



**Monday, December 8, 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**

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1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, December 8, 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.
3. Consider and elect a Chairperson, Vice Chairperson, and Secretary for the Library Board.

**B. Public Comment**

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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**

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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 November 10, 2025, meeting minutes.
2. Consider approval of the Library Behavior Policy.

**D. Discussion Items**

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

**E. Adjournment**

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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 December 2, 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](mailto:lthatcher@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**A. Regular Meeting**

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**Subject:** 3. Consider and elect a Chairperson, Vice Chairperson, and Secretary for the Library Board.

Meeting December 8, 2025 - Library Board Meeting

Access Public

Type Action, Discussion

Fiscal Impact None

Recommended Action Discuss and elect Board members to serve as Chairperson, Vice Chairperson, and Secretary. (Officers may be elected by a single motion or separate motions for each position.)

I make a motion to:

- Elect \_\_\_\_\_ as the Chairperson of the \_\_\_\_\_ Board.
- Elect \_\_\_\_\_ as the Vice Chairperson of the \_\_\_\_\_ Board.
- Elect \_\_\_\_\_ as the Secretary of the \_\_\_\_\_ Board.

Goals Provide excellent government services to Sachse citizens.

**BACKGROUND**

Every year, half of the Board members' terms expire and Council appoints or re-appoints members to fill those seats. New and current Board members will have an opportunity to introduce themselves before discussion and voting. The Board members may discuss who is interested in being elected to the positions of Chairperson, Vice Chairperson, and Secretary.

**POLICY CONSIDERATIONS**

Home Rule Charter Section 8.01.(6) directs boards, commissions, or committees to elect officers for the ensuing year following annual appointments.

**RECOMMENDATION**

Discuss and elect Board members to serve as Chairperson, Vice Chairperson, and Secretary. (Officers may be elected by a single motion or separate motions for each position.)

I make a motion to:

- Elect \_\_\_\_\_ as the Chairperson of the \_\_\_\_\_ Board.
- Elect \_\_\_\_\_ as the Vice Chairperson of the \_\_\_\_\_ Board.
- Elect \_\_\_\_\_ as the Secretary of the \_\_\_\_\_ Board.

File Attachments None
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**C. Action Items**

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**Subject:** 1. Consider approving the November 10, 2025, meeting minutes.

Meeting December 8, 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 November 10, 2025, Library 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\_11.10.2025-unsigned

## LIBRARY BOARD OF THE CITY OF SACHSE NOVEMBER 10, 2025, MEETING MINUTES

The Library Board of the City of Sachse held a regular meeting on Monday, November 10, 2025, at 7:00 PM at Sachse City Hall, 3815-B Sachse Road. Those present were: Shanna Conde, Meghan Kershaw, Allyssa Loya, Betsy Urschel, Adashea Dugan, Rafay Sheikh.

Those absent were: LaWan-Dia Rhoden.

### **A. Regular Meeting**

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1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, November 10, 2025, at 7:00 PM to consider the following items of business:

Vice Chairperson Conde called the meeting to order at 7:02 PM.

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

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

### **B. Public Comment**

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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**

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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 October 13, 2025, meeting minutes.

Ms. Loya made a motion to approve the minutes as presented. Ms. Urschel seconded the motion, and it carried 6 - 0. None voted against.

### **D. Discussion Items**

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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 highlights from the last fiscal year and monthly statistics. He discussed the success of the volunteer program and different collaborations within Leisure Services.

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

Mr. Cross announced upcoming programs and events at the library. November will feature the

Dinovember dinosaur event and a scavenger hunt. The library is participating in a winter clothing drive as well as a blanket drive for the Animal Shelter.

**E. Adjournment**

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Vice Chairperson Conde adjourned the meeting at 7:28 PM.

\_\_\_\_\_  
Name:  
Title: Chairperson

ATTEST:

\_\_\_\_\_  
Name:  
Title: Secretary

## C. Action Items

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<b>Subject:</b>	<b>2. Consider approval of the Library Behavior Policy.</b>
Meeting	December 8, 2025 - Library Board Meeting
Access	Public
Type	Discussion, Action
Fiscal Impact	None
Recommended Action	Approve the policy on Library 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. This revised version removes outdated language and reflects the current needs of the library. The Library's policy regarding age and supervision of children is consistent with that of the Community Center. It also permits the posting of printed materials in designated areas, specifies areas for the consumption of food and beverages, and lists certain behaviors that are not allowed. The revised policy outlines the steps for enforcement and appeal whenever violations result in the suspension of library privileges. Under the new policy, appeals may be made to the Library Board.

### **POLICY CONSIDERATIONS**

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

### **RECOMMENDATION**

Approve the policy on Library behavior.

<b>File Attachments</b>
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1. Library-Behavior-Policy-Revision-2025-12-08-final
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Approved by the Library Board: [Date]

## **PURPOSE**

The Sachse Public Library has established the following Library Behavior Policy to ensure that Library facilities are safe, welcoming, and provide equitable access to materials and services for all.

Behavior becomes unacceptable when it infringes on the rights of others, violates the law, or may result in property damage. Staff members observing unacceptable behavior shall take appropriate action and enforce these guidelines in a consistent and impartial manner. The Library staff reserves the right to determine whether a particular behavior is disruptive to the operation and use of the Library.

Parents, guardians, or designated caregivers are responsible for the personal safety and behavior of the child or dependent individual in their care at all times.

Admittance to the facility is allowed only during designated open hours. All applicable state laws and local ordinances shall apply.

## **PROHIBITED BEHAVIOR**

The following are not permitted in the library:

- Any activity in violation of federal, state, or local law
- Destruction or vandalism of City property
- Smoking and the use of other tobacco or vaping products
- Use of alcohol/narcotics or public intoxication
- Verbal or physical threats, aggressive behavior, or fighting
- Gambling in any form
- Animals, except for service animals or those used for library programs
- Engaging in any behavior or activity that infringes upon the ability of another person to use and enjoy the Library or with the functioning of Library staff, including but not limited to:
  - Talking loudly or using a device with an audio setting that disturbs others
  - Soliciting, selling, or petitioning inside the library
  - Posting or distributing printed materials, except in designated areas
  - Running, shoving, horseplay, throwing books or other items, and climbing on furniture

- Using roller blades, skates, scooters, or skateboards indoors
  - Bikes must be stored outside on the available bike racks
- Using restrooms for washing clothes or bathing
- Strong, pervasive odors, including odors caused by perfume or cologne
- Personal grooming activities, including cutting hair or nails
- Sleeping on the library premises

### **AGE AND SUPERVISION**

Staff are not responsible for the direct supervision of any dependent person inside or outside the Library.

Staff will contact the Sachse Police Department if a dependent person is left unsupervised at the Library outside of normal operating hours.

#### **Supervision of children during open hours:**

Children eleven (11) years and younger must be directly supervised by a parent or guardian, sixteen (16) years or older, at all times.

#### **Disruptive children during open hours:**

Disruptive children, ages seventeen (17) and under, will be asked to leave the Library. Staff will allow the child to contact a parent or guardian. Staff will contact the Sachse Police Department if deemed necessary.

### **DRESS CODE**

Shirts and shoes must be worn at all times. Clothing with offensive words or symbols, bathing suits, and wet clothes are prohibited.

### **FOOD & DRINK**

The consumption of non-alcoholic beverages in covered containers is permitted throughout the Library. Food is permitted in the outdoor sitting areas and picnic tables.

### **PERSONAL BELONGINGS**

Personal items are the responsibility of the individual. The City of Sachse is not responsible for abandoned, lost, stolen, or damaged items at the Library. Unclaimed items in the Lost and Found may be donated or discarded without notice.

## **ENFORCEMENT & APPEAL**

Staff will approach individual(s) to address a behavior concern as needed. However, the failure to comply with posted expectations of behavior may result in a temporary suspension of library privileges, removal of the patron from the building, issuance of a criminal trespass warning, or criminal prosecution if the conduct constitutes a violation of federal, state, or local law. Repeated violations may result in longer suspensions or permanent bans, subject to review.

Any staff member of the Library is authorized to determine whether a library patron is not abiding by these or other Sachse Public Library rules and regulations. The Library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by staff to unreasonably interfere with the use of the library by other patrons or interfere with the performance of an employee's duties.

A patron whose privileges have been denied by Library staff may appeal to the Library Manager. Appeals must be submitted in writing within seven (7) days from the date that the patron's privileges were denied and show cause why library privileges should not be denied. The Library Manager shall review and issue a written decision within seven (7) days.

In the event of a denial of privileges, a patron may appeal the decision of the Library Manager to the Library Board. Appeals must be submitted in writing within thirty (30) days of the decision. The Board will notify the patron to appear at its next regularly scheduled meeting and show cause why library privileges should not be denied. The Board shall deem failure to appear as agreement with the Library Manager's decision. The Board shall decide on an appeal within sixty (60) days of the meeting.

Questions regarding this Library Behavior Policy may be directed to the Library Manager at 469-429-5799.

## D. Discussion Items

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<b>Subject:</b>	<b>1. Receive and discuss the Library Manager's monthly report.</b>
Meeting	December 8, 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-FY26-October
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<b>Sachse Public Library</b> <b>Monthly Report</b> <b>FY 2026 October</b>
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<i>Number of Items</i>	40529
<i>Number of Patrons</i>	15905

	2024	2025	% Change
<b>Items Added</b>	382	311	-18.59%
<b>Patrons Added</b>	235	236	0.43%
<b>Total Circulation</b>	11,257	12,650	12.37%
<b>Number of Programs</b>	37	32	-13.51%
<b>Program Attendance</b>	888	1,031	16.10%
<b>Door Count</b>	6,072	6,762	11.36%
<b>Internet Sessions</b>	208	230	10.58%

Halloween Family Event: 352