



**City of Lake Dallas
Library Advisory Board
Regular Meeting
Lake Dallas Public Library
302 S. Shady Shores Rd, Lake Dallas, TX 75065
Tuesday, May 26, 2020 at 6:00 PM
Agenda**

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, members of the public will not be admitted to the meeting room to attend the meeting. Members of the public who desire to listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 5:45 p.m. to join the meeting:

Dial In: 877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID#: 864 5897 7479

Password: 851831

Video Conference: <https://bit.ly/LibraryBoard20200526>

Any person wishing to provide comments during Item 2 – Citizen Agenda & Public Comment, or on any matter to be considered on this agenda, should email such comments to the Library Director at nmcadams@lakedallas.com by 3:00 p.m. on Tuesday, May 26, 2020.

1. Call to Order & Determination of Quorum

2. Citizen Public Comment – An opportunity for citizens to address the Library Board on matters which are or are not scheduled for consideration by the Board. The Texas Open Meeting Act prohibits deliberation by the Board of any subject which is not on the posted agenda, therefore the Board will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.

3. Approve Minutes from January 27, 2020 and February 24, 2020.

4. Review Financials

5. Planning and Development

- a. Discuss Changes in Service & Operations
- b. Discuss Summer Reading Program
- c. Discuss Internet Policy

6.General Items

7.Announcements and Future Agenda Items

8.Adjournment

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on or before May 22, 2020 at 5:00 p.m.



Codi Delcambre, TRMC
City Secretary

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed above or herein.

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 118 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

**State of Texas
Denton County
City of Lake Dallas**

The Lake Dallas Library Board met in regular meeting on January 27, 2020 in the Lake Dallas Public Library, 302 S. Shady Shores Road, with notice of the meeting given, as required by the Title 5, Chapter 551.041 of the Texas Government Code. Board Chair Cara Rupe called the meeting to order at 6:04 p.m.

1. Roll Call

Cara Rupe	Board Member 1
Neva Sudderth	Board Member 3
Cyndi Buckingham	Board Member 2
Heath Boehm	Board Member 4

Absent

Shirley Nichols	Shady Shores Ex-Officio Member
Andi Nolan	Councilmember

Staff Person: Library Director Natalie McAdams

2. Citizen Public Comment

3. Approve Minutes from November 25, 2019.

Motion to approve the minutes from November 25, 2019.

Ayes: Board member Rupe, Sudderth, Boehm, Buckingham.

Noes: None

Motion Passed

4. Review Financials

No Action taken.

5. Planning and Development

- a. Discussion Mobile Hotspot Lending
No action taken.
- b. Discussion of Library Kits.
No action taken.
- c. Discussion of Yearly Statistics.
No action taken.

6. General Items

- a. Received an update on upcoming programs.
No action taken.

- b. Received an updated on staff training.
No action taken.

7. Announcements and Future Agenda Items

8. Adjournment

Cara Rupe adjourned the meeting at 6:55 p.m.

Natalie McAdams, Library Director

Cara Rupe, Chairperson

**State of Texas
Denton County
City of Lake Dallas**

The Lake Dallas Library Board met in regular meeting on February 24, 2020 in the Lake Dallas Public Library, 302 S. Shady Shores Road, with notice of the meeting given, as required by the Title 5, Chapter 551.041 of the Texas Government Code. Board Chair Cara Rupe called the meeting to order at 6:03 p.m.

1. Roll Call

Cara Rupe	Board Member 1
Cyndi Buckingham	Board Member 2
Neva Sudderth	Board Member 3
Heath Boehm	Board Member 4
Shirley Nichols	Shady Shores Ex-Officio Member
Andi Nolan	Councilmember

Absent

Staff Person: Library Director Natalie McAdams

2. Citizen Public Comment

3. Approve Minutes from January 27, 2020.

No action taken.

4. Review Financials

No Action taken.

5. Planning and Development

- a. Discussion of creating a 5 Year Plan / Strategic Planning.
No action taken.
- b. Discussion of Tocker Foundation Grant / Furniture.
No action taken.
- c. Discussion of Summer Reading.
No action taken.

6. General Items

- a. Received an update on upcoming programs.
No action taken.

7. Announcements and Future Agenda Items

Strategic Planning Ideas from Board

8. Adjournment

Cara Rupe adjourned the meeting at 6:30 p.m.

Natalie McAdams, Library Director

Cara Rupe, Chairperson

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-7 Ending April 30, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Transfers Expenditures	0.00	0.00	5,000.00	0.00	100.00%
Total Police Expenditures	0.00	99,963.05	1,780,837.79	1,002,357.80	43.71%
Library Expenditures					
Personnel & Benefits Expenditures					
01-14-51000 Salaries-Full Time	0.00	4,971.38	64,628.00	37,284.35	42.31%
01-14-51010 Salaries-Part Time	0.00	3,545.47	56,402.74	27,682.50	50.92%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	141.10	1,774.66	986.64	44.40%
01-14-51106 Unemployment Tax	0.00	63.82	972.00	571.81	41.17%
01-14-51107 Worker's Compensation	0.00	28.34	673.15	216.70	67.81%
01-14-51108 Group Health Insurance	0.00	188.91	8,050.56	4,760.47	40.87%
01-14-51109 Retirement/TMRS	0.00	1,044.79	18,358.59	8,176.36	55.46%
Total Personnel & Benefits Expenditures	0.00	9,983.81	151,003.70	79,822.83	47.14%
Supplies Expenditures					
01-14-52000 Office Supplies	0.00	0.00	1,000.00	233.91	76.61%
01-14-52201 Operating Supplies	0.00	249.19	1,000.00	690.29	30.97%
01-14-52202 Postage & Shipping	0.00	0.00	1,000.00	241.79	75.82%
01-14-52203 Printing	0.00	193.90	3,300.00	1,580.08	52.12%
01-14-52204 Uniforms	0.00	0.00	250.00	74.95	70.02%
01-14-52205 Advertising	0.00	119.40	2,000.00	1,372.04	31.40%
01-14-52206 Travel & Training	0.00	402.95	2,500.00	1,930.55	22.78%
01-14-52207 Dues & Memberships	0.00	0.00	5,000.00	4,486.05	10.28%
01-14-52212 Flowers/Gifts/Plaques	0.00	0.00	100.00	0.00	100.00%
01-14-52215 Library Books/Materials	0.00	0.00	20,000.00	8,076.44	59.62%
01-14-52216 Telephone-Mobile	0.00	41.47	540.00	208.01	61.48%
Total Supplies Expenditures	0.00	1,006.91	36,690.00	18,894.11	48.50%
Contractual Services Expenditures					
01-14-53301 Utilities	0.00	609.27	12,750.00	4,791.32	62.42%
01-14-53323 Security System	0.00	144.04	820.00	424.46	48.24%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-7 Ending April 30, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Contractual Services Expenditures	0.00	753.31	13,570.00	5,215.78	61.56%
Maintenance Expenditures					
01-14-54400 Facilities Maintenance	0.00	49.78	2,500.00	214.79	91.41%
01-14-54406 IT Maintenance	0.00	1,842.10	17,700.00	9,213.94	47.94%
Total Maintenance Expenditures	0.00	1,891.88	20,200.00	9,428.73	53.32%
Capital Outlay Expenditures					
01-14-55506 Capital Outlay-Buildings/Facilities	0.00	0.00	16,000.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	16,000.00	0.00	100.00%
Total Library Expenditures	0.00	13,635.91	237,463.70	113,361.45	52.26%
Animal Services Expenditures					
Personnel & Benefits Expenditures					
01-15-51000 Salaries-Full Time	0.00	6,489.20	86,577.60	50,630.22	41.52%
01-15-51010 Salaries-Part Time	0.00	1,807.52	23,804.35	15,647.73	34.27%
01-15-51101 Overtime	0.00	250.80	5,000.00	3,077.54	38.45%
01-15-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-15-51105 FICA/Medicare Tax	0.00	123.32	1,673.04	972.23	41.89%
01-15-51106 Unemployment Tax	0.00	38.35	810.00	575.26	28.98%
01-15-51107 Worker's Compensation	0.00	276.40	7,211.37	3,215.20	55.41%
01-15-51108 Group Health Insurance	0.00	226.70	24,409.08	12,755.82	47.74%
01-15-51109 Retirement/TMRS	0.00	920.49	17,307.29	7,538.59	56.44%
Total Personnel & Benefits Expenditures	0.00	10,132.78	166,936.73	94,556.59	43.36%
Supplies Expenditures					
01-15-52000 Office Supplies	0.00	0.00	200.00	291.87	(45.94%)
01-15-52201 Operating Supplies	0.00	212.56	4,500.00	4,188.29	6.93%
01-15-52202 Postage & Shipping	0.00	0.00	50.00	27.70	44.60%
01-15-52203 Printing	0.00	188.44	750.00	571.41	23.81%
01-15-52204 Uniforms	0.00	240.00	1,200.00	340.00	71.67%
01-15-52205 Advertising	0.00	0.00	200.00	0.00	100.00%
01-15-52206 Travel & Training	0.00	0.00	2,000.00	1,482.44	25.88%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Library Donations (33)
 For the Fiscal Period 2020-7 Ending April 30, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues**Revenues****Undefined Sub-Type Revenues**

33-00-47470 Interest Income - Special Revenue DFS	0.00	3.27	\$ 125.00	\$ 70.93	43.26%
33-00-48230 Library Contributions	0.00	0.00	2,000.00	477.38	76.13%
Total Undefined Sub-Type Revenues	0.00	3.27	2,125.00	548.31	74.20%

Total Revenues

0.00	3.27	2,125.00	548.31	74.20%
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Total Library Donations Revenues

\$ 0.00	\$ 3.27	\$ 2,125.00	\$ 548.31	74.20%
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Expenditures**Library Expenditures****Contractual Services Expenditures**

33-14-53344 Library Donations Expenses	0.00	0.00	\$ 3,000.00	\$ 107.22	96.43%
Total Contractual Services Expenditures	0.00	0.00	3,000.00	107.22	96.43%

Total Library Expenditures

0.00	0.00	3,000.00	107.22	96.43%
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Total Library Donations Expenditures

\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 107.22	96.43%
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Library Donations Excess of Revenues Over Expenditures	\$ 0.00	\$ 3.27	\$ (875.00)	\$ 441.09	150.41%
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Library Changes in Service & Operations

Changes to Operations

- Staff will set up a canopy outside for computer use. This canopy will be monitored the entire time library equipment is available.
- Staff will continue with curbside pickup.
- Programming will remain online and transition to in-person behind the building.

Guidelines About Operations

- Return to hours of Tuesday – Thursday: 10 AM – 7 PM; Friday – Saturday: 10 AM – 5 PM
- Staff must wear a mask and gloves when interacting with the public.
- After each computer use under the canopy, staff must disinfect the entire area where the person was sitting, including the computer.
- If patrons need something printed, staff will provide them with a flash drive to save the items on and pass the flash drive to the staff member inside to print with instructions on number of copies and b&w/color.
- For all services requiring staff to take something indoors to complete, the outdoor staff person will open the door, request the assistance of the staff member inside, explain what is needed, and pass off the materials. The staff person indoors at the time will complete the request and bring the item(s) outside.
- The staff member inside is responsible for answering the phones.

Services Provided

- Printing
- Faxing
- Scanning
- Checkout
- Return
- Donations accepted
- Outdoor programs
- Summer Food Line & Handouts
- WIFI around the building (possible eventual

Imagine Your Story



LAKE DALLAS PUBLIC LIBRARY

2020 SUMMER READING CLUB

From May 30 through July 31

SIGN UP ON THE READSQUARED APP OR AT
[LAKEDALLAS.READSQUARED.COM](https://lakedallas.readsquared.com) TO
PARTICIPATE AND ACCESS OUR EVENTS.

This program is designed for kids age 0 to 3 to encourage life-long reading habits. Sign up to get a free book and start the activities! Once you've earned enough badges (9) you'll receive a completion certificate you can print and share. You will also receive a prize!

Along with our reading activities, we will have in-person and online programs, as well as a drive thru meal pick-up.



**Lake Dallas
Public Library**

Where curiosity and creativity connect!

IMAGINE YOUR STORY

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PARTICIPATE AND ACCESS OUR EVENTS.

This program is designed for age 4 - 17. Sign up to get a free book and start reading, playing games, and completing activities. Read 15 minutes a day for 10 days and collect a prize. Do this four times (40 days) and you will receive 4 prizes, a certificate, and an entry into our grand prize drawing!

Along with our reading activities, we will have in-person and online programs, as well as a drive thru meal pick-up.



IMAGINE YOUR STORY

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SIGN UP ON THE [READSQUARED APP](#) OR AT
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PARTICIPATE AND ACCESS OUR EVENTS.

This program is designed for adults age 18 & up to encourage life-long reading habits. Read at least 2 books and write reviews for both to be placed in our grand prize drawing and receive a completion certificate you can print and share!

Along with our reading activities, we will have in-person and online programs, as well as a drive thru meal pick-up for ages 0 - 18.



Lake Dallas Public Library Computer/Internet Policy

Library equipment may only be used for lawful purposes by patrons and staff. By using Lake Dallas Public Library's equipment, patrons accept the agreement to abide by the following list of acceptable behaviors:

- a) Users of electronic resources will respect the needs and sensibilities of other patrons to conduct research in calm surroundings without interference from others.
- b) Users of electronic resources will not bring food or beverages to the computer area. These items can result in severe damage to equipment if spilled or dropped.
- c) Users are obligated to abide by state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages, and are obligated to observe the legal protections provided by copyright and license law and computer abuse law.
- d) Users will assume full responsibility for the payment of fees for access to any fee-based service.
- e) Users will save or download files or documents to their own exterior storage device and not to the Library computer's hard drive. The Library does not supply external storage devices.
- f) Users will not cause damage to equipment, software, or databases through abusive or destructive behavior.
- g) Children accompanying Users are to be supervised and monitored to prevent them from playing with the equipment or otherwise causing damage.
- h) Parents, not Library staff, are responsible for monitoring their children's use of the Internet.

Examples of unacceptable use include, but are not limited to, the following:

- a) Harassment or stalking of others
- b) Libeling or slandering of others
- c) Violation or attempted violation of computer system security
- d) Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- e) Engaging in activity that wastes technology resources such as bandwidth, file space, and printers
- f) Violation of software license agreements
- g) Violation of all federal and state laws regarding the display of explicit sexual materials or graphic violence

User Guidelines:

- a) Library computer stations are located where they can be monitored by staff for assistance and security. Use of the stations is on a first-come, first-serve basis, with a 55-minute time limit per session.
- b) Users who require additional time may ask for an extension from Library staff. Extensions are not guaranteed.
- c) Individual assistance on using the Internet connection is available upon request at the Reference Desk. Staff is available to answer brief questions and offer some suggestions on where to search for information. However, Library staff is not available to provide in-depth training in the use of the Computer or Internet.
 - a. Library staff cannot offer health, legal, financial, or purchasing advice. They cannot access user's private information, online accounts, or provide typing services.

Monitoring and Sanctions:

- a) Use of the Library's equipment is monitored by Library staff. Library staff reserves the right to interrupt activity or block access to sites that interfere with the performance of the computer system, conflict with authorized use of resources and equipment, or violate local, state, or federal law.
- b) Failure to use the Library's equipment appropriately and responsively may result in revocation of Library use privileges.
- c) The Library utilizes a filter on public Internet access, both on the public access computers and the public Wi-Fi, to ensure the safety of users and the Library's IT system.
- d) The Library utilizes a filter on staff Internet access, both on the staff access computers and the staff Wi-Fi, to ensure the safety of users and the Library's IT system.
- e) Internet filter overrides by Library staff are not allowed.