



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

**Meeting ID:** 878 6375 7568

**Passcode:** 184825

**Video Conference:**

<https://us02web.zoom.us/j/87863757568?pwd=L0Z3Y1VOQ2R0dFNLRzloQkRuK2owUT09>

**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, October 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 September 28, 2020.**

**4. Review Financials**

**5. Planning and Development**

- a. Discuss Increasing Annual Library Membership Fee
- b. Discuss Building Planning and Expansion
- c. Discuss Grant Opportunities

**6. General Items**

- a. Discuss Library 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 October 23, 2020 at 5:00 p.m.



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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 September 28, 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 6:02 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
Madelyn Johnson	Board Member 5
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 August 24, 2020.**

Motion to approve the minutes from August 24, 2020.

**Ayes:** Board member Rupe, Buckingham, Johnson, Boehm

**Noes:** None

**Motion Passed 4 – 0**

**4. Review Financials**

No Action Taken

**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

**Motion:** to recommend Kristy Bleau to City Council as a member of the Lake Dallas Library Advisory Board was made by Board Member Johnson and seconded by Board Member Buckingham.

**Ayes:** Board member Rupe, Buckingham, Johnson, Boehm, Sudderth

**Noes:** None

**Motion Passed 5 – 0**

- b. Discuss Raising the Cost of Non-Resident Membership

No Action Taken.

- c. Discuss Staff Changes

No Action Taken.

- d. Discuss Grant Opportunities.

No Action Taken.

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

- a. Receive a Report on Accreditation

No action taken.

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

No action taken.

#### **7. Announcements and Future Agenda Items**

#### **8. Adjournment**

Cara Rupe adjourned the meeting at 6:29 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**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2020-12 Ending September 30, 2020*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Debt Service Expenditures</b>					
01-13-56531 Capital Lease Principal	0.00	3,003.13	96,382.00	96,293.87	0.09%
01-13-56532 Capital Lease Interest	0.00	21.44	7,752.39	7,771.24	(0.24%)
<b>Total Debt Service Expenditures</b>	<b>0.00</b>	<b>3,024.57</b>	<b>104,134.39</b>	<b>104,065.11</b>	<b>0.07%</b>
<b>Transfers Expenditures</b>					
01-13-59100 Transfer to Special Revenue Fund	0.00	5,000.00	5,000.00	5,000.00	0.00%
<b>Total Transfers Expenditures</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>Total Police Expenditures</b>	<b>0.00</b>	<b>123,795.80</b>	<b>1,780,837.79</b>	<b>1,646,097.33</b>	<b>7.57%</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	62,470.73	3.34%
01-14-51010 Salaries-Part Time	0.00	3,047.41	56,402.74	49,625.15	12.02%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	125.83	1,774.66	1,759.43	0.86%
01-14-51106 Unemployment Tax	0.00	38.59	972.00	934.02	3.91%
01-14-51107 Worker's Compensation	0.00	26.69	673.15	380.71	43.44%
01-14-51108 Group Health Insurance	0.00	677.21	8,050.56	8,155.99	(1.31%)
01-14-51109 Retirement/TMRS	0.00	998.06	18,358.59	14,312.37	22.04%
<b>Total Personnel &amp; Benefits Expenditures</b>	<b>0.00</b>	<b>9,885.17</b>	<b>151,003.70</b>	<b>137,782.40</b>	<b>8.76%</b>
<b>Supplies Expenditures</b>					
01-14-52000 Office Supplies	0.00	0.00	1,000.00	979.80	2.02%
01-14-52201 Operating Supplies	0.00	55.99	1,000.00	1,614.46	(61.45%)
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	2,355.68	28.62%
01-14-52204 Uniforms	0.00	235.00	250.00	552.92	(121.17%)
01-14-52205 Advertising	0.00	306.39	2,000.00	1,989.60	0.52%
01-14-52206 Travel & Training	0.00	281.85	2,500.00	1,909.38	23.62%
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%

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

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2020-12 Ending September 30, 2020*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-14-52215 Library Books/Materials	0.00	4,844.84	20,000.00	18,063.36	9.68%
01-14-52216 Telephone-Mobile	0.00	80.40	540.00	413.02	23.51%
<b>Total Supplies Expenditures</b>	<b>0.00</b>	<b>5,998.37</b>	<b>36,690.00</b>	<b>33,113.50</b>	<b>9.75%</b>
<b>Contractual Services Expenditures</b>					
01-14-53301 Utilities	0.00	1,499.79	12,750.00	8,540.70	33.01%
01-14-53323 Security System	0.00	216.06	820.00	856.58	(4.46%)
<b>Total Contractual Services Expenditures</b>	<b>0.00</b>	<b>1,715.85</b>	<b>13,570.00</b>	<b>9,397.28</b>	<b>30.75%</b>
<b>Maintenance Expenditures</b>					
01-14-54400 Facilities Maintenance	0.00	17.93	2,500.00	3,850.01	(54.00%)
01-14-54406 IT Maintenance	0.00	1,278.98	17,700.00	14,988.08	15.32%
<b>Total Maintenance Expenditures</b>	<b>0.00</b>	<b>1,296.91</b>	<b>20,200.00</b>	<b>18,838.09</b>	<b>6.74%</b>
<b>Capital Outlay Expenditures</b>					
01-14-55504 Capital Outlay-Information Technology	0.00	1,375.00	0.00	1,375.00	0.00%
01-14-55506 Capital Outlay-Buildings/Facilities	0.00	11,494.92	16,000.00	12,427.67	22.33%
<b>Total Capital Outlay Expenditures</b>	<b>0.00</b>	<b>12,869.92</b>	<b>16,000.00</b>	<b>13,802.67</b>	<b>13.73%</b>
<b>Total Library Expenditures</b>	<b>0.00</b>	<b>31,766.22</b>	<b>237,463.70</b>	<b>212,933.94</b>	<b>10.33%</b>
<b>Animal Services Expenditures</b>					
<b>Personnel &amp; Benefits Expenditures</b>					
01-15-51000 Salaries-Full Time	0.00	6,660.80	86,577.60	84,411.44	2.50%
01-15-51010 Salaries-Part Time	0.00	1,670.24	23,804.35	25,777.85	(8.29%)
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	112.26	1,673.04	1,609.59	3.79%
01-15-51106 Unemployment Tax	0.00	10.30	810.00	731.84	9.65%
01-15-51107 Worker's Compensation	0.00	264.95	7,211.37	4,708.07	34.71%
01-15-51108 Group Health Insurance	0.00	2,008.35	24,409.08	22,726.65	6.89%
01-15-51109 Retirement/TMRS	0.00	902.98	17,307.29	12,639.15	26.97%
<b>Total Personnel &amp; Benefits Expenditures</b>	<b>0.00</b>	<b>11,629.88</b>	<b>166,936.73</b>	<b>156,029.41</b>	<b>6.53%</b>

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

*Revised Budget*  
*For Library Donations (33)*  
*For the Fiscal Period 2020-12 Ending September 30, 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	0.95 \$	125.00 \$	77.96	37.63%
33-00-48230 Library Contributions	0.00	45.31	2,000.00	1,919.79	4.01%
<b>Total Undefined Sub-Type Revenues</b>	<b>0.00</b>	<b>46.26</b>	<b>2,125.00</b>	<b>1,997.75</b>	<b>5.99%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>46.26</b>	<b>2,125.00</b>	<b>1,997.75</b>	<b>5.99%</b>
<b>Total Library Donations Revenues</b>	<b>\$ 0.00</b>	<b>\$ 46.26</b>	<b>\$ 2,125.00</b>	<b>\$ 1,997.75</b>	<b>5.99%</b>
<b>Expenditures</b>					
<b>Library Expenditures</b>					
<b>Contractual Services Expenditures</b>					
33-14-53344 Library Donations Expenses	0.00	598.51 \$	3,000.00 \$	2,058.56	31.38%
<b>Total Contractual Services Expenditures</b>	<b>0.00</b>	<b>598.51</b>	<b>3,000.00</b>	<b>2,058.56</b>	<b>31.38%</b>
<b>Total Library Expenditures</b>	<b>0.00</b>	<b>598.51</b>	<b>3,000.00</b>	<b>2,058.56</b>	<b>31.38%</b>
<b>Total Library Donations Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 598.51</b>	<b>\$ 3,000.00</b>	<b>\$ 2,058.56</b>	<b>31.38%</b>
<b>Library Donations Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (552.25)</b>	<b>\$ (875.00)</b>	<b>(60.81)</b>	<b>93.05%</b>

## **Nearby Libraries with Non-Resident Fees**

**Fort Worth:** \$50 per year per card

**Frisco:** \$50 per year per card

**Grapevine:** \$25 per year per card

**Keller:** \$25 per year per card

**Denton:** \$50 per year per card

**Prosper:** \$50 per year per card

**Roanoke:** \$25 per year per card or \$50 per family per year

**Southlake:** \$25 per year per card

<b>Fee Type</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
Annual Library Membership	\$25/year	\$30/year

**Recommendation:** To increase the Lake Dallas Public Library annual membership fee to \$30 per card per year.

## Library Building Design

To begin the work of designing new library space, there are several important documents and resources that planners may wish to review. These include:

- Institution and Library vision, mission and/or goals statements
- Institution and Library strategic plans
- Campus master plans
- Campus history, culture and demographics
- Library needs assessment and environmental scan
- Documents from other library projects
  - Concept documents
  - Building programs
  - Architectural plans
  - Construction budget
- Standards
  - National, regional, and state standards and guidelines for library facilities
  - ADA (Americans with Disabilities Act) requirements <http://www.ada.gov/>
  - LEED (Leadership in Energy and Environmental Design) certification <http://www.usgbc.org/> (OPTIONAL)
- Tours of other libraries in construction or recently completed
- Library building consultants <http://www.libraryconsultants.org>

### Inspiration:

- 2018 ALA / AIA Library Building Awards: <http://www.ala.org/llama/awards/aiaalalibrary>
- American Libraries Magazine 2020 Library Design Showcase: <https://americanlibrariesmagazine.org/2020/09/01/2020-library-design-showcase/>

### Lake Dallas Demographics:

- American Community Survey: <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2018/report.php?geotype=place&state=48&place=40516>