactured product outside the Construction Manager and/or Subcontractor's control increase more than 5% in cost prior to starting work for which it is required, recovery of said costs may be allowed through contingency funds, provided that the cost increase was not due to subcontractor or construction manager's negligence or failure to procure materials in a timely manner.
13. The General Conditions are to be a fixed cost line item and will be amortized monthly.
14. All Teinert self-performed scopes are fixed cost line items treated as any other subcontract.
15. The contract specifically excludes recovery of any consequential or liquidated damages by either party.
16. GMP excludes any municipal requirements not specifically listed in the construction documents
17. Labor burden to be billed at 39% of bare labor

## Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

18. GMP assumes all finishes and colors throughout to be "standard" within the manufacturer's color index unless specifically detailed otherwise
19. GMP excludes any and all utility costs for power, low voltage, municipalities, and natural gas.
20. The GMP excludes all furniture.

### END OF GENERAL ASSUMPTIONS AND CLARIFICATIONS

### Specific Assumptions and Clarifications

#### Division 2

- GMP excludes any structural reinforcing/repairs, and assumes the building to be structurally sound

#### Division 6

- GMP includes misc. Rough Carpentry performed by Teinert Construction
- GMP includes Millwork per the following specifications:
  - o All millwork from the following elevations
    - Elevations 3, 5 and 6 on A103
  - o Solid surface Countertops

#### Division 7

- GMP excludes all roofing aside from the allowance carried for roofing patch and repair

#### Division 8

- GMP includes Storefront and Glazing per the following specifications:
  - o Aluminum Exterior Storefront:
    - 2" x 4-1/2" Thermal Center-set storefront with a Class 1 Dark Bronze anodized finish and open for 1" glass
  - o Aluminum Doors:
    - 1-3/4" thick, wide stile (5") doors with a 10" bottom rail, 4" top rail and open for 1/4" glass.
  - o Storefront Glazing:
    - 1/4" Clear Tempered
  - o Transaction Window
    - Metal Craft, KD 72" x 50", 1/4" Clear Tempered, Solar Free 8 mil thickness, Level I
- GMP includes doors and hardware per the following specifications:
  - o Hollow Metal Doors and Frames
    - Frames – QTY(9)
    - Doors – QTY(1)
  - o Wood Doors
    - Premachined and Prefinished – QTY(8)
  - o Finish Hardware

## Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

- Installation of Electrified Hardware
- Installation of Doors and Related Hardware

### Division 9

- GMP Includes Gypsum Board Assemblies per the following specifications:
  - New CFMF from top of storefront to top of existing opening (9/A103)
  - Interior light gauge metal stud/hat channel framing per annotated floor plan.
  - Set HM door Jambs in metal stud walls.
  - In-wall wood blocking as required.
  - Unfaced batt insulation in metal stud walls.
  - 5/8" type X gypsum board w/ gypsum accessories.
  - 5/8" tile backer board behind ceramic wall tile.
  - Acoustical Cellings (Armstrong School Zone fine Fissured Airassure)
- GMP Includes Painting per the following specifications:
  - Tape, bed, texture and paint gyp board.
  - Paint hollow metal doors and frames.
  - Paint wood doors.
  - Paint existing walls in storage 108.
  - Paint existing brick at east front.
- GMP Includes flooring and tiling per the following specifications:
  - Tile-A \$7 SF material only allowance is included for all tile per plans. This does not include and epoxy grout, backerboard, waterproofing, or sealer.
  - Resilient Base-4" Standard Cove Base is included in all rooms except restroom.
  - Carpet-This includes a \$54 SY material only allowance per plans.

### Division 10

- GMP Includes Signage per the following specifications:
  - Install – Room Signs 6"x6".
  - Install – Identification Dimensional Letters Sign
  - Install – Gemini – Cast Aluminum Letters – 8" Tall – Content "Hockley County Elections"

### Division 15

- GMP excludes any Fire Suppression system
- GMP Includes HVAC systems per the following specifications:
  - Rooftop Unit (RTU-1)
    - Manufacturer: Dalkin
    - Thermostat
    - Roof Curb
    - Economizer
    - Condensate drain line
  - Mini-Split (MS-1)
    - Manufacturer: Dalkin
    - Thermostat
    - Condensate Pump
    - Big Foot Stand

## Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

- Copper and insulation for freon lines
- Charge freon lines
- Condensate drain line
- Air Distribution
  - Manufacturer: Price
  - All supply and return grilles
- Exhaust Fans (EF-1 & 2)
  - Manufacturer: Loren Cook
  - Speed Controller
- Demolish existing HVAC equipment
- GMP includes plumbing per the following specifications:
  - Labor and Materials to install plumbing per plans PD100, P100, MP100

### Division 16

- GMP includes Electrical per the following specifications:
  - Provide and install lighting per plans and specifications.
  - Provide complete light pole assembly and installation per plans and specifications.
  - Provide 200 amp 240 volt 1-phase service per XCEL specifications, with 200 amp riser, meter base, disconnect and indoor panel.
  - Provide panel LPA for all branch circuits within the building per plans and specifications.
  - Provide electrical connections to all specified mechanical equipment per plans and specifications.
  - Provide and install electrical devices, such as duplex receptacles, GFCIs, switches, cover plates, etc. per plans and specifications.
  - Excludes all 3<sup>rd</sup> party fees (water, power, cable, fiber, etc)

END OF ASSUMPTIONS & CLARIFICATIONS

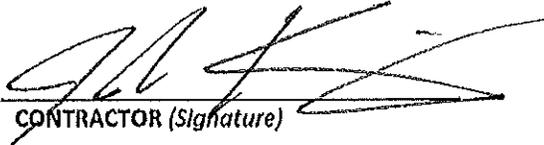
Attachment 03

Hockley County Elections Office  
Levelland, TX

January 21, 2025

SIGNED:

  
OWNER (Signature)

  
CONTRACTOR (Signature)

  
*Shacla Baldrige, County Judge*  
(Printed name and title)

  
Jacob Kirkland, COO  
(Printed name and title)

Motion by Commissioner Carter, second by Commissioner Wisdom, 3 votes yes, 0 votes no, that Commissioners Court approved the Annual Report for the fiscal year 2025 as required by the Texas State Library and Archives Commission (TSLAC) which will allow for the continuation of the Hockley County memorial Library's accreditation status. As per 2025 population and accreditation standards recorded below.

# 2025 Population and Accreditation Standards

## Summary (PASS) Tool

### Texas Public Libraries Annual Report



TEXAS STATE LIBRARY  
ARCHIVES COMMISSION

Select library city from drop-down menu. Complete information on page 2 from 2025 Texas Public Libraries Annual Report. Check to confirm library has met minimums, obtain signatures, and scan to accreditation@tsl.texas.gov.

Library Name	Hockley County Memorial Library	Library City	Levelland	231
--------------	---------------------------------	--------------	-----------	-----

Federated Library System  no

SFY 2026 Accreditation (Current) Status	Accredited	Legal Establishment	County
---	------------	---------------------	--------

A public library is defined as an entity operated by a single public library agency or board, that is freely open to all persons under identical conditions, and that receives its financial support in whole or part from public funds. *Library Systems Act Sec 441.122 (12)*

If the library is applying for accreditation for state fiscal year 2027 (September 1, 2026, through August 31, 2027). This authorization for application must be completed and submitted on or before April 30, 2026.

**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 2025.**

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

#### Library Director/Head Librarian/Library Manager

Printed Name and Title	Signature	Date
Shawna Carpenter-Lopez Library Director	<i>Shawna Carpenter Lopez</i>	2-2-2026

#### 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
Sharla Baldrige Hockley County Judge	<i>Sharla Baldrige</i>	2-2-2026

Advisory Board Chair, if appropriate	Signature	Date

Complete the Accreditation Minimums Section below	Check One
The library has met all minimum standards of library accreditation.	<input checked="" type="checkbox"/>
The library has <u>not</u> met all minimum standards of library accreditation. <i>Please contact TSLAC staff for options: accreditation@tsl.texas.gov</i>	<input type="checkbox"/>

BOTH pages of the application must be completed, signed and forwarded to accreditation staff in the Library Development and Networking Division (LDN): accreditation@tsl.texas.gov.

APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM

Local Fiscal Year 2025 - State Fiscal Year 2027

Accreditation Minimums					
13 TAC* Section	Description	Minimum Criterion	2025 Report Amount	Check to confirm ✓ or ✗	
§1.71	<b>Legal Service Area (LSA)</b> Population assignment based on sources of local government funding.		↓	20,199	
§1.74 (a)	<b>2025 Maintenance of effort (MOE)</b> Three-year average of amount in 4.2. Must meet <u>lower</u> amount.	Expenditure average \$220,675.00	\$220,675.00	met ✓	
§1.74 (c)	<b>MOE Exemption:</b> Libraries that expend at least \$17.50 per capita and at least \$150,000 of local funds are exempt from the MOE criterion.	Per capita average \$222,314.93			
		\$353,482.50			
§1.77	Minimum local government support - Amount in 4.3 Exemption over \$17.50 per capita.	\$45,548.75	\$215,849.00	met ✓	
§1.81 (A)	Minimum per capita expenditures - (4.2)/LSA:	\$10.93	\$4.51	\$10.93	met ✓
§1.81 (B)	<b>One item per capita</b> in collection (6.14) <u>OR</u> expenditures of at least 15 percent of local operating expenditures on collection material.	Number of Items 20,199 OR 15% 2024 (4.2) \$3,310.13	31,602	met ✓	
§1.81 (D)	<b>Open</b> for not less than the required number of hours per week - amount in 11.3	30	42	met ✓	
§1.81 (E)	<b>Employ</b> a library director/head librarian for at least the required number of hours per week. (amount in 8.7)	30.00	35.00	met ✓	
§1.81 (F)	<b>Employ</b> the minimum number of required full-time equivalent (FTE) Master's-level librarians over 25,001 LSA (amount in 8.1)	0.00	0.00	met ✓	
13 TAC* Section	Description		2025 Report Question	Check to confirm	
§1.75	Non-discrimination compliance with state and federal laws		7.1	met ✓	
§1.81 (C)	One percent of total items in collection published in or after 2020		6.2	met ✓	
§1.83 (1)	Website in place		1.20	met ✓	
§1.83 (2)	Internet access for patrons and staff		8.10/10.2	met ✓	
§1.83 (3)	Interlibrary loan (ILL) participant		9.1	met ✓	
§1.83 (4)	Continuing education of director/head librarian obtained		8.8	met ✓	
§1.83 (5)	Integrated searchable collection catalog		6.1	met ✓	
§1.83 (6)	Long-Range/Strategic Plan in place		7.2	met ✓	

**TEXAS PUBLIC LIBRARIES  
ANNUAL REPORT  
FOR LOCAL FISCAL YEAR 2025**



**TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION**

This report is due to the Texas State Library and Archives Commission (TSLAC) by March 31, 2026, to allow staff enough time to process all reports. All information must be submitted online by the end of April.

The Texas State Library and Archives Commission (TSLAC) uses this report for library accreditation purposes and to collect data to compare libraries on local, statewide, and national levels. It is seen and used by researchers as well as policymakers at all levels of government. 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.

Answer ALL questions. Estimates are important if exact amounts are not available.

All questions relate to the library's local fiscal year 2025: the year that ended in calendar year 2025 and included January 1, 2025. 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/pla.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.

<b>1.1</b> Library Name	Hockley County Memorial Library		<b>1.2</b> County	Hockley
The local fiscal year covered by this report		<b>1.3</b> Start	1/1/2025	<b>1.4</b> End
	12/31/2025			
<b>1.5</b> Mailing Address - Street	802 Houston St Ste 108	<b>1.6</b> Mailing City	Levelland	<b>1.7</b> Mailing Zip
			79336	<b>1.8</b> (Zip)+4
				3706
<b>1.9</b> Physical/Shipping address - Street	811 Austin St	<b>1.10</b> City	Levelland	<b>1.11</b> Zip
			79336	<b>1.12</b> (Zip)+4
				4500
◆ <b>1.13</b> Published Phone Number	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>1.14</b> Phone number	8068946750	
An accredited library must have a published phone number. This can be on a website or other publicly available resource.		Area Code	Phone Number	
<b>1.15</b> First Name: Library Director/Head Librarian	Shawna		<b>1.16</b> Last Name: Library Director/Head Librarian	
	Carpenter-Lopez			
<b>1.17</b> Director's Email Address	<a href="mailto:scarpenter-lopez@hockleycounty.org">scarpenter-lopez@hockleycounty.org</a>		<b>1.18</b> Library General Email Address	
	<a href="mailto:librarian@hockleycounty.org">librarian@hockleycounty.org</a>			

*NOTE: The information you submit on this form is Public Information: <https://www.tsl.texas.gov/agency/customer/pla.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 sufficient for this purpose.

1.20 Website URL	<a href="https://hockleyvl.biblionix.com">https://hockleyvl.biblionix.com</a>
------------------	---

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

Shawna	Carpenter Lopez	<a href="mailto:scarpenter-lopez@hockleycounty.org">scarpenter-lopez@hockleycounty.org</a>
1.22 Contact First Name	1.23 Contact Last Name	1.24 Contact Email

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

NA	NA
1.25 Board Chair First Name	1.26 Board Chair Last Name

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

Louise	Pendleton
1.27 Friends' President First Name	1.28 Friends' President Last Name

**SECTION 2: LIBRARY OUTLETS**

This section requests information on public service outlets. *Report figures as of the last day of the fiscal year*. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report. Contact accreditation staff if there have been any changes.

2.1 Number of Branch Libraries	0
Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:	
<ul style="list-style-type: none"> <li>• separate quarters</li> <li>• an organized collection of library materials</li> </ul>	<ul style="list-style-type: none"> <li>• paid staff</li> <li>• Regularly scheduled hours for being open to the public</li> </ul>

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> </ul>	<ul style="list-style-type: none"> <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.	

**Facility Information**

2.3 In what year was the current library facility originally built? Put approximate year/decade if actual date is not known.	<i>Prefilled in online form if available.</i>	1949
---	---	------

<p><b>2.4</b> Square Footage of the Main Library</p> <p>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.</p>	<p><i>Prefilled in online form</i></p>	<p>3,363</p>	<p>square feet</p>
<p><b>2.5</b> Renovations, Expansions, New Construction</p> <p>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.</p>	<p>Yes</p>	<p>No</p>	
<p><b>2.6</b> In what year did the most recent major renovation or remodel occur? (If applicable) <i>Prefilled in online form if available.</i></p>	<p>1981</p>		
<p><b>2.7</b> Rate the current facility in meeting the needs for public service.</p>	<p>Poor</p>	<p>Adequate</p>	<p>Good</p>
<p><b>2.8</b> Are there plans in progress to undergo major modifications to the facility within the next three years?</p>	<p>Yes</p>		<p>No</p>
<p><b>2.9</b> Is more than half of the computer network hardware in this facility three years or older?</p>	<p>Yes</p>		<p>No</p>
<p><b>2.10</b> Are there plans in progress to upgrade the network/cabling/technology within the facility within the next three years?</p>	<p>Yes</p>		<p>No</p>

**SECTION 3: EXPENDITURES**

**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

Local accounting practice guides whether a particular expense is classified as operating or capital expense.

- Report only actual expenditures. Do not include the value of donated items and estimates.
- Include only grant funds directly spent by the library. Do not include expenditures made on the library's behalf by another entity.
- If available, include major operating costs (e.g., salaries, benefits) paid by other authorized agencies.
- Report actual expenditures from all revenue sources, including state, federal, Friends' group contributions, and foundation funding.
- Answer every question. Enter "0" if an item does not apply. If you need to estimate, please use a standard methodology for doing so 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).

**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. 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.

<b>Staff Expenditures</b>	
<b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>	
<b>3.1 Salaries and Wages Expenditures</b> 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.	<b>\$115,485</b>
<b>3.2 Employee Benefits Expenditures</b> 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>\$53,421</b>
<b>3.3 Total Staff Expenditures</b> <i>Sum of 3.1 and 3.2</i>	<b>\$168,906</b>
<b>3.3a Staff expenditures from non-local sources of funding</b> 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.	<b>\$0</b>
<b>3.3b Local funds used for library staff expenditures</b> <i>Difference between 3.3 and 3.3a</i>	<b>\$168,906</b>
<b>Collection Material Expenditures</b>	
<b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>	
<b>3.4 Print Materials Expenditures</b> Report all operating expenditures for these print materials: books, current serial subscriptions, government documents, and any other print acquisitions.	<b>\$12,300</b>
<b>3.5 Electronic Materials Expenditures</b> 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>	<b>\$2,975</b>
<b>3.6 Other Physical Materials Expenditures</b> Report all operating expenditures for other physical materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats	<b>\$2,487</b>

<b>3.7 Total Library Collection Expenditures</b>	<i>Sum of 3.4, 3.5, 3.6</i>	<b>\$17,762</b>
<b>3.7a Collection Material expenditures from non-local sources of funding</b>	<b>\$0</b>	
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.		
<b>3.7b Local funds used for library collection material expenditures</b>	This <i>Difference between 3.7 and 3.7a</i>	<b>\$17,762</b>
amount will be reported in Question 4.1.		
<b>3.8 Other Operating Expenditures</b>		<b>\$8,846</b>
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. <i>Include fees paid to the TexShare database program.</i>		
<b>3.8a Other Operating Expenditures from non-local sources of funding</b>	<b>\$522</b>	
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.		
<b>3.8b Local funds used for other library operating expenditures</b>	<i>Difference between 3.8 and 3.8a</i>	<b>\$8,324</b>
<b>3.9 Total Direct Library Operating Expenditures</b>	<i>Sum of 3.3, 3.7, 3.8</i>	<b>\$195,514</b>
<b>3.9a Total expended from non-local grant funding.</b>	<b>\$522</b>	
<i>Sum of 3.3a, 3.7a, 3.8a</i>		
<b>3.9b Local funds used for library operating expenditures.</b>		<b>\$194,992</b>
<i>Sum of 3.3b, 3.7b, 3.8b.</i>		
<i>NOTE: This amount, plus 3.10, Indirect Costs (if needed), is reported in Question 4.2.</i>		
<b>3.10 Indirect Costs (if needed to meet maintenance of effort)</b>	Documentation Required*	<b>\$25,707</b>
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 that is not assigned to the library's budget, but paid for by a local government agency <i>on behalf of the library</i> . If you plan to report indirect expenditures please contact accreditation staff at <a href="mailto:accreditation@tsl.texas.gov">accreditation@tsl.texas.gov</a> .		
Capital Expenditures are included in question 3.12.		
<i>*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 <a href="mailto:accreditation@tsl.texas.gov">accreditation@tsl.texas.gov</a>.</i>		
<b>3.11 Total Library Operating Expenditures</b>	<i>Sum of 3.9, 3.10</i>	<b>\$221,221</b>

<b>3.12 Capital Expenditures</b>	<b>\$0</b>
<p>This amount should never be included in any of the questions in <b>Section 4</b>. This should be reported in sources of funds the Capital Revenue part of <b>Section 5</b>.</p> <p>Do not include Operating Expenditures reported above. Local accounting practice guides whether a particular expense is classified as operating or capital expense.</p> <p>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. Do not include expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.</p>	

**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.

<p>◆ <b>4.1</b> Local expenditures on collections</p> <p>This is the amount of Total Collection Expenditures (question 3.7) paid for with city, library district, county, school district, and other local revenue sources. This amount is included in the amount reported in question 4.2, Local Funds Expenditures. This amount may be the same as Total Collection Expenditures.</p>	<i>Equal to 3.7b</i>	<b>\$17,762</b>
<p>◆ <b>4.2</b> Local funds used for library operating expenditures</p> <p>This amount is the total library operating expenditures from local funds. This amount, which may equal the amount reported in question 3.11, is used to determine whether a library meets the Maintenance of Effort (MOE) criterion. Include any reported indirect costs.</p>	<i>Sum of 3.9b and 3.10</i>	<b>\$220,699</b>
<p>◆ <b>4.3</b> Local government funds used for library operating expenditures</p> <p>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 <b>3.11, 4.2, or 5.4</b>. Include any reported indirect costs.</p> <p>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. <b>Do not include</b> expenditures from other local sources reported below, such as donations, fines, fees, friends group funds, memorials or similar sources.</p>		<b>\$215,849</b>

**SECTION 5: REVENUE**

**Library Revenue by Source**

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, other extraordinary items. Do not report revenue unavailable for use by the library such as fines or funds unspent from previous fiscal years. 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.

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. Include any funds reflected in 5.18 and 5.19.	\$0	
5.2	County or Counties Revenue used for operating expenditures. Include any funds reflected in 5.18 and 5.19.	\$0	
5.3	School District Revenue used for operating expenditures.	\$0	
5.4	Local Government Operating Revenue	<i>Sum of 5.1, 5.2, 5.3</i>	\$0

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 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. <i>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.</i> Specify the sources of those funds. Record the source of funds in the Note box in the online form.	\$522	
-----	---	-------	--

<p><b>5.6</b> Federal Revenue used for Operating Expenditures</p> <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>Include competitive grants and ILL reimbursement funds received directly from TSLAC that were used for library operating expenditures.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p> <p><b>E-rate reimbursements are not included in this survey.</b></p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>
<p><b>5.7</b> Foundation and Corporate Grant Revenue used for Operating Expenditures</p> <p>Include cash grants from private foundations or corporations used for the purpose of library operating costs by the public library.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>
<p><b>5.8</b> Other Local Sources of Revenue used for Operating Expenditures</p> <p>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. <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.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$1,222</div>
<p><b>5.9</b> Total Revenue Used for Library Operating Expenditures</p>	<p style="text-align: right; margin-right: 10px;"><i>Sum of 5.4 through 5.8</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$1,744</div>
<p><b>Revenue Used for Major Capital Expenditures</b></p> <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> <p style="text-align: center;"><b>Do not report revenue that has already been reported as Operating Revenue, questions 5.1-5.9.</b></p>	
<p><b>Local Government Revenue used for Capital Expenditures</b></p>	
<p><b>5.10</b> City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, from question 5.19.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>
<p><b>5.11</b> County or Counties Revenue used for major capital expenditures. Include revenue from other counties, as calculated in question 5.19.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>
<p><b>5.12</b> School District Revenue used for major capital expenditures.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>
<p><b>5.13</b> State Revenue used for Capital Expenditures</p> <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>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0</div>

<b>5.14 Federal Revenue used for Capital Expenditures</b> 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. <b>Include funds received directly from TSLAC, including competitive grants funds used for capital expenditures.</b>  Specify the sources of those funds. Record the source of funds in the Note box in the online form. <b>Do not include any E-rate reimbursements.</b>	\$0										
<b>5.15 Foundation and Corporate Grant Revenue used for Capital Expenditures</b> Include cash grants from private foundations or corporations used for the purpose of library major capital costs by the public library, whether or not expended. Specify the sources of those funds. Record the source of funds in the Note box in the online form.	\$0										
<b>5.16 Other Local Sources of Revenue used for Capital Expenditures</b> 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. <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.	\$0										
<b>5.17 Total Revenue Used for Library Capital Expenditures</b>	Sum of 5.10 through 5.16 \$0										
Skip the following section if the library did <u>not</u> receive funds from a city or county government <u>outside</u> of the one in which the library is located. Include any funding reported in local government revenue above.											
Accuracy in this section is essential, as funding from non-local governmental entities impacts the library's population assignment.											
<b>5.18 Government Revenue Sources Outside Local City or County</b> If funds were received from <b>government</b> 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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">City or County Providing Funds (outside home county)</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">5.19 Total Amount Received</td> <td> </td> </tr> </tbody> </table>	City or County Providing Funds (outside home county)	Amount							5.19 Total Amount Received	
City or County Providing Funds (outside home county)	Amount										
5.19 Total Amount Received											
Include these totals in local government revenue section above.											

**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.

<p>◆ <b>6.1 Library Catalog</b></p> <p>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.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>◆ <b>6.2 Collection has 1% published in last five years</b></p> <p>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.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Physical Material Counts**

<p><b>6.3 Books in Print</b></p> <p>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.</p>	<p>Number of volumes, items or physical units</p>	<p>29,714</p>
<p><b>6.4 Audio Materials — Physical format</b></p> <p>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 audio files.</b></p>	<p>Number of items or physical units</p>	<p>407</p>
<p><b>6.5 Video Materials - Physical Format</b></p> <p>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></p>	<p>Number of items or physical units</p>	<p>1,473</p>

<p><b>6.6 Other Circulating Non-traditional Physical Items</b></p> <p>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.</p> <p>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.</p>	<p>Number of Items checked out as physical units</p> <p style="text-align: right; border: 1px solid black; padding: 2px;"><b>8</b></p>
---	--

Note types of non-traditional items available for circulation:

<p><b>6.7 Total Physical Items in Collection</b></p> <p>All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes 6.3 Print Materials, 6.4 Physical Audio units, 6.5 Physical Video units, and 6.6 Other Circulating Physical Items.</p>	<p>Sum of 6.3, 6.4, 6.5, 6.6</p> <p style="text-align: right; border: 1px solid black; padding: 2px;"><b>31,602</b></p>
---	---

**Electronic Material Counts**

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

- Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.
- Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."

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

<b>6.8 Consortium Participation</b>	Yes	No
<p>Does the library participate in one or more consortium or cooperative agreements for licensing or acquiring e-materials? If so, please indicate consortium membership below.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

**\*\*\* 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.

6.9 E-Books

Digital/Downloadable Units **20,617**

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. Include only items which were acquired by monetary exchange. Exclude items permanently retained by patrons or freely available without cost. 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.

6.9a E-Read Texas E-Books

*Prefilled in online form for participants in this program* **12,130**

E-Read Texas provides a curated collection of 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 2025 there 12,130 e-books available. Information at [www.tsl.texas.gov/ldn/ebooks](http://www.tsl.texas.gov/ldn/ebooks).

6.9b What is the source of the library's ebooks?

CloudLibrary/CloudLink      Hoopla  
 Libby/OverDrive                  Other:      Libby/OverDrive

6.9c

Did the library provide access to ebooks purchased or acquired:

Check any that apply.		
Through Library only	Yes	<del>No</del>
Through a Consortium	<del>Yes</del>	No
State Provided	Yes	<del>No</del>

6.10 E- Audio Materials

Digital/Downloadable Units **5,504**

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.

6.10a E-Read Texas E-Audio

*Prefilled in online form for participants in this program* **6,847**

Read Texas provides a curated collection of 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 2025, there 6,847 e-books available. Information at [www.tsl.texas.gov/ldn/ebooks](http://www.tsl.texas.gov/ldn/ebooks).

<b>6.10b What is the source of the library's e-audio materials?</b> CloudLibrary/CloudLink      Hoopla Libby/OverDrive                  Other:      Libby/OverDrive			
		Check any that apply.	
6.10c	Did the library provide access to e-audios purchased or acquired:	Through Library only	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Through a Consortium	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		State Provided	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.11	E- Video Materials	Digital/Downloadable Units	0
These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic Report all items to which your patrons have access, whether through the library or a consortium.			
<b>6.11a What is the source of the library's e-video materials?</b> CloudLibrary/CloudLink      Hoopla Libby/OverDrive (inc Kanopy)      Other:      No e-materials			
		Check any that apply.	
6.11b	Did the library provide access to e-videos purchased or acquired:	Through Library only	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.12	Databases (Electronic Collections)		1
Report the number of databases made available through purchase by the local library. Do not include any licences through a consortium.			
6.13	Total E- Material Units	Sum of 6.9, 6.9a, 6.10, 6.10a, 6.11	45,098
6.14	TexShare - State Licensed Databases		60
Libraries that were a TexShare member in 2025, and purchased the databases through the TexShare consortium, there were 60 databases available to their patrons. <a href="http://www.tsl.texas.gov/texshare/databasecountfy2025.html">www.tsl.texas.gov/texshare/databasecountfy2025.html</a>			
<b>Collection Totals</b>			
◆ 6.15	Number of volumes, items or units	Sum of total physical circulating items, 6.7, and total	76,701
An accredited library must have at least one item per capita, with a minimum of 7,500 items, or have expended 15			
6.16		E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are	
		Check any that apply.	
6.16	Did the library provide access to e-serials purchased or acquired:	Through Library only	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>6.17 Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles,</b>			
		Check any that apply.	
6.17	Did the library provide access to research databases purchased or acquired:	Through Library only	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Through a Consortium	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		State Provided	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>6.18 Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong</b>		
Did the library provide access to <b>online learning platforms</b> purchased or acquired:	Check any that apply.	
	Through Library only	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Through a Consortium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	State Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 7: LOCAL LIBRARY SERVICES**

Answer every question. Enter "0" if an item does not apply. If you need to estimate, please use a standard methodology for doing so and describe the method in the Notes field.

◆ <b>7.1 Non-discrimination Compliance</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The library complies with all State and Federal Statues 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.	

◆ <b>7.2 Long-Range/Strategic Plan</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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**

<b>7.3 Number of Reference Transactions</b>	<b>2,483</b>
<i>If you need to estimate, please use a standard methodology for doing so and describe the method in the Notes field.</i>	
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	
(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?"

7.3a	Regarding the number of reference transactions, is this an annual count or an annual estimate?	Count	Estimate	Data Not Collected
------	--	-------	----------	--------------------

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

*Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.*

7.4 Number of Library Visits	7,561
------------------------------	-------

Frequently referred to as the gate count, this is the number of persons entering the library facility for any purpose during the year. **If you need to estimate, please use a standard methodology for doing so and describe the method in the Notes field.**

7.4a	Regarding the number of library visits, is this an annual count or an annual estimate?	Count	Estimate	Data Not Collected
------	--	-------	----------	--------------------

If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week, multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

*Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.*

7.5 Registered Users	3,747
----------------------	-------

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.

7.6 Overdue Fine Charged	Yes	No
--------------------------	-----	----

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

*NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.*

<b>7.7 Non-Resident Fee for Borrowing Privileges Charged</b> 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)?	Yes	No
7.7a Amount charged annually to non-residents	0.00	
<b>7.8 Current Fee Schedule</b> A public library may charge any member of the public for the following services at the discretion of the library's governing authority, indicate which services have fees charged to patrons.		
a. Fee for replacement of lost borrower cards	Yes	No
b. Lost/damaged item fee charged	Yes	No
c. Fees related to interlibrary loan	Yes	No
d. Notary services provided	Yes	No
e. Copying, scanning, printing, and fax services available	Yes	No
f. Passport services available	Yes	No
g. Sale of publications and retail merchandise	Yes	No
h. Rental fees and/or deposits charged on equipment	Yes	No
i. Rental fees and deposits charged on meeting and/or event spaces.	Yes	No
<b>Circulation of Physical Materials</b>		
<b>7.9 Automatic Renewal of Physical Materials</b> Did your library offer automatic renewal for any physical materials during the reporting period?	Yes	No
<b>7.10 Circulation of Children's Physical Format Materials</b> The National Center for Education Statistics (NCES: Children and Young Adults Defined [ <i>Services and Resources for Children and Young Adults in Public Libraries</i> , 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 (e-materials)	5,851	
<b>7.11 Circulation of All Other Ages Physical Format Materials</b> 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.	11,127	

<p><b>7.12 Circulation of Other Non-traditional Physical Items</b></p> <p>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.</p>	0
<p><b>7.13 Total Circulation of Physical Items</b></p> <p style="text-align: right;"><i>Sum of 7.10, 7.11, 7.12</i></p>	16,978
<p><b>Circulation of E-Materials</b></p>	
<p>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.</p>	
<p><b>Do not consider resources available for free when answering the following questions.</b> Do not include any items in the public domain such as Project Gutenberg or similar platforms.</p>	
<p>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.</p>	
<p><b>7.14 Ebooks Usage/Circulation</b></p> <p>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.</p>	1,382
<p><b>7.15 E-Serial Usage/Circulation</b></p> <p>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.</p>	0
<p><b>7.16 E-Audio Usage/Circulation</b></p> <p>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.</p>	1,437
<p><b>7.17 E-Video Usage/Circulation</b></p> <p>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.</p>	0
<p><b>7.18 E-Read Texas Total Usage</b></p> <p style="text-align: right;"><i>Includes both e-books and e-audio. Prefilled in online form for participants.</i></p>	5
<p><b>7.19 Total E-Materials Usage/Circulation</b></p> <p style="text-align: right;"><i>Sum of 7.14, 7.15, 7.16, 7.17</i></p>	2,824
<p><b>7.20 Total Circulation of All Materials</b></p> <p>Circulation of all physical circulating items (7.13) and all e-material usage (7.19).</p> <p style="text-align: right;"><i>Sum of 7.13 and 7.19</i></p>	19,802

**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 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 assistance, and mentoring activities.

**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.P12a), Synchronous In-Person Offsite Program Attendance (7.P12b), or Synchronous Virtual Program Attendance (7.P12c).

**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.

		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
<b>7.P1</b>	Number of sessions	34	0	0	34
<b>7.P2</b>	Total audience	351	0	0	351

**Program Highlights**

*Add to annotations online*

**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	49	0	0	49
7.P4	Total audience	474	0	0	474

**Program Highlights**  
Add to annotations online

**Young Adult Synchronous (Live) Programming targeting ages 12 to 18 years**

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18. A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

Report all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use the library facilities.

Attendance is the count of the audience at all program sessions for which the primary audience is young adults from 12 to 18 years old. Count all attendees of these program sessions regardless of age.

	Young Adult	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
7.P5	Number of sessions	0	0	0	0
7.P6	Total audience	0	0	0	0

**Program Highlights**  
Add to annotations online

**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.

		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
<b>7.P7</b>	<b>Adult</b> Number of sessions	10	0	0	10
<b>7.P8</b>	Total audience	78	0	0	78
<b>Program Highlights</b> <i>Add to annotations online</i>					

**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.

		a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	Totals
<b>7.P9</b>	<b>General Interest</b> Number of sessions	7	1	0	8
<b>7.P10</b>	Total audience	514	135	0	649
<b>Program Highlights</b> <i>Add to annotations online</i>					

**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.

		In-Person On-Site Sessions Add all "a" values	b. In-Person Off-Site Sessions Add all "b" values	c. Live Virtual Sessions Add all "c" values	Total Synchronous Programs
<b>7.P11</b>	<b>Synchronous Programs</b> Number of sessions	100	1	0	101
<b>7.P12</b>	Total of all attendees	1,417	135	0	1,552

**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.

<b>7.P13 Recorded Presentations</b>	<i>Number of Recorded Presentations</i>	0
-------------------------------------	---	---

Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming).

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.

<b>7.P14 Recorded Presentation Views</b>	<i>Number of Recorded Presentations</i>	0
--	---	---

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.

**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.**

<b>◆ 8.1 Professional (MLS) Librarians</b>	<i>Weekly Hours Worked</i>	0.00
--	----------------------------	------

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

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

Report total number of hours all MLS librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate this. Example: 2 MLS librarians each work 40 hours per week. Report 80 hours (40 x 2).

<p><b>8.2 Other (Non-MLS) Librarians</b></p> <p>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).</p>	<p>Weekly Hours Worked <input type="text" value="35.00"/></p>
<p><b>8.3 All Other Library Staff</b></p> <p>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).</p>	<p>Weekly Hours Worked <input type="text" value="93.00"/></p>
<p><b>8.4 All Library Staff – Total Weekly Hours Worked</b></p>	<p>Sum of 8.1, 8.2, 8.3 <input type="text" value="128.00"/></p>
<p><b>8.5 Volunteer Hours</b></p> <p>How many hours did volunteers work in this library last year? Indicate the total number of hours that were worked in the library by persons who were <u>not</u> on the library's payroll. Include volunteers, community service persons and those paid from non-library programs, such as Green Thumb.</p>	<p>Total Annual Hours <input type="text" value="198"/></p>
<p><b>8.6 Head Librarian's Annual Rate Of Salary</b></p> <p>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.</p>	<p><input type="text" value="\$50,602"/></p>
<p><b>◆ 8.7 Head Librarian's Hours Worked per Week</b></p> <p>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.</p>	<p><input type="text"/></p>
<p><b>◆ 8.8 Director Obtained 10 Units of Continuing Education (CEU)</b></p> <p>Directors/Head Librarian of an accredited library must obtain 10 hours of continuing education credits annually to 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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>◆ 8.9 Photocopier Available for Staff</b></p> <p>An accredited library must have a photocopier available for use by staff.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>◆ 8.10 Internet Computer Available for Staff</b></p> <p>An accredited library must have a computer with Internet access available for use by staff.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

**SECTION 9: RESOURCE SHARING**

**Interlibrary Loans**

An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.

◆ 9.1 Statewide Interlibrary Loans (ILL) Offered to Patrons  Yes  No

An accredited library must offer to borrow and lend materials via the statewide interlibrary loan resource sharing service for persons residing in the library's designated service area. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.

9.2 ILL Received from Other Libraries Number Received/Borrowed

These are library materials, or copies of the materials, **received by one** autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually received, even if that number is zero. Exclude informational requests.

9.3 ILL Provided to Other Libraries Number Provided/Lent

These are library materials, or copies of the materials, **provided by one** autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually loaned, even if that number is zero. Exclude informational requests.

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

Biblionix Apollo	Civica's Spydus ILS
Book Systems (Atrium, Concourse)	Insignia
Evergreen	Koha
Follett (Destiny, Circulation Plus, Athena, Winnebago)	SirsiDynix (Symphony/Unicorn, Horizon)
Innovative Interfaces Inc (Millennium, Polaris, Sierra)	TLC Library Solution
Other:	

**SECTION 10: INTERNET AND ELECTRONIC SERVICES**

◆ 10.1 Public Internet Access Computer with Printer/Copier  Yes  No

An accredited library must have a computer with internet access and printing/copying capability for patron use.

10.2 Public Internet Access Computers Number of computers

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.

<p><b>10.3 Annual Uses of Public Internet Computer</b></p> <p>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.</p> <p>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).</p>	<p>Annual computer uses <input style="width: 50px;" type="text" value="1,555"/></p>				
<p>10.3a Regarding the number of public computer uses, is this an annual count or an annual estimate?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="radio"/> Count</td> <td style="text-align: center;"><input type="radio"/> Estimate</td> <td style="text-align: center;"><input type="radio"/> Data Not Collected</td> </tr> </table>	<input checked="" type="radio"/> Count	<input type="radio"/> Estimate	<input type="radio"/> Data Not Collected	
<input checked="" type="radio"/> Count	<input type="radio"/> Estimate	<input type="radio"/> Data Not Collected			
<p>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).</p> <p><i>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.</i></p>					
<p><b>10.4 Annual WI-FI Sessions</b></p> <p>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.</p>	<p>Number of sessions <input style="width: 50px;" type="text" value="0"/></p>				
<p>10.4a Regarding the number of wi-fi sessions, is this an annual count or an annual estimate?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="radio"/> Count</td> <td style="text-align: center;"><input type="radio"/> Estimate</td> <td style="text-align: center;"><input checked="" type="radio"/> Data Not Collected</td> <td style="text-align: center;"><input type="radio"/> No WI-FI Available</td> </tr> </table>	<input type="radio"/> Count	<input type="radio"/> Estimate	<input checked="" type="radio"/> Data Not Collected	<input type="radio"/> No WI-FI Available
<input type="radio"/> Count	<input type="radio"/> Estimate	<input checked="" type="radio"/> Data Not Collected	<input type="radio"/> No WI-FI Available		
<p><i>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.</i></p>					
<p><b>10.5 Annual Website Visits</b></p> <p>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.</p>	<p>Number of Web Visits <input style="width: 50px;" type="text" value="9,841"/></p>				
<p>10.5a This cannot be estimated. If data is not available, report "0".</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="radio"/> Count</td> <td style="text-align: center;"><input type="radio"/> Data Not Collected</td> <td style="text-align: center;"><input type="radio"/> No Website</td> </tr> </table>	<input checked="" type="radio"/> Count	<input type="radio"/> Data Not Collected	<input type="radio"/> No Website	
<input checked="" type="radio"/> Count	<input type="radio"/> Data Not Collected	<input type="radio"/> No Website			

**SECTION 11: LIBRARY HOURS**

<b>11.1 Annual Public Service Hours for Central Library</b>	Number hours open	2,072
<p>This is the hours the library was available to your patrons last year at the Central or Main Library facility. Report 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.</p> <p><i>NOTE: A facility is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access.</i></p>		

<b>11.2 Annual Public Service Weeks for Central Library</b>	Number weeks open	52
<p>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. 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, including branches</b>	Unduplicated weekly hours	42
<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, found in Reporting Services Hours.  <a href="https://www.tsl.texas.gov/ldn/annualreport">https://www.tsl.texas.gov/ldn/annualreport</a></p> <p>If the library has no branches, the answer will be the same as the amount reported in question 11.4, <b>Weekly Hours</b>.  <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>		

Scheduled Weekly Hours Central Library Open	<b>11.4 Regular Schedule</b>	42	<b>11.5 Summer Schedule</b>	42
--	------------------------------	----	-----------------------------	----

**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, 2026**.

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.



# Hockley County

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

802 Houston, Suite 103  
Levelland, Texas 79336

January 22, 2026

Vallela Greenwood, 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 building insurance, internet, utilities, 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 2025.

CATEGORY	ESTIMATED COST
Building Insurance	\$ 11,323.00
Internet	\$ 1,500.00
Utilities	\$ 6,534.00
Accounting/HR/Payroll	\$ 1,500.00
Pest Control	\$ 1,200.00
Heating/Cooling Maintenance	\$ 3,650.00
<b>TOTAL</b>	<b>\$ 25,707.00</b>

Sincerely,

Shirley Penner  
Hockley County Auditor

91.67% OF YEAR COMPLETED

## LIBRARY FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL *** Y-T-D PERCENT	**** ACTUAL **** REMAINING PERCENT	***** ACTUAL *****
2025 035-650-102	LIBRARIAN SALARY	.00	50,602.00	3,892.40	46,033.39 90.97	4,568.61	9.03
2025 035-650-103	ASST LIBRARIAN SALARY	.00	37,683.00	2,898.62	34,783.44 92.31	2,899.56	7.69
2025 035-650-105	LONGEVITY	.00	2,200.00	.00	2,200.00 100.00	.00	.00
2025 035-650-107	SUNDOWN BRANCH;SUPPLEMENT	.00	.00	.00	.00 .00	.00	.00
2025 035-650-108	PART TIME LABOR SALARY	.00	25,000.00	1,690.48	19,452.90 77.81	5,547.10	22.19
2025 035-650-201	SOCIAL SECURITY - LEVELLAND	.00	8,835.00	627.95	7,574.56 85.73	1,260.44	14.27
2025 035-650-203	COUNTY RETIREMENT	.00	15,014.00	882.84	11,401.55 75.94	3,612.45	24.06
2025 035-650-204	HEALTH INSURANCE	.00	29,572.00	2,549.12	27,057.88 91.50	2,514.12	8.50
2025 035-650-310	SUPPLIES	.00	6,000.00	1,226.28	5,182.19 86.37	817.81	13.63
2025 035-650-315	TSLAC GRANT EXPENDITURES	.00	.00	.00	.00 .00	.00	.00
2025 035-650-335	AUDIO VISUAL MATERIALS	.00	2,500.00	290.00	1,808.67 72.35	691.33	27.65
2025 035-650-352	EQUIPMENT	.00	1,000.00	.00	393.68 39.37	606.32	60.63
2025 035-650-356	COMPUTERS LICENSING FEES	.00	5,500.00	.00	5,310.00 96.55	190.00	3.45
2025 035-650-420	TELEPHONE	.00	1,415.00	146.60	1,368.76 96.73	46.24	3.27
2025 035-650-427	SEMINAR & TRAVEL EXPENSES	.00	1,000.00	.00	354.10 35.41	645.90	64.59
2025 035-650-481	MEMBERSHIP & DUES	.00	398.00	.00	398.00 100.00	.00	.00
2025 035-650-590	BOOKS	.00	11,500.00	423.54	11,301.60 98.27	198.40	1.73
2025 035-650-595	PERIODICALS	.00	800.00	336.93	336.93 42.12	463.07	57.88
2025 035-999-990	ACTUAL EXPENSES	.00	.00	.00	.00 .00	.00	.00
	FUND TOTAL	.00	199,019.00	14,964.76	174,957.65 87.91	24,061.35	12.09
	FINAL TOTAL	.00	199,019.00	14,964.76	174,957.65 87.91	24,061.35	12.09

SEARCH OVERDRIVE MARKETPLACE

Advanced search

No print cart Create cart

UPDATES

INSIGHTS PURCHASES JUNE 2019

### Purchase orders

Total orders:	25
Total standard units:	753
Standard units total (USD):	\$2,975.30
Date:	1/1/2025 to 12/31/2025
Order type:	All
Billing accounts:	Horsley County Memorial Library & Sunbeam Branch Library - 2368-0007

Award Confirmation - FY25 ILL Lending Reimbursement

---

From Sara Hayes <shayes@tsl.texas.gov>

Date Thu 8/7/2025 2:58 PM

To Shawna Carpenter-Lopez <SCarpenter-Lopez@hockleycounty.org>

Hello, Shawna Carpenter-Lopez,

Congratulations, Hockley County Memorial Library is receiving a **state funded reimbursement** award from the Texas State Library and Archives Commission for interlibrary loan lends (87) made to Texas public libraries between August 1, 2024 – July 31, 2025. We greatly appreciate your continued participation in statewide resource sharing and your support in meeting the information needs of Texans.

A reimbursement award of \$ 522.00 will be dispersed via funds transfer during the last two weeks of August. Please share this information with your finance and accounting office. This email award notice is being sent to the Library Director as well as the designated Project Manager of the non-competitive grant.

Please pass this information on to accounting staff, **the award funding source has changed this year:**

This is a sub-award (or state funded pass-through) **funded with State General Revenue funds**, to be applied to costs associated with interlibrary loan activities incurred during August 1, 2024 - July 31, 2025. These funds are to offset expenditures that took place during that time. This information may be helpful for accounting purposes:

TSLAC Award Number: 904114

State Program: ILL Lending Reimbursement Program 2025

Please contact me with any questions at [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov).

Thank you!

Sara

Sara Hayes, Statewide Interlibrary Loan Coordinator  
Texas State Library and Archives Commission  
pm

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

# Finance - Revenue

Started: Monday, January 19, 2026, 10:38:11 AM CST

Finished: Monday, January 19, 2026, 10:38:24 AM CST

Duration: 13 seconds

## Report criteria:

- Dates: Wednesday January 1 2025 through the end of Wednesday December 31 2025.
- Output: Overview.

## 1100 entries:

	Online	In Library	Total
Fines	\$0.00	\$374.30	\$374.30
Problems	\$0.00	\$348.65	
Damaged			\$87.65
Incomplete			\$45.00
Lost/Destroyed			\$188.00
Other Problems			\$28.00
Memberships	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$722.95</b>	<b>\$722.95</b>

ARIEL ESTRADA  
CHRISTINA LOPEZ

LEVELLAND, TX 79336

88-175  
1113 10

104

DATE 3/28/25

PAY TO  
THE ORDER OF

Hockley County Memorial Library \$ 50.00  
Fifty Dollars 50/100

DOLLARS



City Bank

city.bank (800) 687-265

MEMO

Donation from Ariel

Christina Lopez

THE LAW OFFICES OF BONNIE R. ROGERS, PLLC

OPERATING ACCT

LEVELLAND, TX 79336

1048

DATE 6-3-2025

88-173/1113

PAY TO THE ORDER OF

Hockley County Memorial Library

\$ 100.00

one hundred 00/100

DOLLARS



City Bank

Citybank (800) 687-2235

FOR

Summer Reading Program

*[Handwritten Signature]*





LEVELLAND, TEXAS 79336  
(806) 894-3191

• Microprint signature lines and border,  
• Two color border that bleeds together in the middle.

PROSPERITY BANK  
LEVELLAND, TEXAS

08-2286  
1181-210

070770

VENDOR	CHECK #	DATE	OP	BANK ACCT.	VOID AFTER 60 DAYS	AMOUNT
	070770	05/16/2025	AD	1001		\$50.00

\*\*\* FIFTY AND 00/100 DOLLARS

PAY  
TO THE  
ORDER  
OF

HOCKLEY COUNTY MEMORIAL LIBRARY

LEVELLAND; TX 79336

*Handwritten signature*  
CHEKSAF™

SMITH AUTO FAMILY

90074 GC602474 Q (08/21)

SMITH AUTO FAMILY • LEVELLAND, TEXAS 79336

GL #	CONTROL	REFER	AMOUNT	DISC/MEMO	DESC
7130	00070770	OSMITH	25.00	000SMITH	
7931	00070770	000QLL	25.00	00000QLL	

\* AD 05/16/25 070770  
05/16/25 10:26

NOTE: 2025 SUMMER READING PROGRAM: COLOR OUR WORLD

\$25.00 SMITH AUTO FAMILY  
\$25.00 QUICK LANE LEVELLAND

ORIGINAL

CASH ONLY IF ALL CHECKING SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**BRAVE**  
OILFIELD SERVICES LLC

Brave Oilfield Services, LLC

Levelland, TX 79336

Prosperity Bank  
1401 Ave G  
Lubbock, TX 79401  
86-22657131

05/22/2025

B 2058

PAY TO THE ORDER OF Hockley County Memorial Library

\$-100.00

One hundred and 00/100

DOLLARS



Hockley County Memorial Library  
ATTN: Connie Acosta

Levelland, TX 79336

Sponsor/Logo

*Signature*



Intuit® Checkbook® Secure Check Details on Back

Brave Oilfield Services, LLC

05/22/2025

Hockley County Memorial Library

Sponsor/Logo

B 2058

100.00

Checking

Sponsor/Logo

100.00

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Levelland Noon Rotary Club

Levelland, TX 79336

FIRST BANK AND TRUST  
86-21067113

5/28/2025

2829

PAY TO THE ORDER OF Hockley County Memorial Library

Two Hundred and 00/100\*\*\*\*\*

\$ 200.00

DOLLARS



Hockley County Memorial Library  
802 Houston St, Surf 106  
Levelland, Texas 79336

MEMO: 2025 Summer Reading Program: Color Our World



*Julie Blaine*



Intuit® CheckLock™ Secure Click Details on Back

Levelland Noon Rotary Club  
Hockley County Memorial Library

2025 Summer Reading Program: Color Our World

5/28/2025

200.00

2829

Operating - First Bank 2025 Summer Reading Program: Color Our Wo

200.00

Type	Holdings	Out	Titles	Value
1 - Unassigned	2	0	2	\$45.00
2 - Audio CD	281	1	277	#####
3 - Biographies	603	4	603	#####
4 - Blu-Ray Disc	412	1	404	\$8,776.00
5 - DVD	1056	7	1031	#####
6 - EarlyReader	500	7	499	\$7,226.00
7 - Easy Biography	126	0	126	\$2,320.00
8 - Easy Books	4039	97	4007	#####
9 - Easy Books in Spanish	229	2	226	\$3,652.00
10 - Easy Non-Fiction	1047	11	1044	#####
11 - Fiction	8818	127	8801	#####
12 - Interlibrary Loan	13	6	9	\$0.00
13 - Juvenile Audiobook	98	0	98	\$4,346.00
14 - Juvenile Biography	408	4	408	\$7,740.99
15 - Juvenile Fiction	3020	63	3009	#####
16 - Juvenile Non-Fiction	2462	24	2441	#####
17 - Large Print Biographies	109	0	109	\$3,533.00
18 - Large Print Fiction	2951	48	2949	#####
19 - Large Print Non-Fiction	149	1	149	\$4,735.00
20 - Magazines	259	1	44	\$1,045.00
21 - Non-Fiction	2472	25	2463	#####
22 - Public Use Computers	15	1	11	\$100.00
23 - Reference	541	0	309	#####
24 - Spanish	175	0	172	\$2,019.00
25 - Spanish Biographies	5	0	5	\$54.00
26 - Texas	377	2	377	\$6,062.25
27 - Texas Biographies	57	0	57	\$1,193.00
28 - Western	550	0	547	\$6,131.99
29 - Yearbooks	142	0	23	\$4,506.00
30 - Young Adult Fiction	675	23	672	#####
31 - Young Adult Audiobook	15	0	15	\$698.00
32 - 4K Ultra HD	5	0	5	\$129.00
33 - Read Along Books	13	1	13	\$784.90
Total	31624	456	30654	

print

audio

video

### Summary

11/20/25 to 12/31/2025  
All formats

Overdrive Marketplace (West Texas Digital Consortium)  
01/01/2025 - 12/31/2025

	<b>6,797</b>	<b>99,484</b>	<b>40,585</b>
	Total unique users	Total checkouts	Total holds
<input type="checkbox"/> EBook	48,050	19,094	21,491
<input checked="" type="checkbox"/> Audiobook	44,752	6,572	0
<input checked="" type="checkbox"/> Magazine	0	0	0
<input checked="" type="checkbox"/> External service	0	0	0

Holdings Updated 18 mins ago

End date: 12/31/2025

#### FORMATS

FORMATS	TITLES	COPIES
<input checked="" type="checkbox"/> EBook	17,451	20,617
<input checked="" type="checkbox"/> Audiobook	3,727	5,504
<input checked="" type="checkbox"/> Magazine	0	0
<b>TOTAL</b>	<b>21,178</b>	<b>26,121</b>



[Back to Reports](#)

[Back to Report Setup](#)

[Print Report](#)

[Print Scaling:](#)  %

## Members

Started: Wednesday, December 31, 2025, 9:58:23 AM CST

Finished: Wednesday, December 31, 2025, 9:59:40 AM CST

Duration: 1 minute, 17 seconds

### Report criteria:

Except Member Type: 10 - TEX-SHARE

**3747 accounts:**

## Circulation / Reserve Statistics

Started: Wednesday, December 31, 2025, 9:52:01 AM CST

Finished: Wednesday, December 31, 2025, 9:52:02 AM CST

Duration: 1 second

### Report notes:

Column for 12/2025 has partial data if circulations/reserves are still ongoing for the month.

### Report criteria:

- Data Type: Circulations.
- Date: Wednesday January 1 2025 through the end of Wednesday December 31 2025.
- Time Division: Month.
- By Circulation Type.
- Exclude In-Library.
- Include Renewals.
- By Checked Out.

## Circulation Results

	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	Totals
<b>Normal</b>	977	857	986	982	1112	1683	1389	1083	899	983	764	657	<b>12372</b>
<b>Self-Check</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Renewal (staff)</b>	161	163	204	157	126	182	156	206	135	181	116	135	<b>1922</b>
<b>Renewal (member)</b>	239	345	381	352	334	469	482	371	279	318	341	325	<b>4236</b>
	<b>1377</b>	<b>1365</b>	<b>1571</b>	<b>1491</b>	<b>1572</b>	<b>2334</b>	<b>2027</b>	<b>1660</b>	<b>1313</b>	<b>1482</b>	<b>1221</b>	<b>1117</b>	<b>18530</b>

## Circulation / Reserve Statistics

Started: Wednesday, December 31, 2025, 10:09:10 AM CST

Finished: Wednesday, December 31, 2025, 10:09:10 AM CST

Duration: 0 seconds

### Report notes:

Column for **12/2025** has partial data if circulations/reserves are still ongoing for the month.

### Report criteria:

- Data Type: Circulations.
- Date: Wednesday January 1 2025 through the end of Wednesday December 31 2025.
- Time Division: Month.
- By Circulation Type.
- Exclude In-Library.
- Include Renewals.
- By Checked Out.
- Material Type: 6 - EarlyReader, 7 - Easy Biography, 8 - Easy Books, 9 - Easy Books In Spanish, 10 - Easy Non-Fiction, 33 - Read Along Books.

## Circulation Results

	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	Totals
Normal	262	260	253	221	329	746	540	267	269	330	200	130	3807
Self-Check	0	0	0	0	0	0	0	0	0	0	0	0	0
Renewal (staff)	24	41	43	17	18	50	42	28	19	16	39	4	341
Renewal (member)	67	117	173	147	115	231	205	165	102	126	151	104	1703
	353	418	469	385	462	1027	787	460	390	472	390	238	5851

## Circulation / Reserve Statistics

Started: Wednesday, December 31, 2025, 10:43:14 AM CST

Finished: Wednesday, December 31, 2025, 10:43:14 AM CST

Duration: 0 seconds

### Report notes:

Column for 12/2025 has partial data if circulations/reserves are still ongoing for the month.

### Report criteria:

- Data Type: Circulations.
- Date: Wednesday January 1 2025 through the end of Wednesday December 31 2025.
- Time Division: Month.
- By Circulation Type.
- Exclude In-Library.
- Include Renewals.
- By Checked Out.
- Except Material Type: 6 - EarlyReader, 7 - Easy Biography, 8 - Easy Books, 9 - Easy Books In Spanish, 10 - Easy Non-Fiction, 22 - Public Use Computers, 33 - Read Along Books.

## Circulation Results

	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	Totals
Normal	531	446	581	620	650	811	716	672	521	549	477	442	<b>7016</b>
Self-Check	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Renewal (staff)	137	122	160	140	106	132	114	178	116	165	77	131	<b>1578</b>
Renewal (member)	172	228	208	205	219	238	277	206	177	192	190	221	<b>2533</b>
	<b>840</b>	<b>796</b>	<b>949</b>	<b>965</b>	<b>975</b>	<b>1181</b>	<b>1107</b>	<b>1056</b>	<b>814</b>	<b>906</b>	<b>744</b>	<b>794</b>	<b>11127</b>



Advanced search



No items in cart  
Create cart



Insights > Checkouts

Jump to a different report

## Checkouts

To see important information about this report, visit this help article

### Checkouts by Branch

Checkouts by	Branch
Borrowed from	Library
Branch	Hockey County Memorial Library
Lucky Day	All checkouts
Format	All Audiobooks, All Ebooks
Language	All languages
Audience	Adult Nonfiction, Adult Fiction, Juvenile Fiction, Juvenile Nonfiction, Young Adult Fiction, Young Adult Nonfiction
Rating	All ratings
Subject	All subjects
Date	10/20/25 to 12/31/2025
Lending model	All lending models
Website	Standard and mobile

Page 1 of 1 / 50

Branch (0) Checkouts (2819) Checkouts (date) 2819

Run new report Create worksheet

Displaying 1 - 1 of 1

# Children's Event Attendance Log

## Morning/Homeschool Storytime

### January

8<sup>th</sup>: M – 4K 3A; A – 3K 1A

15<sup>th</sup>: M – 6K 5A; A – 9K 3A

22<sup>nd</sup>: M – 9K 6A; A – 12K 4A

29<sup>th</sup>: M – 7K 5A; A – 6K 3A

### March

5<sup>th</sup>: M – 7K 5A; A – 3K 1A

12<sup>th</sup>: M – 4K 2A; A – 9K 3A

19<sup>th</sup>: M – 9K 6A; A – 8K 3A

26<sup>th</sup>: M – 6K 4A; A – 9K 3A

### May

7<sup>th</sup>: M – 9K 6A; A – 6K 2A

14<sup>th</sup>: M – 10K 7A; A – 8K 3A

### February

5<sup>th</sup>: M – 5K 4A; A – 12K 4A

12<sup>th</sup>: M – 4K 2A; A – 7K 3A

19<sup>th</sup>: M – 6K 5A; A – 9K 3A

26<sup>th</sup>: M – 7K 5A; A – 4K 1A

### April

2<sup>nd</sup>: M – 9K 9A; A – 10K 4A

9<sup>th</sup>: M – 3K 2A; A – 13K 4A

16<sup>th</sup>: M – 7K 6A; A – 4K 1A

23<sup>rd</sup>: M – 5K 3A; A – 6K 2A

30<sup>th</sup>: M – 6K 6A; A – 8K 3A

### September

3<sup>rd</sup>: M – 5K 4A

5<sup>th</sup>: 11K 4A

10<sup>th</sup>: M – 7K 5A; A – 4K 1A

12<sup>th</sup>: 11K 4A

17<sup>th</sup>: M – 8K 6A; A – 5K 2A

19<sup>th</sup>: 7K 2A

24<sup>th</sup>: M – 9K 6A; A – 4K 1A

26<sup>th</sup>: 10K 4A

## October

1<sup>st</sup>: M – 6K 4A; A – 4K 1A

3<sup>rd</sup>: 12K 3A

8<sup>th</sup>: M – 6K 4A; A – 4K 1A

10<sup>th</sup>: 6K 2A

15<sup>th</sup>: M – 6K 4A; A – 4K 1A

17<sup>th</sup>: 12K 3A

22<sup>nd</sup>: M – 6K 4A; A – 7K 2A

24<sup>th</sup>: 14K 4A

29<sup>th</sup>: M – 3K 2A; A – 4K 1A

31<sup>st</sup>: 0

## November

5<sup>th</sup>: M – 6K 4A; A – 4K 1A

7<sup>th</sup>: 7K 3A

12<sup>th</sup>: M – 6K 4A; A – 0

14<sup>th</sup>: 14K 5A

19<sup>th</sup>: M – 5K 3A

21<sup>st</sup>: 8K 3A

## December

3<sup>rd</sup>: M – 6K 4A ;A – /

5<sup>th</sup>: 10K 3A

10<sup>th</sup>: M – 2K 2A;A – 4K 1A

12<sup>th</sup>: /

17<sup>th</sup>: M – ;A – 4K 1A

19<sup>th</sup>: 10K 3A

## **Fieldtrips**

- April 28, 2025 (13 Pre-K; 14 Kindergarten)

## **Summer Reading Events (Sign-Ups: 116)**

- June 4<sup>th</sup>: 90K 45A
- June 11<sup>th</sup>: 86K 42A
- June 18<sup>th</sup>: 75K 45A
- June 25<sup>th</sup>: 50K 24A
- July 2<sup>nd</sup>: 51K 20A
- July 9<sup>th</sup>: 29K 12A
- July 16<sup>th</sup>: 24K 11A
- July 23<sup>rd</sup>: 34K 11A

## Continuing Education Log

- Collection Preservation – 1:20:00 on 02/04/2025
- Challenging Employee Conversations Without Fear – 1:20:24 on 02/11/2025
- Defusing Encounters/Angry Patrons – 1:05:23 on 02/11/2025
- Increase Library Usage Through Strategic Merchandising – 1:04:43 on 04/10/25
- Library Data 101 – 1:00:00 on 04/17/25
- SHAREit Interlibrary Loan Basics for Beginners – 1:00:00 on 05/20/25
- TSLAC New Director Orientation Series Session 7: Grants and Funding – 1:00:00 on 07/24/25
- TSLAC New Director Orientation Series Session 8: Conclusion – 0:30:00 on 08/28/25
- TSLAC Circulation Policy In-Person Workshop – 6:30:00 on 10/02/25
- TSLAC Annual Report Part 1: Organize and Prepare – 1:00:00 on 10/28/25

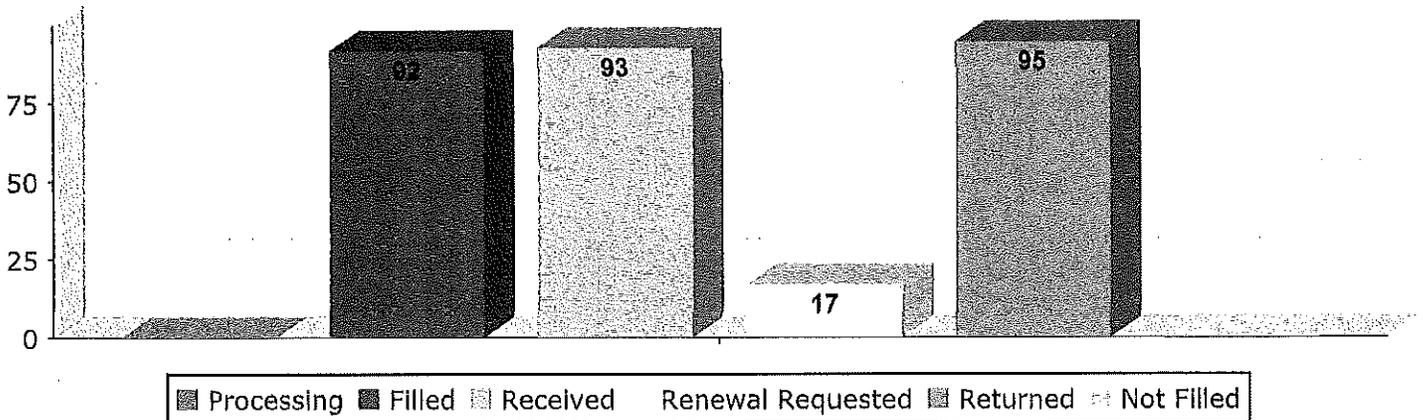


# Lending Activity

Library: Hockley County Memorial Library

Date Range: From: 2025-01-01 to 2025-12-31

This report provides statistics on actions taken as the lending library during the selected time period, regardless of when the request was placed. The counts for a completed time period, e.g., 2024, period will not change.



Request Type	Processing	Filled	Received	Renewal Requested	Returned	Not Filled
Loan	0	92	93	17	95	0
Totals	0	92	93	17	95	0

Processing Statuses	# of Requests
Total	0

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

Not Filled Statuses	# of Requests
Total	0

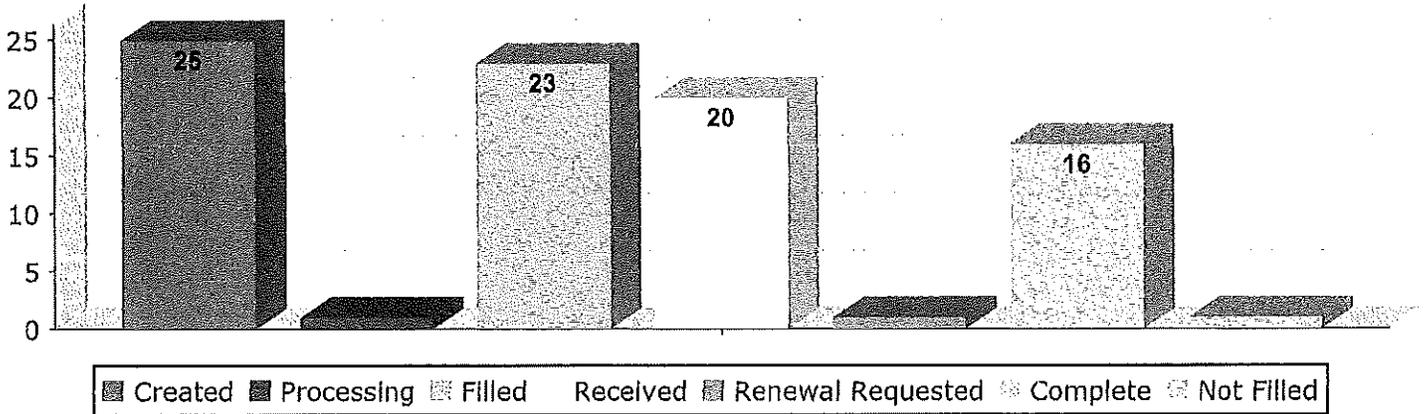
**Processing Time**  
On average, Loan requests take 5 days to be shipped after being created.



# Borrowing Activity

Library: Hockley County Memorial Library  
 Date Range: From: 2025-01-01 to 2025-12-31

This report provides statistics on actions taken as the borrowing library during the selected time period, regardless of when the request was placed. The counts for a completed time period, e.g., 2024, period will not change.



Request Type	Created	Processing	Filled	Received	Renewal Requested	Complete	Not Filled
Loan	25	1	23	20	1	16	1
Totals	25	1	23	20	1	16	1

Processing Statuses	# of Request
Pending	1
Total	1

**Processing Time**  
 On average, Loan requests take 5 days to be shipped after being created.

Not Filled Statuses	# of Requests
Unfilled	1
Total	1

**Delivery Time**  
 On average, Loan requests take 11 days to be received after being shipped.

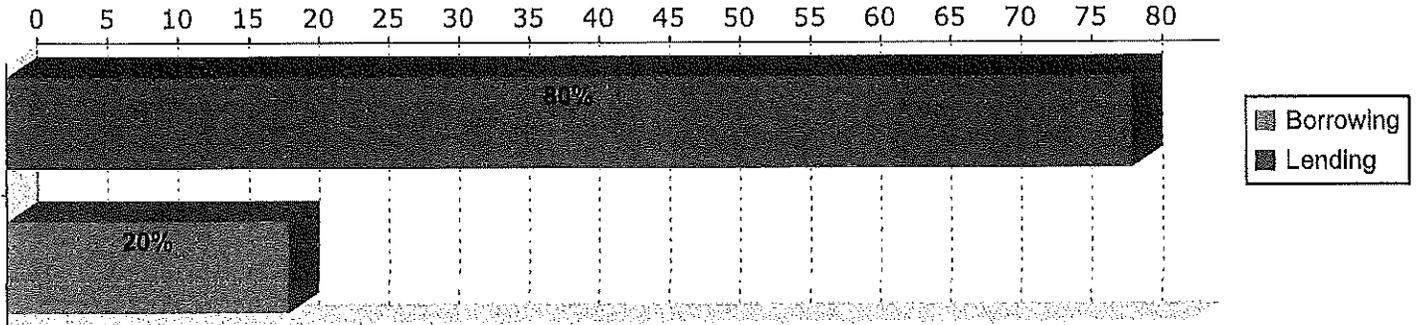


# Net Activity

Library: Hockley County Memorial Library  
 Date Range: 2025-01-01 to 2025-12-31

This report provides a statistical breakdown of lending and borrowing requests that have been processed during the selected period. This report provides insight into the relative balancing between the lending and borrowing activities.

**Lending vs Borrowing Percentages**



This graph illustrates the comparative difference in the volume of lending and borrowing requests processed

Relative percentage measures the balance between lending and borrowing requests processed at the library

Request Type	Lending	Borrowing	Net Requests	Relative Percentage
Loan	92	23	69	400.0%
<b>Totals</b>	<b>92</b>	<b>23</b>	<b>69</b>	<b>400.0%</b>

System ID	Library ID	Library Name	Lending	Borrowing	Net Requests	Relative Percentage
FLIN	PFDB	Volusia County Public Library	1	0	1	0.0%
SLLA	H1RA	Rapides Parish Library	2	0	2	0.0%
STWI	XA78	Campbell Public Library	1	0	1	0.0%
TEXAS	TXB01	Ablene Public Library - TAE *	1	0	1	0.0%
TEXAS	ADRWC01	Andrews County Library	1	1	0	100.0%
TEXAS	TS401	Brownsville Public Library	2	0	2	0.0%
TEXAS	TXBWN01	Brownwood Community Library - TAE	0	1	(1-)	0.0%
TEXAS	CWPCP01	Camp Wood Public Library	0	2	(2-)	0.0%
TEXAS	CASPL01	Castroville Public Library - TAE *	1	0	1	0.0%



# Net Activity

Library: Hockley County Memorial Library

Date Range: 2025-01-01 to 2025-12-31

System ID	Library ID	Library Name	Lending	Borrowing	Net Requests	Relative Percentage
TEXAS	BSBPL01	Mammen Family Public Library - TAE	4	0	4	0.0%
TEXAS	NEDER01	Marion & Ed Hughes Public Library	0	1	(1-)	0.0%
TEXAS	TME01	McAllen Public Library - TAE	2	0	2	0.0%
TEXAS	TXFMR01	McCulloch County Library	1	0	1	0.0%
TEXAS	M8D01	Midland College	1	0	1	0.0%
TEXAS	MCY01	Midland County Public Library - TAE	0	1	(1-)	0.0%
TEXAS	QS201	Montgomery County Memorial Library System - TAE	5	0	5	0.0%
TEXAS	NM\$01	Nicholson Memorial Library System - TAE	4	0	4	0.0%
TEXAS	TXOLT01	Olton Area Library	1	0	1	0.0%
TEXAS	T2S01	Patrick Heath Public Library	1	0	1	0.0%
TEXAS	PLS01	Plano Public Library - TAE *	1	0	1	0.0%
TEXAS	TXCIP01	Presidio Public Library	2	0	2	0.0%
TEXAS	TXRHO01	Rhome Community Library	1	0	1	0.0%
TEXAS	RMLJL01	Rylander Memorial Library	1	0	1	0.0%
TEXAS	SAP01	San Antonio Public Library - TAE	3	0	3	0.0%
TEXAS	TXSCU01	Scurry County Library	0	2	(2-)	0.0%
TEXAS	HKHPL01	Stewart C Meyer Library	0	1	(1-)	0.0%
TEXAS	QT501	Tom Green County Library System (QT501) - TAE	3	1	2	300.0%
TEXAS	T7U01	Unger Memorial Library	1	1	0	100.0%
TEXAS	TVP01	Victoria Public Library - TAE	1	0	1	0.0%

# Circulation / Reserve Statistics

Started: Wednesday, December 31, 2025, 10:44:46 AM CST

Finished: Wednesday, December 31, 2025, 10:44:47 AM CST

Duration: 1 second

## Report notes:

Column for 12/2025 has partial data if circulations/reserves are still ongoing for the month.

## Report criteria:

- Data Type: Circulations.
- Date: Wednesday January 1 2025 through the end of Wednesday December 31 2025.
- Time Division: Month.
- By Circulation Type.
- Exclude In-Library.
- Include Renewals.
- By Checked Out.
- Material Type: 1 - Unassigned, 22 - Public Use Computers.

## Circulation Results

	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	Totals
Normal	184	151	152	141	133	126	133	144	109	104	87	88	1552
Self-Check	0	0	0	0	0	0	0	0	0	0	0	0	0
Renewal (staff)	0	0	1	0	2	0	0	0	0	0	0	0	3
Renewal (member)	0	0	0	0	0	0	0	0	0	0	0	0	0
	184	151	153	141	135	126	133	144	109	104	87	88	1555

## Search Statistics

Started: Wednesday, December 31, 2025, 11:24:03 AM CST

Finished: Wednesday, December 31, 2025, 11:24:03 AM CST

Duration: 0 seconds

### Report notes:

- Internal vs External Is calculated by matching the IP address(es) in Settings | Passwords at the time of the search.
- Unique users are determined by a hash of IP addresses (not stored) and HTTP User-Agent strings; take with salt.
- We attempt to exclude automated searches by web-crawlers from these numbers.

### Report criteria:

Date Range: Wednesday January 1 2025 through the end of Wednesday December 31 2025.

Internal Searches	External Searches	Unique Users
0	9841	769

Website visits

Database	file	Dates	Total
AR BookFinder		1/1/2025 - 12/31/2025	5
Audible Stories		1/1/2025 - 12/31/2025	9
Chilton Auto Repair		1/1/2025 - 12/31/2025	7
Driving-Tests.org		1/1/2025 - 12/31/2025	5
Duolingo		1/1/2025 - 12/31/2025	3
Gale Presents: Peterson's Test and Career Prep		1/1/2025 - 12/31/2025	1
Geni		1/1/2025 - 12/31/2025	3
Learning Express		1/1/2025 - 12/31/2025	0
Learning Express à Adult Learning Center		1/1/2025 - 12/31/2025	0
Learning Express à College Prep Center		1/1/2025 - 12/31/2025	2
Learning Express à Computer Skills Center		1/1/2025 - 12/31/2025	1
Learning Express à High School Equivalency Center		1/1/2025 - 12/31/2025	0
Learning Express à Recursos para hispanohablantes		1/1/2025 - 12/31/2025	0
Learning Express à School Center (Texas)		1/1/2025 - 12/31/2025	0
Legal Forms		1/1/2025 - 12/31/2025	7
Libby		1/1/2025 - 12/31/2025	7
LibriVox		1/1/2025 - 12/31/2025	155
Newspapers.com Archive		1/1/2025 - 12/31/2025	4
Portal to Texas History		1/1/2025 - 12/31/2025	3
Project Gutenberg		1/1/2025 - 12/31/2025	12
SimplyE		1/1/2025 - 12/31/2025	3
Smithsonian Natural History		1/1/2025 - 12/31/2025	16
Teaching Books: Book and Author Resources		1/1/2025 - 12/31/2025	3
Texas Legal Forms		1/1/2025 - 12/31/2025	1
TexShare Databases		1/1/2025 - 12/31/2025	1
		1/1/2025 - 12/31/2025	2



## Volunteer Hours 2025

Ben Kelley	181.27
Amy Cantwell	8.93
Chloe Edwards	1.34
Ann Caps	1
Debra Burnett	1.5
Louise Pendleton	1.5
Holly	1.5
Krisstopher	1.5

---

Total: 198.54

Motion by Commissioner Carter, second by Commissioner Graf, 3 votes yes, 0 votes no, that Commissioner Court approved to advertise for bids for inmate telecommunication services which include tablets and telephone service for inmate and for commissary services for the Hockley County jail. As per Notice to bidders recorded below.

**THE STATE OF TEXAS**  
**COUNTY OF HOCKLEY**

**IN THE COMMISSIONERS' COURT**  
**OF HOCKLEY COUNTY, TEXAS**

**NOTICE TO BIDDERS**

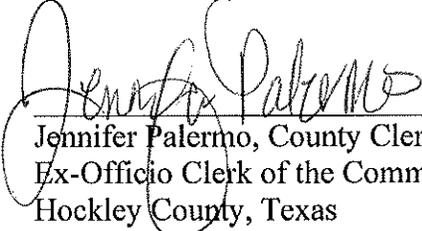
Notice is hereby given that the Commissioner's Court of Hockley County, Texas will receive sealed bids, in the office of the County Judge located at 802 Houston, St., Ste. 101, Levelland, Texas, until 5:00 P.M., Friday, February 20, 2026, for the following:

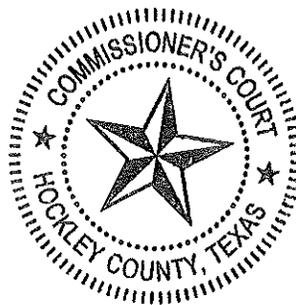
Inmate telecommunication services which include tablets and telephone service for inmates and for commissary services for the Hockley County Jail – see Attachment 1.

The Commissioners' Court of Hockley County reserves the right to reject any and all bids.

The required bid forms and specifications for said Telecommunication Services and Commissary Services are available at the office of the County Judge, between 9:00 A.M. to 5:00 P.M., Monday through Friday.

Given under my hand and seal of said Court, this 20<sup>th</sup> day of February, 2026.

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





## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

### **Bid Title:**

Inmate Commissary Service with Inmate Telecommunication

### **Sealed Bids Will Be Received Until:**

5:00 P.M. central time, Friday, February 20, 2026

### **Return Bids To:**

Hockley County Judge

Judge Sharla Baldrige

802 Houston St Suite 101

Levelland, Texas 79336

All bids must be submitted in a sealed envelope on the enclosed bid form and received on or before the time specified above. The bid envelope must have a return address in the upper left-hand corner and include the bid name and number upon the envelope.

### **Scope:**

Hockley County is accepting formal sealed bids for a contract for commissary service for the Hockley County Detention Center Inmates.

This contract will be effective from February 23rd, 2026, through January 31st, 2031.  
The contract will include 4 additional 1-year extensions to be exercised at the discretion of Commissioners' Court each budget year.

This contract may be canceled with no less than 30 days and to not exceed 60 days written notification by either party to the other.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

### Specifications:

It is the intent of these specifications to describe Commissary Service including Inmate fund management and telecommunications for inmates incarcerated in the Hockley County Detention Center.

Any catalog, brand name, or manufacturer's reference used the description of any item(s) is merely descriptive and not restrictive unless otherwise noted and is used only to indicate type and quality of material. Vendors must state exactly what they intend to furnish. If vendor takes no exception to specifications or reference data, vendor will be required to furnish items as specified in the bid. The successful vendor must provide, purchase, and be responsible for all the inventory of the items mutually agreed upon between the County and the vendor. The successful vendor must and shall provide all necessary insurance and licenses.

The vendor who obtains successful contract, must have a proven history in providing commissary services to County jails/Detention Centers and provide proof of corporate and financial liability through references, corporate rating services, and financial accountability. The vendor will further be responsible to ensure their employees are eligible to perform services inside of the jail (i.e. pass background checks, and practice drug free values as a company).

Vendor must furnish to Hockley County the required software, hardware; (i.e. inmate tablets, charging stations (docks), a minimum of two (2) Inmate commissary deposit Kiosks and telephone systems to provide inmate visitations and/or communications) to sufficiently gain operation of the system within the Detention Center. This is to further include the ability to the vendor to provide software support to ensure that the vendors system can function in conjunction with the Detention Center's management system (I3 verticals/InterOp) for proper inmate populations and identification record.

The vendor must further adhere to the terms of timely and prompt correction of any of the following; support tickets for technical support, software disruptions and hardware failures/disruptions.

The contracted vendor must provide a complete inmate trust fund accounting software package. This shall include the continuing support for the systems throughout the entirety of the contract period, including quality enhancements, at no additional cost to Hockley County.



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

All vendors who wish to propose a bid will be required to give an accurate description of their company's software program to ensure that it includes but is not limited to the following:

- A. The software package must allow the Hockley County Detention Center assigned users to add funds to the inmate(s) Trust Fund Account, withdraw funds in the form of a check and card for release disbursements, generate detailed statements for all inmate account activity, actively deduct commissary and other charges i.e. medical charges, process credits and recognize inmate housing movements.
- B. The software package must communicate with the Detention Centers Management Program (I3 verticals/InterOp) to accurately represent both in-custody inmates and released inmates as well as recognize the inmate Sheriff's Office Number (booking number/Facility I.D.) to ensure that an inmate(s) trust fund account can be reinstated in the instance he/she returns to custody of the Detention center.
- C. The software package must allow Hockley County to access and further specify inmate information to control items purchased from the commissary through the computerized system such as medical restrictions, age restrictions, impart restrictions due to disciplinary actions, etc.
- D. The software package must provide multiple levels of security that should include control and tracking of transactions by individuals.
- E. All software and hardware updates must be provided free of charge to Hockley County throughout the entirety of the contract.

The reports that the program must furnish to Hockley County include but may not be limited to:

- A. Remote site orders and credits
- B. Daily summary of sales by product on a single date
- C. Period summary of sales by product from a date through a date
- D. Account balances report
- E. Sales restrictions i.e. indigence, age, medical, and disciplinary reasoning
- F. Indigence report
- G. History of an order for an account from a date through a date
- H. All electronic check features i.e. Production, editing, void, print, deposit, and provide accurate account balances.
- I. Inactive accounts that can be ran by date-to-date criteria
- J. list all approved user accounts

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main	806.894.9334 Jail
806.897.0750 Fax	806.894.3161 Fax

The contracted vendor must provide a complete audit trail on all transactions.  
The vendor must further provide a method of conducting resolution to any and all back orders and/or missing items from an order.  
The vendor must provide two detailed weekly invoices for all products sold to each inmate.

In addition, the system must have verification that it meets generally recognized accounting principles as to protect Hockley County, the Sheriff's Office and the Detention Center, in case of any legal inquiries brought by an inmate in regard to the handling of his/her inmate funds.

The vendor and/or its representatives will be required to coordinate with personnel from the Sheriff's Office to mutually agree upon any and all items to be provided by the commissary system.

Personnel from the vendor must be made accessible to the personnel of the Hockley County Detention Center, to handle any additions or revisions of the commissary items.

The vendor and/or its representatives must keep the County apprised of new products' availability and the status of the current movement of inventory by item.

The vendor must, after the initial startup period, have reasonable and satisfactory order completion percentage, meaning no back orders.

The contracted vendor must inform the Detention Center and get its approval for any substitution of product already agreed upon prior to its shipment to the Detention Center.

The successful vendor must carry products in the following categories:

1. Stationery and supplies
2. Candy, cookies, crackers, chips, and other snack items
3. County approved personal hygiene items
4. Beverages i.e. coffee, tea, soda, etc.
5. County approved clothing items i.e. boxer shorts, socks, bras (not containing underwire), etc.

Hockley County and the Detention Center reserve all rights to determine the final retail selling price of all products to the inmates.

Delivery schedules must be adjusted to accommodate the holiday periods observed by the County.

The cost of delivery must be the responsibility of the contracted vendor.

The vendor must make every attempt to ensure delivery is of a timely and prompt manor following the placement of the orders.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

### **Delivery and Billing Address:**

Hockley County Law Enforcement Center  
Detention Center/Jail  
Attn: Jail Captain  
1310 Ave. H  
Levelland, Texas 79336

The billings from the vendor must clearly delineate each product purchased during that period, along with the volume of units purchased, and the unit price(s). All products must include the state required sells tax. All orders shall be delivered to the jail. The vendor must guarantee delivery of all products requested regardless of seasonal availability or other issues.

The vendor must offer ability to refund or exchange of products for all damaged and/or spoiled products. Vendor must agree to promptly address inmate grievances regarding their services. Hockley County will not allow for the sell outdated commissary products. The vendor will not retain ability to sell any items deemed by the Jail Administration, Sheriff, or County as a threat to security and safety of the facility. Prices shall be fairly and reasonably priced as to compare with similar companies or convenience stores. Any deviations from above must be clearly stated in writing within the proposed bid.

The vendor will be permitted access on the county network. The vendor may be allowed permissible area to install servers for the operation of their systems. The current commissary operation in place is inmate tablet ordering system. The transactions are in real-time with a network connection. The current vendor does not provide staff to run commissary. Inmates get to order commissaries once per week.

The Hockley County Detention Center houses max capacity of sixty-four (64) inmates. The floor layout contains four (4) indirect pods and one (1) linear separation hallway. The facility further includes one (1) visitation room and two (2) holding cells.

Vendors may be allowed to perform inspection, upon approval, of the Detention Center and Law Enforcement Center to further grasp the jail layout, current operation and wiring/infrastructure needs. To inquire for approval, please contact Sheriff Chris Wischkaemper at (806) 894-3126.

Current commissary menu and pricing would only be available by request from the current vendor as This information is not considered privileged and is not the property of Hockley County.

### **Estimated Quantities:**

Due to the ever-changing nature of inmate populations, it is not feasible to offer prospective vendors actual/real quantities needed during the life of the contract. Approximate population for the Hockley County Detention Center currently is around 55 daily.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

### Insurance Requirements:

Vendors are required, at their own expense, to secure and furnish to Hockley County, a Certificate of Insurance to cover public liabilities, property damages, and medical liabilities that may be encountered by the product(s) and/or by the delivery of the product(s).

Hockley County shall be fully insured against any liability imposed by law or assumed under this agreement, for any injury(s) to and/or death of any person(s), or loss of or damage to any property, arising directly from services to be performed by vendor with limits and bounds to be firmly set by final contract with compliance with state standard, local standard and instituted policies.

### General Terms and Conditions of the Contract:

The contract price for this service must include all ancillary costs associated with the service. The vendor must provide pricing (unit or lump sum) as requested on the bid form. Prices quoted shall remain firm for the period of the contract and shall include the cost of installation if required in the specifications, shipping, and delivery of item to the designated point and shall not include Federal or State of Texas sales, excise and use taxes.

Any and all employees of vendor that will have to appear on site of the Hockley County Detention Center and the Hockley County L.E.C. will be subject to background investigation and subjected to searches while on site, to maintain the safety and security of the L.E.C. and the Detention Center. The vendor's employees must make themselves familiar with jail rules and Texas Jail Commission policies that apply to all visitors and volunteers within the secured area of the Detention Center. Policies will be provided by the Jail Administrator and/or the Sheriff.

The undersigned affirms they have familiarized themselves with the local conditions under which the work is to be performed and have satisfied themselves of matters that may be incidental to the work before submitting a bid. Vendors must submit their bids on the attached forms, and they must be originally signed. Bids not submitted on these forms will be summarily disqualified. Faxed or emailed bids will not be accepted.

By submitting and signing the attached bid forms, each bidder is indicating that he/she has read and fully understands the instructions, terms, conditions, specifications, and invitation to bid and agrees to comply with and be bound by its precepts. Submission of a bid form shall constitute an offer on such terms that shall remain open and irrevocable until such time as a bid submitted on same has been accepted by the Commissioners' Court of Hockley County, Texas. Acceptance of same by the Court shall create a contract between the parties based upon the instructions, terms, conditions, specifications, invitation to bid, and the bid forms. Any additional terms and conditions submitted by bidders will be considered invalid. Terms and conditions listed in the Hockley County bid documents apply and may be subject to change at will of the Hockley County Commissioners Court request. Any unauthorized changes to Hockley County terms and conditions by a vendor may result in disqualification of the proposed bid.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

Award notice will include information on form 1295 disclosure that must be completed and returned prior to any bid award being considered final, contract being signed by Hockley County, any Purchase Order being issued by Hockley County, or any notice to proceed with work being issued by Hockley County. Hockley County cannot advise on the form 1295. If you have questions, the Texas Ethics Commission implemented the law and generated the form so we would suggest calling them at 512-463-5800 or <https://www.ethics.state.tx.us>. By signing this document, your company will be providing the written verification if required by Texas Government Code Section 2271.002 that the company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Continuing non-performance and/or any deviation of final contract of the vendor, in terms of specifications, shall be basis for termination of the contract by Hockley County. Hockley County shall not pay for any work, equipment, or supplies that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. However, this shall in no way be construed as negating the basis for non-performance termination. A Conflict-of-Interest Questionnaire and explanation has been included with this packet. If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, or agent who is subject to the laws filing requirements. If you are required to file a Conflict-of-Interest Questionnaire, the original signed questionnaire should be filed with the County Clerk's Office. Do not include this form with the bid packet.

Hockley County Clerk's Office

802 Houston St. Suite 213

Levelland, Texas 79336

The bid analysis will include compliance to bid specifications, past performance with vendor, warranty, delivery time, and the overall cost to Hockley County. Hockley County reserves the right to consider deviations from these specifications. All bids meeting the intent of this invitation to bid will be considered for award.

Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the vendor has not taken exceptions and shall hold the vendor responsible to perform in strict accordance with the specifications of the bid. Hockley County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the County. Award, if any, will be made to the responsible vendor(s) submitting the highest and/or best commission prices for commissary taking all factors including product pricing into consideration and meeting all the requirements of the invitation to bid. Bid will be awarded on the overall best value to the County. All information required by the bid form must be furnished. To be determined will not be considered an answer.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

It should be understood by all vendors that Hockley County reserves the right to reject bid submissions that do not meet the requirements of the invitation to bid and that do not contain all of the documentation detailed below.

1. Bid form completed in its entirety with all required documentation
2. Affidavit
3. Additional items listed on bid form

Submit One (1) Original and One (1) Copy.

Hockley County reserves all rights to accept and/or reject any and all bids for any reason whatsoever. All bids that have been submitted shall be available and open for public inspection after the contract is awarded except for trade secrets and confidential information contained in the bid and identified as such. Pricing is not considered confidential.

Any and all terms and conditions offered by Hockley County in this document or as part of individual purchase orders issued in connection to this agreement shall supersede any and all terms and conditions of the vendor and shall in fact govern the contract and agreement. This contract is governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in Hockley County, Texas.

Hockley County agrees to permit reasonable access to vendors designated representatives to perform its services under this contract. Hockley County reserves the right to waive any minor technicalities. All submissions become the property of Hockley County.

### **Applicable Dates and Times:**

The bids will be received in the Hockley County Judge's Office located at 802 Houston St. Suite 101 Levelland, Texas 79336.

The office of the Hockley County Judge will show the date and time received on all bids upon their receipt.

The County assumes no responsibility for the timely delivery of any bid by anyone or any entity.

Those bids that come in after the above-mentioned time will be summarily disqualified and will be left unopened unless it is necessary to open the bid envelope to return a bid bond or check.

No modifications may be made to bids after the time set for the bid opening. Bids may be withdrawn up to, but not after, 5:00 P.M. central time, Friday, February 20, 2026.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336



## Hockley County Sheriff's Office

---

*Chris Wischkaemper*  
*Sheriff, Hockley County*

806.894.3126 Main  
806.897.0750 Fax

806.894.9334 Jail  
806.894.3161 Fax

Bids will be considered for award in Hockley County Commissioners' Court at the next regularly scheduled Commissioners' Court Located in the Hockley County Courthouse. All vendors are encouraged to be present at the awarding to defend and answer questions about their bid.

If, due to inclement weather or any reason beyond our control, the Courthouse is closed on the scheduled bid opening date or time, the bid opening date and time will be the same time on the first day the office is reopened for business. Should this be after the original Commissioners' Court date set for award, the award may be considered in the next scheduled Commissioners' Court after the opening.

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Any interpretation made will be in the form of an addendum of the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective bidders. Receipt of all addenda must be acknowledged by the bidder by signing and returning the addenda with the bid. All addenda will be bound with and made a part of the contract documents. Oral explanations or instructions given before the award of the contract will not be binding.

Hockley County Sheriff's Office  
1310 Ave H  
Levelland, Texas 79336

Motion by Commissioner Graf, second by Commissioner Wisdom, 3 votes yes, 0 votes no, that Commissioners Court approved the Resolution allowing the Hockley County Sheriff to apply for the Sheriff Immigration Law Enforcement Grant Program, Senate Bill 8. As per Resolution 2026-1 recorded below.

**Sheriff Immigration Enforcement Grant Program FY2026**  
**Fund Source: Texas Comptroller of Public Accounts**  
**Sheriff Immigration Enforcement Grant Program**

**RESOLUTION 2026-1**

**RESOLUTION OF HOCKLEY COUNTY AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS FOR A SHERIFF IMMIGRATION ENFORCEMENT GRANT; AUTHORIZING THE COUNTY SHERIFF TO ACT ON BEHALF OF THE SHERIFF'S OFFICE IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED HOCKLEY COUNTY WILL COMPLY WITH THE GRANT REQUIREMENTS.**

**WHEREAS**, the Commissioner's Court finds it in the best interest of the citizens of Hockley County that the Sheriff Immigration Enforcement Program Grant be operated for the 2026 fiscal year; and

**WHEREAS**, Hockley County, in accordance with Texas Government Code Sec. 753.105, agrees that it has not and will not reduce the appropriation to the sheriff's department in response to the sheriff receiving the grant funds provided by SB 8; and

**WHEREAS**, the Commissioner's Court agrees that in the event of loss or misuse of the Office of the Governor funds, the Commissioner's Court assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS**, the Commissioner's Court designates the County Sheriff as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the application agency.

**NOW, THEREFORE, BE IT RESOLVED BY HOCKLEY COUNTY, TEXAS;** that Commissioner's Court approves submission of the grant application for Sheriff Immigration Enforcement Grant to the Comptroller of Public Accounts.

Grant Number: 5435101

**PASSED AND APPROVED** by motion by *Seah Graf*, and seconded *Alan Wisdom*, in Hockley County, Texas, on this the 2nd day of February 2026.

**ATTEST**

*Sharla Baldrige*  
Sharla Baldrige, County Judge

*Shirley Pinner*  
Shirley Pinner, Auditor

*Jennifer Palermo*  
Jennifer Palermo, County Clerk



Kelly Hancock  
Acting Texas Comptroller of Public Accounts



## **Sheriff Immigration Law Enforcement Grant Program Senate Bill 8**

Senate Bill 8 establishes a grant program supporting the sheriffs who have entered into certain kinds of immigration law enforcement agreements with the United States Immigration and Customs Enforcement.

Eligible sheriffs will be able to apply for grant funds starting as early as Jan. 1, 2026.

### **Eligibility**

A sheriff is eligible to apply for a grant if the sheriff has entered into an immigration law enforcement agreement as described by Government Code Section 753.051.

### **Available Funds and Qualified Expenditures**

The amount of grant money awarded to a sheriff is based on population of the county the sheriff serves:

- \$80,000 if the county has a population of 99,999 or less;
- \$100,000 if the county has a population of at least 100,000 and less than 499,999;
- \$120,000 if the county has a population of at least 500,000 and less than 999,999; and
- \$140,000 if the county has a population of at least one million.

Sheriffs awarded a grant may use the grant funds to pay the costs associated with participating in the agreement that is the subject of the grant that are not reimbursed by the federal government.

Grant funds may be spent over a two-year period only on the following:

- Compensation for persons performing duties under the agreement;
- Generating and delivering reports required by the agreement, including administrative duties required under the program;
- Equipment and related services for peace officers and other persons related to the agreement, including the cost of repairing and replacing equipment required, but not provided, under the agreement;
- Attendance by a person at any training or other event required under the agreement;
- Costs to the county for confining inmates under the authority granted under the agreement; and

- Other expenses associated with participating in the agreement as determined by the Texas Comptroller of Public Accounts.

**Contact us with questions about the Sheriff Immigration Law Enforcement Grant Program.**

[mailto:sheriff.grant@cpa.texas.gov]

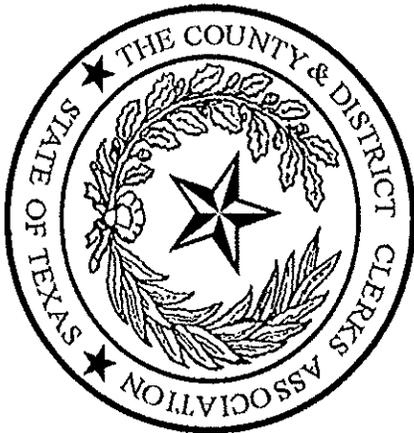
---

## **Need Help?**

For additional information, contact the Data Analysis and Transparency Division

[comptroller.texas.gov/economy/contact.php].

Motion by Commissioner Wisdom, second by commissioner Grant, 3 votes yes, 0 votes no, that Commissioners court accepted the Certificate of Completion awarded to the Hockley County Clerk, Jennifer Palermo. As per certificate recorded below.



**COUNTY & DISTRICT CLERKS'  
ASSOCIATION OF TEXAS**

Certificate of Completion Awarded to

**Jennifer Palermo**  
**Hockley County, County Clerk**

*For completing the required 20 Hours of Continuing Education for 2025  
as prescribed in Section 51.605 of the Texas Government Code.*

*In Witness therefore, recognition is hereby made this January 2026.*

Sandra Roblez, President

Cathy Jentho, Vice President

Motion by Commissioner Carter, second by Commissioner Graf, 3 votes yes, 0 votes no, that Commissioners court approved the Continuation Certificate for Nicole Shelley, Mallet Event Center. As per Continuation Certificate recorded below.



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 66965871 briefly described as BANQUET HALL COORDINATOR MALLET EVENT CENTER COUNTY OF HOCKLEY COUNTY

for NICOLE SHELLEY

\_\_\_\_\_ , as Principal,

in the sum of \$ FIVE THOUSAND AND NO/100 Dollars, for the term beginning

February 23 , 2026 , and ending February 23 , 2027 , 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 22nd day of December , 2025 .

WESTERN SURETY COMPANY

By Larry Kasten  
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 BANQUET HALL COORDINATOR Mallet Event Center County of Hockley County

bond with bond number 66965871

for NICOLE SHELLEY

as Principal in the penalty amount not to exceed: \$5,000.00

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.

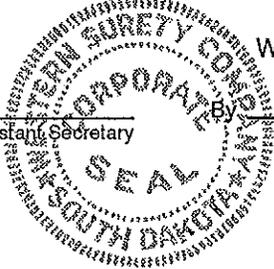
This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"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 22nd day of December, 2025

ATTEST

L. Bauder  
L. Bauder, Assistant Secretary



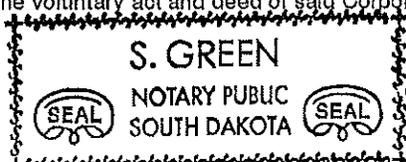
WESTERN SURETY COMPANY

Larry Kasten  
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 22nd day of December, 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

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)

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

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 2<sup>nd</sup> day of February, A. D. 2026, was examined by me and approved.

Alan Wisdom  
Commissioner, Precinct No. 1

[Signature]  
Commissioner, Precinct No. 3

Randy Caste  
Commissioner, Precinct No. 2

Absent  
Commissioner, Precinct No. 4

Sharla Bulbridge  
County Judge

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

