



**Monday, January 12, 2026  
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, January 12, 2026, 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**

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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 December 8, 2025, meeting minutes.
2. Consider approval of the Library Patron 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 the current library policy on computer use.
3. 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 January 6, 2026, 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.

## C. Action Items

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

Meeting January 12, 2026 - Library Board Meeting

Access Public

Type Discussion, Action, Minutes

Fiscal Impact None

Recommended Action Approve the minutes as presented.

Goals

### **BACKGROUND**

Minutes from the December 8, 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
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1. LibraryBoard_Regular_Minutes_12.08.2025-unsigned
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## LIBRARY BOARD OF THE CITY OF SACHSE DECEMBER 8, 2025, MEETING MINUTES

The Library Board of the City of Sachse held a regular meeting on Monday, December 8, 2025, at 7:00 PM at Sachse City Hall, 3815-B Sachse Road. Those present were: Shanna Conde, LaWan-Dia Rhoden, Meghan Kershaw, Allyssa Loya, Betsy Urschel, Adashea Dugan, Rafay Sheikh.

### **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:

Chairperson Rhoden called the meeting to order at 7:00 PM.

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

Ms. Rhoden offered the invocation and Ms. Kershaw led the pledges.

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

Dia Rhoden made a motion to elect Shanna Conde to be the Chairperson of the Library Board. Allyssa Loya seconded the motion, and it carried 7 - 0. None voted against.

Shanna Conde made a motion to elect Betsy Urschel to be the Vice Chair of the Library Board. LaWan-Dia Rhoden seconded the motion, and it carried 7 - 0. None voted against.

Shanna Conde made a motion to elect Dia Rhoden to be Secretary of the Library Board. Betsy Urschel seconded the motion, and it carried 7 - 0. None voted against.

### **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 November 10, 2025, meeting minutes.

Ms. Urschel made a motion to approve the minutes as presented. Ms. Kershaw seconded the motion, and it carried 7 - 0. None voted against.

2. Consider approval of the Library Behavior Policy.

Mr. Cross presented the updated library behavior policy to the board for approval. He opened a discussion portion for the board to ask questions and discuss the updates to the policy. The board agreed that a statement should be added to the policy to the effect of: Library staff may keep a

record of incidents for informational purposes.

Ms. Loya made a motion to postpone approval of the policy until it can be reviewed again at the next meeting. Ms. Conde seconded the motion, and it carried 7 - 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 monthly statistics and highlights from the past month. The Dinovember event had good attendance. The Animal Shelter Blanket Drive and the winter clothing drive were a success. The Library participated in the annual Christmas Extravaganza.

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

Mr. Cross announced upcoming programs and events over the coming weeks.

#### **E. Adjournment**

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Chairperson Rhoden adjourned the meeting at 7:35 PM.

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Shanna Conde, Chairperson

ATTEST:

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Dia Rhoden, Secretary

## C. Action Items

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<b>Subject:</b>	<b>2. Consider approval of the Library Patron Behavior Policy.</b>
Meeting	January 12, 2026 - Library Board Meeting
Access	Public
Type	Discussion, Action
Fiscal Impact	None
Recommended Action	Approve the policy on Library 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. 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 patron behavior.

<b>File Attachments</b>
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1. Policy_Library Patron Behavior Policy_Revision-2026-01-12-final
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Approved by the Library Board: [Date]

### **PURPOSE**

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

Patron 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. Details of incidents may be kept for informational purposes.

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

Meeting January 12, 2026 - 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-November



<b>Sachse Public Library</b> Monthly Report FY 2026 November
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<i>Number of Items</i>	40563
<i>Number of Patrons</i>	15910

	2024	2025	% Change
<b>Items Added</b>	402	236	-41.29%
<b>Patrons Added</b>	116	139	19.83%
<b>Total Circulation</b>	9,776	9,720	-0.57%
<b>Number of Programs</b>	33	24	-27.27%
<b>Program Attendance</b>	627	739	17.86%
<b>Door Count</b>	4,684	5,189	10.78%
<b>Internet Sessions</b>	189	196	3.70%

Dinovenber Family Event: 180

## D. Discussion Items

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**Subject:** 2. Discuss the current library policy on computer use.

Meeting January 12, 2026 - Library Board Meeting

Access Public

Type Discussion

Fiscal Impact None

Recommended Action Discuss the current library policy on computer use.

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

### **BACKGROUND**

The Library computer use 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 computer use.

#### File Attachments

1. Sachse\_Library\_Computer\_Use\_Policy\_12.2015

## **SACHSE PUBLIC LIBRARY**

### **COMPUTER USE POLICY**

#### **Regulations for Computer Lab Use**

##### **1. Access Rules:**

- a. A Sachse Public Library card or guest pass issued to the User is required to use the computer lab. Card sharing is prohibited, including sharing amongst family members. Guest passes will be issued to persons 18 and over. Identification is required for a guest pass and be issued to out of state residents only. Texas residents will be required to get a library card.
- b. Patrons with overdue items or a fine over \$5.00 cannot use the computer lab until all overdue items are returned and there is a balance less than \$5.00 on their account.
- c. The computers are available on a first-come, first-served basis. Sessions are one hour long with a maximum of up to three hours per day. Users must close all programs and leave the workstation immediately at the end of their allotted time. Time limits may be limited depending on availability of computers.
- d. The computers will log off automatically at fifteen minutes before closing. Because of our software, any documents saved to the computers will be automatically deleted whenever the computers restart or the User logs off.
- e. No food or drinks are permitted in the computer lab.
- f. A minor's use of the computers is the responsibility of the minor's parents or legal guardians
- g. Users must comply with the Library's general rules of conduct when using the computer lab.

##### **2. Illegal Activity Prohibited:**

- a. Users may not use the Internet or Library computers for any illegal activity or to access illegal materials. This includes, but is not limited to, the following:
  - i. Texas Penal Code, §43.22, as amended: A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.
  - ii. Texas Penal Code, §43.23, as amended: A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.

- iii. Texas Penal Code, §43.24, as amended: A person commits an offense if, knowing that the material is harmful: (1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material; (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or (3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in (1) or (2) above.
- iv. Texas Penal Code, §43.26, as amended: A person commits an offense if the person knowingly or intentionally possesses, or knowingly or intentionally accesses with intent to view, visual material that visually depicts a child younger than 18 years of age at the time the image of the child was made who is engaging in sexual conduct [...], and the person knows that the material depicts the child as described above.
- v. U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except as permitted by principles of “fair use.” Responsibility for copyright infringement lies solely with the User.
- vi. Federal Law (18 U.S Code 1030) or state law (Texas Penal Code, Chapter 33) regarding computer crimes.

### **3. Privacy/Security:**

- a. Users may not disrupt or disturb other computer users, and should respect the privacy and sensibilities of other Library patrons. This includes, but is not limited to, refraining from the following behavior: talking with other patrons, disruptive cell phone usage, loud music, or displaying text or graphics that may be reasonably construed as offensive.
- b. The Library does maintain internet filters. However, Users are responsible for what they access on the computers.
- c. Library staff can monitor computer usage and reserves the right to do so when a violation of its policies or regulations is suspected.
- d. Users shall be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by law or as may be necessary for the proper operation of the Library.

**4. Installation/Modification of Software/Programs Prohibited:**

- a. Installation, downloading, and modification of any software applications from the Internet or from USB, CDROM, or any other application on the hard drive of any computer in the Library's computer lab are prohibited.
- b. Users may not reconfigure any files of any hardware or software on the computers.
- c. Users may not disrupt or interfere with the Library's network services. This includes, but is not limited to: attempts to add, modify, or remove system software or other system elements. Thumb or USB drives and similar storage devices may be used with the computers for the purposes of saving documents and information.

**5. Violations of Sachse Public Library Computer Use Policy:**

**Violation of any part of this Computer Use Policy, failure to use the computer workstations appropriately or responsibly, or failure to comply with Library staff directives regarding usage may result in termination and/or suspension from the facility as determined by the library manager online session by Library staff and/or the revocation of all computer privileges, as determined by the Library Manager. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.**