



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL DATE MEETING

May 9, 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: meetings.placentialibrary.org

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

Placentia Library District Board of Trustees Special Meeting Agenda, May 9, 2022

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).

NEW BUSINESS

5. Adopt Resolution 2022-02 Declaring a Vacancy in the Office of Trustee of the Placentia Library District due to an Abandonment of Duties by Trustee Shioura
6. Fill the Library Board of Trustees Seat Vacated by Trustee Shkoler.
7. Discuss new Job Description - Passport Acceptance Agent.
8. Discuss May Board Meeting Date.

ADJOURNMENT

9. The Library Board of Trustees will adjourn the Special May 9, 2022 Meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for May 9, 2022 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 6, 2022.



Lina Nguyen, Executive Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: RESOLUTION NO. 2022-02 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT DECLARING A VACANCY IN THE OFFICE OF TRUSTEE DUE TO AN ABANDONMENT OF OFFICE BY TRUSTEE HILAIRE SHIOURA

DATE: MAY 9, 2022

BACKGROUND

Based on information known at the time this staff report was drafted, Trustee Hilaire Shioura has not discharged the duties of his office for well over three months and has not provided any reason which would excuse his failure to do so. In the absence of additional information to the contrary that might be presented at the Board of Trustees meeting on May 9, 2022, the Board of Trustees (“Board”) may find that pursuant to Government Code section 1770 Trustee Shioura has abandoned his office and it is deemed vacant. If the Board makes such findings it may seek to fill the vacancy in accordance with Education Code section 19612.

DISCUSSION**1. Vacancy by Resignation and Abandonment**

Trustee Shioura has not discharged the duties of his office as Trustee for the Placentia Library District (“District”) for well over three months and specifically has not attended a Board meeting since December 20, 2021, a period of over 4 ½ months (see declarations of Library Director Jeanette Contreras and Board President Jo-Anne Martin attached to Resolution No. 2022-02). Pursuant to Government Code section 1770 an office, such as that of District Trustee, is deemed vacant if a Trustee fails to discharge the duties of office for a period of three consecutive months except when prevented by illness or when absent from the state with the permission required by law. Under the holding of *Walter v. Adams* (1952) 110 Cal.App.2d 484, in order for there to be a vacancy based on failure to discharge the duties of office, the “abandonment must be total and under such circumstances as clearly to indicate an absolute relinquishment.”¹

¹ *Walters v. Adams*, 110 Cal.App.2d 484, 489.

The District was formed pursuant to Chapter 9, Part 11, Division 1 of the Education Code, sections 19600 et seq. Education Code sections 19640 et seq., establish the duties of office of the Board Trustee and provide as follows (all references are to the Education Code):

- 19640—The board of library trustees shall meet at least once a month,
- 19641—Special meetings may be called at any time by three trustees.
- 19642—Three members constitute a quorum for the transaction of business.
- 19643—At its first meeting held after the general district election the board shall organize by electing its president and secretary.
- 19644—The board shall cause a proper record of its proceedings to be kept.
- 19645—The board shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library and all property.
- 19646—The board shall administer any trust it created and receive and hold in trust or otherwise its property and dispose of property for the benefit of the library.
- 19647—The board shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library and fix their compensation.
- 19648—The board shall purchase necessary books, journals, publications, and other personal property.
- 19649—The board shall purchase such real property, and erect or rent and equip such buildings or rooms necessary to carry out the provisions of this chapter.
- 19650—The board may request the appropriate state officials to furnish the library.
- 19651—The board shall borrow books, lend books to, and exchange books with other libraries.
- 19652—The board shall do and perform all other actions necessary to carry out the provisions of this chapter.
- 19654—The board shall designate the hours during which the library is open to the public.

Pursuant to the attached declaration of Library Director Contreras, Trustee Shioura's last attendance at a Board meeting as a Trustee was on December 20, 2021, which appears to be the last time Trustee Shioura performed any of the statutory duties set forth in Education Code sections 19640 et seq. Trustee Shioura teleconferenced into the Board's January 24, 2022, meeting, but did not notify the District he would be doing so. The Brown Act, Government Code sections 54950 et seq., provide that in order for Trustee Shioura to participate by way of teleconference that the location from which he is teleconferencing be posted on the agenda, that the agenda be posted at the location 72 hours in advance of the meeting and that the location be accessible to the public. Because Trustee Shioura had not informed the District he was teleconferencing or from where he was teleconferencing, none of these requirements had been met. The Board

was informed by General Counsel David DeBerry that Trustee Shioura's participation as a Trustee would violate the Brown Act and as such he did not participate.

Trustee Shioura has also missed every other Board meeting held in 2022, including Board meetings held on February 15th, February 23rd, March 21st, and April 18th, as well as the two Board meetings preceding the December 20, 2021, meeting, on October 18, 2021, and November 15, 2021. Only on two occasions in 2022 has Trustee Shioura apprised the District he would be absent. For the February 15, 2022, meeting he sent an e-mail on February 7, 2022, stating he had a conflicting speaking engagement. Board of Trustees President Jo-Anne Martin sent an e-mail to Trustee Shioura on February 7, 2022, seeking specifics as to the conflicting speaking engagement, but Trustee Shioura did not respond. See attached declaration of President Martin. On March 21, 2022, at 6:29 p.m., just one minute before the Board meeting, Trustee Shioura sent an e-mail stating he would not be attending "due to conflicting schedulings."

At the February 15th and February 23rd meetings the Board considered, and at the latter meeting adopted, Resolution 22-1 censuring Trustee Shioura for conduct detrimental to the District. Consideration of the censure resolution was continued from February 15th to February 23rd because Trustee Shioura did not attend the February 15th Board meeting, did not provide any oral or written comments at the February 15th Board meeting, and because of his February 7, 2022, e-mail representation that he needed more time to respond "properly". Notwithstanding that representation he also did not attend the February 23, 2022, Board meeting, did not submit any written response to the proposed censure resolution, and did not notify the District he would be absent from the February 23, 2022, Board meeting. The Board adopted Resolution 22-1 by a 4-0 vote. The District had not, as of the date of the drafting of this staff report received any response from Trustee Shioura to his censure.

On three occasions the District attempted to hand deliver the agenda materials to Trustee Shioura at his last known address. On all three occasions someone answered the door, but Trustee Shioura was not there. On one occasion, a person believed to be Trustee Shioura's wife, answered the door and informed Director Contreras that Trustee Shioura was not residing at that address.

In summary, the more significant grounds for finding that Trustee Shioura has abandoned his office as Trustee are as follows: (1) since his attendance at the Board meeting on December 20, 2021, the only communications received by the District from Trustee Shioura were the February 7, 2022, and March 21, 2022, e-mails noted above. (2) Trustee Shioura has attended only one Board meeting (the December 20th meeting) since October of 2021, (3) he has not attended seven meetings since October of 2021 and not attended any Board meetings in his capacity as a Trustee since December 20, 2021, a span of 4 ½ months; (5) of the seven meetings he has missed he has provided a reason only twice; (6) of the seven meetings he has missed he failed to notify the District on three occasions that he would be absent and on a fourth occasion notified the District just one minute prior to the start of the meeting; and (7) he has never submitted and written or oral comments in response to his censure.

The District is not in possession of any information that Trustee Shioura has been unable to attend meetings or otherwise carry out his duties due to illness or been absent from the state with the permission required by law.

An office is deemed vacant under Government Code section 1770 if the officer has failed to discharge the duties of office for three consecutive months and “a vacancy is thereby created without the necessity of a judicial determination.”² It has been well over three months since Trustee Shioura has, to the District’s knowledge, made any attempt to discharge his duties and in particular, since December 20, 2021, 4 ½ months ago, to discharge those duties set forth in Education Code sections 19640 et seq. Based on the above and in the absence of any facts coming to the District’s attention to the contrary at its upcoming meeting on May 9, 2022, there is sufficient evidence to find that Trustee Shioura’s office is deemed vacant pursuant to Government Code section 1770 and the Board may document same by adopting Resolution No. 2022-02.

2. Process for Filling Vacancies

The District was formed pursuant to the Education Code sections 19600 et seq. Education Code section 19612 provides: “Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.” The last time a vacancy was filled by the Orange County Board of Supervisors was in 2013 when President Martin was appointed, although the District is also in the process of filling a vacancy now due to the resignation of former Trustee Al Skholer.

When the District has had prior vacancies, it solicited letters of interest and qualifications from eligible residents to fill the vacancy. The Board of Trustees then considered the interest received and forwarded its recommendation to the Board of Supervisors to make an appointment. It is suggested that should the Board of Trustees adopt Resolution 2022-02, that the same process be followed to fill the vacancy created by Trustee Shioura’s abandonment of office.

RECOMMENDATION

Consider Resolution No. 2022-02.

Attachments:

- Resolution No. 2022-02, with attached declarations of Library Director Jeanette Contreras and President Jo-Anne Martin, including copies of e-mails and minutes.

² *Id.* at 490.

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT DECLARING A VACANCY
IN OFFICE OF TRUSTEE DUE TO ABANDONMENT OF
OFFICE BY TRUSTEE HILAIRE SHIOURA.**

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

WHEREAS, by virtue of their elected positions, the Trustees are expected to participate in the Board’s decision-making process and represent their constituents and perform those duties set forth in Education Code sections 19640 et seq.; 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, Trustee Hilaire Shioura has not attended a Board meeting in his capacity as a Trustee since December 20, 2021, having missed all 2022 Board meetings, respectively, on January 24th, February 15th, February 23rd, March 21st, and April 18th; and

WHEREAS, Trustee Shioura teleconferenced into the January 24th Board meeting, but under the Brown Act, Government Code sections 54950 et seq., for Trustee Shioura to participate, the location from which he was teleconferencing had to be on the agenda, a meeting agenda was required to be posted at the location from which he was teleconferencing 72 hours in advance of the meeting, and the location had to be accessible to the public; and

WHEREAS, because he had not advised the District that he was going to teleconference or the location from which he was teleconferencing, the location was not listed on the agenda, an agenda had not been posted at the location from which he was teleconferencing because it was unknown, and it was unknown whether the public had access to the location from which he was teleconferencing and as such, his participation as a Trustee would have violated the Brown Act and upon advice of General Counsel, he did not participate in the Board meeting; and

1 **WHEREAS**, while Trustee Shioura did provide a reason for not attending the
2 February 15th meeting (a conflicting speaking engagement), when asked by way of e-mail
3 by Board President Jo-Anne Martin to provide details of the conflict, he did not respond;
4 and

5 **WHEREAS**, Trustee Shioura sent an e-mail just one minute before the March 21st
6 Board meeting stating that he would be absent “due to conflicting schedulings” and did
7 notify the District whatsoever that he would be absent from the February 23rd or April 18th
8 Board meetings; and

9 **WHEREAS**, prior to the December 20, 2021, Board meeting Trustee Shioura was
10 absent from the two immediately preceding Board meetings which were held, respectively,
11 on October 18, 2021, and November 15, 2021, and did not provide a reason for his
12 absence from either meeting; and

13 **WHEREAS**, in summary: (1) Trustee Shioura has attended only one Board meeting
14 since October of 2021; (2) has not attended seven meetings during that time; (2) has not
15 attended a Board meeting in his capacity as a Trustee since December 20, 2021, a span of
16 4 ½ months; (4) of the seven meetings he has missed he has provided a reason only twice;
17 and (5) of the seven meetings he has missed he failed to notify the District on three
18 occasions that he would be absent and on a fourth occasion notified the District just one
19 minute prior to the start of the meeting; and

20 **WHEREAS**, the only communications from Trustee Shioura to the District in 2022
21 are set forth in the declarations of Library Director Jeanette Contreras and President Martin
22 and generally consist of communications stating that Trustee Shioura would not be
23 performing his duties as Trustee; and

24 **WHEREAS**, since February 8, 2022, Trustee Shioura has not responded to any
25 District e-mails forwarding to him agenda packets or from the Board President Martin
26 seeking additional information from him; and

27 **WHEREAS**, Trustee Shioura did not submit oral or written comments at the
28 February 15, 2022, Board meeting at which the censure resolution was first considered by
the Board; and

1 **WHEREAS**, at the February 15, 2022, meeting the Board continued its consideration
2 of the censure resolution to the February 23, 2022, because Trustee Shioura was not
3 present, had not submitted any response to the proposed censure, and to afford the time
4 that Trustee Shioura stated in his February 7, 2022, e-mail that he needed to respond
5 “properly”; and

6 **WHEREAS**, Trustee Shioura did not attend or submit written comments at the
7 February 23, 2022, meeting at which the censure resolution was considered and did not
8 notify the District he would be absent; and

9 **WHEREAS**, the Board voted 4-0 at that meeting to adopt a resolution censuring
10 Trustee Shioura and the District has not received any communications from Trustee
11 Shioura in response to the censure; and

12 **WHEREAS**, the District was formed pursuant to Chapter 9, Part 11, Division 1 of the
13 Education Code, sections 19600 et seq.; and

14 **WHEREAS**, Education Code sections 19640 et seq., establish the duties of office of
15 the Board as set forth in the staff report accompanying this Resolution and provide, among
16 other things, that the “board of library trustees shall meet at least once a month”, “shall
17 make and enforce all rules, regulations and bylaws necessary for the administration,
18 government, and protection of the library under its management, and all property belonging
19 to it”, and “shall do and perform any and all other acts and things necessary or proper to
20 carry out the provisions of this chapter.”

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

23 1. Based on the declarations of Library Director Contreras and Board President
24 Jo-Anne Martin, the minutes of the Board meetings and e-mails attached thereto, Trustee
25 Shioura’s failure to respond either orally or in writing to the Board’s proposed censure of
26 him, the staff report submitted in conjunction with this Resolution, and other oral and
27 documentary evidence that may be submitted at the Board’s meeting on May 9, 2022, the
28 Board finds that Trustee Shioura has failed to carry out any of the duties of office for well
over three months and specifically those set forth in the Education Code, and clearly and

1 completely has abandoned his office of Trustee for the statutory period.

2 2. Due to such abandonment, the office previously held by Trustee Shioura is
3 deemed vacant pursuant to Government Code section 1770.

4 2. That due to the abandonment by Trustee Shioura of his office a vacancy
5 exists, and the District shall take steps necessary to fill the vacancy in accordance with
6 Education Code section 19612.

7 **PASSED AND ADOPTED** by the Board of Trustees of the Placentia Library District
8 of Orange County on this 9th day of May 2022.

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Jo-Ann Martin, Board President

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12 I, Gayle Carline, Board Secretary, hereby certify that the foregoing Resolution was
13 duly and regularly adopted and passed by the Board of Trustees of the Placentia Library
District of Orange County in a special meeting held on May 9, 2022, by the following vote:

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AYES

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NOES:

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ABSENT:

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19 IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said
20 Placentia Library District of Orange County this 9th day of May 2022.

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Gayle Carline, Board Secretary

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**DECLARATION OF LIBRARY DIRECTOR
JEANETTE CONTRERAS**

I, Jeanette Contreras, declare and state as follows:

1. I am the Library Director for the Placentia Library District (“District”) and have been in this position since September 8, 2008.

2. As the Library Director I am the primary staff contact person with the Board of Trustees and am the person primarily responsible for putting together the agenda packet and minutes for meetings of the Board of Trustees and providing copies thereof in advance to the Board of Trustees so they may prepare for public meetings of the Board of Trustees.

3. On February 7, 2022, after not hearing from Trustee Shioura, I went to his house at his last known address to hand deliver the Board of Trustees agenda packet for the February 15, 2022 meeting. A woman I believe to be his wife, Farrah Shioura, answered the door and informed me Trustee Shioura no longer lives at the house. I asked her if he had a forwarding address and she said no. I asked if I could deliver it to his San Diego home and she said he might be there. Trustee Shioura has never informed me, or any District staff to my knowledge, that he moved or where he is residing. Efforts to hand deliver agenda materials to him on two other occasions were also unsuccessful.


4. On February 7, 2022, there was an e-mail exchange between myself and Trustee Shioura in which he informed me that he would be absent from the February 15, 2022, Board meeting due to a conflicting “Republic speaking engagement”. A true and correct copy of that e-mail is attached as Exhibit “A”.

5. Attached as Exhibit “B” are true and correct copies of the meeting minutes from the Board of Trustees 2022 meetings on January 24th, February 15th, February 23rd, March 21st, and April 18th, and 2021 meetings on October 18 and November 15.

7. The only communications I have personal knowledge of receiving from Trustee Shioura in 2022 are a call from Trustee Shioura on January 19, 2022, informing me he did not need an electronic copy of the agenda packet, a January 17, 2022 e-mail confirming a phone call, a January 17, 2022 text from Trustee Shioura confirming receipt of

1 a memo from President Martin and Trustee Dahl and an e-mail received by Trustee
2 Shioura at 6:29 p.m. on March 21, 2022, stating he would not be present for the March 21,
3 2022, Board meeting which started just one minute later at 6:30 p.m.

4 I declare that the foregoing is true and correct, and that this declaration is executed
5 on May 2, 2022.

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8 Jeanette Contreras, Library Director

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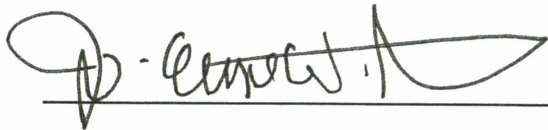
DECLARATION OF PRESIDENT OF THE BOARD OF TRUSTEES
JO-ANNE MARTIN

I, Jo-Anne Martin, declare and state as follows:

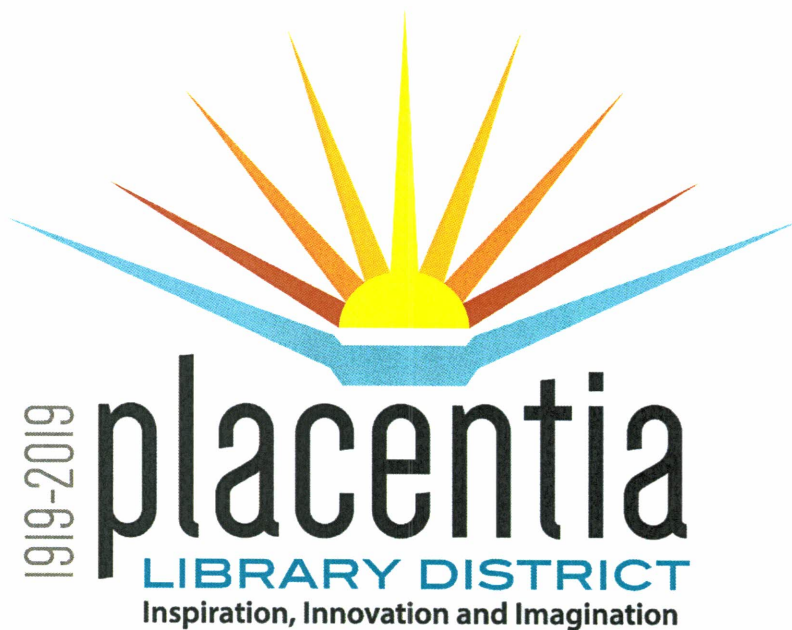
1. I am the President of the Board of Trustees of the Placentia Library District ("District") and have been in this position since December 21, 2020.

2. I have not had any personal communications from Trustee Hilaire Shioura since December 20, 2021. I did send an e-mail to Trustee Shioura on February 7, 2022, seeking additional information concerning his reason for not attending the February 15, 2022, Board of Trustee meeting at which a resolution to censure him was being considered. He did not respond. A true and correct copy of that e-mail is attached hereto as Exhibit 1.

I declare that the foregoing is true and correct, and that this declaration is executed on May 2, 2022.



Jo-Anne Martin, President of the Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Filling the Library Board of Trustees Seat Vacated by Trustee Shkoler**

DATE: May 9, 2022

BACKGROUND

After 24 years serving on the Library Board of Trustees, Mr. Al Shkoler informed the District on March 22, 2022 of his resignation, effective April 23, 2022.

On April 21, 2022, the District published a public notice of the vacancy on its website, social media, and at the District building. Additionally, the public notice was provided to the Orange County Register. The application period for the vacancy opened on April 21, 2022, and closed on April 30, 2022. The District received letters from the following candidates:

1. Stephanie Beverage – Retired Public Library Director
2. Natalie Higgins – Educator
3. Scott Nelson – Former Mayor

Trustee Shkoler’s term expires December 2022.

DISCUSSION

The District was formed pursuant to the Education Code sections 19600 *et seq.* Education Code section 19612 provides: “Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.” When the District has had prior vacancies, it solicited letters of interest and qualifications from eligible residents to fill the vacancy. The Board of Trustees then considered the interest received and forwarded its recommendation to the Board of Supervisors to make an appointment.

Procedures for Selecting Candidate to Appoint

Candidates will be interviewed by the Library Board of Trustees at tonight’s meeting. Interview order will be determined by random draw, as announced by the Executive Assistant. Trustees will take turn interviewing the qualified candidates and will utilize a ranked choice methodology to inform their deliberations on the potential appointment of a candidate. If a candidate is selected, the appointment will be effective upon the approval of the Board of Supervisors, through the recommendation of the Library Board of Trustees.

All candidates will be asked to make a 3-minute presentation. The Executive Assistant will start the 3-minute timer when the candidate begins speaking. When the candidate has 30 seconds

remaining, the Executive Assistant will hold up a yellow card. Candidates will not be allowed additional time to speak after the 3 minutes has expired. The candidate is to remain at the podium to answer any questions the Board may wish to ask. After the candidate is excused, he/she will be asked to leave the community meeting room.

After all candidates have made their presentations and questions have been answered, each Trustee shall list the candidates in order of preference. The candidates will be assigned a point of value:

- 3 points for your top candidate
- 2 points for your second candidate
- 1 point for your third candidate

The ballots will be forwarded to the Executive Assistant for tabulation. The Executive Assistant will announce the voting record of each Trustee and the total score for each candidate.

The candidate receiving the most points will be selected by the Library Board of Trustees and recommended to the Board of Supervisors for appointment.

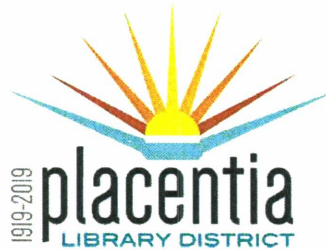
If there is a tie, the Trustees will vote again from among the tie votes, with each trustee naming one candidate.

Shortly after appointment, the new Trustee will receive orientation information from President Martin, Library Director Contreras, and other library staff, as needed. The new Trustee will commit to understanding and participating in the development, advocacy, and enforcement of library and special district regulations, events, and functions which fosters and advances the District's mission, goals, and objectives.

Attachment A is a copy of the Public Notice
Attachment B are copies of the candidates' letters.

RECOMMENDATIONS

1. Fill Trustee Shkoler's seat by an appointment.
2. Conduct interviews with the three candidates and discuss their qualifications.
3. Select a candidate to fill Trustee Shkoler's seat.
4. Authorize staff to notify the Board of Supervisors of the Library Board of Trustee's recommendation.



**NOTICE OF VACANCY IN THE ELECTED OFFICE OF PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEE**

With the resignation of former Trustee Al Shkoler effective as of April 23, 2022, a vacancy has been created in the office of the Placentia Library District Trustee Board of Trustee. The Board of Trustees is seeking letters of interest from applicants who are eligible for the office to fill the unexpired portion of Mr. Shkoler, which term expires on December 2, 2022. The requirements of the office are as follows: (1) you must be a resident within the Placentia Library District whose boundaries are the same as the City of Placentia; (2) you must be a citizen over the age of 18; and (3) be a registered voter.

Duties of a Trustee include, but are not limited to, making policy decisions governing the operation of the library, approving contracts and purchases, and hiring the Library Director. The Board of Trustees meets the third Monday of every month at 6:30 p.m. and has additional special meetings from time to time.

Letters of interest should be sent to the following address:

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attn: Jeanette Contreras, Library Director

The letters of interest should state that the person submitting the letter meets the eligibility requirements and discuss why the person is interested in being appointed as a Trustee and the person's qualifications for office and any other information you deem relevant for the Board's consideration. Please include a contact phone number and e-mail address. The Board will consider all letters of interest from eligible candidates and select a person that it will recommend be appointed at a public meeting. The final step in the process is for the Board to forward its recommendation to the Orange County Board of Supervisors, which makes the final decision on the appointment. If appointed by the Board of Supervisors, the person would then take the oath of office and begin serving the Library District as a Trustee.

Letters of interest must be received by the Library District by April 30, 2022.

If you have any questions relating to the position please direct your questions to the Library Director, Jeanette Contreras. She may be reached at (714) 528-1906 or by e-mail at administration@placentialibrary.org.



April 24, 2022

Placentia Library District
411 E. Champman Avenue
Placentia, CA 92870
ATTN: Jeanette Contreras, Library Director

Dear Director Contreras and Library Board of Trustees,

My name is Stephanie Beverage, and I am writing to express interest in serving on the Board of Trustees for the Placentia Library District. I am a recently retired Public Library Director and I have worked in various communities throughout Southern California. I have been a resident of Placentia for most of my adult life and currently reside at 5301 Hamer Lane in Placentia. I am a graduate of El Dorado High School, UCLA and Georgetown University, with a Master's Degree in Library and Information Science from UCLA.

As a recent retiree, I am looking for ways to effectively give back to the community and believe my background makes me an ideal candidate to serve on the Board for the Library District. I continue to follow the issues and trends that impact our libraries, and can bring a particular set of skills from my years of public service that can help support the work of the Board and Library staff. As a regular visitor to the library, I am familiar with the services provided to the community. I am impressed with the variety of programs and resources that are available, and I commend the Board and Library staff for their efforts to restore and improve services. I would like to support and assist the Board, the Library and library staff in the good work that they do for the community.

Thank you for your consideration,

Sincerely,



Stephanie Beverage

5301 Hamer Lane
Placentia, CA 92870
sbeverage@usa.com
714-457-3736

April 25, 2022

Attn: Jeanette Contreras, Library Director and the Placentia Library District Board of Trustees

My name is Natalie Higgins. I am a special education teacher, mother and Placentia resident. I am 31 years old, and a registered voter.

I earned my Masters of Education from Mount St. Mary's University in 2015 and in 2020, I became a certified Auditory Verbal Educator (LSLS Cert. AVed) upon completion of a 5-year mentorship and a rigorous exam to certify my competency and excellence in working with children with hearing loss and their families. I have worked as a special education teacher in public schools in Los Angeles Unified and Downey Unified for the past seven years. In that time, I have also worked as a teacher for USC's summer literacy program called, "*Come Read With Me,*" where I learned to develop and maximize reading and writing skills for children with hearing loss. I am passionate about equipping families with the tools to build literacy skills in the home and to foster a love for reading and writing for all students, but specifically students who are deaf and hard-of-hearing.

I believe I would make a positive addition to the Board of Trustees because of my passion for and expertise in early literacy, my experience as an educator, but also as a new mother in the community eager for resources and events to foster my daughter's love of learning, literacy development and relationship-building.

The library has always been a safe place for me to pursue my interests and explore. I have fond memories of my mother bringing me to the library often and carrying home a stack full of new books. My 9-month-old daughter has already found joy in pulling board books off of the shelf in the children's section and I look forward to seeing her love for the library grow as we make more memories together.

I thank the Board for considering my application.

Sincerely,

Natalie Higgins

Email: natalielynnfelix@gmail.com

Phone: (714) 231-5541

***Nelson and Associates
Farmers Group***
101 S. Kraemer Blvd. Suite 134
Placentia, CA 92870
(714)996-1084
snelson@farmersagent.com

April 26, 2022

**Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870
Attn: Jeanette Contreras**

Re: Vacancy-Library Trustee

To whom it may concern,

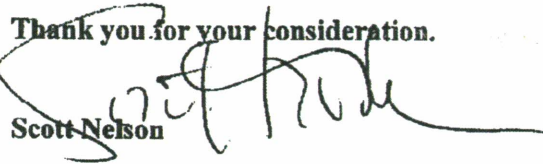
Please consider this my application for the Placentia Library District vacancy for the board of trustees.

I have been a resident of Placentia since 1987. I have also had my business located in Placentia since then, also.

Having always been involved in the city, my experience includes Planning Commission member, chair of the Placentia Audit Oversight Committee, nine year council member, including 4 terms as mayor.

I have extensive knowledge of municipal government, as well as special districts. I believe that my experience would be an asset to the library district.

Thank you for your consideration.


Scott Nelson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss New Job Description - Passport Acceptance Agent

DATE: May 9, 2022

BACKGROUND

In the Summer of 1998 the Placentia Library District submitted an application, to the Los Angeles Passport Office stating the District's interest in participating in serving as a Passport Application Facility. That same year, the District began to offer Passport Services with a Ribbon Cutting ceremony held on January 3, 1999.

Fast forward 23 years later, the District continues to provide passport services, as it is committed to customer service and bringing people together. Passport facilities nearby include the post office, libraries in Yorba Linda, Fullerton, Anaheim, and FedEx offices. Despite the availability of other facilities, the demand for passport services have been overwhelming, especially since the improvement of the pandemic and changes related to it.

DISCUSSION

Passport revenue accounts for 6% of the amended budget this fiscal year. As of March 31, 2022, passport revenue was at \$228,167 – 27% over the amended projection. The District's revenue source is not predicated by passport service, the continuation of such is determined as an added value of outstanding customer service to our patrons.

In March 2021, the District processed 498 applications and this year, the numbers of applications have skyrocketed 193% or a total of 1,171 applications. Lines have formed as early as 3:00 a.m., six hours before the library is open and at 6:00 a.m. on Sunday when we open at 1:00 p.m. We have seen applicants from as far as Washington State and several from the Los Angeles area, as the District is one of the only facilities with walk-in service. Such demands have resulted in belligerent behavior from the public and unwarranted actions towards our staff resulting in the unfortunate posting of civility signage.

Due to recent demands, and after input received from staff, the District halted passport service starting May 1st. The temporary discontinued service offered staff an opportunity to test appointment scheduling for passport service, train new staff, and address staffing level needs. Library patrons have noticed a vast difference in the atmosphere during their visits. Patrons have commented on how the building feels like a library, how quiet the library is, and how much they enjoy being inside. Staff had similar experiences and truly appreciate the ability to focus on

providing library services such as programming, literacy, reference work, collection development, sorting/shelving, claims return, ILLs, material processing, etc.

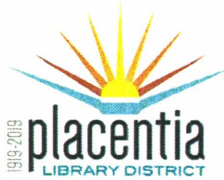
The creation of a Passport Acceptance Agent position will enable librarians and library assistants to perform their professional and para-professional duties and library clerks and aides more time to assist at the information desk and ensure materials are available in a timely manner for accessibility by our patrons. The new position will support the removal of passport tasks from the professional and para-professional staff. Passport agents are required to renew their certifications annually.

Staff will assess the appointment implementation and determine the appropriate staffing needs for passport services. The Passport Agent position will allow for schedule flexibility, recognizing staff's needs for dedicated time to complete primary duties, while maintaining excellent passport service. Staff will provide an assessment of the passport appointment process and their recommendations to the Board at the July meeting

Attachment A is a copy of the proposed language for the Passport Agent job description.

RECOMMENDATIONS

1. Approve the Passport Acceptance Agent Job Description as presented, inclusive of input received from the Library Board of Trustees.
2. Approve an amendment to the 2021-2023 Fiscal Years Budget to reflect the new Passport Acceptance Agent positions.



Part-Time Passport Acceptance Agent Job Description

PURPOSE

The Passport Acceptance Agent performs a range of paraprofessional tasks related to the acceptance (or execute) of the passport application. Ensures all materials needed to process the application meet the strict guidelines provided by the National Passport Office.

Incumbents primarily perform routine passport and customer service tasks at the Passport Office, including taking and processing photographs, verifying U. S. citizenship documents (birth certificates, drivers licenses, etc.), reviewing the application to verify all required information has been provided, recording the identification documentation presented on the application, collecting required passport fees, giving the applicant the oath and witnessing his/her signature. Incumbents are required to interpret Passport policies related to the passport application process and to resolve customer issues within established policies.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Essential duties include, but are not limited to, the following:

- Interact with customers in a courteous and professional manner. Provide a high level of customer service including polite and accurate responses to the passport application process. Refer other questions to the appropriate staff.
- Exercise independent judgment and tact when explaining and applying the regulations, policies, and procedures of the Passport Process.
- Required to take and process photograph of applicant.
- Verify the photograph is a true likeness of the applicant.
- Screen evidence of U. S. Citizenship documents.
- Record the identification documentation presented on the application
- Review the application to verify all required information has been provided.
- Collect the required passport fees and forward to the Department of State.
- Administer the Oath to the applicant and witness his/her signature.
- Sign your name and affix your office's authorized seal or stamp on the application.
- Ensure all documents are handled and stored securely and the applicant's personal identifiable information is protected.
- Mail passport applications to the appropriate address daily using traceable mail.

- Ensures the Passport office areas are safe, attractive and maintained in good working order.
- Re-certify yearly as a Passport Acceptance Agent.
- Perform daily opening and closing procedures. Perform other duties as assigned, including but not limited to Circulation tasks.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff, in person, and over the telephone.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Alphabetic and numeric systems. Passport Agent
- Basic arithmetic principles and cash handling.
- Modern office practices, methods, and computer equipment.
- Basic record keeping principles and procedures.
- Basic principles and practices of data collection and report preparation.
- Knowledge of confidentiality of customer information, freedom of information, and intellectual freedom.

Ability to:

- Respond to requests and inquiries from the general public.
- Use English effectively to communicate orally and in writing.
- Understand and carry out oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Prepare and maintain accurate and complete records.
- Organize own work and set priorities within procedural guidelines, work with speed and accuracy.
- Operate modern office equipment, including computer equipment, credit card machines and copy machines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Respond well to change and be flexible in performing assigned tasks.

Education and/or Experience: *Any combination of training and experience providing the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from high school and meet the strict guidelines set by the National Passport Office:

- Be a United States citizen or U. S. National
- Be at least 18 years old
- Be approved by the Department of State
- Be unable to issue, create, or amend citizenship or identity documents, such as birth certificates and driver's licenses.
- Not presently on parole or probation related to any Federal, State, or local convictions.
- Not presently under indictment for a Federal, State, or local felony, or a misdemeanor related to breach of trust or moral turpitude.
- Free of any Federal, State, or local felony convictions.
- Free of any Federal, State, or local misdemeanor convictions related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust).

Physical Demands and Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification requires continuous walking between work areas and prolonged standing in work areas. Finger, hand, and arm dexterity is needed to retrieve, process, and store library materials, and well as to enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification may lift and carry materials typically weighing less than 50 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. On occasion, this position may travel to special community events to conduct outreach efforts.

Working Conditions

The District is open 7 days a week: Monday-Thursday 9am-8pm; Friday & Saturday 9am-5pm; Sunday 1pm-5pm. This position is required to work during District operating hours or before and after operating hours to perform opening and closing duties.

SALARY

\$17.17 - \$21.97/hr. depending on experience.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss May Board Meeting Date
DATE: May 9, 2022

DISCUSSION

The Library Board of Trustees Meeting Dates was adopted in December 2021, with the May board meeting on the 3rd Monday, May 16, 2022. Due to schedule conflicts, staff would like to recommend the meeting be held on May 26, 2022 at 9:30 a.m., in lieu of the regular meeting date of May 16th at 6:30 p.m.

RECOMMENDATION

Approve amending the May 16, 2022 Board meeting date to May 26, 2022 at 9:30 a.m.