

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, October 4, 2022
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) 444-9171. When prompted enter the following meeting ID: 818 4278 7696 followed by pound (#) and the following meeting passcode: 282370 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your telephone 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: 818 4278 7696
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 282370
- 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

Introductory Note: Members of the public wishing to address the Board of Directors on items appearing on this agenda are advised to indicate their interest in doing so at the time an item is considered by notifying staff if present in-person, pressing *9 on their telephone if participating by telephone, or clicking on “Raise Hand” if participating by computer via Zoom. Members of the public wishing to address the Board of Directors on items *not* appearing on this agenda may do so during Item 4.

2. ROLL CALL

Carol Moore, Chair (City Council appointee)	Young Lee (resident member)
Ryna Rothberg, Vice Chair (resident member)	Ed Tao (City Council appointee)
Steve Carpenter (business member)	James Tung (resident member)
German Cuenca (business member)	

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. To indicate interest, please notify staff if present in-person, press *9 on your telephone if participating by telephone, or click on “Raise Hand” if participating by

computer via Zoom. Pursuant to state law, the Board of Directors is unable to take action on such items, but may engage in brief discussion, provide direction to staff, or schedule items for consideration at future meetings.

5. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or member of the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

5.1 Board of Directors Meeting Minutes

Recommendation: Approve the Board of Directors meeting minutes for the regular meeting on September 6, 2022.

5.2 Chief Financial Officer's Report

Recommendation: Receive and file the Chief Financial Officer's report for the month of August 2022.

6. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation:

1. Receive and file an update from the Chief Executive Officer regarding the City Hall/Public Library Project and library-related fundraising programs.

AND

2. Authorize the Chief Executive Officer to incur costs not to exceed \$6,750 related to the design, fabrication, delivery, and installation of a 30" x 38" Founders Wall cast bronze plaque recognizing contributors.

AND

3. (a) Authorize, (b) direct staff to take no further action on, and/or (c) provide direction to staff, related to the purchase of "Friends of the Laguna Woods OC Public Library" bookmarks and subsequent use of the same.

AND

4. Discuss items related to 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, including the following matter agendized by Chair Moore:

(a) Discussion and possible Action regarding City Interfaith Breakfast

7. BOARD OF DIRECTORS MEETING SCHEDULE

Recommendation: Cancel the regular meeting scheduled for November 1, 2022 at 3 p.m.

at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637 due to a conflict with City Hall's use as a vote center for the November 8, 2022 General Election.

8. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

9. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on November 1, 2022 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 on Non-Agenda Items" 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.

/s/ Yolie Trippy
YOLIE TRIPPY, Secretary

9/30/22
Date

**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
September 6, 2022
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 3:04 p.m.

2. ROLL CALL

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

STAFF: PRESENT: Trippy

Director Tao participated via teleconference.

All other directors and staff participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

Chair Moore led the pledge of allegiance.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

5. CONSENT CALENDAR

Moved by Vice Chair Rothberg, seconded by Director Carpenter, and carried unanimously on a 7-0, to approve Consent Calendar items 5.1 – 5.2. This vote was conducted by roll call.

5.1 Board of Directors Meeting Minutes

Approved the Board of Directors meeting minutes for the meeting on August 2, 2022.

5.2 Chief Financial Officer's Report

Received and filed the Chief Financial Officer's report for the month of July 2022.

6. CITY HALL/PUBLIC LIBRARY PROJECT & FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Secretary Trippy introduced the item and provided updates on the City Hall/Public Library Project and Founders Wall fundraising program.

Chair Moore discussed her idea for a City Interfaith Breakfast and answered related questions.

Directors discussed Chair Moore's idea, which included the following topics:

- Purpose of establishing ties with community and constituents
- Creating a list of religious groups located within Laguna Woods for invitations
- What type of breakfast to serve to meet the restrictions of each faith group
- Orange County Health Care Agency food service permitting requirements
- Potential dates and times, and schedule for event planning
- Cost of tickets and the potential of accepting donations in lieu of fixed cost tickets

7. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Lee greeted Director Tao, who was participating remotely.

Director Tao commented that it was a good meeting.

Vice Chair Rothberg commented that the proposed City Interfaith Breakfast is well-intended, but not relevant to fundraising or the library.

Director Carpenter commented that such events should be planned after the grand opening of the new library.

Chair Moore suggested that such an event could be planned for spring 2023.

Director Cuenca commented that a buffet would be more appealing than a boxed meal for planning purposes.

Vice Chair Rothberg would like an update on the bookmarks at the next meeting, including the amount to be purchased, wording on the bookmark, and color choice.

8. ADJOURNMENT

The meeting was adjourned at 4:27 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, October 4, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: October 4, 2022

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
August 2022

Balance Sheet
 as of August 31, 2022

Assets:

Checking - US Bank	\$ 53,158.03	
Total Assets	\$ 53,158.03	\$ 53,158.03

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$ -	
Total Liabilities	-	-

Fund Balance:

Restricted - Dog Park	(41.25)	
Restricted - Library	51,509.72	
Assigned - Administrative Support	1,689.56	
Total Fund Balance	53,158.03	

Total Liabilities and Fund Balance		\$ 53,158.03
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2022 through June 30, 2023
(16% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 200.00	2.0%
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	0.44	2.9%
Total Revenues	<u>20,015.00</u>	<u>200.44</u>	1.0%
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	23.00	4.6%
Total Expenditures	<u>24,408.00</u>	<u>23.00</u>	0.1%
Net Change in Fund Balance	(4,393.00)	177.44	-4.0%
Beginning Fund Balance	<u>52,397.00</u>	<u>52,980.59</u>	
Ending Fund Balance	<u>\$ 48,004.00</u>	<u>\$ 53,158.03</u>	110.7%

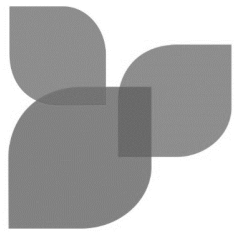
Library Founders Wall Contributions
July 1, 2022 thru June 30, 2023

Individual/Household		
Silver, \$100	2	\$200
Total	2	\$200

Library Founders Wall Contributions

Individual/Household		
Bronze, \$50	41	\$2,060
Silver, \$100	49	\$4,900
Gold, \$150	26	\$4,150
Platinum, \$300	10	\$3,000
Diamond, \$500	13	\$6,500
Legacy, \$1,000	20	\$20,000
Club Contribution		
Gold, \$150	7	\$1,165
Platinum, \$300	9	\$2,700
Diamond, \$500	1	\$500
Legacy, \$1,000	2	\$2,000
Business Contribution		
Platinum, \$300	2	\$600
Legacy, \$1,000	1	\$1,000
Total	181	\$48,575

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Laguna Woods
CIVIC SUPPORT FUND

MEMORANDUM

Vice Chair Rothberg has contributed \$500 and requested that those funds be used to purchase custom leather bookmarks for use as a “Friends of the Laguna Woods OC Public Library” fundraiser or giveaway.

\$500 allows the Laguna Woods Civic Support Fund to purchase 120 bookmarks at an approximate cost of \$4.17 each from the vendor recommended by Vice Chair Rothberg (Ameropean Corporation).

Vice Chair Rothberg and Director Carpenter previously indicated to staff that their preference was for purple bookmarks with gold text and a gold image of stacked books.

A proof and quote from Ameropean Corporation is attached.

At today’s meeting, the Board of Directors is asked to (a) authorize, (b) direct staff to take no further action on, and/or (c) provide direction to staff, related to the purchase of “Friends of the Laguna Woods OC Public Library” bookmarks and subsequent use of the same.

If the Board of Directors would like to authorize the purchase of bookmarks and provide direction related to subsequent use of the same, a motion might be:

“Authorize the Chief Executive Officer to incur costs not to exceed \$500 related to the purchase of 120 “Friends of the Laguna Woods OC Public Library” bookmarks (purple background with gold text and a gold image of stacked books) with the use of such bookmarks to be [INSERT USE HERE].”

Attachment A: Proof
Attachment B: Quote

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Ameropean Corporation

ITEM 6(3.) - Attachment A

50 Whitney Ridge Terrace
North Haven, CT 06473

Phone (203) 230-1012
Phone: 800-466-4648
e-mail: ac@ameropean.com

This is the final overall layout for the bookmark you ordered. The faint corner lines indicate the overall size of the finished bookmark, including fringe, which is 1.5" x 9". The image may print smaller on the proof.

Normal delivery time from receipt of your signed approval is about 5-6 weeks. If there is a deadline for delivery before then, please indicate the date: _____. We will make every effort to meet your delivery date, via UPS ground service, however, we may have to charge an additional next day air freight amount to meet your deadline.

Please return an approved copy by e-mail so that we may ask the plant to proceed with production.

Please complete the following bill and ship to (via UPS) information:
BILL TO: _____ SHIP TO: (IF DIFFERENT) _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

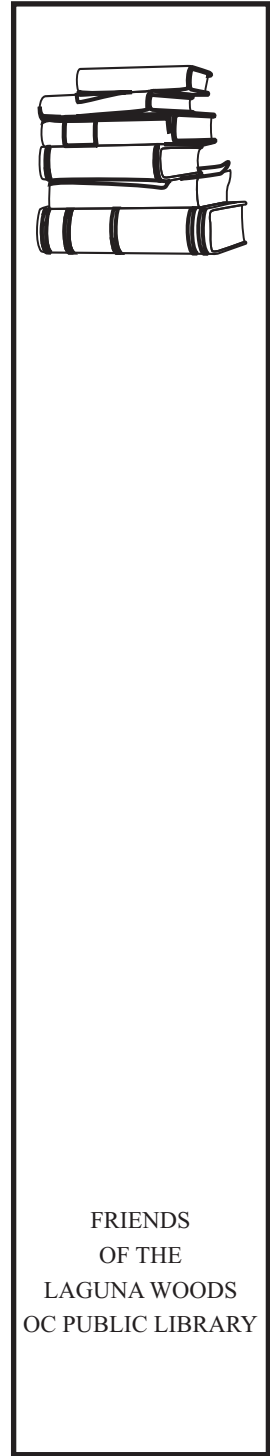
IS THE "SHIP TO" ADDRESS A RESIDENTIAL ADDRESS? YES ___ NO ___

APPROVAL:

_____ signature _____ date

telephone # () _____

Record # 36307
Blocking Die #
Leather Color: PURPLE
Imprint Color: GOLD
Quantity: 120



This is a fringe style bookmark with a printed border.

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Ameropean Corporation

50 Whitney Ridge Terrace
North Haven, CT 06473

ITEM 6(3.) - Attachment B

QUOTATION

Quote Number: 465

Quote Date: Sep 12, 2022

Telephone: 800-466-4648
e-mail: ac@ameropean.com

Quoted to:
Friends Laguna Woods OC Public Library 24264 El Toro Road Attn: April Baumgarten Laguna Woods, CA 92637 USA

Ship to :
Friends Laguna Woods OC Public Library 24264 El Toro Road Attn: April Baumgarten Laguna Woods, CA 92637 USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FRILAGWO	10/12/22	Net 20 Days	

Quantity	Item	Description	Unit Price	Amount
120	B Bookmark	Bookmark: Custom Designed The UPS charge is estimated. Will not be over \$26.00. Thank you for your consideration.	3.95	474.00

Subtotal	474.00
Sales Tax	
Freight	26.00
TOTAL	500.00