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## AGENDA REGULAR 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, March 23, 2023, at 12:15 PM at the YOLO COUNTY LAW LIBRARY, 204 4<sup>TH</sup> STREET, SUITE A, WOODLAND, CA 95695.

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 minutes (February 23, 2023 meeting)
4. Financial report
  - a. Court distributions: January 2023, \$10,221.75 (funds available 3/15/2023)
  - b. Income/expenditure report
5. Director's report
  - Passport acceptance services
  - Security system installation
  - State funding update
  - Facilities update
6. Brief comments by trustees
7. Next meeting
8. Adjournment

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

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**Yolo County Law Library Board of Trustees**  
**Minutes of the February 23, 2023 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, February 23, 2023, scheduled for 12:15 PM, via Zoom online conferencing.

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

**Present:** Trustees Colon, 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) Consider approval of routine business.**

- a. The minutes of the January 26, 2023 meeting were approved.

**2) Financial report.**

- a. Court distributions for December 2022 were reported (\$8963.87).  
b. An income and expenditure report for FY2023 to date was provided. Coles said that she was unable to provide the detailed expenditure report discussed at the previous meeting, but that she would provide a thorough financial status update at the next board meeting.

**3) Consider approval of expenditures related to passport acceptance services.** The Board approved purchase of an online booking system for passport appointments (Veribook, for \$810 per year).

**4) Consider new copier lease.** The Board approved a three-year lease for a newer model Ricoh photocopier/scanner/fax machine (\$130 per month).

**5) Form 700 reminder.** Coles reminded the Board members to submit their Form 700s (Statement of Economic Interests) to the Law Library by March 1, 2023.

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

*Passport services.* The Library started holding passport acceptance appointments on February 13. In just six days of service, the Library had collected over \$900 in acceptance fees. Coles said the demand for passport services was overwhelming and that purchase of an online booking system should help the Library's small staff manage the additional demand.

*Library facility front yard.* Coles spoke to Ryan Pistoichini, head of Yolo County General Services about the need for maintenance in the Library front yard after the recent winter storms. He said that absent a lease or agreement, it would be the County's responsibility to maintain the front yard, but then he said he would send the Library quotes for arborists and for yard maintenance. When asked specifically if it was the County's position that the Law Library should pay for the front yard maintenance, Pistoichini said that he was "trying to find out."

*Finances.* Coles said she was starting to look into the issue of how to separate the Law Library's finances from the county, as the Board has discussed at points over the past few years. She said that while by state law (Business and Professions Code

6320-6326), the county must be the Law Library's treasurer, there are provisions in the law for establishing a separate revolving fund, and that she would continue to research this and report back to the Board.

**7) Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, March 23, 2023, at 12:15 PM, at the Yolo County Law Library. The meeting would be in person as the emergency provisions that allowed for remote meetings during the pandemic were no longer in place.

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

Respectfully submitted by,



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Janet Coles, Director, Yolo County Law Library

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	90,912.19-	68,228.87-
<u>403699-0000</u>	OTHER CHARGES FOR SERVICES	0.00		6,316.10-	6,316.10-
<u>404113-0000</u>	OTH MISC-DONATION	0.00		100.00-	100.00-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	237.00		237.00
<u>500110-0000</u>	EXTRA HELP	0.00	36,289.00	1,711.40-	34,577.60
<u>500320-0000</u>	OASDI	0.00	2,264.61	106.11-	2,158.50
<u>500330-0000</u>	FICA/MEDICARE	0.00	529.63	24.81-	504.82
<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	2,566.34	246.40-	2,319.94
<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>501090-0000</u>	MEMBERSHIPS	0.00	150.00		150.00
<u>501110-0000</u>	OFFICE EXPENSE	0.00	1,341.76		1,341.76
<u>501111-0000</u>	OFFICE EXP-POSTAGE	0.00	442.99	438.65-	4.34
<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>	SPECDPT EXP-CIRC LIB BKS&PERI	0.00	18,089.52	23.54-	18,065.98
<u>501231-0000</u>	SPECDPT EXP-OLINE LIB BKS&PERI	0.00	30,853.99	2,032.03-	28,821.96
<u>501249-0000</u>	SPECDPT EXP-OTHER	0.00	3,630.65		3,630.65
*** Totals		4,612.00	129,620.63	110,540.54	23,692.09
*** Out Of Balance			19,080.09		

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	1,272.56	16.07-	1,256.49
<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>	SPECDPT EXP-CIRC LIB BKS&PERI	0.00	134.72		134.72

<u>501231-0000</u>	SPECDPT EXP-OLINE LIB BKS&PERI	0.00	<u>34.95</u>	<u>34.95</u>
<u>501250-0000</u>	TRANSPORTATION AND TRAVEL	0.00	<u>271.96</u>	<u>271.96</u>
*** Totals		0.00	4,240.78	69,580.10
*** Out Of Balance				65,339.32-

GL291 - Date 03/21/23                      Company 1000 - YOLO COUNTY                      USD                      Base Currency                      Page 3  
Time 13:55                      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>169,309.14</u>	<u>117,464.31-</u>	<u>224,577.96</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-	226,876.86	180,617.63		41,647.23
*** Out Of Balance					46,259.23

Vendor code	Name	Invoice No.	Invoice Date	Cost Center	Account	Amount	Submitted for payment	Notes	Strategic plan/Budget/Board approval
	REIMBURSEMENT CLAIM		3/9/2023	7001	501111	\$442.99	3/9/2023	Postage (funding from passport acceptance proceeds)	Strategic direction 3; FY2023 budget
	REIMBURSEMENT CLAIM		3/9/2023	7002	501110	\$ 180.51	3/9/2023	Office supplies (passport office)	Strategic direction 3; FY2023 budget
	AMAZON BUSINESS	111K-MXGL-3FFJ	2/2/2023	7002	501110	\$ 23.22	3/1/2023	Jurat stamp (passport)	Strategic direction 3; FY2023 budget
	AMAZON BUSINESS	11NF-XKGG-QLDL	2/12/2023	7001	501110	\$ 96.29	3/1/2023	Office supplies (projector )	FY23 budget
	CCCLL	2023-56	1/19/2023	7001	501090	\$ 150.00	3/1/2023	Council of California County Law Librarians annual dues	FY23 budget
11113	CEB	12350110	2/28/2023	7001	501231	\$ 340.25	3/1/2023	OnLaw monthly payment	FY23 budget
	DRIVERS LIC GUIDE CO	190563	2/5/2023	7002	501110	\$ 34.50	3/1/2023	Drivers license guide (passport acceptance)	Strategic direction 3; FY2023 budget
10101	LEXISNEXIS	3384265C	2/1/2023	7001	501230	\$ 988.25	3/1/2023	Lexis/Nexis DL monthly payment	FY23 budget
10571	QUILL	30926595	2/20/2023	7002	501110	\$ 73.43	3/1/2023	Postal shipping labels (passport)	Strategic direction 3; FY2023 budget
10659	THOMSON REUTERS	847815081	2/1/2023	7001	501231	\$ 1,016.00	3/1/2023	Westlaw print	FY23 budget
10659	THOMSON REUTERS	847853853	2/4/2023	7001	501230	\$ 1,303.30	3/1/2023	Westlaw behind the desk seat	FY23 budget and Oct. 27 2022 board decision on Westlaw renewal
10659	THOMSON REUTERS	847770243	2/1/2023	7001	501231	\$ 1,622.98	3/1/2023	Westlaw seat	FY23 budget and Oct. 27 2022 board decision on Westlaw renewal
	AMAZON BUSINESS	1DX1-FVLP-Y973	1/29/2023	7002	501110	\$ 137.37	2/1/2023	Legal publication \$45.00; passport office supplies, \$92.87)	FY23 budget
	AMAZON BUSINESS	1J6D-D61M-9GLT	1/18/2023	7002	501110	\$ 37.40	2/1/2023	Office supplies	FY23 budget
	AMAZON BUSINESS	14KD-R3RC-4D3P	1/16/2023	7002	501210	\$ 536.71	2/1/2023	Passport supplies (including photo supplies & mail label printer)	Strategic direction 3; FY2023 budget
	AMAZON BUSINESS	13K1-JYW4-13K4	1/16/2023	7002	501230	\$ 134.72	2/1/2023	Legal publication	FY23 budget
11113	CEB	12339609	1/29/2023	7001	501231	\$ 340.25	2/1/2023	OnLaw monthly payment	FY23 budget
10101	LEXISNEXIS	3384265B	1/1/2023	7001	501230	\$ 988.25	2/1/2023	Lexis/Nexis DL monthly payment	FY23 budget
10446	OCLC	1000280025	1/1/2023	7001	501249	\$1,430.65	2/1/2023	OCLC cataloging subscription	FY23 budget
10571	QUILL	30420298	1/25/2023	7002	501130	\$ 282.94	2/1/2023	Office supplies	FY23 budget
10167	RICOH	106871874	1/13/2023	7001	501190	\$ 214.88	2/1/2023	Photocopier monthly lease payment	FY23 budget
10659	THOMSON REUTERS	847613788	1/1/2023	7001	501231	\$ 1,622.98	2/1/2023	Westlaw seat	FY23 budget and Oct. 27 2022 board decision on Westlaw renewal
10659	THOMSON REUTERS	847694025	1/4/2023	7001	501230	\$ 1,303.30	2/1/2023	Westlaw print	FY23 budget
10659	THOMSON REUTERS	847729502	1/22/2023	7001	501230	\$ 437.40	2/1/2023	Westlaw print	FY23 budget

Note on expenses related to establishing passport services:

The Library budgeted \$500 for supplies to support establishing passport services. The actual costs to date have been higher. Here is a summary:

Postage: \$ 442.99  
Office supplies: \$ 941.24

This does not include the \$810 for the yearly subscription to Veribook (online appointment system, approved at the February 2023 meeting), for which we have not yet been billed.

However, the proceeds from passport services to date have been much higher than originally estimated. The FY23 budget includes an estimate of \$2000 from passport services. Since February 14, 2023, we have recorded \$6,316 in earnings for passport acceptance fees, and this doesn't count a deposit for ~\$1050 to be made on March 22.