

204 Fourth Street, Suite A
Woodland, CA 95695
530-666-8918
law.library@yolocounty.org
yololawlibrary.org

AGENDA FOR MEETING OF THE BOARD OF TRUSTEES

NOTICE: This agenda can be made available in appropriate alternative formats to persons with a disability.

The Yolo County Law Library Board of Trustees will meet on Thursday, October 28, 2021 at 12:15 pm.

NOTE: This meeting is being agendized to allow Board members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020). This Order authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or electronically to the public. Members of the public are encouraged to observe and participate in the teleconference. Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this Agenda.

By PC [Here](#) or By Phone: (408) 638-0968 Meeting ID: 863 8724 7394


Public Comment

This is the opportunity for members of the public to address the Board on subjects relating to Law Library Board business.

Action Items

1. Rollcall
2. Consider approval of routine business
 - a. Approval of minutes (September 30, 2021 meeting)
 - b. Ratification of claims from September-October 2021
3. Financial report
 - a. Court distributions: August 2021: \$10,365.34 (funds available 10/13/21)
 - b. Income/expenditure report
4. FY2021 annual report to the Yolo County Board of Supervisors
5. Survey of Yolo County Bar Association members: report on results
6. Consider approval of e-book additions to LexisNexis Digital Library purchase
7. Consider approval of November/December holiday schedules (Law Library and Board meetings)
8. Self-help kiosk (possible joint project with Yolo County Library--discussion)
9. Director's report

I declare under penalty of perjury that the foregoing agenda was posted at the Law Library Entrance, 204 4th St, Woodland, CA 95695 as required by law.

By: ISI  _____

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Law Librarians for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Law Librarians as soon as possible and preferably at least 24 hours prior to the meeting. Public documents pertaining to the agenda may be viewed or obtained during regular business hours at the Law Library, or on the Law Library's website at https://yololawlibrary.org/?page_id=79. The Law Librarian may be reached at telephone number 530-666-8918, or email law.library@yolocounty.org or at the following address: Yolo County Law Library, 204 Fourth Street, Suite A, Woodland, CA 95695

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Officer, to minimize the spread of the COVID 19 virus, please do the following:

You are strongly encouraged to observe the live stream of the Board Meeting.

By PC: <https://yolocounty.zoom.us/j/86387247394>

Dial by your location: (408) 638-0968

Meeting ID: 863 8724 7394

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

If you choose not to observe the Board meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to hwelton@yolocounty.org. Your comment will be placed into the record at the Board meeting.

If you are watching/listening to the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to hwelton@yolocounty.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

**Yolo County Law Library Board of Trustees
Minutes of the September 30, 2021 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, September 30, 2021, scheduled for 12:15 PM, via Zoom online conferencing.

President Welton called the meeting to order at 12:15 PM.

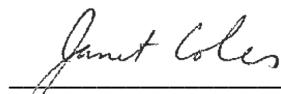
Present: Trustees Blake, Cortés, Mack, Maguire, Meyer, Welton, Wolk. Staff: Coles

There was no public attendance, and no public comment was received.

Action items:

- 1) **Consider approval of routine business.**
 - a. The minutes of the August 26, 2021 meeting were approved.
 - b. August-September 2021 claims were ratified.
- 2) **Financial report.**
 - a. Court distributions for July 2021 were reported (\$9,499.65).
 - b. Director Coles provided an income and expenditures report for the first quarter of FY2022 (July-September 2021), showing a balance of \$15,628.39.
- 3) **Koha contract.** The Board approved the contract for the Koha library online catalog software and services (\$6425 for FY2022).
- 4) **County Amazon purchasing program.** The Board approved the Law Library's joining the Yolo County Amazon purchasing program.
- 5) **Email address list for public survey.** The Board approved the purchase of an e-mail address list (2500 addresses) to be used to administer a public online survey (\$279.00 estimated cost).
- 6) **Banner purchase.** The Board approved purchase of four banners (approximate cost of \$30 each) to be used for signage on the Law Library's perimeter fence.
- 7) **LexisNexis Digital Library purchase.** The Board approved converting the Law Library's existing print subscription for Matthew Bender titles, to a print/digital subscription through the LexisNexis Digital Library (no additional costs).
- 8) **Director's report.** Director Coles reported on the Law Library's new website, saying that as of September 27, 2021, there had been 120 visitors to the website, and that the Nolo Press, legal forms, and Westlaw pages were getting the most attention. Coles also reported on a recent conversation with Yolo County Library Mark Fink, where the possibility of establishing a legal self-help kiosk at one of the Yolo County Library's locations was raised. Coles said she would do further research on this issue for deeper discussion at the next board meeting. Finally, Coles said that the Law Library survey developed for Yolo County legal professionals had been launched with the assistance of the Yolo County Bar Association and had received 20 responses as of September 27, 2021. She said the survey would remain open until October 25, 2021. It was mentioned that the Library should make sure to survey small practice and independent lawyers. Coles said that she was working on developing a list of these from data obtained through the State Bar website and would administer the survey directly to them once the list was completed.
- 9) **Next meeting.** The next meeting will be held on Thursday, October 28, 2021, at 12:15 PM.
- 10) **Adjournment.** The meeting was adjourned at 12:49 PM.

Respectfully submitted by,



Janet Coles
Director, Yolo County Law Library

COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1 11113	CEB	12164035	9/29/2021	6950	67	6200	7001	501231	\$ 327.17
2 10101	LEXISNEXIS	2700895A	10/1/2021	6950	67	6200	7001	501230	\$ 796.18
3 10167	RICOH	105395986	9/14/2021	6950	67	6200	7001	501190	\$ 221.16
4 10659	THOMSON REUTERS - WEST	845108489	10/1/2021	6950	67	6200	7001	501231	\$ 1,992.19
5 10659	THOMSON REUTERS - WEST	845201357	10/4/2021	6950	67	6200	7001	501230	\$ 1,303.03
6	YOLO COUNTY GENERAL SERVICES	JE3-180	8/19/2021	6950	67	6200	7001	501071	\$ 83.00

7001 total \$ 4,722.73

Prepared By:

Janet Coles

10/7/2021

Approved by the President or Vice President of the Board of Trustees

Hope P. Welton

Dated: 10/7/2021

Invoice



CEB
2100 Franklin St. Suite 500
Oakland California
94612-3098

CEB | 1-800-232-3444 | CEB.com

Customer 900876
YOLO COUNTY LAW LIBRARY
204 4TH ST STE A

WOODLAND , California 95695
United States
5306668918

janet.coles@yolocounty.org

Invoice	12164035
Invoice amount	\$327.17
Posted Date	September 29, 2021
Due Date	October 29, 2021
Terms	Net30
Outstanding	\$327.17
Status	Due
PO Number	

Description	Quantity	Unit price	Amount
OnLAW Unlimited Onlaw 2021-2022 Renewal March 2021 - March 2022			
All OnLAW Titles (product) September 29, 2021 - October 28, 2021	1	\$327.17	\$327.17

Notes

Terms & Conditions apply and are available for review at <https://www.ceb.com/terms-and-conditions>.

Payment by credit card is available online at ceb.com/Account.

Make checks payable to the Regents of University of California. Mail to Continuing Education of the Bar, P.O. Box 741661, Los Angeles, CA 90074-1661

Subtotal	\$327.17
Invoice amount	\$327.17
Payments	\$0.00
Outstanding	\$327.17



LexisNexis™

Matthew Bender®

Invoice # 2700895A **Invoice Date** 10-01-21 **PO#** **Order Date** 08-30-21 **Acct Mgr** IZ4 **Payment Terms** 30 Days **Ship Method**

BILL TO ACCOUNT # : 0011141400

SHIP TO ACCOUNT # : 0011141400

YOLO COUNTY LAW LIBRARY
JANET COLES
204 4TH ST STE A
WOODLAND CA 95695

YOLO COUNTY LAW LIBRARY
JANET COLES
204 4TH ST STE A
WOODLAND CA 95695

INVOICE									
QTY	ISBN	Price	# of Licenses	License Fees	Discount Amount	Net Amount	S&H	Tax	Extended Price
1	9780820511870	10817.00				4780.00	466.09		5246.09
Current Billing Period: 09-21 08-22 CA LEGAL FORMS TRANSACTION GUIDE FULL SET W/SVC									
*Future Billing Schedule:									
09-22 - 08-23: 4971.00									
1	9780820553276	13856.00				3734.00	574.05		4308.05
Current Billing Period: 09-21 08-22 CA FORMS OF PLEADING & PRACTICE FULL SET W/SERVICE									
*Future Billing Schedule:									
09-22 - 08-23: 3883.00									
		24673.00				8514.00	1040.14		9554.14
		Payment	02	Amount Due		796.18			

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Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

To Change Address Or If Paying By Credit
Please note On Reverse

INVOICE	#2700895A
PO#	
AMOUNT DUE \$	796.18
AMOUNT ENCLOSED	

PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER 1584884-1030470USC

PLEASE REFER TO ACCOUNT NUMBER
ON ALL INQUIRIES
PLEASE DO NOT STAPLE OR FOLD THIS PORTION

7A J



B
I T YOLO COUNTY OF
L O ATTN: ACCOUNTS PAYABLE
L 204 4TH ST STE A
WOODLAND CA 95695-3502

R
E T RICOH USA, INC.
M T PO BOX 650073
I O DALLAS TX 75265-0073
T



DUPLICATE DATE	10/03/2021
INVOICE DATE	09/14/2021
INVOICE NUMBER	105395986
AMOUNT DUE	\$221.16
AMOUNT PAID	

01 0000000015848849 0001053959866 0000000000221168

RICOH

Ricoh USA, Inc.

ACCOUNT NUMBER 1584884-1030470USC 7A J

For billing inquiries, please call Customer Service at the number printed below. Please refer to your account number on all inquiries.

To avoid late charges, all payments must be received by the due date. Late charges will be added to your invoice consistent with the terms and conditions of your contract.

INVOICE NUMBER	105395986
INVOICE DATE	09/14/2021
DUPLICATE DATE	10/03/2021

B
I T YOLO COUNTY OF
L O ATTN: ACCOUNTS PAYABLE
L O 204 4TH ST STE A WOODLAND CA 95695-3502

PLEASE CALL 1-800-595-1011 FOR ACCOUNT INQUIRIES

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$110.81
RENEWAL	96.74	
MODEL : MP2554SP SERIAL: C86179278		
METER FROM: 08/01/2021 TO : 09/01/2021		
METER BEG.: 58,076 END : 58,686		
ADDITIONAL IMAGES 610 @ \$0.00890	5.43	
STATE TAX	6.13	
COUNTY TAX	1.28	
DISTRICT TAX	.77	110.35
MP2554SP C86179278		
CURRENT BILLING PERIOD: 09/03/2021 - 10/02/2021		
BEGIN SERVICING YOUR RICOH ACCOUNT ONLINE AT: WWW.GETMYACCOUNTS.COM		
-YOU WILL NEED YOUR FULL ACCOUNT NUMBER TO REGISTER		
-OBTAIN YOUR INVOICE, PAY HISTORY, AND MORE		
-ELECTRONICALLY MAKE PAYMENTS, SETUP AUTO-PAY		

CURRENT	30 DAYS	60 DAYS	90 DAYS	THANK YOU FOR YOUR PROMPT PAYMENT	AMOUNT DUE
221.16	0.00	0.00	0.00		\$221.16

RETAIN THIS INVOICE PORTION FOR YOUR RECORDS



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW LIBRARY

Invoice #: 845108489
Account #: 1003332674
Invoice date: October 1, 2021
Purchase order #:

YOLO COUNTY LAW LIBRARY
PATRON ACCESS ACCOUNT
204 4TH ST STE A
WOODLAND CA 95695-3502

Total Due in USD
1,992.19
Payment Due by
October 31, 2021

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	1,992.19	0.00	1,992.19
TOTAL INVOICE AMOUNT	1,992.19	0.00	1,992.19

Billing Note

Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

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1000800651 A

Include this portion with your payment - Folding and stapling may delay your payment.

YOLO COUNTY LAW LIBRARY

Invoice #: 845108489
Account #: 1003332674
Invoice date: October 1, 2021
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Pay online:

Log on to <http://myaccount.tr.com/westlaw> to make the payment electronically. Set up your payment to be withdrawn electronically using direct debit or credit card.

Invoice due date: October 31, 2021
Amount due in USD: 1,992.19

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Carol Stream, IL 60197-6292

Amount enclosed: _____



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- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

<http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

<https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



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British Columbia PST: PST-1000-4632

Quebec QST: 1021623993 TQ001

Saskatchewan PST: 1895663

VAT Reg Numbers

EU372021573

GB369490158

Federal Tax ID

41-1426973



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- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
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<http://myaccount.tr.com/westlaw>

Electronic payments in US currency should be issued to

West Publishing Corporation

BMO Harris Bank N.A.,

111 West Monroe Street, 9th Floor West, Chicago IL 60603

Bank Routing #: 071000288

Bank Account #: 4445615

SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

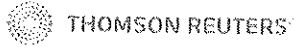
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Check

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- Terms: Net 30; products are shipped FOB shipping point
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YOLO COUNTY LAW LIBRARY

Invoice #: 845108489
 Account #: 1003332674
 Invoice date: October 1, 2021
 Purchase order #:

Account location detail

Product Detail	Units	Charge USD	Tax USD	Total USD
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1003332674
 Reference # 6144237950
 YOLO COUNTY LAW LIBRARY
 PATRON ACCESS ACCOUNT
 204 4TH ST STE A
 WOODLAND CA 95695-3502

Online/Software Subscription Charges

September 1, 2021 - September 30, 2021
 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier
 0000154415)
 DATABASE CHARGES

		1,992.19	0.00	1,992.19
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Online/Software Subscription Charges Total USD
 1,992.19

Location Total USD
 1,992.19

1003332674
 Reference # 6144245464
 YOLO COUNTY LAW LIBRARY
 PATRON ACCESS ACCOUNT
 204 4TH ST STE A
 WOODLAND CA 95695-3502

Online/Software Subscription Charges

September 1, 2021 - September 30, 2021
 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier
 0000154415)
 DATABASE CHARGES

		0.00	0.00	0.00
--	--	------	------	------

Online/Software Subscription Charges Total USD
 0.00

Location Total USD
 0.00

Total USD
 1,992.19

* Indicates system credit



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610 Opperman Drive
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YOLO COUNTY LAW LIBRARY

Monthly account summary

Account #: 1003332674

Charges cleared between September 2, 2021 and October 1, 2021

Document date	Document #	Description	Amount USD	Notes
09/01/2020	0842921822	Invoice	2,083.80	
09/14/2021	009581573	Payment Received	-2,083.80	PAYMENT RECEIVED - THANK YOU
09/01/2021	0844943255	Invoice	1,992.19	
09/22/2021	009581804	Payment Received	-1,992.19	PAYMENT RECEIVED - THANK YOU

Open charges as of October 1, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
11/01/2020	6138175443	Payment Received Partial Balance	1,211.75	+ WN PRO PATRON ACCESS STATE ANLY SEAT	12/01/2020
10/01/2021	0845108489	Invoice	1,992.19		10/31/2021

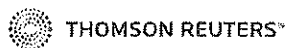
Open charges in USD as of October 1, 2021

3,203.94

The Monthly account summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices or payments.

If you have questions about your outstanding balance, please contact our Accounts Receivable department by calling 1-800-522-0552 and select account information.

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

Invoice #: 845201357
Account #: 1000800651
Invoice date: October 4, 2021

YOLO COUNTY LAW LIBRARY
204 4TH ST STE A
WOODLAND, CA 95695-3502

Total Due in USD
1,303.03
Payment Due
November 3, 2021

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	157.13	12.57	169.70
SUBSCRIPTION PRODUCT CHARGES	1,049.35	83.98	1,133.33
TOTAL INVOICE AMOUNT	1,206.48	96.55	1,303.03

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

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YOLO COUNTY LAW LIBRARY

Invoice #: 845201357
Invoice date: October 4, 2021
Account #: 1000800651
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

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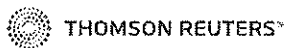
Invoice due date: November 3, 2021
Amount due in USD: 1,303.03

Please make checks payable to:

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P.O. Box 6292
Carol Stream, IL 60197-6292

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0845201357 000000000000000000000000 20211004 ZCMI 000130303 0010 1000800651 2



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- Sign up for automatic payments
- Update addresses and review order status
- Go Green and sign up for eInvoicing
- View and download invoice details
- Manage online users' access
- Usage reports powered by Quickview+

<http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

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- Go Green with eInvoicing for time savings and convenience

<https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



Thomson Reuters tax information

Canadian registration numbers

Canada GST/HST: 13641 8480 RT0001
 British Columbia PST: PST-1000-4632
 Quebec QST: 1021623993 TQ001
 Saskatchewan PST: 1895663

Federal Tax ID

41-1426973

VAT Reg Numbers

EU372021573
 GB369490158



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- Provides answers to commonly asked questions and web forms for submitting account-related requests



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- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>).
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



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West Publishing Corporation
 BMO Harris Bank N.A.,
 111 West Monroe Street, 9th Floor West, Chicago IL 60603
 Bank Routing #: 071000288
 Bank Account #: 4445615
 SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

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- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

Subscription Invoice



Thomson Reuters
 West Publishing Corporation
 610 Opperman Drive
 Eagan MN 55123-1396

YOLO COUNTY LAW
 LIBRARY

Invoice #: 845201357
 Account #: 1000800651
 Invoice date: October 4, 2021

Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000800651 YOLO COUNTY LAW LIBRARY 204 4TH ST STE A WOODLAND CA 95695-3502 Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
West's Complete Library, Print and Preview, Subscription~ (Unique identifier 0000716553)	6144320492					
BOOKS & BOUND VOLUMES				146.19	11.69	157.88
TANGIBLE PERSONAL PROP.				10.94	0.88	11.82
Subtotal				157.13	12.57	169.70

Library Plan Charges Total USD
169.70

Subscription Product Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000800651 YOLO COUNTY LAW LIBRARY 204 4TH ST STE A WOODLAND CA 95695-3502 Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
CA CRIMINAL LAW SUB	6144023934	1	27.99	27.99	2.24	30.23
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA MOTIONS IN LIMINE SUB	6144023936	1	19.00	19.00	1.52	20.52

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

Invoice #: 845201357
Account #: 1000800651
Invoice date: October 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE BANKRUPTCY SUB	6144023937	1	63.96	63.96	5.12	69.08
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE CIVIL APPEALS AND WRITS CH 1-16 TABLES AND INDEX SUB	6144023939	1	43.97	43.97	3.52	47.49
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE CIVIL PROCEDURE TRIAL FORMS SUB	6144023940	1	24.98	24.98	2.00	26.98
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE CIVIL PROCEDURE BEFORE TRIAL STATUTES OF LIMITATION SUB	6144023942	1	23.99	23.99	1.92	25.91
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
Civil Procedure Before Trial, The Rutter Group California Practice Guide, Subscription	6144023944	1	53.97	53.97	4.32	58.29
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE CIVIL TRIALS AND EVIDENCE CH 1-18 TABLES AND INDEX SUB	6144023946	1	53.97	53.97	4.32	58.29

Continued on next page

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

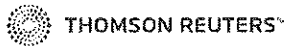
Invoice #: 845201357
Account #: 1000800651
Invoice date: October 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE CORPORATIONS CH 1-8 TABLES AND INDEX SUB	6144023948	1	38.97	38.97	3.12	42.09
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE FAMILY LAW FORMS SUB	6144023950	1	24.98	24.98	2.00	26.98
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
CA TRANSACTIONS FORMS FAMILY LAW SUB	6144023952	1	111.92	111.92	8.95	120.87
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE INSURANCE LITIGATION SUB	6144023954	1	53.97	53.97	4.32	58.29
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG CA PRACTICE GUIDE PERSONAL INJURY CH 1-10 TABLES AND INDEX SUB	6144023956	1	53.97	53.97	4.32	58.29
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG FEDERAL CIVIL PROCEDURE TRIAL SUB	6144023957	1	53.97	53.97	4.32	58.29
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						

Continued on next page

Subscription Invoice



Thomson Reuters
 West Publishing Corporation
 610 Opperman Drive
 Eagan MN 55123-1396

**YOLO COUNTY LAW
 LIBRARY**

Invoice #: 845201357
 Account #: 1000800651
 Invoice date: October 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
MILLER AND STARR CA REAL ESTATE FORMS SUB	6144023958	1	60.95	60.95	4.88	65.83
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
MILLER AND STARR CA REAL ESTATE DIGEST SUB	6144023959	1	34.98	34.98	2.80	37.78
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
MILLER AND STARR CA REAL ESTATE SUB	6144023960	1	177.89	177.89	14.23	192.12
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG FEDERAL 9TH CIRCUIT APPELLATE PRACTICE LOOSELEAF CHAPTERS 1-7 AND CHAPTERS 8-14 TABLES AND INDEX SUB	6144023962	1	46.97	46.97	3.76	50.73
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG FEDERAL CIVIL TRIALS AND EVIDENCE SUB	6144023963	1	53.97	53.97	4.32	58.29
Ship/Post date: October 1 October 1, 2021 - October 31, 2021						
TRG SEX CRIMES:CA LAW AND PROCEDURE SUB	6144023965	1	24.98	24.98	2.00	26.98

**Subscription Product Charges Total USD
 1,133.33**



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

Monthly Account Summary

Account #: 1000800651

Cleared Charges within September 5, 2021 to October 4, 2021

Document date	Document #	Description	Amount USD	Notes
09/22/2021	009581804	Payment Received	-1,303.03	PAYMENT RECEIVED - THANK YOU
09/04/2021	0845032946	Subscription Invoice	1,303.03	

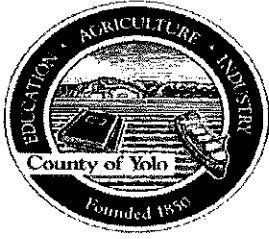
Open Balance Through October 4, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
10/04/2021	0845201357	Subscription Invoice	1,303.03		11/03/2021

Open Balance in USD as of October 4, 2021 **1,303.03**

The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices and payments.

If you have questions about your outstanding balance, please contact our Account Receivable area by calling 1-800-522-0552 and select account information.



Invoice

Yolo County General Services Department
 Facilities Division
 120 West Main Street, Suite D, Woodland CA 95695

Date: September 22, 2021
Invoice #: 8/19/2021

JE3-180

To: Law Library
 Attn: Janet Cole

Monthly Recurring Costs			Line Total	
77304	Labor	1	\$83.00	\$83.00
			\$83.00	\$0.00
				\$0.00
			Total	\$83.00

5375-403724-6600420199

\$83.00

\$0.00

Total

\$83.00

Handwritten signature/initials

Yolo County

Monthly Building Charge Back-LL TECH

Completion Date on or after 08/01/2021
Completion Date on or before 08/31/2021
Department Code begins with 58-3650



Building Name	Completion Date	Department Name	Work Order #	Total Hours	Request	Task Comment
Public Defender/MDIC /Law Library	08/02/2021 08:32	58 OLD JAIL LAW LIBRARY	GS-76862	0.0000	Please provide a current list of key card holders for our facility (law library). Thank you!	LARRY GUENTHER- List provided to Tonia Murphy.
Public Defender/MDIC /Law Library	08/02/2021 08:32	58 OLD JAIL LAW LIBRARY	GS-77304	1.0000	Please immediately deactivate all key cards for the Law Library front entrance, except for those issued for the following people:	LARRY GUENTHER- Worked with Hooman from USF to get Law Library access report.

- Janet Coles
- Marie Drebert
- Hope Welton
- Daniel Maguire
- Sonia Cortes
- Charles Mack
- Randall Blake

Please let me know if you have questions.

Item 3b

GL293 Date 10/25/21
 Page 1
 Time 11:33

Company 1000 - YOLO COUNTY

USD

Income Statement

For Period 4 Through 4 Ending October 31, 2021

Fiscal Year 2022

6950-0067-06200-7001 69506762007001 LAW LIBRARY
YOLOCOUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last
<u>NETFUND/POST</u> NET FUND BALANCE					
<u>REVENUES</u> REVENUES					
<u>REVUSEMONEY</u> REVENUE FROM USE OF MONEY AND					
400700-0000	INVESTMENT EARNINGS-POOL	0.00	0.00	651.65-	
651.65-					
400705-0000	GASB 31 FMV - DFS ONLY	0.00	1,016.00	0.00	
2,698.00					
	Total REVENUE FROM USE OF MONE	0.00	1,016.00	651.65-	
2,046.35					
<u>INTGOVREVENU</u> INTERGOVERNMENTAL REVENUES					
<u>STATEREV</u> STATE REVENUE					
401340-0000	ST-OTHER	0.00	0.00	29,684.18-	
29,684.18-					
	Total STATE REVENUE	0.00	0.00	29,684.18-	
29,684.18-					
	Total INTERGOVERNMENTAL REVENU	0.00	0.00	29,684.18-	
29,684.18-					
<u>CHG FOR SVCS</u> CHARGES FOR SERVICES					
403130-0000	COURT FEES AND COSTS	10,365.34-	19,864.99-	5,868.92-	
15,239.52-					
	Total CHARGES FOR SERVICES	10,365.34-	19,864.99-	5,868.92-	
15,239.52-					
<u>MISCREVENUES</u> MISCELLANEOUS REVENUES					
404113-0000	OTH MISC-DONATION	0.00	0.00	325.00-	
325.00-					
	Total MISCELLANEOUS REVENUES	0.00	0.00	325.00-	
325.00-					
	Total REVENUES	10,365.34-	18,848.99-	36,529.75-	
43,202.35-					
<u>EXPENDITURES</u> EXPENDITURES					
<u>SALARY&BEN</u> SALARIES AND EMPLOYEE BENEFITS					
<u>SALARY&WAGES</u> SALARY AND WAGES					
500110-0000	EXTRA HELP	2,807.50	10,608.91	1,440.50	
2,484.50					
	Total SALARY AND WAGES	2,807.50	10,608.91	1,440.50	
2,484.50					

<u>EMPBENEFITS</u>	EMPLOYEE BENEFITS			
500320-0000	OASDI	174.07	657.75	89.32
154.04				
500330-0000	FICA/MEDICARE	40.71	153.83	20.89
36.02				
	Total EMPLOYEE BENEFITS	214.78	811.58	110.21
190.06				
	Total SALARIES AND EMPLOYEE BE	3,022.28	11,420.49	1,550.71
2,674.56				
<u>SERVSUPPLIES</u>	SERVICES AND SUPPLIES			
501020-0000	COMMUNICATIONS	0.00	0.00	0.00
105.76				
501041-0000	HOUSEHOLD EXPENSE-CONTRACTS	0.00	0.00	227.06
454.12				
501042-0000	GEN SERV JANITORL INTERNAL CHR	0.00	492.80	0.00
0.00				
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	0.00	688.04
688.04				
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	0.00	141.05
141.05				
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	0.00	83.00	0.00
0.00				
501110-0000	OFFICE EXPENSE	0.00	134.32	0.00
105.24				
501190-0000	RENTS AND LEASES - EQUIPMENT	221.26	534.13	0.00
314.16				
501230-0000	SPEC DPT EXP-CIRC LIB BKS&PERI	2,099.21	8,847.17	553.77
3,084.64				
501231-0000	SPEC DPT EXP-OLINE LIB BKS&PERI	2,319.36	11,361.24	0.00
3,463.76				
	Total SERVICES AND SUPPLIES	4,639.83	21,452.66	1,609.92
8,356.77				
	Total EXPENDITURES	7,662.11	32,873.15	3,160.63
11,031.33				
	Total NET FUND BALANCE	2,703.23-	14,024.16	33,369.12-
32,171.02-				

GL293 Date 10/25/21
 Page 2
 Time 11:33

Company 1000 - YOLO COUNTY

USD

Income Statement
 For Period 4 Through 4 Ending October 31, 2021

Fiscal Year 2022

6950-0067-06200-7002
YOLOCOUNTY

69506762007002 LAW LIBRARY SUPPLEMENTAL FNDG

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last
	<u>NETFUND/POST</u> NET FUND BALANCE				
	<u>REVENUES</u> REVENUES				
	<u>INTGOVREVENU</u> INTERGOVERNMENTAL REVENUES				
	<u>STATEREV</u> STATE REVENUE				
401340-0000	ST-OTHER	0.00	58,814.95-	0.00	
0.00					
	Total STATE REVENUE	0.00	58,814.95-	0.00	
0.00					
	Total INTERGOVERNMENTAL REVENU	0.00	58,814.95-	0.00	
0.00					
	Total REVENUES	0.00	58,814.95-	0.00	
0.00					
	Total NET FUND BALANCE	0.00	58,814.95-	0.00	
0.00					

ANNUAL REPORT OF THE BOARD OF LAW LIBRARY TRUSTEES
COUNTY OF YOLO, STATE OF CALIFORNIA
FISCAL YEAR ENDING JUNE 30, 2021

TO: THE HONORABLE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA

The Board of Law Library Trustees is composed of the following members:

Hope P. Welton (President) – Senior Deputy, Yolo County Counsel
Honorable Judge Sonia Cortés – Judge, Superior Court
Honorable Judge Daniel Maguire – Presiding Judge, Superior Court
Honorable Judge Daniel Wolk – Judge, Superior Court
Charles Mack – Attorney-at-Law
Alysa Meyer – Attorney-at-Law
Randall L. Blake (Secretary/Treasurer) – Attorney-at-Law

Law Library Staff consists of:

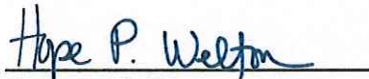
Law Library Director, Janet Coles
Assistant Librarian, Marie Drebert

Finances of the Board's trust for said fiscal year are shown in the financial report of the Secretary of the Board of the Law Library Trustees, herewith submitted, which report is hereby adopted and submitted upon like information and belief as therein stated, based upon figures furnished to the Board by the Yolo County Auditor-Controller and by the Law Library Director as therein set forth.

Respectfully submitted on this 15th day of October, 2021, in accordance with Section 6349 of the California Business and Professions Code.



Randall L. Blake
Secretary/Treasurer



Hope P. Welton
President

cc: County Auditor

LIBRARY STATISTICS

As of June 30, 2021:

Volumes in Catalog.....11,951

Titles in Catalog.....892

Practice Guides.....30

The Law Library also had full text online access to the following numbers of titles through online database subscriptions:

Through Westlaw: 3,650 secondary sources (including 26 California practice guides)

Through CEB OnLAW: 150 practice guides published by the California Continuing Education of the Bar

Through the EBSCO Legal Information Reference Center: 280 full-text legal self-help publications and reference books

Four public access computers were available for patron use. Printing, copying, scanning, and fax services were also available (usage fees were suspended for the 2021 fiscal year).

Library hours – 10:00 a.m. to 4:00 p.m. Monday-Thursday
Closed Friday-Sunday and court holidays

Email: law.library@yolocounty.org

Website: <https://yololawlibrary.org>

Phone: (916) 666-8918

Fixed assets - \$108,636.61

The Law Library is open to all members of the public and use of library materials, including the computers and legal databases is free. The California County Law Libraries, including the Yolo County Law Library, are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library.

Due to the COVID-19 pandemic, the Law Library was closed for much of the 2021 fiscal year. The Library Director position was vacant until February 15, 2021, and public services were not available for the first seven months of the fiscal year (July 2020-January 2021). The Law Library began providing remote services in February 2021 and reopened to the public on May 3, 2021. After hours service for members of the Bar was suspended throughout the fiscal year.

From February 15, 2021-June 30, 2021, the Law Library handled about 110 reference questions (via e-mail, phone, and in person), and from May 3, 2021-June 30, 2021, had about 35 in-person visits.

YOLO LAW LIBRARY

Balance Sheet

General Fund

June 30, 2021, 2020, 2019, 2018, 2017, 2016, and 2015

ASSETS	2021	2020	2019	2018	2017	2016	2015
Cash and investments	\$143,950.67	\$ 48,139.74	\$111,168.00	\$ 40,743.20	\$ 48,237.61	\$102,064.80	\$161,025.66
Restricted cash	75,936.17	140,254.79	73,687.06	73,136.35	73,226.31	72,742.96	72,046.58
Imprest cash-copier	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Due from other governments	30,692.40	14,060.59	21,284.90	20,815.11	21,360.82	17,806.07	17,762.70
Total Assets	250,604.24	202,480.12	206,164.96	134,719.66	142,849.74	192,638.83	250,859.94
LIABILITIES AND FUND BALANCE							
Liabilities:							
Accounts payable	8,446.14	3,646.09	10,125.10	5,911.22	-	9,977.18	4,656.41
Salary and benefits payable	3,576.99	3,193.26	3,382.12	966.43	1,178.77	3,085.02	2,950.01
Due to other governments	-	320.75	-	-	-	-	14,021.01
Total Liabilities	12,023.13	7,160.10	13,507.22	6,877.65	1,178.77	13,062.20	21,627.43
Fund Balance:							
Restricted for supplemental funding	60,754.56	65,015.00	68,963.86	-	-	-	-
Assigned:							
Capital asset replacement	535.13	530.22	519.30	1,587.05	2,654.01	2,636.48	2,611.23
Relocation	75,401.04	74,709.57	73,167.76	71,549.30	70,572.30	70,106.48	69,435.35
General reserve	14,864.85	14,864.85	14,864.85	14,864.85	14,864.85	14,864.85	2,611.23
Unassigned	88,050.49	40,200.38	36,216.86	39,840.81	53,579.81	91,968.82	154,574.70
Total Fund Balance	239,606.07	195,320.02	193,732.63	127,842.01	141,670.97	179,576.63	229,232.51
Total Liabilities and Fund Balance	\$ 251,629.20	\$202,480.12	\$207,239.85	\$134,719.66	\$142,849.74	\$192,638.83	\$250,859.94

YOLO COUNTY LAW LIBRARY

Statement of Revenues, Expenditures, and
Change in Fund Balance - General Fund

For the Fiscal Years Ended June 30, 2021, 2020, 2019, 2018, 2017, 2016, 2015 and 2014

	2021	2020	2019	2018	2017	2016	2015	2014
REVENUES								
Court fees and costs	\$ 111,410.28	\$107,039.61	\$120,408.55	\$118,816.77	\$108,932.32	\$101,422.83	\$100,662.79	\$115,269.29
Investment earnings	1,960.44	5,470.80	4,597.44	1,513.90	969.90	1,953.13	741.21	933.66
State	29,684.18	-	70,847.00	-	-	-	-	-
Other	575.00	405.00	1,175.00	1,958.94	431.50	-	1,522.71	217.00
Total Revenues	\$ 143,629.90	112,915.41	197,027.99	122,289.61	110,333.72	103,375.96	102,926.71	116,419.95
EXPENDITURES								
Salaries and wages	21,769.05	35,138.18	47,949.49	47,589.69	55,771.28	36,038.58	55,611.05	56,245.10
Employee benefits	1,665.32	2,938.09	3,921.14	3,977.50	4,468.67	2,928.61	4,514.23	4,606.92
Communications	1,559.84	1,185.27	1,296.40	1,330.26	1,308.49	1,308.88	1,311.81	1,290.98
Insurance	984.09	641.25	652.37	1,675.53	1,861.64	2,038.46	1,796.65	1,074.76
Professional services	59.00	-	200.00	1,567.25	1,588.50	2,611.75	2,527.00	3,224.00
IT services	9,164.00	9,386.13	8,979.28	8,019.97	6,718.61	6,694.00	6,387.25	-
Public workshops	-	533.33	1,150.34	-	-	-	-	-
Copier rental and maintenance	1,272.29	1,251.09	1,536.27	1,664.02	1,372.27	1,763.85	1,794.17	3,701.07
Office expenses	4,210.43	3,720.28	2,992.59	2,407.57	540.00	1,172.50	156.90	763.21
Small tools and minor equipment	6,213.32	2,001.84	22.15	1,103.66	283.23	-	-	5,548.50
Tangible library books and periodicals	26,152.48	29,973.07	30,988.76	25,802.43	42,080.15	68,251.16	53,821.03	61,052.67
Online library books and periodicals	26,144.03	24,484.49	30,664.18	40,052.46	31,482.04	30,224.05	18,757.71	22,744.18
Training and travel	150.00	75.00	784.40	928.23	764.50	-	-	550.32
Total Expenditures	99,343.85	111,328.02	131,137.37	136,118.57	148,239.38	153,031.84	146,677.80	160,801.71
Change in Fund Balance	44,286.05	1,587.39	65,890.62	(13,828.96)	(37,905.66)	(49,655.88)	(43,751.09)	(44,381.76)
Fund Balance - beginning of year	195,320.02	193,732.63	127,842.01	141,670.97	179,576.63	229,232.51	272,983.60	317,365.36
Fund Balance - end of year	\$ 239,606.07	\$195,320.02	\$193,732.63	\$127,842.01	\$141,670.97	\$179,576.63	\$229,232.51	\$272,983.60

YOLO LAW LIBRARY COURT FEES

Month	2021	2020	2019	2018	2017	2016	2015	2014
July	9,370.60	\$ 10,323.40	\$ 8,223.64	\$ 9,590.57	\$ 7,931.55	\$ 8,998.72	\$ 9,356.08	\$ 9,864.77
August	5,868.92	11,380.27	10,544.30	10,787.62	9,436.43	7,580.74	9,824.60	9,911.06
September	8,821.74	10,320.63	11,532.32	9,032.62	7,875.20	8,572.49	8,390.61	10,020.14
	24,061.26	32,024.30	30,300.26	29,410.81	25,243.18	25,151.95	27,571.29	29,795.97
	-24.87%	5.69%	3.02%	16.51%	0.36%	-8.77%	-7.47%	-10.44%
October	9,483.22	11,262.72	9,689.83	9,419.33	10,612.11	9,262.56	8,454.56	8,253.96
November	8,439.34	9,286.41	9,873.98	8,905.77	8,916.80	7,544.01	6,303.67	8,844.41
December	8,577.88	11,438.95	9,686.56	9,759.69	8,924.53	8,765.89	9,170.15	9,429.30
	26,500.44	31,988.08	29,250.37	28,084.79	28,453.44	25,572.46	23,928.38	26,527.67
	-17.16%	9.36%	4.15%	-1.30%	11.27%	6.87%	-9.80%	-15.14%
January	8,513.21	9,272.75	10,292.22	9,748.20	8,617.36	7,411.25	6,743.35	10,163.44
February	9,745.80	11,221.69	8,226.92	9,133.97	6,639.75	8,802.94	7,122.79	10,299.68
March	10,872.21	5,746.56	11,072.88	11,705.27	9,945.65	8,187.65	8,466.65	8,654.17
April	11,692.40	2,725.64	9,981.00	9,918.62	8,672.12	8,490.51	9,067.63	9,929.54
	40,823.62	28,966.64	39,573.02	40,506.06	33,874.88	32,892.35	31,400.42	39,046.83
	40.93%	-26.80%	-2.30%	19.58%	2.99%	4.75%	-19.58%	-2.56%
	91,385.32	92,979.02	99,123.65	98,001.66	87,571.50	83,616.76	82,900.09	95,370.47
	-1.71%	-6.20%	1.14%	11.91%	4.73%	0.86%	-13.08%	-8.83%
May	9,326.01	5,098.25	10,345.21	10,758.21	11,121.43	8,569.80	9,565.47	9,383.88
June	10,698.95	8,962.34	10,939.69	10,056.90	10,239.39	9,236.27	8,197.23	10,514.94
May-Jun Total	20,024.96	14,060.59	21,284.90	20,815.11	21,360.82	17,806.07	17,762.70	19,898.82
YTY Percentage change:	42.42%	-33.94%	2.26%	-2.55%	19.96%	0.24%	-10.73%	-9.19%
FY Total	\$111,410.28	\$ 107,039.61	\$ 120,408.55	\$ 118,816.77	\$ 108,932.32	\$ 101,422.83	\$ 100,662.79	\$ 115,269.29
YTY % Change	4.08%	-11.10%	1.34%	9.07%	7.40%	0.76%	-12.67%	-8.89%

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