



**City of Lake Dallas  
Library Advisory Board  
Regular Meeting  
Lake Dallas Public Library  
302 S. Shady Shores Rd, Lake Dallas, TX 75065  
Monday, September 28, 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:** 838 9807 7197

**Passcode:** 969212

**Video Conference:**

<https://us02web.zoom.us/j/83898077197?pwd=bEFYcWpQMWlrT2dxbDBnYmdXdGg4QT09>

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](mailto:nmcadams@lakedallas.com) by 3:00 p.m. on Monday, September 28, 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 August 24, 2020.**

#### **4. Review Financials**

#### **5. Planning and Development**

- a. Hold a discussion and make a recommendation to City Council regarding the appointment of members to the City of Lake Dallas Library Board
- b. Discuss Raising the Cost of Non-Resident Membership
- c. Discuss Staff Changes
- d. Discuss Grant Opportunities

#### **6.General Items**

- a. Receive a Report on Accreditation
- b. Receive a Report on First Year of Five Year Plan Goals / Achievements

#### **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 September 25, 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.

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Natalie McAdams, Library Director

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Cara Rupe, Chairperson

**City of Lake Dallas**  
**Statement of Revenue and Expenditures**

Original Budget  
 For General Fund (01)  
 For the Fiscal Period 2020-11 Ending August 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Transfers Expenditures</b>					
01-13-59100 Transfer to Special Revenue Fund	0.00	0.00	5,000.00	0.00	100.00%
<b>Total Transfers Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Police Expenditures</b>	<b>0.00</b>	<b>125,670.56</b>	<b>1,780,837.79</b>	<b>1,522,301.53</b>	<b>14.52%</b>
<b>Library Expenditures</b>					
<b>Personnel &amp; Benefits Expenditures</b>					
01-14-51000 Salaries-Full Time	0.00	4,971.38	64,628.00	57,499.35	11.03%
01-14-51010 Salaries-Part Time	0.00	3,883.76	56,402.74	46,577.74	17.42%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	145.40	1,774.66	1,633.60	7.95%
01-14-51106 Unemployment Tax	0.00	53.38	972.00	895.43	7.88%
01-14-51107 Worker's Compensation	0.00	29.46	673.15	354.02	47.41%
01-14-51108 Group Health Insurance	0.00	666.65	8,050.56	7,478.78	7.10%
01-14-51109 Retirement/TMRS	0.00	1,089.04	18,358.59	13,314.31	27.48%
<b>Total Personnel &amp; Benefits Expenditures</b>	<b>0.00</b>	<b>10,839.07</b>	<b>151,003.70</b>	<b>127,897.23</b>	<b>15.30%</b>
<b>Supplies Expenditures</b>					
01-14-52000 Office Supplies	0.00	42.69	1,000.00	979.80	2.02%
01-14-52201 Operating Supplies	0.00	89.98	1,000.00	1,558.47	(55.85%)
01-14-52202 Postage & Shipping	0.00	0.00	1,000.00	339.23	66.08%
01-14-52203 Printing	0.00	193.90	3,300.00	2,161.78	34.49%
01-14-52204 Uniforms	0.00	242.97	250.00	317.92	(27.17%)
01-14-52205 Advertising	0.00	311.17	2,000.00	1,683.21	15.84%
01-14-52206 Travel & Training	0.00	0.00	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	1,564.01	20,000.00	13,218.52	33.91%
01-14-52216 Telephone-Mobile	0.00	41.91	540.00	332.62	38.40%
<b>Total Supplies Expenditures</b>	<b>0.00</b>	<b>2,486.63</b>	<b>36,690.00</b>	<b>27,115.13</b>	<b>26.10%</b>

**City of Lake Dallas**  
**Statement of Revenue and Expenditures**

Original Budget  
 For General Fund (01)  
 For the Fiscal Period 2020-11 Ending August 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Contractual Services Expenditures</b>					
01-14-53301 Utilities	0.00	735.24	12,750.00	7,040.91	44.78%
01-14-53323 Security System	0.00	0.00	820.00	640.52	21.89%
<b>Total Contractual Services Expenditures</b>	<b>0.00</b>	<b>735.24</b>	<b>13,570.00</b>	<b>7,681.43</b>	<b>43.39%</b>
<b>Maintenance Expenditures</b>					
01-14-54400 Facilities Maintenance	0.00	2,301.79	2,500.00	3,832.08	(53.28%)
01-14-54406 IT Maintenance	0.00	1,215.42	17,700.00	13,709.10	22.55%
<b>Total Maintenance Expenditures</b>	<b>0.00</b>	<b>3,517.21</b>	<b>20,200.00</b>	<b>17,541.18</b>	<b>13.16%</b>
<b>Capital Outlay Expenditures</b>					
01-14-55506 Capital Outlay-Buildings/Facilities	0.00	0.00	16,000.00	932.75	94.17%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>932.75</b>	<b>94.17%</b>
<b>Total Library Expenditures</b>	<b>0.00</b>	<b>17,578.15</b>	<b>237,463.70</b>	<b>181,167.72</b>	<b>23.71%</b>
<b>Animal Services Expenditures</b>					
<b>Personnel &amp; Benefits Expenditures</b>					
01-15-51000 Salaries-Full Time	0.00	6,660.81	86,577.60	77,750.64	10.20%
01-15-51010 Salaries-Part Time	0.00	1,830.40	23,804.35	24,107.61	(1.27%)
01-15-51101 Overtime	0.00	0.00	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	114.61	1,673.04	1,497.33	10.50%
01-15-51106 Unemployment Tax	0.00	26.93	810.00	721.54	10.92%
01-15-51107 Worker's Compensation	0.00	277.41	7,211.37	4,443.12	38.39%
01-15-51108 Group Health Insurance	0.00	1,978.63	24,409.08	20,718.30	15.12%
01-15-51109 Retirement/TMRS	0.00	923.34	17,307.29	11,736.17	32.19%
<b>Total Personnel &amp; Benefits Expenditures</b>	<b>0.00</b>	<b>11,812.13</b>	<b>166,936.73</b>	<b>144,399.53</b>	<b>13.50%</b>
<b>Supplies Expenditures</b>					
01-15-52000 Office Supplies	0.00	0.00	200.00	291.87	(45.94%)
01-15-52201 Operating Supplies	0.00	250.07	4,500.00	4,479.66	0.45%
01-15-52202 Postage & Shipping	0.00	99.54	50.00	127.24	(154.48%)

**City of Lake Dallas**  
**Statement of Revenue and Expenditures**

Original Budget  
 For Library Donations (33)  
 For the Fiscal Period 2020-11 Ending August 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
<b>Undefined Sub-Type Revenues</b>					
33-00-47470 Interest Income - Special Revenue DFS	0.00	1.24 \$	125.00 \$	77.01	38.39%
33-00-48230 Library Contributions	0.00	2.70	2,000.00	1,874.48	6.28%
<b>Total Undefined Sub-Type Revenues</b>	<b>0.00</b>	<b>3.94</b>	<b>2,125.00</b>	<b>1,951.49</b>	<b>8.17%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>3.94</b>	<b>2,125.00</b>	<b>1,951.49</b>	<b>8.17%</b>
<b>Total Library Donations Revenues</b>	<b>\$ 0.00</b>	<b>\$ 3.94</b>	<b>\$ 2,125.00</b>	<b>\$ 1,951.49</b>	<b>8.17%</b>
<b>Expenditures</b>					
<b>Library Expenditures</b>					
<b>Contractual Services Expenditures</b>					
33-14-53344 Library Donations Expenses	0.00	101.09 \$	3,000.00 \$	1,460.05	51.33%
<b>Total Contractual Services Expenditures</b>	<b>0.00</b>	<b>101.09</b>	<b>3,000.00</b>	<b>1,460.05</b>	<b>51.33%</b>
<b>Total Library Expenditures</b>	<b>0.00</b>	<b>101.09</b>	<b>3,000.00</b>	<b>1,460.05</b>	<b>51.33%</b>
<b>Total Library Donations Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 101.09</b>	<b>\$ 3,000.00</b>	<b>\$ 1,460.05</b>	<b>51.33%</b>
<b>Library Donations Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (97.15)</b>	<b>\$ (875.00)</b>	<b>491.44</b>	<b>156.16%</b>



**Library Advisory Board  
AGENDA MEMO**

Prepared By: Natalie McAdams, Director of Library Services

September 28, 2020

**Library Advisory Board**

**DESCRIPTION:**

Hold and discussion and make a recommendation to City Council regarding the appointment of members to the Lake Dallas Public Library Advisory Board.

**BACKGROUND INFORMATION:**

The Lake Dallas Public Library Board currently has two board member vacancies and two alternate vacancies that need filled. The open positions on the Library Board are for Place 2, Place 4, Alternate Place 1, and Alternate Place 2.

On February 13, 2020, the City Council had a discussion on amending the application and appointment process for City Boards and Commissions. Staff was directed to bring any application to the respective board or commission and get their recommendation before bringing the application before the city council. The city council has the authority to appoint members of the Planning and Zoning Commission, Parks and Recreation Board, Keep Lake Dallas Beautiful Committee, Board of Adjustment, Library Board and Animal Shelter Advisory Board, Appeals Board and Community Development Corporation. This process began on April 1, 2020.

Staff requests a recommendation for the appointing of applicants to the Library Advisory Board.

<b><u>Current Board Members</u></b>	<b><u>Place</u></b>	<b><u>Term</u></b>
Cara Rupe	Member, Place 1	October 2021
<b>Cyndi Buckingham</b>	<b>Member, Place 2</b>	<b>October 2020</b>
Neva Sudderth	Member, Place 3	October 2021
<b>Heath Boehm</b>	<b>Member, Place 4</b>	<b>October 2020</b>
Madelyn Johnson	Member, Place 5	October 2021
<b>Vacant</b>	<b>Alternate, Place 1</b>	<b>October 2020</b>
<b>Vacant</b>	<b>Alternate, Place 2</b>	<b>October 2021</b>
Shirley Nichols	Shady Shores Ex-Officio Member	October 2021

**Current Openings:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Term Expiration</u></b>
_____	Member, Place 2	Oct. 2022
_____	Member, Place 4	Oct. 2022
_____	Alt. Member, Place 1	Oct. 2022
_____	Alt. Member, Place 2	Oct. 2021

**Applications received for appointment to this board or commission:**

- Kristy Bleau

**RECOMMENDED MOTIONS:**

None.

**ATTACHMENT(S):**

1. Board Member Applications