



**Monday, October 13, 2025
Library Board Meeting**

**Council Chambers
3815 Sachse Road, Building B
7:00 PM**

Library Board meetings are available live and on-demand (<https://sachsetx.swagit.com/live>).

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, October 13, 2025, at 7:00 PM to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

B. Public Comment

The public is invited to address the Board regarding any topic not already on the agenda for action or public hearing. **Comments regarding any discussion-only items on the agenda may be addressed during this Public Comment section.** The time limit is three minutes per speaker. A Public Comment Card should be presented to the acting secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

C. Action Items

Action items are for Board discussion and consideration for action. **The presiding officer will invite comments before the Board votes.** A Public Comment Card should be given to the acting secretary prior to the start of the meeting.

1. Consider approving the September 8, 2025, meeting minutes.

D. Discussion Items

These items are for the Board and staff to discuss as needed. **Comments on Discussion Items should be addressed in the Public Comment Section of this meeting.**

1. Receive and discuss the Library Manager's monthly report.
2. Discuss the current library policy on patron behavior.
3. Discuss Library Board announcements regarding special events, current activities, and local achievements.

E. Adjournment

I, the undersigned authority, do hereby certify that this notice of a public meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall, on October 7, 2025, by 5 PM.

Leah K Granger, TRMC, City Secretary

Date removed

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Logan Thatcher, ADA Coordinator, via phone at 972-495-1212, via email at lthatcher@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

C. Action Items

Subject: 1. Consider approving the September 8, 2025, meeting minutes.

Meeting October 13, 2025 - Library Board Meeting

Access Public

Type Discussion, Action, Minutes

Fiscal Impact None

Recommended Action Approve the minutes as presented.

Goals

BACKGROUND

Minutes from the September 8, 2025, Library Board regular meeting.

POLICY CONSIDERATIONS

State law and Sachse's Charter require minutes to be recorded for public meetings.

RECOMMENDATION

Approve the minutes as presented.

File Attachments

- 1. LibraryBoard_Regular_Minutes_09.08.2025-unsigned

LIBRARY BOARD OF THE CITY OF SACHSE SEPTEMBER 8, 2025, MEETING MINUTES

The Library Board of the City of Sachse held a regular meeting on Monday, September 8, 2025, at 7:00 PM at Sachse City Hall, 3815-B Sachse Road. Those present were: Cindy Woodcock, LaWan-Dia Rhoden, Meghan Kershaw, Allyssa Loya, Betsy Urschel.

Those absent were: Shanna Conde.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, September 8, 2025, at 7:00 PM to consider the following items of business:

Chairperson Rhoden called the meeting to order at 7:01 PM.

2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

Ms. Woodcock offered the invocation and Ms. Urschel led the pledges.

B. Public Comment

The public is invited to address the Board regarding any topic not already on the agenda for action or public hearing. **Comments regarding any discussion-only items on the agenda may be addressed during this Public Comment section.** The time limit is three minutes per speaker. A Public Comment Card should be presented to the acting secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

No public comments were offered.

C. Action Items

Action items are for Board discussion and consideration for action. **The presiding officer will invite comments before the Board votes.** A Public Comment Card should be given to the acting secretary prior to the start of the meeting.

1. Consider approving the August 11, 2025, meeting minutes.

Ms. Urschel made a motion to approve the minutes as presented. Ms. Woodcock seconded the motion, and it carried 5 - 0. None voted against.

D. Discussion Items

These items are for the Board and staff to discuss as needed. **Comments on Discussion Items should be addressed in the Public Comment Section of this meeting.**

1. Receive and discuss the Library Manager's monthly report.

Library Manager Randall Cross presented statistics and highlights from July. Mr. Cross discussed the training and activities held on staff development day. He announced a successful collaboration with the Community Center, Senior Center, and Animal Shelter on Grandparents' Day.

2. Discuss Library Board announcements regarding special events, current activities, and local achievements.

Mr. Cross announced that September is Library Card Sign Up Month. He noted that the library received the annual reimbursement from the Texas State Library and Archives Commission for

participation in the Interlibrary Loan Program. He discussed the need to periodically review library policies.

E. Adjournment

Chairperson Rhoden adjourned the meeting at 7:13 PM.

LaWan-Dia Rhoden, Chairperson

ATTEST:

Cindy Woodcock, Secretary

D. Discussion Items

Subject: 1. Receive and discuss the Library Manager's monthly report.

Meeting October 13, 2025 - Library Board Meeting

Access Public

Type Reports, Discussion

Fiscal Impact None

Recommended Action Receive and discuss the Library Manager's monthly report.

Goals Provide a high quality of life environment for families; individuals; businesses; and other organizations in Sachse.

BACKGROUND

Staff presents statistics periodically for the Board to discuss.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive and discuss the Library Manager's monthly report.

File Attachments

- 1. Library-Monthly-Report-FY25-August



Sachse Public Library Monthly Report FY 2025 August
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<i>Number of Items</i>	41210
<i>Number of Patrons</i>	15378

	2024	2025	% Change
Items Added	297	423	42.42%
Patrons Added	203	172	-15.27%
Total Circulation	12,375	11,865	-4.12%
Number of Programs	29	17	-41.38%
Program Attendance	387	153	-60.47%
Door Count	5,383	5,842	8.53%
Internet Sessions	220	278	26.36%

D. Discussion Items

Subject:	2. Discuss the current library policy on patron behavior.
Meeting	October 13, 2025 - Library Board Meeting
Access	Public
Type	Discussion
Fiscal Impact	None
Recommended Action	Discuss the current library policy on patron behavior.
Goals	Provide a high quality of life environment for families; individuals; businesses; and other organizations in Sachse.

BACKGROUND

The Library patron behavior policy has been in place for an extended period of time. This is an opportunity for the Board to review the policy and provide feedback to staff as needed. Based on this information, a draft may be forthcoming at a future meeting for Board consideration.

POLICY CONSIDERATIONS

Library policies are periodically reviewed and brought to the board for input.

RECOMMENDATION

Discuss the current library policy on patron behavior.

File Attachments

1. Sachse_Library_Patron_Behavior_Policy_12.2015
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SACHSE PUBLIC LIBRARY
PATRON BEHAVIOR POLICY

A. Purpose

1. The Sachse Public Library (the “Library”) facilities are created for the specific purpose of providing an enjoyable and educational environment where the public can access the Library’s collection of books as well as its multimedia and technology resources. It is expected that patrons shall be engaged in activities associated with use of a public library while in the building. As the Library is a facility owned and operated by the City, each Library user is expected to exercise reasonable care in his/her use of the facilities.
2. The Library has established this Patron Behavior Policy to ensure that Library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate Library conduct includes activities such as reading, studying, proper use of library materials or computers, and other similar conduct normally associated with a public library.

B. General Rules

1. Property
 - a. All Patrons shall use the Library’s facilities, materials, and furnishings as intended.
 - b. Patrons may not distribute or post printed material in the Library.
2. Animals
 - a. Animals are not allowed in the Library, with the exception of service animals on duty or in training, and animals that are part of Library-approved events.
3. Library restrooms shall be used as intended; do not use them for bathing, shaving, washing hair or laundry.
4. Food and Drink
 - a. Food and uncovered drinks are not permitted near Library computers. Any damage resulting from these drinks are the responsibility of the user. Responsible and limited food consumption is permissible at the discretion of Library staff
 - b. All drinks must be secured with a lid.
5. Personal Items
 - a. Patrons should keep personal items with them at all times. Library staff may remove unattended items

- b. The Library is not responsible for lost or stolen personal items in the Library.

C. Environmental Rules

1. Patrons shall keep noise levels down to avoid disturbing others by:
 - a. Lowering voices;
 - b. Using headphones on low volume;
 - c. Silencing ringing or other sounds created by cell phones and other electronic devices, and talking on such devices in outdoor areas only; and
 - d. Refraining from talking on cell phones in the Library (text messaging is permitted).
2. Patrons shall behave in a manner that does not interfere with another person's ability to use and enjoy the Library or prohibit staff from providing services:
 - a. Unacceptable behaviors include, but are not limited to:
 - i. Monopolizing library equipment, resources, or staff time.
 - ii. Selling, panhandling, or soliciting in the building, on the grounds, or in the parking lot.
 - iii. Petition signing is limited to outside areas as designated by the Library Manager or designee.
3. Parents or caregivers are responsible for their children's behavior.
4. Patrons should reference the Library's Unattended Children's Policy requiring all children under 12 years of age to be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person of at least 12 years of age at all times. Patrons should assist children in selecting books from the shelves.

D. Safety Rules

1. Patrons shall follow staff instructions including, but not limited to the following:
 - a. Stay in public areas of the Library unless accompanied by a staff person.
 - b. Vacate the Library at closing time and during emergency situations.
2. Patrons shall follow all laws, including, but not limited to, the prohibition of:
 - a. Theft, defacement, or destruction of Library property.
 - b. Possession or display of weapons without a concealed handgun permit, illegal or controlled substances, or alcohol.
 - c. Sexual activity in public places.

- d. Harassment, or behaving in a threatening or abusive manner (including, but not limited to, assault, verbal threats, stalking, or fighting).
 - e. Being under the influence of illegal drugs and alcohol.
 - f. The display or dissemination of child pornography, or material that is harmful to minors.
3. Patrons shall follow all Library policies.
4. Patrons shall make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment, or roaming unattended.
5. Patrons may not smoking any tobacco products (including e-cigarettes) inside the Library.
6. Wheeled devices (example razor scooters, hoverboards, skateboards, wheeled shoes) may not be used in the Library. (EXCEPTIONS: Disabled patrons may use assistive devices, and caregivers may use strollers for children in the Library.
7. For personal safety, all patrons must be fully clothed, including shirt and shoes, at all times.

E. Enforcement of Behavior Policy

1. The Library Manager and his/her designated staff are responsible for interpreting these rules in accordance with applicable law and for ensuring appropriate behavior in the library.
2. Any and all illegal activity will be reported to the Sachse Police Department.
3. Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, the issuance of a criminal trespass warning, or criminal prosecution if the conduct constitutes a violation of Federal law, State law or the Sachse Code of Ordinances.
4. Library privileges may be revoked for a period of up to one (1) year. This action may be taken by the Library Manager or designee. A library patron whose Library privilege has been revoked may appeal this action to the City Manager by submitting a written appeal to the Library Manager or designee within ten (10) days from the date of the determination letter. The City Manager shall render a written decision within five (5) days after receiving the information submitted by the library patron. The decision of the City Manager is final.

