



**City of Lake Dallas
Library Advisory Board
Regular Meeting
Lake Dallas Public Library
302 S. Shady Shores Rd, Lake Dallas, TX 75065
Monday, August 24, 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

Meeting ID#: 873 3847 6070

Password: 814283

Video Conference:

<https://us02web.zoom.us/j/87338476070?pwd=SVhIZWNOb3ZLMzdhcTBVY000TmxwUT09>

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 Monday, August 24, 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 July 27, 2020.

4. Review Financials

5. Planning and Development

- a. Discuss Staff Changes
- b. Discuss Strategic Plan
- c. Discuss Home School Initiatives / Curriculum
- d. Discuss Lake Cities Live
- e. Discuss TSLAC Cares Grant Opportunity (<https://www.tsl.texas.gov/ldn/cares>)

6. General Items

- a. Receive a Report on Summer Statistics
- b. Receive a Report on Fall Programming

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 August 21, 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 July 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 6:00 p.m.

1. Roll Call

Cara Rupe	Board Member 1
Cyndi Buckingham	Board Member 2
Heath Boehm	Board Member 4
Madelyn Johnson	Board Member 5
Shirley Nichols	Shady Shores Ex-Officio Member
Andi Nolan	Councilmember

Absent

Neva Sudderth	Board Member 3
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Staff Person: Library Director Natalie McAdams

2. Citizen Public Comment

3. Approve Minutes from June 22, 2020.

Motion to approve the minutes from June 22, 2020.

Ayes: Board member Rupe, Johnson, Boehm

Noes: None

Motion Passed

4. Review Financials

5. Planning and Development

- a. Discuss Staff Changes
No action taken.
- b. Discuss Strategic Planning Goals
No action taken.
- c. Discuss Home School Initiatives / Curriculum
No action taken.

6. General Items

- a. Receive a Report on Summer Reading Program
No action taken.
- b. Receive a Report on Summer Programs Attendance
No action taken.

7. Announcements and Future Agenda Items

8. Adjournment

Cara Rupe adjourned the meeting at 6:33 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 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Transfers Expenditures					
01-13-59100 Transfer to Special Revenue Fund	0.00	0.00	5,000.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	5,000.00	0.00	100.00%
Total Police Expenditures	0.00	159,537.80	1,780,837.79	1,396,630.97	21.57%
Library Expenditures					
Personnel & Benefits Expenditures					
01-14-51000 Salaries-Full Time	0.00	7,457.07	64,628.00	52,527.97	18.72%
01-14-51010 Salaries-Part Time	0.00	6,669.60	56,402.74	42,693.98	24.31%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	225.37	1,774.66	1,488.20	16.14%
01-14-51106 Unemployment Tax	0.00	120.07	972.00	842.05	13.37%
01-14-51107 Worker's Compensation	0.00	47.01	673.15	324.56	51.78%
01-14-51108 Group Health Insurance	0.00	718.36	8,050.56	6,812.13	15.38%
01-14-51109 Retirement/TMRS	0.00	1,750.89	18,358.59	12,225.27	33.41%
Total Personnel & Benefits Expenditures	0.00	16,988.37	151,003.70	117,058.16	22.48%
Supplies Expenditures					
01-14-52000 Office Supplies	0.00	0.00	1,000.00	937.11	6.29%
01-14-52201 Operating Supplies	0.00	447.96	1,000.00	1,468.49	(46.85%)
01-14-52202 Postage & Shipping	0.00	0.00	1,000.00	339.23	66.08%
01-14-52203 Printing	0.00	0.00	3,300.00	1,967.88	40.37%
01-14-52204 Uniforms	0.00	0.00	250.00	74.95	70.02%
01-14-52205 Advertising	0.00	0.00	2,000.00	1,372.04	31.40%
01-14-52206 Travel & Training	0.00	(303.02)	2,500.00	1,627.53	34.90%
01-14-52207 Dues & Memberships	0.00	0.00	5,000.00	4,896.05	2.08%
01-14-52212 Flowers/Gifts/Plaques	0.00	0.00	100.00	0.00	100.00%
01-14-52215 Library Books/Materials	0.00	1,694.48	20,000.00	11,654.51	41.73%
01-14-52216 Telephone-Mobile	0.00	41.35	540.00	290.71	46.16%
Total Supplies Expenditures	0.00	1,880.77	36,690.00	24,628.50	32.87%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Contractual Services Expenditures					
01-14-53301 Utilities	0.00	297.33	12,750.00	6,305.67	50.54%
01-14-53323 Security System	0.00	72.02	820.00	640.52	21.89%
Total Contractual Services Expenditures	0.00	369.35	13,570.00	6,946.19	48.81%
Maintenance Expenditures					
01-14-54400 Facilities Maintenance	0.00	38.06	2,500.00	1,530.29	38.79%
01-14-54406 IT Maintenance	0.00	842.50	17,700.00	12,493.68	29.41%
Total Maintenance Expenditures	0.00	880.56	20,200.00	14,023.97	30.57%
Capital Outlay Expenditures					
01-14-55506 Capital Outlay-Buildings/Facilities	0.00	932.75	16,000.00	932.75	94.17%
Total Capital Outlay Expenditures	0.00	932.75	16,000.00	932.75	94.17%
Total Library Expenditures	0.00	21,051.80	237,463.70	163,589.57	31.11%
Animal Services Expenditures					
Personnel & Benefits Expenditures					
01-15-51000 Salaries-Full Time	0.00	9,931.36	86,577.60	71,089.83	17.89%
01-15-51010 Salaries-Part Time	0.00	3,134.56	23,804.35	22,277.21	6.42%
01-15-51101 Overtime	0.00	134.64	5,000.00	3,280.82	34.38%
01-15-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-15-51105 FICA/Medicare Tax	0.00	182.97	1,673.04	1,382.72	17.35%
01-15-51106 Unemployment Tax	0.00	56.43	810.00	694.61	14.25%
01-15-51107 Worker's Compensation	0.00	415.53	7,211.37	4,165.71	42.23%
01-15-51108 Group Health Insurance	0.00	2,026.59	24,409.08	18,739.67	23.23%
01-15-51109 Retirement/TMRS	0.00	1,459.56	17,307.29	10,812.83	37.52%
Total Personnel & Benefits Expenditures	0.00	17,341.64	166,936.73	132,587.40	20.58%
Supplies Expenditures					
01-15-52000 Office Supplies	0.00	0.00	200.00	291.87	(45.94%)
01-15-52201 Operating Supplies	0.00	175.00	4,500.00	4,229.59	6.01%
01-15-52202 Postage & Shipping	0.00	0.00	50.00	27.70	44.60%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Library Donations (33)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
33-00-47470 Interest Income - Special Revenue DFS	0.00	1.53 \$	125.00 \$	75.77	39.38%
33-00-48230 Library Contributions	0.00	102.00	2,000.00	1,871.78	6.41%
Total Undefined Sub-Type Revenues	0.00	103.53	2,125.00	1,947.55	8.35%
Total Revenues	0.00	103.53	2,125.00	1,947.55	8.35%
Total Library Donations Revenues	\$ 0.00	\$ 103.53	\$ 2,125.00	\$ 1,947.55	8.35%
Expenditures					
Library Expenditures					
Contractual Services Expenditures					
33-14-53344 Library Donations Expenses	0.00	1,101.74 \$	3,000.00 \$	1,358.96	54.70%
Total Contractual Services Expenditures	0.00	1,101.74	3,000.00	1,358.96	54.70%
Total Library Expenditures	0.00	1,101.74	3,000.00	1,358.96	54.70%
Total Library Donations Expenditures	\$ 0.00	\$ 1,101.74	\$ 3,000.00	\$ 1,358.96	54.70%
Library Donations Excess of Revenues Over Expenditures	\$ 0.00	\$ (998.21)	\$ (875.00)	588.59	167.27%

FIVE YEAR PLAN



**Lake Dallas
Public Library**

Where curiosity and creativity connect!



**FY 21/22 -
FY 25/26**

INDEX

- Director's Message
 - Mission
 - Vision
 - Reasons for a 5 Year Plan
- Methodology
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 - Process
- Identified Community Needs
- Needs/Wants Within the Library's Scope
- 5 Year Plan Goals
- Focus Priorities
- Potential Partner / Stakeholders
- Measuring Success





DIRECTOR'S MESSAGE

The Lake Dallas Public Library is a small, 5,000 square foot community library located in the heart of the Lake Cities. The Lake Dallas Public Library is a city department for the City of Lake Dallas and is financially supported by the Town of Shady Shores to its North.

As the only public library in the Lake Cities, comprised of Corinth, Hickory Creek, Lake Dallas, and Shady Shores, the library serves a diverse population of constituents of all ethnic identities, political leanings, and socioeconomic statuses.

This Five Year Plan serves as a lighted path upon which Library Staff will run in an effort to provide the best possible service to the communities we serve.

MISSION

It is the mission of the Lake Dallas Public Library to connect community members to the resources they need to create, to learn, and to grow.

VISION

The Lake Dallas Public Library seeks to be the heart of our community by providing the space, the resources, and the technology our current and future citizens need to thrive.

NECESSITY

The State of Texas, in order to accredit a library, requires that said library establishes a Five Year Plan. In addition, Library Staff and the public must have a unified vision of what the library does and where the library is headed if Library Staff are to effectively serve their community.



METHODOLOGY

In order to establish the goals and ideas behind the Lake Dallas Public Library's Five Year Plan, starting Fiscal Year 20/21 and ending Fiscal Year 24/25, Staff reviewed and extracted data from the following documents:

- **Lake Dallas 2030 Vision**
- **LDPL Community Survey (Oct. 2019)**
- **LDPL Strategic Planning Survey (Aug. 2020)**
- **Recommendations from the LDPL Library Board**

From these documents, Library Staff identified the needs and wants of the community and library. Library Staff then separated these needs/wants into two categories: **Inside the Library's Scope** and **Outside the Library's Scope**. Staff then grouped the needs/wants within their scope by their similarities in goal/aim and how they can be addressed.

Staff then assessed the feedback from the Community Survey (2019), Strategic Planning Survey (2020), and Recommendations from the Library Board to develop **Areas of Focus**.

Staff assessed these Areas of Focus to be:

- Collection Expansion
- Increasing Staff
- Increasing Technology
- Increasing Programming
- Addition of Social Services
- Increasing Advertising/Marketing
- Increasing the Building Size
- Increasing Hours of Operation

Staff evaluated how these Areas of Focus addressed the groups of community needs/wants, and assigned them to the groupings of needs/wants to which they were best suited. Seven (7) need/want groups were identified during this process and five (5) of them were assigned between 1 and 4 Areas of Focus.



COMMUNITY NEEDS

The following needs were extracted from the **Lake Dallas 2030 Vision**,

- Better Roads / Drainage
- Train Stop
- Dog Park
- Water Park
- Lakeside Activities
- More Entertainment
- More Library Programming
- Improvement to Downtown Area
- Support Local, Promote Local, and Advertise what is Available
- City Events and Partnering with LDISD
- Internet Service / WI-Fi
- Connections Between Amenities
- Expand Library
- Movies
- Make the City a Destination
- Sidewalks
- Grocery Store
- Development of old, run-down buildings and signs.
- More Businesses / Retail
- Community Health
- Fewer Drugs
- Safety
- More Access to Nature, Trails, Parks

- Emphasis on Nature and Parks
- Distinctive Brand & Feel for the City
- Focal Features, Public Art, and
- Beautification

The following were the needs/wants extracted from the **Library's Community Survey** (2019) and **Strategic Planning Survey** (2020).

- More Library Staff
- Easier to Navigate Website
- Bigger Library Building Open More Hours
- Larger Selection fo Books
- More Adult Programming
- More Teen Programming
- More Online Programs
- Increase Online Content
- Better Landscaping and Appearance
- Open Mondays
- Open More Hours
- Better Advertising / Marketing
- Better Signage
- More Promotion of Programming
- More Social Services
- More Connection with LDISD
- Divide the Building into Sections by Age



COMMUNITY NEEDS

The following needs were extracted from the Lake Dallas 2030 Vision, LDPL Community Survey (Oct. 2019), LDPL Strategic Planning Survey (Aug. 2020), and the recommendations from the LDPL Library Board.

- **Public Works**
 - Better Roads / Drainage
 - Train Stop
 - Dog Park
 - Water Park
 - Sidewalks
- **Development Services / Code**
 - Grocery Store
 - Development of old, run-down buildings and signs.
- **Business Support**
 - More Businesses / Retail
 - Support Local, Promote Local, and Advertise what is Available
 - City Events and Partnering with LDISD
- **Connectivity**
 - Internet Service / WI-Fi
 - Connections Between Amenities
 - More Hotspots and Laptops

- **Education**

- Community Health
- Fewer Drugs
- Safety
- More Library Programming

- **Entertainment**

- Movies
- Lakeside Activities
- More Entertainment
- More Library Programming

- **Natural Environment / Beautification**

- Improvement to Downtown Area
- More Access to Nature, Trails, Parks
- Emphasis on Nature and Parks
- Distinctive Brand & Feel for the City
- Focal Features, Public Art, and Beautification
- Make the City a Destination
- Bigger Library

Of the above seven (7) groupings, Lake Dallas Public Library Staff identified ways they could assist with five (5) areas of need/want. Those groupings are in bold above.

COMMUNITY NEEDS OF LIBRARY



In addition to the needs of the City overall, Library Staff assessed the needs/wants of the community as it specifically pertained to the Lake Dallas Public Library. From the **Community Survey** Conducted in October of 2019 and the **Strategic Planning Survey** conducted in August of 2020, the following needs/wants were provided to Staff regarding library services:

- More Staff Needed
- Easier to Navigate Website
- Bigger Library
- Bigger Collection
- More Programming
- More Online Programs
- More Activities for Older Children, Teens, and Young Adults
- More Staff
- More Promotion of Events
- More Signage
- More Marketing/Advertising
- Open More Hours
- Open on Mondays
- Better Landscaping and
- Beautification and Art
- More Computers

- More Hot Spots
- More Technology
- More Online Content
- Dividing Up Building
- Bigger Building Size
- Increase Homeschooling Materials
- More Educational Materials
- More Adult Programming
- Social Services
- More Connection with LDISD
- Social Services for the Community

From this feedback, Staff were able to assess the Areas of Focus discussed on page 4 and apply them to the Community Needs/Wants discussed on page 5.

In addition, the recommendations from the **Library Board** included the following Areas of Focus:

- Better Physical Collection
- Increase Building Size
- Increase Internet & Computer Access
- Increase Homeschooling & Educational Materials
- Better Signage / More Advertising & Marketing

LIBRARY'S SCOPE

The data collected from the Library's Community Survey (2019), Strategic Planning Survey (2020), and Library Board Recommendations include areas of focus for the Library. Those areas of focus are

- Collection Expansion
- Increasing Staff
- Increasing Technology
- Increasing Programming
- Addition of Social Services
- Increasing Advertising/Marketing
- Increasing the Building Size
- Beautification and Art

These Areas of Focus are effective means by which Library Staff can meet the needs/wants of the community as outlined by the various documents Staff utilized during this process. On this and the follow page, Library Staff have outlined how they plan to utilize these Areas of Focus to meet the overall needs of the community.

Business Support

- **Collection:** Develop a small business collection of physical and digital materials that assist with marketing, tax information, strategy, leadership, and networking.
- **Programming:** Provide programming for local businesses that teaches them about software (low cost or free) that can enhance their business and provide information on the Library's small business collection.
- **Technology:** Provide small businesses with the technology and tools they need but may not necessarily be able to afford so that they can market themselves in a professional manner.
- **Staff:** Dedicate one Staff member to provide assistance to business or connect businesses with local services.

Entertainment

- **Collection:** Increase media collections
- **Programming:** Develop programs that increase one's quality of life / enjoyment.
- **Art:** Develop a space for local, public art.



LIBRARY'S SCOPE

Natural Environment / Beautification

- **New Building:** Beautify the area with a new building that emphasizes the natural environment.
- **Programming:** Make downtown a destination with programs that bring families in from surrounding areas.
- **Technology:** Create a state-of-the-art building with technology that attracts citizens and businesses to explore their hobbies, utilize the space for work, or further their education.
- **Art:** Create a space for local, public art.

Connectivity

- **Social Services:** develop partnerships with local, state, and national organizations that provide social services to community members.
- **Technology:** Increase hot spots and laptops available for circulation.
- **Advertising:** Get the word out about City and Library services, ensure the public is aware of meetings and events that positively impact their lives/quality of life.

Education

- **Social Services:** Develop partnerships with local social services organizations to provide the public with information that improves their quality of life and access to information, health care, food, transportation, and more.
- **Technology:** Increase the number of hot spots and laptops for circulation to ensure families have the tools at their disposal to educate their children or themselves.
- **Collection:** Increase the physical and digital items available for checkout, including educational resources and access to pertinent civic information.
- **Advertising:** Ensure community members are aware of meetings, events, and services that benefit them and increase their quality of life.
- **Programming:** Develop educational programming for all ages, from infants to Seniors. Utilize partnerships to bring quality educational programming into the community. Develop programs on Civil Discourse.

FIVE YEAR PLAN GOALS

Increase Overall
Collection Size

Increase the
Building Size

Space for Civil
Discourse &
Public Art

Increase Internet
& Computer Access

Increase
Partnerships &
Social Services

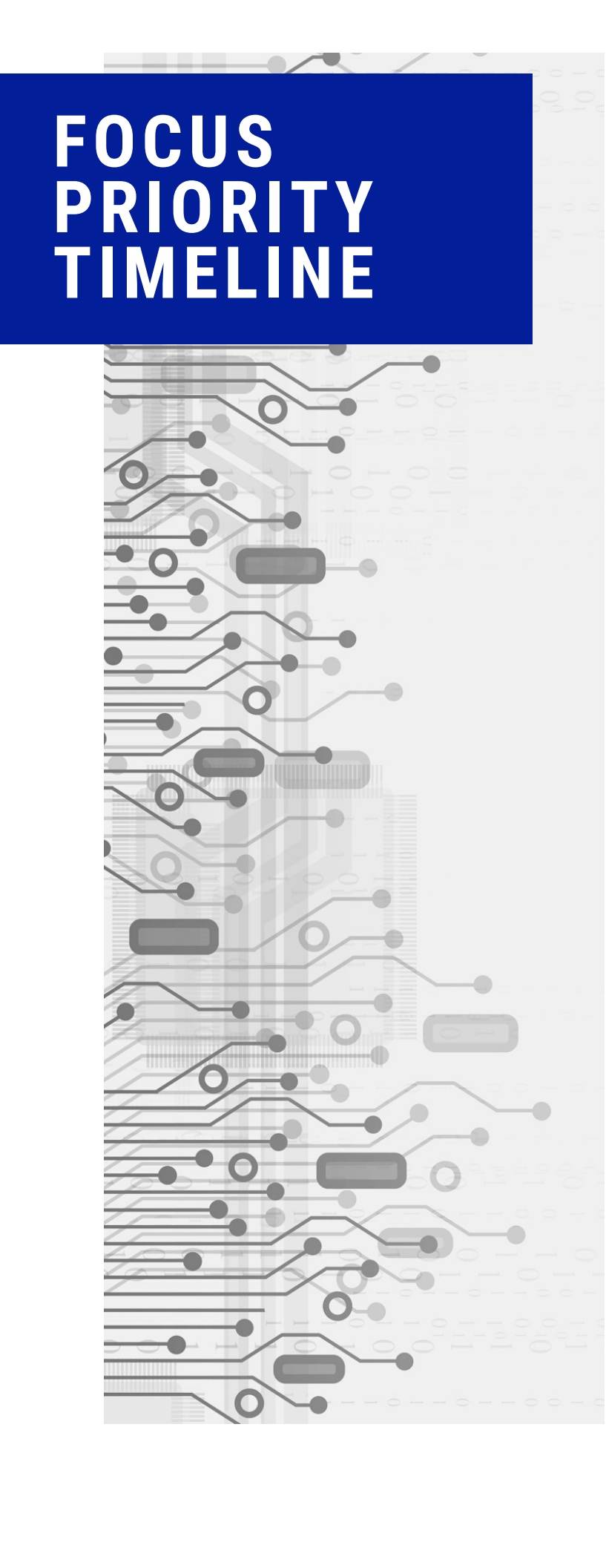
Extend Hours
of Operation

Increase Staffing
Levels

Increase in
Programming,
Especially for Teens
and Adults

Increase
Educational
Materials

Increase Marketing
& Advertising



FOCUS PRIORITY TIMELINE

Below is a rough outline of when Lake Dallas Staff hope to achieve the goals they have set for the next five years. Staff intend to work on these goals continuously and earlier than their completion date to ensure they meet the needs/wants of the community.

YEAR 1

- Increase Internet & Computer Access
- Space for Civil Discourse & Public Art

YEAR 2

- Increase Collection Size, Especially for Education
- Increase Partnerships & Social Services

YEAR 3

- Increase Staffing Levels
- Extend Hours of Operation

YEAR 4

- Increase Marketing & Advertising
- Increase Collection Size Overall

YEAR 5

- Increase the Building Size
- Increase Programming Especially for Teens and Adults



PARTNERS / STAKEHOLDERS

During their Strategic Planning Retreat, Staff identified the Stakeholders and Partners that will prove necessary in the completion of these goals.

The Stakeholders for the Lake Dallas Public Library are

- **The communities of Lake Dallas, Shady Shores, Corinth, and Hickory Creek**
- **The Lake Dallas Public Library Board**
- **Local Businesses/Entrepreneurs**
- **Lake Dallas City Council**
- **Lake Dallas ISD**
- **Other Local Schools**
- **Home School Families**
- **Job Seekers**
- **Seniors**

The Lake Dallas Public Library above all else seeks to enrich the lives and livelihoods of those organizations and individuals listed above. To do this, Library Staff look to acquire partnerships with organizations that can expand upon the mission and vision of the library.

Partnerships that Library Staff seek to acquire or strengthen include:

- Denton County United Way
- Local Schools and Daycares
- Local Government Bodies (Parks Department, Police, etc.)
- Local Health Organizations
- Homeless Engagement Organizations
- Veterans Services Organizations
- Goodwill Industries
- Catholic Charities
- Denton County Library Advisory Board
- North Texas Library Consortium
- North Texas Libraries on the Go
- Local Colleges
- Friends of the Lake Dallas Public Library
- Senior Living Facilities
- Area Agency on Aging
- NTCOG
- Texas Workforce Commission
- Texas Parks and Wildlife Division
- Child Protective Services

MEASURING SUCCESS

Increase Overall Collection Size

80% of collection published in the last 5 years
40% request fulfillment rate (physical or digital)

Increase the Building Size

Develop plan for new building
Get debt issuance approval
Board and Council approval

Increase Internet & Computer Access

Meet supply/demand balance for hot spot & laptops
Reach circulation rate of 1 circ./item per month

Space for Civil Discourse & Public Art

Increased participation in local civic meetings
Artist in Residence Program
Collaborative Community Art Projects

Increase Partnerships & Social Services

Regular utilization of at least three social services / partnerships a year
Partners for homeless engagement, health, & seniors

Increase Staffing Levels

Add at least one full-time position
Increase hours for part-time employees

Extend Hours of Operation

Complete Community Survey for days/times to be open
Expand hours of operation
Expand staffing hours

Increase in Teens / Adults Programming

Regular programming for all age groups
High impact/enrichment ratings on program surveys

Increase Marketing & Advertising

Increase online reach
Installation of digital sign
Positive feedback regarding citizen knowledge of city info & events.

Increase Educational Materials

Supply/demand balance for educational kits
Materials for subject for k through college
Educational materials published within the last 3 years



Lake Dallas Public Library

Where curiosity and creativity connect!

LAKE DALLAS PUBLIC LIBRARY
302 S. SHADY SHORES RD.,
LAKE DALLAS, TX 75065

REPORT BY NATALIE MCADAMS





LAKE CITIES GOVERNMENT DISCUSSIONS

LAKE CITIES LIVE

Featuring your City Staff & Elected Officials

**SEND US YOUR QUESTIONS AND HAVE YOUR
CITY STAFF/ELECTED OFFICIALS ANSWER
THEM LIVE.**

To learn more, send us your questions, or listen to previous live talks, visit lakedallas.com/LakeCitiesLive.

