



AGENDA
Library Board of Trustees Meeting
Thursday, December 11, 2014
4:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Trustee James Lund, Trustee Mayra Salazar

OATH OF OFFICE

Administer Oath of Office to induct Mayra Salazar as new a new Trustee appointed by City Council on November 19, 2014

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from September 11, 2014
(October 9, 2014 and November 13, 2014 meetings were canceled)

CURRENT BUSINESS

2. Determine Board of Trustees Meeting Day and Time
3. Support Group Steering Committee Update
4. Review/Approve Revised Library Code of Conduct Policy
5. Library Monthly Statistical Report

OTHER REPORTS

6. Report from Auxiliary Groups
7. Director of Library and Community Services
8. Deputy City Librarian



AGENDA

Library Board of Trustees Meeting

Thursday, December 11, 2014

4:00 p.m.

Library Board Room

Library Programs and Events

Date & Time	Location	Event
December 12 & 13	Friends Book Shop	<i>Half-Price Sale!</i>
December 13 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Presents FanFaire Foundation's Young Artists Concert</i>
December 24 3:00 p.m.	All Locations	<i>Library Closes early for Christmas Eve</i>
December 25 All Day	All Locations	<i>Holiday - Library Closed for Christmas Day</i>
December 31 3:00 p.m.	All Locations	<i>Library Closes early for New Year's Eve</i>
January 1 All Day	All Locations	<i>Holiday - Library Closed for New Year's Day</i>
January 10 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Presents "Opera Exposed!"</i>

9. ADJOURNMENT:

UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the Library Board Room. Meetings will begin at 4:00 PM effective October 9, 2014.

Day	Date	Time	Location
Thursday	January 8, 2015	4:00 p.m.	Library Board Room
Thursday	February 12, 2015	4:00 p.m.	Library Board Room
Thursday	March 12, 2015	4:00 p.m.	Library Board Room

TO ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.



AGENDA

Library Board of Trustees Meeting

Thursday, December 11, 2014

4:00 p.m.

Library Board Room

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.

AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Thursday, September 11, 2014, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:03 pm.

Members Present: Gary Knight, James Lund, Elmer Cameron, Virginia Loh-Hagan, Mirek Gorny

Members Absent: None

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Janet Rulien, Board Secretary

WRITTEN/ORAL COMMUNICATIONS: Trustee Knight read a complimentary statement about Library services from an anonymous patron.

APPROVAL OF MINUTES: Trustee Loh-Hagan requested that the word "Trustee," or a proper prefix, precede the names of Board members or individuals named in the minutes. The trustees unanimously agreed with this recommendation.

Trustee Loh-Hagan requested that language regarding the support group facilitator in the minutes be corrected to reflect the overall outcome of the workshops and not reflect the individual's performance on the record.

Trustee Loh-Hagan commented that the August 2014 minutes indicate a discussion was held on the Board of Trustees meeting date and time, and that the matter was voted upon. Trustee Loh-Hagan was under the impression that this matter was to be discussed at the September meeting. It was noted that Trustee Loh-Hagan missed several meetings due to her new work schedule and the matter had been on and off the agenda for several months. The Board considered the matter as an agenda item in August and the vote stands. Trustee Loh-Hagan noted that she is unavailable to participate in Board meetings after 3:00 p.m. on the second Thursday of the month. Trustee Loh-Hagan agreed it would be best to discuss her scheduling difficulties with Director McKinney to determine whether or not she can continue to serve on the Board of Trustees. The Trustees agreed to leave the Board meeting date and time as the second Thursday of the month at 2:00 p.m.

The October 9, 2014 Board meeting will be held at to 2:00 p.m., as scheduled. The issue of confirming the Board of Trustees meeting day and time will appear on the agenda again for discussion. **MSC Lund/Cameron to 5/0 to approve the minutes as modified.**

LIBRARY VOLUNTEER RECOGNITION EVENT: Deputy Director Smith provided historical and financial background on the Library's annual Volunteer Recognition Luncheon. The Volunteer Luncheon, to be held in April 2015 at the California Center for the Arts, will be affected by the fact that the Escondido Library Foundation cannot continue to subsidize \$2,000 as planned. Trustee Cameron supports the continuation of the event at this location because it is the best venue for the size of the event and the quality of the meal and service means so much to the volunteers. He recommended that the Board continue to contribute to this event from the Trust

Fund. Trustee Loh-Hagan supports conducting this high quality luncheon as long as there is funding. Director McKinney noted that the Library's budget is set, and only a portion of the funding comes from the Library's Heygi Fund. The City is unable to provide additional funds. Deputy Director Smith recommended using California Library Literacy Services (CLLS) grant funds for volunteer recognition with an amount that is proportional to the number of Literacy volunteers on the roster. CLLS funds (~\$2,000) can provide the necessary portion as a funding solution for the 2015 Library volunteer recognition luncheon. Deputy Director Smith has verified with the California State Library that this is an allowable use of CLLS funds.

Trustee Lund/Trustee Cameron made a motion to continue to allocate up to \$2,000 from the Trust Fund for the April 2015 Volunteer Luncheon. MSC, Vote 5/0.

Trustee Cameron/Trustee Loh-Hagan made a motion to approve use of funds from the CLLS grant in proportion to the number of Literacy volunteers for the April 2015 Volunteer Luncheon. MSC, Vote 5/0.

LIBRARY BOARD OF TRUSTEES TEAMBUILDING: Trustee Knight would like to clarify and better define the role of the Library Board of Trustees with the goal of sustaining Library Services and playing an effective role in the Library Expansion project. Trustee Loh-Hagan suggested that Board members play an active role in advocacy and provide the City Council with regular updates on Library programs and services. Trustee Knight suggested that Board members address City Council on a quarterly basis. Trustee Lund's suggested active Board attendance at Library programs and events.

A Library Operations Subcommittee was formed with Trustee Lund and Trustee Gorny as members to field these ideas and create an action plan. Once the subcommittee gets organized, input and reports are to be provided at future Board meetings. Trustee Lund suggested conducting a brief discussion on a Library-related topic at Board meetings to better educate members on library trends and issues. As an example, an article can be included in the Board packet and discussed at the meeting.

Trustee Cameron requested that Director McKinney to help schedule the first Support Group Steering Committee meeting.

TRUST FUND BALANCES: The report was reviewed for informational purposes.

LIBRARY STATISTICS: The statistical report was reviewed and Director McKinney provided information on current month activities, which were basically consistent with past performance. Trustee Lund noted that public computers are still used heavily.

DIRECTOR OF LIBRARY & COMMUNITY SERVICES REPORT: Director McKinney commented that the front of the Library is looking cleaner and improving. Director McKinney and Deputy Director Smith met with the new EUSD Superintendent of Schools, Dr. Ibarra. The meeting served as an introduction to Library services and opened communication. Author Victor Villasenor will speak at the Library on September 11, 2014.

DEPUTY CITY LIBRARIAN: The Library is participating in One Book, One San Diego. Author Lysley Tenorio will appear at the Library on November 17, 2014. This is his only appearance in North County. A meeting with EUHSD Superintendent Boyle is scheduled on October 18, 2014. The Library will launch, *Zinio*, a new digital magazine subscription on October 1, 2014.

The meeting was adjourned at 3:55 p.m.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: December 11, 2014

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Board of Trustees Regular Meeting Date and Time

Recommendation:

Establish or confirm the Library Board of Trustees monthly meeting date and time.

Background:

With the addition of a new Board member, the Board of Trustees have requested a discussion to confirm the established meeting as the second Thursday or the month at 4:00 p.m., or determine a new day and/or time that best fits the Board members' schedules..



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: December 11, 2014

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Support Group Steering Committee Update

Recommendation:

Approve spending up to \$350.00 to cover program costs and refreshments for a "Love Your Library" event in February 2015.

Background:

The Steering Committee for Escondido Public Library Support Groups held its first meeting on September 26, 2014 and has held several subsequent meetings since then. The group is off to a good start with dedication and commitment to promoting cross-communication. Each of the support groups is represented, as follows:

- | | |
|---|---------------|
| • Library Board of Trustees | Gary Knight |
| • Escondido Library Foundation | Jack Anderson |
| • Friends of Escondido Public Library | Elmer Cameron |
| • Escondido Public Library Friends of the Pioneer Room | Bob Will |
| • Escondido Public Library Friends of Literacy Services | Joan Neumann |

As a first order of business, the support group members are providing input to the Library Foundation for the creation of several informational brochures for the Library Expansion Project. They are also working on identifying community resources and contacts in preparation for next steps in the expansion project.

The Steering Committee recommends bringing Library support groups, community partners and community stakeholders together to provide an update on the Steering Committee's progress as well as the Library Expansion Project. A Valentine's Day "Love Your Library" theme and program is planned on Thursday, February 12 in the late afternoon. The Board of Trustees is requested to sponsor this meeting and discuss its schedule in light of the regularly planned Board Meeting. In addition, if the Board agrees to sponsor the event, Library Administration requests that the Board approve spending up to \$350.00 to cover the cost of the program and light refreshments.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: December 11, 2014

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Receive/Approve Revised Library Code of Conduct Policy

Background/Recommendation:

Review the revised Library Code of Conduct Policy and accept for approval. This document has been reviewed by the City Attorney's Office and approved by counsel. Copies of the draft revision and current policies are attached for review.

Library policies are reviewed periodically by Library Administration to ensure they are up to date, clear, and concise, and serve a useful purpose. The Library Code of Conduct presented has been revised to reflect a more streamlined document that is aligned with City standards and other legal considerations. Escondido Public Library maintains its Code of Conduct Policy as an important measure to provide an enjoyable, respectful and safe environment for the community

The essentials of the Code of Conduct remain in tact with no new additions and only modifications. There are only a few changes from the original version, approved in 2001 and revised in 2004:

- References to the Department name now reflect Library & Community Services.
- Municipal Code annotations and citations have been removed from within the document. They were seen as redundant. Municipal Codes are in place as governing law (understood) and may be referenced as needed.
- The computer use policy is clarified to emphasize that child pornography is illegal. If staff becomes aware that child pornography is being viewed on the Internet, police are to be called.
- If a patron would like to appeal a decision regarding the enforcement of the Code of Conduct, they may contact the City Clerk and their complaint will be forwarded to the City Manager and City Attorney. The City Manager and City Attorney will respond.

The current Code of Conduct is accessible on the Library's website, in the Library Administration Office and a print copy is always available at all Public Service Desks. Upon approval, the revised edition will be made available at all these locations as soon as possible.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: December 11,, 2014

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Monthly Statistical Report

Request/Recommendation:

Receive the informational report attached.

Escondido Public Library
Calendar Year Statistical Report

Current Month/Year is:		November	December	January	February	March	April	May	June	July	August	September	October	November	YTD 2014	YTD 2013	Entire Year 2013
STAFF ASSISTED CIRCULATION:		13,771	18,376	20,869	21,018	19,753	15,951	18,845	18,723	16,268	29,203	17,084	214,861	325,925	214,861	325,925	345,687
SELF-CHECK CIRCULATION:		32,923	29,134	34,576	34,259	31,460	36,416	43,602	36,405	38,772	28,417	29,143	375,107	299,232	375,107	299,232	328,336
Total Circulation:		51,694	47,510	55,445	55,277	51,213	52,367	62,447	55,128	55,040	57,620	46,227	589,968	625,157	589,968	625,157	674,023
(see note in C1)																	
NEW LIBRARY CARDS:		650	601	650	725	542	898	945	778	812	831	598	8,030	7,837	8,030	7,837	8,313
DOOR COUNT:		40,021	37,822	42,402	41,114	38,137	38,791	44,164	38,983	46,863	42,015	34,022	444,334	469,693	444,334	469,693	506,752
VIRTUAL DOOR COUNT:		21,840	15,829	17,050	16,382	16,413	18,080	18,370	16,538	17,252	17,282	15,198	190,234	255,140	190,234	255,140	275,255
Total Door Count:		61,861	53,651	59,452	57,496	54,550	56,871	62,534	55,521	64,115	59,297	49,220	634,568	724,833	634,568	724,833	782,007
REFERENCE INTERACTIONS:																	
Adult:	Media/Teen:	5,746	4,780	5,219	5,011	4,668	4,610	4,977	4,893	6,882	0	4,014	50,600	44,387	50,600	44,387	46,050
	Children:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,610
	Customer Service:	2,136	1,929	2,378	2,515	2,093	2,266	2,321	1,835	2,256	2,078	1,773	23,580	25,236	23,580	25,236	26,718
	Total Reference Interactions:	8,343	7,120	7,984	7,976	7,222	7,298	7,750	7,187	9,420	2,566	6,233	79,099	85,536	79,099	85,536	91,371
INTER-LIBRARY LOANS:																	
Borrowed:	Adult:	12	11	18	21	18	14	16	20	23	23	20	186	220	186	220	228
	Loaned:	5	6	6	2	0	0	1	0	0	0	1	0	21	55	21	55
COMPUTER USE:																	
Adult:	Teen:	5,522	5,045	5,251	4,970	4,665	4,442	5,071	5,138	5,008	0	4,026	49,138	57,502	49,138	57,502	62,713
	Children & Parent:	364	366	346	368	443	337	338	366	363	0	310	3,601	5,135	3,601	5,135	5,452
	Computer Center/Lab:	837	752	883	1,010	872	921	1,128	316	726	724	604	8,773	10,177	8,773	10,177	10,864
	Pioneer Room:	14	6	20	13	0	17	11	17	15	11	12	136	193	136	193	203
Escondido Technology Center:	Teen:	8	11	3	6	18	7	11	9	9	27	7	116	124	116	124	131
	Children:	709	705	692	740	704	555	574	722	883	981	729	7,994	5,546	7,994	5,546	6,159
	Chromebooks:	166	199	251	162	188	221	291	169	231	323	221	2,422	2,050	2,422	2,050	2,222
	Teen Laptops:	0	8	3	0	17	12	0	11	0	0	0	51	378	51	378	381
Total Computer Use:		7,620	7,092	7,449	7,269	6,907	6,512	7,424	6,748	7,235	2,066	5,909	72,231	81,105	72,231	81,105	88,125
LIBRARY TOURS:																	
Adult:	Teen:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Children:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Computer Center/Lab:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pioneer Room:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Escondido Technology Center:	Teen:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Children:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Chromebooks:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Teen Laptops:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Library Tours:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Attendance:		52	63	63	63	63	270	270	270	270	26	243	1,035	1,852	1,035	1,852	1,879
Total Reference Interactions:		8,343	7,120	7,984	7,976	7,222	7,298	7,750	7,187	9,420	2,566	6,233	79,099	85,536	79,099	85,536	91,371
Total Door Count:		61,861	53,651	59,452	57,496	54,550	56,871	62,534	55,521	64,115	59,297	49,220	634,568	724,833	634,568	724,833	782,007
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Escondido Public Library
Calendar Year Statistical Report

Current Month/Year is:

PROGRAMS:

	January	February	March	April	May	June	July	August	September	October	November	YTD 2014	YTD 2013	Entire Year 2013
Adult	2	2	3	1	1	2	1	2	2	0	4	20	17	19
# of programs:	270	90	330	95	91	8	4	20	21	0	144	1,073	764	875
Attendance:	1	2	2	2	2	8	4	4	3	6	4	38	53	53
Teen	7	9	11	9	6	95	109	57	18	45	30	396	685	685
# of programs:	17	15	21	20	17	21	23	15	24	23	17	213	171	182
Attendance:	560	457	695	860	608	1,192	1,843	447	936	874	540	9,012	8,141	8,453
Children's	3	3	5	4	3	5	4	0	4	4	4	38	42	45
# of programs:	14	6	20	13	10	17	17	0	16	11	12	135	193	203
Attendance:	59	50	102	73	73	19	43	24	52	89	67	651	740	747
# of classes/programs:	871	405	1,241	1,212	1,007	443	526	278	655	979	694	8,311	8,379	8,426
Attendance:	82	72	133	100	96	55	75	45	85	122	96	981	1,023	1,046
Total Classes/Programs:	1,722	967	2,297	2,189	1,722	1,755	2,499	802	1,645	1,909	1,420	18,927	18,152	18,642

OUT OF BUILDING VISITS:

Adult	3	3	0	3	3	3	3	3	0	3	3	27	34	37
# of visits:	78	51	0	56	52	50	53	52	0	53	54	499	563	612
Attendance:	0	0	0	0	0	0	0	0	0	0	0	2	1	1
Teen	0	0	0	25	0	0	0	40	0	0	0	65	60	60
# of visits:	4	5	1	2	9	5	2	6	4	3	1	42	84	87
Attendance:	60	180	25	30	800	228	30	310	135	132	15	1,945	1,451	1,496
Total Visits:	7	8	1	6	12	8	5	10	4	6	4	71	119	125
Total Attendance:	138	231	25	111	852	278	83	402	135	185	69	2,509	2,074	2,168

COMMUNITY ROOM USE:

Board Room	24	25	30	32	36	35	19	13	22	0	12	248	222	222
# of uses:	297	311	348	364	331	258	150	110	246	0	112	2,527	2,461	2,461
Attendance:	24	26	19	25	29	24	15	10	11	12	11	206	210	239
# of users:	358	762	514	670	1,255	1,169	410	720	422	481	655	7,616	8,634	9,580
Attendance:	48	51	49	57	65	59	34	23	33	12	23	454	432	451
Total Uses:	655	1,073	862	1,234	1,886	1,427	560	830	668	481	767	10,143	11,065	12,041

VOLUNTEERS:

Total # of volunteers:	223	227	263	231	236	223	198	207	231	235	223	2,497	2,623	2,839
Total volunteer hours:	2,876	3,212	3,378	2,883	3,009	2,517	2,219	2,391	2,885	3,157	2,742	31,289	35,957	38,565

LITERACY:

Total # of Learner/Tutor Pairs:	32	38	38	36	32	36	32	32	32	33	36	375	362	364
Total # of New Learners:	6	9	0	3	0	4	0	6	0	4	2	34	13	13
Total # of Tutors:	54	60	60	59	54	54	36	36	36	36	51	536	37	37

CITY OF ESCONDIDO
LIBRARY & COMMUNITY SERVICES DEPARTMENT

LIBRARY CODE OF CONDUCT POLICY

DRAFT

PREAMBLE: ACCESS TO LIBRARY MATERIALS AND SERVICES

The freedom of access to ideas and information is essential to a democratic society, and the equality of access to information is one of the highest priorities of the Escondido Public Library. The Library's Board of Trustees affirms its support of Article V of the *Library Bill of Rights* which protects the rights of an individual to use a library regardless of origin, age, background, or views. Additionally, the Board acknowledges the Library's responsibility to safeguard the accessibility of information for those in our society who cannot afford to obtain such information through commercial means.

Accordingly, the Library Board of Trustees will seek to impose the minimum number of restrictions on Library facilities and resources necessary to protect the public's right of access to Library facilities, to insure the safety of users and staff, and to protect library resources. No one will be denied use of the Library merely because of his or her appearance or negative subjective reactions from others. Further, all Library rules shall be enforced evenhandedly, and not in a manner which would arbitrarily benefit or disfavor any person or group.

In order to provide the community with an atmosphere of safety, courtesy, integrity and respect, the Library & Community Services Department has developed a "Library Code of Conduct Policy." This Policy applies to all participants, facility users, recognized organizations or groups, staff and volunteers in all programs, activities and facilities. Each participant is responsible for regulating his or her own conduct in a positive, productive, and mature manner. In matters of general conduct, participants shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.

All participants and City staff have the right to be safe, and feel safe, while attending a Library facility or program. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk.

Additionally, the control of facilities through the application process is necessary to ensure equitable use and availability to all residents. Library facility uses are governed by policies approved by the Library Board of Trustees. Responsibility for administering facility use is delegated to the City of Escondido Public Library, a Division of the Library & Community Services Department, and is executed by Library staff. This Policy encourages maximum public use and enjoyment of City Library facilities.

STANDARDS OF CONDUCT

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

1. Support the purpose, structure, codes and policies of the City of Escondido, the Library & Community Services Department and the Library.
2. Conduct themselves in accordance with the City's Discrimination/Sexual Harassment Policy, employee guidelines and the ethics of the organization.
3. Abide by the City's Drug-Free Workplace Policy.
4. Accept the City's, the Library & Community Services Department and the Library's chain of command.
5. Use courteous language at all times, refrain from any disparaging remarks or verbal abuse and be respectful.

LIBRARY RULES FOR SAFETY AND ACCESSIBILITY

7. Complete and submit a Meeting Room Application prior to any scheduled use of the meeting rooms, and abide by the Meeting Room Policy established by the Library Board of Trustees.
8. Show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning the area to its condition immediately prior to use.
9. All drinks must be in covered containers and having drinks of any kind at computer stations is prohibited. Food is limited to the lobby of the Library and the meeting rooms. No food or drinks are permitted in the Pioneer Room or Computer Centers.
10. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. The Library is not responsible for the supervision of minor children left unattended.
11. Staff may restrict adult use of Children and Teen areas, including the Children's rest room, in order to ensure the adequate protection of Library facilities and of persons and property therein.
12. Minor children who remain at Library facilities after closing may be referred to the police in order to ensure their safety.
13. Shirts and shoes are required and must be worn at all times while in the Library.
14. Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

15. Personal possessions brought into the Library are subject to the following:
 - a) Size must be limited to no larger than a student's typical book bag (approximately 10" X 16" X 24").
 - b) Number of parcels is limited to one per person.
 - c) Items inappropriate to Library use, including but not limited to bicycles, tools and wagons, are not allowed in the Library.
 - d) Personal possessions should not take up seating or space needed by others.
 - e) The Library is not responsible for personal belongings left unattended.
 - f) The Library does not provide storage of personal property.
16. Personal possessions may not be stored in or behind bushes, trees, shrubs and/or walls next to library-owned buildings
17. All parcels, handbags, briefcases and backpacks are subject to inspection by Library staff.
18. Smoking, use of related tobacco products, or e-cigarettes is not permitted in the Library. Please respect others by smoking only in designated areas at least 80 feet away from a Library Entrance or Exit.
19. Weapons of any kind are prohibited on Library property.
20. The use of incendiary devices, such as candles, matches and lighters, is prohibited inside the Library.
21. Animals, other than service animals assisting persons with disabilities, are not permitted inside the Library.
22. Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.
23. All bicycles must be locked to a bicycle rack, unless there is no open space available. Bicycles may not be locked to trees or other objects on the Library campus.
24. Sleeping or lying on the floor or furniture is prohibited. Feet must remain on the floor and not on the furniture. In addition, sleeping or sitting on the ground in or among bushes or shrubs outside the library, is prohibited.
25. Vandalizing or abusing Library materials, equipment or facilities, is prohibited.
26. Panhandling or soliciting on Library property is prohibited.

27. Signature gathering for petitions is permitted outside the Library but must not block the Library entrance or exit.
28. Selling merchandise without prior permission from the Director of Library & Community Services or the Deputy City Librarian is not allowed.
29. There will be no media or commercial photography or filming without prior permission. Interested parties must submit a "City of Escondido Filming/Photography Permit Application" for review and approval before proceeding.
30. Unreasonable use of rest rooms, including laundering and bathing, is prohibited.
31. People, animals or property must not block Library entrance areas, aisles, doorways, stairways, elevators or ramps or interfere with the free flow of pedestrian traffic in such areas.
32. Public Computers and WiFi access are filtered. It is illegal to view child pornography. If such actions are observed, the police will be called immediately. If a complaint is received regarding the viewing of a site(s) that is offensive, including sites viewed on wireless enabled computers and devices, the Library user must navigate away from such sites immediately. Failure to comply with this policy will result in removal from the Library computer areas, according to the disciplinary process in this Policy.
33. The Library prohibits any activity or condition that unreasonably interferes with Library user or staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to:
 - a. Harassing or threatening Library users or staff.
 - b. Staring at, following or photographing Library users or staff.
 - c. Making any loud or unreasonable noise or other disturbance such as running or talking loudly.
 - d. Disruptive use of personal communications or entertainment devices, such as cell phones, head phones and radios.
 - e. Offensive body odor due to poor personal hygiene, overpowering perfume or cologne.
 - f. Excessive public displays of affection.

Library users who wish to request a modification to these Rules because of a disability or health problem may call the Library's Administrative Office at (760) 839-4601.

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

Users are expected to comply with all applicable federal, state and municipal laws, as well as the Library's Code of Conduct Policy.

Persons who violate these Standards may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. Family members may also be contacted to help alleviate issues, where appropriate. Illegal activity, as well as any willful or repeated violations of these Standards or other posted Library regulations may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of these Standards may result in arrest.

When a blatant act of disregard of Library policy occurs by a participant, volunteer, facility user or group, the site supervisor shall immediately investigate the allegation. He/she shall make a recommendation to the Director of Library & Community Services, or designated representative, regarding the final disciplinary action. In the interim, the site supervisor may immediately impose reasonable restrictions on the offender until the final action can be determined.

Such reasonable restrictions for violations by the same person may include:

- | | |
|---------------|---|
| 1st incident: | Warning |
| 2nd incident: | Suspension from the Library for the rest of the day |
| 3rd incident: | Suspension from the Library for a week |
| 4th incident: | Suspension from the Library for a month or longer. |

Sanctions would be communicated in writing to the offender(s).

APPEAL PROCESS OF AGGRIEVED PARTY

Any person aggrieved by decisions of staff may appeal by following the appropriate chain of command within the City. The chain of command begins at the supervisory level and proceeds up through the Director of Library & Community Services.

For appeal purposes, all decisions ruled upon by staff will remain in place until such time as possible modifications are made as a result of the next step in the appeal process.

Any person aggrieved by a decision of the Director of Library & Community Services or his/her designee with respect to this Code of Conduct for the Escondido Public Library may appeal the decision by filing a written notice of appeal with the City Clerk no later than ten (10) days after said decision has been communicated to the aggrieved party.

Upon receiving an appeal, the City Clerk will forward the appeal to the City Manager's Office and City Attorney's Office who will respond within a timely manner.

**CITY OF ESCONDIDO
COMMUNITY SERVICES DEPARTMENT / LIBRARY
CODE OF CONDUCT POLICY**

PREAMBLE: ACCESS TO LIBRARY MATERIALS AND SERVICES

The freedom of access to ideas and information is essential to a democratic society, and the equality of access to information is one of the highest priorities of the Escondido Public Library. The library's Board of Trustees affirms its support of Article V of the *Library Bill of Rights* which protects the rights of an individual to use a library regardless of origin, age, background, or views. Additionally, the Board acknowledges the library's responsibility to safeguard the accessibility of information for those in our society who cannot afford to obtain such information through commercial means.

Accordingly, the Library Board of Trustees will seek to impose the minimum number of restrictions on library facilities and resources necessary to protect the public's right of access to library facilities, to insure the safety of users and staff, and to protect library resources. No one will be denied use of the library merely because his or her appearance or state of mind generates annoyance or negative subjective reactions from others. Further, all library rules shall be enforced evenhandedly, and not in a manner which would arbitrarily benefit or disfavor any person or group.

In order to provide the community with an atmosphere of safety, courtesy, integrity and respect, the Community Services Department has developed a "Code of Conduct Policy". This policy applies to all participants, facility users, recognized organizations or groups, staff and volunteers in all Department programs, activities and facilities. Each participant, as described in the prior sentence, is responsible for regulating his or her own conduct in a positive, productive, and mature manner. In matters of general conduct, participants shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.

All participants and City staff have the right to be safe, and feel safe while attending a Library facility or program. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Additionally, the control of facilities through the application process is necessary to ensure equitable use and availability to all residents. Library facility uses are governed by policies approved by the Library Board of Trustees. Responsibility for administering facility use is delegated to the City of Escondido Public Library, a Division of the Community Services

Department, and is executed by the Library staff. This policy shall be interpreted to encourage maximum public use and enjoyment of City Library facilities.

STANDARDS OF CONDUCT

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

1. Support the purpose, structure, codes and policies of the City of Escondido, the Community Services Department and the Library.
2. Conduct themselves in accordance with the City's Discrimination/Sexual Harassment Policy, employee guidelines and the ethics of the organization.
3. Abide by the City's Drug-Free Workplace Policy.
4. Accept the City's, the Community Services Department's and the Library's chain of command.
5. Treat all staff and volunteers, program participants, meeting room users and library users with respect.
6. Refrain from any disparaging remarks or verbal abuse towards staff, volunteers, program participants, meeting room users and library users. Use courteous language at all times.

LIBRARY RULES FOR SAFETY AND ACCESSIBILITY

7. Complete and submit a Meeting Room Application prior to any scheduled use of the meeting rooms, and abide by the Meeting Room Policy established by the Library Board of Trustees.
8. Show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning the area to the condition immediately prior to use.
9. All drinks must be in covered containers and having drinks of any kind at computer stations is prohibited. Food is limited to the lobby of the Main Library and the meeting rooms. No food or drinks are permitted in the Pioneer Room or Computer Center.
10. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. The Library is not responsible for the supervision of minor children left unattended.
11. The Staff may restrict adult use of Children's areas, including the Children's restroom, in order to ensure the adequate protection of the Library facilities and of persons and property therein.
12. Minor children who remain at Library facilities after closing may be referred to the police in order to ensure their safety.

"Child or minor" means a person under 18 years of age. CA Welfare and Institution Code 101 (b).

13. Shirts and shoes are required for health reasons and must be worn at all times while in the Library.
14. Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

No person shall consume any alcoholic beverage or possess an open container of any

alcoholic beverage on any street, alley, highway, court, public parking lot, any recreational area, or in any automobile in any public place in this city. Beer and wine may be allowed in a public park or recreational area pursuant to the provisions of section 18-102 of this code. (Code 1957, § 4023; Ord. No. 79-29, § 1, 8-15-79; Ord. No. 86-18, § 5, 2-19-86; Ord. No. 94-14, § 1, 5-18-94; Ord. No. 2003-02, § 2, 2-5-03)

15. Personal property brought into the Library are subject to the following:

- a) Size must be limited to no larger than a student's typical book bag (approximately 10 X 16 X 24).
- b) Number of parcels is limited to one per person.
- c) Items inappropriate to library use, including but not limited to bicycles, tools and wagons, are not allowed in the Library.
- d) Personal possessions should not take up seating or space needed by others.
- e) The Library is not responsible for personal belongings left unattended.
- f) The Library does not provide storage of personal property.
- g) Personal possessions may not be stored in or behind bushes, trees, shrubs and/or walls next to library-owned buildings.

No person shall store personal property or camping paraphernalia, including but not limited to clothing, sleeping bags, bedrolls, blankets, sheets, tents, tarpaulins, luggage, kitchen utensils, cookware, and similar material, on any public property including any park or recreational area, street, public parking lot or other public area. (Ord. No. 2003-02, § 7, 2-5-03)

16. All parcels, handbags, briefcases and backpacks are subject to inspection by library staff.

17. Smoking, or use of related tobacco products is not permitted in the Library. Please respect others by smoking only in designated areas at least 80 feet away from a Library Entrance or Exit. Sec. 22A-2. Prohibitions.

(a) In addition to the California Government Code Section 7597(a), prohibition against smoking within twenty (20) feet outside of a city-owned building, it shall be unlawful to smoke in an area between twenty (20) feet and eighty (80) feet from the entrance, exit, or operable window of a city-owned building if signs are posted at the specified distance from the building entrance that indicate such prohibition.

(b) No person shall smoke outside of a public place where a sign is posted prohibiting smoking in such area. (Ord. No. 2005-07, § 1, 7-13-05)

18. Weapons of any kind are prohibited on Library property.

No person shall, unless properly authorized, use, carry or possess 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 in any recreational area. (Ord. No. 2000-32, § 1, 10-18-00)

19. The use of incendiary devices, such as candles, matches and lighters, is prohibited inside the Library.

20. Animals, other than service animals assisting persons with disabilities, are not permitted inside the Library.

Service animals accompanied by a person with a disability, pursuant to state and federal law... (Ord. No. 2000-32, § 1, 10-18-00)

21. Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Except as provided in paragraph (b), it is unlawful for any person to ride roller skates, skateboards, coasters or similar devices on any sidewalk, public roadway or municipal parking lot within the central traffic district as that district is defined in Escondido Municipal Code section 28-1. (Ord. No. 88-17, § 1, 4-13-88; Ord. No. 88-33, § 1, 6-8-88)

22. All bicycles must be locked to the bicycle rack, unless there is no open space available. Bicycles may not be locked to trees or other objects in the library yard.

No person shall:

(1) Leave a bicycle in a place other than a bicycle rack when such is provided and there is an open space available.

(2) Leave a bicycle lying on the ground or paving, or set against a tree, or any place or position where other persons may trip over or be injured by it.

(Ord. No. 2000-32, § 1, 10-18-00)

23. Sleeping or lying on the floor or furniture is prohibited. Feet must remain on the floor and not on the furniture to maintain a clean and attractive Library. In addition, sleeping or sitting on the ground in or among bushes or shrubs outside the library, and sleeping behind walls or bushes on the ground, is prohibited.

No person shall camp or lodge in any public property. Or reside in ... public property for living accommodation purposes, as exemplified by remaining for prolonged or repetitious periods of time not associated with ordinary ...use. Ord. No. 86-18, sec. 7, 2-19-86; Ord No. 2003-02, sec. 5, 2-5-03)(Ord. No. 2003-02, sec. 4, 2-5- 03)

24. Vandalizing or abusing Library materials, equipment or facilities, including but not limited to such actions as spitting or littering, is prohibited.

Any person who maliciously cuts, tears, defaces, breaks or injures any book, map, picture, engraving, statue, coin ... deposited in any public library, ... is guilty of a misdemeanor. (California Education Code 19910)

25. Panhandling or soliciting on Library property is prohibited.

Solicitation means any request made in person seeking an immediate donation of money or other item of value. A person shall not be deemed to be in the act of solicitation when he or she passively displays a sign or gives any other indication that he or she is seeking donations without addressing his or her solicitation to any specific person, other than in response to an inquiry by that person. (Ord. No. 2000-32, § 1, 10-18-00)

26. Signature gathering for petitions is permitted outside the Library but must not block the Library entrance or exit.

No person shall stand, sit or in any way use any crosswalk or any public street or other property opened or dedicated to public use or to which the public is invited, so as in any manner to obstruct the entrance of any public building. State law reference -- Loitering, generally, Penal Code, §647

27. Selling merchandise without prior permission from the City Librarian is not allowed.

No person shall expose or offer for sale any article or thing, nor shall he or she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing in any recreational area. (Ord. No. 2000-32, § 1, 10-18-00)

28. There will be no media or commercial photography or filming without prior permission. Interested parties must submit a "City of Escondido Filming/ Photography Permit Application" for review and approval before proceeding.

29. Unreasonable use of rest rooms, including laundering and bathing, is prohibited.

30. People, animals or property must not block Library entrance areas, aisles, doorways, stairways, elevators or ramps or interfere with the free flow of pedestrian traffic in such areas.

31. The Library prohibits any activity or condition that unreasonably interferes with Library user or staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to:

- a. Harassing or threatening Library users or staff.
- b. Staring at, following or photographing Library users or staff.
- c. Making any loud or unreasonable noise or other disturbance such as running or talking loudly.
- d. Disruptive use of personal communications or entertainment devices, such as cell phones, head phones and radios.
- e. Offensive body odor due to poor personal hygiene, overpowering perfume or cologne.
- f. Excessive public displays of affection.

No person shall disturb the peace and quiet of a recreational area by any loud or unusual noise, or by the sounding of an automobile horn or other noise-making device, or by the use of profane or obscene gestures, or by the use of abusive or threatening language. (Ord. No. 2003-02, § 9, 2-5-03)

Library users who wish to request a modification to these Rules because of a disability or health problem may call the Library's administrative office at (760) 839-4601.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES. IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." [CALIFORNIA PENAL CODE SECTION 490.5]

(a) "Upon a first conviction for petty theft involving merchandise taken ... or other library materials taken from a library facility, a person shall be punished by a mandatory fine of not less than fifty dollars (\$50) and not more than one thousand dollars (\$1000) for each violation; and may also be punished by imprisonment in the county jail, not exceeding six months, or both such fine and imprisonment."

ANY PERSON WHO INTENTIONALLY INTERFERES WITH ANY LAWFUL BUSINESS CARRIED ON BY THE EMPLOYEES OF A PUBLIC AGENCY OPEN TO THE PUBLIC, BY OBSTRUCTING OR INTIMIDATING THOSE ATTEMPTING TO CARRY ON BUSINESS, OR THOSE PERSONS THERE TO TRANSACT BUSINESS WITH THE PUBLIC AGENCY, AND WHO REFUSES TO LEAVE THE PREMISES OF THE PUBLIC AGENCY AFTER BEING REQUESTED TO LEAVE BY THE OFFICE MANAGER OR A SUPERVISOR OF THE PUBLIC AGENCY, OR BY A PEACE OFFICER ACTING AT THE REQUEST OF THE OFFICE MANAGER OR A SUPERVISOR OF THE PUBLIC AGENCY, IS GUILTY OF A MISDEMEANOR, PUNISHABLE BY IMPRISONMENT IN A COUNTY JAIL FOR UP TO 90 DAYS, OR BY THE FINE OF UP TO FOUR HUNDRED DOLLARS (\$400), OR BY BOTH THAT IMPRISONMENT AND FINE. [CALIFORNIA PENAL CODE Section 602.1(b)]

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

Users are expected to comply with all applicable federal, state and municipal laws, as well as the Library's Standards Of Conduct and Rules.

Persons who violate these Standards may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. Family members may also be contacted to help alleviate issues, where appropriate. Illegal activity, as well as any willful or repeated violations of these Standards or other posted Library regulations (e.g. computer-use rules), may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of these Standards may result in arrest. When a serious act of misconduct by a participant, volunteer, facility user, or group occurs, the site supervisor shall immediately investigate the allegation. He/she shall make a recommendation to the City Librarian, or her designated representative, regarding the final disciplinary action. In the interim, the site supervisor may immediately impose reasonable restrictions on the offender until the final action can be determined.

Such reasonable restrictions for repeated violations by the same person may include:

- 1st incident: warning
- 2nd incident: prohibited from the library for the rest of the day
- 3rd incident: prohibited from the library for a week
- 4th incident: prohibited from the library for a month or longer.

Sanctions would be communicated in writing to the offender(s).

APPEAL PROCESS OF AGGRIEVED PARTY

Any person aggrieved by decisions of staff may appeal by following the appropriate chain of command within the City. The chain of command begins at the supervisory level and proceeds up through the City Librarian, Community Services Director, and the Library Board of Trustees. A decision of the Library Board may be appealed to the City Council.

For appeal purposes all decisions ruled upon by staff will remain in place until such time as possible modifications are made as a result of the next step in the appeal process.

Any person aggrieved by a decision of the City Librarian or his/her designee, or the Community Services Director or his/her designee, with respect to this Code of Conduct for the Escondido Public Library may appeal the decision by filing a written notice of appeal with the Library Board of Trustees no later than ten (10) days after said decision has been communicated to the aggrieved party. The appeal will be heard by the Board within a reasonable time after receipt of the appeal.

Any person aggrieved by a recommendation of the Library Board of Trustees with respect to these policies, rules, Code of Conduct and fees governing the use of the Library facilities may appeal to the City Council by filing a written notice of appeal with the City Clerk no later than ten (10) days after said recommendation has been communicated to the aggrieved party. The appeal will be agendized within a reasonable time after it is filed.

Upon receiving an appeal, the City Council will make a determination on the appeal after providing an opportunity for input by all those involved with the appeal. The determination of said appeal will be within a reasonable time after the appeal is filed. The City Clerk will give written notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office of Escondido, California, postage prepaid, addressed to such person at his or her last known address.

Approved by Library Board of Trustees: 9/13/01; rev. 1/15/04