CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

November 12, 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

MINUTES CLERK

Adrian Crom

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, NOVEMBER 12, 2026

HOW TO PARTICIPATE

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

In Person	In Writing
	
Fill out Speaker Slip and Submit to City Clerk	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 to 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 OCTOBER 8, 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. **RECOMMEND DAN WOOD AS THE ESCONDIDO PUBLIC LIBRARY DIRECTOR**
Request the Library Board of Trustees recommend Dan Wood for Library Director at the Escondido Public Library.

Staff Recommendation: Approval (Robert Rhoades, Asst. Director of Community Services)

Presenter: Robert Rhoades, Assistant Director of Community Services; Heidi Dolamore, Vice President – Library Operations, Library Systems & Services

4. **TRAINING AND DEVELOPMENT OF LIBRARY RANGERS**
It is recommended that the Library Board of Trustees receive and file this information.

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

Presenter: Robert Rhoades, Assistant Director of Community Services

5. **LIBRARY VISION PRESENTATION**
It is recommended that the Library Board of Trustees receive and file this information.

Staff Recommendation: Receive and File (Dan Wood, Interim Library Director)

Presenter(s): Dan Wood, Interim Library Director

6. **CALIFORNIA LIBRARY SERVICES BOARD UPDATE**
Library Board of Trustees Secretary Giselle Luevanos update on attending the California Library Services Board Meeting on Tuesday, October 6.

Staff Recommendation: None.

Presenter: Giselle Luevanos, Library Board of Trustees Secretary

STATISTICS REPORT

7. **STATISTICS REPORT**
Presentation of monthly statistical report.

Staff Recommendation: Receive and File (Dan Wood, Interim Library Director)

Presenter: Dan Wood, Interim Library Director

LIBRARY DIRECTOR'S REPORT

8. **DIRECTOR'S REPORT**
   Presentation of monthly report and general library updates.

   Staff Recommendation: Receive and File (Library: Dan Wood, Interim Library Director)

   Presenter: Dan Wood, Interim Library Director

TRUSTEE LIBRARY USE REPORT

9. **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

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

    12/10/2026 – 4:00 PM

CITY OF ESCONDIDO

Library Board of Trustees Meeting

October 08, 2026 at 6:00 PM

MINUTES

ROLL CALL

Present: Reyes, Clemens, Bova, Luevanos

Absent: Bunnell

ORAL COMMUNICATIONS

Anita Sanz expressed concern about an incident she observed, in which a patron with a four-wheel wagon was asked by rangers to remove her property. Sanz noted that the library policies & procedures were updated to allow patrons to have such items in the library.

APPROVAL OF MINUTES

1. REVIEW AND APPROVE THE MINUTES FOR THE SEPTEMBER 10, 2026 MEETING

   Motion: Clemens; Second: Luevanos; Approved 3-0 (Reyes abstained)

CURRENT BUSINESS

2. UPDATE: CITY OF ESCONDIDO
General updates from the City.

Staff Recommendation: Receive and File (Community Services Department: Leticia Leal, Management Analyst)

Presenter: Leticia Leal, Management Analyst

3. UPDATE: LIBRARY DIRECTOR RECRUITMENT
Library Director Recruitment Update.

Staff Recommendation: Receive and File (Community Services Department: Leticia Leal, Management Analyst)

Presenter: Leticia Leal, Management Analyst

4. UPDATE: FIVE-YEAR LIBRARY PROGRAMMING REVIEW
Five-Year Library Programming Review.

Staff Recommendation: Receive and File (Library: Dan Wood, Interim Library Director)

CITY OF ESCONDIDO

Library Board of Trustees Meeting

October 08, 2026 at 6:00 PM

Presenter(s): Dan Wood, Interim Library Director

STATISTICS REPORT

5. STATISTICS REPORT

Presentation of monthly statistical report.

Staff Recommendation: Receive and File (Library: Dan Wood, Interim Library Director)

Presenter(s): Dan Wood, Interim Library Director

LIBRARY DIRECTOR'S REPORT

6. DIRECTOR'S REPORT

Presentation of monthly report and general library updates.

Staff Recommendation: Receive and File (Library: Dan Wood, Interim Library Director)

Presenter(s): Dan Wood, Interim Library Director

Dan Wood noted that the presentation was mislabeled as August when it should have been September.

TRUSTEE LIBRARY USE REPORT

7. REPORTS BY BOARD MEMBERS

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

FUTURE AGENDA ITEMS

Giselle Luevanos wants to put on future agenda item to go over California State Library Services Board Report.

Carolyn Clemens wants to make a future agenda item to address the public comment from today and for educating rangers on updated policies & procedures.

ADJOURNMENT

Reyes adjourned at 6:45.

UPCOMING MEETING SCHEDULE

CITY OF ESCONDIDO

Library Board of Trustees Meeting

October 08, 2026 at 6:00 PM

8. 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.

   11/12/2026 – 4:00 PM

   12/10/2026 – 4:00 PM

_____ _____

PRESIDENT MINUTES CLERK

STAFF REPORT

November 12, 2026
Agenda Item 03

SUBJECT

RECOMMEND DAN WOOD AS THE ESCONDIDO PUBLIC LIBRARY DIRECTOR

RECOMMENDATION

Request the Library Board of Trustees recommend Dan Wood for Library Director at the Escondido Public Library.

Staff Recommendation: Approval (Robert Rhoades, Asst. Director of Community Services)

Presenter: Robert Rhoades, Assistant Director of Community Services; Heidi Dolamore, Vice President – Library Operations, Library Systems & Services

FISCAL ANALYSIS

None

PREVIOUS ACTION

On August 13, 2026, the Library Board of Trustees was informed that Library Director, Rino Landa, would be departing the Escondido Public Library to pursue another professional opportunity. At that meeting, City Staff Liaison Robert Rhoades, Assistant Director of Community Services, and Heidi Dolamore, Vice President of Library Operations for Library Systems & Services (LS&S), presented the transition plan and outlined the recruitment process. The Board of Trustees provided feedback on a series of questions that helped inform the development of the candidate profile and desired qualifications for the next Library Director.

BACKGROUND

Library Director Rino Landa notified the Library Board of Trustees that he had accepted another position and would be departing the Escondido Public Library effective August 21, 2026. In response, the City Staff Liaison, in coordination with the LS&S Vice President of Library Operations, developed a transition plan that included interim library leadership support, a recruitment strategy, and opportunities for Library Board participation throughout the selection process.

Under the Library Services Agreement between the City of Escondido and LS&S, the appointment of the City Librarian/Library Director is subject to the approval of both the Library Board of Trustees and the City Manager (or designee). While LS&S is responsible for recruiting and managing library personnel, the agreement specifically preserves the Board's role in the approval of the Library Director appointment,

CITY of ESCONDIDO

STAFF REPORT

consistent with its duties and responsibilities under state law and its governance responsibilities for library services.

Consistent with this framework, LS&S managed the recruitment process, including candidate outreach, screening, and evaluation. The position was advertised through professionally relevant channels to attract a diverse and qualified candidate pool. Seventeen applicants participated in an initial screening interview, with eleven candidates advancing to the first formal interview process. Subsequent interviews were conducted by LS&S library leadership, followed by evaluations involving subject matter experts in information systems, finance, and human resources. Finalists then advanced to interviews with the LS&S Chief Operating Officer.

Following these interviews, two candidates were identified for final consideration and invited to participate in interviews with the Library Director Recruitment Subcommittee, consisting of the Library Board President and Secretary, along with the City Staff Liaison. Prior to the final interview stage, one candidate withdrew from consideration, leaving Dan Wood as the remaining finalist.

Mr. Wood subsequently participated in a comprehensive interview focused on leadership, community engagement, strategic vision, organizational management, and staff development. Based on his qualifications, demonstrated experience, and performance throughout the recruitment process, the Recruitment Subcommittee concluded that Mr. Wood possesses the skills and leadership attributes necessary to successfully serve as Library Director for the Escondido Public Library.

Following its evaluation of the recruitment process and finalist interview, the Library Director Recruitment Subcommittee recommends Dan Wood for appointment as Library Director of the Escondido Public Library. In accordance with the Library Services Agreement, the Library Board of Trustees is asked to consider whether to recommend approval of Mr. Wood's appointment as Library Director, subject to final approval by the City Manager. This action will fulfill the Board's approval role in the selection process and allow LS&S to proceed with the appointment.

ATTACHMENTS

a. Cover Letter – Dan Wood
b. Resume – Dan Wood

Dan Wood
September, 2026
Library Director Search Committee
Escondido Public Library / LS&S
239 S. Kalmia St.
Escondido, CA 92025

Dear Library Director Search Committee:

I have spent 27 years serving different communities across Southern California libraries, beginning my career at the Carlsbad City Library when I was only 16. Working my way up from a page through various roles and library locations—including circulation, adult services, adult literacy, and youth services—has given me a unique, ground-up perspective. This diversity of experience allows me to see how every division must interlock to ensure the library's overall success. This holistic understanding is vital to guiding a comprehensive public library, and it is the foundation I bring as an applicant for the permanent Library Director position at the Escondido Public Library.

Having successfully served a previous tenure and currently acting as your Interim Library Director, I offer an immediate and seamless transition. I am already fully integrated into daily branch operations and LS&S operational standards. Recently, I helped direct the complex physical relocation of over 100,000 library materials into our newly renovated building. This move integrated the formerly separate Adult Literacy department into the main campus, giving us a dedicated literacy classroom, study pods, and specialized offices. Navigating such large-scale operational changes requires a highly motivated, well-supported team. In managing our 27 staff members, I prioritize open communication and use SMART Goals during employee reviews to set clear expectations, support ongoing professional development, and ensure consistent, high-quality service.

My approach to library leadership is strictly outward-facing, guided by my Harwood Institute training. I believe in eliminating barriers and making data-driven decisions based on genuine community needs assessments, not assumptions. By leading focus groups and evaluating demographic data, I lead the comprehensive strategy for all library programming, championing staff efforts to expand meaningful cultural events and strengthen community literacy impacts. Through this direct oversight, I ensure that our initiatives directly execute the core objectives of the Escondido Public Library 2022-2027 Strategic Plan.

A library’s vision requires sustainable funding, and I have a proven record of generating revenue through multiyear strategic partnerships. I have cultivated relationships with organizations like Cal State San Marcos for STEM education and partnered on the $256,000 San Dieguito River Park Outdoor Equity Access grant. Through additional state and regional grants, I have introduced tangible, circulating assets to the community, such as nature backpacks and public-use telescopes. Furthermore, I am actively leveraging our new, dedicated learning spaces to

rebuild our adult literacy and English language learning participation to pre-pandemic levels and beyond, ensuring that these learners feel fully welcomed and valued as a central part of the library community. Additionally, I successfully secured the $12,000 Virtual Youth Programming grant and assisted in acquiring the $19,710 Play for All grant through the California State Library, expanding our technology access and youth educational programming.

I understand the unique nuances of leading a privately managed City library. Through my leadership roles, I have actively engaged with the Library Board of Trustees, City of Escondido departments, and our Friends of the Library organizations. My broader regional involvement—including my ongoing service on the Serra Youth Services Committee, where I previously served as Chair, and the Children's Museum of Discovery Education Committee—further strengthens our community advocacy network. I am fully committed to transparent communication, effectively bridging the gap between achieving performance metrics for LS&S and supporting the local community expectations that ensure long-term contract success.

The library is an essential part of this community, providing opportunities for lifelong learning, equity, and enjoyment. I am passionate about what I do, and it would be a privilege to continue bringing my experience, training, and dedication to the Escondido Public Library as its permanent Director.

Thank you for your time and consideration.

Respectfully,
Dan Wood

Dan Wood

EXECUTIVE SUMMARY

Strategic library executive with a decade of progressive leadership at the Escondido Public Library, currently serving a second tenure as Interim Library Director. Proven expertise in orchestrating complex facility transitions, driving operational excellence, and maintaining rigorous contract compliance. Adept at bridging the gap between corporate operational models and municipal stakeholder expectations while building high-performing teams, optimizing key performance indicators, and delivering data-driven community services.

CORE COMPETENCIES

Operational Leadership: Contract Compliance, Strategic Planning, Stakeholder Relations, Change Management, Executive Leadership & Team Building, KPI Optimization.

Library Administration & Innovation: Facility Management & Relocation Logistics, Emerging Technologies, Collection Development, Grant Writing, ILS Administration (Polaris, Innovative, SirsiDynix), Data Analysis.

PROFESSONAL EXPERIENCE

ESCONDIDO PUBLIC LIBRARY | Escondido, CA
Assistant Library Director / Current Interim Library Director **December 2023- Present**

- Currently serving a second tenure as Interim Library Director (following a successful initial term), holding full executive oversight of branch operations, staff leadership, and municipal stakeholder relations.
- Prepare agendas and facilitate proceedings for the Library Board of Trustees, managing the strategic relationship and ensuring alignment between corporate operations and municipal governance.
- Helped direct a complex physical facility relocation, coordinating the transition of over 100,000 library materials while maintaining continuous community service delivery and managing facility workflows.
- Oversee daily branch operations and provide leadership for approximately 27 direct and indirect staff members, ensuring all corporate contractual requirements and service-level agreements with the City of Escondido are met or exceeded.Balance competing deadlines while maintaining effective and ethical representation
- Evaluate key performance indicators (KPIs) to identify opportunities for growth in circulation, program attendance, and door counts.
- Led the comprehensive strategy for all library programming, championing staff efforts to expand meaningful cultural programming and strengthen community literacy impacts.
- Serve as a primary liaison to community partners, stakeholders, city departments, and vendors, expertly navigating the political and operational landscape of a privately managed public library.

Senior Librarian / Principal Librarian **November 2016- November 2023**

- Led, evaluated, and developed a diverse team of professional library staff, implementing standardized policies, procedures, and workflows that drove exceptional patron experiences.
- Directed high-level grant writing and implementation, expanding sustainable funding avenues for library technology and youth literacy programs.
- Represented the library to patrons, volunteers, and stakeholders while managing facility assets, community outreach, and technology development.

RONALD H. ROBERTS TEMECULA PUBLIC LIBRARY | Temecula, CA
Teen Librarian / Adult Services Librarian **October 2012 – November 2016**

- Oversaw day-to-day operations and public relations, delivering high-impact community outreach, program marketing, and special events.
- Managed electronic and print collection development, ensuring the library met the evolving needs of the community.

CARLSBAD CITY LIBRARY | Carlsbad, CA
Library Clerk / Youth Services Technician **June 1999 – October 2012**

- Supervised circulation staff, ensuring operational efficiency and excellent customer service delivery.
- Provided weekly technology assistance and educational programming, assisting with departmental collection development.

GRANTS & STRATEGIC FUNDING

Wrote, mentored, or assisted in securing the following grants and asset awards:

- **EmPOWERing Access Project** (8 Sewing Machines) – *California State Library & Southern California Library Cooperative*, March 2026
- **Latinos in Escondido Oral History Project** ($5,000) – *SAA Foundation Catalyst Grant*, June 2025
- **Play for All: Escondido Library Little Explorers Safari** ($19,710) – *California State Library LSTA*, FY 24-25
- **Parks Pass Stargazing Kits** (2 Telescope Kits) – *California State Library & Southern California Library Cooperative*, November 2024
- **Lego Programming and Makerspace** ($3,400) – *Bessie Minor Swift Foundation*, April 2024
- **Parks Pass Nature Backpacks** (15 Nature Backpacks) – *California State Library & Southern California Library Cooperative*, November 2023
- **Library Innovation Lab: Cultural Fair Series** ($5,000) – *California Humanities*, FY 22-23
- **Outdoor Equity Grant: Escondido Explorers** ($256,000) – *California State Parks*, 5-Year Grant (FY 21-26) | *Secured in partnership with San Dieguito River Park JPA to be used across multiple organizations in supporting the community*
- **Library Innovation Lab: Around the World in Many Ways** ($5,000) – *California Humanities*, FY 21-22
- **Virtual Youth Programming: Virtual Art @ Your Library!** ($12,000) – *California State Library LSTA*, FY 20-21

COMMITTEES & PROFESSIONAL INVOLVEMENT

SERRA YOUTH SERVICES COMMITTEE

Committee Member | 2016 – Present

- Maintain a decade-long active commitment supporting regional library services to youth and teens, contributing to staff development days and collaborative community initiatives.

CHILDREN'S MUSEUM OF DISCOVERY Education Committee Member | 2024 – Present

- Collaborate on community-focused educational initiatives and programming to support local youth engagement and learning.

GRAPHIC NOVELS AND COMICS ROUND TABLE (ALA)

Committee Member | 2018 – 2020

- Supported national library staff initiatives and served on the Convention Planning Committee
- *Note: Additional nationwide panelist engagements (New York Comic-Con, WonderCon) available upon request.*

CERTIFICATIONS & TRAINING

- **Harwood Institute Training:** Focused on community-led problem solving and stakeholder engagement.
- **Mental Health First Aid Certification:** National Council for Behavioral Health.

EDUCATION

Master of Library and Information Sciences (MLIS)
San Jose State University, San Jose, CA

Bachelor of Arts in Literature and Writing
California State University San Marcos, San Marcos, CA

STAFF REPORT

November 12, 2026
Agenda Item 04

SUBJECT

TRAINING AND DEVELOPMENT OF LIBRARY RANGERS

RECOMMENDATION

It is recommended that the Library Board of Trustees receive and file this information.

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

Presenter: Robert Rhoades, Assistant Director of Community Services

FISCAL ANALYSIS

None

PREVIOUS ACTION

On October 8, 2026, during Future Agenda Items, the Library Board of Trustees requested information regarding the training provided to Park Rangers assigned to the Library, specifically as it relates to policies, procedures, and enforcement practices.

BACKGROUND

At the October 8, 2026, Library Board of Trustees meeting, a member of the public spoke during Oral Communications regarding an interaction she witnessed earlier that day at the Library. The speaker reported observing Library Rangers approach a patron seated at a public computer station who had a rolling wagon containing personal belongings. According to the speaker, the wagon was not obstructing an aisle, yet the patron was asked to remove the wagon. Concerned for the patron, the speaker intervened and questioned the Rangers about the authority under which the patron was being directed to remove her belongings. The Rangers provided copies of both the current and previous Library Code of Conduct. The speaker further asserted that the Rangers may have referenced the San Diego County Library Code of Conduct during the interaction.

What was not apparent to the speaker was that Library staff and Rangers had documented several incidents involving the individual earlier that same day and during previous visits. These incidents included:

- Prior to the Library opening, the individual was observed blocking the staff entrance.
- Smoking within 20 feet of the Library entrance, in violation of California Government Code § 7597(a), Escondido Municipal Code (EMC) § 17-23, and posted "No Smoking" signage.
- Consuming food outside of the designated café area, in violation of the Library Code of Conduct.
- Leaving a cart or wagon unattended for an extended period of time within the Library, in violation of EMC § 17-8.6.
- Creating disturbances during prior visits by yelling, screaming, or making disruptive noises that caused concern among Library patrons and staff.

Based on the earlier incidents involving the staff entrance obstruction and smoking violation, Library staff requested that Rangers monitor the individual while she remained on the premises. Later in the day, an unattended personal property violation occurred, which provided sufficient grounds for administrative action. Prior to the interaction observed by the speaker, staff had determined that removal from the facility for the remainder of the day was appropriate. This action would have constituted a one-day exclusion only, and the individual would have been eligible to return the following day provided Library rules and the Code of Conduct were followed.

Ranger Training and Enforcement Practices

Library Rangers participate in a variety of training programs throughout the year designed to prepare them for interactions with the public and enforcement of applicable regulations. Training includes, but is not limited to:

- De-escalation and conflict resolution training.
- Psychiatric Emergency Response Team (PERT) training.
- California Penal Code § 832 (PC 832) training, consisting of approximately 40 hours of instruction covering:
    - Officer responsibilities and ethics.
    - Laws governing detention, search, and seizure.
    - Citation issuance and report writing.
    - Public safety and enforcement procedures.

At the time of the October 8 incident, the Rangers assigned to the Library had been employed with the City for less than four months and had not yet completed the full PC 832 training curriculum. Accordingly, should citation issuance or formal enforcement action become necessary, Library Rangers coordinate with and request assistance from the Downtown Rangers.

In practice, Rangers rely primarily on communication, conflict resolution, and voluntary compliance when addressing rule violations. Most situations are resolved through conversation and de-escalation techniques without the need for formal enforcement measures.

CITY of ESCONDIDO

STAFF REPORT

When necessary, Rangers have several tools available to address noncompliance, including verbal warnings, requests to leave the facility, administrative exclusions, and citations where authorized. However, these measures are typically used only after reasonable efforts have been made to gain voluntary compliance and maintain a safe and welcoming environment for all Library users.

ATTACHMENTS

a. Community Services Code of Conduct
b. Library Code of Conduct

CITY OF ESCONDIDO
COMMUNITY SERVICES DEPARTMENT
CODE OF CONDUCT

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

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

STANDARDS OF CONDUCT

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

1. Comply with all applicable City policies; recreational area and public-school rules and regulations; and federal, state and local laws, including but not limited to Chapter 18, Article 4 of the EMC.

2. Refrain from any conduct which disturbs the peace and quiet of a recreational area, including by loud or unusual noise, sounding of an automobile horn, sounding of a noise-making device, the use of profane or obscene gestures, or by the use of abusive or threatening language.[2]

3. Refrain from touching any individual in a harmful or offensive manner, including but not limited to pushing, shoving, striking, or any other non-consensual touching.[3]

4. Comply with staff instructions during emergencies, including alarms such as security, fire or other emergency alarms; declared national, state, local or public health emergencies; or any other emergency circumstances.

5. Refrain from using any recreational areas outside the designated hours of operation[4] or as otherwise directed by staff.[5]

6. Refrain from entering or using areas in violation of posted signs.[6]

7. Refrain from littering in any recreational area.[7]

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[1] Recreational area means a park, playground, recreation center, public school athletic field, or any other area in the City owned or used by the City which is devoted to active or passive recreation. It shall include all adjacent facilities used in conjunction with the park such as restrooms and locker rooms.
[2] EMC, § 18-91.
[3] Pen. Code, § 242.
[4] EMC, § 18-72.
[5] EMC, § 18-73.
[6] EMC, § 18-76.
[7] EMC, §§ 18-82 & 18-90.

8. Children under ten (10) years of age must be accompanied by a parent, legal guardian or responsible person at all times while in any recreational area. A responsible person is any individual of at least fourteen (14) years of age and authorized by a parent or legal guardian to have the care, custody and control of the child.

9. Refrain from marking, defacing, disfiguring, damaging, injuring, tampering with, or displacing or removing any City property in any recreational area.[8]

10. Cooperate in maintaining restrooms and washrooms in a neat and sanitary condition.[9]

11. Refrain from polluting any body of water (e.g., any fountain, pond, lake, stream, etc.) in or adjacent to any recreational area with any substance, matter or thing, liquid or solid.[10]

12. Refrain from storing personal property anywhere in recreational areas, including in or behind bushes, trees, shrubs, or walls.[11] Unattended personal property may be removed and stored by staff.[12] Unclaimed personal property will be discarded after 30 days.

13. Refrain from the following conduct which is strictly prohibited in recreational areas:
    a. Smoking tobacco or plant product intended for inhalation, whether natural or synthetic, including smoking from an electronic smoking device;[13]
    b. Unauthorized use or possession of firearms of any description, or air rifles, spring guns, bows and arrows, slings or any other form of weapons potentially inimical to wildlife and dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device;[14]
    c. Unauthorized use or possession of fireworks;[15]
    d. Unauthorized building of fires;[16]
    e. Unauthorized alcohol consumption or possession;[17]
    f. Unauthorized possession of a controlled substance;[18] and
    g. Illegal gambling.[19]

DISCIPLINARY PROCESS

Administrative Remedies

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

[8] EMC, § 18-77.
[9] EMC, § 18-74.
[10] EMC, § 18-83.
[11] EMC, § 17-23.
[12] EMC, § 18-71.
[13] EMC, § 22A-2.
[14] EMC, §§ 17-67 & 18-98.
[15] EMC, §§ 17-76 & 17-77.
[16] EMC, § 18-88.
[17] EMC, § 18-102(a).
[18] Health & Saf. Code, §§ 11350 *et seq.*
[19] Pen. Code, § 330.
[20] EMC, § 18-70.

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

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

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

Criminal Penalties

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

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

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

APPEAL PROCESS OF AGGRIEVED PARTY

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

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

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

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

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

[21] EMC, §§ 1A-5 *et seq.*
[22] EMC, §1A-11.
[23] EMC, § 1-14.

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

Escondido Public Library

Library Code of Conduct

Purpose

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

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

Relationship to Community Services Department Code of Conduct

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

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

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

Access to Library Materials and Services

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

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

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

Respectful Use of Shared Library Spaces

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

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

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

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

Noise, Conversation, and Quiet Study Areas

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

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

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

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

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

Food and Beverages

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

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

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

Visitors are responsible for cleaning up after themselves.

Use of Library Spaces, Materials, Technology, and Property

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

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

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

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

Children, Teens, and Designated Areas

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

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

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

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

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

Escondido Public Library

Library Code of Conduct

Parents, guardians, and caregivers are responsible for the safety, behavior, supervision, and appropriate use of Library spaces and services by children or minors in their care.
Library staff do not act in place of a parent, guardian, caregiver, or responsible adult.
When a Library program or service is specifically designed and communicated as staff-led and does not require caregiver presence in the program room, the parent, guardian, caregiver, or responsible adult must remain in the Library unless otherwise expressly authorized by Library procedures.

Assistance, Supervision, and Personal Care

Library staff do not act in place of a parent, guardian, conservator, caregiver, attendant, personal assistant, or responsible adult.
Visitors who require supervision, personal care, medical care, behavioral support, or assistance beyond the Library's services are responsible for arranging appropriate support while using the Library.
Any action by the Library will be based on the visitor's conduct, an individualized assessment of safety or access concerns, applicable law, and reasonable staff direction.
The Library may contact a caregiver, guardian, conservator, emergency contact, emergency services, or other appropriate support when a visitor appears unable to use the Library safely without assistance, requires care beyond the Library's services, presents a safety concern, or is unable to leave the Library at closing, consistent with Library procedures, City policy, and applicable law.
The Library will provide reasonable accommodations or modifications in accordance with applicable law and City procedures.

Personal Belongings and Personal Equipment

Visitors are responsible for their personal belongings and equipment.
Personal belongings and equipment may not be left unattended, stored in the Library, or placed or used in a manner that obstructs access, creates a safety concern, damages property, interferes with Library operations, or prevents others from using Library spaces, materials, technology, or services.
Bicycles, scooters, skateboards, carts, sporting equipment, and similar items may be limited or restricted inside Library facilities when necessary to protect safety, accessibility, Library property, or Library operations.
Mobility devices, strollers, and other accessibility-related devices are permitted as allowed by applicable law.
The Library is not responsible for unattended, lost, stolen, or damaged personal belongings or equipment.

Animals

Animals are permitted in Library facilities only in accordance with and pursuant to applicable law, including but not limited to service animals as required by the *Americans with Disabilities Act*.
Animals in Library facilities must remain under the control of their handler and may not create a safety concern, disrupt Library operations, damage property, or interfere with another person's use of Library spaces or services.
Consistent with applicable law, an animal may be required to leave if it is out of control and the handler does not take effective action to control it or if it is not housebroken.
When an animal is required to leave, the Library will provide the individual an opportunity to access Library services without the animal's presence, when required by applicable law.

Solicitation, Commercial Activity, and Distribution of Materials

Solicitation, commercial activity, fundraising, petitioning, distribution of materials, and similar activities must comply with applicable Library policies, City policies, posted rules, reasonable staff direction, and applicable law.
Distribution, posting, or placement of materials is subject to the *Library's Community Information Materials Policy* or other applicable Library or City requirements.
The Library may limit or restrict activities that interfere with Library operations, privacy, safety, access, programs, services, or the rights of others.
Use of Library spaces or services does not constitute endorsement by the Library, Library Board of Trustees, or City of Escondido of any individual, group, organization, viewpoint, activity, product, or service.

Photography, Recording, and Media

Photography, video recording, audio recording, livestreaming, and similar activities must comply with applicable Library policies, City policies, posted rules, reasonable staff direction, and applicable law.
These activities may not disrupt Library operations, obstruct access, harass or intimidate others, compromise safety, record areas where privacy is reasonably expected, or interfere with another person's use of Library spaces or services.
The Library may establish procedures for photography, recording, filming, media activity, and related requests.
Organized filming, media activity, or photography requiring equipment, staging, staff coordination, reserved space, or extended use of Library facilities may be subject to prior approval, City requirements, or separate procedures.

Violations and Enforcement

Visitors who violate this policy, the *Community Services Department Code of Conduct*, other Library policies, posted rules, reasonable staff direction, or applicable law may be subject to action consistent with the *Community Services Department Code of Conduct*, City policy, Library procedures, and applicable law.
The Library may take action when conduct disrupts Library operations, interferes with another person's use of Library spaces or services, creates a safety or security concern, damages property, violates policy, or violates applicable law.
Enforcement, exclusion, appeal, citation, or other disciplinary processes are governed by applicable City policies, including the *Community Services Department Code of Conduct*, Library procedures, and applicable law.

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STATISTICS REPORT

Monthly Statistics 2025-2026		May	June	July
CIRCULATION:	Physical Materials	29,965	33,273	20,465
	Digital Materials	8,303	8,485	7,900
	Overdrive Libby	7,190	7,068	6,826
	Hoopla	624	644	647
	Total Circulation	38,268	41,758	28,365
	Physical Holds Satisfied	1,516	1,523	1,051
INTER-LIBRARY LOANS:	ILLs Checked Out	4	5	5
	Link+ Items Borrowed (EPL patrons)	481	319	2
	Link+ Items Lent (to patrons at other libraries)	157	90	-
POPULATION & BORROWERS:	Total Registered Borrowers	103,357	104,074	104,399
	New Cards	647	715	332
	Monthly Unique Borrowers - Physical	4,542	4,654	3,820
	Monthly Unique Borrowers - Digital	3027	3438	2780
REFERENCE QUESTIONS:	Total Reference Transactions	5,517	4,651	2,820
LIBRARY SERVICES:	Public Service Hours	260	260	225
	Library Visits	20,748	21,720	5,054
ELECTRONIC SERVICES:	Users of Public Internet Computers	432	432	-
	Wireless Sessions	5,209	6,103	-
	Number of Website Visits	12,487	17,724	-
VOLUNTEERS:	Total Active Volunteers	56	48	40
	Total Volunteer Hours	713	664	603
PROGRAMS:	# of live, in-person programs	71	49	5
	Live, in-person attendance	2,123	1,377	86
	# of live, virtual programs	8	8	-
	Live, virtual program attendance	36	32	-
	# of pre-recorded programs	-	-	-
	# of views of recorded program content	-	-	-
	# of live, off site programs (outreach)	5	1	-
	Live, off site program (outreach) attendance	515	25	-
PIONEER ROOM:	Pioneer Room Visits:	550	2,000	27
	Digital Collection Items Accessed:	729	1,749	2,626
	On-Site Items & Resources Accessed:	103	60	132
LITERACY:	Class Attendance	21	0	0
	Classes Taught	16	0	0
	Active Learner Pairs	27	22	4
	Books Distributed	34	44	5
	# of take home kits given out	80	80	80

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LIBRARY DIRECTOR'S REPORT

OCTOBER HIGHLIGHTS

YOUTH SERVICES

Youth Services continued to provide engaging literacy and enrichment opportunities throughout October. A highlight of the month was **Star Wars Reads**, a program designed to promote reading and introduce families to the Library's youth collections through a Star Wars-themed experience. The event welcomed 137 attendees and featured costumed guests from the 501st Legion and Mando Mercs, who provided photo opportunities for participants. Attendees also took part in a variety of hands-on activities, including bookmark making, paper puppets, and paper spacecraft crafts. Tween Art Squad hosted 21 participants during the month, who created and decorated wooden picture frames with themes inspired by Hispanic Heritage Month, the fall season, and Halloween.

Teen Services continued to provide opportunities for creativity, learning, and skill development. The Library hosted its first **Teen Sewing Workshop**, where five participants learned the fundamentals of sewing machine operation, maintenance, and safe use under the guidance of guest presenter Christina Orlowski. Teens applied their new skills by creating their own library tote bags during the session. The workshop introduced participants to a practical life skill while expanding the Library's growing portfolio of hands-on maker and creative learning experiences for teens.





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THE PIONEER ROOM



In October, the Pioneer Room was open for 60 hours and welcomed 90 researchers seeking information on local history and genealogy. Staff assisted a wide range of inquiries, including connecting teens with photographs from the 1980s, supporting research into the histories of Questhaven, Elfin Forest, and Harmony Grove, and providing resources to historians from a Los Angeles-based consulting firm researching the City's historic properties. The Pioneer Room also hosted the final **Council for Inland and North County History (CINCH)** meeting of the year, where staff shared the history of the Escondido Public Library and provided tours of the Pioneer Room and its collections for 32 members of the region's cultural heritage community. These activities highlight the Pioneer Room's ongoing role in preserving local history, supporting historical research, and connecting community members with Escondido's rich historical resources.

LIBRARY OUTREACH

In October, the Outreach Department connected with 879 community members through a variety of outreach, partnership, and engagement activities conducted across 11 locations and networking groups. Outreach efforts included visits to schools and community partners, participation in community events, presentations to civic organizations, and seven Library tours that welcomed 181 participants. Through these activities, staff provided information about Library services, programs, resources, and volunteer opportunities while introducing community members to the renovated Main Library and its expanded offerings.

Several community events served as key outreach opportunities during the month. At the **VIVA Washington Park!** community celebration, staff connected with 171 attendees and engaged with local organizations to explore future partnership opportunities. Outreach efforts also included participation in **Orange Glen High School's College and Career Fair**, where staff shared information about Library resources and teen programs with 185 students and established connections with educational and community organizations interested in future collaboration. At the **Second Annual Hallo-Wellness Fair**, staff reached 106 attendees while promoting Library and Literacy Services resources and distributing educational materials and giveaways. These outreach activities support the Library's ongoing commitment to increasing awareness of services, building community partnerships, and connecting residents with educational, cultural, and literacy resources throughout Escondido.

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ADULT SERVICES

Adult Services offered a variety of cultural, educational, and workforce development programs throughout October. In recognition of Hispanic Heritage Month, the Library welcomed poet and educator **Karla Cordero** for *The Earth Beneath Us: Karla Cordero in Conversation*. The program welcomed 14 attendees and featured a discussion of her poetry collection, *How To Pull Apart the Earth*, as well as reflections on her Chicana heritage, creative process, and lived experiences that have shaped her work. Participants also enjoyed a reading of selected poems from the collection, providing an opportunity to engage with contemporary literature and cultural perspectives.

In addition, the Library partnered with the San Diego Workforce Partnership to host the fourth annual **Building Bridges: Career and Community Fair**. The event brought together 46 employers and 222 attendees, creating opportunities for workforce development, networking, and career exploration. Feedback from both employers and attendees was overwhelmingly positive, with participants praising the variety of organizations represented and the opportunity to connect directly with hiring personnel. Several employers noted they exhausted their hiring materials during the event and expressed interest in participating in future career fairs. Together, these programs demonstrate the Library's ongoing commitment to lifelong learning, cultural enrichment, and economic opportunity for the community.



