



**City of Lake Dallas Library Advisory
Board Regular Meeting
Lake Dallas Public Library
Video Conference Meeting
Monday, June 22, 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#: 853 5602 1130

Password: 306731

Video Conference: <https://us02web.zoom.us/j/85356021130?pwd=cCtaK0tQWHIFQjJua0cyTk5HZ1lkdz09>

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, June 22, 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 May 26, 2020.

4. Review Financials

5.Planning and Development

- a. Discuss Changes in Service & Operations
- b. Discuss Summer Reading Program
- c. Discuss STEM Kits

6.General Items

- a. Receive a report on the Lake Dallas Public Library's 2020 Accomplishments and 2021 Goals

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 June 19, 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 May 26, 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 6:05 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

Absent

Andi Nolan	Councilmember
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Staff Person: Library Director Natalie McAdams

2. Citizen Public Comment

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

Motion to approve the minutes from January 27, 2020 and February 24, 2020.

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

Noes: None

Motion Passed

4. Review Financials

No Action taken.

5. Planning and Development

a. Discussion of changes in service and operations.

No action taken.

b. Discussion of Summer Reading Program.

No action taken.

c. Discussion of Internet Policy.

Motion to approve changes to the Internet Policy.

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

Noes: None

Motion Passed

6. General Items

7. Announcements and Future Agenda Items

8. Adjournment

Cara Rupe adjourned the meeting at 6:48 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 2020-8 Ending May 31, 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	143,370.26	1,780,837.79	1,145,728.06	35.66%
Library Expenditures					
Personnel & Benefits Expenditures					
01-14-51000 Salaries-Full Time	0.00	4,971.38	64,628.00	42,255.73	34.62%
01-14-51010 Salaries-Part Time	0.00	3,878.68	56,402.74	31,561.18	44.04%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	133.56	1,774.66	1,120.20	36.88%
01-14-51106 Unemployment Tax	0.00	69.83	972.00	641.64	33.99%
01-14-51107 Worker's Compensation	0.00	29.45	673.15	246.15	63.43%
01-14-51108 Group Health Insurance	0.00	666.65	8,050.56	5,427.12	32.59%
01-14-51109 Retirement/TMRS	0.00	1,112.54	18,358.59	9,288.90	49.40%
Total Personnel & Benefits Expenditures	0.00	10,862.09	151,003.70	90,684.92	39.95%
Supplies Expenditures					
01-14-52000 Office Supplies	0.00	703.20	1,000.00	937.11	6.29%
01-14-52201 Operating Supplies	0.00	92.46	1,000.00	782.75	21.73%
01-14-52202 Postage & Shipping	0.00	0.00	1,000.00	241.79	75.82%
01-14-52203 Printing	0.00	0.00	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	0.00	2,000.00	1,372.04	31.40%
01-14-52206 Travel & Training	0.00	0.00	2,500.00	1,930.55	22.78%
01-14-52207 Dues & Memberships	0.00	35.00	5,000.00	4,521.05	9.58%
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	0.00	540.00	208.01	61.48%
Total Supplies Expenditures	0.00	830.66	36,690.00	19,724.77	46.24%
Contractual Services Expenditures					
01-14-53301 Utilities	0.00	813.25	12,750.00	5,604.57	56.04%
01-14-53323 Security System	0.00	72.02	820.00	496.48	39.45%

City of Lake Dallas Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-8 Ending May 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget%
Total Contractual Services Expenditures	0.00	885.27	13,570.00	6,101.05	55.04%
Maintenance Expenditures					
01-14-54400 Facilities Maintenance	0.00	601.75	2,500.00	816.54	67.34%
01-14-54406 IT Maintenance	0.00	1,294.89	17,700.00	10,508.83	40.63%
Total Maintenance Expenditures	0.00	1,896.64	20,200.00	11,325.37	43.93%
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	14,474.66	237,463.70	127,836.11	46.17%
Animal Services Expenditures					
Personnel & Benefits Expenditures					
01-15-51000 Salaries-Full Time	0.00	6,660.80	86,577.60	57,291.02	33.83%
01-15-51010 Salaries-Part Time	0.00	1,881.88	23,804.35	17,529.61	26.36%
01-15-51101 Overtime	0.00	0.00	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	114.54	1,673.04	1,086.77	35.04%
01-15-51106 Unemployment Tax	0.00	33.88	810.00	609.14	24.80%
01-15-51107 Worker's Compensation	0.00	276.22	7,211.37	3,491.42	51.58%
01-15-51108 Group Health Insurance	0.00	1,978.63	24,409.08	14,734.45	39.64%
01-15-51109 Retirement/TMRS	0.00	924.41	17,307.29	8,463.00	51.10%
Total Personnel & Benefits Expenditures	0.00	11,870.36	166,936.73	106,426.95	36.25%
Supplies Expenditures					
01-15-52000 Office Supplies	0.00	0.00	200.00	291.87	(45.94%)
01-15-52201 Operating Supplies	0.00	296.63	4,500.00	4,484.92	0.34%
01-15-52202 Postage & Shipping	0.00	0.00	50.00	27.70	44.60%
01-15-52203 Printing	0.00	6.95	750.00	578.36	22.89%
01-15-52204 Uniforms	0.00	0.00	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 2020-8 Ending May 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	1.85 \$	125.00\$	72.78	41.78%
33-00-48230 Library Contributions	0.00	0.00	2,000.00	477.38	76.13%
Total Undefined Sub-Type Revenues	0.00	1.85	2,125.00	550.16	74.11%
Total Revenues	0.00	1.85	2,125.00	550.16	74.11%
Total Library Donations Revenues	\$ 0.00	\$ 1.85	\$ 2,125.00	\$ 550.16	74.11%
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%
Total Library Donations Expenditures	\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 107.22	96.43%
Library Donations Excess of Revenues Over Expenditures	\$ 0.00	\$ 1.85	\$ (875.00)	442.94	150.62%