

Laguna Woods CIVIC SUPPORT FUND

AGENDA FOR MEETING OF THE

BOARD OF DIRECTORS OF THE

LAGUNA WOODS CIVIC SUPPORT FUND,
a California Nonprofit Public Benefit Corporation

Regular Meeting
Tuesday, September 7, 2021
3:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please exercise caution when attending this meeting. If you attend this meeting, please abide by all applicable state and local public health orders.

OPTIONS FOR PUBLIC COMMENTS

1. Attend the meeting in-person.

2. Submit public comments in writing. Written public comments may be submitted via email (contact@lwcivicsupportfund.com) or by mail (Laguna Woods Civic Support Fund, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the Laguna Woods Civic Support Fund prior to 3:00 p.m. on the day of the meeting. Written public comments may be read or summarized to the Laguna Woods Civic Support Fund Board of Directors at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

3. Make public comments by telephone. Dial (669) 900-6833. When prompted enter the following meeting ID: 860 7286 1642 followed by pound (#) and the following meeting passcode: 360821 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your phone to raise your hand. When it is your turn, you will be unmuted and able to speak. Please note that your telephone number will be visible to the Laguna Woods Civic Support Fund. No party should expect privacy of such information.

4. Make public comments online.

- Visit www.zoom.us
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 860 7286 1642
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 360821
- Enter a name and email address as required by Zoom

When an item you wish to comment on is discussed, click on “Raise Hand.” When it is your turn, you will be unmuted and able to speak. Please note that information you enter into Zoom will be visible to the Laguna Woods Civic Support Fund. No party should expect privacy of such information.

ABOUT THE LAGUNA WOODS CIVIC SUPPORT FUND

The specific and primary purpose of the Laguna Woods Civic Support Fund is to raise and distribute funds to support programs, projects, and services of the City of Laguna Woods, as well as to function as a “friends of the library” group in support of the Laguna Woods branch of the County of Orange’s public library system.

1. CALL TO ORDER

2. ROLL CALL

Carol Moore, Chair
Ryna Rothberg, Vice Chair
Steve Carpenter

Ed Tao
James Tung

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS – This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. Pursuant to state law, the Board of Directors is unable to take action on such items, but may briefly respond, provide references for factual information, request follow-up by staff, or schedule items for consideration at future meetings.

5. BOARD OF DIRECTORS MEETING MINUTES

Recommendation: Approve the Board of Directors meeting minutes for the meeting on June 1, 2021.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

Recommendation: Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.

7. MEMBERS OF THE BOARD OF DIRECTORS

Recommendation: Make recommendations to the City Council regarding the recruitment and appointment of members of the Board of Directors.

Current Vacancies

- One (1) resident of Laguna Woods; and
- One (1) person representing a business or organization with a physical location in Laguna Woods or that provides regular and ongoing services to residents of Laguna Woods.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on fundraising to support the City of Laguna Woods’ City Hall/Public Library Project and the Laguna Woods branch of the County of Orange’s public library system.

9. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on October 5, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

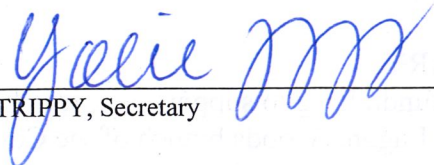
Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called upon at the appropriate time during the item’s consideration. Persons wishing to address the Board of Directors on an item *not* appearing on the agenda will be called upon during the “Public Comments” item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the Laguna Woods Civic Support Fund to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City of Laguna Woods’ City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The Laguna Woods Civic Support Fund requests at least two business days’ notice in order to effectively facilitate the provision of reasonable accommodations.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, Secretary, Laguna Woods Civic Support Fund, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City of Laguna Woods' website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Secretary

9-2-21

Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
JUNE 1, 2021
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

1. CALL TO ORDER

Chair Moore called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:05 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Carpenter, Moore, Rothberg, Tao, Tung, Williams
ABSENT: -

STAFF: PRESENT: Macon, Trippy

3. PLEDGE OF ALLEGIANCE

Director Williams led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. CONTRIBUTION FROM THE CHINESE CALLIGRAPHY CLUB

Director Tao introduced the item.

Members of the Chinese Calligraphy Club presented a \$1,000 contribution to the Laguna Woods Civic Support Fund for the City Hall/Public Library Project.

Shari L. Horne, Mayor, City of Laguna Woods, expressed gratitude for the contribution.

Directors made comments.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon noted that the Chief Financial Officer's Report was included in the agenda packet.

7. FISCAL YEAR 2021-22 BUDGET

CEO Macon introduced the item and noted cash flow concerns related to a lack of new revenue

and continuing administrative expenses.

Directors discussed the item.

Moved by Director Williams, seconded by Director Tung, and carried unanimously on a 6-0 vote, to adopt a budget for Fiscal Year 2021-22 commencing July 1, 2021 and ending June 30, 2022.

Directors discussed the item.

8. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon reviewed the status of the City of Laguna Woods' City Hall/Public Library Project and responded to related questions.

Directors discussed potential fundraising to support the City Hall/Public Library Project.

9. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Williams commented on personal events and announced her resignation from the Laguna Woods Civic Support Fund Board of Directors effective today.

Director Tao commented on the value of libraries and wished Director Williams well.

Director Carpenter commented on the City Hall/Public Library Project representing a return to normalcy, and cultural arts.

Director Tung commented on his understanding of what the City is responsible for and the value of bringing people together from throughout Laguna Woods.

Vice Chair Rothberg commented on reopening activities at The Towers and her desire to see the City Hall/Public Library Project progress.

Director Carpenter and Vice Chair Rothberg offered to purchase bookmarks for library fundraising.

Director Tao commented on an individual who is moving to Laguna Woods.

Director Rothberg commented on Sodexo's potential willingness to provide refreshments for fundraising events.

10. ADJOURNMENT

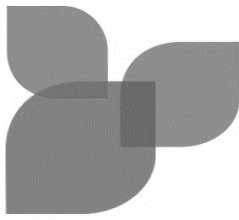
The meeting was adjourned at 4:22 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, February 2, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: September 7, 2021

CAROL MOORE, Chair

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Laguna Woods
CIVIC SUPPORT FUND

CHIEF FINANCIAL OFFICER'S REPORT
June 2021

Balance Sheet
as of June 30, 2021

Assets:

Checking - US Bank	\$ 5,438.50	
Total Assets	<u>5,438.50</u>	<u>\$ 5,438.50</u>

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	<u>-</u>	

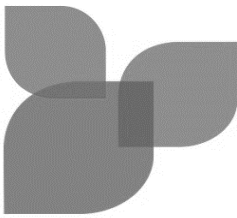
Fund Balance:

Restricted - Dog Park	-	
Restricted - Library	2,654.47	
Assigned - Administrative Support	<u>2,784.03</u>	
Total Fund Balance	5,438.50	

Total Liabilities and Fund Balance		<u>\$ 5,438.50</u>
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2020 through June 30, 2021
(100% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 272.00	2.7%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	500.00	5.0%
R3 Donations Unrestricted	-	1,000.00	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.69	4.6%
Total Revenues	<u>20,015.00</u>	<u>1,772.69</u>	8.9%
Expenditures:			
E1 Contract Services	575.00	96.00	16.7%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	128.20	25.6%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	3,355.05	33.6%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>3,579.25</u>	14.7%
Net Change in Fund Balance	(4,393.00)	(1,806.56)	41.1%
Beginning Fund Balance	<u>7,245.06</u>	<u>7,245.06</u>	
Ending Fund Balance	<u>\$ 2,852.06</u>	<u>\$ 5,438.50</u>	190.7%



Laguna Woods CIVIC SUPPORT FUND

CHIEF FINANCIAL OFFICER'S REPORT July 2021

Balance Sheet as of July 31, 2021

Assets:

Checking - US Bank	\$ 5,438.54	
Total Assets	<u>5,438.54</u>	<u>\$ 5,438.54</u>

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	<u>-</u>	

Fund Balance:

Restricted - Dog Park	2,855.05	
Restricted - Library	2,382.47	
Assigned - Administrative Support	<u>201.02</u>	
Total Fund Balance	5,438.54	

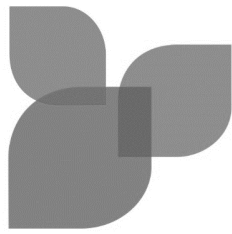
Total Liabilities and Fund Balance		<u>\$ 5,438.54</u>
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ITEM 6 - Attachment B

**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2021 through June 30, 2022
(8% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ -	0.0%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	-	0.0%
R3 Donations Unrestricted	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.04	0.3%
Total Revenues	<u>20,015.00</u>	<u>0.04</u>	0.0%
Expenditures:			
E1 Contract Services	575.00	-	0.0%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	-	0.0%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	-	0.0%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>-</u>	0.0%
Net Change in Fund Balance	(4,393.00)	0.04	0.0%
Beginning Fund Balance	<u>5,438.50</u>	<u>5,438.50</u>	
Ending Fund Balance	<u>\$ 1,045.50</u>	<u>\$ 5,438.54</u>	520.2%



Laguna Woods CIVIC SUPPORT FUND

MEMORANDUM

Copies of the Laguna Woods Civic Support Fund's existing library-related fundraising materials are enclosed for reference.

At today's meeting, staff recommends that the Board of Directors focus on identifying fundraising plans related to the groundbreaking of the City of Laguna Woods' City Hall/Public Library Project. Groundbreaking is anticipated to occur this fall.

Please note that the Laguna Woods Civic Support Fund currently has limited funds to advance costs without commensurate increases in revenue. The Board of Directors should consider soliciting sponsorships and in-kind donations to support its fundraising plans.

Balance Sheet as of June 30, 2021

Assets:

Checking - US Bank	\$ 5,438.50	
Total Assets	<u>\$ 5,438.50</u>	

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	<u>-</u>	

Fund Balance:

Restricted - Dog Park	-	
Restricted - Library	2,654.47	
Assigned - Administrative Support	2,784.03	
Total Fund Balance	<u>5,438.50</u>	

Total Liabilities and Fund Balance	<u>\$ 5,438.50</u>
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YOUR LAGUNA WOODS OC PUBLIC LIBRARY NEEDS YOU!

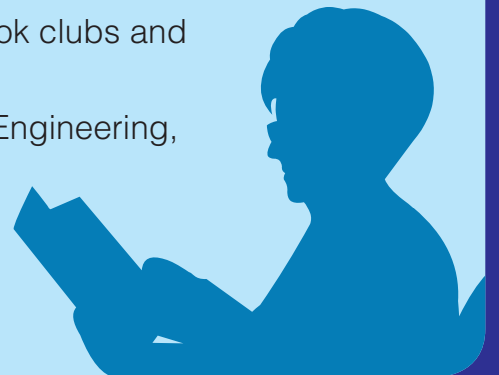
Become a friend of the Laguna Woods OC Public Library at City Hall!

Your tax-deductible donation will help to support the collection, events, programming, facilities, and/or services offered at the Laguna Woods Branch Library.

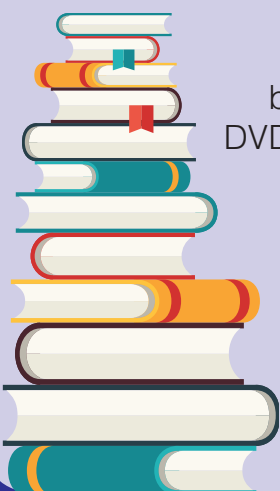
For more information, please call (949) 639-0524.

WHAT CAN YOUR LIBRARY CONNECT YOU TO?

- ★ New releases, bestsellers, classics, and more
- ★ Movies, magazines, music, and sheet music
- ★ eBooks and eAudiobooks
- ★ Large-print books and books-on-tape
- ★ Multiple copies of titles for book clubs and discussion groups
- ★ STEM (Science, Technology, Engineering, and Math) resources
- ★ Genealogical research tools
- ★ Job advertisements and postings

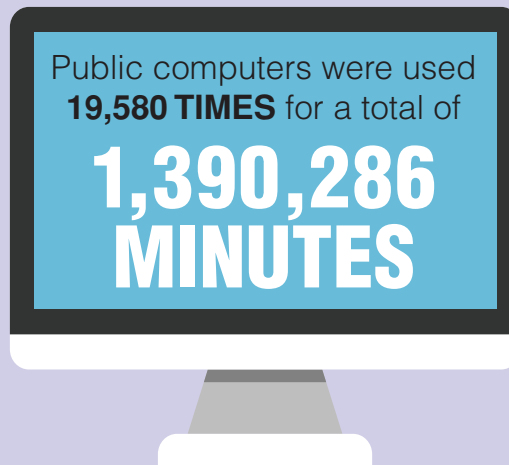


HOW OFTEN IS YOUR LIBRARY USED?

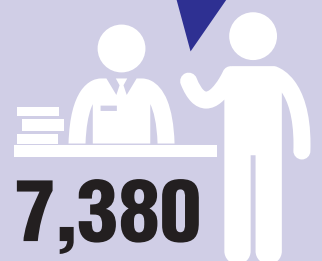


15,810

books, audio books, DVDs, and other materials were checked out



**REFERENCE
QUESTIONS
ANSWERED BY
LIBRARY STAFF**



programs were held, including 19 workshops/events (art, music, genealogy) and 21 eBook help sessions

6 3/4 Remittance
Envelope

(3 5/8 x 6 1/2
when closed)



FRIENDS OF THE LAGUNA WOODS OC LIBRARY

THANK YOU
FOR YOUR
POSTAGE

Friends of the Laguna Woods OC Library
24264 El Toro Road
Laguna Woods, CA 92637

OUTSIDE
TOP

FOLD

FOLD

OUTSIDE
BOTTOM

(FRONT OF
ENVELOPE)

GLUE AREA. ANYTHING PRINTED IN THIS AREA MAY BE DESTROYED WHEN OPENED.

INSIDE
TOP

Yes, I would like to join the Friends of the Laguna Woods OC Library
and support the Laguna Woods branch of OC Public Libraries!

Please make checks payable to
"Friends of the Laguna Woods OC Library."

FOLD

FOLD

NO PRINT ZONE

Name(s): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Email Address: _____

Annual Membership: Individual (\$25) Family (\$50)
 Patron (\$100) Sustaining (\$250)

*Donations are tax-
deductible to the extent
provided by law.*

Thank You for Your Generous Support!

GLUE OVERLAP. ANYTHING PRINTED IN THIS AREA MAY BE DESTROYED WHEN OPENED.

INSIDE
BOTTOM

FOUNDERS WALL FUNDRAISING PROGRAM

The following fundraising program was approved by the Laguna Woods Civic Support Fund Board of Directors on February 4, 2020. It is anticipated that the program will be launched concurrent with the beginning of construction for the City Hall/Public Library Project.

Founders Wall Fundraising Program

Moved by Vice Chair Hatch, seconded by Director Williams, and carried unanimously on a 5-0 vote with Director Chong absent, to approve a “founders wall” fundraising program to support the construction of the building that will house the expanded Laguna Woods branch of the County of Orange’s public library system, and authorize staff to implement and incur costs for such a program, generally consisting of the following:

Contribution levels:

- \$50 (non-business only)
- \$100 (non-business only)
- \$150 (non-business or club only)
- \$300 (business, non-business, or club)
- \$500 (business, non-business, or club)
- \$1,000 (business, non-business, or club)

Plaque design: Contributions will be recognized on a single bronze cast plaque with larger contributions appearing in larger font sizes. Plaque design to have a book-themed motif.

Timing: The plaque will be unveiled at the grand opening of the expanded Laguna Woods branch of the County of Orange’s public library system.