



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

February 23, 2022

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: <https://bit.ly/PLDBoardMeetings>

Mission Statement:

Placentia Library District inspires, opens minds, innovates, and connects our community.

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications
Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the January 24, 2022 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for January 2022. (Receive & File and Approve)
11. FY2021-2022 Fund Balance through January 2022; the Schedule of Anticipated Property Tax Revenues for FY2021-2022 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for January 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for January 2022. (Receive & File)
14. Acquisitions Report for January 2022. (Receive & File)
15. Entrepreneurial Activities Report for January 2022. (Receive & File)
16. Library Impact Fee Report for January 2022. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for January 2022. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2022. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

- 20. Administration Report for January 2022.
- 21. Children's Services Report for January 2022.
- 22. Adult Services Report for January 2022.
- 23. Placentia Library Web Site & Technology Report for January 2022.

NEW BUSINESS

- 24. Introductions of New Employees.
- 25. Authorization to Close on May 6 and December 2, 2022 for Staff Development Days.
- 26. Conference Authorization to the California Special District Association General Manager Leadership Summit in Coronado, California, on June 19-21, 2022.
- 27. Legislative Updates from Secretary Carline.
- 28. Senior/Community Center Blue Ribbon Committee Report from President Martin.
- 29. Consideration of Resolution 2022-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Censure Trustee Hilaire Shioura.

AGENDA DEVELOPMENT

- 30. Agenda Preparation for the March Regular Date Meeting which will be held on March 21, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 31. The Library Board of Trustees will adjourn the Unusual Date February 23, 2022 meeting.

*****CERTIFICATION OF POSTING*****

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for February 23, 2022 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 17, 2022.



Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 JANUARY 24, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 24th at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Al Shkoler.

Members Absent: Trustee Hilaire Shioura. The District did not receive communication from Trustee Shioura regarding his meeting attendance status. This is an unexcused absence.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director.

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Ward Smith, City of Placentia Councilmember; Hilaire Shioura, resident; Elizabeth Minter, resident; Stephanie Beverage, resident; John Sparks, resident, Terry Kintz, resident; Jeremy Yamaguchi, IT Consultant; Patrick Doidge, IT Consultant; Estella Wnek, Circulation Supervisor; Katie Matas, Librarian; Laura DeLeon, Library Clerk.

President Martin stated Trustee Shioura was not authorized to be on Zoom call as a Trustee due to the current Brown Act regulations. Trustee Shioura requested District Counsel to clarify his presence status at the meeting. Counsel DeBerry confirmed under the Brown Act, Trustees were allowed to teleconference during Board Meetings if the Board adopted a resolution allowing any Board member to teleconference during meetings. Absent adoption of such a resolution, all Board members are required to attend board meetings in-person. In addition to the remote resolution, the Brown Act states, remote locations are permitted when an agenda is posted within 72 hours of meeting with the remote locations noted on the agenda, to allow the public access to attend at the remote location. District Counsel confirmed Trustee Shioura may only participate as a member of the public, and not a member of the Library Board of Trustees.

ADOPTION OF AGENDA

It was motioned by President Martin to adopt the agenda. It was moved by Trustee Carline and seconded by Trustee Dahl to adopt the agenda (Item 3).

| | |
|---------|--------------------------------|
| AYES: | Martin, Carline, Dahl, Shkoler |
| NOES: | None |
| ABSENT: | Shioura |

ORAL COMMUNICATION

None (Item 4).

President Martin reminded everyone of the standardized procedure to be followed as each agenda item is presented. Board will receive a staff report, followed by public comment limited to 5 minutes per individual, then the Board will hold discussion on an item, followed by an action.

BOARD PRESIDENT REPORT

President Martin attended a meeting with Director Contreras and Golden State Coffee to discuss vacant library café space, and worked with Director Contreras on nominations for the Chamber of Commerce's annual Excellence Awards. In addition, President Martin attended Rotary meetings,

Financial Partner's Credit Union Meeting and continued to volunteer at Charity's Closet.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the LAFCO meeting via teleconference. She informed the Board two LAFCO members have expiring terms. There are no term limits therefore members may be re-appointed. LAFCO reviewed their mid-year workplan, quarterly legislative report, and provided a schedule when bills are due.

Trustee Dahl attended PLFF Board Meeting.

Trustee Shioura was absent.

Trustee Shkoler had no meetings to report.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras opened by thanking President Martin for working with her on the Citizen of the Year nomination for PLFF President Naydia Chantarasompoth. Director Contreras reported on her meetings with prospective vendors for the vacated café space, the Boy's and Girl's Club Board Meeting and board training. Director Contreras announced the hiring of a new Executive Assistant who will begin the end of January.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on a successful Letter to Santa Fundraiser – the PLFF accumulated over 16,000 volunteers hours for 2021. The Author's Luncheon is scheduled for March 5, 2022, tickets are currently on sale for \$60.

CONSENT CALENDAR

It was moved by Secretary Carline and seconded by Trustee Shkoler to approve Agenda Items 9-22 as presented. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**MINUTES FOR DECEMBER
20, 2021 REGULAR DATE
MEETING.**

The minutes for the December 20, 2021 Regular Date Board Meeting were received, reviewed and filed as presented (Item 9).

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

CASH FLOW ANALYSIS

Check Registers for December 2021 (Item 10)
Fund 707 Balance Report for December 2021 (Item 11)

TREASURER'S REPORTS

Financial Reports for December 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)
Revenue and Expenditure for December 2021 (Item 13)
Acquisitions Report for December 2021 (Item 14)
Entrepreneurial Activities Report for December 2021 (Item 15)
Library Impact Fee Report for December 2021 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for December 2021 (Item 17)
Circulation Report for December 2021 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for December 2021 (Item 20)
Children's Services Report December 2021 (Item 21)
Adult Services Report for December 2021 (Item 22)
Placentia Library Website Technology Report for December 2021 (Item 23)

CALIFORNIA STATE LIBRARY GRANT REPORT

Director Contreras presented the grants received by staff during the fiscal year: Literacy Grant, Copy Cat-Memory Lab, Zip Books Grant, and CARES Act Grant. The District was not awarded the bookmobile grant. Director Contreras thanked staff for their work on the grants. President Martin congratulated staff for all their work on the various grants. No other action was taken at this time.

REVIEW AND DISCUSS PLACENTIA LIBRARY DISTRICT 6000 SERIES POLICIES-LIBRARY OPERATIONS

Director Contreras presented proposed amendments to the District 6000 Series Policies as recommended by staff during a Staff Development Day. The Board reviewed each policy and made minor corrections. It was moved by Trustee Dahl and seconded by Trustee Shkoler to authorize amendments to Policies 6020, 6030, 6035, 6050, 6055, and 6067 as presented and inclusive of input by the Board. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

REVIEW AND DISCUSS THE PROPOSAL FOR IT CONSULTANT SERVICES

Director Contreras presented the proposal received by the District from Eagle Multi-Media, Inc. The Board discussed and requested the language of the contract be updated to extend the term of the contract via an option for renewal. It was moved by Trustee Dahl and seconded by Secretary Carline to award the contract to Eagle Multi-Media, Inc. for IT service as presented, inclusive of amendments requested by the Board, at a rate of \$65.00 per hour, not to exceed \$85,000 annually. It was moved by Trustee Dahl and seconded by Secretary Carline to authorize the Library Director and District Counsel to execute the Agreement between Eagle Multi-Media, Inc. and the Placentia Library District. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

REVIEW AND DISCUSS THE PROPOSAL FOR FACILITIES IMPACT FEE STUDY (NEXUS STUDY)

Director Contreras presented the proposal received by the District from SCI Consulting Group. The Board discussed and made clarifications of contract language. It was moved by Trustee Dahl and seconded by Secretary Carline to award the contract to SCI Consulting Group for a Facility Impact Fee Study as presented, at a cost of \$16,200 and to authorize the Library Director and District Counsel to execute the Agreement between SCI Consulting Group and the Placentia Library District. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

DISCUSS AB 361 AND VIRTUAL MEETING ATTENDANCE FOR TRUSTEES

At the December 20, 2021 Library Board of Trustees Meeting Trustee Shioura requested language for Board attendance at virtual meetings be discussed. Trustee Shioura had stated his preference to attend the board meetings virtually. Counsel DeBerry provided clarification that AB361 requires the Board to approve a resolution every 30 days to comply with requirements to allow virtual attendance by Board members. The Board discussed requirements and determined its preference for Board members to be required to attend Board meetings in-person. Secretary Carline made a motion to continue to follow the current Brown Act requirement with in-person attendance for Board meetings. It was moved by Secretary Carline and seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

CONSIDER CENSURE OF TRUSTEE SHIOURA OR OTHER APPROPRIATE ACTION, AS DIRECTED BY THE LIBRARY BOARD OF TRUSTEES

Director Contreras presented a memorandum the District received from President Martin and Trustee Dahl requesting a Censure Hearing for Trustee Shioura. President Martin received public comment requests from two residents, Ms. Stephanie Beverage and Mr. John Sparks, to speak on agenda item 29. Ms. Beverage expressed her support for the request of Censure Hearing for Trustee Shioura as he is not fulfilling his obligation as a Trustee, in the best interest of the community. She supports moving forward with a Censure Hearing for Trustee Shioura. Mr. Sparks expressed his support for the request of a Censure Hearing for Trustee Shioura, citing Trustee Shioura's no vote record to the agenda, minutes and all agenda items presented in the last year, indicative of his unwillingness to work with the Board. President Martin mentioned this was the first time in the District's 102 years of serving the community that censure was being considered. This is being done to protect the District's reputation and ensure the utmost level of service to the community. Trustee Dahl mentioned the many attempts to work with Trustee Shioura through meetings and trainings – all resulted in no signs of improvements or willingness to work with the Board.

President Martin read Policy 4078 Censure Policy to clarify the definition as stated in the policy:

"Censure is a formal Resolution of the Board reprimanding on of its own Trustees for specified conduct, generally a violation of law, regulation, District policy or conduct otherwise detrimental to the to the District's mission. This policy is intended to provide the mechanism by which the Board, acting as a majority, can censure a Trustee for such conduct. Censure by nature is not disciplinary, but rather a formal statement by the Board of its displeasure with a Trustee's conduct it views as significantly detrimental to the District's mission."

President Martin made a motion to move forward with the request to censure Trustee Shioura and set a date for a Special Meeting on February 15, 2022. Motion was seconded by Secretary Carline. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

A motion was made by President Martin and seconded by Secretary Carline to appoint Secretary Carline and Trustee Dahl to draft a censure resolution for the Board's consideration and have District Counsel review format. The draft censure resolution must be provided to all Trustees at least five business days prior to the Special Meeting on February 15, 2022. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

AGENDA DEVELOPMENT

No agenda items requested at this time.

The next regular Board Meeting will be on February 23, 2022 at 6:30 p.m.

ADJOURNMENT

The Library Board of Trustees Unusual Date Meeting of January 24th, 2022 was adjourned at 7:31 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees



07:49 P.M.
2/15/22
Accrual Basis

**Placentia Library District
Check Register
January 2022**

| <u>Date</u> | <u>Ref No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Payment</u> | <u>Type</u> |
|-------------|----------------|----------------------------|------------------------|----------------|-------------|
| 01/27/2022 | 9460 | Placentia Library District | For payroll on 2/2/22. | 55,000.00 | Transfer |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

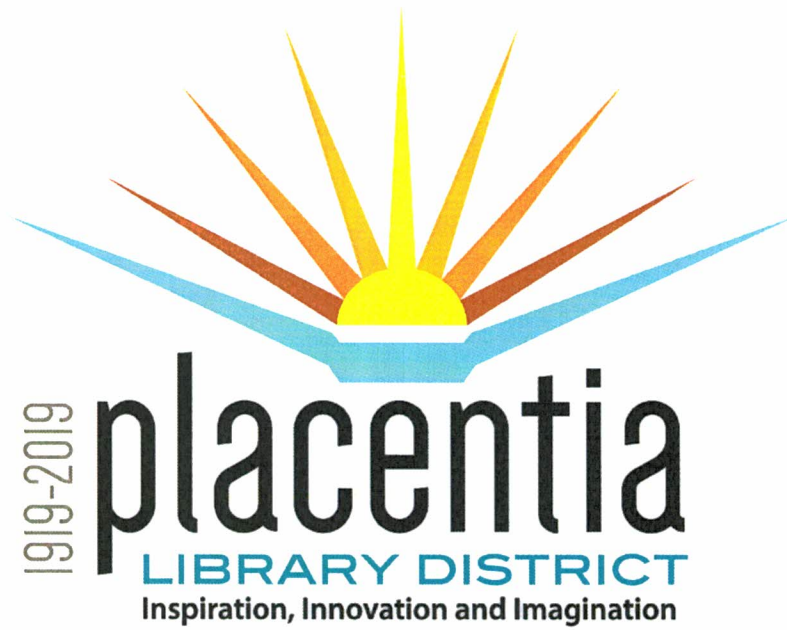
FROM: Fernando Maldonado, Business Manager

SUBJECT: **Fund Balance Report through January 2022 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: February 23, 2022

| Fiscal Year 2021-2022 | |
|------------------------------|------------|
| 7/31/2021 | 797,842.63 |
| 8/31/2021 | 798,184.45 |
| 9/30/2021 | 798,537.58 |
| 10/31/2021 | 798,901.40 |
| 11/30/2021 | 799,252.48 |
| 12/31/2021 | 799,583.47 |
| 1/31/2022 | 799,893.16 |
| 2/28/2022 | |
| 3/31/2022 | |
| 4/30/2022 | |
| 5/31/2022 | |
| 6/30/2022 | |

| Fiscal Year 2020-2021 | |
|------------------------------|------------|
| 7/31/2020 | 790,798.96 |
| 8/31/2020 | 791,646.81 |
| 9/30/2020 | 792,427.94 |
| 10/31/2020 | 793,212.36 |
| 11/30/2020 | 793,942.94 |
| 12/31/2020 | 794,595.92 |
| 1/31/2021 | 795,201.11 |
| 2/29/2021 | 795,749.02 |
| 3/31/2021 | 796,231.15 |
| 4/30/2021 | 796,660.85 |
| 5/31/2021 | 797,113.17 |
| 6/30/2021 | 797,495.65 |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through January 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: February 23, 2022

Summary of Cash and Investments as of January 31, 2022

| | |
|--|------------------------|
| Cash with Orange County Treasurer Fund 9LX | \$ 799,893.16 |
| General Fund Checking – Bank of the West | \$ 1,373,250.82 |
| General Fund Savings – Bank of the West | \$ 1,072,406.00 |
| <i>(Impact Fees in Savings – Restricted)</i> | \$ 524,075.10 |
| Payroll Checking – Wells Fargo Bank | \$ 98,585.29 |
| Total Cash and Investments | \$ 3,344,135.27 |

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 As of January 31, 2022

| Acct # | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|---|--|------------------|------------------|--------------------|--------------------|
| PROPERTY TAX REVENUE | | | | | |
| 4010 | Property Taxes - Current Secured | 2,710,330 | 1,546,494 | (1,163,836) | 57.1% |
| 4020 | Property Taxes - Current Unsecured | 80,305 | 68,738 | (11,567) | 85.6% |
| 4050 | Property Taxes - Curr Supplemental | 46,567 | 29,023 | (17,544) | 62.3% |
| * 4070 | Interest on Unapport Tax | 0 | 157 | 157 | - |
| * 4080 | Penalties & Costs on Delinq Taxes | 0 | 20,285 | 20,285 | - |
| 4090 | Taxes Special Dist Augmentation | 9,106 | - | (9,106) | 0.0% |
| 4190 | State - Homeowners Property Tax Relief | 16,477 | 6,075 | (10,402) | 36.9% |
| | Sub Total | 2,862,785 | 1,670,772 | (1,192,013) | 58.4% |
| INTEREST REVENUE | | | | | |
| 4600 | Interest | 8,500 | 2,689 | (5,811) | 31.6% |
| | Sub Total | 8,500 | 2,689 | (5,811) | 31.6% |
| GRANT REVENUE | | | | | |
| 4210, 4421 | State Grants | 40,000 | 33,529 | (6,471) | 83.8% |
| 4220, 4230 | Fed/Other Grants | 10,000 | 56,317 | 46,317 | 563.2% |
| | Sub Total | 50,000 | 89,846 | 39,846 | 179.7% |
| MISCELLANEOUS REVENUES | | | | | |
| 4410, 4414C | PLFF Grants | 25,000 | 12,000 | (13,000) | 48.0% |
| 4310 | Fines & Fees | 15,000 | 9,396 | (5,604) | 62.6% |
| 4320, 4330 | Passport/Photos | 180,000 | 142,051 | (37,949) | 78.9% |
| 4350 | Test Proctor | 3,000 | 1,700 | (1,300) | 56.7% |
| 4430 | Other: Miscellaneous | 0 | 1,560 | 1,560 | - |
| 4435 | Centennial (-bank final disbursement) | 73,900 | - | (73,900) | 0.0% |
| | Sub Total | 296,900 | 166,707 | (130,193) | 56.1% |
| TOTAL REVENUES YTD FOR FY 21/22: | | 3,218,185 | 1,930,015 | (1,288,170) | 60.0% |
| 4440 | Reserves | 37,738 | - | (37,738) | 0.0% |
| 4500 | Impact Fees | 250,000 | 50,303 | (199,697) | 20.1% |

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

January 31, 2022

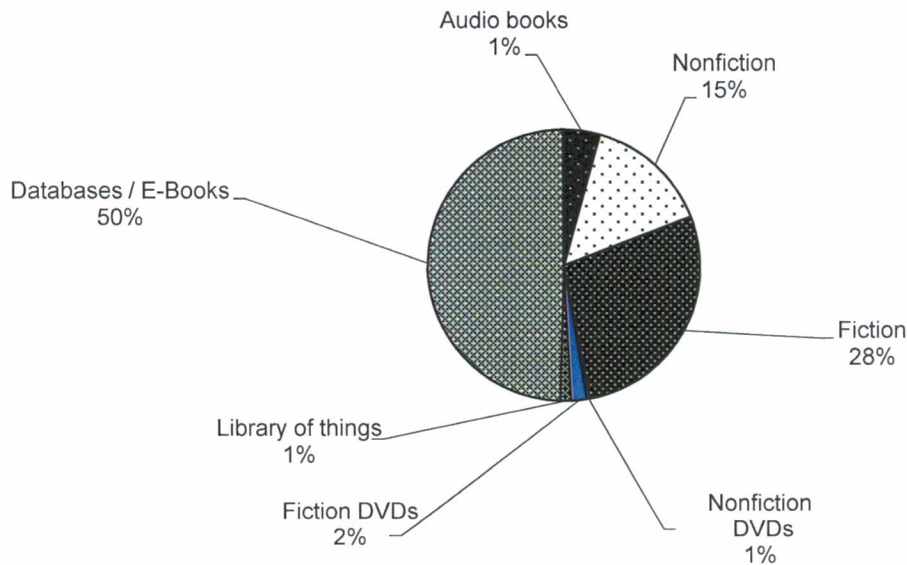
58.33% of the year completed.

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|-----------------------------------|----------------|-------------|---------|-------------|
| SALARIES & EMPLOYEE BENEFITS | | | | | |
| 5010, 5020 | Salaries & Wages | 1,846,673 | 905,732 | 0.49 | \$940,941 |
| 5030 | Retirement | 60,365 | 36,160 | 0.60 | \$24,205 |
| 5040 | Unemployment Insurance | 4,158 | 0 | 0.00 | \$4,158 |
| 5050 | Health Insurance | 268,230 | 160,778 | 0.60 | \$107,452 |
| 5064 | Dental Insurance | 11,388 | 7,356 | 0.65 | \$4,032 |
| 5060 | Life Insurance | 4,383 | 2,427 | 0.55 | \$1,956 |
| 5066 | AD & D Insurance | 6,676 | 3,670 | 0.55 | \$3,006 |
| 5068 | Vision Insurance | 2,733 | 1,465 | 0.54 | \$1,268 |
| 5090 | Education Assistance Program | 1,422 | 0 | 0.00 | \$1,422 |
| 5070 | Workers' Compensation Insurance | 25,224 | 14,755 | 0.58 | \$10,469 |
| | TOTAL | \$2,231,252 | \$1,132,342 | 0.51 | \$1,098,910 |
| SERVICES & SUPPLIES | | | | | |
| 5100 | Communications | 26,500 | 5,057 | 0.19 | \$21,443 |
| 5170 | Household Expenses | 44,000 | 11,532 | 0.26 | \$32,468 |
| 5099 | Liability Insurance | 45,689 | 26,056 | 0.57 | \$19,633 |
| 5205 | Maintenance Expense | 12,921 | 9,287 | 0.72 | \$3,634 |
| 5210, 5220-5280, 5160, 5180 | Building Maintenance | 148,572 | 80,745 | 0.54 | \$67,827 |
| 5290 | Memberships | 7,469 | 7,265 | 0.97 | \$204 |
| 5300-5350 | Office Expenses & Postage | 77,544 | 66,842 | 0.86 | \$10,702 |
| 5400-5480 | Prof./Specialized Services | 108,917 | 81,429 | 0.75 | \$27,488 |
| 5490 | Loan Obligation (i-bank) | 73,968 | 56,361 | 0.76 | \$17,607 |
| 5495, 5900, 5910, 5920 | Programs | 24,000 | 9,435 | 0.39 | \$14,565 |
| 5500 | Books/Library Materials | 314,000 | 156,669 | 0.50 | \$157,331 |
| 5600 | Meetings/Professional Development | 30,000 | 12,946 | 0.43 | \$17,054 |
| 5700 | Mileage/Parking | 300 | 38 | 0.13 | \$262 |
| 5800 | Utilities | 18,000 | 6,205 | 0.34 | \$11,795 |
| 7000 | COVID-19 | 15,000 | 304 | 0.02 | \$14,696 |
| | TOTAL | \$946,880 | \$530,170 | 0.56 | \$416,710 |
| OPERATING EXPENSES | | | | | |
| | | \$3,178,132 | \$1,662,512 | 0.52 | \$1,515,620 |
| FIXED ASSETS & TAXES | | | | | |
| 1310 | Building Improvements | \$20,000 | - | 0.00 | \$20,000 |
| 1320 | Equipment & Furniture | \$3,000 | - | 0.00 | \$3,000 |
| 6100 | Taxes and Assessments | \$16,500 | 8,701 | 0.53 | \$7,799 |
| | TOTAL | \$39,500 | 8,701 | 0.22 | \$30,799 |
| TOTAL BUDGET | | | | | |
| | | \$3,217,632 | \$1,671,213 | 0.52 | \$1,546,419 |

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH JANUARY 2022

| | YTD 2021/22 Amount | YTD 2021/22 Titles | YTD 2020/21 Amount | YTD 2020/21 Titles |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Total Fiction | \$45,750 | 2287 | \$39,688 | 2,421 |
| Total Non-Fiction | \$24,320 | 1016 | \$23,838 | 1,199 |
| Total Databases / E-Books | \$81,349 | 389 | \$32,841 | 430 |
| Total Audio Books | \$7,088 | 173 | \$3,955 | 348 |
| Total Educational DVDs | \$558 | 17 | \$931 | 27 |
| Total Entertainment DVDs | \$3,101 | 117 | \$3,579 | 376 |
| Total Library of Things | \$2,154 | 18 | \$0 | 0 |
| YTD TOTAL MATERIALS | \$164,320 | 4017 | \$104,832 | 4801 |
| Budget | \$314,000 | | \$233,850 | |
| % Spent YTD | 52% | | 45% | |



ACQUISITIONS REPORT FOR FISCALYEAR 2021-2022 for the MONTH OF JANUARY 2022

Prepared by Katie Matas, Librarian I

| | GENERAL FUND | | ADOPT-A-BOOK/GRANT | | TOTAL PURCHASED | | DONATED | | TOTAL ITEMS | |
|------------------------------------|--------------|--------|--------------------|--------|-----------------|--------|---------|--------|-------------|--------|
| | Amount | Titles | Amount | Titles | Amount | Titles | Value | Titles | Amount | Titles |
| <u>Adult Fiction</u> | \$26,418 | 1065 | \$130 | 7 | \$26,548 | 1072 | \$61 | 3 | \$26,609 | 1075 |
| Total Adult Fiction | \$26,418 | 1065 | \$130 | 7 | \$26,548 | 1072 | \$61 | 3 | \$26,609 | 1075 |
| Adult Non-Fiction | \$9,246 | 413 | \$671 | 28 | \$9,917 | 441 | \$121 | 4 | \$10,038 | 445 |
| Adult Reference | \$448 | 5 | \$0 | 0 | \$448 | 5 | \$25 | 1 | \$473 | 6 |
| <u>Adult magazines</u> | \$2,231 | 10 | \$0 | 0 | \$2,231 | 10 | \$0 | 0 | \$2,231 | 10 |
| Total Adult Nonfiction | \$11,925 | 428 | \$671 | 28 | \$12,596 | 456 | \$146 | 5 | \$12,742 | 461 |
| TOTAL ADULT PRINT MATERIALS | \$38,343 | 1493 | \$801 | 35 | \$39,144 | 1528 | \$207 | 8 | \$39,351 | 1536 |
| Adult Audio Books | \$2,851 | 59 | \$0 | 0 | \$2,851 | 59 | \$0 | 0 | \$2,851 | 59 |
| Adult E-books | \$9,401 | 259 | \$0 | 0 | \$9,401 | 259 | \$0 | 0 | \$9,401 | 259 |
| Adult Educational DVDs | \$362 | 12 | \$0 | 0 | \$362 | 12 | \$20 | 1 | \$382 | 13 |
| Adult Entertainmentl DVDs | \$2,172 | 87 | \$0 | 0 | \$2,172 | 87 | \$957 | 61 | \$3,129 | 148 |
| <u>Library of Things</u> | \$2,154 | 18 | \$0 | 0 | \$2,154 | 18 | \$0 | 0 | \$2,154 | 18 |
| TOTAL ADULT NON-PRINT MATERIALS | \$16,940 | 435 | \$0 | 0 | \$16,940 | 435 | \$977 | 62 | \$17,917 | 497 |
| | | | | | | | | | \$0 | 0 |
| TOTAL ADULT MATERIALS | \$55,283 | 1928 | \$801 | 35 | \$56,084 | 1963 | \$1,184 | 70 | \$57,268 | 2033 |
| <u>Teen Fiction</u> | \$1,437 | 88 | \$0 | 0 | \$1,437 | 88 | \$136 | 4 | \$1,573 | 92 |
| Total Teen Fiction | \$1,437 | 88 | \$0 | 0 | \$1,437 | 88 | \$136 | 4 | \$1,573 | 92 |
| Teen Non-Fiction | \$302 | 14 | \$15 | 1 | \$317 | 15 | \$0 | 0 | \$317 | 15 |
| <u>Teen Reference</u> | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 |
| Total Teen Nonfiction | \$302 | 14 | \$15 | 1 | \$317 | 15 | \$0 | 0 | \$317 | 15 |
| TOTAL TEEN PRINT MATERIALS | \$1,739 | 102 | \$15 | 1 | \$1,754 | 103 | \$136 | 4 | \$1,890 | 107 |
| Teen Audio Books | \$48 | 1 | \$0 | 0 | \$48 | 1 | \$0 | 0 | \$48 | 1 |
| Teen E-books | \$2,006 | 57 | \$0 | 0 | \$2,006 | 57 | \$0 | 0 | \$2,006 | 57 |
| <u>Video Games</u> | \$360 | 7 | \$0 | 0 | \$360 | 7 | \$86 | 2 | \$446 | 9 |
| TOTAL TEEN NON-PRINT MATERIALS | \$2,414 | 65 | \$0 | 0 | \$2,414 | 65 | \$86 | 2 | \$2,500 | 67 |
| <u>Juvenile Fiction</u> | \$17,895 | 1,134 | \$66 | 5 | \$17,961 | 1,139 | \$415 | 26 | \$18,376 | 1,165 |
| Total Juvenile Fiction | \$17,895 | 1,134 | \$66 | 5 | \$17,961 | 1,139 | \$415 | 26 | \$18,376 | 1,165 |
| Juvenile Non-Fiction | \$10,771 | 564 | \$61 | 3 | \$10,832 | 567 | \$38 | 2 | \$10,870 | 569 |
| Juvenile Reference | \$1,105 | 3 | \$0 | 0 | \$1,105 | 3 | \$36 | 1 | \$1,141 | 4 |
| <u>Juvenile Magazines</u> | \$217 | 7 | \$0 | 0 | \$217 | 7 | \$0 | 0 | \$217 | 7 |
| Total Juvenile Nonfiction | \$12,093 | 574 | \$61 | 3 | \$12,154 | 577 | \$74 | 3 | \$12,228 | 580 |
| TOTAL JUVENILE PRINT MATERIALS | \$29,988 | 1,708 | \$127 | 8 | \$30,115 | 1,716 | \$489 | 29 | \$30,604 | 1,745 |
| Juvenile Audio Books | \$4,189 | 113 | \$0 | 0 | \$4,189 | 113 | \$0 | 0 | \$4,189 | 113 |
| Juvenile E-books | \$1,022 | 59 | \$0 | 0 | \$1,022 | 59 | \$0 | 0 | \$1,022 | 59 |
| Juvenile Educational DVDs | \$196 | 5 | \$0 | 0 | \$196 | 5 | \$0 | 0 | \$196 | 5 |
| <u>Juvenile Entertainment DVDs</u> | \$569 | 23 | \$0 | 0 | \$569 | 23 | \$537 | 26 | \$1,106 | 49 |
| TOTAL JUVENILE NON-PRINT MATERIALS | \$5,976 | 200 | \$0 | 0 | \$5,976 | 200 | \$537 | 26 | \$6,513 | 226 |
| TOTAL JUVENILE MATERIALS | \$35,964 | 1,908 | \$127 | 8 | \$36,091 | 1,916 | \$1,026 | 55 | \$37,117 | 1971 |
| On-line databases | \$68,920 | 14 | \$0 | 0 | \$68,920 | 14 | \$0 | 0 | \$68,920 | 14 |
| <u>E-books</u> | \$12,429 | 375 | \$0 | 0 | \$12,429 | 375 | \$0 | 0 | \$12,429 | 375 |
| TOTAL ELECTRONIC MATERIALS | \$81,349 | 389 | \$0 | 0 | \$81,349 | 389 | \$0 | 0 | \$81,349 | 389 |
| Total Fiction | \$45,750 | 2287 | \$196 | 12 | \$45,946 | 2299 | \$612 | 33 | \$46,558 | 2332 |
| Total Non-Fiction | \$24,320 | 1016 | \$747 | 32 | \$25,067 | 1048 | \$220 | 8 | \$25,287 | 1056 |
| Total Electronic | \$81,349 | 389 | \$0 | 0 | \$81,349 | 389 | \$0 | 0 | \$81,349 | 389 |
| Total Audio Books | \$7,088 | 173 | \$0 | 0 | \$7,088 | 173 | \$0 | 0 | \$7,088 | 173 |
| Total Educational DVDs | \$558 | 17 | \$0 | 0 | \$558 | 17 | \$20 | 1 | \$578 | 18 |
| Total Entertainment DVDs | \$3,101 | 117 | \$0 | 0 | \$3,101 | 117 | \$1,580 | 89 | \$4,681 | 206 |
| Total Library of Things | \$2,154 | 18 | \$0 | 0 | \$2,154 | 18 | \$0 | 0 | \$2,154 | 18 |
| TOTAL MATERIALS | \$164,320 | 4017 | \$943 | 44 | \$165,263 | 4061 | \$2,431 | 131 | \$167,694 | 4192 |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for January 2022

DATE: February 23, 2022

Net Revenue Summary for January 2022

| | | | YTD | YTD |
|-----------------|--------|--------|-----------|-----------|
| | Jan-22 | Jan-21 | 2021-2022 | 2020-2021 |
| Passport | 15,575 | 12,042 | 114,891 | 34,391 |
| Passport Photos | 4,284 | 2,604 | 27,160 | 7,188 |
| Test Proctor | 100 | 300 | 1,700 | 550 |
| Fines & Fees | 352 | 1,153 | 9,396 | 3,798 |
| Meeting Room | 0 | 0 | 0 | 0 |
| TOTAL | 20,311 | 16,099 | 153,147 | 45,927 |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

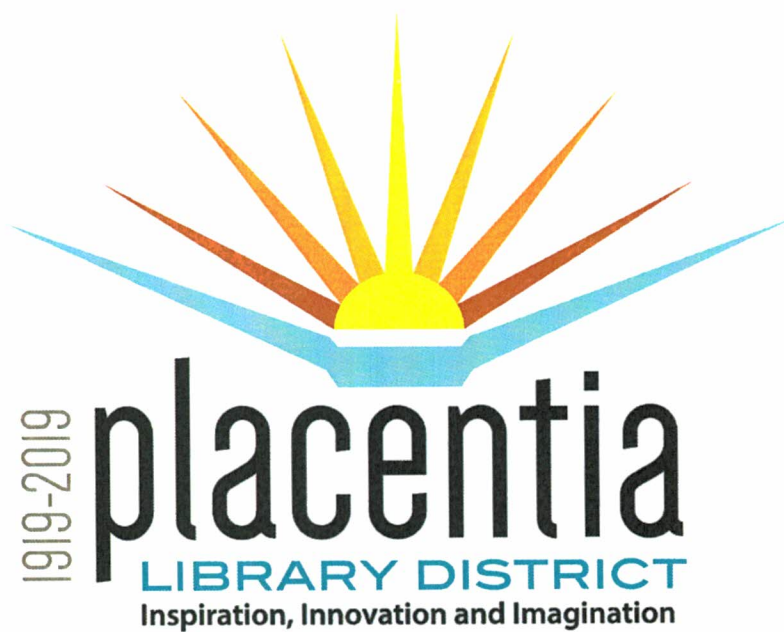
SUBJECT: **Library Impact Fee Report – January 31, 2022**

DATE: February 23, 2022

| | Jan-22 | Jan-21 | YTD 2021-2022 | YTD 2020-2021 |
|------------------------------|-------------|-------------|------------------|------------------|
| Total Monthly Fees Collected | \$10,706.04 | \$11,131.64 | \$ 50,302.84 | \$26,407.74 |

Development Projects List

| | Developer/Builder Name | Project Description | Address | Sq. Ft | Fee Paid to Library | Date |
|---|------------------------|---|---|--------|---------------------|------------|
| 1 | DKH Construction Inc. | Two new Multifamily Dwellings | 1014 Cypress Street | 1,496 | \$ 1,376.32 | 8/31/2021 |
| 2 | Shea Homes LLP | 6 New Detached Single Family Residences | 1239, 1241, 1243, 1245, 1247, 1248 E. Providence Loop | 13,808 | \$ 12,703.36 | 9/2/2021 |
| 3 | Shea Homes LLP | 6 New Detached Single Family Residences | 1233, 1234, 1235, 1236, 1237, 1238 E. Providence Loop | 13,808 | \$ 12,703.36 | 11/10/2021 |
| 4 | Shea Homes LLP | 6 New Detached Single Family Residences | 1223, 1225, 1227, 1229, 1231, 1232 E. Providence Loop | 13,928 | \$ 12,813.76 | 12/15/2021 |
| 5 | Shea Homes LLP | 6 New Detached Single Family Residences | 1218, 1219, 1220, 1221, 1222 E. Providence Loop | 11,637 | \$ 10,706.04 | 1/18/2022 |
| 6 | | | | | | |
| 7 | | | | | | |
| 2021/2022 YTD Total | | | | | \$ 50,302.84 | |
| Ending Balance as of 6/30/21 | | | | | \$473,772.26 | |
| Running Total as of last zero (0) balance (12/31/2019). | | | | | \$524,075.10 | |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for January 2022
DATE: February 23, 2022

| | | | YTD | YTD |
|-----------------------------|--------|--------|-----------|-----------|
| | Jan-22 | Jan-21 | 2021-2022 | 2020-2021 |
| Separation | 0 | 0 | 3 | 0 |
| Retirement | 0 | 0 | 1 | 1 |
| Appointments | 1 | 0 | 8 | 1 |
| Open Positions | 2 | 1 | 10 | 1 |
| Workers' Compensation Leave | 0 | 0 | 0 | 0 |
| TOTAL | 3 | 1 | 22 | 3 |

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: Lina Nguyen, Executive Assistant,
 Administration
 OPEN POSITIONS: Library Aide (On Call)- Support Services
 Library Assistant (On Call) – Public Services
 WORKERS COMPENSATION LEAVE: None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for January 2022

DATE: February 23, 2022

| CIRCULATION | Jan-22 | Jan-21 | | Y-T-D 2021-22 | Y-T-D 2020-21 | Y-T-D % change |
|--------------------------|--------|--------|--|------------------|------------------|-------------------|
| New Patron Registrations | 249 | 154 | | 3,038 | 1,344 | 126.0% |
| Circulation (items) | 15,766 | 12,498 | | 120,435 | 71,182 | 69.2% |
| Circulation (e-content) | 9,628 | 10,028 | | 63,364 | 65,941 | -3.9% |
| Total Circulation | 25,394 | 22,526 | | 183,799 | 140,243 | 31.1% |
| Total Active Borrowers* | 5,181 | 5,413 | | | | |
| Attendance | 13,261 | 6,348 | | 83,280 | 32,558 | 155.8% |
| Registered Card Holders* | 58,905 | 54,990 | | | | |
| | | | | | | |
| Adult Fiction | 2,465 | 1,897 | | 17,292 | 9,922 | 74.3% |
| Adult/Teen Nonfiction | 1,395 | 1,158 | | 9,576 | 6,387 | 49.9% |
| Adult Magazines | 21 | 2 | | 177 | 21 | 742.9% |
| Adult/Teen Audio Books | 182 | 230 | | 1,231 | 1,211 | 1.7% |
| Adult DVDs | 826 | 1,185 | | 5,145 | 5,966 | -13.8% |
| Library of Things | 48 | 12 | | 356 | 53 | 571.7% |
| | | | | | | |
| Teen Fiction | 300 | 331 | | 2,357 | 2,316 | 1.8% |
| Video Games | 235 | 124 | | 1,533 | 835 | 83.6% |
| | | | | | | |
| Childrens Fiction | 7,819 | 5,974 | | 65,370 | 34,705 | 88.4% |
| Childrens LOTs** | 14 | 0 | | 167 | - | - |
| Childrens Nonfiction | 1,878 | 1,262 | | 13,633 | 7,142 | 90.9% |
| Childrens Magazines | 7 | 2 | | 77 | 5 | 1440.0% |
| Childrens Audio Books | 210 | 18 | | 956 | 139 | 587.8% |
| Childrens DVDs | 366 | 303 | | 2,565 | 1,079 | 137.7% |

* YTD % change not applicable.

** Mathematically unable to divide by zero.

PATRON COUNT

| 22-Jan | SUN | MON | TUES | WED | THURS | FRI | SAT | HOUR TOTALS |
|------------|-------|-------|-------|-------|-------|-------|-------|---------------|
| 9:00 | | 182 | 163 | 114 | 138 | 148 | 290 | 1,035 |
| 10:00 | | 241 | 174 | 153 | 172 | 137 | 300 | 1,177 |
| 11:00 | | 166 | 152 | 115 | 140 | 173 | 337 | 1,083 |
| 12:00 | | 210 | 143 | 132 | 125 | 132 | 268 | 1,010 |
| 1:00 | 696 | 201 | 161 | 179 | 132 | 182 | 260 | 1,811 |
| 2:00 | 379 | 203 | 203 | 321 | 155 | 158 | 252 | 1,671 |
| 3:00 | 332 | 404 | 318 | 308 | 249 | 351 | 233 | 2,195 |
| 4:00 | 219 | 306 | 269 | 213 | 267 | 190 | 130 | 1,594 |
| 5:00 | | 218 | 197 | 206 | 224 | | | 845 |
| 6:00 | | 209 | 151 | 120 | 116 | | | 596 |
| 7:00 | | 94 | 52 | 35 | 30 | | | 211 |
| DAY TOTALS | 1,626 | 2,434 | 1,983 | 1,896 | 1,748 | 1,471 | 2,070 | 13,228 |

Inside Gate Count 13,228
 Outside Gate Counts 33
Total Library Attendance 13,261

| Gate Count | | | | | Outside Gate Counts | |
|--------------|--------------|-----------------|-----------------|----------------|----------------------|-----------|
| January 2022 | January 2021 | Y-T-D 2021/2022 | Y-T-D 2020/2021 | Y-T-D % change | | |
| 13,228 | 6,139 | 98,531 | 29,030 | 239% | Adult/Teen Programs | 0 |
| | | | | | Children Programs | 0 |
| | | | | | Curbside | 33 |
| | | | | | Meeting Room Rentals | 0 |
| | | | | | TOTAL | 33 |

Passport Count

| Jan-22 | SUN | MON | TUES | WED | THURS | FRI | SAT | "HOUR TOTALS" |
|------------|-----|-----|------|-----|-------|-----|-----|---------------|
| 9:00 | | 5 | 5 | 3 | 4 | 7 | 21 | 45 |
| 10:00 | | 8 | 5 | 3 | 6 | 6 | 13 | 41 |
| 11:00 | | 9 | 4 | 1 | 3 | 4 | 17 | 38 |
| 12:00 | | 4 | 9 | 3 | 4 | 10 | 15 | 45 |
| 1:00 | 29 | 13 | 12 | 4 | 2 | 6 | 22 | 88 |
| 2:00 | 32 | 6 | 7 | 8 | 6 | 10 | 14 | 83 |
| 3:00 | 12 | 14 | 7 | 11 | 8 | 15 | 15 | 82 |
| 4:00 | 3 | 8 | 10 | 13 | 6 | 0 | 0 | 40 |
| 5:00 | | 11 | 9 | 11 | 16 | | | 47 |
| 6:00 | | 5 | 7 | 12 | 5 | | | 29 |
| 7:00 | | 0 | 0 | 0 | 0 | | | 0 |
| DAY TOTALS | 76 | 83 | 75 | 69 | 60 | 58 | 117 | 538 |

| Jan 2022 | Jan 2021 | Y-T-D 2021-22 | Y-T-D 2020-21 | Y-T-D % change |
|----------|----------|---------------|---------------|----------------|
| 538 | 322 | 3465 | 1712 | 102% |

ACHIEVEMENTS

- Tim completed setting up the 6 new databases funded by the California State Library
- Tim made website updates to refresh several areas of the website.

MEETINGS

- Estella, Laura, Tim and Angie attended the All Staff meeting on January 25th.
- Estella, Laura, Angie and Tim attended the Support Services Team meeting on January 13th.
- Estella met with Angie on January 18th.
- Estella met with Tim on January 19th.
- Estella met with Eric on January 26th.
- Estella met with Laura on January 20th.
- Estella, Tim and Laura attended the weekly Huddle meetings on January 6th, 13th, 20th, 27th.
- Estella met with Yesenia on January 31st.
- Tim met with Katie to go over the WebTech Report on January 7th.
- Tim met with LinkedIn Learning vendor (Zoom meeting) on January 18th.
- Tim met with Yesenia on January 26th.
- Tim met with Estella on January 26th.
- Tim met with Estella on January 18th.
- Tim met with Jeanette on January 18th.

PROFESSIONAL DEVELOPMENT

- None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

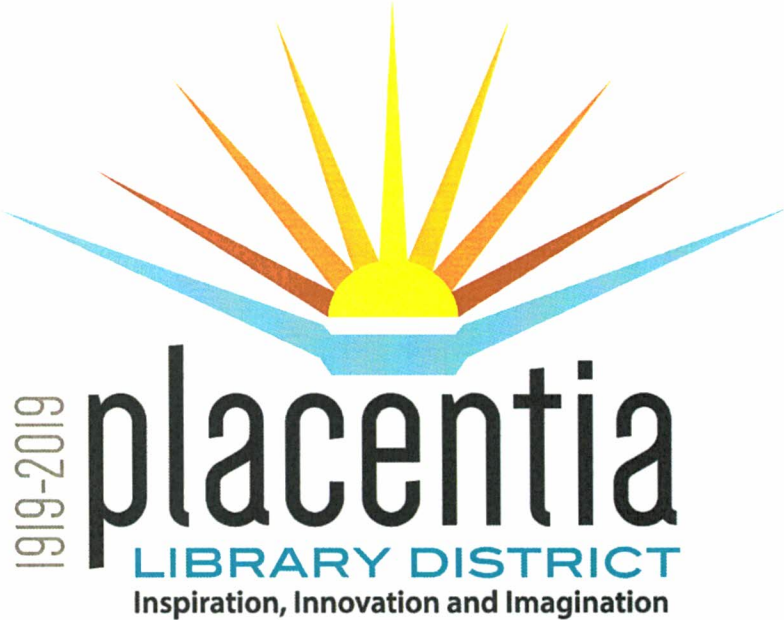
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2022
DATE: February 23, 2022

CITY OF PLACENTIA INVOICES

| PERIOD COVERED FY 2021-2022 | INVOICE DATE | SO. CAL EDISON | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | FACILITY MAINT | TOTAL |
|--------------------------------|--------------|----------------|-------------------|-----------------------|----------------|-----------------|--------------------|
| Jul-21 | 7/21/2021 | 0.00 | 1,600.40 | 499.20 | 9.85 | 0.00 | 2,109.45 |
| Aug-21 | 8/25/2021 | 0.00 | 1,655.06 | 0.00 | 9.73 | 0.00 | 1,664.79 |
| Sep-21 | * | * | * | * | * | * | 0.00 |
| Oct-21 | 10/12/2021 | 0.00 | 3,310.12 | 499.20 | 9.68 | 0.00 | 3,819.00 |
| Nov-21 | 11/8/2021 | 0.00 | 1,655.06 | 499.20 | 9.73 | 0.00 | 2,163.99 |
| Dec-21 | * | * | * | * | * | * | 0.00 |
| Jan-22 | 1/12/2022 | 0.00 | 1,655.06 | 0.00 | 18.95 | 677.91 | 2,351.92 |
| Feb-22 | | | | | | | 0.00 |
| Mar-22 | | | | | | | 0.00 |
| Apr-22 | | | | | | | 0.00 |
| May-22 | | | | | | | 0.00 |
| Jun-22 | | | | | | | 0.00 |
| | TOTAL | \$0.00 | \$9,875.70 | \$1,497.60 | \$57.94 | \$677.91 | \$12,109.15 |

* City Billing Not Received

| PERIOD COVERED FY 2020-2021 | INVOICE DATE | SO. CAL EDISON | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | FACILITY MAINT | TOTAL |
|--------------------------------|--------------|----------------|--------------------|-----------------------|-----------------|----------------|--------------------|
| Jul-20 | 7/29/2020 | 0.00 | 4,801.20 | 249.60 | 8.68 | 0.00 | 5,059.48 |
| Aug-20 | 9/2/2020 | 0.00 | 1,600.40 | 0.00 | 9.14 | 0.00 | 1,609.54 |
| Sep-20 | * | * | * | * | * | * | 0.00 |
| Oct-20 | 10/1/2020 | 0.00 | 1,600.40 | 499.20 | 9.20 | 0.00 | 2,108.80 |
| Nov-20 | 11/18/2020 | 0.00 | 3,200.80 | 249.60 | 9.07 | 0.00 | 3,459.47 |
| Dec-20 | 12/15/2020 | 0.00 | 1,600.40 | 499.20 | 9.28 | 0.00 | 2,108.88 |
| Jan-21 | * | * | * | * | * | * | 0.00 |
| Feb-21 | 2/10/2021 | 0.00 | 3,200.80 | 499.20 | 19.61 | 0.00 | 3,719.61 |
| Mar-21 | 3/23/2021 | 0.00 | 1,600.40 | 249.60 | 10.37 | 67.90 | 1,928.27 |
| Apr-21 | 4/27/2021 | 0.00 | 1,600.40 | 0.00 | 9.77 | 0.00 | 1,610.17 |
| May-21 | 5/24/2021 | 0.00 | 1,600.40 | 249.60 | 9.89 | 0.00 | 1,859.89 |
| Jun-21 | 6/15/2021 | 0.00 | 1,600.40 | 249.60 | 9.85 | 0.00 | 1,859.85 |
| | TOTAL | \$0.00 | \$22,405.60 | \$2,745.60 | \$104.86 | \$67.90 | \$25,323.96 |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

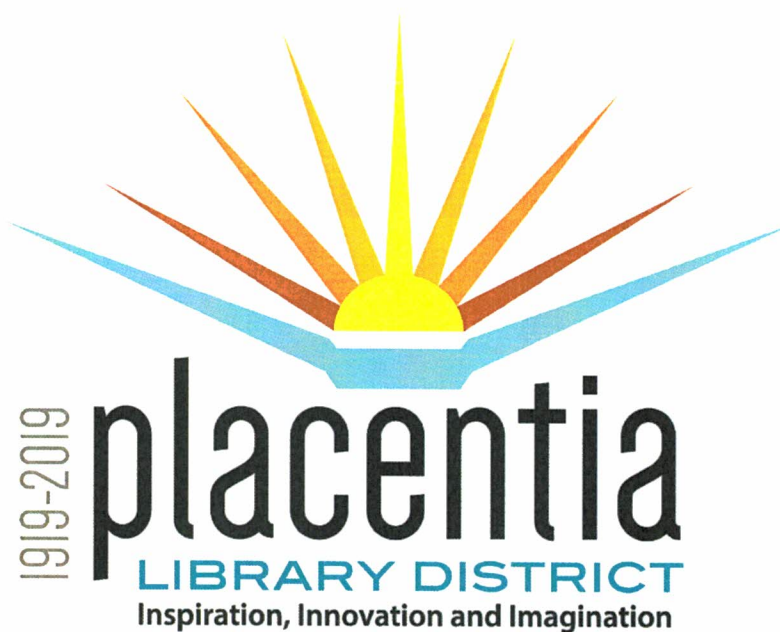
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Administration Report for January 2022**
DATE: February 23, 2022

Meetings:

- Board of Trustees Regular Date Meeting: January 24th
- All Staff Meeting: January 25th
- Weekly Huddles: January 20th and 27th
- Supervisor Meetings: January 6th and 11th
- One on One Meetings: January 11th, 13th, 25th, 27th and 31st
- Meeting with President Martin: January 11th
- PLFF Board Meeting: January 10th
- IT Meeting: January 21st
- Eggcitement Meeting: January 21st
- CALL Advisory Group Meeting: January 26th
- Placentia Power Networking Meeting: January 28th
- Boys & Girls Club Board Meeting: January 17th
- Prospective vendors for library café space: January 11th and 25th
- Public Library Director's Forum: January 19th

Facilities:

- OC Brea Plumbing: January 20th
- Dewey Pest Control: January 21st



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for January 2022

DATE: February 23, 2022

MONTHLY STATISTICS

Program Statistics

| Number of Programs by Type | January | January | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|----------|-----------|-----------|-----------|-------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Storytime | 0 | 10 | 46 | 54 | -15% |
| Educational | 1 | 1 | 2 | 5 | -60% |
| Reading | 2 | 1 | 12 | 6 | 100% |
| Seasonal | 0 | 0 | 2 | 9 | -78% |
| TOTAL | 3 | 12 | 62 | 74 | -16% |

In-person programming was cancelled starting Jan. 4th.

| Attendance of Programs by Type | January | January | FY-T-D | FY-T-D | FY-T-D |
|---------------------------------------|-----------|--------------|--------------|---------------|-------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Storytime | 0 | 2,470 | 1,991 | 18,544 | -89% |
| Educational | 23 | 122 | 39 | 1,490 | -97% |
| Reading | 60 | 14 | 3,287 | 1,715 | 92% |
| Seasonal | 0 | 0 | 1,020 | 3,903 | -74% |
| TOTAL | 83 | 2,606 | 6,337 | 25,652 | -75% |

FY20-21 Programs were held virtually. Attendance is based on 3 sec. views of online programs.

1 Educational Program was held virtually this month.

Reference/Computer Usage Statistics

| | Jan. | Jan. | Y-T-D | Y-T-D | Y-T-D |
|---------------------------|------------|------------|--------------|------------|-------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Reference—in person | 136 | 99 | 1,287 | 545 | 136% |
| Reference--telephone | 16 | 27 | 117 | 155 | -25% |
| Total Reference | 152 | 126 | 1,404 | 700 | 101% |
| Children's computer usage | 299 | 15 | 1,681 | 127 | 1224% |

ACHIEVEMENTS

- Paige Gulley filmed a STEAM video and prepared 23 STEAM take-home kits that were distributed to patrons in lieu of an in-person program.
- Paige Gulley presented a STEAM—volcanoes display in the library display case.
- Daisy Badge prepared 3 Luna, Luna craft take-home kits (70 total) that were distributed to patrons in lieu of an in-person storytime.
- Daisy Badge facilitated Read to the Dogs on January 3rd.
- Lori Worden proctored one exam on January 19th.
- Mayli Apontti prepared 2 sets of take-home craft kits (80 total) in lieu of Family Storytime, which were distributed to patrons.

MEETINGS

- Paige Gulley met with Venessa Faber for one-on-one meetings on January 6th, 12th, and 26th.
- Daisy Badge met with Venessa Faber for one-on-one meetings on January 12th, and 26th.
- Daisy Badge met with Mayli Apontti on January 15th for storytime training.
- Children's staff attended the Children's Services Team Meeting on January 19th.
- Lori Worden met with Venessa Faber for one-on-one meeting on January 19th.
- Lori Worden attended staff huddle meetings on January 20th and 27th.
- Venessa Faber met with Wendy Amireh on January 4th and 20th.
- Venessa Faber attended morning huddles on January 6th, 20th and 27th.
- Venessa Faber attended Supervisor Meetings on January 6th and 11th.
- Venessa Faber met with Jeremy Yamaguchi on January 31st.
- Mayli Apontti met with Yesenia Baltierra (January 14th) and Fernando Maldonado (January 26, 2022) for orientations, new hire paperwork, timecard training, and emergency procedures training.
- Mayli Apontti met with Venessa Faber for one-on-one meetings on January 19th and 26th.

PROFESSIONAL DEVELOPMENT

- Mayli Apontti received Information Desk training and Horizon training from Lori Worden on January 14th.
- Mayli Apontti trained with Wendy Amireh on library opening procedures on January 15th, and she also trained with Paige Gulley on library closing procedures.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for January 2022

DATE: February 23, 2022

MONTHLY STATISTICS

| Information Desk Activity | January | January | FY-T-D | FY-T-D | FY-T-D |
|--|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Information -- in person | 1,307 | 659 | 8,958 | 3,321 | 170% |
| Information -- telephone | 704 | 648 | 5,317 | 4,065 | 31% |
| Information -- email/chat | 39 | 12 | 172 | 201 | -14% |
| Curbside Service | 33 | 209 | 225 | 3,133 | -93% |
| Technology assistance | 111 | 55 | 690 | 190 | 263% |
| Guest passes | 43 | 13 | 296 | 42 | 605% |
| Adult and Children's computer use (desktops) | 1,143 | 520 | 6,954 | 2,197 | 217% |
| Adult computer usage (desktop) | 912 | 648 | 5,449 | 2,384 | 129% |
| Teen computer usage | 131 | 34 | 816 | 173 | 372% |

| Public Services Outreach Activity | January | January | FY-T-D | FY-T-D | FY-T-D |
|--|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Outreach Visits* | 0 | 0 | 2 | 0 | - |
| Outreach Attendance* | 0 | 0 | 304 | 0 | - |

* Mathematically unable to divide by zero

| Proctored Tests | January | January | FY-T-D | FY-T-D | FY-T-D |
|------------------------|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Number of Tests | 2 | 5 | 36 | 10 | 260% |

| History Room Activity | January | January | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| History Room Visitors | 8 | 0 | 18 | 3 | 500% |

Adult and Teen Programs

| Number of Programs by Type | January 2022 | January 2021 | FY-T-D 2021-22 | FY-T-D 2020-21 | FY-T-D % change |
|-------------------------------------|-----------------|-----------------|-------------------|-------------------|--------------------|
| Book Club* | 0 | 0 | 4 | 0 | - |
| Educational Programs | 1 | 1 | 10 | 4 | 150% |
| Fine Art Programs | 0 | 0 | 0 | 0 | 0% |
| Hangar Makerspace Programs | 1 | 1 | 7 | 6 | 17% |
| Health & Fitness Programs* | 0 | 0 | 5 | 0 | - |
| History Room Programs | 0 | 0 | 1 | 1 | 0% |
| Home and Lifestyle Programs | 0 | 0 | 2 | 2 | 0% |
| Literacy Programs | 12 | 9 | 86 | 67 | 28% |
| Reading Programs Adult | 0 | 0 | 3 | 2 | 50% |
| Reading Programs Teen | 0 | 0 | 2 | 2 | 0% |
| Placentia Teen Advisory Council | 1 | 1 | 11 | 13 | -15% |
| Teen Programs | 0 | 1 | 2 | 8 | -75% |
| Adult and Teen Program Total | 15 | 13 | 133 | 105 | 27% |
| Teen Program Total | 1 | 2 | 15 | 23 | -35% |

* Mathematically unable to divide by zero

| Program Attendance by Type | January 2022 | January 2021 | FY-T-D 2021-22 | FY-T-D 2020-21 | FY-T-D % change |
|-------------------------------------|-----------------|-----------------|-------------------|-------------------|--------------------|
| Book Club* | 0 | 0 | 43 | 0 | - |
| Educational Programs | 22 | 1 | 211 | 7 | 2914% |
| Fine Art Programs | 0 | 0 | 0 | 0 | 0% |
| Hangar Makerspace Programs | 293 | 329 | 1,790 | 1,621 | 10% |
| Health & Fitness Programs* | 0 | 0 | 25 | 0 | - |
| History Room Programs | 0 | 0 | 94 | 18 | 422% |
| Home and Lifestyle Programs | 0 | 0 | 491 | 824 | -40% |
| Literacy Programs | 28 | 66 | 347 | 426 | -19% |
| Reading Programs Adult | 10 | 54 | 278 | 431 | -35% |
| Reading Programs Teen | 0 | 7 | 29 | 80 | -64% |
| Placentia Teen Advisory Council | 5 | 7 | 144 | 101 | 43% |
| Teen Programs | 0 | 31 | 574 | 135 | 325% |
| Adult and Teen Program Total | 358 | 495 | 4,026 | 3,643 | 11% |
| Teen Program Total | 5 | 45 | 747 | 316 | 136% |

* Mathematically unable to divide by zero

FY2021: Program formats include virtual live attendance and 3 second views of recorded programs.

FY2122: Programs formats include in-person, virtual live attendance and 3 second views of recorded programs.

| Literacy | FY-T-D | FY-T-D | FY-T-D |
|---------------------------|----------------|----------------|-----------------|
| | 2021-22 | 2020-21 | % change |
| English Literacy Students | 45 | 36 | 25% |
| Students Graduated | 2 | 3 | -33% |
| English Literacy Tutors | 39 | 36 | 8% |

| The Hangar Makerspace | January | January | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Hangar Open Hour Visits | 5 | 0 | 261 | 3 | 8,600% |
| Hangar Users | 2 | 0 | 60 | 2 | 2,900% |
| Hangar Tours | 4 | 0 | 100 | 1 | 9,900% |

| Volunteer Hours | January | January | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| History Room* | 6 | 0 | 303 | 0 | - |
| PLFF | 132 | 22 | 1,317 | 282 | 367% |
| General Library | 226 | 13 | 1,792 | 19 | 9,330% |
| Adult Literacy | 143 | 119 | 1,206 | 711 | 70% |
| PTAC | 8 | 19 | 292 | 169 | 73% |
| Total Volunteer Hours | 503 | 173 | 4,897 | 1,180 | 315% |

* Mathematically unable to divide by zero.

ACHIEVEMENTS

- Shellie McCurdy coordinated the January Hangar Take & Make on January 2nd.
- Wendy Amireh coordinated Meditation by Good Moodra Yoga on January 4th.
- Victor Meza coordinated PTAC Meetings on January 20th.
- Victor Meza Shellie McCurdy, Michelle Meades and Wendy Amireh coordinated the Super Bowl of Books promotion starting on January 17th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on January 5th, 12th, 19th & 26th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on January 4th, 11th, 18th, and 25th.
- Sabrina Rosengren coordinated Read, Write, Speak Club on January 7th, 14th, 21st, and 28th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on January 13th.

MEETINGS

- Victor Meza met with Wendy Amireh on January 18th and 25th.
- Michelle Meades met with Wendy Amireh on January 2nd and 11th.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, Michelle Meades, Megan Tolman and Shellie McCurdy attended All Staff meeting on January 25th.
- Michelle Meades and Megan Tolman attended the Historical Committee Meeting on January 25th.
- Michelle Meades met with Venessa Faber and Wendy Amireh on January 12th.
- Michelle Meades met with Victor Meza on January 19th.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh attended Literacy Team meeting on January 11th.
- Sabrina Rosengren and Wendy Amireh met on January 14th and 28th.
- Wendy Amireh, Megan Tolman, Michelle Meades, Sabrina Rosengren attended Adult Services Team meeting on January 11th.
- Sally Federman met with Wendy Amireh on January 15th.
- Wendy Amireh attended the monthly Civic Center Meeting on January 5th.
- Wendy Amireh met with Venessa Faber on January 20th.
- Wendy Amireh met with Yesenia Baltierra on January 13th and 27th.
- Wendy Amireh attended Supervisor meetings on January 11th.
- Wendy Amireh attended Kiwanis meetings on January 13th and 19th.
- Shellie McCurdy met with Wendy Amireh on January 8th, 22nd, and 29th.
- Shellie McCurdy met with Wendy Amireh and Victor Meza on January 25th.
- Shellie McCurdy met with Victor Mesa on January 12th and 27th.
- Katie Matas met with Wendy Amireh on January 21st.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, Michelle Meades attended weekly Huddles on January 6th, 13th, 20th, and 27th.
- Megan Tolman met with Wendy on January 6th, 20th, 21st, 22nd, and 27th.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended Small Scale ESL Programs for Your Library Webinar on January 26th.
- Michelle Meades trained Megan Tolman in the History Room on January 4th, 11th, 12th, 19th, 20th, 25th, 26th, and 27th.
- Wendy Amireh attended the Beanstack new features webinar on January 19th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Placentia Library Website & Technology Report for January 2022

DATE: February 23, 2022

| Online Catalog Usage | January 2022 | January 2021 | Y-T-D 2021-22 | Y-T-D 2020-21 | Y-T-D % change |
|-----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|---------------------------|
| Placentia Library Catalog | 4,142 | 4,514 | 27,915 | 30,458 | -8% |

| Online Database Usage | January 2022 | January 2021 | Y-T-D 2021-22 | Y-T-D 2020-21 | Y-T-D % change |
|--|-------------------------|-------------------------|--------------------------|--------------------------|---------------------------|
| <i>Funded by Placentia Library District</i> | | | | | |
| ABC Mouse | 16 | 2 | 95 | 35 | 171% |
| ABC Mouse - Bring Reading Home | 164 | 11 | 814 | 259 | 214% |
| Biography In Context | 3 | 0 | 15 | 11 | 36% |
| Consumer Reports | 262 | 381 | 1,864 | 1,919 | -3% |
| Creative Bug* | 5 | | 104 | | - |
| Data Axle (Reference USA) | 168 | 195 | 1,991 | 1,420 | 40% |
| Freegal | 1,044 | 958 | 6,763 | 6,369 | 6% |
| Heritage Quest | 54 | 229 | 441 | 1,010 | -56% |
| Hoopla | 2,324 | 2,213 | 15,601 | 15,152 | 3% |
| Novelist | 36 | 75 | 220 | 373 | -41% |
| OneFile | 16 | 1 | 45 | 21 | 114% |
| Opposing Viewpoints | 1 | 0 | 4 | 11 | -64% |
| Overdrive audio books | 1,516 | 1,345 | 9,821 | 8,845 | 11% |
| Overdrive audiobooks - Placentia Advantage Share | 707 | 908 | 4,886 | 6,416 | -24% |
| Overdrive e-books | 2,321 | 2,468 | 15,252 | 17,939 | -15% |
| Overdrive eBooks - Placentia Advantage Share | 971 | 1,446 | 6,496 | 11,341 | -43% |
| OverDrive Magazines | 263 | 232 | 1,615 | 1,934 | -16% |
| Tumblebooks | 56 | 66 | 252 | 487 | -48% |
| Tutor.com | 1 | 28 | 43 | 135 | -68% |
| World Book Online | 3 | 0 | 9 | 28 | -68% |
| TOTAL PLD DATABASE USAGE | 9,931 | 10,558 | 66,331 | 73,705 | -10% |

* Mathematically unable to divided by zero

| Online Database Usage | January | January | Y-T-D | Y-T-D | Y-T-D |
|---|---------------|---------------|---------------|---------------|-------------|
| <i>Funded by California State Library</i> | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Archives Unbound | 0 | 0 | 0 | 1,302 | -100% |
| BrainFuse JobNow/VetNow | 4 | 11 | 245 | 11 | 2127% |
| Britannica Escolar | 0 | 0 | 5 | 4 | 25% |
| Britannica School | 2 | 0 | 79 | 25 | 216% |
| Coursera* | 8 | | 11 | | - |
| Gale in Context: Environmental Studies* | 2 | | 2 | | - |
| Gale Interactive: Science* | 5 | | 5 | | - |
| GetSetUp* | 1 | | 5 | | - |
| Learning Express* | 1 | | 14 | | - |
| LinkedIn Learning* | 3 | | 3 | | - |
| National Geographic Kids * | 8 | | 8 | | - |
| New York Times~ | N/A | 11 | 170 | 97 | 75% |
| NorthStar | 0 | 1 | 0 | 4 | -100% |
| ProQuest Coronavirus Research | 7 | 0 | 12 | 14 | -14% |
| ProQuest Culture Grams | 0 | 0 | 4 | 10 | -60% |
| ProQuest Ebook Central | 16 | 0 | 21 | 35 | -40% |
| ProQuest eLibrary | 19 | 0 | 68 | 21 | 224% |
| ProQuest Pub. Avail. Database | 7 | 0 | 10 | 14 | -29% |
| ProQuest SIRS Discoverer | 7 | 0 | 10 | 16 | -38% |
| ProQuest SIRS Issues Researcher | 7 | 0 | 10 | 16 | -38% |
| Skillshare | 7 | | 18 | | - |
| Teaching Books | 9 | 0 | 204 | 23 | 787% |
| TOTAL CSL DATABASE USAGE | 113 | 23 | 904 | 1,592 | -43% |
| TOTAL ALL DATABASE USAGE | 10,044 | 10,581 | 67,235 | 75,297 | -11% |

~ NYT stats not available in time for board report

* Mathematically unable to divided by zero

| Computer & Online Resource Use | January | January | Y-T-D | Y-T-D | Y-T-D |
|--------------------------------|-------------|-------------|---------------|--------------|------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Placentia Residents | 769 | 635 | 5,714 | 3,148 | 82% |
| Non-Placentia Residents | 661 | 568 | 4,890 | 2,712 | 80% |
| Total | 1430 | 1203 | 10,604 | 5,860 | 81% |

| Wi-Fi Use | January | January | Y-T-D | Y-T-D | Y-T-D |
|--------------|--------------|------------|--------------|--------------|-------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Total | 1,236 | 292 | 8,005 | 1,686 | 375% |

| Website Traffic | January | January | Y-T-D | Y-T-D | Y-T-D |
|------------------------|----------------|----------------|----------------|----------------|-----------------|
| | 2022 | 2021 | 2021-22 | 2020-21 | % change |
| Website visits | 11,659 | 9,224 | 80,364 | 61,145 | 31% |
| Page Hits | 19,633 | 15,989 | 136,104 | 107,958 | 26% |
| Users | 7,114 | 4,856 | 48,960 | 30,953 | 58% |
| Pages/Session | 1.64 | 1.73 | N/A | N/A | N/A |
| Avg. Session Duration | 00:01:49 | 00:02:07 | N/A | N/A | N/A |
| % New Sessions | 79 | 71 | N/A | N/A | N/A |

Board of Trustees IT Update January 2022
Submitted by: Jeremy Yamaguchi, IT Consultant

Significant tasks completed in January

- Subscription plans review resulted in annual savings of duplicate services and underutilized services (virtual meetings, cloud backup, remote access)
- Updated Children's tablets with additional security & control software
- Install anti-theft security systems for LOTs collection laptops
- Server maintenance and updates
- Data recovery and repair- one staff computer- Failed motherboard
- Developing 2-year technology strategic plan
- Security patches, anti-virus, anti-malware maintenance & monitoring
- Set up new staff user accounts, emails, phones etc.
- General user station trouble shooting/ password resets/ printer connectivity issues
- Conducted meeting with each department to better understands processes and needs to help develop technology to streamline work flows.
- Troubleshoot patron printing issues
- Updated PLFF and volunteer tablets
- Investigate and resolve significant bug in SharePoint with Microsoft.
- Research access control options with Fernando
- Troubleshoot website downtime with Tim- Caused by corruption of files in an update.
- Met with vendors to gather information on updates and new features for staff and patron library technology
 - Envisionware, TechSoup, SirsiDynix, Biblioteca, Microsoft, Dell, numerous website developers, E-Security, etc.
- Work with Security vendor on final pending security audit report – Network audit.

Future projects in research and development

- Building Access Control Systems
- VoIP Telephone systems
- Website/ Mobile app development
- CCTV system upgrades
- Self-checkout kiosk update/replacement
- Disaster recovery plan/ Business continuity plan
- Phase 2 Cloud computing migration
- Physical Security for Server room
- Permanent solution- A/C for server room
- 2-year strategic plan- upgrades and equipment replacement schedule
 - Replacement staff computers
 - Replacement staff monitors
 - Replacement Patron computers

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Introductions of New Employees

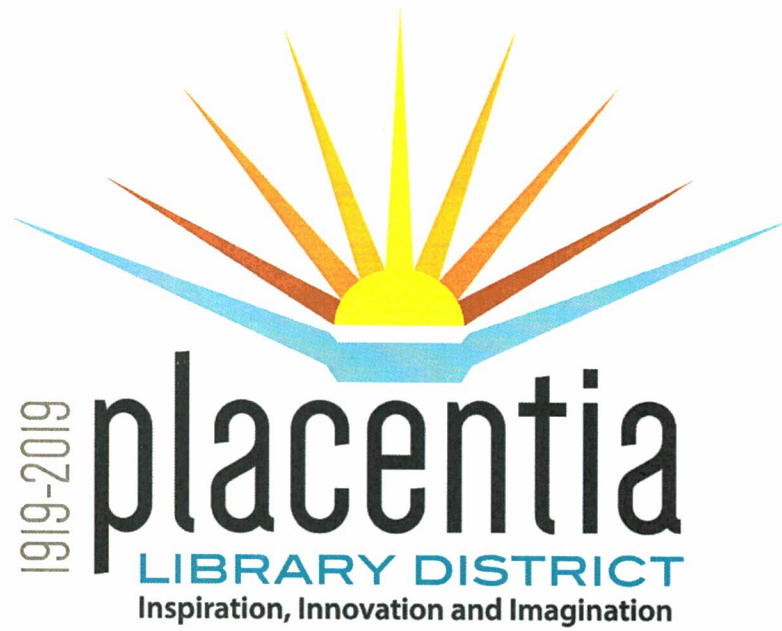
DATE: February 23, 2022

BACKGROUND

The District is fortunate to have onboard, four new staff.

- Daisy Badge, Library Assistant, Children's Services
- Joel Ramirez, On-Call Library Assistant, Adult & Children's Services
- Lina Nguyen, Executive Assistant, Administration
- Mayli Apontti, Librarian I, Children's Services
- Paige Gulley, Library Assistant, Children's Services

They will be in attendance to introduce themselves and provide an opportunity for the Board to ask a few questions.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization to close on May 6 and December 2, 2022 for Staff Development Day.

BACKGROUND

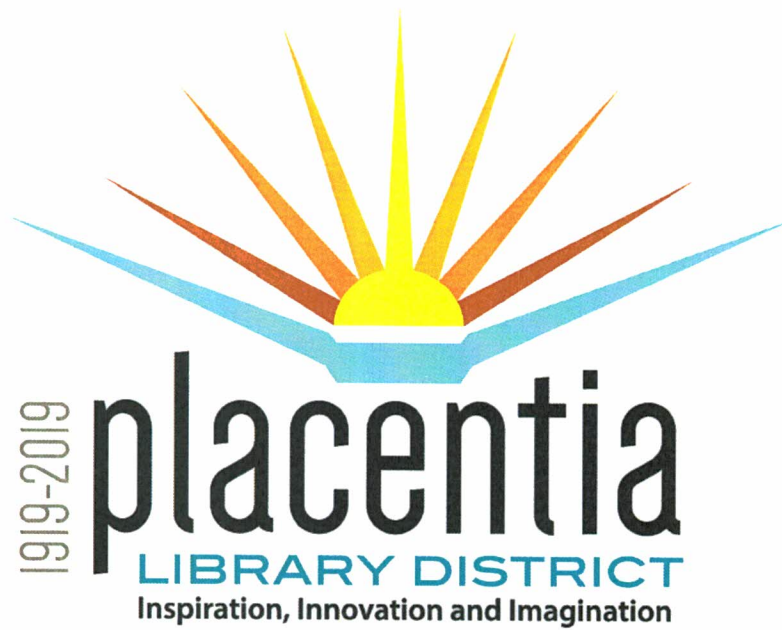
Topics to be discussed during the two training days include:

- Training on diversity, equity & inclusion
- Review and assessment of the 2021-2023 budget worksheet
- Budget preparation for the 2023-2025 fiscal years
- Preliminary discussion on the 2023-2025 Strategic Plan
- Preparations for holiday programs

The training will be open to full-time and part-time staff.

RECOMMENDATIONS

1. Authorize closure on May 6 and December 2, 2022 for Staff Development Day.
2. Roll Call Vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization to the California Special District Association (CSDA) General Manager Leadership Summit in Coronado, California, on June 19-21, 2022.**

DATE: February 23, 2022

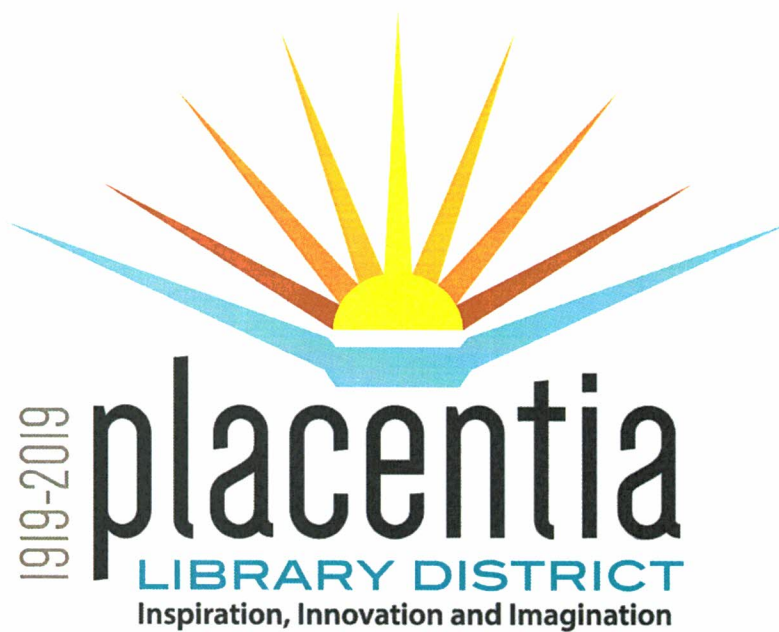
BACKGROUND

The California Special District Association (CSDA) General Manager Leadership Summit will be held in Coronado, California from June 19-21, 2022. The last summit was attended by the Support Services Manager in 2016. The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers throughout California.

Conference includes an opening keynote speaker, with topics ranging from COVID-19, workplace culture cultivation, municipal financing trends, social media and the First Amendment to public engagement strategies and tools. A program schedule for the summit will be shared with the Board upon its publication. As the “General Manager” for the District, the request for authorization is for the Library Director to attend the conference.

RECOMMENDATIONS

1. Motion to Authorize the Library Director to attend the California Special District Association (CSDA) General Manager Leadership Summit in Coronado, California, June 19-21, 2022.
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Updates
DATE: February 23, 2022

BACKGROUND

Secretary Carline will provide a report on current legislations.

Attachment A is the 2022 Legislative Calendar from the Office of the Assembly Chief Clerk and the Office of the Secretary of the Senate.



DEADLINES

| JANUARY | | | | | | | |
|----------------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Interim Recess | | | | | | | 1 |
| Wk. 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Wk. 2 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Wk. 3 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Wk. 4 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| Wk. 1 | 30 | 31 | | | | | |

| FEBRUARY | | | | | | | |
|----------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 1 | | | 1 | 2 | 3 | 4 | 5 |
| Wk. 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Wk. 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Wk. 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Wk. 1 | 27 | 28 | | | | | |

| MARCH | | | | | | | |
|-------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 1 | | | 1 | 2 | 3 | 4 | 5 |
| Wk. 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Wk. 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Wk. 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Wk. 1 | 27 | 28 | 29 | 30 | 31 | | |

| APRIL | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 1 | | | | | | 1 | 2 |
| Wk. 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Spring Recess | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Wk. 3 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Wk. 4 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| MAY | | | | | | | |
|----------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Wk. 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Wk. 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| No Hrgs. | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Wk. 4 | 29 | 30 | 31 | | | | |

- Jan. 1** Statutes take effect (Art. IV, Sec. 8(c)).
- Jan. 3** Legislature reconvenes (J.R. 51(a)(4)).
- Jan. 10** Budget must be submitted by Governor (Art. IV, Sec. 12(a)).
- Jan. 14** Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house in the odd-numbered year (J.R. 61(b)(1)).
- Jan. 17** Martin Luther King, Jr. Day.
- Jan. 21** Last day for any committee to hear and report to the **floor** bills introduced in that house in the odd-numbered year. (J.R. 61(b)(2)).
Last day to submit **bill requests** to the Office of Legislative Counsel.
- Jan. 31** Last day for each house to pass bills introduced in that house in the odd-numbered year (J.R. 61(b)(3)) (Art. IV, Sec. 10(c)).

- Feb. 18** Last day for bills to be **introduced** (J.R. 61(b)(4), J.R. 54(a)).
- Feb. 21** Presidents' Day.

- Apr. 1** Cesar Chavez Day observed.
- Apr. 7** **Spring Recess** begins upon adjournment (J.R. 51(b)(1)).
- Apr. 18** Legislature reconvenes from Spring Recess (J.R. 51(b)(1)).
- Apr. 29** Last day for **policy committees** to hear and report to **fiscal committees** **fiscal bills** introduced in their house (J.R. 61(b)(5)).
- May 6** Last day for **policy committees** to hear and report to the floor **nonfiscal** bills introduced in their house (J.R. 61(b)(6)).
- May 13** Last day for **policy committees** to meet prior to May 31 (J.R. 61(b)(7)).
- May 20** Last day for **fiscal committees** to hear and report to the **floor** bills introduced in their house (J.R. 61 (b)(8)).
Last day for **fiscal committees** to meet prior to May 31 (J.R. 61 (b)(9)).
- May 23 – 27** **Floor session only.** No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(10)).
- May 27** Last day for each house to pass bills introduced in that house (J.R. 61(b)(11)).
- May 30** Memorial Day.
- May 31** Committee meetings may resume (J.R. 61(b)(12)).

| JUNE | | | | | | | |
|-------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 4 | | | | 1 | 2 | 3 | 4 |
| Wk. 1 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Wk. 2 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Wk. 3 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Wk. 4 | 26 | 27 | 28 | 29 | 30 | | |

June 15 Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)).

June 30 Last day for a legislative measure to qualify for the Nov. 8 General Election ballot (Elections Code Sec. 9040).

| JULY | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 4 | | | | | | 1 | 2 |
| Summer Recess | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Summer Recess | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Summer Recess | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Summer Recess | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Wk. 1 | 31 | | | | | | |

July 1 Last day for **policy committees** to meet and report bills (J.R. 61(b)(14)).

Summer Recess begins upon adjournment, provided Budget Bill has been passed (J.R. 51(b)(2)).

July 4 Independence Day.

| AUGUST | | | | | | | |
|----------|----|----|----|----|----|----|----|
| | S | M | T | W | TH | F | S |
| Wk. 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| Wk. 2 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| No Hrgs. | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| No Hrgs. | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| No Hrgs. | 28 | 29 | 30 | 31 | | | |

Aug. 1 Legislature reconvenes from **Summer Recess** (J.R. 51(b)(2)).

Aug. 12 Last day for **fiscal committees** to meet and report bills (J.R. 61(b)(15)).

Aug. 15 – 31 **Floor session only.** No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(16)).

Aug. 25 Last day to **amend** bills on the floor (J.R. 61(b)(17)).

Aug. 31 Last day for each house to pass bills (Art. IV, Sec 10(c), J.R. 61(b)(18)).

Final Recess begins upon adjournment (J.R. 51(b)(3)).

IMPORTANT DATES OCCURRING DURING FINAL RECESS

2022

- Sept. 30 Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 and in the Governor's possession on or after Sept. 1 (Art. IV, Sec. 10(b)(2)).
- Oct. 2 Bills enacted on or before this date take effect January 1, 2023. (Art. IV, Sec. 8(c)).
- Nov. 8 General Election.
- Nov. 30 Adjournment *sine die* at midnight (Art. IV, Sec. 3(a)).
- Dec. 5 2023-24 Regular Session convenes for Organizational Session at 12 noon. (Art. IV, Sec. 3(a)).

2023

- Jan. 1 Statutes take effect (Art. IV, Sec. 8(c)).

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Senior/Community Center Blue Ribbon Committee Report**

DATE: February 23, 2022

BACKGROUND

President will provide a report on the work of the Senior/Community Center Blue Ribbon Committee.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Consideration of Resolution 2022-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Censure Trustee Hilaire Shioura.**

DATE: February 23, 2022

BACKGROUND

At the February 15, 2022 Special Meeting, Resolution 2022-01 to censure Trustee Hilaire Shioura, was presented for the Board's consideration. On February 7, 2022, District received a written request from Trustee Shioura to reschedule the February 15, 2022 Special Meeting, citing "an official Republican speaking engagement" and "to prepare for the special meeting properly." On the same communication, Trustee Shioura confirmed receipt of the board meeting packet which was emailed to all Trustees on February 3, 2022, more than five days as required by law. A decision was made to postpone a vote on Resolution 2022-01 to the next board meeting on February 23, 2022, allowing Trustee Shioura an opportunity to speak on the matter. Trustee Shioura did not attend the February 15, 2022 Special Meeting and his absence was recorded as unexcused.

A Placentia resident since June 2020, Trustee Hilaire Shioura, was sworn in as an appointed official for the Placentia Library District on December 21, 2020. Prior to his appointment, Trustee Shioura ran the following unsuccessful campaigns:

- House of Representatives, 9th District – Evaston/Skokie, Illinois – 2012
- Mayor of Skokie, Illinois – 2013
- Senate – Chicago, Illinois – 2014
- Chicago City Council, 50th Ward – Chicago, Illinois – 2015
- Neighborhood City Council - Sawtelle/West Los Angeles – 2016
- House of Representatives, CA 50th District – El Cajon/San Diego/Escondido – 2016
- Governor, CA – 2018
- Mayor of Anaheim, CA – 2018
- House of Representatives, CA 46th District – 2020
- Placentia City Council, District 5 – 2020

In 2022, Trustee Shioura is running for the 40th Congressional District, to replace Congresswoman Young Kim and Mayor of Placentia.

Since his appointment, Trustee Shioura has not attended a library program, function, event nor community events, e.g., tree lighting, heritage parade and festival, Veterans Day Observance Ceremony, etc., to meet with residents and perform his duties as a representative of the Placentia Library District. With the exception of attending board meetings, Trustee Shioura has not visited the library. Additionally, Trustee Shioura has not supported the Placentia Library Friends Foundation, through membership or otherwise.

DISCUSSION

On January 17, 2022, the Library Director received a memorandum from President Martin and Trustee Dahl, requesting a censure hearing for Trustee Hilaire Shioura. The charges for the censure hearing are as follows:

1. Lack of familiarity with or understanding of Board policies, and refusal to adhere to policy requirements through continued disruption, interruption, and disorderly conduct. Misrepresentation and derogatory comments regarding the Board's actions and performance and District operations and information. Refusal to support Board actions once passed by a majority Board vote.
2. Consistently fails to sufficiently prepare for the Board meetings, is not able to interpret Board reports or budgets. In violation of the Brown Act, repeatedly interjects items into the discussion that are not on the agenda.
3. Failure to participate in a collaborative manner. His nearly 100% 'no' voting record without justification, reasoning, substance, information, and objectivity for his votes on all items demonstrates his inability to work cohesively with the Board and is counterproductive to carrying out his governing duties for the betterment of the Placentia community.
4. Continued utilization of the placentialibrary.com website for personal use, with no disclaimer, misrepresenting that Trustee Shioura is acting in an official capacity. Trustee Shioura failed to deactivate the placentialibrary.com website, despite being asked by President Martin.
5. Failure to know the community and District operations.
6. Absences at Board meetings and lack of participation and attendance at community and library events. Trustee Shioura has missed two consecutive board meetings in October and November 2021 without providing a reason for his absences. He has not attended any community and library events and functions since his appointment in December 2020.

In accordance with Placentia Library District Policy 4078 – Censure Policy, the procedural guide is as follows:

4078.3 Procedure

If a Trustee violates a law, regulation, District policy or engages in conduct that the Board believes may be detrimental to the District's mission, he or she may be subject to censure pursuant to the procedures of this Policy. In the event the Board desires to consider a censure, the following constitutes a procedural guide for the Board to follow; provided that failure to follow this Policy shall not in and of itself, render invalid any censure action taken by the Board.

4078.3.1 To initiate the censure process, a request for a censure hearing must be submitted to the Library Director in writing by two Trustees or a majority of the Board may direct the initiation of the censure process at a noticed meeting of the Board by way of consensus of the Board majority. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s), if any, which form the basis for the charge(s).

4078.3.2 Any written copy of the request for censure and the charge(s) shall be sent by the Library Director's office to all Trustees at least five (5) business days prior to the Board meeting at which the censure will be considered. The request and charge(s) shall be agendized in accordance with the Brown Act at a regular or special meeting of the Board.

4078.3.3 At the first meeting at which the censure request is agendized, the Board shall determine that either:

- a. Further investigation of the charges is required;
- b. To set the matter for the next regular meeting or at a special meeting that is no less than 15 calendar days following the first meeting at which the censure request was

- agendized and direct one or two of the Trustees to draft a censure resolution for consideration at the meeting which the Board sets to consider the censure resolution;
- c. No further action is to be taken at this time; and/or
- d. Such other action as determined by the Board.

4078.3.4 Further investigation, if required, shall be done by an ad hoc Committee of two Trustees appointed by the Board President. If the Board President is the subject of the censure, the Committee shall be formed by the Board Secretary.

4078.3.5 The draft censure resolution shall be provided to all Trustees at least five business days prior to the meeting at which the censure resolution will be considered. It is recommended that the draft censure resolution be reviewed by General Counsel prior to submission to the Trustees.

4078.3.6 At the meeting at which the Board considers adoption of the censure resolution, the Trustee who is the subject of the censure shall be given the opportunity to respond and to provide the Board information and material(s) relevant to the charge(s). The proponents of the censure request may respond to the presentation and any Trustee may address the Board concerning the censure. The public shall be allowed to comment on the proposed censure in the same manner as they are allowed on other matters before the Board. If the Board President is the subject of the censure, the Secretary shall chair the meeting.

4078.3.7 Any decision to censure shall be accomplished by way of a formal resolution which identifies the specific charge(s) and the basis of those charges. Such resolution requires a vote of at least three Trustees.

Library Director emailed the memorandum to all five trustees' District email accounts on January 17, 2022 at 3:00 p.m., with a follow-up at 4:15 p.m. requesting confirmation of receipt of email, with an offer to provide a hardcopy of the censure memorandum. With the exception of Trustee Shioura, all trustees confirmed receipt of email and memorandum.

Additional communication attempts by Library Director with Trustee Shioura includes:

- January 17, 2022, 5:20 p.m. – Text to Trustee Shioura's cell phone
- January 17, 2022, 5:38 p.m. – Email to Trustee Shioura's personal email
- January 17, 2022, 6:07 p.m. – Call to Trustee Shioura's cell phone. Per this 39 seconds call, Trustee Shioura stated he was "out and about. Once I check it, I'll let you know by today (January 17, 2022) or tomorrow (January 18, 2022)."
- January 17, 2022, 6:56 p.m. – Email to Trustee Shioura's personal email as follow-up to phone call.
- January 18, 2022, 11:59 p.m. – No communication from Trustee Shioura to confirm receipt of January 17, 2022 emails, censure memorandum, and text.

District records show emails were successfully delivered to Trustee Shioura's District email as well as his personal email on January 17, 2022.

Should the Library Board determine to move forward with the next step of the censure process, and in accordance with Policy 4078.3.3b, the matter can be set at the next regular board meeting or a special meeting – 15 days from January 24, 2022. If a special meeting is authorized, it will be held on Tuesday, February 15, 2022. Next approved board meeting is the unusual date of February 28, 2022.

At the January 24, 2022 Board meeting, the Board voted to authorize the censure hearing to move forward at a special meeting date of February 15, 2022. Additionally, Board President Martin, appointed Secretary Carline and Trustee Dahl to serve on the Ad Hoc Committee.

Attachment A – Memorandum from President Martin and Trustee Dahl

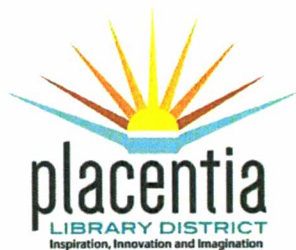
Attachment B – Policy 4078 – Censure Policy

Attachment C – Communication attempts by Library Director with Trustee Shioura

Attachment D – Resolution 2022-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Censure Trustee Hilaire Shioura

RECOMMENDATIONS

1. Reconvene the Censure Hearing of Trustee Hilaire Shioura.
2. Adopt Resolution 2022-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Censure Trustee Hilaire Shioura.
3. Roll call vote.



PLACENTIA LIBRARY DISTRICT MEMORANDUM

TO: Library Director

FROM: Board President Martin and Trustee Dahl

DATE: January 17, 2022

SUBJECT: Request for Censure Hearing for Trustee Hilaire Shioura

In accordance with Placentia Library District Policy 4078 - Censure Policy, we hereby request a censure hearing for Trustee Hilaire Shioura at the January 24, 2022 Board Meeting. Trustee Shioura was sworn in on December 21, 2020.

It is the Placentia Library District's (PLD) expectation its elected officials will consistently behave in an ethical manner, show deference to those who disagree, and encourage public respect, confidence, and trust to all segments of the community served. The District cherishes the freedom of speech as a fundamental right but recognizes this freedom is not absolute and is subject to both legal restrictions and standards of civility.

The specific charges against Trustee Shioura are as follows:

- 1. Lack of familiarity with or understanding of Board policies, and refusal to adhere to policy requirements through continued disruption, interruption, and disorderly conduct. Misrepresentation and derogatory comments regarding the Board's actions and performance and District operations and information. Refusal to support Board actions once passed by a majority Board vote.**

By way of examples:

- Misinformation about "savings" for outsourcing library as noted by a Nextdoor post dated April 17, 2021 – Trustee Shioura stated a savings of \$100,000 in one post and \$400,000 in another.
- "With LibraryIQ managing our library, we can save millions of Placentia taxpayers dollars.." as noted by a Nextdoor post dated April 17, 2021 – Impossible to save "millions" of dollars given the District's \$3.2M budget for 2020-2021.
- 2018 graph from IMLS without explanation as posted on Nextdoor, dated April 17, 2021.
- "Mr. Shioura, you requesting items on Thursday for an agenda discussed on Monday may not have been enough time for the library to legally handle making

that information accessible. Have you considered that possibility? Why is every issue you have with the library the library's fault?" as noted by a Nextdoor post dated April 17, 2021 by "S.J."

- During vote on Election of Officers at the December 20, 2021 Board meeting – Trustee voted “No due to deceitfulness to the public.”
 - Independent actions outside of the board without board knowledge or consent when soliciting for ISDOC nomination for 2nd VP position and contacting LSSI to discuss Library IQ.
 - Reminders of use of personal electronic devices during the May 21, 2021 and August 16, 2021 Board meetings.
 - “That’s the United States flag, there’s a thing call the first amendment. This is a public meeting. I will protect everybody’s rights to have a say, if they’re for or against me, it doesn’t matter for Trump or for Biden, it doesn’t matter. Religions, pro-gay, pro-LGBQ. This is a public library. This is not 1984. And Counsel, I’m shocked and horrified that you would even propose this and go along with this. You and I know about contractual law, you know about first amendment and constitution law. This is not North Korea; this is not the Communist China. For God’s sake, we just pledge the allegiance. We owe it to men and women that are dying around the world who’s fighting Afghanistan, we deserve our freedom of speech. Let us not take that away from the public. We serve the public as elected officials. First amendment is crucial. This is a thin veil of censorship.” Comments made by Trustee Shioura during the Information on the Censure Procedure of an Elected Official and Discussion of a Proposed Policy discussion agenda item #28 at the August 16, 2021, Board meeting.
 - Spoke about Library IQ and social workers during the Discussion of Teen Library Programming agenda item #31 at the August 16, 2021 Board meeting. Trustee Shioura was reminded by President Martin that the Board has moved on from those matters.
 - During Agenda Development agenda item #34 at the August 16, 2021 Board meeting– Trustee Shioura repeatedly questioned why agenda items must be given to District in 14 days. Despite approved policy and answers by other board members, Trustee Shioura asked why agenda items can’t be given in 48 hours or 72 hours?
 - During Discussion of Policy 4078 Censure Policy agenda item #28 at the September 20, 2021 Board meeting, Trustee made the following statements:
 - o “Second. My email all of a sudden stopped working in this censorship protocol into debate – that’s interesting. Hmm...why am I being censored without being passed?” I cannot send or receive my official emails from the library because I’m pro-life, because I have conservative values. What the heck! It’s really concerning.” Trustee Shioura did not inform District personnel of his email problems. After several attempts to reach Trustee Shioura through his personal emails, they were undeliverable. IT Consultant explained email problem was on Trustee Shioura’s end, not the District.
- a. Violation of Policy 4010.1.7 – Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.
- b. Violation of Policy 4050.2 – Trustees will at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

- c. Violation of Policy 4050.3 – Trustees will defer to the chairperson for conduct of meetings of the Board, but will be free to question and discuss items on the agenda.
 - d. Violation of Policy 4077.3 – After a policy or regulation has been adopted by a majority vote of the Board, it should receive the unanimous support of all Trustees. All comments should be brief and confined to the matter being discussed by the Board.
 - e. Violation of Policy 5030.5 Willful disruption of any of the meetings of the Board of Trustees will not be permitted.
 - f. Violation of Policy 5070.5 – Decorum
 - g. Violation of Policy 5070.6 – Use of E-Communication at Public Meetings
- 2. Consistently fails to sufficiently prepare for the Board meetings, is not able to interpret Board reports or budgets. In violation of the Brown Act, repeatedly interjects items into the discussion that are not on the agenda.**

By way of examples:

- Noted by a resident, John Sparks, on the Nextdoor post, dated April 17, 2021. “It was evident from the beginning that he (Trustee Shioura) had not read the agenda prior to the meeting and had no clue what was going on;” “Now you are just trying to peddle Fear, Uncertainty, and Doubt.... You are either being disingenuous, or you don’t know what a special district is and what your role on the board of trustees is.”
- Speaking on business matters that have are not on the agenda and out of order as noted at the:
 - o February 16, 2021 Board meeting during the Strategic Planning agenda item #25 – Trustee started discussing ultraviolet machines and social workers for school libraries.
 - o March 15, 2021 Board meeting during his Trustee Report agenda item #6 – Trustee began to talk about library assessment/Library IQ, paid in-person tutoring, Escondido library, Placentia Library Friends Foundation fundraiser and fund allocation process, website timeline, streaming services for virtual meetings (Trustee Shioura mentioned facebook.com and workplace.com). Those items were not on the March 15, 2021 meeting agenda.
 - o Discussing Library IQ during the Trustee report agenda item #6 and counsel memorandum during discussions of agenda items #9-22, comparing member of Congress salary to Library Director’s during adoption of Resolution 21-02 agenda item #23 at the April 19, 2021 Board meeting. Memorandum was not on the agenda.
 - o Discussing public access to emails during the Streaming services agenda item #29 at the April 19, 2021 Board meeting. Trustee Shioura brought up emails twice during the meeting, despite Counsel’s offer to discuss the matter offline. Subject of email was not on the agenda.
 - o Trustee Shioura had no questions to ultraviolet use agenda item #28 at the April 19, 2021 Board meeting despite his request to discuss the subject. Access to the COVID Re-Opening Plan (CRP) was given to all board members – in the plan was quarantine procedure outlined for handling of materials. Trustee Shioura expressed safety concerns

without providing facts and data regarding the District's CRP procedure and its effectiveness. As to date, the District has not received complaints from the public regarding the quarantine period of library materials or known cases of virus associated with items borrowed by patrons or contacts with browsing collection.

- Trustee Shioura began to ask questions about 3D printers and asked why the District do not provide them during his Trustee report agenda item #6 at the May 17, 2021 Board meeting. Item was not on the agenda. Question was raised during staff one-on-one meetings with staff and new board members (Trustee Dahl & Trustee Shioura) on April 21, 2021 when both trustees met with Library Assistant, Shellie McCurdy.
- Discussed privatization at the May 17, 2021 Board meeting, despite a lack of a second motion for discussion and after board voted.
- Brought up hiring of social worker during his Trustee report agenda item #6 at the August 16, 2021 Board meeting. The item was not on the agenda.

a. Violation of Policy 4050.1 – Trustees will thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings.

b. Violation of Policy 4077.11 – All meetings of the board will be conducted under the laws pertaining to the Brown Act (Government Code 54950 – 54961).

3. Failure to participate in a collaborative manner. His nearly 100% 'no' voting record without justification, reasoning, substance, information, and objectivity for his votes on all items demonstrates his inability to work cohesively with the Board and is counterproductive to carrying out his governing duties for the betterment of the Placentia community.

By way of examples:

- "Since I've been misled in the beginning, no" – voting on Phase 2 Reopening, agenda item #30 at the April 19, 2021 Board meeting
- "Because of incorrect information, I vote no." This is in referenced to the email discussion agenda item #26. Trustee Shioura questioned Library Director's statement regarding lack of response for emails sent to him.
- "No. We're right next door to the Police Department, the safest place to be." Voting comment on discussion of Policy 5070 Rules of Order for Board and Committee Meetings agenda item #27 at the May 17, 2021 Board meeting.
- "No. Make America great again and protect our first amendment! Thank you!" Voting comment on Policy 2275 Social Media agenda item #29 at the August 16, 2021 Board meeting.
- "He's a City Councilmember with a conflict of interest at \$65 per hour, I vote no! Thank you." Voting comment on Conference Authorization for IT Consultant to Attend the Virtual Internet Librarian Conference, October 26-28, 2021 agenda item #29 at the September 20, 2021 Board meeting.
- "No. This is a way to censor a trustee who speaks out. No. I vote no." Voting comment on Training Authorization for Board Members with David Aranda agenda item #31 at the September 20, 2021 Board meeting.
- "No due to deceitfulness to the public." Voting comment on Elections of Officers agenda item #24 at the December 20, 2021 Board meeting.

- “No due to lack of Omicron safety.” Voting comment on Resolution 21-08 Board Meeting Dates agenda item #26 at the December 20, 2021 Board meeting.
- Trustee voted no on the following board agenda items:
 - i. February 16, 2021 Board meeting – 50% NO vote on actionable New Business Items as below.
 - 1. Item 27 – Nomination for ISDOC Executive Committee 2nd Vice President Vacancy
 - ii. March 15, 2021 – 43% NO vote on actionable New Business Items as below (Items 26-28).
 - 1. Item 26 - Review of the Independent Districts of Orange County (ISDOC) Appointments.
 - 2. Item 27 - California Special District Association (CSDA) Board of Directors Call for Nominations for Seat A.
 - 3. Item 28 - Presentation of Recommended Strategic Plan by the Ad Hoc Strategic Planning Committee.
 - iii. April 19, 2021 Board Meeting – 100% NO vote on actionable New Business & Public Hearing Items as below (Items 23-32)
 - 1. Item 3 – Adoption of Agenda
 - 2. Items 9-22 – Consent Calendar and Board Minutes
 - 3. Item 23 - Public Hearing for the 2021-2023 Fiscal Year Budget & Adoption of Resolution 21-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County.
 - 4. Item 24 - Establish the Holiday and Library Closure Schedule for the 2021-2023 Fiscal Year and Adopt by Resolution 21-03.
 - 5. Item 25 - Adoption of Resolution 21-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the 2021-2023 Fiscal Year for the Placentia Library District of Orange County.
 - 6. Item 26 - Adoption of Resolution 21-05: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2019-2020 Fiscal Year.
 - 7. Item 27 - Adoption of Resolution 21-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year.
 - 8. Item 28 - Discussion of the Use of Ultraviolet Light Disinfection for Library Materials.
 - 9. Item 29 - Discussion of Streaming Services for Public Meetings.
 - 10. Item 30 - Presentation and Discussion of Collection Management Services.
 - 11. Item 31 - Review Phase 2 Re-Opening Plans and Discuss Preparations for Phase 3 Re-Opening.
 - 12. Item 32 - Discussion of Public Engagement Approaches
 - iv. May 17, 2021 Board Meeting – 86% NO vote on actionable New Business Items as below (Items 25-29 & 31)

1. Item 25 - Privatization of Library Services and Assessment of Library Systems & Services (LS&S).
 2. Item 26 - Public Records Request and District Emails as Open Source.
 3. Item 27 - Authorization of an Amendment to Policy 5070 – Rules of Order for Board and Committee Meetings.
 4. Item 28 - Authorization of an Amendment to Policy 5020 – Board Meeting Agenda.
 5. Item 29 - Authorization of an Amendment to Policy 2020 – Vacations.
 6. Item 31- Authorization of Reclassification and Amendments to Policy 2309 – Job Description – Administrative Assistant.
- v. June 21, 2021 Board Meeting – 100% NO vote on actionable New Business Items as below (Items 24-33).
1. Item 3 – Adoption of Agenda
 2. Items 9-22 – Consent Calendar & Board Minutes
 3. Item 24 - Discuss and Review Financial Audit I.T. Security Recommendations.
 4. Item 25 - Award Contract to Clifton Larson Allen LLP to Perform the Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report, and Preparation of the GANN Limit Review Report for the 2020-2021 Fiscal Year.
 5. Item 26 - Adoption of Resolution 21-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2021-2022 Fiscal Year.
 6. Item 27 - Conference Authorization for Trustees and the Assistant Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 30 – September 2, 2021.
 7. Item 28 - California Special Districts Association Call for Nominations - Seat A.
 8. Item 30 - Authorize Allocation of Funds for SMS Texting Upgrade Expense.
 9. Item 31 - Adoption of Policy 2011 – Flexible Work Schedule Policy.
 10. Item 32 - Library Board of Trustees July 19, 2021 Meeting.
 11. Item 33 - 2021 Staff Appreciation and Recognition Fund Request.
- vi. August 16, 2021 Board Meeting – 100% NO vote on actionable New Business Items as below (Items 25-31)
1. Item 3 – Adoption of Agenda
 2. Items 9-22 – Consent Calendar & Board Minutes
 3. Item 25 - Approve Contract for an Interim IT Consultant.
 4. Item 26 - Review of Library Impact Fee.
 5. Item 27 - Trademark of Placentia Library.
 6. Item 28 - Information on the Censure Procedure of an Elected Official and Discussion of a Proposed Policy.
 7. Item 29 - Review of Policy 2275 - Social Media Policy.

8. Item 30 - Conference Authorization for Trustees and Library Staff to Attend the United for Libraries Virtual 2021 Conference, August 17-19, 2021.
 9. Item 31 - Discussion of Teen Library Programming.
- vii. September 20, 2021 Board Meeting – 67% NO vote on actionable New Business Items as below (Items 27-29 & 31)
1. Items 9-22 – Consent Calendar & Board Minutes
 2. Item 27 - Report on IT Projects and Status by Jeremy Yamaguchi, IT Consultant.
 3. Item 28 - Adoption of Policy 4078 – Censure Policy.
 4. Item 29 - Conference Authorization for IT Consultant to Attend the Virtual Internet Librarian Conference, October 26-28, 2021.
 5. Item 31 - Training Authorization for Board Members with David Aranda.
- viii. December 20, 2021 Board Meeting – 100% NO vote on actionable New Business Items as below (Items 24-26).
1. Item 3 – Adoption of Agenda
 2. Items 9-22 – Consent Calendar & Board Minutes
 3. Item 24 - Election of Officers.
 4. Item 25 - Appointment of Library Board Representatives for 2022 by the Board President
 5. Item 26 - Adopt Resolution 21-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2022.
- Trustee Shioura was absent for the October 18, 2021 and November 15, 2021 Board meetings.
- b. Violation of Policy 4010.1.2 – Responsiveness and attentive listening.
 - c. Violation of Policy 4010.2 – The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- 4. Continued utilization of the placentialibrary.com website for personal use, with no disclaimer, misrepresenting that Trustee Shioura is acting in an official capacity. Trustee Shioura failed to deactivate the placentialibrary.com website, despite being asked by President Martin.**

By way of examples:

- Nextdoor post on April 3, 2021, citing his personal blog, librarytrustee.com regarding public library outsourcing.
- Comment made by Trustee Shioura on the Library Journal website, posted February 19, 2021 – “As an elected library trustee, I am committed to formulating impartial, factual, and realistic library goals. Library IQ is a must for me to try out, test, and learn from to adequately serve our constituents, you the taxpayers. Anything that can help library trustees, library staff, and library patrons remain well-informed of what is occurring in our libraries is a must-have

tool for many libraries nowadays. Library IQ just might be the jumpstart we need to genuinely modernize our librarianship skill-sets.”

- “My website placentialibrary.com proves that our technology is outdated.” Trustee Shioura made this comment during the Trademark discussion agenda item #27 during the August 16, 2021 Board meeting.

a. Violation of Policy 4070.2 – Trustees do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

5. Failure to know the community and District operations

By way of examples:

- Nextdoor post dated April 17, 2021, as noted by Mary Sampson, “Shioura is trying to get his foot in the door of Placentia politics, starting with the library board. Next, it will probably be city council.”
- Nextdoor post dated April 17, 2021, as noted by Mark U., “Mr. Shioura claims that the Placentia Fire Department is newly outsourced, to bolster his argument that the library would benefit from outsourcing as well. The opposite is true: The city formed it’s own department last year after being outsourced to the OCFA.” and “Also you keep changing how much “savings,” a privatization move might “save.” Is it \$400k or \$100k? Again, how do you come up with those figures, and if those are estimates, why does the library district have to pay for a \$40k audit? You need to bring specific details or nobody will take you seriously.”
- Nextdoor post dated April 17, 2021 by Trustee Shioura. “...just like our new and outsourced Placentia Fire Department”
- “Fuji wants to outsource the Placentia Library and with that would come many changes besides streaming. Read between the lines and the personal blog that Fuji wrote.” a post on Nextdoor dated April 3, 2021 by Barbara Grattan.
- Providing a link about the City’s embezzlement on Nextdoor post, dated April 19, 2021. The District is independent of the City and therefore, the City’s embezzlement has no relevancy to the District’s operations. The District is not tied to the City’s general fund.
- “I saw a NextDoor post from him a few weeks ago pushing this same agenda and at that time I wondered what his true motives were. In that previous post he seemed totally disconnected from Placentia.” a post on the Placentia Buzz dated April 26, 2021 by Sandy Rogers.
- “What’s he talking about regarding involving the DA’s office? That’s a prosecutorial body. They have no interest in or jurisdiction over whether a library gets outsourced. The library is an independent special district governed not by the city but by the Library Board.” a post on the Placentia Buzz dated April 26, 2021 by Corinne Loomis.
- May 17, 2021, Library Board meeting – Trustee Shioura cited the City’s “ambulance is privatized” as savings. The City ended their contract with the County of Orange and brought Fire and ambulance services back in the City’s operations – opposite of privatization. Demonstrates lack of understanding of District operations.
- Comparing the District with school libraries at the February 16, 2021, Board meeting during the Strategic Planning Discussion (Agenda Item 25).

a. Violation of Policy 4017.2.1 – Understanding of cultural, social and economic conditions in the community.

b. Violation of Policy 4017.2.3 – Ability to help make the Library appreciated and respected in the community.

6. Absences at Board meetings and lack of participation and attendance at community and library events. Trustee Shioura has missed two consecutive board meetings in October and November 2021 without providing a reason for his absences. He has not attended any community and library events and functions since his appointment in December 2020.

By way of examples:

- Trustee Shioura did not provide reasons for his absences for the October 18, 2021, and November 15, 2021 Board meetings. Additionally, Trustee Shioura did not notify the District of his absence for the November 15, 2021, Board meeting.

a. Violation of Policy 4020.1 – Members of the Board of Trustees will attend all regular and special meetings of the Board unless there is good cause for absence.

b. Violation of Policy 4077.1 – Each Trustee should attend Library Board meetings regularly and carry his/her full share of responsibility (Government Code 1770).

These repeated actions over the last 12 months have resulted in Trustee Shioura not conducting himself in a respectful and professional manner consistent with the duties of the office to which he was appointed. The above examples are in no way inclusive of all the conduct engaged in by Trustee Shioura that have violated District policies. In more detail, list of conduct which violated District policies will be provided if the Board determines to take the next step in the censure process.



Placentia Library District

POLICY MANUAL

POLICY TITLE: Censure Policy

POLICY NUMBER: 4078

4078.1 Summary

The Placentia Library District is committed to acting in the best interests of its patrons and community in the District. The Library Board of Trustees of the Placentia Library District of Orange County has a strong commitment to ethics. This commitment is reflected in the District's Policy 4010 - Code of Ethics and 5070 – Rules of Order for Board and Committee Meetings which the Board has adopted to ensure the orderly and efficient conduct of the District's business. To maximize Board effectiveness and public confidence in District governance, Trustees are expected to govern responsibly and hold themselves to the standards of ethical and professional conduct as established by Board policy and applicable laws and regulations. Compliance with the Code of Ethics Policy while expected, is voluntary. There are occasions in which significant and/or repetitive violations of law, regulations or Board policies occur and impair the conduct of the District's business or are otherwise detrimental to the District's mission. Such occasions may require an affirmative response by the Trustees expressing their disapproval of such conduct. This Censure Policy is a guide to the procedures for the Board to undertake when considering a censure.

4078.2 Definition

Censure is a formal Resolution of the Board reprimanding one of its own Trustees for specified conduct, generally a violation of law, regulation, District policy or conduct otherwise detrimental to the District's mission. This Policy is intended to provide the mechanism by which the Board, acting as a majority, can censure a Trustee for such conduct. Censure by nature is not disciplinary, but rather a formal statement by the Board of its displeasure with a Trustee's conduct it views as significantly detrimental to the District's mission.

4078.3 Procedure

If a Trustee violates a law, regulation, District policy or engages in conduct that the Board believes may be detrimental to the District's mission, he or she may be subject to censure pursuant to the procedures of this Policy. In the event the Board desires to consider a censure, the following constitutes a procedural guide for the Board to follow; provided that failure to follow this Policy shall not in and of itself, render invalid any censure action taken by the Board.

4078.3.1 To initiate the censure process, a request for a censure hearing must be submitted to the Library Director in writing by two Trustees or a majority of the Board may direct the initiation of the censure process at a noticed meeting of the Board by way of consensus of the Board majority. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s), if any, which form the basis for the charge(s).

4078.3.2 Any written copy of the request for censure and the charge(s) shall be sent by the Library Director's office to all Trustees at least five (5) business days prior to the Board meeting at which the censure will be considered. The request and charge(s) shall be agendaized in accordance with the Brown Act at a regular or special meeting of the Board.

4078.3.3 At the first meeting at which the censure request is agendized, the Board shall determine that either:

- a. Further investigation of the charges is required;
- b. To set the matter for the next regular meeting or at a special meeting that is no less than 15 calendar days following the first meeting at which the censure request was agendized and direct one or two of the Trustees to draft a censure resolution for consideration at the meeting which the Board sets to consider the censure resolution;
- c. No further action is to be taken at this time; and/or
- d. Such other action as determined by the Board.

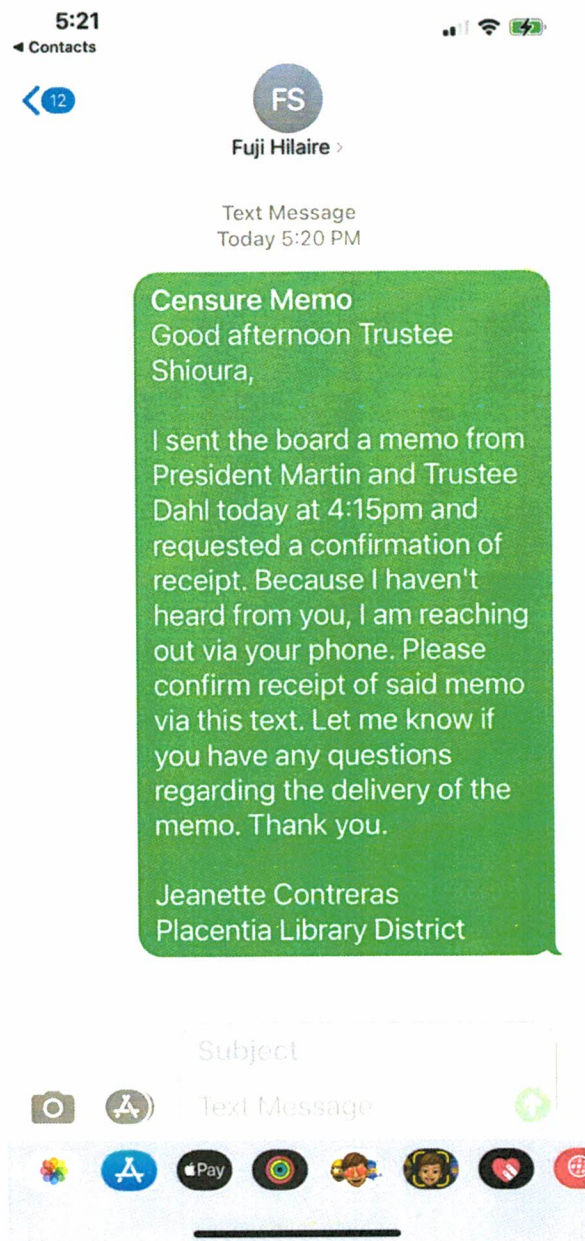
4078.3.4 Further investigation, if required, shall be done by an ad hoc Committee of two Trustees appointed by the Board President. If the Board President is the subject of the censure, the Committee shall be formed by the Board Secretary.

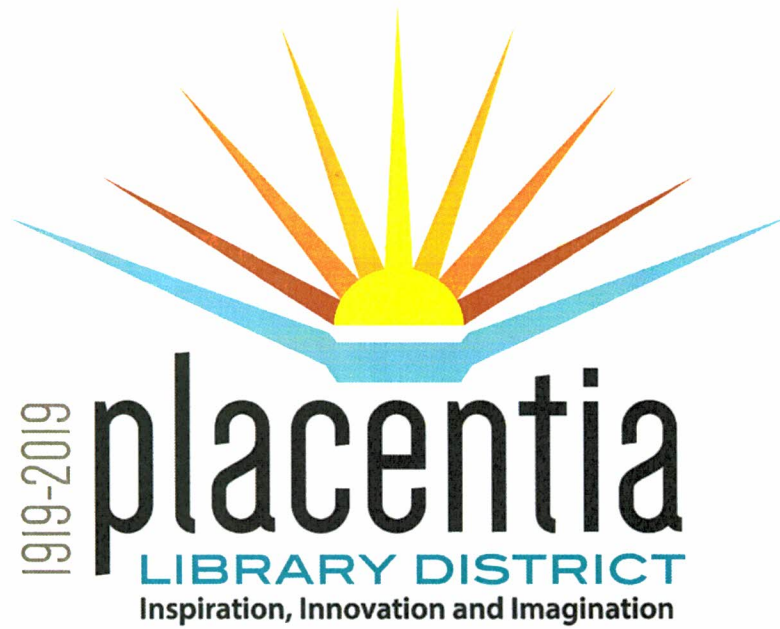
4078.3.5 The draft censure resolution shall be provided to all Trustees at least five business days prior to the meeting at which the censure resolution will be considered. It is recommended that the draft censure resolution be reviewed by General Counsel prior to submission to the Trustees.

4078.3.6 At the meeting at which the Board considers adoption of the censure resolution, the Trustee who is the subject of the censure shall be given the opportunity to respond and to provide the Board information and material(s) relevant to the charge(s). The proponents of the censure request may respond to the presentation and any Trustee may address the Board concerning the censure. The public shall be allowed to comment on the proposed censure in the same manner as they are allowed on other matters before the Board. If the Board President is the subject of the censure, the Secretary shall chair the meeting.

4078.3.7 Any decision to censure shall be accomplished by way of a formal resolution which identifies the specific charge(s) and the basis of those charges. Such resolution requires a vote of at least three Trustees.

Text to Trustee Shioura – January 17, 2022, 5:20 p.m.





RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
CENSURE TRUSTEE HILAIRE SHIOURA.

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WHEREAS, the Placentia Library District (“District”) is governed by a Board of Trustees who are directly elected by the public to represent them in matters concerning the affairs of the District; and

WHEREAS, the District’s mission statement provides: “Placentia Library District inspires, opens minds, innovates, and connects our community; and

WHEREAS, by virtue of their elected positions, District Trustees are expected to participate in the Board’s decision-making process and exhibit a high standard of professionalism, courtesy, and respect in treatment of members of the public, each other, and District employees; and

WHEREAS, upon election all Trustees took the oath of office in which each swore to, among other things, “well and faithfully discharge the duties upon which I am about to enter”; and

WHEREAS, the Board has adopted a number of code of conduct policies to serve as a guide for Trustees to follow in fulfilling their duties of office as the governing body of the District; and

WHEREAS, the purpose of these policies is to promote efficient, reasoned, and informed decision-making by the Board; and

WHEREAS, the policies include the promotion of civility, courtesy, and other general norms of decorum necessary for the efficient conduct of Board meetings and furthering of the District’s mission; and

WHEREAS, the Board received a memorandum from President Martin and Trustee Dahl, dated January 17, 2022, requesting a censure hearing for Trustee Shioura, which memorandum was provided to all Trustees; and

WHEREAS, pursuant to District Policy 4078, the request for a censure hearing was

1 considered by the Board and the Board determined by a 4-0 vote¹ to appoint an ad hoc
2 committee consisting of Secretary Carline and Trustee Dahl to draft a resolution proposing
3 to censure Trustee Shioura; and

4 **WHEREAS**, the specific actions taken and statements made by Trustee Shioura
5 which are the subject of this censure are set forth in Exhibit "A", which is attached hereto
6 and incorporated herein by this reference; and

7 **WHEREAS**, effective implementation of the Board's policies requires a strong
8 working relationship between the District's Board and Management Staff; and

9 **WHEREAS**, the Board and Management Staff must treat each other with respect
10 and professionalism in order to ensure a strong working relationship; and

11 **WHEREAS**, the Board finds, as further set forth in Exhibit "A", that Trustee Shioura
12 has engaged in conduct which violates numerous Board policies, spoken at length on items
13 not on the agenda in potential violation of the Brown Act despite repeatedly being asked
14 not to do so, and engaged in disruptive conduct at public meetings; and

15 **WHEREAS**, while this censure does not carry with it any type of formal discipline or
16 penalty and does not otherwise limit the censured Trustee Shioura's ability to carry out the
17 duties of office for which he was elected, it is a formal expression of the opinion of those
18 Trustees voting for the censure that Trustee Shioura has engaged in conduct which is
19 detrimental to the District's mission.

20 **NOW, THEREFORE**, the Board of Trustees of the Placentia Library District do
21 hereby resolve and determine as follows:

22 1. Based on the conduct described in the attached Exhibit "A", the Board of
23 Trustees of the Placentia Library District formally censures Trustee Hilaire Shioura.

24 **PASSED AND ADOPTED** by the Board of Trustees of the Placentia Library District

25
26
27 ¹ Trustee Shioura called into the meeting, but Trustee Shioura had not complied with
28 specified Brown Act requirements that would have permitted him to participate in the
meeting as a Trustee and the Board had not determined to utilize the Brown Act's relaxed
standards for teleconferencing due to COVID. Trustee Shioura was informed he could
participate as a member of the public, but would not be able to vote on matters.

1 of Orange County on this twenty-third day of February, 2022.
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3 _____
4 Jo-Anne Martin, Board President

5 I, Gayle Carline, Board Secretary, hereby certify that the foregoing Resolution was
6 duly and regularly adopted and passed by the Board of Trustees of the Placentia Library
7 District of Orange County in a special meeting held on February 23, 2022, by the following
8 vote:

9 AYES

10 NOES:

11 ABSENT:

12 IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said
13 Placentia Library District of Orange County this 23rd day of February, 2022.

14 _____
15 Gayle Carline, Board Secretary

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EXHIBIT A**List of Charges in Support of Censure of Trustee Shioura**

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4 1. Repeatedly fails to participate in board meetings in a collaborative manner and
5 has been absent for three of the thirteen meetings held from December 2019 thru January
6 2022. During meetings, Trustee Shioura remains silent during discussion of agenda items,
7 and votes “No” with no oral justification.

8 A. Examples of conduct in support of the charge are as follows:

- 9 • At the February 16, 2021 Board meeting, Trustee Shioura voted “No”
10 on 50% of actionable agenda items.
- 11 • At the March 15, 2021 Board meeting, Trustee Shioura voted “No” on
12 43% of actionable agenda items.
- 13 • At the April 19, 2021 Board meeting, Trustee Shioura voted “No” on
14 100% of actionable agenda items, including Item 3, Adoption of the
15 Agenda, and Item 24, Establish the Holiday and Library Closure
16 Schedule for the 2021-2023 Fiscal Year and Adopt by Resolution 21-
17 03.
- 18 • At the May 17, 2021 Board meeting, Trustee Shioura voted “No” on
19 86% of actionable agenda items.
- 20 • At the June 21, 2021 Board meeting, Trustee Shioura voted “No” on
21 100% of actionable agenda items, including Item 3, Adoption of the
22 Agenda.
- 23 • At the August 16, 2021 Board meeting, Trustee Shioura voted “No” on
24 100% of actionable agenda items, including Item 3, Adoption of the
25 Agenda.
- 26 • At the September 20, 2021 Board meeting, Trustee Shioura voted “No”
27 on 67% of actionable agenda items.
- 28 • At the December 20, 2021 Board meeting, Trustee Shioura voted “No”
on 100% of actionable agenda items, including Item 3, Adoption of the

1 Agenda, and Item 26, Adopt Resolution 21-08: A Resolution of the
2 Board of Trustees of the Placentia Library District of Orange County to
3 Establish the Board of Trustees Regular Meeting Dates for Calendar
4 Year 2022.

- 5 • Trustee Shioura was absent without stated cause for the meetings in
6 October 2021, November 2021, and January 2022, as follows:
 - 7 ○ He notified the Board by email of his absence at 2:00 p.m. on
8 October 18, 2021, the same day as the 6:30 p.m. Board
9 meeting. No reason for his absence was stated.
 - 10 ○ He did not attend the November 15, 2021 Board meeting and
11 failed to notify the Board that he would be absent.
 - 12 ○ He called in to the January meeting, without complying with the
13 Brown Act teleconferencing requirements so he could not
14 participate as a Board member (see Note 1 on Resolution
15 above).

16 B. Library Polices violated by the above conduct are as follows:

- 17 • Placentia Library District Policy 4010.1 states that the Board of
18 Trustees of Placentia Library District is committed to providing
19 excellence in legislative leadership that results in the provision of the
20 highest quality of services to its constituents. Under section 4010.1.2,
21 responsiveness and attentive listening in communication is
22 encouraged.
- 23 • Placentia Library District Policy 4010.2 states that the work of the
24 District is a team effort. All individuals should work together in the
25 collaborative process, assisting each other in conducting the affairs of
26 the District.
- 27 • The Oath of Office outlined in the Constitution of the State of California
28 requires that each elected official shall “well and faithfully discharge the
duties upon which I am about to enter.”

1 2. Repeatedly talks at length on items not on the agenda, including items not on the
2 agenda that have already been discussed and rejected at previous Board meetings.

3 A. Examples of conduct in support of the charge are as follows:

- 4 • At the February 16, 2021 Board meeting, Trustee Shioura brought up
5 the subjects of ultraviolet machines and social workers, neither of
6 which was on the agenda.
- 7 • At the March 15, 2021 Board meeting, Trustee Shioura brought up
8 multiple subjects as follows: library assessment/privatization, in-person
9 tutoring, the Placentia Library Friends Foundation fundraising and fund
10 allocation process, the library's website update timeline, and streaming
11 services for virtual meetings. None of these items were on the agenda.
- 12 • At the May 17, 2021 Board meeting, Trustee Shioura brought up the
13 subjects of 3D printers and privatization, neither of which was on the
14 agenda. Privatization was voted upon and rejected at the April 19,
15 2021 Board meeting.
- 16 • At the August 16, 2021 Board meeting, Trustee Shioura brought up the
17 subject of hiring social workers, which was not on the agenda.
- 18 • At the August 16, 2021 Board meeting, Trustee Shioura repeatedly
19 questioned why agenda items must be given to the District 14 days
20 prior to the agenda's publication, and asked that the agenda items be
21 given 48 hours or 72 hours before the meeting. This is another
22 example of Trustee Shioura's lack of knowledge of the requirements of
23 the Brown Act, for which he has been provided extensive training.

24 B. Statute violated by the conduct above is Government Code section
25 54954.2 which provides that no discussion may take place in a Board meeting on items
26 within the jurisdiction of the District unless they are posted on the agenda, except for brief
27 response to public comments, a reference to staff for factual information, or to place a
28 matter on a future agenda. Government Code section 54954.2 also states that each Board
meeting agenda must be posted 72 hours in advance for the public to access.

1 3. Refuses to adhere to policy requirements through continued disruption,
2 interruption, and disorderly conduct. Often, Trustee Shioura refuses to engage in any
3 discussions or express his concerns regarding agenda items prior to voting. He instead
4 saves his objections in order to be disruptive during the voting process when the only
5 required and recorded response is a Yes or No from each Board member.

6 A. Examples of conduct in support of the charge are as follows:

- 7 • Voting on Item #30 at the April 19, 2021 Board meeting regarding the
8 library's operational plan during the state's COVID-19 lockdown and
9 subsequent state mandates, Trustee Shioura's vote was, "Since I've
10 been misled in the beginning, no." At no time prior to the vote did he
11 provide information as to how he felt he was misled.
- 12 • Voting on Item #27 at the May 17, 2021 Board meeting regarding
13 Policy 5070 Rules of Order for Board and Committee Meetings,
14 specifically the procedures for contacting police to remove continually
15 disruptive members of the meeting, Trustee Shioura's vote was, "No,
16 We're right next door to the Police Department, the safest place to be."
- 17 • Voting on Item #28 at the August 16, 2021 Board meeting regarding
18 the Information on the Censure Procedure of an Elected Official and
19 Discussion of a Proposed Policy discussion, Trustee Shioura's vote
20 was, "That's the United States flag, there's a thing called the first
21 amendment. This is a public meeting. I will protect everybody's rights
22 to have a say, if they're for or against me, it doesn't matter for Trump
23 or for Biden, it doesn't matter. Religions, pro-gay, pro-LGBQ. This is a
24 public library. This is not 1984. And Counsel, I'm shocked and horrified
25 that you would even propose this and go along with this. You and I
26 know about contractual law, you know about first amendment and
27 constitutional law. This is not North Korea, this is not the Communist
28 China. For God's sake, we just pledge the allegiance. We owe it to
men and women that are dying around the world who's fighting

1 Afghanistan, we deserve our freedom of speech. Let us not take that
2 away from the public. We serve the public as elected officials. First
3 amendment is crucial. This is a thin veil of censorship.”

- 4 • Voting on Item #29 at the September 20, 2021 Board meeting
5 regarding the library’s request to send the current IT consultant
6 (Jeremy Yamaguchi) to attend the Virtual Internet Librarian
7 Conference, Trustee Shioura’s vote was, “He’s a City Councilmember
8 with a conflict of interest at \$65 per hour, I vote no! Thank you.”
9 Trustee Shioura did not explain why he felt Mr. Yamaguchi had a
10 conflict of interest. Both General Council for the District and the City
11 Attorney for the city of Placentia had previously stated there was no
12 conflict of interest.
- 13 • Voting on Item #31 at the September 20, 2021 Board meeting
14 regarding the Training Authorization for Board Members with David
15 Aranda, an agenda item specifically meant to provide all Board
16 members with training, Trustee Shioura’s vote was, “No. This is a way
17 to censor a trustee who speaks out. No. I vote no.”

18 B. Library Policies violated by the above conduct are as follows:

- 19 • Placentia Library District Policy 4010.1 states that the Board of
20 Trustees of Placentia Library District is committed to providing
21 excellence in legislative leadership that results in the provision of the
22 highest quality of services to its constituents.
 - 23 ○ Under section 4010.1.5, Trustees should commit themselves to
24 emphasizing the positive, avoiding double talk, hidden agendas,
25 gossip, backbiting, and other negative forms of interaction.
 - 26 ○ Under section 4010.1.7, differing viewpoints are healthy in the
27 decision-making process. Individuals have the right to disagree
28 with ideas and opinions, but without being disagreeable. Once
the Board of Trustees takes action, Trustees should commit to

1 supporting said action and not to create barriers to the
2 implementation of said action.

- 3
- 4 • Placentia Library District Policy 4010.2 states that the work of the
5 District is a team effort. All individuals should work together in the
6 collaborative process, assisting each other in conducting the affairs of
7 the District.
 - 8 • Placentia Library District Policy 5070 outlines the rules of order for the
9 Board and any committee meetings. Section 5070.1.1 states that
10 Robert's Rules of Order shall apply in meetings, and Section 5070.3
11 outlines the manner and timeline in which motions are made and votes
12 are taken. Section 5070.3.2 states that "once the motion has been
13 stated by the Board President, it is open to discussion and debate.
14 After the matter has been debated by the Board, the Board President
15 will call for the vote."
 - 16 • The Oath of Office outlined in the Constitution of the State of California
17 requires that each elected official shall "well and faithfully discharge the
18 duties upon which I am about to enter."

19 4. Regularly misrepresents and makes derogatory comments regarding the Board's
20 actions and performance as well as District operations and information, both within Board
21 meetings and to the public.

22 A. Examples of conduct in support of the charge are as follows:

- 23 • Trustee Shioura made several claims to the public on social media
24 (Nextdoor) that privatizing the library would "save millions of dollars,"
25 even though the library's total yearly budget averages around \$3.2
26 million.
- 27 • On April 21, 2021, Trustee Shioura made the following comment to the
28 public on social media (Nextdoor) regarding his desire for privatizing
the library: "the LibraryIQ Assessment for our library would reveal much
more than I have discovered in just a few months. Below is the LA Times

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article.” Trustee Shioura then posted a link to the City of Placentia’s \$5.16 million embezzlement by a city employee in 2016, thus implicating the library in the loss of city funds, even though the library is not associated with the city.

- At the February 16, 2021 Board meeting, Trustee Shioura repeatedly referred to the library as being comparable to school libraries, despite being corrected each time.
- At the May 17, 2021 Board meeting, Trustee Shioura repeatedly misstated the City of Placentia’s Fire and Life Safety Department as being outsourced/privatized, when the Department is actually operated fully by City employees.
- At the September 20, 2021 Board meeting, during discussion of Item #28, Policy 4078 Censure Policy, Trustee Shioura made the following statement: “My email all of a sudden stopped working in this censorship protocol debate—that’s interesting. Hmm...why am I being censored without being passed?” He had not informed library staff of this problem. Upon investigation, the email problem was with his personal account.
- Voting on Item #24 at the December 20, 2021 Board meeting regarding the Elections of Officers for the Board for 2022, Trustee Shioura’s vote was, “No due to deceitfulness to the public.”

B. Library policies violated by the above conduct are as follows:

- Placentia Library District Policy 4010.1 states that the Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents.
- Placentia Library District Policy 4010.1.1 states the dignity, style, values, and opinions of each Trustee will be respected.
- Placentia Library District Policy 4010.1.5 states Trustees should

1 commit themselves to emphasizing the positive, avoiding double talk,
2 hidden agendas, gossip, backbiting, and other negative forms of
3 interaction.

4 5. Regularly represents positions that are inconsistent with decisions that are made
5 by Board majority.

6 A. Examples of conduct in support of the charge are as follows:

- 7 • Trustee Shioura solicited a position on the Independent Special
8 Districts of Orange County (ISDOC) Board without Library Board
9 knowledge and consent.
- 10 • Trustee Shioura contacted the outside company LibraryIQ to procure a
11 library assessment and outsourcing without Board knowledge and
12 consent.

13 B. Library policies violated by the above conduct are as follows:

- 14 • Placentia Library District Policy 4010.2 states that the work of the
15 District is a team effort. All individuals should work together in the
16 collaborative process, assisting each other in conducting the affairs of
17 the District.
- 18 • Placentia Library District Policy 4010.2.3 states that Trustees should
19 function as a part of the whole. Issues should be brought to the
20 attention of the Board as a whole, rather than to individual members
21 selectively.

22 6. Regularly represents himself as acting for the Placentia Library District to take
23 positions inconsistent with the Board majority.

24 A. Examples of conduct in support of the charge are as follows:

- 25 • Trustee Shioura continues to utilize the website name
26 “placentialibrary.com” for personal use, without a disclaimer that his
27 stated opinions and goals are not those of the library. He has utilized
28 this site to provide negative and misleading commentary about the
 Placentia Library District, as well as to advance his campaign for three

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other political offices. The District has requested that he turn
“placentialibrary.com” over to the District, but he refuses.

B. Library policies violated by the above conduct are as follows:

- Placentia Library District Policy 4010.2 states that the work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- Placentia Library District Policy 4010.2.3 states that Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.