

Board of Library Trustees

Application Form**Profile**

Prefix _____ Bryan _____ Middle Initial _____ Snodgrass _____
 First Name Last Name

████████████████████
 Email Address

██████ E. Cedar Ave. _____ Suite or Apt _____
 Home Address

Burbank _____ CA _____ 91501 _____
 City State Postal Code

Home: ██████████ _____ Business: ██████████ _____
 Primary Phone Alternate Phone

Burbank Community YMCA _____ Chief Operating Officer _____ Administration _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

17.5 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I currently serve on the Board of Library Trustees, and the experience has been invigorating to say the least. The advocacy work that we are doing as part of the Board of Library Trustees has been life-changing for me. Being a part of the City of Burbank and playing a role in the improvement of our city and its services these past 6 years has been thrilling work. The ability to be part of something larger than myself has been humbling, and I can't wait to support Burbank and the library for another term.

Education

Bachelor of Arts Degree from the University of Northern Colorado. Major in Theatre Directing, Minor in English.

Additional Pertinent Courses or Training

Leadership Burbank: Class of 2015

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Currently serving on the Board of Library Trustees

List Community activities in which you are involved:

As the COO of the Burbank Community YMCA, I participate in many community events. I assist in our partnerships with the Burbank Unified School District and Providence St. Joseph Medical Center. The Y's work this past year with our Social Impact Center has also led to increased involvement with our community members, ranging from businesses to non-profits. I, along with the Burbank Human Relations Council, the New York Film Academy and the Library, host monthly community circle conversations (currently called Race Relay). I am also part of the Burbank Pride planning committee. I am on the Burbank Kiwanis Board as well as the co-founder/board member for Conundrum Theatre Company. I also am a member of the Burbank Care Coordination team as part of the Burbank Homeless Services Providers group, and I am a member of the city's Domestic Violence Task Force group.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a minor in English and currently serve on the Board of Library Trustees.

What are your goals in serving on this Board/Commission/Committee?

I want to continue the advocacy work that our Board has started for the library. With the goal of an updated modern library on the horizon, I hope the work I've done these past six years on this Board will continue for another term. I want to bring awareness about the importance of the library in our community to the City. Literacy is extremely important to me and a huge part of mental health for so many people (myself included), and I am excited to see how the Library will help move Burbank into its next 110 years!

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N/A

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy

I have read the City of Burbank Covid-19 Vaccination Policy and hereby agree to provide proof of vaccination or either a medical or religious exemption form. Upon receipt of the application City Clerk's Office staff will contact me with further instruction. Vaccination documentation will not be disclosable to the public.

I Agree

Bryan C. Snodgrass

■ E. Cedar Ave., ■
Burbank, CA 91501
Phone: ■■■■■■■■■■
E-mail: ■■■■■■■■■■

EDUCATION

Bachelor of Arts
Major: Theatre Arts with Directing Emphasis
Minor: English

Leadership Burbank: class of 2015

PROFICIENT IN:

Excel, Word, Outlook, DAXKO, CCC, Powerpoint

PROFESSIONAL EXPERIENCE

Burbank Community YMCA Burbank, CA
Chief Operating Officer (August 2017-Present)
Senior Director of Youth Development (September 2015-August 2017)
School Age/Summer Camp Director (May 2008-September 2015)
Assistant School Age Director (January 2005-May 2008)
Employee of the Year 2008

- Develop, supervise, manage, and administer all Youth Development programs, including: Aquatics, Preschool, School Age, Summer Camp, Child Development Administration, Youth and Government, Youth Fitness, and Sports, and Child Watch
- Develop and implement the Learn, Grow, Thrive program, a summer learning loss prevention program for children who are reading below grade level and low-income
- Budget development and oversight of \$2.5+M
- Track enrollment statistics through reports
- Assist in the development and execution of the Annual Support Campaign
- Research member satisfaction through surveys
- Generate check/refund requests for financial department
- Create flyers/communications
- Maintain relations with members and staff
- Organize/implement standards for National Association for the Education of Young Children (NAEYC) accreditation for Preschool and American Camp Association (ACA) accreditation for Summer Camp
- Serve on planning committees for various special events

Imagination in Education Colorado Springs, CO
Educator (April 2004-August 2004)

- Create and implement monthly lesson plans
- Supervise children
- Direct annual musical

BOARD EXPERIENCE

Conundrum Theatre Company
Treasurer (December 2015-Present)

Burbank Public Library
Board of Library Trustees (September 2016-Present)

Burbank Noon Kiwanis
Board Member (July 2017-Present)

Burbank Community Theater
Education Chair (July 2014-December 2015)

Application Form

Profile

Mr. Richard V Rupp
Prefix First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] E Verdugo Ave [REDACTED]
Home Address Suite or Apt

Burbank CA 91502
City State Postal Code

Mobile: [REDACTED]
Primary Phone Alternate Phone

Retired/Self Employed Author Author/Writer
Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

4 Years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

To give back to the community.

Education

Associate of Arts Degree, Los Angeles City College

Additional Pertinent Courses or Training

UCLA Extension - Extensive courses in Insurance, Business Law, and Business Management College of the Desert - Extensive courses in Law Enforcement, Economics, and Writing Chartered Property & Casualty Underwriters designation from the American Institutes Completed Executive Management Program at the College of Insurance, New York City Completed Loss Control Program at Factory Insurance Association

Other Pertinent Skills, Experience or Interests

Published Author of the "Rupp's Insurance & Risk Management Glossary used in numerous court cases involving the application of insurance Published Author in the crime novel genre - "Death & Taxes" and "Death on the High Seas" Have written numerous articles for business and insurance publications. Publish a weekly newsletter titled "Rupp's Notes"

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

I am a resident of the Burbank Senior Artist Colony and participate in a number of group activities.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Senior Citizens Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

First, I'm a senior citizen. Second, I'm active with a number of the projects at the Burbank Senior Artist Colony.

What are your goals in serving on this Board/Commission/Committee?

To improve the lives of Senior Citizens who live in Burbank.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

In college, I was a librarian for the Boy's Club of Hollywood My job as a researcher required me to constantly use the facilities of libraries. I understand the transition to digital research and the movement of public and specialty libraries to being more oriented toward resource centers. I had a card for the Library of Congress and frequently used it for research.

What are your goals in serving on this Board/Commission/Committee?

To improve the use of the library and recognize the impact of digital research on it. To encourage youth to understand the importance of libraries and reading.

Supplemental Questions

Mr. Richard V Rupp

Acknowledgements

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I Agree

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I Agree

RICHARD VINCENT RUPP

RESUME

Richard V. Rupp retired from a successful career in the insurance and risk management industries in 2010. Following his retirement, he successfully tried his hand at writing crime novels.

Prior to writing crime fiction, Dick was an internationally recognized lecturer, writer, and published author on the subjects of insurance and risk management. He was born in Santa Monica, California, and grew up in a Hollywood movie industry family. He served in the Army Reserve, where he was assigned to the Army Finance Corp. His business career led him to the commercial insurance industry. He became an executive specializing in developing new insurance products and risk financing concepts. His forte was research, writing, and designing risk management and risk funding products used by major corporations. His positions allowed him to travel the world, including frequent trips to London, Bermuda, and the Cayman Islands.

During his thirteen years with Marsh & McLennan, his colleagues dubbed him the “professor” as he was the Los Angeles office’s representative with a Marsh unit based in New York that developed many of the risk management concepts currently in use today. He established the first captive insurance company out of the Los Angeles Office of Marsh for HMO Internation, which later became CIGNA Health Plans. He also developed that offices first construction Wrap-Up programs for new buildings being constructed by United California Bank, Cedars Sinai Hospital, Sunkist Growers and other projects for the C.L. Peck Construction Company. He served on three Marsh special task forces that sought to resolve such problems as lack of industry capacity and the medical malpractice and products liability crises.

Dick was involved in forming captive insurance companies for leading California firms such as Fleetwood Enterprises, Sambo’s Restaurants, and an auto warranty captive for Kelly Blue Book, including President Ronald Regan and his Kitchen Cabinet (Holmes Tuttle, Buster Kelly, Charles Cook) as shareholders.

At California Casualty Management Company, Dick developed one of the first Employment Practices Liability Insurance programs jointly marketed through the California employers Group and the California Manufacturers Association.

Dick is the author of adult-oriented FBI Special Agent Hartmann crime novels. In the series **Death & Taxes**, his first novel received excellent reviews and won the Independent Book Publishers Association Benjamin Franklin Silver Award for Best New Voice in Fiction. His second novel, **Death on the High Seas**, has received excellent reviews.

Dick is now working on a SciFi genre manuscript titled **Skyward**.

Dick lives in Burbank, California.

Application Form

Profile

_____ Robin _____ Savoian _____
Prefix First Name Middle Initial Last Name

Email Address

_____ Scott Road _____
Home Address Suite or Apt

_____ Burbank _____ CA _____ 91504 _____
City State Postal Code

Home: _____
Primary Phone Alternate Phone

_____ Greater Los Angeles Zoo _____ Associate Director, Annual Fund _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
 Community Development Goals Committee: Submitted

Length of time as a Burbank Resident:

14 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have served for six years on the Community Development Goals Committee, including acting as the Committee Chair and Vice Chair, but would like to expand my service to the City of Burbank in a slightly different capacity. I hope to provide direction and guidance to the Burbank City Council so they may engage the community and continue to provide exceptional resources to Burbank's wide range of populations, during and after the Covid-19 global pandemic.

Education

I have a Bachelor of Science degree from University of California Davis. In the course of working in non-profits and cultural institutions for over 20 years I have unparalleled experience in managing budgets, program management and engaging community groups. Additionally, I have served on several boards and committees, including advisory boards, and am well versed in initiating pertinent studies, investigations and surveys, and reporting findings so that recommendations can be made to overseeing bodies and elected officials.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Member of American Library Association and attendee of 2019 Midwinter Conference in Seattle, WA
Member of Friends of the Burbank Library

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I have served for two 4-year terms on the Community Development Goals Committee (2014 - present). I was the Committee Chair in 2017 during my first term and Committee Vice-Chair (2020), and Committee Chair (2021) during my second term.

List Community activities in which you are involved:

Substitute teacher for K-12 schools within Burbank Unified School District during the 2016-2017 school year, including long-term positions at Roosevelt and Bret Harte Elementary schools. Member and active participant of Parent-Teacher Association - Burbank Unified School District Take pottery courses and attend gallery shows at The Betsy Lueke Creative Arts Center. Attend adult and child classes offered through Burbank Parks and Recreation including Summer Daze and Stough Canyon Nature Center classes Attend John Burroughs and Burbank High School music and performing arts programs. Participate, with my children, in the annual Summer Reading Program at Burbank Library Participate in book clubs for adults and children, as well as in-branch programming administered or hosted by the Burbank Central Library. Member of Friends of the Burbank Library Attend seasonal community events throughout the year such as the McCambridge Park Egg Hunt and Christmas Tree Lighting at City Hall, and special events at McCambridge and Verdugo Pool.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Robin Savoian

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a deep love of library science and have participated in several book clubs, conferences, and other library events including those administered by the Burbank Public Library. I feel the Burbank Library is an amazing community resource and, with other members of my family, including my two small children, participate in many of the programs the Library offers at all three sites across the City of Burbank. I have passed the California Basic Educational Skills Test (CBEST) and after spending a year substitute teaching K-12 for the Burbank Unified School District, I became more interested in library science and the enormous community resource that libraries provide. I am an active member of the Friends of the Burbank Library, as well as the American Library Association, attending their annual conference in Seattle, Washington in 2019.

What are your goals in serving on this Board/Commission/Committee?

Public libraries are dynamic, socially responsive institutions, teeming with diversity, and act as a lifeline for the most vulnerable among us. My goal in serving on the Board of Library Trustees is to work with other members of the board to help establish rules and regulations for the maintenance and improvement of the public libraries in Burbank so they can continue to be a extraordinary resource for all members of the community.

Second Choice

Robin Savoian

SECOND choice for Board/Commission/Committee appointment:

Community Development Goals Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have greatly appreciated the opportunity to serve the City of Burbank for two full terms as a member of the Community Development Goals Committee and have enjoyed working with other community members to make recommendations on the expenditure of federal Community Development Block Grant funds. I have learned quite a bit about the operation and need for city boards and commissions in the past 8 years and hope to continue to extend my service to the Burbank community by offering my expertise to the Community Development Goals Committee should an appointment to the Board of Library Trustees not be possible at this time.

What are your goals in serving on this Board/Commission/Committee?

My goal in serving on the Community Development Goals Committee is to continue to extend my service to Burbank City Council members as well as the Burbank community.

Supplemental Questions

Acknowledgements

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I Agree

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I Agree

Robin Savoian

Burbank, CA – [REDACTED]

Greater Los Angeles Zoo Association - Los Angeles, CA – January 2017 - Present Associate Director, Development

- Manages all facets of the Safari Society (\$1,500 and above) annual giving program.
- Responsible for building, identifying, cultivating, setting strategies and stewarding individual donors to GLAZA who have the giving capacity and interest to belong to the Safari Society.
- Responsible for acquiring a significant portion of GLAZA's annual budget and participates in all aspects of the gift cycle including envisioning and implementing a diverse calendar of events, special activities and cultivation opportunities for current and potential donors to the Safari Society.
- Works with GLAZA Trustees to establish recruiting events, promote upcoming events, encourage philanthropic activity and to be an ambassador in the community.
- Works closely with the entire Development team, to identify Safari Society donors who might also be qualified as major donors. Cultivation of these donors will be in tandem with major gift strategies as determined by the team.
- Actively engage in establishing and strengthening long-term relationships with individuals which will result in helping to build a major gifts pipeline as Safari Society donors are moved up the donor ladder.
- Advance the Zoo's and GLAZA's interests by identifying sources of private support, and by maintaining strong communication ties with donors and prospects.

Burbank Unified School District – Burbank, CA Substitute Teacher, September 2016 – May 2017

- Direct the learning by accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons, or units assigned.
- Record attendance according to the schools' and district's procedures.
- Ensure an orderly and tidy classroom and keep furniture in a safe orientation for the students to optimize learning.
- Adhere to all procedures, guidelines, and policies followed by regular teachers in line with recommended teaching procedure.
- Maintain a sustainable relationship with parents, students, school personnel and members of the public by communicating in a confidential, polite and refined manner.

Natural History Museum of Los Angeles County - Los Angeles, CA Special Event Assistant, March 2016 – August 2016

- Coordination of vendor load-in and load-out for internal fundraising events and third-party events.
- Ensure that all room and event setups are completed as listed in the work order.
- Monitoring of all volunteers and vendors to ensure all are keeping in line with Museum policies and procedures.
- Check status of all facilities throughout event and work with internal staff to correct any lighting, audio/visual, cleanliness issues or any aesthetic deficiencies during special events.
- Maintenance of detailed event journal for each event and creation of event summary to be distributed to all departments.

Wally Parks NHRA Motorsports Museum - Pomona, CA Development Officer, April 2014 – April 2015

- Chief fundraising officer of the institution.

- Design and implementation of an effective and professional fundraising program, including membership, annual fund, major gifts, corporate sponsorships and foundation grants.
- Streamlined visitor services, including redesign of the visitor experience with ongoing collaboration with exhibits and facilities staff, increasing wayfinding and marketing efforts.
- Worked closely with the Executive Director and other relevant parties at both the Museum and National Hot Rod Association to assist the Museum as it moves toward the goals outlined in the Strategic Plan and as defined by the Board of Directors.
- Managed all aspects of annual gala and fundraising events, including volunteer scheduling.
- Overhauled third party rental policies to parallel market rates and best practices, while ensuring customer satisfaction and optimizing revenue for the institution.
- Advance the Museum and National Hot Rod Association's interests by identifying sources of corporate and private support, and by maintaining strong communication ties with prospects and donors.
- Guided staff and volunteers to institutionalize philanthropy and fund development within the organization, securing charitable contributions to support the Museum's vision, mission, and operations.

Natural History Museum of Los Angeles County - Los Angeles, CA

Manager, The Fellows, September 2009 – March 2014

- Development, implementation and management of all aspects of the Fellows membership program and delivery of benefits to the 285+ members who contribute between \$2,000 and \$25,000 annually.
- Increased annual revenue of the program by 22% and number of donor households by 20% in four years.
- Design and event coordination for all upper level membership events. Worked behind the scenes with internal staff and external vendors to create stellar events that comply with the Museum's mission and all policies.
- Creation and marketing of exclusive educational programming for Fellows members in order to maximize renewals and upgrades.
- Worked in collaboration with, and as a team member of, Advancement fundraisers to develop cultivation, solicitation and stewardship strategies for individual donors.
- Development of strategic acquisition campaigns to cultivate new donors.
- Oversight and management of The Alliance and NHM Next Generation Committee volunteer solicitor groups, working closely with the Vice President of Annual Giving, in an effort to garner new Fellows and major gift donors.

Manager, Family and Community Programs, September 2005 – September 2009

- Planning and management of project logistics, program spaces, budgets, personnel, schedules and priorities for all revenue generating, educational programs including Adventures in Nature summer and winter camp, the Overnight Adventures sleepover program, workshops, lectures and offsite fieldtrips.
- Event management, staff and volunteer scheduling, and organization for large-scale public festivals and programs such as the annual Bug Fair.
- Cultivation of new participants with increased offerings geared toward enhancing the Museum experience for Museum members and potential members.
- Generated all marketing associated with revenue generating programs and was a key educational contributor for the *Naturalist* membership publication.
- Education Department representative on Museum's Strategic Planning Committee and Museum ambassador at conferences, on community boards, and at other professional gatherings.
- Direct supervision of support staff as well as training and supervision of volunteers and docents.

Family Programs Assistant Coordinator, June 2004 – September 2005

- Coordinated the billing, resource acquisition and participant databasing for the Group Overnight Adventure sleepover program and assisted with the administration and operations of the Adventures in Nature camp program.
- Designed and implemented semiannual Family Overnights geared toward members. Daily communication with program registrants and fielding of inquiries from potential participants.

Gallery Interpreter, September 2002 – June 2004

- Led tours, conducted live animal presentations and instructed hands-on Adventures in Nature camp courses.
- Design, recruitment and database management of participant schools for Afterschool Program.

Walt Disney World - Lake Buena Vista, FL - December 2001 - June 2002 Advanced Intern – Entomology / Plant Science

- Leafminer fly and *Opius* wasp rearing as biological control agents for dispersal throughout the Walt Disney World park system.
- Development and maintenance of mole cricket, ant and termite farms for the interactive agricultural biotechnology exhibit.
- Daily upkeep of the “Crops of the World” exhibit for the duration of EPCOT’s 2002 Flower and Garden Festival.
- Co-managed production greenhouse and led educational, behind-the-scenes tours for V.I.P.s and potential sponsors.
- Completion of *Disney U* and *Traditions* programs for excellence in customer service.

Los Angeles Zoo and Botanical Gardens - Los Angeles, CA – February 1993 - June 1999

Student & Behavioral Enrichment Volunteer / Camp Counselor

- Conducted tours and assisted in educational workshops for members and the general public.
- Renovated and co-designed exhibits and produced enrichment items for various animals.
- Paid Zoo Camp Counselor during summer months, developing science-based learning activities aimed at 1st through 6th grade students.

Boards and Committees:

Community Development Goals Committee - City of Burbank - May 2014 – Present

- Committee Member – Term 1: May 2014 – July 2018; Term 2: July 2018 - Present
- Committee Chair - 2017

Centers for Ocean Science Education Excellence - September 2007 - June 2013

- Advisory Board Member

Education Consortium of Central Los Angeles – September 2005 – September 2009

- Board Member
- Vice President of Membership 2008-2009

Museum Education Roundtable - August 2009 – August 2012

- Board Member
- Co-chair, Marketing and Membership Committee - 2010-2011
- Chair, Finance Committee - 2011-2012

Professional Memberships, Conferences and Speaking Engagements:

Association of Zoos and Aquariums – January 2017 – Present

- Member
- Annual Conference Attendee:
 - 2021 Annual Conference - Virtual due to Covid-19 pandemic.
 - 2020 Annual Conference - Virtual due to Covid-19 pandemic.
 - 2017 Annual Conference – Indianapolis, IN
- Speaker: *What is the New Normal in Events? – Donor Stewardship During Covid*
2021 Annual Conference - Virtual due to Covid-19 pandemic.

Meeting of the Minds West Coast Annual Giving and Advancement Services Conference

- Annual Conference Attendee
- Speaker: *Mid-Level Donor Migration*
Speaker: *Women in Advancement Leadership*
16th Annual Conference – March 2022 – Cal Poly, Pomona, CA
- Speaker: *The LA ZOOM Story & Other Online Engagement and Prospecting Strategies*
15th Annual Conference – March 2021 – Virtual due to Covid-19 pandemic.
- Speaker: *What's Working Elsewhere? Fundraising Success Stories from Outside Education*
14th Annual Conference – March 2020 – Virtual due to Covid-19 pandemic.

Friends of the Burbank Library (Burbank, CA)– January 2019 - Present

- Member

American Library Association – December 2018 – December 2019

- Member
- Annual Meeting Attendee:
2019 Midwinter Meeting – Seattle, WA

Bridge Integrated Marketing and Fundraising Conference

- Annual Meeting Attendee
2013 Annual Conference – National Harbor, MD

American Alliance of Museums - April 2006 – April 2016

- Member
- Annual Meeting Attendee:
 - 2010 Annual Conference – Los Angeles, CA
 - 2009 Annual Conference – Philadelphia, PA
 - 2008 Annual Conference – Denver, CO
 - 2007 Annual Conference – Chicago, IL
 - 2006 Annual Conference – Boston, MA

California Association of Museums - June 2008 – December 2013

- Member
- Moderator: *Staying True: Creating Mission-Driven Youth Programming that Addresses the Bottom Line*
2009 Annual Conference – San Francisco, CA

Western Museums Association

- Annual Meeting Attendee
2008 Annual Meeting– Anchorage, AK

California Science Teachers Association - October 2005 – October 2011

- Member
- Workshop presenter: *Natural History and Husbandry of Insects, Arachnids and Myriapods.*
 - 2009 Science Education Conference – Palm Springs, CA
 - 2007 Science Education Conference – Long Beach, CA
 - 2005 Science Education Conference – Palm Springs, CA

Museum Educators of Southern California - May 2005 – May 2010

- Member

Education:

University of California, Davis

Bachelor of Science Degree: Entomology - September 2001

Application Form

Profile

Prefix _____ Carmenita _____ | _____ Helligar _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Burbank _____ CA _____ 91506 _____
City State Postal Code

Mobile: _____
Primary Phone Alternate Phone

Carmenita Helligar Events
Designs and Foods _____ Designer _____ Interior Designer _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

16 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am an avid reader. My first work study job while in college was at the library. I want to help make our libraries more inclusive to BIPOC people. I want to help BIPOC people feel like they belong in a library and that the books and resources are there for them as well.

Education

AS Certification Interior Drafting Design

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I am a crafter and I teach online classes of paper crafts, resin, and gardening.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I have never sat on any boards or commissions.

List Community activities in which you are involved:

I am apart of the School Boards DEI committee.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Library Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

My first work study job in college was at the library.

What are your goals in serving on this Board/Commission/Committee?

I would like to help BIPOC people feel more included in the library. And show BIPOC people that the resources of the library are for them as well.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

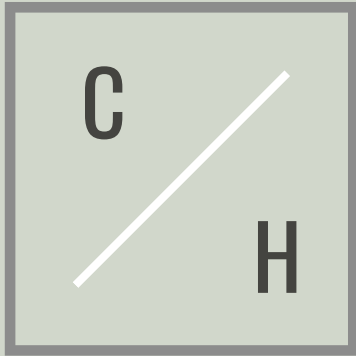
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I Agree

Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy

I have read the City of Burbank Covid-19 Vaccination Policy and hereby agree to provide proof of vaccination or either a medical or religious exemption form. Upon receipt of the application City Clerk's Office staff will contact me with further instruction. Vaccination documentation will not be disclosable to the public.

I Agree



CARMENITA HELLIGAR

INTERIOR DESIGNER

CONTACT

WWW.CARMENHDESIGNS.COM

PROFILE

I am an experienced designer that specializes in red carpet events. I have designed residential, commercial and event spaces.

EXPERIENCE

LEAD EVENT DESIGNER

CARMENITA HELLIGAR EVENTS | FEB 2015 - PRESENT

- Prepared rough drafts and scale working drawings of event space, including floor plans, scenery, and properties to be constructed.
- Met with clients to determine location, set, and design requirements.
- Develop event designs, based on evaluation of client ideas, budgets, research information, and available locations.
- Attend rehearsals and production meetings to obtain and share information related to events.
- Confer with clients and staff to gather information about event space, proposed themes and content, timelines, budgets, materials, or promotion requirements.

PRODUCT DESIGNER

MOMMY'S STARLET | NOV 2004- JAN 2015

- **Successfully developed, patented and introduced 2 children products to the market.**
- **Prepare sketches of ideas with detailed drawings and blueprints.**
- **Provide product schematics with turn-arounds for manufacturers to interpret product for manufacturing.**
- **Oversaw the crafting of short and long term marketing strategies that included ins-store banners, packaging catalogs, photo shoots, tradeshow and mass media advertisements**

EDUCATION

INTERIOR DESIGN DRAFTING CERTIFICATION

MISSION COLLEGE | 2009 - 2010

HARD SKILLS

- Project Management
- AutoCad
- Technical Drawing
- Adobe Suite
- Web Design
- Budgeting

SOFT SKILLS

- Visualization
- Fluency of Ideas
- Critical Thinking
- Communication

Application Form

Profile

Mrs Dana Cobern-Kullman
Prefix First Name Middle Initial Last Name

██████████
Email Address

██████ East Providencia Avenue
Home Address Suite or Apt

Burbank CA 91501
City State Postal Code

Mobile: ██████████ Home: ██████████
Primary Phone Alternate Phone

Burbank Unified School District Library Coordinator Luther Burbank Middle School
Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

41 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have an interest in the City I live in. My husband and I have worked here 50 years, raised and schooled our daughter here, and feel deeply rooted in our city's culture. It is coming onto a time when I am able to volunteer and give back to our city. The Burbank Public Library has always been an inspiring institution in our lives, so much so that I became involved in our schools' libraries. I would be very pleased to play a small part in helping our Libraries thrive.

Education

I have a B.A. in English Literature from California State University at Northridge

Additional Pertinent Courses or Training

I have served as the Library Coordinator at Luther Burbank Middle School for 14 years. I was a Section 2 (our district) representative in the California School Librarians Association, and am a member in good standing of a number of Library associations under the auspices of the ALA.

Other Pertinent Skills, Experience or Interests

I have done book reviews for School Library Journal, and love reading and books.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None

List Community activities in which you are involved:

None

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

Self, Burbank USD

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have served as Library Coordinator at Luther Burbank Middle School for 14 years, I hold a Bachelor of Arts degree in English Literature, have served as a representative for the California School Librarians Association, and am a member in good standing of ALA and a few of their sub-committees. I have a practical understanding of what Librarians actually do. I also have an idea of the many rules and regulations placed on libraries on a national scale.

What are your goals in serving on this Board/Commission/Committee?

I would love to see our libraries thrive. Burbank's commitment to the Arts and Education has always been our calling card. I am proud of our legacy and would like to help our city continue to foster these values.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

None

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

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I Agree

Application Form

Profile

Prefix _____ First Name Melanie Middle Initial _____ Last Name Renfroe

_____ Email Address

_____ Home Address E. Providencia Ave Suite or Apt _____

Burbank City State CA Postal Code 91501

Mobile: _____ Primary Phone _____ Alternate Phone _____

StarLizard Productions Employer Job Title director Occupation Film/TV

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

12

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Growing up in small town Georgia the library was a place that felt welcome to all and was a safe space for someone who often felt out of place. The library and the people there helped me to become a life long learner who was curious and empathetic to others. It was such a vital part of my growth and I want to do everything I can to help support our libraries for our incredible Burbank community.

Education

BA in Drama from University of Georgia Emphasis in Film Studies

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

One almost complete 4 year term on Board of Library Trustees with this current year serving as Board Chair.

List Community activities in which you are involved:

I'm a volunteer through the Burbank Volunteer Program and looking forward to being able to volunteer more than I have over the last 2 years while the world was in flux. I'm an active member of the Miller PTA and a part of several committees there.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

It has been a great privilege these past 4 years as a Library Trustee. After having volunteered at the Central branch I was thrilled with the opportunity to join the board and get to become even more of an advocate for the Burbank libraries. With my background working in Film/TV I was able to help with the opening of Spark Lab and consult on programs and equipment that may be needed and wanted for that space, as well as recruit industry professionals for many of the library focus groups.

What are your goals in serving on this Board/Commission/Committee?

I'd love to continue working with the library in getting the word out to our community about all the programs and services they have to offer. The advocacy work we've been doing for a new modern central library isn't done yet and I'd love to continue helping to bring that to fruition. I hope to be an even better board member during this term knowing a bit more about what my duties and responsibilities are and bringing what I can to the team.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

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I Agree

Application Form

Profile

Mr John A. Medici
Prefix First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] North Rose St
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

Home: [REDACTED] Mobile: [REDACTED]
Primary Phone Alternate Phone

Retired. Adjunct Associate Professor Instructor LA City College ...
Employer Job Title Occupation Actor, SAG/AFTRA, Actors Equity Assoc. a

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

26 years in June 2022

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

My education and areas of work have been involved intimately with Reading, Expression. Research, Writing. A library is where people, no matter what age, learn these tools, and get a chance to practice these. If I can assist people of all ages to better appreciate and/or to develop skills in these areas, that would be a good fit for me. As for the Senior Citizen Board, well I do qualify as a Senior and the same principle applies: use my skills to make life better for Seniors.

Education

Fordham University, School of Education: BS Secondary Education. New York University, Master of Arts in Educational Theater. California State University, Northridge. Master of Arts in English.

Mr John A. Medici

Additional Pertinent Courses or Training

I have studied acting with Lee Strasberg, NYC. In Los Angeles with Allan Miller (at 90 is still active), here in LA and NYC. I have been an intern at the Actors Studio, NYC. I have acted and directed for theater, in NYC, Los Angeles and in other regions as well.

Other Pertinent Skills, Experience or Interests

I taught Theater history. -- taught Directing and Acting in community colleges. I have directed many theater productions at schools and professionally. I taught English, with an emphasis on writing, also in community colleges. I wrote a memoir of childhood, published 2017. "Pleasant Avenue, A place, A boy, A family." available on Amazon.

[ResumeJMEDICI8.24.docx](#)

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None

List Community activities in which you are involved:

I have been evaluating written essays for a Scholarship committee at the SAG Foundation. I've done volunteer work with Union committees. I have been a poll worker for elections. I walked the streets and did door to door US Census interviews.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

No relationships with any Burbank city employees.

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In the earlier part of this application, I have expressed how my education, a professional life in teaching English and Writing at an adult level and my personal work in Theater, where I learned to work with others and to help people to express themselves, as well as my experience in writing a memoir ... all add up to a person suited to serving others in library work. May I mention that a teacher is taught by their students; I like to be challenged, to give something back to others.

What are your goals in serving on this Board/Commission/Committee?

Serving on Library Commission/Committee, I would want to expand the library's outreach to communities which are lacking in either knowledge of what a library has to offer, or those who may need encouragement to use the library. In short, I'd like yo help library management in whatever its goals are.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

The Senior Commission/Committee ... well, I do belong with that community. Let's just say, I remember Harry Truman. His first term! I have the same goal that I have for any Burbank volunteer work: to use myself in service. I'd like to offer to others my personal ideal for this phase of life -- each day is a gift and often we have to learn how to use and how to enjoy that gift.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I have an actual resume of my teaching career ... somehow I can't seem to find the digital copy of it. It lists how I started teaching in Community College as far back as 1978, all the places I taught at and the varieties of subjects in English (mostly Writing) and Theater, acting and directing. If I am able to redo the resume, I will send it or bring it in, if and/or when I am interviewed. Thank you very much.

Mr John A. Medici

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

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I Agree

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I Agree

JOHN MEDICI

AFTRA SAG, AEA

Mobile: [REDACTED]

Home: [REDACTED]

or [REDACTED]

E: [REDACTED]

TELEVISION:

<i>Comedy Central: Kroll show</i>	<i>Murphy Brown</i>	<i>Benson</i>
<i>Moonlighting</i>	<i>Who's The Boss</i>	<i>Daddy Dearest</i>
<i>Oh Madeline</i>	<i>General Hospital</i>	<i>Quincy</i>
<i>Soap</i>	<i>Cagney and Lacey</i>	<i>Hill Street Blues</i>
<i>Washington</i>	<i>Mike Hammer</i>	<i>Baby Comes Home</i>
<i>Gangster Chronicles</i>	<i>Jayne Mansfield Story</i>	

FILM: Serpico My Favorite Year The Mask

STAGE: L.A.

Solo Performances, Self – written.

AKA MEDICI PASTA, DREAD & MAZEL @ Back Alley Theater, Theater East, No Ho Renegade

Are You Now or Have You Ever Been The Journalists @ Back Alley Theater.

Dead End at Sunset @ Theater East I Won't Pay You @ Renegade West Theater.

The Lucky O'Learys @ El Portal Theater. Skaters @ L A Actors Theater.

St. Jack @ Matrix Theater. Nevada @ Taper Forum LA.

Director: 40th Anniversary, 2008 Lovers and Other Strangers @ 69 Cent Theater.

BROADWAY: NYC. Lenny Lovers and Other Strangers

A D R: Rapid Fire IKE Rhinestone

REGIONAL & OFF-B'WAY:

<u>Scapin</u>	<u>The Odd Couple</u>	<u>The Apple Tree</u>
<u>The Owl & The Pussycat</u>	<u>Cactus Flower</u>	<u>Torchbearers</u>
<u>Magic of Jolson</u>	<u>The Typists</u>	<u>Star Spangled Girl</u>
<u>The Mandrake</u>	<u>Arms and The Man</u>	<u>The Knack</u>

Application Form**Profile**

Mrs. Doris A Crutcher
 Prefix First Name Middle Initial Last Name

██████████
 Email Address

████ E. Palm Ave █████
 Home Address Suite or Apt

Burbank CA 91501
 City State Postal Code

Home: ██████████
 Primary Phone Alternate Phone

Retired from City of Burbank
 Sept. 2002
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

67 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am married and have 1 daughter who is an elementary teacher in Burbank at Washington. I have lived in Burbank since 1955. In September 2002, I retired after working for the Burbank Public Library for 46 years. I have been a library volunteer since January 2003. The library has been important to me all my life. I love the library and all it stands for. I know I could contribute to my community by serving on the the Board of Library Trustees. Since I have a long history with all 3 libraries, my understanding of the library issues would be valuable. I have seen how the library impacts people of all ages in a positive way. I would like to continue helping the library by being on the Board.

Education

L.A. Valley Junior College AA 1958 UCLA English major attended from 1960-62 I did not get a BA even though I had more than the required 122 units. I changed my major 3 times and did not have all the required courses necessary. I quit in 1962 because I needed a full time job. I had passed the Burbank test for Library Assistant (paraprofessional) and was hired as the first person in that job in 1962.

Additional Pertinent Courses or Training

Throughout my years I attended many City sponsored workshops or seminars concerning personal development, dealing with workplace problems as well as many on public service.

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I am currently in my second term on the Board of Library Trustees. I would like to continue the Board's work. We are currently involved in a course to help us be better advocates for our community.

List Community activities in which you are involved:

In 2003, after I retired, I became a member of the Friends of the Burbank Public Library. I have been President twice and am currently on the Executive Board. Currently I volunteer at the Buena Vista Library where I sort and price gift books for the BV Bookstore and for our book sales. I also work in the BV Bookstore. I do pricing for the Central Bookstore and I also work there, My title is Bookstore Co-ordinator meaning I am in charge of both stores. I also volunteered at Emerson Elementary School for several years.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

1956-62 junior clerk at West Burbank (now Northwest) 1962-75 library assistant-adult reference at BV 1975-76 Warner Research Library at Central 1976-85 circulation supervisor at Central 1985-87 supervisor at Northwest Library 1987-99 children' services at BV 1999-2002 adult reference at BV

What are your goals in serving on this Board/Commission/Committee?

1. To become a more effective and efficient advocate for the library. 2. To campaign vigorously for a new or repurposed Central library. A new library is my preference since the present building is 59 years old, 3. To support the administration and the staff while they work under difficult circumstances. 4. To support the high quality level of service our libraries provide to our community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

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I Agree

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I Agree

Application Form**Profile**

Prefix _____ **Brandon** _____ Middle Initial _____ **Batham** _____
 First Name Last Name

 Email Address

 Home Address Suite or Apt

Burbank _____ **CA** _____ **91505** _____
 City State Postal Code

Mobile: _____
 Primary Phone Alternate Phone

Genisa Iron Inc. _____ **Office Manager** _____ **Office Manager** _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
 Heritage Commission: Submitted

Length of time as a Burbank Resident:

1992 - 2012 (Birth to College); August 2019 - Present

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've always been interested in public service--I take Shirley Chisholm's quote to heart: "Service is the rent that you pay for room on this earth." I was born and raised in Burbank, and I grew up in Burbank Public Libraries. I have strong memories of reading outdoors during the summer as a child at the Northwest Branch, participating in cool science programs at the Central Branch, and waiting excitedly to enter the brand-new Buena Vista Branch. Libraries are one of the greatest tools for encouraging education for all ages. I think my passion for Burbank and its libraries, coupled with my previous experience of serving as an elected City Council member and Library Trustee in a town in VT (where I lived prior to moving back to Burbank to care for my elderly grandmother), would make me a perfect fit to serve in this role.

Education

HS Diploma - Burbank HS, Burbank Adult School BA (American Studies & Politics) - Marlboro College (Marlboro, VT) Certificate - Non-Profit Management - Marlboro College Graduate School (Marlboro, VT)

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

March 2017 - June 2019 - Member, Aldrich Public Library Board of Trustees (Appointed, Barre, VT) March 2017 - March 2019 - Member, Barre City Council (Elected, Barre, VT)

List Community activities in which you are involved:

Head Coach (Speech & Debate) - Burbank High School

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have served on a library board before (when I lived in Barre, VT) and have also served as an elected City Council member (also in Barre, VT), so I am very familiar with public bodies and how they need to operate within the law. I also think the most important experience I would bring is life experience--I would be able to communicate how Burbank's libraries impacted me both as a child and an adult. I would bring perspective about how library services help our community in the present and future.

What are your goals in serving on this Board/Commission/Committee?

I want to ensure that children continue to have the same opportunities that I had as a child growing up with Burbank's libraries. I also want to find more ways to communicate the concrete ways that adults (including non-regular readers) can get use out of their library memberships. There are so many exciting things that happen at Burbank's libraries, and I feel like not enough people know about them! I would like to do my part to make sure the library is used by as many people across as many generations as possible.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Heritage Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I studied American Studies in college, which gave me a solid grasp on the concept of significance for people, places and things--rooted in both historical value as well as cultural impact. I've also served on several non-profit and public government boards.

What are your goals in serving on this Board/Commission/Committee?

As someone who grew up in Burbank, and whose parents also grew up in Burbank, places and things that made Burbank a significant place are important to me. I'd be interested in finding ways for Burbank to share its historical and cultural roots. While Burbank may look like a very different community today when compared to when my grandparents moved here in the 1960's, I feel that it's still important to find ways to honor the history of a place, as well as the people who came before us.

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy

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I Agree

Application Form**Profile**

_____ Kathryn (Kate) _____ Duffy _____
 Prefix First Name Middle Initial Last Name

_____ _____
 Email Address

_____ N KENWOOD ST _____ _____
 Home Address Suite or Apt

BURBANK CA 91505
 City State Postal Code

Home: _____ _____
 Primary Phone Alternate Phone

Kate Duffy Consulting, Inc. CEO / Owner Human Resources consultant
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

7 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I would like to be of service to my community. I was lucky to grow up in an environment that fostered a sense of connection to others and a dedication to volunteerism. For much of my career my work schedule didn't allow me much time for community service, but I'm now at a point where I have flexibility in my schedule and enough professional expertise to be an asset to the city of Burbank as a board member.

Education

Master of Arts in Leadership from Claremont Graduate University (in progress; degree expected August 2022) Bachelor of Fine Arts in Film/TV Directing & Producing from Tisch School of the Arts at New York University Certificate in Human Resources Management from UCLA Extension

Kathryn (Kate) Duffy

Additional Pertinent Courses or Training

Inner MBA certificate in Mindful Leadership from Sounds True and Mindful NYU

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None; I am seeking my first Board appointment

List Community activities in which you are involved:

I am scheduled for volunteer orientation at VBAS (Burbank Animal Shelter) in June.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

In addition to the qualifications on my resume, I'm an avid reader and a Burbank Public Library cardholder.

What are your goals in serving on this Board/Commission/Committee?

I seek to advocate for the needs of the Library on behalf of the people it serves, and to uphold the Library's mission to connect the community to opportunities for growth, inspiration and discovery. My mother worked for the local public library in my hometown for almost 20 years, and the branch in which she clerked was a home away from home when I was a child. I have seen first-hand the ways in which a public library can enrich a community, provide needed services, and change lives for the better. My goal would be to do what's in my power to support the Library and its staff while they support their patrons.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Kathryn (Kate) Duffy

Acknowledgment No. 1 - General

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I Agree

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I Agree

Kate Duffy, SPHR

Highly skilled executive-level generalist with demonstrated expertise in a wide variety of HR disciplines and a background in television and theater production. Trusted advisor to senior leadership on complex issues such as employee relations, organizational development, and statutory compliance. Specializes in originating and developing the HR function in small organizations and excels at building highly effective HR teams. Passionate about mindful leadership; certified meditation teacher.

Work History

Current

Kate Duffy Consulting, Inc. – Human Resources Consultant

- I have ten years of experience in building Human Resources functions for companies where none existed prior, typically for small businesses experiencing growth or changes in leadership. I offer clients a number of HR start-up resources such as implementing a Handbook and HR policies/procedures; advising on compliance with applicable employment laws; partnering with existing Legal and Finance departments to develop and execute HR best practices; training employees on HR, payroll, and benefits administration; providing ad-hoc Human Resources support as needed.
- I offer people-management coaching such as training for managers on how to deliver feedback, set goals for direct reports and complete performance reviews, and have challenging conversations about performance issues including documented performance improvement plans. I coach hiring managers on effective recruiting and interviewing techniques. I advise clients on employee relations issues and investigations.
- As a certified meditation teacher, I offer workplace-appropriate secular meditation practices. Meditation in the workplace has been shown to increase employee performance and job satisfaction, reduce absenteeism, and reduce turnover.

8/2012 –
12/2019

Endemol Shine North America (previously CORE Media Group; acquired in 2014)

Vice President, Human Resources – Endemol Shine (1/2018 – 12/2019)

Executive Director, Human Resources - Endemol Shine (1/2016 – 12/2017)

Director, Human Resources - CORE Media Group (4/2013 – 12/2015)

Manager, Human Resources - CORE Media Group (8/2012 – 3/2013)

- Advised Company's C-level leadership on strategic business decisions that impact employee population.
- Advised and served as main HR point of contact for all shows in production; successfully resolved employee relations, wage & hour, benefits, and safety needs on set and in production offices.
- Supervised Human Resources Manager and mentored HR department staff; coached five junior team members as they took on new responsibilities and earned promotions.
- Created and documented HR best practices for recurring tasks to ensure consistency and accuracy in administration as well as statutory compliance. Advised HR department staff on administrative processes for payroll, benefits, workers compensation, leaves of absence, disability insurance, ADA accommodations, etc.
- Successfully launched Workday HCM for Endemol Shine's U.S., Brazil and Mexico populations, the culmination of a two-year global implementation project. Served as subject-matter expert for the U.S. and partner to Endemol Shine's global HR and Technology teams. Ensured seamless integration with current HRIS, benefits, recruiting, timekeeping and payroll platforms while maintaining data integrity and adherence to statutory compliance.
- Developed and launched an annual performance evaluation process that improved company-wide completion rate. Built employee engagement programs such as community outreach & volunteer opportunities, employee wellness program, learning & development curriculum, and diversity & inclusion committee. Partnered with Endemol Shine's global Human Resources leadership to reflect parent Company's values initiatives in the U.S. office locations.
- Investigated and resolved employee relations complaints. Coached managers on how to have challenging performance conversations with direct reports. Coached hiring managers on interview techniques.

8/2009 – **Relativity Media**

7/2012 **Human Resources Generalist** (3/2011 – 7/2012)

Office Manager (8/2009 – 3/2011)

- Implemented and maintained HRIS (ADP WorkforceNow) and created HR document retention procedure; implemented online timekeeping platform and online benefits enrollment platform; managed benefits administration including open enrollment process; managed employee onboarding and offboarding.
- Successfully resolved employee relations issues by: Investigating claims; coaching managers in conflict resolution and providing constructive feedback; aiding communication between employees; etc.
- Hired, trained and supervised HR Coordinator, Receptionist, Office Coordinator, and paid interns.
- Managed major office renovations and acquisition of additional office space; maintained strong relationships with landlord, contractor and vendors; approved purchases and ensured alignment with operations budget.

5/1998 – **Freelance Television & Theater Production Manager / Production Coordinator**

8/2009

Clients included: NBC Late Night TV Programming (Saturday Night Live, The Tonight Show with Jay Leno, Late Night with Conan O'Brien, Last Call with Carson Daly),

CBS, ESPN, Comedy Central, Showtime, Bravo, Sundance Channel, MTV,

Paper Mill Playhouse (regional theater, Millburn, NJ); The Muny (regional theater, St. Louis, MO)

Highlights of Television Production Experience include:

8/2006 – 5/2008

"Access Hollywood," NBC Universal – Travel Coordinator

6/2002 – 12/2005

Broadway Video Technologies – Project Manager / Office Manager

9/1998 – 5/2001

"Saturday Night Live," NBC – Script Coordinator

Education

Claremont Graduate University, Drucker School of Management and School of Social Science, Policy & Evaluation

Master of Arts, Leadership – *in progress; degree expected August 2022*

University of California Los Angeles (UCLA) Extension, Business Management School

Certificate in Human Resources Management (36-unit program)

New York University, Tisch School of the Arts - Department of Film and Television

Bachelor of Fine Arts, Film and Television Directing/Producing

Certifications

Senior Professional in Human Resources (SPHR) – Human Resources Certification Institute

Meditation Teacher – Den Masters Certified 400-hour teacher training program from The Den Meditation

Yoga Nidra Meditation Teacher – 40-hour advanced teacher training program in the Bihar style of Yoga Nidra

Extended DISC Certified Practitioner for use in personal, team, and work pair analysis

Myers-Briggs Type Indicator (MBTI) Certified Practitioner, Step I and Step II

Inner MBA Certificate in Mindful Leadership – Sounds True in partnership with Wisdom 2.0 and

New York University's Mindful NYU

Application Form

Profile

Prefix

Darrin
First Name

G.
Middle Initial

Borders
Last Name

Email Address

Home Address

W. Linden Ave.
Suite or Apt

Burbank
City

CA
State

91506
Postal Code

Mobile: _____
Primary Phone

Alternate Phone

City of Burbank Retired
Employer

Sr. Library Assistant Retired
Job Title

Library Services Retired
Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
Civil Service Board: Submitted

Length of time as a Burbank Resident:

55 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a lifelong Burbank resident, I have been active in the community. As a new retiree, I wish to continue to be involved. I feel my background has prepared me for a position on a board, commission or committee.

Education

Burbank High graduate BS in Business and Information Technology from University of Phoenix Graduate level courses in Public Administration from CSUN

Additional Pertinent Courses or Training

Leadership Burbank graduate

Other Pertinent Skills, Experience or Interests

President of the Burbank City Employees Association for 5 years doing labor relations and running a small non-profit Boys and Girls Club Board for 6 years, 1 year as Treasurer Family Promise Board for 7 years, 5 years as Treasurer Supervisory (Audit) Committee at Gain FCU for 17 years, 13 years as Committee Chair

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None.

List Community activities in which you are involved:

Member of the Burbank Noon Rotary for 11 years, currently serving on the executive board and the designee to be Club President in 23/24. Still volunteering at Gain FCU on the Supervisory Committee. Member of the Leadership Burbank Alumni

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As a library employee of over 37 years, I have working knowledge of the department. As a Board member, I would be able to advocate for the library in a more public facing way than I was as an employee. I have demonstrated a lifelong passion for this department, and I wish to continue it in a new way.

What are your goals in serving on this Board/Commission/Committee?

My goals will include advocating for library services and for a new Central library. I can also see myself as board chair one day.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

The 5 years I have in labor relations plus my years in library management give me a well-rounded background to work on this board. I have experience presenting and advocating to the CSB so I am familiar with the responsibilities.

What are your goals in serving on this Board/Commission/Committee?

My goal is to be an informed and active member of the Civil Service Board.

Supplemental Questions

Acknowledgements

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I Agree

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I Agree

Application Form

Profile

Dr. Emily K Weisberg
Prefix First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] N Screenland Drive
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

Home [REDACTED]
Primary Phone Alternate Phone

Sierra Canyon School History Teacher Educator
Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Length of time as a Burbank Resident:

Six years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Serving on the Board of Library Trustees has been one of the most challenging, fulfilling and meaningful experiences I've had as a Burbank resident. Being able to support our phenomenal libraries as they rose to meet the many challenges COVID presented was truly an honor, and it helped me grow as a community member and educator. I would like to continue supporting these amazing places that helped support us through truly difficult times. One of our main areas of focus has been advocacy surrounding the building of a new central library. I am passionate about this project and would love the opportunity to help continue to move it forward. I am so thankful to the Councilmembers who allowed me to serve on the Board of Trustees and am hopeful they'll see fit to allow me to serve another term. I believe my continued work in the community and commitment to supporting our public libraries make me a positive contribution to the Board of Trustees and I am hopeful I'll be able to continue.

Education

B.A. in Literature, American Jewish University M.A. in Dramatic Arts, University of the California, Santa Barbara Ed.D, Education with a focus in educational psychology, USC

Additional Pertinent Courses or Training

- Previous library experience (library assistant, American Jewish University). - Facilitator- Media Literacy in a Digital World (online and in-person training with Facing History and Ourselves) - Continued professional development in media literacy, library-specific advocacy

Other Pertinent Skills, Experience or Interests

- I am a voracious reader and a firm believer in the importance of libraries as community centers; places where people come to interact, learn, explore and share. - 15+ years working in the nonprofit world, both as an educator and community organizer, with the goal of bringing resources, and support, to the communities with whom I worked. - Helped coordinate the Little Free Libraries across Burbank, including weekly refilling of the libraries and reporting any issues to Library staff

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Board of Library Trustees- four year term

List Community activities in which you are involved:

Burbank Democratic Club- President (2017-present) Democratic Club of the San Fernando Valley- Executive Board Member (Representing AD43) Homemade Thursdays- Weekly volunteer with program through First Christian Church in Burbank

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Library Board of Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

- During my tenure with the educational nonprofit Facing History and Ourselves, I served as the technology liaison for the education team of which I was a part. That role included helping team members, and the teachers with whom we worked, develop digital literacy skills. - Additionally, a large component of my job as Program Associate was to help the schools, teachers and administrators with whom we worked learn about the many resources available to them, and the ways in which those resources could deepen the work they were doing in their schools and classrooms. - Extensive experience with metrics, data collection, measuring impact and reach, survey creation and implementation - My work as a member of the Burbank Unified School District Board of Education has given me vital insight into the needs of our students and families as they relate to our libraries. It has allowed me to engage in a more informed way as a Trustee on the Library Board.

What are your goals in serving on this Board/Commission/Committee?

Over the past four years, one of our main areas of focus on the Board of Library Trustees has been advocacy surrounding the building of a new central library. I am passionate about this project and would love the opportunity to help continue to move it forward. I also continue to be inspired by the foresight and vision of Library Services Director Elizabeth Goldman and would like to continue to find ways to actively support her strategic plan in myriad areas. As I wrote on my first application, I remain extremely interested in digital and technology literacy, and entrepreneurship and workplace development; two areas that go hand in hand. Helping community members see the library as a place to develop new skills is a goal I am excited to pursue. Be it learning how to craft a resume, sign up for an email account, or pick up a book that opens their eyes to a new point of view, working with the Board to help patrons explore these many possibilities is an exciting challenge. Especially in light of the damage done due to COVID, these services have never been more important. Our libraries offer so much, well beyond the amazing books that line their shelves. It would be a privilege to be continue serving as part of a Board dedicated to helping those many resources reach our Burbank community.

Second Choice

Dr. Emily K Weisberg

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

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I Agree

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I Agree

Emily Weisberg, M.A., Ed.D.

■ N. Screenland Drive
Burbank, CA 91505



EDUCATION

University of Southern California / Ed.D.

2015-2018, Los Angeles

Doctor of Education in Educational Leadership

University of California, Santa Barbara / M.A.

2004-2006, Santa Barbara

Master of Arts, Dramatic Arts

RELEVANT EXPERIENCE

Sierra Canyon School/ History Teacher

2019- Present, Los Angeles

Burbank Board of Library Trustees

2018- Present, Burbank

Burbank Unified School District Board of Education/ Clerk

2020- Present, Burbank

Facing History and Ourselves / Program Associate

2012 - 2017, Los Angeles

- Maintained existing relationships with Facing History Partner Schools across four states, ensuring all schools and educators with whom the organization worked were kept informed about new learning opportunities, research, and resources
- Designed and facilitated professional development workshops, hybrid seminars, online and summer seminars
- Conducted follow-up/coaching activities with participants from workshops and seminars through site visits, Facing History internet resources (including new models of online program delivery) and regular meetings
- Assisted in the implementation of new models of Facing History staff development, including a workshop series focused on talking about race, current events, privilege, and social justice in the classroom
- Collaborated with the Director of Education, and other members of the education team, to develop new materials and lessons, including curricular design and website revamping
- Managed new and continuing Facing History schools and teachers to design curriculum and integrate organizational resources, strategies and pedagogy into the work being done in their classrooms
- Acted as Technology Liaison for the Jewish Education Program Team
- Lead webinars and training sessions for colleagues and educators on new technology tools and strategies

American Jewish University/ Adjunct Instructor

2006 - 2014, LOS ANGELES

- Taught multiple courses in the Literature and Communications department, Political Science department and introductory freshman seminar courses focused on civic participation and social justice, the death penalty, and community engagement
- Created and managed budget for annual school theatre production, including the hiring and supervision of outside professional staff

Center Theatre Group/ Educational Programs Associate

2006 - 2008, LOS ANGELES

- Facilitated, created, and implemented all high school programming
- Programs included Speak to Me, a one-year residency program that worked with high-risk teens in the inner city of Los Angeles to build stronger communication and performing arts skills and Stages, created to work with high school students who self-identify as wanting to pursue a career in the arts
- Wrote all standards-based curriculum for programs
- Designed, organized, and ran all conferences related to high school programming and teacher training

COMMUNITY ORGANIZING

Burbank Democratic Club

2017-PRESENT

- Develop new volunteer structure to support recruitment, participation, and club mission.
- Participate in all club activities to best support volunteer participation and cultivation
- Manage all membership recruitment and coordination

Democratic Party of the San Fernando Valley

2008-PRESENT

- Work with volunteer intake and assessment to best utilize volunteer skills and interests
- Register voters, work with local high school students at campaign headquarters
- Executive Board Member, AD43

AWARDS AND RECOGNITION

- Lainer Distinguished Educator Award
- Outstanding Teaching Assistant Award, University of California, Santa Barbara
- Ehrlich Leadership Award, American Jewish University

REFERENCES AVAILABLE UPON REQUEST