

204 Fourth Street, Suite A  
Woodland, CA 95695  
530-666-8918  
[law.library@yolocounty.org](mailto:law.library@yolocounty.org)  
[yololawlibrary.org](http://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.**

NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the link below.

**The Yolo County Law Library Board of Trustees will meet on  
Thursday, January 26, 2023 at 12:15 pm.**

Government Code Section 54953(e)(1) authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of 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: 835 5702 3912**

1. Roll call
2. Public comment: This is the opportunity for members of the public to address the Board on subjects relating to Law Library Board business.
3. Introduction of new trustee (Sean H. Colon)
4. Adopt resolution authorizing remote and hybrid teleconference meetings of the Yolo County Law Library Board of Trustees Pursuant to Assembly Bill 361 (2021)
5. Consider approval of routine business
  - a. Approval of minutes (December 1, 2022 meeting)
  - b. Ratification of claims from November 2022-January 2023
6. Financial report
  - a. Court distributions: October 2022, \$9,654.40 (funds available 12/13/2022); November 2022, \$9,823.44 (funds available 1/12/2023)
  - b. Income/expenditure report
7. Consider grounds cleanup expenditure
8. Consider proposed new Library claims approval process
9. Form 700 (Statement of Economic Interests) reminder
10. Director's report
  - a. Passport acceptance services
  - b. Security system update
  - c. Lawyers in the library project update
  - d. FY 2024 funding
11. Brief comments by trustees
12. Next meeting

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: /s/

*Janet Coles*

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](https://yololawlibrary.org/?page_id=79). The Law Librarian may be reached at telephone number 530-666-8918, or email [law.library@yolocounty.org](mailto: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 Office, 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://us06web.zoom.us/j/83557023912?pwd=T0IMSTISMkN1eUp3U3IYNGJFRVdMdz09>

Dial by your location: (408) 638-0968

Meeting ID: 835 5702 3912

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 three (3) 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 [janet.coles@yolocounty.org](mailto:janet.coles@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 [janet.coles@yolocounty.org](mailto:janet.coles@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 December 1, 2022 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, December 1, 2022, scheduled for 12:15 PM, via Zoom online conferencing.

President Wolk called the meeting to order at 12:16 PM.

**Present:** Trustees Blake, Cortés, Harvey, Mack, Meyer, Wolk. Staff: Director Coles

**Absent:** Trustee Welton

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

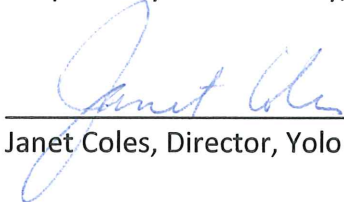
**Discussion and action items:**

- 1) Renew authorization for remote (teleconference/videoconference) meetings.**  
The Board adopted a resolution authorizing remote and hybrid teleconference meetings pursuant to Assembly Bill 361.
- 2) Adopt special resolution.** The Board adopted a special resolution in honor of Trustee Blake, whose retirement from the Board at the end of 2022 was announced earlier in the year.
- 3) Consider approval of routine business.**
  - a. The minutes of the October 27, 2022 meeting were approved.
  - b. October-November 2022 claims were ratified.
- 4) Financial report**
  - a. Court distributions for September 2022 (\$9,691.59) were reported.
  - b. An income and expenditure report for FY2023 to date was provided, reflecting the receipt of \$69,000 in supplemental funding from the state.
- 5) New trustee appointment.** The appointment of a new trustee by the County Board of Supervisors to take the seat to be vacated by Trustee Blake at the end of the year was discussed. Coles reported that Sean Colon, who had expressed interest in serving on the Board to President Wolk earlier this year, had applied for the position as directed by the Clerk of the Board's office. Coles said the expectation was that the matter would come in front of the Board at its first meeting in January (January 10), when the Board would consider the other committee and board appointments under its purview.
- 6) Consider changes to the Library claims approval process.** Coles said that she wanted the Board to consider simplifying the Library's current claims approval process as there were redundancies, e.g., the Board approving expenditures in advance as part of the budget process or during board meetings; the Board President approving the expenditures again at the point where claims (invoices) are submitted for payment; and then the entire Board ratifying the claims again at the subsequent board meeting. The consensus of the Board was that a streamlined process could be considered but that a more detailed proposal was needed. Coles said she would bring that proposal before the Board at its next meeting.
- 7) Consider new library security system expenditures.** Coles said that she had received notice the previous day that the County would fund the entire cost for a

new security system for the Library but that they could not yet provide a timeline as to when it would be installed because they were waiting for potential property protection funding from PRISM (YCPARMIA's umbrella organization).

- 8) **Director's report.** Coles provided a written report to the Board on the passport acceptance and lawyers in the library projects, and on outreach efforts.
- 9) **Next meeting.** The next Board of Trustees meeting will be on Thursday, January 26, 2023, at 12:15 PM.
- 10) **Adjournment.** The meeting was adjourned at 1:00 PM.

Respectfully submitted by,



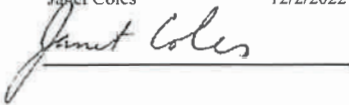
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Janet Coles, Director, Yolo County Law Library

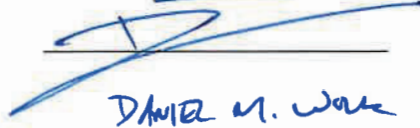
COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT					AMOUNT
				FUND	DEPT#	B/U	C/C	ACCNT#	
1	AMAZON BUSINESS	1JL3-X49H-JJTM	11/7/2022	6950	67	6200	7001	501110	\$ 87.58
2	11113 CEB	12315250	11/29/2022	6950	67	6200	7001	501231	\$ 340.25
3	10571 QUILL	28735579	11/2/2022	6950	67	6200	7001	501110	\$ 68.73
4	10167 RICOH	106699436	11/14/2022	6950	67	6200	7001	501190	\$ 91.35
5	10659 THOMSON REUTERS	847271549	11/1/2022	6950	67	6200	7001	501231	\$ 2,032.03
6	10659 THOMSON REUTERS	847356205	11/4/2022	6950	67	6200	7001	501230	\$ 1,241.26
								7001 total	\$ 3,861.20
7	AMAZON BUSINESS	1NFT-H3QH-V3QY	11/11/2022	6950	67	6200	7002	501210	\$ 641.95
8	AMAZON BUSINESS	119D-91FF-TMWW	11/11/2022	6950	67	6200	7002	501110	\$ 35.20
								7002 total	\$ 677.15
								TOTAL	\$ 4,538.35

Prepared By:  
Janet Coles 12/2/2022



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

  
DANIEL M. WANE

Dated: 12/6/22

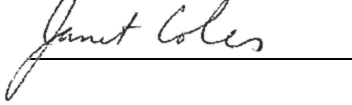
## COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT	
				FUND	DEPT#	B/U	C/C			
1	21630	BYWATER SOLUTIONS	6977	12/7/2022	6950	67	6200	7001	501249	\$ 2,200.00
2	11113	CEB	12326668	12/29/2022	6950	67	6200	7001	501231	\$ 340.25
3	10101	LEXISNEXIS	3384265A	12/1/2022	6950	67	6200	7001	501231	\$ 988.25
4	10101	LEXISNEXIS	35189630	12/26/2022	6950	67	6200	7001	501231	\$ 9,244.90
5	10571	QUILL	29489182	12/9/2022	6950	67	6200	7001	501110	\$ 60.52
6	10167	RICOH	106787433	12/15/2022	6950	67	6200	7001	501190	\$ 108.07
7	10659	THOMSONREUTERS	847495958	12/1/2022	6950	67	6200	7001	501231	\$ 1,623.48
8	10659	THOMSONREUTERS	847530359	12/4/2022	6950	67	6200	7001	501230	\$ 1,303.30
9		YOLO CO GEN SERVICES	JE5-146	11/9/2022	6950	67	6200	7001	501071	\$ 23.00
10		YOLO CO GEN SERVICES	JE6-105	12/7/2022	6950	67	6200	7001	501071	\$ 203.36
<b>7001 total</b>									<b>\$ 16,095.13</b>	
11		AMAZON BUSINESS	1NX4-JWJ1-PX1H	12/11/2022	6950	67	6200	7002	501110	\$ 77.48
<b>7002 total</b>									<b>\$ 77.48</b>	
<b>TOTAL</b>									<b>\$ 16,172.61</b>	

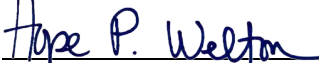
Prepared By:

Janet Coles

1/4/2023



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



Hope P. Welton, Vice President

Dated: 1/5/2023

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GL291 - Date 01/20/23  
Time 17:18

Company 1000 - YOLO COUNTY  
Trial Balance  
For Period 1 Through 12 Ending June 30, 2023

USD

Base Currency  
Amounts

Page 1

Fiscal Year 2023

6950-0067-06200-7001      69506762007001      LAW LIBRARY

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
<u>210700-9999</u>	NON-CASH Y/E TRANS-TRUST FUNDS	4,612.00		4,612.00-	0.00
<u>400700-0000</u>	INVESTMENT EARNINGS-POOL	0.00	61.67	549.50-	487.83-
<u>400705-0000</u>	GASB 31 FMV - DFS ONLY	0.00		2,042.00-	2,042.00-
<u>403130-0000</u>	COURT FEES AND COSTS	0.00	22,683.32	61,903.13-	39,219.81-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	237.00		237.00
<u>500110-0000</u>	EXTRA HELP	0.00	28,019.00	1,711.40-	26,307.60
<u>500320-0000</u>	OASDI	0.00	1,751.87	106.11-	1,645.76
<u>500330-0000</u>	FICA/MEDICARE	0.00	409.71	24.81-	384.90
<u>501021-0000</u>	COMMUNICATIONS INTERNAL CHARGE	0.00	1,632.00		1,632.00
<u>501042-0000</u>	GEN SERV JANITORL INTERNAL CHR	0.00	2,071.61	246.40-	1,825.21
<u>501051-0000</u>	INSURANCE-PUBLIC LIABILITY	0.00	750.00		750.00
<u>501071-0000</u>	MAINTENANCE-BLDG IMPROVEMENT	0.00	226.36		226.36
<u>501110-0000</u>	OFFICE EXPENSE	0.00	1,245.47		1,245.47
<u>501126-0000</u>	IT SERVICE-ERP	0.00	380.00		380.00
<u>501127-0000</u>	IT SERVICE-CONNECTIVITY	0.00	4,905.00		4,905.00
<u>501152-0000</u>	PROF & SPEC SVC-INFO TECH SVC	0.00	135.06		135.06
<u>501190-0000</u>	RENTS AND LEASES - EQUIPMENT	0.00	473.91	20.68-	453.23
<u>501230-0000</u>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	13,069.02		13,069.02
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	25,911.53	2,032.03-	23,879.50
<u>501249-0000</u>	SPEC DPT EXP-OTHER	0.00	2,200.00		2,200.00
*** Totals		4,612.00	106,162.53	73,248.06	37,526.47
*** Out Of Balance			32,914.47		

GL291 - Date 01/20/23  
Time 17:18

Company 1000 - YOLO COUNTY  
Trial Balance  
For Period 1 Through 12 Ending June 30, 2023

USD

Base Currency  
Amounts

Page 2

Fiscal Year 2023

6950-0067-06200-7002      69506762007002      LAW LIBRARY SUPPLEMENTAL FNDG

Account Nbr	Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
<u>401340-0000</u>	ST-OTHER	0.00		69,564.03-	69,564.03-
<u>501051-0000</u>	INSURANCE-PUBLIC LIABILITY	0.00	187.00		187.00
<u>501090-0000</u>	MEMBERSHIPS	0.00	500.00		500.00
<u>501110-0000</u>	OFFICE EXPENSE	0.00	786.13	16.07-	770.06
<u>501210-0000</u>	MINOR EQUIPMENT	0.00	1,019.94		1,019.94
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	34.95		34.95
<u>501250-0000</u>	TRANSPORTATION AND TRAVEL	0.00	271.96		271.96

\*\*\* Totals 0.00 2,799.98 69,580.10 66,780.12-

\*\*\* Out Of Balance 66,780.12

GL291 - Date 01/20/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3  
 Time 17:18 Trial Balance Amounts  
 For Period 1 Through 12 Ending June 30, 2023 Fiscal Year 2023

6950-0099-00001-0001 69509900010001 LAW LIBRARY BSU ONLY

Account Nbr Description	Beginning Balance	Debit Activity	Credit Activity	Ending Balance
<u>100000-0000</u> CASH IN TREASURY	172,733.13	<u>132,016.66</u>	<u>92,227.64-</u>	<u>212,522.15</u>
<u>100010-0000</u> CASH GASB 31 FMV DFS ONLY	6,654.00-	<u>6,654.00</u>		<u>0.00</u>
<u>101000-0141</u> RC-LAW LIB CAP ASSET REPL	539.13	<u>1.06</u>		<u>540.19</u>
<u>101000-0142</u> RC-LAW LIB RELOCATION	75,965.91	<u>151.26</u>		<u>76,117.17</u>
<u>104000-0000</u> IMPREST CASH	25.00			<u>25.00</u>
<u>113002-0000</u> DUE FROM OTHER GOVTS-JE	22,683.32		<u>22,683.32-</u>	<u>0.00</u>
<u>181400-0000</u> EQUIPMENT	108,636.61			<u>108,636.61</u>
<u>182400-0000</u> ACCUM. DEP-EQUIPMENT	108,636.61-			<u>108,636.61-</u>
<u>200001-0000</u> ACCOUNTS PAYABLE-JE	7,188.71-	<u>7,188.71</u>		<u>0.00</u>
<u>205000-0000</u> ACCRUED PAYROLL-GROSS	1,567.98-	<u>1,567.98</u>		<u>0.00</u>
<u>210010-0000</u> DUE TO OTH GOV	1,196.94-	<u>1,196.94</u>		<u>0.00</u>
<u>300400-0000</u> FUND BAL-RESTRICTED	105,778.86-			<u>105,778.86-</u>
<u>300600-0000</u> FD BAL-ASSIGNED	76,982.01-			<u>76,982.01-</u>
<u>300600-0003</u> FD BAL-ASSIGNED-GEN RESERVE	14,864.85-		<u>40,470.00-</u>	<u>55,334.85-</u>
<u>300999-0000</u> UNASSIGNED	62,325.14-	<u>40,470.00</u>		<u>21,855.14-</u>
*** Totals	4,612.00-	189,246.61	155,380.96	29,253.65
*** Out Of Balance		33,865.65		



Library budget and claims approval process (proposed):

- 1) The law library's budget, with detail for expenditure items over \$1000, is proposed by the library director and discussed and approved by the Board during the yearly budget process (May-July each fiscal year).
- 2) The library director (or library assistant, under the director's supervision) expends funds according to the approved budget plan.
- 3) The library director is authorized by the Board to approve payment of invoices (claims). The law library assistant prepares claims for payment as needed, the director approves payment, and the assistant sends the claims to the special districts liaison in Yolo County Financial Services for processing.
- 4) The director provides a monthly income/expenditure report (generated from the county's Infor system) to the Board at its regular meeting, including a list of claims/amounts paid during the previous month (no ratification vote required).
- 5) During the fiscal year, the library director obtains prior approval from the Board to make expenditures for items:
  - a) That are more than \$1000, and not previously detailed in the approved budget plan; and/or,
  - b) That would require modification/reallocation of the approved budget.
- 6) Because the law library utilizes the county's infrastructure for financial, payroll, IT and maintenance services, on occasion the library's funds are committed for expenditures for these services without the director's or the Board's prior specific knowledge or approval. These expenditures are usually minor and are noted in the director's monthly report to the Board as they appear in the Infor system.