

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, February 23, 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.

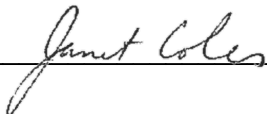
Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this Agenda.

**By PC [Here](#) or By Phone: (408) 638-0968 Meeting ID: 820 9951 3112**

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. Consider approval of routine business
  - a. Approval of minutes (January 26, 2023 meeting)
4. Financial report
  - a. Court distributions: December 2022, \$8,963.87 (funds available 2/10/2023)
  - b. Income/expenditure report
5. Consider approval of expenditures related to passport acceptance services
6. Consider new copier lease
7. Form 700 (Statement of Economic Interests) reminder
8. Director's report
9. Brief comments by trustees
10. 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/



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/82099513112?pwd=cllLdmlqdVdjRmlZd0NtNFBib1FmQT09>

Dial by your location: (408) 638-0968

Meeting ID: 820 9951 3112

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 January 26, 2023 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, January 26, 2023, scheduled for 12:15 PM, via Zoom online conferencing.

President Wolk called the meeting to order at 12:18 PM.

**Present:** Trustees Colon, Harvey, Mack, Welton, Wolk. Staff: Director Coles

**Absent:** Trustees Cortés, Meyer

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

**Discussion and action items:**

- 1) New trustee introduction.** Sean Colon was introduced as a new trustee for the Law Library Board, taking the seat vacated by former trustee Blake in December 2022.
- 2) Renew authorization for remote (teleconference/videoconference) meetings.** The Board adopted a resolution authorizing remote and hybrid teleconference meetings pursuant to Assembly Bill 361. Trustee Welton advised that this meeting would be the last time the Board could authorize a remote meeting under AB261.
- 3) Consider approval of routine business.**
  - a. The minutes of the October 27, 2022 meeting were approved.
  - b. November 2022-January 2023 claims were ratified.
- 4) Financial report**
  - a. Court distributions for October 2022 (\$9,654.40) and November 2022 (\$9,823.44) were reported.
  - b. An income and expenditure report for FY2023 to date was provided. Coles informed the Board that the Law Library's court distributions had been holding steady since the beginning of the fiscal year. Trustee Colon suggested that the Law Library could look into using accounting software similar to QuickBooks to facilitate budget tracking and reporting.
- 5) Claims approval process.** Coles proposed changes to the library claims approval process as outlined in the meeting packet, as follows:
  - a) 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).
  - b) The library director (or library assistant, under the director's supervision) expends funds according to the approved budget plan.
  - c) 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.
  - d) 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).
  - e) During the fiscal year, the library director obtains prior approval from the Board to make expenditures for items that are more than \$1000, and not previously detailed in

the approved budget plan; and/or, that would require modification/reallocation of the approved budget.

- f) 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 are recorded.

The Board approved these changes to the claims approval process, with the addition that that the library director would provide a list of expenditures each month, to include information on how these expenditures link back to the library's planned activities and board approval.

**6) Director's report.** Coles reported on the following:

*Passport services.* The Library was on track to start its passport acceptance services the week of January 30.

*Security system.* The county informed the Library that the equipment for the new security system was on order and that IT would be out to install the system once the equipment was received.

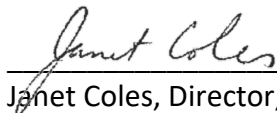
*Lawyers in the library.* Coles met with the Sacramento, El Dorado, and Placer county law library directors to discuss development of a regional lawyers in the library project.

*FL2024 funding.* The county law libraries were not included for an additional allocation in the January governor's budget. The Council of California County Law Librarians is planning a coordinated lobbying effort on Leg Day (March 28). Given the project budget shortfalls, the county law libraries may not receive supplemental funding for 2023. Last year this supplemental funding accounted for 40 percent of the Yolo County Law Library's funding.

**7) Next meeting.** The next Board of Trustees meeting will be on Thursday, February 23, 2023, at 12:15 PM.

**8) Adjournment.** The meeting was adjourned at 1:00 PM.

Respectfully submitted by,



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Janet Coles, Director, Yolo County Law Library

GL291 - Date 02/22/23  
Time 16:42

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	189.61	1,954.63-	1,765.02-
<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	80,690.44-	58,007.12-
<u>403699-0000</u>	OTHER CHARGES FOR SERVICES	0.00		490.00-	490.00-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	237.00		237.00
<u>500110-0000</u>	EXTRA HELP	0.00	34,019.00	1,711.40-	32,307.60
<u>500320-0000</u>	OASDI	0.00	2,123.87	106.11-	2,017.76
<u>500330-0000</u>	FICA/MEDICARE	0.00	496.71	24.81-	471.90
<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>501111-0000</u>	OFFICE EXP-POSTAGE	0.00		82.45-	82.45-
<u>501126-0000</u>	IT SERVICE-ERP	0.00	380.00		380.00
<u>501127-0000</u>	IT SERVICE-CONNECTIVITY	0.00	6,540.00		6,540.00
<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	688.79	20.68-	668.11
<u>501230-0000</u>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	15,797.97		15,797.97
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	27,874.76	2,032.03-	25,842.73
<u>501249-0000</u>	SPEC DPT EXP-OTHER	0.00	3,630.65		3,630.65
*** Totals		4,612.00	120,722.18	94,012.95	31,321.23
*** Out Of Balance			26,709.23		

GL291 - Date 02/22/23  
Time 16:42

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	960.90	16.07-	944.83
<u>501130-0000</u>	INVENTORY PURCHASES	0.00	282.94		282.94
<u>501210-0000</u>	MINOR EQUIPMENT	0.00	1,556.65		1,556.65
<u>501230-0000</u>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	134.72		134.72
<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 3,929.12 69,580.10 65,650.98-  
 \*\*\* Out Of Balance 65,650.98

GL291 - Date 02/22/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3  
 Time 16:42 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>152,781.55</u>	<u>108,254.20-</u>	<u>217,260.48</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>3.43</u>		<u>542.56</u>
<u>101000-0142</u> RC-LAW LIB RELOCATION	75,965.91	<u>486.66</u>		<u>76,452.57</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-	210,349.27	171,407.52	34,329.75
*** Out Of Balance		38,941.75		

**From:** [Keith Chung](#)  
**To:** [Janet Coles](#)  
**Subject:** Veribook for Passport Agencies  
**Date:** Monday, February 20, 2023 6:57:08 PM  
**Attachments:** [image001.png](#)

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Hi Janet,

Thanks for taking the time to chat today!

If you wanted to poke around that account that we created, here's the credentials:

<https://veribook.com>  
username: Yolo County Law Library  
password: password

Here's the sample booking page: <https://veribook.com/Yolo-County-Law-Library/cp/ZxxnRShnFd2677?mobileSupport=true> We copied aspects of the Sacramento Law Library's page.

Our pricing for your type of use case is here: <https://info.veribook.com/for-passport-offices> It's basically \$75/mo, or \$810/yr if you pay upfront (recommended).

Big picture, we help lots of different offices like you, and we don't anticipate any issues getting up and running within a few days of you giving the go ahead. Essentially the process is that once you give the go ahead, we just ask you to let us know how you want the sample booking page updated, and then..... that's basically it!

Don't hesitate to let me know if you have any questions!

Best,  
Keith



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***Is your clinic struggling from spiraling costs and staffing challenges?***

If so - we invite you to watch our sister company's recent 20 minute webinar via the link below. You and your team work hard every day to make sure patients get the care they need but you're being squeezed from all sides. It's time for a change, [check it out!](#)

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PLEASE CONTACT THE HELPDESK (x5000) FOR ASSISTANCE]





## Your Configured RICOH IM C2500



\*Note: The image is a photo realistic illustration of your selected configuration.

### DIMENSIONS

WIDTH	DEPTH	HEIGHT
<b>23.10in</b>	<b>27.00in</b>	<b>45.90in</b>
(587mm)	(686mm)	(1,166mm)

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

## Your Chosen Options

- IM C2500
- Cabinet Type F
- One-Bin Tray BN3130
- Internal Finisher SR3250
- PostScript3 Unit Type M37
- Fax Option Type M37
- ESP XG-PCS-15D



## Main Unit

### Main Unit

Item/Description	Item #	Power Requirements
IM C2500	418284	120V-127V, 60Hz

## Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Cabinet Type F	100478FNG	N/A

## Output & Finishing Options

### Internal

Item/Description	Item #	Power Requirements
One-Bin Tray BN3130	418376	N/A
Internal Finisher SR3250	418378	N/A

## Print/Scan Options

### Network Environment

Item/Description	Item #	Power Requirements
PostScript3 Unit Type M37	418408	N/A

## Fax Options

Item/Description	Item #	Power Requirements
Fax Option Type M37	418600	N/A


## Security & Miscellaneous Accessories

Item/Description	Item #	Power Requirements
ESP XG-PCS-15D	006428MIU	N/A




## Main Unit

### Main Unit

Item/Description	Item #	Thumbnail
<p><b>IM C2500</b></p> <ul style="list-style-type: none"> <li>• Output Speed (Letter): 25-ppm</li> <li>• Average Monthly Volume: 4,000 impressions/month</li> <li>• Maximum Monthly Volume: 10,000 impressions/month</li> <li>• Power Requirements: 120V-127V, 60Hz</li> <li>• Weight: 200.6 lbs. (91 kg)</li> <li>• W x D x H (inches): 23.1 x 27 x 35.9</li> <li>• W x D x H (mm): 586.74 x 685.8 x 911.86</li> </ul>	418284	

## Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p><b>Cabinet Type F</b></p> <p>Provides businesses with a convenient option for the storage of supplies and paper.</p> <p>Can only be configured with the standard configuration.</p> <p>Weight: 32.3 lbs. (14.7 kg)</p> <p>W x D x H (inches): 23.1 x 26.7 x 10</p> <p>W x D x H (mm): 586.74 x 678.18 x 254</p> <p>Note: Cabinet Type F cannot be installed with Paper Feed Unit PB3300.</p>	100478FNG	

## Output & Finishing Options

### Internal

Item/Description	Item #	Thumbnail
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## One-Bin Tray BN3130

Provides an additional output tray above the standard Internal Tray, optional Bridge Unit, optional Internal Shift Tray or optional Internal Finisher.

Holds 125 sheets.

Allows user to separate print and fax output from copy.

Supports paper sizes up to 12.6" x 17.7".

Weight: 3.1 lbs. (1.4 kg)

W x D x H (inches): 17.5 x 17.7 x 5.9

W x D x H (mm): 444.5 x 449.58 x 149.86

418376



## Internal Finisher SR3250

500-sheet Internal Finisher provides multi-position stapling and optional hole punching.

Recommended for offices with limited floor space.

Supports paper sizes up to 12" x 18".

Weight: 28.2 lbs. (12.8 kg)

W x D x H (inches): 21.5 x 20.6 x 6.7

W x D x H (mm): 546.1 x 523.24 x 170.18

Note:


Internal Finisher SR3250 cannot be installed with Internal Shift Tray SH3080, Booklet Finisher SR3270 or any related options.

418378



## Print/Scan Options

### Network Environment

Item/Description	Item #	Thumbnail
<b>PostScript3 Unit Type M37</b> Genuine Adobe® PostScript®3™. Recommended for printing more complex color and PDF files. The IM C2500 comes with standard PostScript3 Emulation and PDF Direct Print Emulation. This option is available for customers who require True Adobe® workflows like Photoshop®, Illustrator® and PDF/X as well as additional font support. When enabled on the MFP, the standard PostScript3 Emulation and PDF Direct Emulation will be disabled.	418408	

## Fax Options

Item/Description	Item #	Thumbnail
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## Fax Option Type M37

Installation required to enable fax services: 33.6 kbps, approximately 2 second transmission speed, standard JBIG, and standard 320-Page Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email, and Paperless Fax function.

418600

<b>Fax Destination</b>
Enter fax destination with the Numb
► Destination
<b>912015551234_</b>
<input type="button" value="Tone"/> <input type="button" value="Pause"/>

## Security & Miscellaneous Accessories

Item/Description

Item #

Thumbnail

### ESP XG-PCS-15D

Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.

Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.

006428MIU



Ricoh is committed to creating value for our customers through the production of top quality products, services and solutions that directly meet the needs of today's communication intensive business environments. As a result, we offer a range of Multifunction products with advanced scanning and printing software options that help boost productivity and improve workflow by enhancing the user experience. Visit [Ricoh-USA.com](https://www.ricoh-usa.com) for more information.

We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit [solutions.ricoh-usa.com](https://solutions.ricoh-usa.com)

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**RICOH**  
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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH IM2500A CONFIGURABLE PTO MODEL RICOH IM2500A BRANDING SET 1 BIN TRAY BN3130 INTERNAL FINISHER SR3250 POSTSCRIPT3 UNIT TYPE M45 FAX OPTION TYPE M45 CABINET TYPE F ESP XG-PCS-15D	
1	MP2554SP - G146RB00758	

36 month Lease of \$126.37  
per month

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Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13	Quote Number	32616928	Expires on	March 31,2023
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