



**CITY OF SALINAS**  
**LIBRARY & COMMUNITY SERVICES COMMISSION**

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**DATE:** JUNE 11, 2025  
**DEPARTMENT:** LIBRARY & COMMUNITY SERVICES  
**FROM:** KRISTAN LUNDQUIST, DIRECTOR  
**TITLE:** NOTICE OF WITHDRAWAL GUIDELINES

RECOMMENDATION:

Recommend to the City Council that it approve a Resolution outlining a set of Notice of Withdrawal Guidelines for incidents occurring at facilities managed by the Library & Community Services Department.

EXECUTIVE SUMMARY:

Library & Community Services provides direct service to residents in our libraries and recreation centers. Staff are required to enforce facility rules and regulations and from time to time this involves interactions with residents who are non-compliant, can be belligerent and in some cases have mental health issues and substance abuse. This can result in various types of interactions that are unpleasant and/or pose a potential safety issue. In an effort to establish clear consequences for different types of actions occurring in LCS facilities, staff is recommending the Notice of Withdrawal Guidelines.

BACKGROUND:

In May of 1983 the City Council adopted Resolution No. 11475 relating to withdrawal of consent to remain on facilities owned by the City of Salinas. This resolution gives the City Manager or designee the authority to withdraw consent for an individual to remain on the facility whenever there is a reasonable cause to believe that such person has willfully disrupted the orderly operation of such facility. The resolution also outlines the process by which consent is withdrawn and indicates what interval is appropriate. It indicates that in no case shall the consent be withdrawn for longer than 60 days for the first offense, 120 days for a second offense within a year and 180 days for a third offense within a year.

The Library & Community Services Department has established Rules of Conduct for its libraries and recreation facilities. The Department serves all residents regardless of socio-economic background, gender, religious affiliation, race and ethnicity. Our spaces need to be safe for patrons and staff alike. While we promote equal access, when a patron or user does not comply with and

follow our Rules of Conduct, staff needs a mechanism to address this. On some occasions, a ban is required in order to remove a threat, establish boundaries and enforce the Rules of Conduct. While the 1983 Resolution provides a mechanism to do this, times are different now and the types of incidents staff must deal with are more challenging and require more specific consequences.

Given several incidents over the last year, library staff were provided training from Safer Libraries. This training provided an overview of the many types of incidents that occur in libraries along with best practices for de-escalation and conflict resolution. Rick Jenkins with Safer Libraries is employed by the City of Seattle Public Library as a security officer. He shared his experiences and talked about the various established consequences for rule violations within his library system.

Following the Safer Libraries Training, staff reviewed the Seattle Public Library and San Francisco Public Library policies for banning patrons. Staff also reviewed the number of bans issued by the Department over that last 5 years. Since 2021, 16 bans have been issued. The highest number in any one year was 7, occurring in 2024.

At this time, staff is recommending that the City of Salinas adopt the draft Notice of Withdrawal Guidelines modeled after the Seattle Public Library Length of Exclusion Guidelines. Bans over 7-days will require a similar process and City Manager approval as outlined in the 1983 Resolution.

**CEQA CONSIDERATION:**

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

**STRATEGIC PLAN INITIATIVE:**

This action supports the City Council goals of:

- Public Safety
- Youth and Seniors
- City Services

**DEPARTMENTAL COORDINATION:**

The Library & Community Services Department coordinated with the City Manager’s Office, the City Attorney’s Office and Human Resources on the Notice of Withdrawal Guidelines.

**FISCAL AND SUSTAINABILITY IMPACT:**

Fund	Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)*
NA	NA	NA	NA	NA	NA	NA

ATTACHMENTS:

Resolution No. 11475

Draft Notice of Withdrawal Guidelines