



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

June 11, 2026 at 4:00 PM

Council Chambers: 201 North Broadway, Escondido, CA 92025

WELCOME TO YOUR BOARD MEETING

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the board.

PRESIDENT

Maribel Cruz Reyes

SECRETARY

Giselle Luevanos

TRUSTEES

Francis X. Bova III

Virginia Bunnell

Carolyn Clemens

ASSISTANT CITY CLERK

Sarena Garcia

HOW TO WATCH

The City of Escondido provides one way to watch a board meeting:

In Person



201 N. Broadway, Escondido, CA 92025



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 11, 2026

HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the board during a meeting:

In Person



Fill out Speaker Slip and Submit to City Clerk

In Writing



<https://escondido-ca.municodemeetings.com>

ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.



FLAG SALUTE

ROLL CALL

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

1. Review and approve the Minutes for the May 14, 2026 Meeting.

CURRENT BUSINESS

2. **Updates: City of Escondido**

General updates from the City, including specific updates regarding the library infrastructure project.

Staff Recommendation: Receive and File (Community Services Department: Robert Rhoades, Assistant Director of Community Services)

Presenter: Robert Rhoades, Assistant Director of Community Services

3. **Library Trust Fund Quarterly Financial Reports**



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 11, 2026

Review the 1st – 3rd quarters of FY26/26 of the Library Trust.

Staff Recommendation: Receive and File (Robert Rhoades, Assistant Director of Community Services)

Presenter: Leticia Leal, Management Analyst

4. **Library Policy Update: Library Code of Conduct**

Review and approval of updated Library Code of Conduct.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

5. **Library Policy Update: Borrowing and Library Accounts**

Review and approval of updated Borrowing and Library Accounts Policy.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

6. **Library Policy Update: Temporary Exhibits and Displays**

Review and approval of the updated Temporary Exhibits and Displays Policy.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

7. **Library Policy Update: Patron Confidentiality and Privacy**

Review and approval of updated Patron Confidentiality and Privacy Policy.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

STATISTICS REPORT

8. Presentation of monthly statistical report.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter(s): Rino Landa, Library Director

LIBRARY DIRECTOR'S REPORT

9. Presentation of monthly report and general library updates.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 11, 2026

Presenter(s): Rino Landa, Library Director

TRUSTEE LIBRARY USE REPORT

FUTURE AGENDA ITEMS

ADJOURNMENT

UPCOMING MEETING SCHEDULE

10. Unless otherwise noted, the Library Board of Trustees meets on the second Thursday of each month at 4:00 p.m. in the City Council Chambers.

7/9/2026 – 6:00 PM

8/12/2026 – 4:00 PM

9/10/2026 – 4:00 PM

10/8/2026 – 6:00 PM

11/12/2026 – 4:00 PM

12/10/2026 – 4:00 PM



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES MEETING

May 14, 2026 at 4:00 PM

MINUTES

FLAG SALUTE

ROLL CALL

President Maribel Reyes

Secretary Giselle Luevanos

Trustee Francis X. Bova III

Trustee Virginia Segarra Bunnell

Trustee Carlyn Clemens

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

1. Review and approve the minutes for the April 9, 2026 meeting

Motion approved 5-0 (Trustee Bova motioned, Trustee Luevanos seconded)

CURRENT BUSINESS

2. Welcome New Trustee

Welcome Carolyn Clemens to the Library Board of Trustees.

Carolyn Clemens sworn in as Trustee

3. Election of President for the Library Board of Trustees

The Library Board of Trustees will elect a President to serve as the presiding officer for the upcoming term. The President shall preside at meetings and may appoint members to special committees. The term of office is one (1) year and until a successor is elected.

Trustee Bova motioned for Maribel Reyes as President. Seconded by Trustee Segarra Bunnell. Approved 5-0.

4. Election of Secretary for Library Board of Trustees



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES MEETING

May 14, 2026 at 4:00 PM

The Library Board of Trustees will elect a Secretary to serve for the upcoming term. The Secretary shall certify Board minutes and shall preside at meetings in the absence of the President. The term of office is one (1) year and until a successor is elected.

Trustee Bova motioned for Giselle Luevanos as Secretary. Seconded by Trustee Segarra Bunnell.
Approved 4 - 0 (Luevanos abstained)

5. Updates: City of Escondido

General updates from the City, including specific updates regarding the library infrastructure project.

Staff Recommendation: Receive and File (Community Services Department: Robert Rhoades, Assistant Director of Community Services)

Presenter: Robert Rhoades, Assistant Director of Community Services

6. Library Trust Fund Literacy Projects Expenses 2014-2025

Request that the Library Board of Trustees receive and file information regarding the Literacy Projects account of the Library Trust Fund.

Staff Recommendation: Approve (Robert Rhoades, Assistant Director of Community Services)

Presenter: Leticia Leal, Management Analyst

STATISTICS REPORT

7. Statistics Report

Presentation of monthly statistical report.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter(s): Rino Landa, Library Director

LIBRARY DIRECTOR'S REPORT

8. Director's Report

Presentation of monthly report and general library updates.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter(s): Rino Landa, Library Director



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES MEETING

May 14, 2026 at 4:00 PM

TRUSTEE LIBRARY USE REPORT

- 9. Reports by the Library Board of Trustees of their use of the library and its services.

FUTURE AGENDA ITEMS

ADJOURNMENT

Adjourned at 5:10 p.m.

UPCOMING MEETING SCHEDULE

- 10. Unless otherwise noted, the Library Board of Trustees meets on the second Thursday of each month at 4:00 p.m. in the City Council Chambers.

6/11/2026 – 4:00 PM

7/9/2026 – 6:00 PM

8/12/2026 – 4:00 PM

9/10/2026 – 4:00 PM

10/8/2026 – 6:00 PM

11/12/2026 – 4:00 PM

PRESIDENT

MINUTES CLERK



STAFF REPORT

June 11, 2026
Agenda Item #4

SUBJECT

Library Policy Update: Library Code of Conduct

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

The Library Code of Conduct was last reviewed and updated by the Library Board of Trustees in 2018.

BACKGROUND

The proposed 2026 Library Code of Conduct replaces the 2018 Code of Conduct with an updated policy framework that is clearer, more flexible, and better aligned with current City practices. The 2018 policy combined policy expectations, operational procedures, enforcement steps, appeal processes, and detailed lists of prohibited conduct in a single document. While comprehensive, that format was more procedural in nature and included specific operational requirements, such as fixed suspension periods, detailed appeal timelines, item-size limits for personal belongings, and narrowly written conduct rules.

The 2026 version reorganizes the Code of Conduct into a policy-level document focused on shared expectations for the use of Library spaces, materials, technology, programs, and services. It establishes broad standards for respectful use of public spaces, noise, food and beverages, personal belongings, designated areas, animals, solicitation, photography, and enforcement. Rather than attempting to list every prohibited behavior or prescribe every enforcement step, the revised policy gives the Library and City greater flexibility to respond to conduct based on the circumstances, applicable law, City policy, safety considerations, and reasonable staff direction.



CITY *of* ESCONDIDO

STAFF REPORT

The revised policy also better reflects how the Library functions as a modern public facility. It recognizes conversation, collaboration, technology use, programs, café use, quiet study, children’s areas, teen spaces, and other designated uses as part of the Library’s public service model. Several topics that were addressed briefly or rigidly in the 2018 policy are now handled in clearer, more service-oriented sections, including accommodation requests, alternative access to materials or services, caregiver responsibilities, personal care needs, service animals, recording and media activity, and use of designated Library spaces.

A significant form change is the separation of policy from procedure. Enforcement, exclusion, appeals, citations, and disciplinary processes are no longer set out in detailed step-by-step terms within the Library policy itself. Instead, the 2026 policy states that these actions are governed by the Community Services Department Code of Conduct, applicable City policies, Library procedures, and law. This approach preserves accountability while allowing operational procedures to be updated as needed without requiring frequent amendments to the Board-adopted policy.

Overall, the 2026 Code of Conduct maintains the core purpose of the 2018 policy: supporting a safe, respectful, welcoming, and accessible Library environment. The update modernizes the language, reduces overly procedural content, improves consistency with Citywide conduct expectations, and gives staff appropriate flexibility to manage Library spaces in a fair, practical, and legally consistent manner.

ATTACHMENTS

- a. 2026 Library Code of Conduct
- b. 2026 Community Services Department Code of Conduct
- c. 2018 Library Code of Conduct

POLICY: LIBRARY CODE OF CONDUCT

Approved by the Escondido Public Library Board of Trustees: [Date]
Supersedes upon adoption: *Library Code of Conduct* approved August 14, 2018

PURPOSE

Escondido Public Library is a shared public space that supports reading, learning, study, conversation, collaboration, technology use, programs, and community connection.

This policy establishes Library-specific expectations so that all visitors, staff, volunteers, program participants, and community members may use Library spaces, materials, technology, programs, and services in a safe, respectful, welcoming, accessible, and equitable environment.

RELATIONSHIP TO *COMMUNITY SERVICES DEPARTMENT CODE OF CONDUCT*

The Escondido Public Library (referred to herein as “Library”) is subject to the City of Escondido [Community Services Department Code of Conduct](#), applicable City policies, posted rules, and applicable law. Library facilities are subject to applicable state and federal laws as well as applicable City municipal code sections, conduct rules, and regulations.

This *Library Code of Conduct* supplements the *Community Services Department Code of Conduct* and the City of Escondido Municipal Code ([Chapter 18, Article 4, Division 1](#)) by establishing Library-specific expectations for use of Library spaces, materials, technology, programs, and services.

Visitors are expected to comply with the *Community Services Department Code of Conduct*, this policy, other Library policies, posted rules, reasonable staff direction, and applicable law.

ACCESS TO LIBRARY MATERIALS AND SERVICES

The Library supports equitable access to information, ideas, materials, programs, technology, and services.

When a visitor’s access to Library facilities is restricted due to conduct, the Library may provide reasonable alternative access to Library materials or services when feasible, appropriate, safe, and consistent with City policy.

Visitors who need an accommodation or modification related to a disability may request assistance through the City’s applicable accommodation process. More information regarding the City’s reasonable accommodation process can be found on the City’s webpage.

RESPECTFUL USE OF SHARED LIBRARY SPACES

Visitors are expected to use Library spaces in a manner that respects the rights, safety, comfort, and access of others.

Visitors may not engage in behavior that unreasonably interferes with another person's use of Library spaces, materials, technology, programs, or services, or with staff's ability to conduct Library business.

Visitors must comply with reasonable Library staff direction related to use of Library spaces, services, materials, technology, programs, safety, security, emergencies, and this policy.

Visitors may use Library facilities only during authorized hours and may enter or use only public areas or other areas authorized by the Library.

NOISE, CONVERSATION, AND QUIET STUDY AREAS

Normal conversation, collaboration, and active learning are welcome in Library areas where they do not unreasonably disrupt others or interfere with Library services.

The Library may designate areas for quiet study, collaborative work, children's activities, teen use, programs, café use, or other purposes.

Visitors must use voices, phones, devices, headphones, and other audio equipment at a volume and in a manner appropriate to the designated use of the space.

Visitors may not use loudspeakers, public address systems, boomboxes, or similar amplified sound equipment in Library facilities unless expressly authorized by the Library or City.

In areas designated for quiet study, visitors are expected to minimize conversation, silence devices, and use headphones or other audio equipment in a manner that cannot be heard by others.

FOOD AND BEVERAGES

Covered non-alcoholic beverages may be allowed in Library areas unless otherwise posted.

Food may be consumed only in areas designated by the Library, such as a café or authorized program space.

Food and beverages may not be used in a manner that damages Library property, attracts pests, creates strong odors, interferes with others' use of the Library, or creates a safety or cleanliness concern.

Visitors are responsible for cleaning up after themselves.

USE OF LIBRARY SPACES, MATERIALS, TECHNOLOGY, AND PROPERTY

Visitors are expected to use Library spaces, materials, technology, furniture, equipment, restrooms, and property with care and for their intended purposes.

Visitors may not damage, deface, alter, misuse, or remove Library materials, technology, furniture, equipment, fixtures, or property without authorization.

Library spaces, furniture, equipment, restrooms, and facilities may not be used in a manner that obstructs access, creates a safety concern, damages property, interferes with Library operations, or prevents use by others.

Use of Library technology, makerspace equipment, reservable rooms, programs, exhibits, community information areas, Library accounts, cards, reservations, credentials, and other Library services is subject to applicable Library policies and procedures.

CHILDREN, TEENS, AND DESIGNATED AREAS

The Library welcomes children, teens, and families and may designate spaces, furniture, equipment, collections, programs, or services for specific ages, purposes, or uses.

Children must be supervised in accordance with the following City requirements:

- Children under 10 years of age must be accompanied by a parent, legal guardian, or responsible person.
- A responsible person must be at least 14 years of age and authorized by the child's parent or legal guardian to have care, custody, and control of the child while in the Library.
- Minors age 10 and older may use the Library without a parent, guardian, caregiver, or responsible adult present, provided they comply with this policy, the *Community Services Department Code of Conduct*, other Library policies, posted rules, and reasonable staff direction.

The Library may establish age-specific expectations for designated spaces, programs, rooms, or services.

Visitors are expected to use designated spaces consistent with their intended purpose and staff direction.

Parents, guardians, and caregivers are responsible for the safety, behavior, supervision, and appropriate use of Library spaces and services by children or minors in their care.

Library staff do not act in place of a parent, guardian, caregiver, or responsible adult.

When a Library program or service is specifically designed and communicated as staff-led and does not require caregiver presence in the program room, the parent, guardian, caregiver, or responsible adult must remain in the Library unless otherwise expressly authorized by Library procedures.

ASSISTANCE, SUPERVISION, AND PERSONAL CARE

Library staff do not act in place of a parent, guardian, conservator, caregiver, attendant, personal assistant, or responsible adult.

Visitors who require supervision, personal care, medical care, behavioral support, or assistance beyond the Library's services are responsible for arranging appropriate support while using the Library.

Any action by the Library will be based on the visitor's conduct, an individualized assessment of safety or access concerns, applicable law, and reasonable staff direction.

The Library may contact a caregiver, guardian, conservator, emergency contact, emergency services, or other appropriate support when a visitor appears unable to use the Library safely without assistance, requires care beyond the Library's services, presents a safety concern, or is unable to leave the Library at closing, consistent with Library procedures, City policy, and applicable law.

The Library will provide reasonable accommodations or modifications in accordance with applicable law and City procedures.

PERSONAL BELONGINGS AND PERSONAL EQUIPMENT

Visitors are responsible for their personal belongings and equipment.

Personal belongings and equipment may not be left unattended, stored in the Library, or placed or used in a manner that obstructs access, creates a safety concern, damages property, interferes with Library operations, or prevents others from using Library spaces, materials, technology, or services.

Bicycles, scooters, skateboards, carts, sporting equipment, and similar items may be limited or restricted inside Library facilities when necessary to protect safety, accessibility, Library property, or Library operations.

Mobility devices, strollers, and other accessibility-related devices are permitted as allowed by applicable law.

The Library is not responsible for unattended, lost, stolen, or damaged personal belongings or equipment.

ANIMALS

Animals are permitted in Library facilities only in accordance with and pursuant to applicable law, including but not limited to service animals as required by the Americans with Disabilities Act.

Animals in Library facilities must remain under the control of their handler and may not create a safety concern, disrupt Library operations, damage property, or interfere with another person's use of Library spaces or services.

Consistent with applicable law, an animal may be required to leave if it is out of control and the handler does not take effective action to control it or if it is not housebroken.

When an animal is required to leave, the Library will provide the individual an opportunity to access Library services without the animal's presence, when required by applicable law.

SOLICITATION, COMMERCIAL ACTIVITY, AND DISTRIBUTION OF MATERIALS

Solicitation, commercial activity, fundraising, petitioning, distribution of materials, and similar activities must comply with applicable Library policies, City policies, posted rules, reasonable staff direction, and applicable law.

Distribution, posting, or placement of materials is subject to the *Library's Community Information Materials Policy* or other applicable Library or City requirements.

The Library may limit or restrict activities that interfere with Library operations, privacy, safety, access, programs, services, or the rights of others.

Use of Library spaces or services does not constitute endorsement by the Library, Library Board of Trustees, or City of Escondido of any individual, group, organization, viewpoint, activity, product, or service.

PHOTOGRAPHY, RECORDING, AND MEDIA

Photography, video recording, audio recording, livestreaming, and similar activities must comply with applicable Library policies, City policies, posted rules, reasonable staff direction, and applicable law.

These activities may not disrupt Library operations, obstruct access, harass or intimidate others, compromise safety, record areas where privacy is reasonably expected, or interfere with another person's use of Library spaces or services.

The Library may establish procedures for photography, recording, filming, media activity, and related requests. Organized filming, media activity, or photography requiring equipment, staging, staff coordination, reserved space, or extended use of Library facilities may be subject to prior approval, City requirements, or separate procedures.

VIOLATIONS AND ENFORCEMENT

Visitors who violate this policy, the *Community Services Department Code of Conduct*, other Library policies, posted rules, reasonable staff direction, or applicable law may be subject to action consistent with the *Community Services Department Code of Conduct*, City policy, Library procedures, and applicable law.

The Library may take action when conduct disrupts Library operations, interferes with another person's use of Library spaces or services, creates a safety or security concern, damages property, violates policy, or violates applicable law.

Enforcement, exclusion, appeal, citation, or other disciplinary processes are governed by applicable City policies, including the *Community Services Department Code of Conduct*, Library procedures, and applicable law.

REVIEW AND REVISION

This policy will be reviewed periodically and may be revised as needed to reflect changes in Library spaces, services, community needs, City requirements, safety considerations, legal requirements, and operational practices.

Current Library procedures, posted rules, service guidelines, and related policies may be posted or made available separately.

Code of Conduct

Escondido Public Library Code of Conduct

To provide the community with an atmosphere of safety, courtesy, integrity, and respect, the Library Board of Trustees have adopted a "Code of Conduct." All Library users and staff have the right to be safe while attending the Library or programs. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk. Library facility uses are governed by policies approved by the Library Board of Trustees to encourage maximum public use and enjoyment of the public facilities.

The Escondido Public Library is a recreation area as defined by Escondido Municipal Code section 18-67 and subject to all regulations found in Chapter 18 of the Municipal Code.

Access to Library Materials & Services

The freedom of access to ideas and information is essential to a democratic society, and the equality of access to information is one of the highest priorities of the Escondido Public Library. Library staff will strive to provide access to Library materials even when a person's conduct might result in temporary exclusion from Library facilities.

Facility and program users who wish to request a modification because of a disability and who need accommodation are invited to present their requests to the City by filling out a Request for Accommodation Form, or by calling the City's ADA Coordinator at 760-839-4643.

Standards of Conduct

All users, program participants, organizations and groups, staff, volunteers, and visitors to the Library campus or programs are expected to:

1. Treat all members of the community, participants, staff, and volunteers with respect by using courteous language at all times and refraining from any disparaging remarks, verbal abuse or aggressive behavior.
2. Comply with all Library policies.
3. Use computers and online resources within the guidelines of the Library's computer use policies.
4. Respond to security gate alarms, emergency alarms, and other situations as instructed by Library staff.
5. Leave buildings at closing, and limit use of the Library to authorized areas only.
6. Present identification when necessary to address violations of this Code.
7. Show proper care and regard for City property and make a reasonable effort at cleanup, returning the area to its condition immediately prior to use.
8. Library patrons may bring personal possessions into the Library facility subject to the following:
 - o Personal item may be no larger than 10" x 16" x 24 (standard student backpack size).

- A maximum of two items are allowed, subject to the combined size limit provided above.
- Items inappropriate for Library use, including, but not limited to, bicycles, tools, and wagons, are not allowed in the Library.
- Personal possessions should not take up seating or space needed by others.
- All property left unattended is subject to removal and disposal by Library staff.
- Personal possessions may not be stored anywhere on Library property, including in or behind bushes, trees, shrubs, and/or walls on the Library campus.
- Unattended personal property abandoned in the Library property will be removed and disposed as appropriate.

Prohibited Conduct

1. Any disturbance or disruption of Library staff or other users; to include but not limited to; loud, excessive or boisterous noise, use of electronic devices emitting audible sound, abusive or threatening conduct, harassment, staring or following others with intent to annoy, or behaving in a manner which reasonably could be expected to disturb others, horseplay, inappropriate physical contact, running, or any other activity that disrupts others ability to the quiet and peaceful enjoyment of the Library.
2. Personal hygiene offensive to others so as to constitute a nuisance including offensive body odor, excessive use of perfumes/fragrances, or uncleanliness that could damage Library resources.
3. Children under the age of ten, unless accompanied at all times by a responsible adult.
4. Smoking, use of related tobacco products, or e-cigarettes except in designated areas.
5. Eating or drinking inside the Library, except for liquids in a spill proof container, or at events authorized by the City Librarian.
6. Firearms, weapons, knives, fireworks, or any dangerous items of any kind or use of incendiary devices, candles, matches, lighters, or similar items.
7. Using equipment primarily designed for outdoor use; including carts, bicycles, skateboards, and other outdoor sporting equipment, inside a Library facility, except for occupied strollers and personal transportation devices when needed for disability access.
8. Failure to wear a shirt, clothing or shoes as designed to be worn.
9. Use of restrooms for bathing, shaving, washing hair, or laundering clothes.
10. Pornography, obscene or offensive material in any areas open to the public.
11. Alcohol or drug consumption or possession.
12. Sleeping or lying on the floor or furniture or placing feet on furniture.

13. Adults in children only areas unless accompanied by children or under direct library supervision.
14. Blocking aisles, halls, elevators, stairs, seats, entrances or exits with personal property.
15. Leaving personal property unattended.
16. Animals.
17. Bicycles, unless secured in Library bicycle racks, and riding roller skates, scooters, skateboards, or other similar wheeled devices.
18. Sharing, transferring or assigning a Library card to another person or using another person's Library card.
19. Photography, video or audio recording without consent.
20. Soliciting for donations or signatures or any commercial activity within the Library, unless expressly authorized by the City Librarian.
21. Vandalism, defacing or damaging library materials including, but not limited to, underlining, highlighting, writing, or removing pages or security devices.
22. Any nuisance activity or violation of the Library Standards of Conduct, local, state or federal law.

Library Disciplinary Process

Persons who violate the rules and standards contained in the Code of Conduct or other posted regulations may receive a verbal or written warning from Library staff. The City Librarian shall maintain records of any violations and disciplinary actions.

If a person fails to correct a violation, then the person shall be ejected from the Library. If a person fails to leave upon request, Library staff will contact the Escondido Police Department for appropriate assistance. Any Person who intentionally interferes with Library operation and refuses to leave the Library premises after directed to do so by a Library supervisor or a Police Officer is guilty of a misdemeanor. (Cal Penal Code § 602.1.) An ejection will include a minimum three day suspension of library access.

If a person has a subsequent violation of the Code of Conduct within 90 days of a warning or any suspension of library access, then person may be immediately ejected from the Library as a repeat offender. A warning is not a prerequisite for serious violations of the Code of Conduct. Subsequent or serious violations may result in longer term suspension from the Library. During any suspension of library access, Library staff will offer to make Library materials reasonably available.

The City Librarian may impose increasingly longer term suspensions (7, 30, 90 days or longer) when necessary to ensure the quiet peaceful enjoyment of the Library by all members of the community. Longer term suspensions are necessary to address repeated, pervasive, or serious violations of the Code of Conduct.

Appeal Process of Aggrieved Party

Any person aggrieved by decisions of Library staff may appeal an ejection or suspension of library access. A person challenging an ejection may ask to immediately speak with a Library supervisor.

For any suspension, the offending party may file a written appeal with the City Librarian. An appeal shall include the name, address, phone number, and a concise statement addressing the facts and circumstances that resulted in the discipline. Upon receipt of an appeal, the City Librarian may stay the suspension until the appeal is resolved. For suspensions of seven days or longer, the aggrieved patron must file an appeal within five days.

An aggrieved party may demand a hearing with the City Librarian for suspensions of 30 days or more. The hearing shall be informal and the rules of evidence shall not apply. The City Librarian shall provide all documents related to the exclusion at least five days prior to the hearing and shall promptly schedule the hearing within fifteen 15 days of the appeal. The hearing shall afford a reasonable opportunity for patron to be present and to present evidence in support of their position. Except for exclusions of 90 days or more, the decision of the City Librarian is final. For a 90-day or longer exclusion, the aggrieved party may appeal the City Librarian's decision to the Library Board of Trustees. In such case, the decision of the Library Board of Trustees will be final.

Note:

- The day of an ejection does not count toward the suspension period.
- The City Librarian may designate an office manager to act in his/her absence.

Approved by Library Board of Trustees: 9/1/01;12/11/14; 6/14/16; 11/8/16; August 14, 2018



CITY OF ESCONDIDO
COMMUNITY SERVICES DEPARTMENT
CODE OF CONDUCT

The standards in this Code of Conduct are intended to promote a safe, courteous, and respectful atmosphere at all City of Escondido (“City”) recreational areas.¹ Please be advised that all recreational areas are subject to the provisions set forth in Chapter 18 of the Escondido Municipal Code (“EMC”) and any violation of Chapter 18 may result in immediate ejection from recreational areas, administrative citations which may result in fines, and/or criminal charges which may result in fines and/or custody time.

For more information regarding the recreational areas, including hours of operation and locations, please visit: <https://recreation.escondido.org/facilities>.

STANDARDS OF CONDUCT

All individuals, including facility users, program participants, staff, volunteers, spectators, and visitors, must adhere to the following standards of conduct **at all times** while in recreational areas:

1. Comply with all applicable City policies; recreational area and public-school rules and regulations; and federal, state and local laws, including but not limited to Chapter 18, Article 4 of the EMC.
2. Refrain from any conduct which disturbs the peace and quiet of a recreational area, including by loud or unusual noise, sounding of an automobile horn, sounding of a noise-making device, the use of profane or obscene gestures, or by the use of abusive or threatening language.²
3. Refrain from touching any individual in a harmful or offensive manner, including but not limited to pushing, shoving, striking, or any other non-consensual touching.³
4. Comply with staff instructions during emergencies, including alarms such as security, fire or other emergency alarms; declared national, state, local or public health emergencies; or any other emergency circumstances.
5. Refrain from using any recreational areas outside the designated hours of operation⁴ or as otherwise directed by staff.⁵
6. Refrain from entering or using areas in violation of posted signs.⁶
7. Refrain from littering in any recreational area.⁷

¹ Recreational area means a park, playground, recreation center, public school athletic field, or any other area in the City owned or used by the City which is devoted to active or passive recreation. It shall include all adjacent facilities used in conjunction with the park such as restrooms and locker rooms.

² EMC, § 18-91.

³ Pen. Code, § 242.

⁴ EMC, § 18-72.

⁵ EMC, § 18-73.

⁶ EMC, § 18-76.

⁷ EMC, §§ 18-82 & 18-90.

8. Children under ten (10) years of age must be accompanied by a parent, legal guardian or responsible person at all times while in any recreational area. A responsible person is any individual of at least fourteen (14) years of age and authorized by a parent or legal guardian to have the care, custody and control of the child.
9. Refrain from marking, defacing, disfiguring, damaging, injuring, tampering with, or displacing or removing any City property in any recreational area.⁸
10. Cooperate in maintaining restrooms and washrooms in a neat and sanitary condition.⁹
11. Refrain from polluting any body of water (e.g., any fountain, pond, lake, stream, etc.) in or adjacent to any recreational area with any substance, matter or thing, liquid or solid.¹⁰
12. Refrain from storing personal property anywhere in recreational areas, including in or behind bushes, trees, shrubs, or walls.¹¹ Unattended personal property may be removed and stored by staff.¹² Unclaimed personal property will be discarded after 30 days.
13. Refrain from the following conduct which is strictly prohibited in recreational areas:
 - a. Smoking tobacco or plant product intended for inhalation, whether natural or synthetic, including smoking from an electronic smoking device;¹³
 - b. Unauthorized use or possession of firearms of any description, or air rifles, spring guns, bows and arrows, slings or any other form of weapons potentially inimical to wildlife and dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device;¹⁴
 - c. Unauthorized use or possession of fireworks;¹⁵
 - d. Unauthorized building of fires;¹⁶
 - e. Unauthorized alcohol consumption or possession;¹⁷
 - f. Unauthorized possession of a controlled substance;¹⁸ and
 - g. Illegal gambling.¹⁹

DISCIPLINARY PROCESS

Administrative Remedies

A violator of the standards contained in this Code of Conduct may receive a verbal or written warning from staff. If a violator fails to correct a violation, then the violator shall be ejected from the recreational area for a period of 72-hours.²⁰ A warning is not a prerequisite for a re-occurring violation of the same provision within a 90-day period or a serious violation (e.g., violent acts, threats of violence, menacing, intimidating behavior, inappropriate physical contact). Failure to comply, or re-occurring or serious violations may result in a longer ejection period (e.g., 7, 30, 90 days or longer) from the recreational

⁸ EMC, § 18-77.

⁹ EMC, § 18-74.

¹⁰ EMC, § 18-83.

¹¹ EMC, § 17-23.

¹² EMC, § 18-71.

¹³ EMC, § 22A-2.

¹⁴ EMC, §§ 17-67 & 18-98.

¹⁵ EMC, §§ 17-76 & 17-77.

¹⁶ EMC, § 18-88.

¹⁷ EMC, § 18-102(a).

¹⁸ Health & Saf. Code, §§ 11350 *et seq.*

¹⁹ Pen. Code, § 330.

²⁰ EMC, § 18-70.

area. The Director of Communications & Community Services shall maintain records of any violations and disciplinary action.

Any person violating a section of the EMC may be subject to civil penalties by means of an administrative citation.²¹ The penalty assessed shall be at a rate of \$100 for the first violation, \$250 for the second violation of the same provision within one year, and \$500 for the third and each subsequent violation of the same provision within one year.²²

Any violation of the EMC is deemed a public nuisance, and may be, by the City, summarily abated as such.²³ Violations may be referred to the City Attorney's Office for appropriate legal action.

Criminal Penalties

A violation of any section of the EMC is a misdemeanor, unless otherwise provided by a particular section, punishable by a \$1,000 fine and/or six months in jail. Those sections declared to be an infraction where no specific penalty is provided therefor, shall be punishable by a fine of \$100 for a first violation, \$200 for a second violation of the same section within a year, and \$500 for a third or each subsequent violation of the same section within a year.

Any person who harasses or interferes with staff in the performance of their duties in a recreational area, or who by their conduct unreasonably interferes with the use of a recreational area by any other person, or who has committed any public offense in a recreational area, fails to leave, or who re-enters the recreational area within 72 hours after being requested to leave by staff in violation of EMC section 18-70 is guilty of a misdemeanor punishable by a \$1,000 fine and/or six months in jail.

Any person who intentionally interferes with City business, by obstructing or intimidating those attempting to carry on City business, or those persons transacting with the City, and who refuses to leave City premises after being requested to do so by City staff in a managerial or supervisory role or law enforcement at the request of City staff in a managerial or supervisory role, in violation of Penal Code section 602.1(b) is guilty of a misdemeanor punishable by a \$400 fine and/or 90 days in jail.

APPEAL PROCESS OF AGGRIEVED PARTY

A person challenging an ejection may ask to immediately speak with a supervisor.

Any person aggrieved by staff's finding of a violation and/or decision of disciplinary action may appeal to the Director of Communications & Community Services within ten (10) calendar days of said finding and/or disciplinary action. If no appeal is filed within the time prescribed, the violation finding and/or disciplinary action taken shall be sustained.

The decision of the Director of Communications & Community Services may be appealed to the City Manager within ten (10) calendar days of decision. If no appeal is filed within the time prescribed, the decision of the Director of Communications & Community Services shall be sustained. A decision of the City Manager shall be final.

All decisions shall be in writing and shall contain findings of fact and a determination of the issues presented.

All appeals must be filed with the Director of Communications & Community Services, must be in writing, and must include the name, address, and phone number of the appellant, the finding, action or decision

²¹ EMC, §§ 1A-5 *et seq.*

²² EMC, §1A-11.

²³ EMC, § 1-14.

appealed, and a concise statement of the reasons for the appeal. The written appeal of a decision of the Director of Communications & Community Services shall be forwarded to the City Manager upon receipt.



STAFF REPORT

June 11, 2026
Agenda Item #5

SUBJECT

Library Policy Update: Borrowing and Library Accounts

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

The Library Borrowing policy was last reviewed and updated by the Library Board of Trustees on September 1, 2021 when the Board approved the elimination of overdue fines.

BACKGROUND

The proposed 2026 Borrowing and Library Accounts Policy replaces the 2021 Borrowing, Fines, and Fees policy with a broader and more flexible policy framework. The 2021 policy functioned largely as a public-facing circulation guide. It included specific loan periods, renewal limits, hold procedures, return instructions, overdue notice schedules, replacement charges, payment methods, and a detailed fee schedule. While useful for day-to-day patron information, that level of operational detail made the policy more procedural and less adaptable to changes in Library services, vendor requirements, resource-sharing agreements, technology, and City fee processes.

The 2026 policy reframes borrowing as a policy-level matter focused on equitable access, account responsibility, borrowing privileges, returns, lost or damaged materials, resource sharing, digital resources, fees, account restrictions, and periodic review. Instead of embedding specific loan periods, renewal limits, notice schedules, and dollar amounts in the Board-adopted policy, the revised version states that current procedures, limits, and fees may be posted or made available separately. This allows the Library to keep public service information current without requiring formal policy amendments each time an operational detail changes.



CITY *of* ESCONDIDO

STAFF REPORT

Substantively, the revised policy also expands the scope beyond traditional physical borrowing. It recognizes that Library accounts may be used for physical materials, resource-sharing materials, digital materials, vendor-provided resources, devices, kits, reservations, and other account-based services. The 2026 version also addresses account eligibility, account security, cardholder responsibility, minor accounts, borrowing variations by account type or material type, and the role of vendor or consortium requirements. These additions better reflect the way modern library borrowing now includes both local collections and third-party platforms.

The 2026 policy maintains the Library's fine-free approach by stating that overdue fines are not charged for most Library materials, while preserving borrower responsibility for replacement, damage, processing, resource-sharing, and other authorized charges. It also clarifies that fees and charges are governed by the approved Library fee schedule and applicable resource-sharing requirements, rather than listing all fees directly in the policy.

Overall, the proposed policy preserves the core intent of the 2021 version: providing access to Library materials while establishing borrower responsibilities. The primary change is in form and flexibility. The 2026 policy removes procedural details from the Board policy, aligns borrowing practices with City-approved fee and collection processes, and gives the Library appropriate flexibility to adjust service procedures as materials, technologies, vendor platforms, and community needs evolve.

ATTACHMENTS

- a. 2026 Borrowing and Library Accounts Policy (Draft)
- b. 2021 Borrowing, Fines, and Fees

POLICY: BORROWING AND LIBRARY ACCOUNTS

Approved by the Escondido Public Library Board of Trustees: [Date]

Supersedes upon adoption: Borrowing & Circulation Policy approved September 1, 2021

PURPOSE

Escondido Public Library provides borrowing privileges to support equitable access to Library materials, resources, and services.

This policy establishes broad expectations for Library accounts, borrowing privileges, renewals, returns, responsibility for borrowed materials, and related charges.

SCOPE

This policy applies to Library accounts and borrowing of Library materials, including physical materials, resource-sharing materials, digital materials, and other circulating resources made available by the Library.

This policy does not establish specific loan periods, renewal limits, hold limits, notice schedules, replacement charges, printing and copying fees, or other service fees. Current borrowing procedures, limits, and fees may be posted or made available separately.

Library account, registration, borrowing, and patron use records are governed by the Library's *Patron Confidentiality and Privacy Policy* and applicable law.

LIBRARY ACCOUNTS AND BORROWING PRIVILEGES

A Library account may be required to borrow materials, access certain resources, place holds, reserve account-based services, or use other Library services.

The Library may establish procedures for account eligibility, registration, renewal, verification, account access, card replacement, and account security.

Library accounts, cards, and credentials must be used in accordance with Library policies and procedures.

Borrowing privileges may vary based on account type, borrower eligibility, material type, vendor requirements, resource-sharing agreements, account status, or other service needs.

CARDHOLDER RESPONSIBILITY

Cardholders are responsible for materials borrowed on their accounts and for charges assessed in accordance with Library procedures and the approved Library fee schedule.

Cardholders should report lost or stolen Library cards promptly. The Library may establish procedures for card replacement, account security, and account access.

A parent or legal guardian who authorizes a Library account for a minor is responsible for materials borrowed on that minor's account and for charges assessed in accordance with the library card application, Library procedures, the approved Library fee schedule, and applicable law.

BORROWING LIMITS, LOAN PERIODS, HOLDS, AND RENEWALS

The Library may establish loan periods, renewal limits, hold limits, borrowing limits, and other circulation rules based on material type, demand, resource-sharing requirements, vendor requirements, operational needs, and equitable access.

Eligible materials may renew automatically or manually according to Library procedures. Renewal may be limited or unavailable when materials are requested by other borrowers, have reached renewal limits, are subject to special lending rules, or are otherwise restricted.

The Library may limit access to certain materials, collections, devices, kits, or resources based on availability, age level, account type, borrowing history, replacement cost, lending agreements, or other service considerations.

RETURNS

Borrowed materials must be returned by the applicable due date and to a Library-designated return location or method.

The Library may establish procedures for return locations, after-hours returns, return receipts, check-in timing, claims returned, incomplete returns, and materials returned to non-Library locations.

Borrowers remain responsible for materials until they are checked in according to Library procedures.

OVERDUE, LOST, DAMAGED, OR INCOMPLETE MATERIALS

The Library does not charge overdue fines for most Library materials. Borrowers remain responsible for returning materials and for paying applicable replacement, damage, processing, resource-sharing, or other charges authorized by Library procedures and the approved Library fee schedule.

Materials that are not returned, are returned incomplete, or are returned damaged beyond normal wear may result in replacement, repair, processing, or other charges.

The Library may determine when an item is considered lost and may establish procedures for billing, refunds, replacement copies, account restrictions, and referral of unresolved charges.

The Library may waive, reduce, or adjust charges in accordance with Library procedures, City requirements, the approved Library fee schedule, or applicable law.

FEES AND CHARGES

For purposes of this policy, the approved Library fee schedule means the Library fee schedule approved by the City and the Library Board of Trustees.

Fees and charges for replacement cards, lost or damaged materials, printing, copying, faxing, interlibrary loan, sale items, or other services are established through the approved Library fee schedule or by applicable resource-sharing requirements.

The Library may establish procedures for payment methods, refunds, replacement copies, account credits, disputed charges, and other billing matters.

RESOURCE SHARING AND INTERLIBRARY LOAN

The Library may participate in resource-sharing services, including interlibrary loan, Link+, or similar programs, to expand access to materials not available in the Library's local collection.

Borrowing terms, renewal limits, replacement charges, lending restrictions, and other conditions for resource-sharing materials may be set by the lending institution, consortium, vendor, approved Library fee schedule, or Library procedures.

Borrowers are responsible for complying with the terms and conditions of resource-sharing services.

DIGITAL MATERIALS AND VENDOR-PROVIDED RESOURCES

The Library may provide access to digital materials, databases, streaming services, learning platforms, and other vendor-provided resources.

Borrowing terms, download limits, renewal options, access requirements, privacy practices, and availability for digital or vendor-provided resources may vary by platform and may be governed by vendor terms, licensing limits, funding availability, account eligibility, or Library procedures.

The Library may modify or discontinue access to digital or vendor-provided resources based on cost, licensing, usage, vendor requirements, funding, service priorities, or operational needs.

ACCOUNT RESTRICTIONS AND COLLECTIONS

The Library may restrict borrowing privileges and, where applicable, other account-based services when materials are overdue, billed, lost, damaged, incomplete, or when charges exceed limits established by Library or City procedures.

Restrictions may be removed when materials are returned, charges are resolved, or other requirements are satisfied in accordance with Library procedures.

The Library may provide information about how borrowers can resolve account restrictions and restore borrowing privileges.

Unresolved charges may be referred to the appropriate City process in accordance with City debt collection procedures.

REVIEW AND REVISION

This policy will be reviewed periodically and may be revised as needed to reflect changes in Library services, materials, technology, resource-sharing agreements, vendor requirements, City requirements, community needs, applicable law, and operational practices.

Current borrowing procedures, loan periods, renewal limits, hold limits, account requirements, approved fee schedules, payment methods, notice schedules, and other service details may be posted or made available separately.

Borrowing, Fines, & Fees

Item Type	Limit	Loan Period	Renewals
Books, DVDs, Music CDs, Books on CD	No limit	21 days	3
Interlibrary Loans (ILL)	2	14 days	None
Link+	No limit	21 days	1 (if no holds)
Book Club in a Bag	2	42 days	None

Borrow

There is **no limit** to how many physical items you can have checked out on your account at a time, except for traditional InterLibrary Loans and Book Club in a Bag kits. There is no limit to how many Link+ items you can have checked out on your account at a time.

- Books, DVDs, Music CDs, and Books on CD check out for 21 days.
- InterLibrary Loans check out for 14 days; only 2 may be checked out at one time.
- Link+ items check out for 21 days.
- Book Club in a Bag kits check out for 42 days; only 2 may be checked out at one time.

Renew

All items (except Book Club in a Bag Kits, Museum Passes, and InterLibrary Loans) will be automatically renewed up to three times unless someone is waiting for the item. Link+ items will **automatically renew** one time unless someone is waiting for the item. If you want to renew items manually, follow the procedure below:

Online

- Click [My Account](#)
- Enter the barcode number from your library card and your 4-digit PIN.
- Click in the check boxes next to the items you wish to renew.
- Click the green "renew selected items" button at the bottom of the page.

By Phone

- Call 760-738-0249 to renew your items over the phone. You will need your library card number and pin.

Reserve

- Is the item checked in?

- If an item is showing as available in the library catalog and you are coming in to pick it up right away, please call the Information Desk at 760-839-4839 so that a staff member may set the item aside for you.
- If the item is not showing as checked in, or it is after library open hours:
- Click on the "place request" button next to the item listing in the library catalog and follow the instructions on the screen. You will be asked to enter your library card number (barcode) and pin.
- Once the item is available, you will receive a phone call, email, or text message, depending on your notification preference. You will then have 10 days to pick up your item.

Return

Items may be returned at the two outdoor book drops, located in the Library parking lot, 24/7, 365 days/year.

During business hours, items may also be returned at the interior return. This return will check in the items **immediately** and provide you with a return receipt upon request.

Link+

- [Access the Link+ Collection](#)
- LINK+ (Link Plus) is a **free** service allowing Escondido Public Library patrons to borrow items unavailable in the library collection.
- LINK+ is a cooperative effort among over 72 California and Nevada public and academic libraries.
- As a participating library, this service increases the number of titles available to Escondido Public Library patrons to over 6.5 million items! Couriers come daily, Monday through Friday, giving patrons faster access to their requested items than traditional InterLibrary Loan services. Patrons now have a greater choice of scholarly works, subject specialties, and popular genres available for free checkout and pickup with their library card.
- Link+ items check out for 21 days and will automatically renew one time as long as no one is on hold for the item.
- There is no limit to how many Link+ items can be checked out or on hold at one time.
- No overdue fees will be charged for late items; however, a flat rate of \$115 per lost Link+ item will be charged.

Fines & Fees

Effective September 1, 2021, overdue fines for materials kept past their due date will not be charged. All items will check out for 21 days, with three automated renewals, as long as no one is waiting. Patrons are still responsible for paying overdue fines accrued before September 1, 2021.

Overdue notices will be sent out 7, 14, and 21 days past the item's due date. At 30 days overdue, the item will be marked as "lost," and the patron will be unable to check out or renew any physical items

until they return the lost item or pay for its replacement cost plus a \$5 re-processing fee. Patrons will still be able to borrow select eMaterials and use Library computers.

If the patron owes \$100 or more in lost items, they will be sent to the City of Escondido's Collections Department and will no longer be able to check out materials or use Library computers until the Collections account is resolved.

Link+ items do not accrue overdue fees. However, replacement costs for lost items are \$115 per item.

Damaged materials are subject to damage/replacement fees. See the [Damaged Materials](#) policy for more details about what constitutes damage.

Fee Schedule

Item	Fee
Flash Drives (4 GB)	\$5.00
Tote Bags	\$2.00
Ear Buds	\$3.00
Interlibrary Loan	\$2.00
Library Card Replacement	\$2.00
Black and White Prints or Copies	\$0.20 per page
Color Prints or Copies	\$0.50 per page
Fax	\$1.00 per page
Damaged/Replacement Items	Purchase cost + \$5.00 re-processing
Replacement of Lost Link+ Items	\$115.00 flat fee

All payments may be made with cash or credit (Visa, Mastercard, Discover, Amex).



STAFF REPORT

June 11, 2026
Agenda Item #6

SUBJECT

Library Policy Update: Temporary Exhibits and Displays

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

The policy was last reviewed for update in 2021.

BACKGROUND

The proposed 2026 Temporary Exhibits and Displays Policy replaces the 2011 Acquisition and Display of Art in the Library Policy with a broader and more flexible framework for the temporary use of Library exhibit and display spaces. The existing policy focuses primarily on artwork donated to or displayed by the Library, with specific attention to gifts of art, valuation, ownership, disposition of donated works, labeling, and the Escondido Art Association’s temporary exhibits. While useful for managing art-related displays, the older policy is narrow in scope and does not fully address the range of temporary exhibits, community displays, partnerships, educational materials, cultural materials, local history items, or civic engagement displays that may be appropriate in a modern public library setting.

The proposed 2026 policy reframes exhibits and displays as temporary public-facing services that support the Library’s role as a community hub, cultural connector, and place for learning, creativity, discovery, and civic engagement. It expressly includes artwork, photography, cultural and historical materials, educational and informational displays, community organization exhibits, student or youth artwork, textiles, crafts, models, and materials connected to Library programs or partnerships. This expanded scope gives the Library flexibility to consider a wider variety of display opportunities while making clear that routine Library-created book displays,



CITY *of* ESCONDIDO

STAFF REPORT

permanent gifts, commemorative plaques, and collection materials are governed by separate policies or procedures.

A major form change is the separation of policy from procedure. The 2026 version establishes broad authority, selection considerations, non-endorsement principles, exhibitor responsibilities, agreement requirements, risk allocation, installation expectations, sales limitations, publicity rights, removal authority, and periodic review. Operational details such as application processes, loan agreements, installation guidelines, schedules, and exhibit procedures may be maintained separately. This structure allows the Library to adapt administrative practices as space, staffing, construction, community needs, risk management requirements, and exhibit opportunities change.

The proposed policy also strengthens protections for the Library and City. It clarifies that exhibit space is a limited public resource managed for Library purposes; that acceptance of a display does not constitute endorsement by the Library, Board of Trustees, or City; and that exhibitors or lenders generally assume risk for loss, theft, damage, or deterioration unless otherwise agreed in writing. It also gives the Library authority to decline, modify, relocate, or remove exhibits when needed for safety, accessibility, facility protection, operations, legal compliance, or City requirements.

Overall, the 2026 policy preserves the public value recognized in the earlier policy while modernizing the framework. It moves away from a narrow art-acquisition model and toward a flexible, legally conscious, and operationally practical policy for temporary exhibits and displays.

ATTACHMENTS

- a. 2026 Temporary Exhibits and Displays Policy (Draft)
- b. 2021 Acquisition and Display of Art in The Library Policy

POLICY: TEMPORARY EXHIBITS AND DISPLAYS

Approved by the Escondido Public Library Board of Trustees: [Date]

Supersedes upon adoption: Acquisition and Display of Art in the Library Policy approved November 10, 2011

PURPOSE

Subject to the City's prior written approval, the Escondido Public Library welcomes temporary exhibits and displays that support the Library's role as a community hub, cultural connector, and place for learning, creativity, discovery, and civic engagement.

Temporary exhibits and displays may provide opportunities for community organizations, artists, educational institutions, cultural groups, local history organizations, and other partners to share artwork, informational materials, cultural materials, historical items, or other displays of public interest.

This policy establishes broad guidelines for temporary exhibits and displays in Library spaces while protecting the interests, facilities, and legal responsibilities of the Escondido Public Library and the City of Escondido.

SCOPE

This policy applies to temporary exhibits and displays of materials loaned to or displayed by the Library, subject the City's prior written approval, for a limited period of time. Exhibits and displays may include, but are not limited to:

- Artwork;
- Photography;
- Cultural or historical materials;
- Educational or informational displays;
- Community organization exhibits;
- Student or youth artwork;
- Textiles, crafts, models, or three-dimensional works;
- Materials related to Library programs, partnerships, or civic engagement.

This policy does not apply to Library collections selected under the Collection Development Policy, routine Library-created displays of circulating materials, permanent gifts or donations, commemorative plaques, or materials displayed as part of normal Library operations.

AUTHORITY AND ADMINISTRATION

The Library Director or their designee has final authority to approve, schedule, arrange, modify, relocate, or decline temporary exhibits and displays in Library spaces.

The Library may establish procedures, exhibit guidelines, application processes, loan agreements, display schedules, installation requirements, and other administrative practices to implement this policy.

The availability of exhibit or display space is not guaranteed and may be limited by Library operations, staffing, space, security, facility needs, accessibility, construction, maintenance, safety, or other public service priorities.

The Library will provide reasonable accommodations in accordance with applicable law and City procedures.

An exhibitor or lender whose proposed exhibit or display is declined may request review in accordance with Library procedures.

SELECTION CONSIDERATIONS

Temporary exhibits and displays may be considered based on factors including, but not limited to:

- Alignment with the Library’s mission, values, strategic goals, or community service priorities;
- Educational, cultural, artistic, historical, informational, or civic value;
- Relevance or interest to the Escondido community;
- Suitability for the intended location, audience, format, and public library environment;
- Availability of appropriate space and display equipment;
- Condition, size, format, fragility, weight, value, and installation requirements of the materials;
- Safety, security, accessibility, and facility considerations;
- Diversity of topics, perspectives, organizations, artists, and community voices;
- Relationship to Library programs, partnerships, collections, services, or community events.

The Library may decline or limit an exhibit or display if it is inconsistent with this policy, creates an unreasonable burden on Library operations, poses a safety or security concern, risks damage to Library property, requires resources beyond those reasonably available, or otherwise conflicts with applicable law, City requirements, or City policies.

EXHIBIT AND DISPLAY SPACE

Library exhibit and display areas are limited public resources managed by the Library for Library purposes. Acceptance of an exhibit or display for placement in the Library does not create a right to future use of Library space.

The Library may determine the location, duration, size, arrangement, and manner of presentation of any exhibit or display.

NON-ENDORSEMENT

The display of materials in the Library does not constitute endorsement by the Escondido Public Library, the Library Board of Trustees, or the City of Escondido of the viewpoints, beliefs, organizations, artists, subjects, or content represented in an exhibit or display.

The Library may include a non-endorsement statement in or near exhibit spaces, on promotional materials, or in exhibit guidelines.

RESPONSIBILITIES OF EXHIBITORS AND LENDERS

Exhibitors and lenders are responsible for complying with this policy, Library procedures, City requirements, and all terms of any required exhibit agreement or loan agreement.

Exhibitors, lenders, presenters, and others participating in exhibit-related activities must comply with the *Library Code of Conduct*, applicable Library procedures, City requirements, and reasonable staff direction.

Exhibitors and lenders may be responsible for providing complete and accurate information about proposed exhibit materials, including descriptions, ownership, value if requested, copyright status, installation requirements, and contact information.

The Library does not appraise, authenticate, or determine the monetary value of exhibited materials.

REQUIRED EXHIBIT AGREEMENT

Before any non-Library-owned materials are displayed, the exhibitor, lender, or authorized representative must complete and sign a Temporary Exhibit Agreement, loan form, release, or other City-approved documentation required by the Library.

Required documentation may address, among other things:

- Description and inventory of materials;
- Exhibit dates and location;
- Delivery, installation, removal, and pickup responsibilities;
- Assumption of risk;
- Insurance responsibility;
- Release of liability;
- Indemnification, if required by the City;
- Permission to handle, install, relocate, remove, photograph, document, or promote exhibit materials;
- Copyright and reproduction permissions;
- Contact information and communication responsibilities;
- Procedures for unclaimed items.

LIABILITY, INSURANCE, AND RISK OF LOSS

Temporary exhibits and displays are accepted with the understanding that Library spaces are public spaces and that exhibited materials may be viewed, approached, or accessed by members of the public.

Unless otherwise agreed to in writing by the City of Escondido, the exhibitor or lender assumes all risk of loss, theft, damage, or deterioration of materials displayed at the Library, including during delivery, installation, display, relocation, removal, and pickup.

The Escondido Public Library and the City of Escondido do not insure exhibited materials and are not responsible for loss, theft, damage, or deterioration of materials loaned for temporary exhibit or display.

The Library may decline to display materials that, in the Library's judgment, present an unreasonable risk due to value, fragility, condition, size, weight, installation requirements, security needs, safety concerns, or lack of adequate insurance.

INSTALLATION, SAFETY, AND FACILITY PROTECTION

Exhibits and displays must be installed, displayed, and removed in a manner approved by the Library and consistent with reasonable staff direction.

Exhibits and displays may not:

- Damage Library property or facilities;
- Obstruct entrances, exits, aisles, walkways, service points, emergency equipment, or accessible routes;
- Create safety, fire, health, security, or accessibility hazards;
- Interfere with Library operations, programs, services, or public use of Library spaces;
- Require alteration of Library facilities without prior approval;
- Violate applicable law, City requirements, or City policies.

The Library may require changes to an exhibit or display to address space, safety, security, accessibility, or operational concerns.

SALES, CONTACT INFORMATION, AND COMMERCIAL ACTIVITY

The Library does not conduct sales, process payments, negotiate purchases, collect commissions, or act as an agent for exhibitors or lenders.

Artist, lender, or organization contact information may be made available in accordance with Library procedures. Any sale or transaction related to exhibited materials is solely between the exhibitor or lender and the interested party and must occur outside the Library's role as host of the exhibit.

Exhibits and displays may not be used primarily for commercial advertising, solicitation, fundraising, or direct sales unless specifically approved by the Library in accordance with City and Library requirements.

PUBLICITY, PHOTOGRAPHY, AND COPYRIGHT

The Library may promote approved exhibits and displays through Library communication channels.

Exhibitors and lenders are responsible for ensuring that they have all necessary rights and permissions for materials submitted for display, including copyright, image, reproduction, publicity, and privacy rights.

By participating in a temporary exhibit or display, exhibitors and lenders may be asked to grant the Library and City permission to use names, descriptions, photographs, images, or other submitted materials for Library-related publicity, documentation, reporting, and promotional purposes.

REMOVAL, RELOCATION, AND UNCLAIMED MATERIALS

The Library may remove, relocate, modify, or require removal of any exhibit, display, or item when necessary due to safety, security, facility needs, emergency conditions, maintenance, construction, operational needs, policy violations, or failure to comply with Library procedures or exhibit agreements.

Exhibitors and lenders are responsible for picking up materials by the agreed removal date. Materials not retrieved by the agreed date may be handled according to Library procedures, the exhibit agreement, and applicable City requirements.

The Library may decline, remove, or require removal of materials if ownership, authorization, copyright, privacy, or permission concerns arise.

REVIEW AND REVISION

This policy will be reviewed periodically and may be revised as needed to reflect changes in Library spaces, services, community needs, legal requirements, City requirements, risk management practices, and exhibit opportunities.

Current exhibit procedures, application requirements, loan agreements, installation guidelines, schedules, and other service details may be posted or made available separately.



ESCONDIDO PUBLIC LIBRARY POLICY

ACQUISITION AND DISPLAY OF ART IN THE LIBRARY

The Escondido Public Library Board of Trustees recognizes that the display of art in the Library or on the Library grounds is a valuable service to the community. The term "Art" in this Policy refers to works in many media, including but not limited to paintings, drawings, sculpture, photography, maps, charts, posters, textiles, crafts, models, etc. All gifts of art will be made pursuant to an *Escondido Public Library Deed of Gift* agreed upon by the donor and the Library.

The following rules and procedures apply:

1. The Library staff does not determine the market value of any donated item; the value of any gift for tax purposes must be determined by the donor.
2. Work will be accepted for acquisition only if it meets general accepted community standards and is suitable for public display in the Library. The Library Board of Trustees and the City Librarian reserves the right to decline to display any specific work or body of work if such work does not meet the conditions put forth in the Library's Collection Development Policy.
3. The Escondido Public Library reserves the rights to use, retain, display or dispose of any gifts of works of art in any fashion as the Library sees fit. The Library is free to display the donated work of art or not, and to select the location and the manner of display.
4. It may also be determined that if such work of art is no longer appropriate for the collection, the work may be sold, donated to another institution, returned to the donor or disposed of in any other way determined to be in the best interest of the Library. The Library cannot be regarded as liable to the donor if the item is destroyed, damaged or stolen.
5. Art placed on display will be identified by a label which states the artist's name, title of the work, date executed and a donor credit line (if desired).

Temporary Art Exhibits:

In addition to those works donated to or purchased by the Library, the Escondido Art Association exhibits works by artists who have agreed to display their work at the Library for a certain period of time. Artists who wish to temporarily display their art at the library may contact the EAA (Escondido Art Association) for further information. Items displayed are hung in accordance with the Library's available space and are to remain at the Library for a full period of the exhibit. The Library cannot be regarded as liable to the donor if the item is destroyed, damaged or stolen. Works displayed in temporary exhibits may be for sale.

Adopted by the Board of Trustees, November 10, 2011



STAFF REPORT

June 11, 2026
Agenda Item #7

SUBJECT

Library Policy Update: Patron Confidentiality and Privacy

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

The policy was last reviewed for update in 1991 with the City Attorney's office providing additional guidance on September 3, 2002.

BACKGROUND

The proposed 2026 Patron Confidentiality and Privacy Policy replaces the 1991 Confidentiality of Customer Records Policy with a more complete and current framework for protecting patron information. The 1991 policy established an important foundational principle: Library users have a right to privacy in the information they seek, receive, consult, and borrow. It also incorporated then-current legal language regarding registration and circulation records and included procedural guidance added in 2002 for handling third-party authorizations, court orders, subpoenas, and law enforcement requests.

The proposed 2026 policy preserves the core purpose of the earlier policy while updating its scope, terminology, and legal framework. The revised policy uses current language focused on patron confidentiality and privacy, intellectual freedom, free inquiry, and equitable access. It also references current California Government Code sections governing patron use records, rather than relying on older Public Records Act citations and terminology.

A major substantive change is that the 2026 policy recognizes that patron privacy now extends beyond traditional registration and circulation records. The revised policy covers personally identifiable records connected to holds, interlibrary loan, reference questions, digital resources,



CITY *of* ESCONDIDO

STAFF REPORT

online services, programs, classes, room reservations, equipment and technology use, public computer or network use, and communications with patrons. This broader scope better reflects the modern Library environment, where patron activity may occur through physical collections, digital platforms, vendor-provided services, public technology, and account-based services.

The 2026 policy also separates policy from procedure more clearly. Instead of embedding detailed staff instructions for notarized releases, service of subpoenas, or verification steps directly in the Board policy, it establishes the policy-level requirement that law enforcement, government, legal, and third-party requests be referred for appropriate review before disclosure. Detailed procedures for authorization, legal requests, retention, data security, vendor management, incident response, privacy notices, and staff training may be maintained separately. This allows the Library and City to update operational practices as laws, systems, vendors, and risks change.

The revised policy also adds important content related to staff, volunteer, contractor, and vendor responsibilities; data collection and retention; security; third-party platforms; statistical and non-identifying information; and minors' records. These additions strengthen accountability and provide clearer guidance for protecting patron information across Library-managed and vendor-supported systems.

Overall, the proposed 2026 policy maintains the Library's long-standing commitment to patron confidentiality while modernizing the policy for current law, technology, digital services, and City procedures. It provides a broader, more flexible, and more practical framework for protecting patron privacy while allowing administrative procedures to be updated outside the Board-adopted policy as operational needs evolve.

ATTACHMENTS

- a. 2026 Patron Confidentiality and Privacy Policy (Draft)
- b. 1991 Policy on Confidentiality of Customer Records

POLICY: PATRON CONFIDENTIALITY AND PRIVACY

Approved by the Escondido Public Library Board of Trustees: [Date]

Supersedes upon adoption: Confidentiality of Customer Records Policy adopted July 13, 1991

PURPOSE

Escondido Public Library protects the privacy and confidentiality of patron records as an essential part of intellectual freedom, free inquiry, and equitable access to Library materials, resources, programs, and services.

Library users have the right to seek, receive, read, view, borrow, use, and request information without unnecessary scrutiny or disclosure of personally identifiable information about their Library use.

SCOPE

This policy applies to patron records and personally identifiable information created, collected, maintained, stored, accessed, or used by the Library in connection with Library services.

This may include, but is not limited to:

- Library account and registration records;
- Borrowing and circulation records;
- Holds, requests, and interlibrary loan records;
- Reference questions, information requests, and research inquiries;
- Database, digital resource, and online service use records, when personally identifiable;
- Program, class, event, room, equipment, or technology reservation records, when personally identifiable;
- Public computer, internet, or network use records, when personally identifiable;
- Communications with patrons regarding Library services; and
- Any other written or electronic record that identifies a patron's use of Library resources, services, materials, information, or facilities.

CONFIDENTIAL PATRON RECORDS

Patron use records are confidential and will be handled in accordance with California Government Code sections [7927.100](#) and [7927.105](#) and other applicable law.

The Library will not disclose confidential patron records to any person, agency, organization, or entity except as authorized by applicable law, this policy, and Library or City procedures.

PERMITTED ACCESS AND DISCLOSURE

Confidential patron records may be accessed or disclosed only as permitted by law, including:

- By Library or authorized City personnel, contractors, or service providers acting within the scope of assigned duties for Library administration, service delivery, technology support, financial administration, legal compliance, or other authorized Library or City functions;
- By written authorization from the individual to whom the records pertain;
- By court order; or
- As otherwise required or permitted by applicable law.

Patrons may access their own account information in accordance with Library procedures and applicable law.

The Library may use patron records as necessary to administer Library services, manage accounts, recover materials, process payments or charges, provide requested services, maintain systems, protect Library property and security, comply with legal obligations, and support Library operations.

LAW ENFORCEMENT, GOVERNMENT, AND THIRD-PARTY REQUESTS

Requests for confidential patron records from law enforcement, government agencies, attorneys, private parties, or other third parties must be referred to the Library Director or their designee.

The Library Director or their designee may consult with the City Attorney or other appropriate City officials before any records are disclosed.

Library staff will not disclose confidential patron records in response to an informal request, subpoena, warrant, court order, public records request, or other legal process unless the request has been reviewed for legal sufficiency and disclosure is authorized or required in accordance with applicable law and City procedures.

STAFF, VOLUNTEER, CONTRACTOR, AND VENDOR RESPONSIBILITIES

Library staff, volunteers, contractors, vendors, and other authorized service providers may access patron records only when needed to perform assigned duties, administer Library services, maintain systems, or comply with applicable law.

Individuals or entities that maintain, store, process, or access patron records on behalf of the Library must protect those records in accordance with applicable law, City requirements, contracts, and Library procedures.

Unauthorized access, use, disclosure, retention, or sharing of confidential patron information is prohibited.

Suspected unauthorized access, use, disclosure, loss, or compromise of patron information must be reported and addressed in accordance with City and Library procedures.

DATA COLLECTION, RETENTION, AND SECURITY

The Library will limit, to the extent practicable and consistent with operational, legal, and City requirements, the collection, access, retention, and disclosure of personally identifiable patron information to what is reasonably necessary for Library administration, service delivery, security, legal compliance, and operational needs.

When feasible, optional features that collect or retain additional personally identifiable patron information should be offered on an opt-in basis, with an opportunity for patrons to opt out in accordance with Library procedures and vendor capabilities.

The Library may establish procedures for record retention, data security, account access, system permissions, vendor management, incident response, and disposal of records containing personally identifiable patron information.

The Library cannot guarantee the privacy practices or security of third-party platforms, vendors, websites, or services that patrons choose to use. Patrons may be subject to separate third-party privacy practices or terms of use when they leave Library-managed systems or use vendor-provided platforms.

The Library will protect patron information in Library-managed systems and vendor relationships to the extent practicable and consistent with applicable law and City requirements.

STATISTICAL AND NON-IDENTIFYING INFORMATION

This policy does not prohibit the Library from collecting, using, or reporting statistical, aggregate, anonymized, or non-identifying information about Library use, services, collections, programs, or operations.

Records of fines, fees, or charges collected by the Library may be treated differently from patron use records as permitted by applicable law. Associated patron use records remain confidential unless disclosure is authorized by law.

MINORS' RECORDS

Confidentiality protections apply to patron records regardless of the patron's age, except as disclosure is authorized by law, written authorization, court order, or Library procedures consistent with applicable law.

Parents and legal guardians may be responsible for materials and charges associated with a minor's Library account as provided in the Library's *Borrowing and Library Accounts Policy* and the Library card application. Responsibility for charges does not, by itself, create a right to access confidential patron use records except as permitted by applicable law and Library procedures.

Library staff may provide account-status or charge information in accordance with Library procedures without disclosing confidential borrowing or use details except as permitted by law.

PUBLIC NOTICE AND POLICY AVAILABILITY

The Library will make this policy available to the public.

The Library may provide notices or summaries explaining how patron information is collected, used, retained, and protected.

REVIEW AND REVISION

This policy will be reviewed periodically and may be revised as needed to reflect changes in law, Library services, technology, data practices, City requirements, vendor relationships, and professional standards.

Current procedures for staff access, patron authorization, legal requests, record retention, data security, vendor management, incident response, privacy notices, and staff training may be maintained separately.



ESCONDIDO PUBLIC LIBRARY POLICY

POLICY ON CONFIDENTIALITY OF CUSTOMER RECORDS

The Board of Trustees of the Escondido Public Library believes that it is the basic right of every individual to read what he or she wishes without fear of censure or legal consequences. It also affirms the right of every person to privacy. This right is protected by the constitution, the Privacy Act of 1974, and by the California Public Records Act, Government Code Title 1, Division 7, Chapter 3.5.

The library protects each user's right to privacy with respect to information sought or received and materials consulted or borrowed. Such information will not be made available to any government agency, individual, organization, or agency except pursuant to such process, order or subpoena as may be issued by the appropriate Superior Court having jurisdiction.

This policy shall be reviewed annually by the Board to insure compliance. The Board shall require at this time a report from the City Librarian as to what actions have been taken to inform the public and train the staff.

Sec. 6267. Registration and circulation records of libraries supported by public funds.

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.**
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.**
- (c) By order of the appropriate Superior Court.**

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

**PUBLIC RECORDS ACT
(Protection of Library Circulation and Registration Records)
(Government Code Title 1, Division 7, Chapter 3.5)**

Adopted by the Escondido Library Board of Trustees, July 13, 1991

Sugg. Additions:

XX

Page 2

Authorization for Release of Confidential Library Records

1. Patron request for release of personal information to a third party:

The library may not disclose any registration and circulation records of any individual without the person's authorization in writing. In order to assist the library in those circumstances that a third party is authorized to request records regarding a patron, staff are to use the form, *Release of Confidential Library Records*. The patron's request should be handled through the Library Administration Office. Library Administration will obtain an original signature, properly notarized, and the original will be retained for our records.

2. When the Library is served with a court order or subpoena:

The Library is not authorized to accept a court order or subpoena. All service must be referred to the City Clerk's Office at City Hall, 201 N. Broadway. This holds true even if the court order is presented during evening or weekend hours; staff will inform the server that we are not authorized to accept such documents.

The City Clerk will copy the document and forward it to the City Attorney's Office, where it will be reviewed. The Library will then be notified as to whether the court order is valid and how soon the information must be provided.

IMPORTANT: In order to prevent giving out information about the wrong person, staff must verify the name and address of the patron listed in the court order.

Any unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning records identifying the names of library users shall be reported to the City Attorney's Office. This includes requests by police officers.

Added 9/3/2002 by the City Attorney's Office.



STATISTICS REPORT

Monthly Statistics 2025-2026		February	March	April
CIRCULATION:	Physical Materials	26,630	30,429	30,487
	Digital Materials	7,815	7,459	8,179
	<i>Overdrive Libby</i>	6,387	6,896	7,102
	<i>Hoopla</i>	545	563	627
	Total Circulation	34,445	37,888	38,666
	Physical Holds Satisfied	1,635	1,530	1,512
INTER-LIBRARY LOANS:	ILLs Checked Out	2	5	4
	Link+ Items Borrowed (EPL patrons)	323	380	447
	Link+ Items Lent (to patrons at other libraries)	190	162	168
POPULATION & BORROWERS:	Total Registered Borrowers	101,347	102,008	102,700
	New Cards	655	658	694
	Monthly Unique Borrowers - Physical	3,819	4,353	4,364
	Monthly Unique Borrowers - Digital	2,553	2,420	2906
REFERENCE QUESTIONS:	Total Reference Transactions	4,938	4,278	5,421
LIBRARY SERVICES:	Public Service Hours	230	260	260
	Library Visits	19,430	21,035	20,371
ELECTRONIC SERVICES:	Users of Public Internet Computers	507	459	457
	Wireless Sessions	4,477	6,593	4,506
	Number of Website Visits	10,061	10,797	11,433
VOLUNTEERS:	Total Active Volunteers	71	65	65
	Total Volunteer Hours	611	705	676
PROGRAMS:	# of live, in-person programs	130	73	73
	Live, in-person attendance	2,164	2,327	1,492
	# of live, virtual programs	-	-	-
	Live, virtual program attendance	-	-	-
	# of pre-recorded programs	-	-	-
	# of views of recorded program content	-	-	-
	# of live, off site programs (outreach)	5	7	4
	Live, off site program (outreach) attendance	110	348	373
PIONEER ROOM:	Pioneer Room Visits:	550	550	550
	Digital Collection Items Accessed:	465	240	189
	On-Site Items & Resources Accessed:	89	139	158
LITERACY:	Class Attendance	86	110	64
	Classes Taught	29	32	22
	Active Learner Pairs	30	30	27
	Books Distributed	161	155	39
	# of take home kits given out	80	80	80





LIBRARY DIRECTOR'S REPORT

MAY HIGHLIGHTS

YOUTH SERVICES

Youth Services offered a strong mix of family, tween, and teen programming in May, with activities that supported creativity, literacy, and community engagement.

One of the month's key highlights was the **Star Wars Day Celebration**, held on May 2. This kickoff event welcomed **350 attendees** and featured a variety of themed activities, including Jedi lightsaber training and hands-on crafts. The 501st Legion, a group of dedicated Star Wars costumers known for professional-grade character appearances, also joined the celebration. Their participation helped create an immersive experience for families and provided memorable photo opportunities for attendees.



Tween programming in May included **Tween Art Squad** and **RATED G Tween Book Club**. Tween Art Squad welcomed **21 attendees**, who used provided supplies to create beaded bracelets, keychains, and necklaces. The program gave participants an opportunity to explore personal style, practice fine motor skills, and connect with peers through a creative activity. At RATED G Tween Book Club, **22 participants** discussed the first *Wings of Fire* graphic novel and completed related craft activities, including dragon eggs and suncatchers inspired by their favorite dragons.



Teen programming also offered several creative opportunities. In celebration of May the 4th, staff hosted **Star Wars Galactic Terrariums**, where **8 attendees** created terrariums inspired by their favorite Star Wars characters. **Teen Art Studio** welcomed **7 attendees**, who embossed and decorated their own metal-frame mirrors. These programs encouraged teens to experiment with new techniques, express their creativity, and engage with the Library in a welcoming and social environment.





ADULT SERVICES

In May, library staff offered programs that brought patrons together through pop culture, cultural learning, and shared creative experiences.



To celebrate Star Wars Week, we hosted a **Star Wars Jigsaw Puzzle Competition** on May 9. Four teams of three to four participants raced to complete a 500-piece puzzle within two hours, with **17 attendees** participating in the event. The grand prize was a 1,500-plus piece LEGO Star Destroyer, with additional Star Wars-themed prizes generously donated by Hot Topic. The program created a fun and fast-paced environment for adult fans to connect through teamwork, friendly competition, and a shared appreciation for a galaxy far, far away.

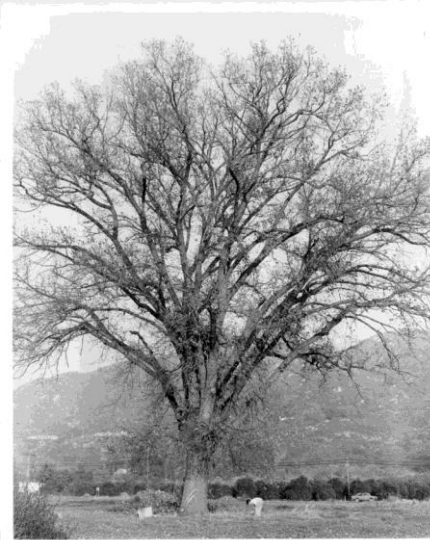
In recognition of Asian American and Pacific Islander Heritage Month, staff invited the **Japanese Friendship Garden & Museum** to present **Golden Heritage: The Art of Kintsugi** on May 15. Kintsugi is the Japanese tradition of mending broken pottery with gold, transforming damage into a visible part of an object’s history and beauty. During the workshop, **25 patrons** learned about the cultural meaning behind this centuries-old practice before using epoxy resin, gold powder, and gold leaf to repair a broken plate. Each participant left with a unique restored piece that reflected both creativity and resilience. Interest in the program was especially strong, with **19 people on the waitlist**. In response, the Japanese Friendship Garden & Museum will return on August 14 for another kintsugi workshop as part of adult Summer Reading Challenge programming.

On May 19, we hosted **Ukraine Unveiled!** in response to patron requests for more cultural celebrations. Ukrainian musicians Paul Filenko and Yaroslava Caracosa, joined by Namysto, a Ukrainian dance group, led **187 attendees** through a vibrant cultural experience highlighting Ukrainian music, dance, and tradition. The performance also featured the bandura, a centuries-old Ukrainian instrument whose distinctive sound added depth to the program. This event offered patrons an engaging opportunity to experience Ukrainian cultural heritage through rhythm, melody, movement, and storytelling.





THE PIONEER ROOM



In May, the Pioneer Room worked with partners at Calisphere to migrate the **Eloise Perkins Collection** into CONTENTdm, where it will be permanently hosted. This work represents an important step in preserving and expanding access to one of the Pioneer Room’s notable local history collections.

The collection may also be familiar to community members through the Pioneer Room’s ongoing **#ThrowbackThursday** social media series, which highlights a new Eloise Perkins photograph each week. The series has been especially successful, generating **59,408 views** across Facebook and Instagram from January 29 through May 31, 2026, across 16 posts. According to Meta analytics, views reflect the number of times the content was played or displayed.

One post in particular, featuring the **Mayflower Oak in Escondido**, has received **14,600 views** since it was shared on March 5, 2026. The strong response to this series demonstrates continued community interest in Escondido’s history and the value of making archival collections more visible and accessible through both digital platforms and social media.

COMMUNITY CONNECTIONS (OUTREACH)

A major outreach highlight was the **San Diego Zoo Safari Park Health & Benefits Expo** on May 7. Staff tabled at this staff-focused event and shared library information with **177 attendees**. The event provided a valuable opportunity to connect with employees from one of the region’s major institutions and promote library resources that support lifelong learning, recreation, and access to community services.

Staff also reached a large number of families through school-based outreach. On May 20, the Library attended an event at **Orange Glen Elementary School**, where staff shared information about library services and the Summer Reading Challenge with **207 attendees**.

On May 23, staff participated in outreach at **Big Blue Swim School Escondido**, providing tabling services and Summer Reading Challenge information to **161 attendees**. These events helped promote summer learning opportunities and ensured that families received timely information about upcoming programs and services.

