



**Monday, May 11, 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

1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, May 11, 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

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 April 13, 2026, meeting minutes.
2. Consider approval of the Library Computer Use Policy.

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 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 May 5, 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, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

C. Action Items

Subject: 1. Consider approving the April 13, 2026, meeting minutes.

Meeting May 11, 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 April 13, 2026, Library Board meeting are produced and reviewed for approval.

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_04.13.2026-unsigned

**LIBRARY BOARD OF THE CITY OF SACHSE
APRIL 13, 2026, MEETING MINUTES**

The Library Board of the City of Sachse held a regular meeting on Monday, April 13, 2026, at 7:00 PM at Sachse City Hall, 3815-B Sachse Road. Those present were: Meghan Kershaw, Allyssa Loya, Betsy Urschel, Adashea Dugan, Rafay Sheikh.

Those absent were: Shanna Conde, LaWan-Dia Rhoden.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a regular meeting on Monday, April 13, 2026, at 7:00 PM to consider the following items of business:

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

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

Ms. Dugan offered the invocation and Ms. Kershaw 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 March 9, 2026, meeting minutes.

Ms. Loya made a motion to approve the minutes as presented. Ms. Kershaw 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.

Mr. Cross presented the monthly report and statistics for the Library. He noted an increase in the number of library cards created compared to the previous year.

2. Discuss the current Library Circulation Policy on borrower cards.

Mr. Cross presented the circulation policy on borrower cards, including the different types of library cards available to the public. He shared a series of slides with statistics on library card applications. Mr. Cross explained that e-card sign-ups have experienced significant growth in the last year. The Board discussed the advantages and disadvantages of the e-card and the impact on digital resources, such as the Libby app. Mr. Cross explained recent trends in ebook usage and wait times

for holds. The Board supported the idea of suspending e-card registration while the Library addresses the new Circulation Policy.

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

Mr. Cross announced the Library's upcoming activities and story times. He noted that Library staff attended the recent Texas Library Association Annual Conference. The Library will be celebrating National Library Week, April 19 - 25. Mr. Cross commented that work on the Library's audio system will be taking place the same week. He also announced that Reading with Greta, one of the Library's programs, is on pause, due to the service dog's retirement. The Library is collecting "thank you" cards to deliver to Greta's owner. Upcoming programs of note include: an Earth Day Garden program where patrons can help plant seedlings that the Library has been growing. Crafternoon continues this theme with a Plant Buddies program. Upcoming May events include a Comic Con and the Summer Kick Off at the very end of May.

E. Adjournment

Vice Chairperson Urschel adjourned the meeting at 7:30 PM.

Shanna Conde, Chairperson

ATTEST:

LaWan-Dia Rhoden, Secretary

C. Action Items

Subject:	2. Consider approval of the Library Computer Use Policy.
Meeting	May 11, 2026 - Library Board Meeting
Access	Public
Type	Discussion, Action
Fiscal Impact	None
Recommended Action	Approve the policy on Library 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. This revised version removes outdated language and reflects the current needs of the Library. The revised policy removes the prohibition on computer use when the patron has overdue items. It allows Library staff to set time limits based on the availability of computers. It clarifies that Library staff cannot disable or modify internet filters. The revised policy outlines the steps for enforcement and appeal whenever violations result in the suspension of Library privileges, consistent with the Library Behavior Policy. 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 computer use.

File Attachments

1. Policy_Library Computer Use Policy_Revision-2026-2-25-FINAL

Approved by the Library Board: []

PURPOSE

To fulfill its mission of providing public access to information of all types in a wide range of formats the Sachse Public Library provides public access to the internet. The internet is a global network comprised of information, multimedia resources, and social networks representing a variety of viewpoints and perspectives.

ACCESS RULES

A Sachse Public Library card or guest pass issued to the user is required to access the public computers. Card sharing is prohibited, including sharing amongst family members. Guest passes are available to out-of-state visitors with a valid, government-issued ID. Guest pass users must be 18 and over. Texas residents will be required to get a Library card.

The computers are available on a first-come, first-served basis. The Library reserves the right to set limits on internet use sessions and time limits may depend on availability of computers.

The computers log off automatically 15 minutes before closing. Documents or files saved to the computer are automatically deleted whenever the computers restart or the user logs off. Users are responsible for saving work on a portable storage device like a USB drive, cloud storage, or other method. The Library is not responsible for lost work or files.

Food and open drinks are prohibited at the computer workstations.

A minor's use of the computers is the responsibility of the minor's parents or legal guardians.

Library staff will, to the best of their ability and while taking staff time into account, assist in the use of Library technology and digital resources. Staff are not permitted to type or enter personal information for users, troubleshoot personal device issues, or offer extended on-demand technology assistance. Library staff are unable to provide assistance with personal devices beyond helping to access to the Library's resources.

Users must comply with the Library Patron Behavior Policy when using the computers.

ILLEGAL ACTIVITY PROHIBITED

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Computer crimes outlined in Federal Law (18 U.S Code 1030) or state law (Texas Penal Code, Chapter 33) are prohibited.

MODIFICATION/INSTALLATION PROHIBITED

Users are prohibited from making any attempt to gain unauthorized access to restricted files or networks, or to damage or modify Library-owned computer equipment or software.

Users may not reconfigure any files or hardware on the computers.

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. External drives, such as USB flash drives and similar storage devices, may be used with the computers for the purpose of saving documents and information.

PRIVACY & SECURITY

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 talking with other patrons, disruptive phone usage, loud music, or displaying text or graphics that may be reasonably construed as offensive.

Wi-Fi internet and public computers employ filters. However, users are responsible for what they access on the computers. Library staff do not have the ability to disable or modify internet filters.

Library staff can monitor computer usage and reserves the right to do so when a violation of its policies or regulations is suspected.

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.

ENFORCEMENT & APPEAL

Violation of any part of the Computer Use Policy, failure to use the computer workstations appropriately, or failure to comply with directives regarding usage may result in suspension of Library privileges, removal of the patron from the building, and/or revocation of all computer privileges. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

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 60 days of the meeting.

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

D. Discussion Items

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

Meeting May 11, 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-March



Sachse Public Library Monthly Report FY 2026 March

<i>Number of Items</i>	40984
<i>Number of Patrons</i>	16790

	2025	2026	% Change
Items Added	447	407	-8.95%
Patrons Added	187	313	67.38%
Total Circulation	10,170	10,535	3.59%
Number of Programs	27	31	14.81%
Program Attendance	678	728	7.37%
Door Count	4,791	5,267	9.94%
Internet Sessions	221	254	14.93%