



CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES

August 13, 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, AUGUST 13, 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.



ROLL CALL

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

1. REVIEW AND APPROVE THE MINUTES FOR THE JULY 9, 2026 MEETING

CURRENT BUSINESS

2. **Updates: City of Escondido**

General updates from the City.

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 Project Accounts**



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

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Review and approve the closure of the Library Technology, Literacy Projects, Pioneer Room, Youth Services Library, and Library Circulating Materials project accounts either upon expenditure of all remaining funds or upon determination that the accounts are no longer needed, as detailed in this report.

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

Presenter: Leticia Leal, Management Analyst

4. **Policy: Library Programs**

Review and approval of a new Library Program policy. This policy applies to programs developed, sponsored, co-sponsored, or presented by the Library, whether held at the Library, online, off-site, or in partnership with another organization.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

5. **Policy: Public Technology and Internet Use**

Review and approval a Library policy governing the use of public technology and internet access.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

6. **Policy: Makerspace and Creative Equipment**

Review and approval of a new Library policy that establishes broad guidelines for safe, equitable, and responsible use of Library-provided makerspace equipment and creative tools.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

7. **Policy: Room Reservations**

Review and approval of a new Library policy that establishes broad guidelines for the reservation and use of Library rooms and study spaces that are made available to patrons at no cost as part of regular Library services.

Staff Recommendation: Approve (Rino Landa, Library Director)



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Presenter: Rino Landa, Library Director

8. **Policy: Community Information Materials**

Review and approval of a new Library policy to guide the review, placement, display, distribution, and removal of community information materials submitted by outside individuals, organizations, agencies, or groups.

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

9. Library Director Departure and Transition Plan

Discussion of the departure of Rino Landa, Library Director, effective August 21, 2026 and the transition plan for library leadership, recruitment, and next steps.

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

Presenters: Robert Rhoades, Assistant Director of Community Services; Heidi Dolamore, Vice President - Library Operations, Library Systems & Services.

STATISTICS REPORT

10. **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

11. **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

TRUSTEE LIBRARY USE REPORT



CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES

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12. Reports by Board members

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

FUTURE AGENDA ITEMS

ADJOURNMENT

UPCOMING MEETING SCHEDULE

13. UPCOMING MEETINGS

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.

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

July 09, 2026 at 6:00 PM

MINUTES

ROLL CALL

PRESENT

President Maribel Reyes
Secretary Giselle Luevanos
Trustee Francis X. Bova III
Trustee Virginia Segarra Bunnell
Trustee Carolyn Clemens

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Review and approve the Minutes for the June 11, 2026 Meeting

Motion made by Trustee Clemens

Seconded by Secretary Luevanos.

Approved 5-0

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(s): Robert Rhoades, Assistant Director of Community Services

STATISTICS REPORT

3. Statistics Report

Presentation of monthly statistical report.

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



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES MEETING

July 09, 2026 at 6:00 PM

Presenter(s): Rino Landa, Library Director

LIBRARY DIRECTOR'S REPORT

4. 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

TRUSTEE LIBRARY USE REPORT

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

Trustee Bunnell - Commended the library on their promotion of services on social media

Trustee Clemens - Checked out books and utilizing auto-renew feature; promoted the grand opening of the Escondido Library at a work event

President Reyes - Spoke about utilizing the auto-renew feature; Spoke about testing 3D printer for the library's maker space

Secretary Luevanos - Made one last visit to the mall location; utilized Libby and auto-renew feature; received Governor's appointment to the California Library Services Board

Trustee Bova - Used Libby and chapter preview; local clean up group he is part of is cleaning up neighborhood around library for its grand reopening

FUTURE AGENDA ITEMS

ADJOURNMENT

Meeting Adjourned at 6:48 p.m.

UPCOMING MEETING SCHEDULE

6. 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.

8/12/2026 – 4:00 PM

9/10/2026 – 4:00 PM



CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES MEETING

July 09, 2026 at 6:00 PM

10/8/2026 – 6:00 PM

11/12/2026 – 4:00 PM

12/10/2026 – 4:00 PM

PRESIDENT

ASSISTANT CITY CLERK



STAFF REPORT

August 13, 2026

Agenda Item #3

SUBJECT

Library Trust Fund Project Accounts

RECOMMENDATION

Approve the closure of the Library Technology, Literacy Projects, Pioneer Room, Youth Services Library, and Library Circulating Materials project accounts either upon expenditure of all remaining funds or upon determination that the accounts are no longer needed, as detailed in this report.

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

Presenter: Leticia Leal, Management Analyst

FISCAL ANALYSIS

City and Library staff conducted a comprehensive review of all Library Trust Fund project accounts to assess available balances, project status, and anticipated funding needs. Based on this review, staff identified appropriate library projects and improvements that can be supported by existing account balances. Approval of the recommended actions will facilitate the expenditure of remaining funds for their intended purposes and the subsequent closure of completed or inactive accounts, resulting in more streamlined financial management and account administration.

PREVIOUS ACTION

No previous action taken.

BACKGROUND

All projects funded through the Library Trust Fund are approved by the City Council as part of the annual budget adoption process. Expenditures may be charged to each project in accordance with the purpose and project description established when the budget was originally approved.

The Library Trust Fund budget is reviewed and adopted annually by the City Council. This approval authorizes designated City staff to administer and approve expenditures consistent with the adopted budget and the intended purpose of each project account. As part of ongoing financial stewardship, City and Library staff conducted a comprehensive review of Library Trust Fund project accounts to evaluate account balances, project status, and remaining funding needs. Based on this review, staff identified planned uses for available funds and determined which completed or inactive accounts should be closed.



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STAFF REPORT

The project accounts reviewed are summarized below:

Library Technology

Balance: \$5,848.02

Purpose: Funding designated for library technology improvements and enhancements.

Planned Use: Funds will be used to upgrade the controlled-access card reader system for the study pods and TV display monitor for the lobby.

Literacy Projects

Balance: \$4,463.87

Purpose: Funding designated to support literacy services, programs, outreach, promotions, and other literacy-related expenses.

Planned Use: Funds will be used to upgrade the controlled-access card reader system utilized by the Literacy Program.

Pioneer Room

Balance: \$17,388.30

Purpose: Funding designated for special projects and improvements benefiting the Pioneer Room.

Planned Use: Funds will be used to replace and modernize the Laserfiche microfilm machine located in the Pioneer Room.

Youth Services Library

Balance: \$4,973.66

Purpose: Funding designated for special projects supporting youth library services.

Use of Funds: Account funds were utilized for the refurbishment of the Children's Library mural. All funds have been expended, and the project has been completed.

Library Circulating Materials

Balance: \$40,000.00

Purpose: Funding designated for the purchase of circulating library materials in a variety of formats to support the needs of Escondido's growing community.

Planned Use: Funds will continue to be used for the acquisition of library materials consistent with the account's purpose.

Upon completion of the planned expenditures identified above, any remaining project balances will be fully expended or transferred to the general Library Trust account as appropriate, and the associated project accounts will be closed. In addition, inactive accounts with no remaining balance or anticipated future use will be closed. These actions will streamline administration of the Library Trust Fund and ensure project accounts accurately reflect current and active funding priorities.

ATTACHMENTS



CITY *of* ESCONDIDO

STAFF REPORT

- a. FY 25-26 Library Trust Fund Budget Report

**City of Escondido
Library Trust
Fund 1004
FY 2025-26 through June 30, 2026**

<u>Account #</u>	<u>Account Description</u>	<u>Amount</u>	<u>Description of Activity</u>
General Library Trust			
3001:Fund Balance/Retained Earnings - Prior Year	3050 Beginning Fund Balance, 07/01/2025	\$ 745,313.72	
	Revenues, 07/01/2025 - 03/31/2026		
4601	Library Trust Dividends	1,631.22	Signal Hill Petroleum & JP Oil Dividends
4609	Investment Earnings	17,067.88	City Investment Pool allocated based on the cash balance in the Library Trust Fund.
4621	Library Sales	42.00	Sale of Headphones, Library Tote Bag, and USB Flash Drive
4602	General Donations	10.00	
	Total Revenues	\$ 18,751.10	
	FY 2025/26 Budgeted Expenditures	Beginning Budget	Actual Expenditures
449302	Library Infrastructure Project	60,170.25	-
400501	Neihoff Donation	36,493.00	-
400819	Library Technology	5,848.02	-
400839	Literacy Projects	4,463.87	-
408201	Pioneer Room	17,388.30	-
409201	Youth Services-Library	4,973.66	-
409401	Ryan Trust Pioneer Room	31,920.80	-
	Library Circulating Materials	40,000.00	-
	Total Expenditures	\$ 201,257.90	\$ -
	Ending Fund Balance, 06/30/2026	764,064.82	
	Remaining Project Budgets*	(201,257.90)	
	Available Fund Balance for Future Projects, 12/31/2025	\$ 562,806.92	

Restrictive funds used towards purchasing adult/teen materials in a variety of formats.

Ryan Trust Fund project
City Council Approved Feb 18, 2026

*This is the remaining balance of budgeted projects.

This balance includes actual expenditures.

This balance includes budgeted expenditures.



STAFF REPORT

August 13, 2026

Agenda Item #4

SUBJECT

Policy: Library Programs

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

None.

BACKGROUND

The proposed 2026 Library Programs Policy establishes a new Board-adopted policy framework for Library programming. This policy does not replace an existing Board-adopted Library Programs policy. Instead, it formalizes programming as a core Library service that supports literacy, learning, creativity, cultural enrichment, civic engagement, and community connection.

The policy provides broad guidance for programs developed, sponsored, co-sponsored, or presented by the Library, whether held in Library facilities, online, off-site, or in partnership with another organization. It recognizes the wide range of modern Library programming, including storytimes, workshops, lectures, performances, book discussions, reading challenges, cultural events, technology classes, literacy activities, educational series, civic engagement activities, outreach events, and programs involving creative tools or makerspace-related resources.

A central purpose of the policy is to distinguish Library programs from private events, room reservations, facility rentals, or events held by outside groups under separate City or Library facility-use policies. The policy clarifies that Library programs are curated Library services, not public forums for outside individuals or groups. Community suggestions, partnership opportunities, and outside presenter proposals may be considered, but acceptance is not guaranteed and must be evaluated under Library criteria and procedures.



CITY *of* ESCONDIDO

STAFF REPORT

The policy also establishes a flexible framework for program selection and administration. It authorizes the Library Director, or designated staff, to develop, approve, coordinate, promote, and manage programs based on factors such as alignment with the Library's mission and strategic goals, community interests, educational or cultural value, presenter qualifications, audience suitability, available resources, accessibility, safety, and compliance with City requirements and applicable law. This approach provides clear standards while allowing staff to respond to changing community needs, resources, partnerships, and operational considerations.

The policy also addresses important governance and risk-management issues, including intellectual freedom, access to diverse ideas, non-endorsement, accessibility and equity, registration privacy, participant conduct, caregiver responsibility, commercial activity, publicity, photography and recording, virtual programming, off-site outreach, program changes, cancellations, and requests for review. These provisions help protect the Library and City while supporting open access to ideas and a broad range of programs over time.

Overall, the proposed Library Programs Policy gives the Board a clear policy-level foundation for one of the Library's core public services. It avoids overly detailed procedures, allows administrative practices and forms to be maintained separately, and provides staff with appropriate flexibility to plan, evaluate, modify, or discontinue programs in a manner consistent with the Library's mission, City requirements, community needs, and available resources.

ATTACHMENTS

- a. 2026 Policy: Library Programs

Policy: Library Programs

Approved by the Escondido Public Library Board of Trustees:
Supersedes upon adoption: Not applicable – New Policy

Purpose

Escondido Public Library provides programs as a core service in support of literacy, learning, creativity, cultural enrichment, civic engagement, and community connection.

Programs complement the Library's collections, resources, spaces, partnerships, and outreach efforts and are intended to respond to community interests and needs.

Scope

This policy applies to programs developed, sponsored, co-sponsored, or presented by the Library, whether held at the Library, online, off-site, or in partnership with another organization.

Programs may include, but are not limited to, storytimes, workshops, lectures, performances, book discussions, reading challenges, cultural events, technology classes, literacy activities, educational series, civic engagement activities, outreach events, and other activities consistent with Library services.

Programs involving makerspace equipment, creative tools, or related resources are also subject to the *Makerspace and Creative Equipment Use Policy*, as applicable.

This policy does not apply to private events, room reservations, facility rentals, or events held by outside groups under separate City of Escondido or Library facility-use policies, rental agreements, or fee schedules.

Authority and Administration

Ultimate responsibility for Library programming rests with the Library Director, who administers this policy under the authority of the Library Board of Trustees.

The Library Director may delegate program development, selection, approval, coordination, promotion, and management to designated Library staff.

Library programs are curated Library services and are not public forums for outside individuals or groups. The Library welcomes program suggestions and proposals, but acceptance is not guaranteed.

Program Selection and Development

In evaluating proposed programs, Library staff may a number of factors, including but not limited to:

- Alignment with the Library's mission, values, strategic goals, and service priorities;
- Community interests, needs, and anticipated demand;
- Educational, informational, cultural, recreational, creative, or civic value;
- Timeliness, relevance, and connection to current or local interests;
- Suitability for the intended audience;
- Presenter qualifications, experience, expertise, and suitability for the intended audience;
- Relationship to Library collections, resources, services, programs, or partnerships;
- Opportunity to represent diverse backgrounds, cultures, viewpoints, experiences, and community voices;
- Opportunity for collaboration with community partners;
- Availability of funding, staffing, space, equipment, technology, and other resources;
- Accessibility, safety, security, and operational considerations;
- Compliance with applicable law, City requirements, and Library policies.

Programs may be developed by Library staff, co-sponsored with community partners, or proposed by external organizations, presenters, or individuals.

Civic engagement programs must be conducted in a manner consistent with applicable law, City requirements, and the Library's role as a nonpartisan public institution.

Programs may be designed for specific age groups or audiences when appropriate to the purpose, content, format, safety, or developmental level of the program.

The Library may evaluate programs using attendance, feedback, community needs, service priorities, accessibility considerations, and available resources.

Intellectual Freedom and Access to Ideas

The Library supports access to information, learning, creative expression, and a broad range of ideas and perspectives. Library programs may present diverse viewpoints, topics, speakers, and forms of expression.

Programs will not be excluded, cancelled, or modified solely because the topic, speaker, viewpoint, or content may be controversial or may be objected to by some individuals or groups.

The Library seeks to offer a broad range of programs over time; individual programs are not required to represent every viewpoint on a topic.

Attendance at a Library program is voluntary. Responsibility for determining whether a program is appropriate for a minor rests with the minor's parent or guardian.

Non-Endorsement

The Library's sponsorship, co-sponsorship, presentation, or promotion of a program does not constitute endorsement by the Escondido Public Library, Library Board of Trustees, or City of Escondido of the viewpoints, beliefs, opinions, products, services, organizations, presenters, or program content.

The Library may use non-endorsement statements as appropriate.

Community Suggestions and Partnerships

The Library welcomes program suggestions and partnership opportunities that support the Library's mission and service priorities.

Program proposals from community members, organizations, presenters, or partners will be evaluated according to this policy and Library procedures. The Library reserves the right to accept, decline, modify, or discontinue program proposals or partnerships.

Partnerships and co-sponsored programs must be consistent with the non-commercial nature of Library programming.

Presenters and partner organizations may be required to comply with Library procedures, City requirements, presenter agreements, insurance or contracting requirements, publicity guidelines, verification of qualifications where applicable, and applicable law.

Accessibility, Equity, and Attendance

The Library is committed to providing programs that are welcoming, accessible, and equitable.

The Library may consider accessibility, language access, location, scheduling, audience needs, transportation, technology access, and other factors when planning programs.

Library programs are provided free of charge unless otherwise authorized by the Library and City of Escondido.

Attendance may be limited when necessary due to capacity, program format, safety, age range, available materials, staffing, equipment, grant requirements, or the nature of the program.

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

Service animals, mobility devices, and other accessibility-related supports are addressed in accordance with applicable law, the *Library Code of Conduct*, and City procedures.

Registration and attendance procedures may be established separately.

Registration Records and Privacy

Program registration and attendance records that identify a patron's use of Library services are handled in accordance with the *Patron Confidentiality and Privacy Policy* and applicable law.

Participant Conduct and Safety

All program participants, presenters, performers, partners, volunteers, and attendees are expected to comply with the *Library Code of Conduct*, this policy, applicable Library procedures, reasonable staff direction, and applicable law.

The Library may remove a participant, end participation, or take other appropriate action if conduct disrupts a program, interferes with others' participation, creates a safety concern, damages property, violates Library policy, or violates applicable law.

Parents, guardians, and caregivers are responsible for the behavior and supervision of minors in their care.

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.

Commercial Activity, Sales, and Solicitation

Library programs may not be used primarily for commercial promotion, solicitation, advertising, fundraising, fee-based services, or collection of participant contact information for commercial follow-up.

Presenters may not require participants to purchase goods or services as a condition of attending or participating in a Library program.

Sale of books or other materials directly related to a program may be allowed with prior Library approval and in accordance with Library and City procedures.

Promotion, Photography, and Recording

The Library may promote approved programs through Library communication channels.

External presenters, performers, partners, or organizations must coordinate promotional efforts with Library staff and may not use the Library or City name, logo, images, or branding in a way that implies endorsement beyond the approved program relationship.

Programs may be photographed, recorded, streamed, or otherwise documented by the Library for publicity, educational, reporting, archival, or promotional purposes in accordance with Library and City procedures.

Virtual, Off-Site, and Outreach Programs

The Library may offer programs at Library facilities, online, off-site, or through outreach in the community. Virtual, off-site, and outreach programs are subject to this policy.

Participation in virtual programs may require use of third-party platforms or technologies. The Library does not guarantee the privacy, security, accessibility, or functionality of third-party platforms or personal devices used to participate in virtual programs.

Program Changes and Cancellations

The Library reserves the right to cancel, reschedule, relocate, modify, limit, or end a program when necessary due to safety concerns, registration levels, presenter availability, facility or technology issues, staffing, weather, emergencies, policy violations, funding changes, or other Library or City operational needs.

The Library may establish procedures for notifying registrants, presenters, partners, and the public about program changes or cancellations.

Comments and Requests for Review

The Library values community feedback and may use comments, suggestions, attendance information, evaluations, and other input to improve programs and guide future planning.

Comments, suggestions, and concerns about Library programs may be submitted to Library staff.

A person who wishes to request formal review of a Library program may submit the applicable Library form or written request in accordance with Library procedures. Program review requests will be considered in relation to this policy, the Library's mission, and the selection criteria for programs.

A program will not be cancelled, restricted, or modified during review solely because a request for review has been submitted, unless the Library determines that immediate action is required for safety, legal compliance, operational needs, or other significant Library or City concerns.

Review and Revision

This policy will be reviewed periodically and may be revised as needed to reflect changes in community needs, Library services, applicable law, City requirements, technology, accessibility practices, professional standards, and Library service needs.

Current program procedures, proposal forms, presenter agreements, registration guidelines, publicity requirements, reconsideration forms, and other service details may be posted or made available separately.



STAFF REPORT

August 13, 2026

Agenda Item #5

SUBJECT

Policy: Public Technology and Internet Use

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

This policy replaces the Library's Internet and Public Computer Use Policy and Wireless Access Policy.

BACKGROUND

The proposed 2026 Public Technology and Internet Use Policy consolidates and replaces the Library's Internet and Public Computer Use Policy and Wireless Access Policy with a broader and more flexible framework for public technology services. The updated policy reflects the Library's current role in providing equitable access not only to public computers and Wi-Fi, but also to Library-owned devices, shared equipment, software, applications, databases, digital tools, assistive technology, printing, scanning, copying, and other technology resources.

The policy establishes public technology and internet access as an extension of the Library's mission to provide equitable access to information, educational experiences, and lifelong learning opportunities. It recognizes that technology services now include a range of physical, digital, wireless, and vendor-supported resources. Rather than listing specific computer time limits, reservation rules, equipment configurations, or step-by-step user instructions, the policy allows the Library to establish and adjust procedures, service guidelines, eligibility requirements, reservation systems, and time limits separately. This structure allows public service details to remain current as technology, staffing, equipment, funding, and community needs change.



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STAFF REPORT

The proposed policy also provides clearer expectations for responsible use of Library technology. It addresses illegal activity, obscene material as defined by law, harassment, privacy violations, intellectual property concerns, damage to Library systems, unauthorized access, malicious software, and disruptive use. It also recognizes that technology resources are used in shared public spaces and authorizes the Library to manage technology use in a manner that supports a safe, welcoming, accessible, and equitable environment.

A significant addition is the policy's detailed treatment of internet filtering, the Children's Internet Protection Act, and minors' use of Library-provided internet access. The policy explains the Library's use of technology protection measures, acknowledges the limitations of filtering systems, and preserves the role of parents, guardians, and caregivers in guiding minors' online activity. This provides a policy-level framework for legal compliance while avoiding overly rigid operational procedures.

The policy also modernizes language related to privacy, security, wireless access, personal devices, staff assistance, accessibility, software, and third-party digital platforms. It makes clear that public computers, Wi-Fi, shared devices, and vendor-supported services may not offer the same privacy or security as personal devices or private networks, and that users remain responsible for protecting their own data, accounts, passwords, and personal information.

Overall, the proposed Public Technology and Internet Use Policy updates the Library's technology rules for a modern service environment. It consolidates older technology policies, removes procedural details from the Board-adopted policy, supports legal and operational flexibility, and provides staff with a clearer framework for managing public technology resources as services, platforms, and user needs continue to evolve.

ATTACHMENTS

- a. 2026 Policy: Public Technology and Internet Use

Policy: Public Technology and Internet Use

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

Supersedes upon adoption: Internet and Public Computer Use Policy and Wireless Access Policy

Purpose

Escondido Public Library provides access to public technology, internet resources, and wireless connectivity in support of its mission to provide equitable access to information, educational experiences, and opportunities for lifelong learning.

This policy establishes expectations for the use of Library technology resources, including public computers, wireless internet, Library-owned devices, shared equipment, software, and other technology services made available to the public.

Scope

This policy applies to all users of Library-provided technology resources, including but not limited to:

- Public computers and workstations;
- Public Wi-Fi;
- Library-owned laptops, tablets, or other devices;
- Library-provided software, applications, databases, digital tools, and online platforms;
- Printing, scanning, copying, or related technology equipment;
- Assistive technology;
- Internet access provided on Library premises or through Library-managed services.

The Library may establish procedures, service guidelines, time limits, reservation systems, or eligibility requirements to ensure fair and equitable access to technology resources.

Use of makerspace equipment, creative tools, and related resources is governed by the *Makerspace and Creative Equipment Use Policy*.

Access to Information

The Library supports access to information in a variety of formats, including digital and online resources. The internet provides access to a broad range of information, viewpoints, images, services, and communications. However, the Library does not control internet content and does not guarantee the accuracy, completeness, security, or suitability of information found online.

Users access the internet and Library technology resources at their own discretion and risk.

User Responsibilities

Use of Library technology resources must comply with this policy, the *Library Code of Conduct*, applicable Library procedures, and applicable law.

Users may not use Library technology resources to:

- Engage in illegal activity;
- Access, display, print, transmit, or distribute material that is illegal or obscene as defined by law;
- Use Library technology to harass, threaten, defame, invade the privacy of others, or otherwise violate the *Library Code of Conduct*;
- Violate copyright, trademark, software licensing, or other intellectual property rights;
- Damage, alter, disable, or interfere with Library equipment, software, networks, or security systems;
- Attempt unauthorized access to Library systems or other computer networks;
- Install, download, or run unauthorized software or malicious programs;
- Use Library technology in a manner that disrupts Library operations or interferes with another person's use of Library spaces or services.

Users are responsible for any damage to Library equipment or technology resources caused by misuse.

Shared Public Environment

Library technology resources are located in shared public spaces. Users are expected to be considerate of others when viewing, listening to, printing, sharing, or transmitting digital content, including content with sound or visual material that may affect others in a shared public space.

The Library may take reasonable steps to manage public technology use in order to support a safe, welcoming, and accessible environment. This may include designating technology resources by age group, purpose, location, accessibility need, or service priority.

Internet Filtering, CIPA, and Legal Compliance

The Library complies with the Children's Internet Protection Act (CIPA), as applicable to libraries receiving certain federal funds, including E-rate discounts and other eligible federal funding for internet access or related technology services.

For purposes of this section, "minor" means an individual under 17 years of age.

The Library's internet safety policy includes use of a technology protection measure designed to block or filter internet access to visual depictions that are obscene, child pornography, or, when accessed by minors, harmful to minors, as those terms are defined by applicable law.

In accordance with CIPA, this policy addresses:

- Access by minors to inappropriate matter on the internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Unauthorized access, including hacking, and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

The Library uses technology protection measures, including internet filtering, on Library-provided internet access as required by CIPA, applicable law, funding requirements, or City technology standards. Filtering systems are imperfect and may block constitutionally protected information or fail to block material that some users may find objectionable, inappropriate, harmful, or unsafe.

Consistent with CIPA, the Library may disable, or request disabling of, a technology protection measure for an adult user for bona fide research or another lawful purpose, in accordance with Library procedures and applicable law.

CIPA does not require the Library to track individual internet use by minors or adults. The Library may, however, manage computer systems, network traffic, and technology resources for security, maintenance, legal compliance, service improvement, or operational purposes.

The Library does not guarantee that filtering software or other technology protection measures will prevent access to all illegal, harmful, inaccurate, offensive, or unsafe content. Users remain responsible for complying with this policy, the *Library Code of Conduct*, and applicable law.

Requests related to filtering, unblocking, or access to blocked content will be handled according to Library procedures and applicable law.

Use by Minors

Parents, guardians, and caregivers are responsible for guiding and monitoring their children's use of Library technology resources, including internet access, online communication, digital content, and the sharing of personal information online.

The Library's internet safety measures are intended to comply with CIPA requirements for minors' use of Library-provided internet access. These measures do not replace the responsibility of parents, guardians, and caregivers to guide minors' online activity.

Minors should not disclose personal information online, including name, address, telephone number, school, passwords, financial information, or other identifying information, except with appropriate parent or guardian guidance.

The Library encourages parents, guardians, and caregivers to discuss safe and appropriate internet use with minors. Library staff do not act in place of a parent or guardian and cannot monitor a minor's internet use.

Privacy and Security

Public computers, public Wi-Fi, shared devices, and other Library technology resources may not provide the same level of privacy or security as personal devices or private networks. Users are responsible for protecting their own privacy, data, accounts, passwords, financial information, and personal information.

Users are responsible for saving their own work and logging out of websites, email, cloud storage, and other personal accounts. The Library is not responsible for loss, damage, disclosure, or theft of data, files, personal information, or digital content.

The Library may manage computer systems, network traffic, and technology resources for security, maintenance, legal compliance, service improvement, or operational purposes.

The Library cannot guarantee the privacy or confidentiality of activity conducted on public computers, shared devices, public Wi-Fi, or other Library technology resources. Some software, applications, databases, or online platforms may be provided by third-party vendors and may be subject to separate privacy practices, terms of use, or account requirements.

Personal Devices and Wireless Access

The Library may provide wireless internet access for users with personal devices. Users are responsible for configuring, securing, and protecting their own devices.

Library staff may provide general information about connecting to Library Wi-Fi but cannot configure, repair, or guarantee successful connection of personal devices.

The Library is not responsible for damage to personal devices, software, files, or data resulting from use of Library technology resources, wireless networks, or staff suggestions.

Staff Assistance

Library staff may provide limited assistance with Library technology resources as time, staffing, and expertise allow. Staff cannot guarantee personal instruction, troubleshooting, repair, or support for personal devices, personal accounts, third-party services, or individual software applications.

The Library may offer classes, appointments, handouts, or other learning opportunities to support digital literacy and technology access.

Accessibility

The Library strives to provide equitable access to technology resources for all users. Assistive technology, accessible equipment, or reasonable accommodations may be available according to Library procedures and applicable law.

The Library may designate certain technology resources for accessibility purposes or other priority uses.

Availability of Technology Resources

Technology resources are shared public resources and may be limited by availability, demand, staffing, maintenance, funding, space, age or service designation, accessibility needs, safety, or operational requirements.

The Library may establish and modify procedures for reservations, time limits, printing, scanning, device lending, equipment use, and other technology services in order to ensure fair access and effective service delivery.

Library-Provided Software and Digital Tools

The Library may provide access to software, applications, databases, digital tools, and online platforms to support information access, learning, creativity, workforce development, digital literacy, and other Library services.

The availability of specific software, applications, or digital tools may vary based on licensing, cost, technology requirements, user demand, funding, staffing, security, privacy considerations, and compatibility with Library equipment or systems.

Users must comply with all applicable software licenses, terms of use, copyright law, and Library procedures when using Library-provided software or digital tools. The Library may limit, modify, or discontinue access to specific software, applications, or digital tools as needed.

Library staff may provide limited assistance with Library-provided software and digital tools as time, staffing, and expertise allow, but cannot guarantee instruction or technical support for all software, personal accounts, third-party platforms, or user-created content.

Violations and Enforcement

Violation of this policy may result in termination of a technology session, restriction of technology privileges, or other action consistent with the *Library Code of Conduct*, Library procedures, City policy, and applicable law.

Illegal activity may be referred to law enforcement.

Review and Revision

This policy will be reviewed periodically and may be revised as needed to reflect changes in technology, applicable law, funding requirements, community needs, Library spaces, and Library services.

Current procedures, time limits, reservation requirements, fees, device lending rules, software access rules, and other service guidelines may be posted or made available separately.



STAFF REPORT

August 13, 2026

Agenda Item #6

SUBJECT

Policy: Makerspace and Creative Equipment

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

This policy replaces the Library's 3D Printer policy.

BACKGROUND

The Makerspace and Creative Equipment Policy is presented to the Library Board of Trustees for review and approval as a replacement for the 3D Printing Policy approved on December 12, 2019. The 2019 policy was limited to use of a single 3D printer and included specific procedural requirements related to file formats, filament type, print time limits, pickup deadlines, replacement prints, and staff review of print jobs. While appropriate for a narrowly defined 3D printing service, the older policy does not provide a sufficient framework for the broader range of makerspace equipment, creative tools, programs, and hands-on learning opportunities anticipated in modern Library service.

The proposed policy expands the focus from 3D printing to makerspace and creative equipment generally. It applies to Library-provided equipment, tools, technology, materials, and instruction that may be used to create, repair, design, fabricate, craft, record, learn, or participate in hands-on learning. The policy also allows makerspace services to be offered in a designated makerspace, program room, activity space, technology area, or other Library-designated location, rather than limiting the service to one specific piece of equipment or one fixed operating model.



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A central purpose of the policy is to establish broad Board-level guidance while allowing operational details to be maintained separately. The policy authorizes the Library to establish procedures for user agreements, safety rules, training requirements, reservations, age and supervision requirements, approved materials, fee schedules, waivers, and other service details. This structure gives staff flexibility to adapt procedures as equipment, staffing, safety requirements, technology, funding, and community needs change.

The proposed policy also strengthens safety, risk management, and user responsibility. It allows the Library to require orientation, training, demonstrated competency, staff approval, safety equipment, approved materials, ventilation, supervision, or other precautions depending on the equipment or activity. It also authorizes the Library to stop, limit, or refuse use of equipment, tools, materials, files, or projects when necessary to protect safety, accessibility, equipment condition, Library property, staff capacity, or Library operations.

The policy preserves important restrictions from the former 3D Printing Policy while applying them more broadly. Makerspace resources may not be used for unlawful purposes, weapons or weapon components, obscene or otherwise unlawful items, projects that infringe intellectual property or privacy rights, or materials likely to damage equipment or create safety, fire, health, environmental, or security concerns. The policy also addresses fees, consumable supplies, unfinished or unclaimed projects, staff assistance, privacy, intellectual property, accessibility, and enforcement.

Approval of the Makerspace and Creative Equipment Policy would provide a modern and flexible policy framework for safe, equitable, and responsible use of Library creative equipment. It replaces a narrow 3D printer policy with broader guidance that supports learning, creativity, digital literacy, workforce development, exploration, and community connection while protecting the interests of the Library and City.

ATTACHMENTS

- a. 2026 Policy: Room Reservations

Policy: Makerspace and Creative Equipment

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

Supersedes upon adoption: 3D Printing Policy approved December 12, 2019

Purpose

Escondido Public Library may provide access to makerspace equipment, creative tools, and related resources to support learning, creativity, digital literacy, workforce development, exploration, and community connection.

This policy establishes broad guidelines for safe, equitable, and responsible use of Library-provided makerspace equipment and creative tools.

Scope

This policy applies to Library-provided makerspace equipment, creative tools, and related resources made available for public use, whether located in a makerspace, program room, activity space, technology area, or other Library-designated space.

For purposes of this policy, “makerspace” means any Library-designated space, program, service, or activity where patrons may use Library-provided equipment, tools, technology, materials, or instruction to create, repair, design, fabricate, craft, record, learn, or otherwise participate in hands-on learning.

The Library may designate a room as the primary makerspace location, but makerspace activities, equipment, or services may also be offered in other Library-designated spaces.

Covered equipment and tools may include, but are not limited to, sewing machines, craft equipment, design tools, fabrication equipment, creative technology, audiovisual production tools, hand tools, and other Library-designated equipment.

Use of Library computers, internet access, software, digital tools, and networked technology is governed by the Library’s *Public Technology and Internet Use Policy*. Use of reservable rooms or study spaces is governed by the Library’s *Room Reservations Policy*.

Authority and Administration

The Library Director or their designee has authority to approve, limit, schedule, suspend, modify, or discontinue access to makerspace equipment, creative tools, and related services.

The Library may establish procedures, user agreements, safety rules, training requirements, reservation systems, age requirements, supervision requirements, approved materials lists, fee schedules, and other operational practices to implement this policy.

Availability of equipment, tools, supplies, staff assistance, and makerspace services is not guaranteed and may be limited by staffing, training requirements, equipment condition,

maintenance, safety, funding, demand, accessibility needs, programs, space, or operational requirements.

Eligibility and Access

Use of certain makerspace equipment or creative tools may require a valid Library account, registration, reservation, orientation, training, demonstrated competency, staff approval, City-approved user agreement or waiver, parent or guardian permission, or other requirements established by Library procedures.

The Library may establish age requirements or supervision requirements based on the type of equipment, safety considerations, manufacturer guidance, staff capacity, legal requirements, or operational needs.

The Library may limit access to specific equipment, tools, materials, or services to ensure safe, fair, and equitable use.

Training and Safety

Users must comply with posted instructions, manufacturer guidelines, safety requirements, Library procedures, and reasonable staff direction when using makerspace equipment or creative tools.

The Library may require users to complete training, orientation, certification, or staff review before using designated equipment independently.

The Library may require use of safety equipment, approved materials, ventilation, protective gear, staff supervision, or other precautions based on the equipment or activity.

The Library may stop, limit, or refuse use of equipment, tools, materials, or projects when necessary to protect safety, accessibility, ventilation, equipment condition, Library property, staff capacity, or Library operations.

User Responsibility

Users are responsible for using makerspace equipment, tools, materials, and work areas safely, appropriately, and for their intended purposes.

Users are responsible for their own designs, files, materials, supplies, projects, personal property, and items created using Library equipment.

Users may be responsible for damage, cleaning, repair, replacement, or other costs resulting from misuse, unauthorized materials, failure to follow procedures, or failure to comply with reasonable staff direction, consistent with Library and City procedures and the approved Library fee schedule.

Users must clean up work areas, remove personal belongings and projects, and return tools or equipment as directed by Library procedures.

Materials, Projects, and Supplies

The Library may determine what materials, supplies, files, designs, or projects may be used with Library equipment.

The Library may require users to use Library-provided materials, approved materials, or materials reviewed by staff before use.

The Library may prohibit or restrict materials, supplies, files, designs, or projects that may damage equipment, create fumes, heat, fire, smoke, odors, residue, debris, or other hazards, violate applicable law, infringe intellectual property or privacy rights, create a safety concern, require resources beyond those reasonably available, or otherwise conflict with Library procedures.

The Library is not responsible for the quality, durability, accuracy, functionality, safety, legality, or suitability of any user-created project or item.

Prohibited Uses

Makerspace equipment, creative tools, materials, files, designs, or projects may not be used to create, modify, or reproduce items that:

- Violate applicable law;
- Create a safety, fire, health, environmental, or security concern;
- Are weapons, weapon components, or items that the Library reasonably determines are intended for use as weapons or weapon components;
- Are obscene or otherwise unlawful;
- Violate intellectual property, privacy, publicity, or other legal rights;
- Damage or are likely to damage Library equipment, materials, facilities, or property;
- Require staff involvement, materials, time, or resources beyond those reasonably available;
- Are inconsistent with Library policies, City requirements, posted rules, or Library procedures.

The Library may decline, stop, or remove any project, file, material, or activity that it determines is inconsistent with this policy or Library procedures.

Fees and Consumable Supplies

Use of some makerspace equipment, creative tools, materials, or supplies may be subject to fees or charges established through the approved Library fee schedule.

The Library may establish procedures for payment, refunds, replacement supplies, use of personal materials, failed projects, incomplete projects, and disputed charges.

Fees or charges may apply even when a project does not print, cut, engrave, sew, fabricate, record, or otherwise complete as expected, consistent with Library procedures.

Storage, Completion, and Unclaimed Projects

The Library is not responsible for unattended, lost, stolen, damaged, incomplete, failed, or unclaimed projects, materials, files, or personal property.

The Library may establish procedures for temporary project storage, pickup deadlines, abandoned materials, incomplete projects, and disposal of unclaimed items.

The Library is not required to store user projects, files, supplies, or personal property.

Staff Assistance

Library staff may provide limited assistance with makerspace equipment and creative tools as time, staffing, training, and expertise allow.

Staff assistance is intended to support access and basic use of Library equipment. Staff cannot guarantee personal instruction, project design, project completion, troubleshooting, repair, production quality, or technical support for all equipment, software, files, materials, or user-created content.

The Library may offer programs, appointments, demonstrations, handouts, or other learning opportunities to support safe and effective use of makerspace equipment and creative tools.

Privacy and Intellectual Property

Users are responsible for protecting their own files, accounts, designs, images, recordings, personal information, and confidential information while using makerspace equipment, creative tools, software, storage, or related services.

The Library does not guarantee the privacy, confidentiality, originality, ownership, copyright status, patentability, trademark status, or legal compliance of user-created files, designs, projects, or items.

Users are responsible for complying with applicable intellectual property, privacy, publicity, licensing, and other legal requirements.

Records that identify a patron's use of Library services are handled in accordance with the *Patron Confidentiality and Privacy Policy* and applicable law.

Accessibility and Accommodations

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

The Library may modify access, training, equipment use, or assistance procedures when appropriate to support accessibility, provided the modification does not create a safety concern, fundamentally alter the service, damage equipment, or impose an undue burden.

Violations and Enforcement

Use of makerspace equipment, creative tools, and related spaces must comply with this policy, the *Library Code of Conduct*, applicable Library procedures, City policies, posted rules, reasonable staff direction, and applicable law.

Violation of this policy may result in termination of equipment use, cancellation of a reservation, restriction of makerspace or equipment privileges, responsibility for costs, or other action consistent with the *Library Code of Conduct*, Library procedures, City policy, and applicable law.

Illegal activity may be referred to law enforcement.

Review and Revision

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

Current makerspace procedures, equipment lists, safety rules, training requirements, reservation procedures, age requirements, approved materials, user agreements, waivers, fees, and other service details may be posted or made available separately.



STAFF REPORT

August 13, 2026

Agenda Item #7

SUBJECT

Policy: Room Reservations

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

None.

BACKGROUND

The Room Reservations Policy is presented to the Library Board of Trustees for review and approval as a new framework for reservable Library rooms and study spaces. It establishes formal policy guidance for providing no-cost reservable spaces as part of regular Library services in support of equitable access, collaboration, education, research, remote work, and lifelong learning.

The policy applies to Library meeting rooms, study rooms, study pods, and similar reservable spaces intended for individual study, small-group collaboration, tutoring, research, reading, virtual meetings, interviews, telehealth appointments, and similar personal, educational, informational, or civic uses. A central purpose of the policy is to distinguish these Library service spaces from facility rentals, private event rentals, paid events, commercial activity, or other uses governed by separate City of Escondido rental policies, agreements, or fee schedules.

The policy establishes broad eligibility and use expectations while allowing operational details to be maintained separately. It requires a valid Escondido Public Library card in good standing to reserve a room and authorizes the Library to establish procedures for age eligibility, parent or guardian permission, supervision, reservation limits, check-in requirements, late arrivals, cancellations, no-shows, room assignments, and equipment use. This approach gives the Board



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a clear policy-level foundation while preserving administrative flexibility to adjust procedures based on room type, capacity, staffing, safety, accessibility, demand, and operational needs.

The policy also addresses user responsibility, room condition, food and beverages, privacy, technology, accessibility, commercial activity, noise, non-endorsement, and enforcement. It clarifies that users are responsible for leaving spaces clean, undamaged, and available at the end of the reservation period; that rooms may not be used for storage or commercial activity unless separately authorized; and that reservable rooms do not guarantee privacy, soundproofing, confidentiality, or uninterrupted use. Reservation records that identify a patron's use of Library services are handled under the Patron Confidentiality and Privacy Policy and applicable law.

The policy further gives the Library authority to cancel, modify, relocate, or end reservations when necessary due to operations, safety, emergencies, maintenance, construction, policy violations, or other City or Library needs. It also clarifies that use of a room does not constitute endorsement by the Library, Library Board of Trustees, or City of Escondido of any person, group, activity, service, viewpoint, or purpose associated with the reservation.

Approval of the Room Reservations Policy would provide clear direction for managing shared Library rooms and study spaces. The policy supports equitable public access, protects Library and City interests, separates no-cost Library room use from formal City rentals, and allows detailed reservation procedures to be updated separately as Library spaces, services, and community needs evolve.

ATTACHMENTS

- a. 2026 Policy: Room Reservations

Policy: Room Reservations

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

Supersedes upon adoption: Not applicable – New Policy

Purpose

Escondido Public Library provides reservable rooms and study spaces to support the Library's mission of providing equitable access to information, educational experiences, collaboration, and lifelong learning.

This policy establishes broad guidelines for the reservation and use of Library rooms and study spaces that are made available to patrons at no cost as part of regular Library services.

Scope and Relationship to City Rentals

This policy applies to Library meeting rooms, study rooms, study pods, and similar reservable spaces intended for individual study, small-group collaboration, tutoring, research, reading, remote work, virtual meetings, interviews, telehealth appointments, and similar personal, educational, informational, or civic uses.

This policy does not apply to facility rentals, private event rentals, or other rental uses governed by separate City of Escondido policies, procedures, rental agreements, or fee schedules.

Use of Library rooms under this policy does not create a right to use rooms for rental events, paid events, commercial activity, private parties, or other uses governed by separate City requirements.

The Library may determine the capacity, purpose, availability, reservation length, and conditions of use for each space based on room size, furniture, equipment, safety, staffing, accessibility, demand, and operational needs.

Eligibility

A valid Escondido Public Library card in good standing, as defined by Library procedures, is required to reserve a Library room or study space.

The Library may establish age, eligibility, supervision, and parent or guardian permission requirements for room reservations based on room type, capacity, equipment, intended use, safety, staffing, and operational needs.

The Library may allow minors to reserve designated study spaces in accordance with Library procedures. Certain rooms, equipment, or reservation types may require an adult cardholder, parent or guardian permission, or other requirements established by Library procedures.

Reservations may only be made by the cardholder. The cardholder who makes the reservation must be present during the reservation and is responsible for ensuring that all users comply with Library policies, room-use procedures, and reasonable staff direction.

The Library may establish procedures for verifying eligibility, managing reservations, obtaining parent or guardian permission when applicable, and limiting the number or length of reservations to ensure fair access.

Use of Rooms and Study Spaces

Use of Library rooms and study spaces must comply with this policy, the *Library Code of Conduct*, applicable Library procedures, City policies, posted rules, reasonable staff direction, and applicable law.

Rooms and study spaces may be used for individual study, reading, tutoring, small-group discussion, collaborative work, research, remote work, telehealth appointments, virtual meetings, interviews, or similar personal, educational, informational, or civic uses.

Food and Drinks

Covered non-alcoholic beverages are allowed in Library meeting rooms, study rooms, study pods, and similar reservable spaces unless otherwise posted.

Food is not allowed in meeting rooms, study rooms, study pods, or similar reservable spaces unless specifically approved by the Library for a Library-sponsored program or other authorized use.

Room Condition and User Responsibility

Users are responsible for the condition of the room or study space during their reservation.

Users must vacate the room promptly at the end of the reservation period. Set-up, clean-up, and gathering of personal belongings must be completed within the reserved time.

Rooms must be left clean, undamaged, and in substantially the same condition as found. Users may not damage, alter, remove, or misuse Library furniture, equipment, technology, fixtures, or property.

Users may be responsible for damage, cleaning, replacement, or repair costs resulting from misuse, consistent with Library and City procedures.

Rooms may not be used for storage of personal property, equipment, or materials. The Library is not responsible for unattended, lost, stolen, or damaged personal belongings.

If a room is left unattended, the Library may make the room available to other users in accordance with Library procedures.

Privacy and Reservation Records

Rooms and study spaces may provide a quieter or more enclosed setting, but the Library does not guarantee privacy, soundproofing, confidentiality, or uninterrupted use.

Users are responsible for protecting their own personal, medical, financial, employment, educational, legal, or other confidential information while using Library rooms and study spaces.

The Library is not responsible for the privacy or security of conversations, virtual meetings, telehealth appointments, interviews, online activity, personal devices, accounts, or information shared while using a reservable space.

Reservation records that identify a patron's use of Library services are handled in accordance with the *Patron Confidentiality and Privacy Policy* and applicable law.

Reservations, Time Limits, and Availability

Library rooms and study spaces are shared public resources. Reservations may be limited by availability, demand, staffing, room capacity, safety, accessibility, maintenance, Library programs, or operational needs.

The Library may establish and modify procedures for:

- Reservation length;
- Advance booking limits;
- Number of reservations per day or week;
- Late arrivals;
- Cancellations;
- No-shows;
- Room assignments;
- Check-in requirements;
- Use of room equipment;
- Priority use by the Library.

The Library reserves the right to cancel, modify, relocate, or end a reservation when necessary due to Library operations, emergency conditions, safety concerns, maintenance, construction, policy violations, or other City or Library needs.

Accessibility and Accommodations

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

Accessibility-related use of mobility devices, service animals, assistive technology, or other supports will be handled in accordance with applicable law, the *Library Code of Conduct*, and City procedures.

Equipment and Technology

Rooms and study spaces may include furniture, power access, displays, whiteboards, internet access, or other equipment, depending on availability and room design.

The Library does not guarantee the availability or functionality of specific equipment, software, internet access, or technology in any room. Users are responsible for their own personal devices, files, accounts, and materials.

Use of makerspace equipment, creative tools, or related resources in reservable rooms or study spaces is subject to the *Makerspace and Creative Equipment Use Policy* and Library procedures.

Use of Library technology in reservable rooms is subject to the Library's *Public Technology and Internet Use Policy*.

Commercial Activity and Fee-Based Services

Rooms and study spaces may not be used for sales, commercial solicitation, fee-based events, paid services, fundraising, or other commercial activity unless specifically authorized under applicable City or Library policy.

This provision does not prohibit routine individual activities such as unpaid tutoring, remote work, job interviews, telehealth appointments, virtual meetings, studying, or similar personal uses, provided they comply with Library policies and do not convert the space into a rental, business office, commercial venue, recurring commercial use, or fee-based service location.

Noise and Shared Library Environment

Rooms and study spaces are located within a shared public library environment and may not be soundproof.

Users must maintain a volume that does not disrupt other Library users, staff, programs, services, or operations. Use of audio, video calls, virtual meetings, or other sound-producing activities must be conducted in a manner that is considerate of others.

Non-Endorsement

Use of a Library room or study space does not constitute endorsement by the Escondido Public Library, Library Board of Trustees, or City of Escondido of any individual, group, organization, viewpoint, activity, service, or purpose associated with the reservation.

Violations and Enforcement

Violation of this policy may result in cancellation of a reservation, termination of room use, restriction of room reservation privileges, or other action consistent with the *Library Code of Conduct*, Library procedures, City policy, and applicable law.

The Library may end a reservation or restrict future reservation privileges when users do not leave on time, leave the room unattended, exceed room capacity, misuse the space, damage Library property, disturb others, or fail to leave the room in acceptable condition.

For reservations made by a minor, the Library may contact the parent, guardian, or responsible adult associated with the minor's library account regarding violations, damage, safety concerns, repeated misuse, or suspension of reservation privileges.

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, and operational practices.

Current reservation procedures, room capacities, reservation limits, check-in requirements, equipment availability, teen reservation procedures, parent or guardian permission forms, and other service guidelines may be posted or made available separately.



STAFF REPORT

August 13, 2026

Agenda Item #8

SUBJECT

Policy: Community Information Materials

RECOMMENDATION

Staff Recommendation: Approve (Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

FISCAL ANALYSIS

No impact.

PREVIOUS ACTION

Replaces the Distribution of Free Materials Policy approved January 14, 1993; revised October 2012.

BACKGROUND

The Community Information Materials Policy is presented to the Library Board of Trustees for review and approval as a replacement for the Distribution of Free Materials Policy approved January 14, 1993, and revised in October 2012. The prior policy established basic guidelines for distributing free newspapers, magazines, schedules, brochures, booklets, and similar materials. While useful for its original purpose, the older policy was limited in scope and did not fully address current operational needs related to community information areas, limited display space, nonprofit and for-profit submissions, political and election materials, religious organization materials, fundraising, solicitation, non-endorsement, review authority, or removal procedures.

The proposed policy updates the framework by recognizing community information materials as a public service that can help connect Library users with educational, cultural, civic, recreational, governmental, nonprofit, and community resources. It applies to printed materials submitted by outside individuals, organizations, agencies, or groups for public display or distribution in Library-designated areas, including flyers, posters, brochures, newsletters, community newspapers, magazines, schedules, public notices, and similar informational materials.

A central purpose of the policy is to clarify that community information areas are limited public resources managed by the Library for Library purposes and are not open public forums. Materials must be submitted to Library staff for review and approval before posting, display, or distribution, and acceptance is subject to available space, staff capacity, community relevance, and consistency with the



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policy. This gives the Library clear authority to manage limited space while allowing reasonable access to materials of community interest.

The proposed policy also provides clearer eligibility standards and priority criteria. Materials may be accepted when they are free or low-cost and primarily educational, cultural, civic, recreational, governmental, nonprofit, or community-oriented. When space is limited, priority may be given to Library and City materials, public agency information, Library partner materials, Escondido-based nonprofit and community organizations, and regional materials relevant to the Escondido community.

The policy further strengthens guidance on prohibited materials, including commercial advertising, partisan campaign materials, candidate or ballot measure advocacy, personal notices, classified advertisements, certain solicitations, and materials that are defamatory, obscene, illegal, fraudulent, materially false or misleading, or inconsistent with City requirements or applicable law. It also establishes specific guidance for nonpartisan election information, civic engagement materials, religious organization materials, employment and volunteer information, fundraising materials, time limits, removal, and non-endorsement.

Approval of the Community Information Materials Policy would modernize the Library's approach to managing public information spaces. The policy preserves the public service purpose of the prior Distribution of Free Materials Policy while providing clearer Board-level guidance, stronger operational flexibility, and a more complete framework for fair, consistent, and legally appropriate review, placement, display, distribution, and removal of community information materials.

ATTACHMENTS

- a. 2026 Policy: Community Information Materials

Policy: Community Information Materials

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

Supersedes upon adoption: Distribution of Free Materials Policy approved January 14, 1993; revised October 2012.

Purpose

Escondido Public Library may provide designated space for community information materials as a public service. These materials may help connect Library users with educational, cultural, civic, recreational, governmental, nonprofit, and community resources.

Because Library space is limited, the Library establishes this policy to guide the review, placement, display, distribution, and removal of community information materials submitted by outside individuals, organizations, agencies, or groups.

Scope

This policy applies to printed materials submitted by outside individuals, organizations, agencies, or groups for public display or distribution in Library-designated areas, including but not limited to flyers, posters, brochures, newsletters, community newspapers, magazines, schedules, public notices, and similar informational materials.

This policy does not apply to Library-created displays, Library collections, Library programs, temporary exhibits, room reservations, City rental events, or materials distributed as part of official Library or City operations.

Designated Spaces and Review of Materials

Community information materials may be displayed or distributed only in areas designated by the Library. Distribution, posting, or placement of materials in the Library must also comply with the *Library Code of Conduct*. Community information areas are limited public resources managed by the Library for Library purposes and are not open public forums.

All materials must be submitted to Library staff for review and approval before posting, display, or distribution. Materials posted or left in the Library without approval may be removed and discarded without notice.

Acceptance of materials is subject to available space, staff capacity, community relevance, and consistency with this policy.

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

Eligible Materials

The Library may accept community information materials that are free or low-cost and primarily educational, cultural, civic, recreational, governmental, nonprofit, or community-oriented.

Eligible materials may include, but are not limited to:

- Information from the City of Escondido, public agencies, schools, educational institutions, and government entities;
- Information from nonprofit, cultural, civic, educational, or community organizations;
- Announcements of free or low-cost community events, classes, workshops, services, or resources;
- Transportation, public health, social service, employment, volunteer, literacy, educational, or community resource information;
- Local or regional newspapers, magazines, newsletters, or similar publications of community interest;
- Information from Library partners or organizations collaborating with the Library or City.

Materials from for-profit organizations and individuals may be considered when the primary purpose is free or low-cost educational, civic, cultural, recreational, or community information and not commercial promotion, sales, solicitation, or advertising.

Priority and Space Limitations

Display and distribution space is limited. The Library may limit the size, number, quantity, location, and duration of materials accepted or displayed.

When space is limited, priority may be given to:

- Escondido Public Library and City of Escondido materials;
- Government and public agency information;
- Library partner materials;
- Escondido-based nonprofit, educational, cultural, civic, and community organizations;
- Regional materials relevant to the Escondido community.

The Library may decline or remove materials when space is unavailable or when materials are outdated, damaged, excessive in quantity, duplicative, inconsistent with this policy, or no longer of current community interest.

Prohibited Materials

The Library will not accept materials that:

- Are primarily commercial advertising, sales promotion, or solicitation;
- Support or oppose a political candidate, political party, ballot measure, or campaign;
- Primarily promote worship, religious instruction, conversion, or opposition to religious beliefs;

- Contain personal notices, classified advertisements, or items for sale;
- Solicit signatures, petitions, surveys, contests, research participation, or personal contact information, unless specifically approved by the Library;
- Contain content the Library reasonably determines to be defamatory, obscene, illegal, fraudulent, or materially false or misleading in a way that affects public safety, legal compliance, or Library operations;
- Violate copyright, trademark, privacy, publicity, or other legal rights;
- Are inconsistent with City policies, City requirements, or applicable law.

Political and Election Materials

Partisan campaign materials and materials supporting or opposing a political candidate, political party, ballot measure, or campaign will not be accepted.

The Library may accept nonpartisan election information, official voting information, voter registration information, and government-issued election materials.

Civic engagement materials may be accepted when they are informational, nonpartisan, and consistent with the Library's role as a neutral, nonpartisan public institution.

Commercial, Fundraising, and Solicitation Materials

Community information spaces are not intended for commercial advertising, direct sales, fundraising, or solicitation.

Materials from businesses or for-profit organizations may be accepted only when the primary purpose is to provide free or low-cost educational, civic, cultural, recreational, or community information of general public interest.

Materials promoting fundraising events, donation drives, or benefit activities may be considered when sponsored by nonprofit, educational, civic, cultural, or community organizations and when the primary purpose is community benefit rather than private commercial gain.

The Library does not sell, collect money, process registrations, accept donations, or act as an agent for outside individuals, organizations, or groups.

Religious Organization Materials

Materials from religious organizations may be considered when they promote non-commercial community services, educational opportunities, cultural events, social services, or other activities of general public interest.

Materials will not be accepted when their primary purpose is to promote worship, religious instruction, conversion, or opposition to religious beliefs.

Employment, Volunteer, and Resource Information

Employment, volunteer, and community resource information may be accepted when submitted by the Library, City of Escondido, public agencies, educational institutions, nonprofit organizations, Library partners, or community organizations, as space permits.

The Library may decline materials that primarily advertise private employment services, commercial recruitment, paid business opportunities, or personal services.

Time Limits, Removal, and Return of Materials

The Library may establish procedures for how long materials are displayed or distributed.

Dated materials may be removed after the event or deadline has passed. Undated materials may be removed after a reasonable period, when space is needed, or when the Library determines the materials are no longer current or relevant.

Materials submitted to the Library will not be returned. The Library may discard or recycle materials in accordance with Library procedures.

Non-Endorsement

Acceptance, display, or distribution of community information materials does not constitute endorsement by the Escondido Public Library, the Library Board of Trustees, or the City of Escondido of the viewpoints, beliefs, services, events, organizations, products, or information contained in the materials.

Authority and Review of Submitted Materials

The Library Director (or their designee) has final authority to interpret and apply this policy, approve or decline materials, determine placement, and remove materials.

A person or organization whose submitted materials are declined may request review in accordance with Library procedures.

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, legal requirements, and operational practices.

Current submission procedures, display locations, size limits, quantity limits, display periods, and other service details may be posted or made available separately.



STATISTICS REPORT

Monthly Statistics 2025-2026

		March	April	May
CIRCULATION:	Physical Materials	30,429	30,487	29,965
	Digital Materials	7,459	8,179	8,303
	Overdrive Libby	6,896	7,102	7,190
	Hoopla	563	627	624
	Total Circulation	37,888	38,666	38,268
	Physical Holds Satisfied	1,530	1,512	1,516
INTER-LIBRARY LOANS:	ILLs Checked Out	5	4	4
	Link+ Items Borrowed (EPL patrons)	380	447	481
	Link+ Items Lent (to patrons at other libraries)	162	168	157
POPULATION & BORROWERS:	Total Registered Borrowers	102,008	102,700	103,357
	New Cards	658	694	647
	Monthly Unique Borrowers - Physical	4,353	4,364	4,542
	Monthly Unique Borrowers - Digital	2,420	2906	3027
REFERENCE QUESTIONS:	Total Reference Transactions	4,278	5,421	5,517
LIBRARY SERVICES:	Public Service Hours	260	260	260
	Library Visits	21,035	20,371	20,748
ELECTRONIC SERVICES:	Users of Public Internet Computers	459	457	432
	Wireless Sessions	6,593	4,506	5,209
	Number of Website Visits	10,797	11,433	12,487
VOLUNTEERS:	Total Active Volunteers	65	65	56
	Total Volunteer Hours	705	676	713
PROGRAMS:	# of live, in-person programs	73	73	71
	Live, in-person attendance	2,327	1,492	2,123
	# of live, virtual programs	-	-	8
	Live, virtual program attendance	-	-	36
	# of pre-recorded programs	-	-	-
	# of views of recorded program content	-	-	-
	# of live, off site programs (outreach)	7	4	5
	Live, off site program (outreach) attendance	348	373	515
PIONEER ROOM:	Pioneer Room Visits:	550	550	550
	Digital Collection Items Accessed:	240	189	729
	On-Site Items & Resources Accessed:	139	158	103
LITERACY:	Class Attendance	110	64	21
	Classes Taught	32	22	16
	Active Learner Pairs	30	27	27
	Books Distributed	155	39	34
	# of take home kits given out	80	80	80





LIBRARY DIRECTOR'S REPORT

As I prepare to conclude my time as Library Director, I want to take a moment to reflect on the work we have accomplished together and to express how much I have appreciated the opportunity to get to know and work with each member of the Library Board of Trustees. It has been an honor to serve alongside a Board that cares deeply about the Library, its staff, and the Escondido community.

When I joined Escondido, the Library was at the beginning of one of the most significant renovation projects in its recent history. From the start, my goal was—and continues to be—to make the Escondido Public Library the best library it can be for the community it serves. Throughout the renovation process, I worked closely with City staff to ensure that the needs of both Library employees and the public were heard and reflected in the project. The successful move to our temporary location at the mall, the continuation of Library services during construction, and our eventual move back into the renovated Library were tremendous accomplishments. Those transitions required an extraordinary amount of planning, flexibility, and hard work, and they were only possible because of the combined efforts of Library and City staff.



Beyond the renovation, we have also taken important steps to strengthen the Library as an organization. We streamlined and updated the organizational structure to better reflect modern library practices, improve operational effectiveness, and create additional opportunities for internal staff development and advancement. I believe these changes have positioned the Library well for the future and created a stronger foundation for staff to grow within the organization.

I am also proud of the progress we have made with our collections and the Board's continued support for investing in them. This year, we have worked to increase the Library's collection budget from \$250,000 to \$300,000, an important investment in one of our most fundamental services. We have expanded Spanish-language collections for patrons of all ages and realigned collection spending to better reflect how our community uses the Library. That has included placing greater emphasis on popular physical collections, particularly materials serving children and caregivers, while redirecting funding away from digital resources that experienced consistently low use. These decisions have allowed us to be more intentional with our resources and to focus our investments where they provide the greatest benefit to our patrons.





Finally, I am proud of the recent work to modernize the Library's policies. By reviewing and updating these documents to better align with current professional and industry best practices, we have begun moving away from procedure-focused policies and toward clearer, more durable guidance that establishes expectations while allowing staff the flexibility to respond effectively to day-to-day operational needs.

I am grateful to the Board for its trust, support, thoughtful discussion, and advocacy throughout this work. None of these accomplishments belongs to any one person; they reflect the efforts of a dedicated Library team, strong partnerships with City staff, and a Board willing to support meaningful investment and change. I am proud of what we have accomplished together and confident that the Escondido Public Library is well positioned to build on this work and continue serving the community for many years to come.

JULY HIGHLIGHTS

July marked a major milestone in the Library's renovation project as staff successfully completed the move from the temporary North County Mall location back to the Main Library on South Kalmia Street. After providing library services from the mall for more than a year, staff undertook the complex process of relocating the Library's collections and operations to the renovated facility.

During the month, staff moved more than 100,000 items, including books and other collection materials. The relocation required the careful packing, transportation, organization, and reshelving of materials throughout the two-story building. Staff also prepared public service areas, organized workspaces, and completed numerous behind-the-scenes tasks to ensure the Library would be ready to welcome the community back in August. The scale of this work and the transformation of the renovated facility received coverage from both KPBS and The Coast News.



Completing a move of this size required significant coordination, flexibility, and sustained effort from the entire Library team. Because staff time and resources were fully dedicated to relocating the collection and preparing the Main Library for reopening, no staff-led public programs or events were presented during July. This temporary pause in programming allowed staff to focus on completing the move safely, efficiently, and on schedule.





The successful relocation represented an important accomplishment for Library staff and brought the community one step closer to returning to a refreshed, modernized, and more welcoming Main Library.

THE PIONEER ROOM

In July, the Pioneer Room once again supported temporary library services as operations transitioned back to the Main Library campus. Staff welcomed visitors and provided opportunities to learn more about Escondido's rich history.

New Pioneer Room hours were established: Thursdays from 3:00 to 7:00 p.m. and Fridays and Saturdays from 10:00 a.m. to 2:00 p.m. Community members were encouraged to visit or submit a research request through the Pioneer Room webpage.

COMMUNITY CONNECTIONS (OUTREACH)

CMoD Science and Engineering Night 2026

On Saturday, July 18, Library staff participated in Science and Engineering Night at the Children's Museum of Discovery. Staff connected with approximately 270 attendees, sharing information about Library services and resources while promoting the Summer Reading Challenge. Staff also led a hands-on slime-making activity that gave children an engaging opportunity to explore basic scientific concepts through play.

Downtown Business Association Merchant Mixer

On Thursday, July 23, Library staff attended the Escondido Downtown Business Association's Merchant Mixer at the Ritz Theater. The event brought together approximately 60 local business owners, community members, and organizational representatives. The Mayor, City Development Department, Police Department, and Library each provided updates on their respective organizations.

During the Library's presentation, staff shared information about the Main Library renovation, available services, the upcoming opening ceremony, and the date the renovated facility would reopen to the public. Staff also networked with local businesses and community organizations to strengthen relationships and identify potential partnerships for future Library programs and initiatives.

