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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, April 27, 2023, at 12:15 PM at the YOLO COUNTY LAW LIBRARY, 204 4TH 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.

Closed session: Public Employment (Gov. Code § 54957) Title: Library Director

3. Consider approval of minutes (March 23, 2023 meeting)
4. Financial report
 - a. Court distributions: February 2023, \$8,325.84 (funds available 4/12/2023)
 - b. Income/expenditure report
5. Director's report
 - Passport acceptance services
 - Security system
 - Copier/scanner installation
 - Library safety incident
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 March 23, 2023 Meeting**

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

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

Present: Trustees Colon, Meyer, Welton, Wolk. Staff: Director Coles

Absent: Trustees Cortés, Harvey, Mack

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 February 23, 2023 meeting were approved.

2) Financial report.


- a. Court distributions for January 2022 were reported (\$10,221.75).
- b. An income and expenditure report for FY2023 to date was provided. Director Coles provided a detailed expenditure summary linking expenditures for February and March 2023 to the Library's budget and Board expenditure approvals, noting that all of the non-routine expenditures were related to setting up the passport acceptance service. Coles stated that expenditures related to passport acceptance were greater than anticipated, but the proceeds from the passport service had also been much greater than estimated, over \$7000 as of March 29.

3) Director's report.

- a. Passport acceptance. Coles reported that the new passport acceptance service continued to be in high demand, with the Library holding around 10-12 appointments per day. The Library passed the Department of State's trial period with no issues and was given full acceptance facility status in mid-March. The new online booking system approved by the Board at the February 2023 meeting was implemented the week of March 13. The Library also got a separate phone line for passport business from the county. Coles said that the new online booking system and phone line were helping to ease the impact of the passport acceptance service on the Library's operations.
- b. Security system installation. The new camera system was installed by the county in early March, but the Library did not yet have access.
- c. State funding update. A \$16.5 million ask for county law libraries was included in Assemblymember Wood's individual funding request letter to the Assembly Budget Committee. This was the same amount of state funding the county law libraries received in fiscal years 2022 and 2023 and the request was again for a one-time ask. The Council of California County Law Librarians was lobbying hard for this funding to be included in the May Revision of the governor's budget.

- d. Facilities update. Coles reported that the Public Defender's Office was looking into the possibility of taking over the Law Library's current space and said they had met with the county concerning other space possibilities for the Law Library. Tracie Olson of the Public Defender's Office sent Coles an email about this in early March and asked how much space the Law Library would need. Coles stated that she had replied that the Law Library would need around the same amount of space that it currently has, that any decisions about moving the Library would have to be made by the Board of Trustees, that any new space proposed would need to be vetted by the Board and the Library Director, and that questions about how moving costs, etc. would be covered would need to be addressed. Trustee Welton said that she had been present at a county level discussion about this and that any move that might take place would be at least 5-10 years out.
- 4) Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, April 27, 2023, at 12:15 PM, at the Yolo County Law Library. Coles referred to the Yolo County Counsel's memo on teleconferencing under the Brown Act after the pandemic emergency order was lifted (provided by Trustee Welton and forwarded to the Board before the meeting). There was consensus that meeting in person from this point forward was the best decision, given the current legal requirements for remote participation.
- 5) Adjournment.** The meeting was adjourned at 12:45 PM.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

GL291 - Date 04/25/23
Time 11:17

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

USD

Base Currency
Amounts
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	99,238.03-	76,554.71-
<u>403699-0000</u>	OTHER CHARGES FOR SERVICES	0.00		13,220.58-	13,220.58-
<u>404113-0000</u>	OTH MISC-DONATION	0.00	439.95	539.95-	100.00-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	237.00		237.00
<u>500110-0000</u>	EXTRA HELP	0.00	43,593.80	1,711.40-	41,882.40
<u>500320-0000</u>	OASDI	0.00	2,717.51	106.11-	2,611.40
<u>500330-0000</u>	FICA/MEDICARE	0.00	635.55	24.81-	610.74
<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	3,157.70	246.40-	2,911.30
<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	862.98	1,318.30-	455.32-
<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	812.16	20.68-	791.48
<u>501230-0000</u>	SPECDPT EXP-CIRC LIB BKS&PERI	0.00	21,707.67	23.54-	21,684.13
<u>501231-0000</u>	SPECDPT EXP-OLINE LIB BKS&PERI	0.00	32,830.89	2,032.03-	30,798.86
<u>501249-0000</u>	SPECDPT EXP-OTHER	0.00	3,630.65		3,630.65
*** Totals		4,612.00	144,653.97	127,090.46	22,175.51
*** Out Of Balance			17,563.51		

GL291 - Date 04/25/23
Time 11:17

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

USD

Base Currency
Amounts
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	1,550.74	16.07-	1,534.67
<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>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	<u>34.95</u>		<u>34.95</u>
<u>501249-0000</u>	SPEC DPT EXP-OTHER	0.00	<u>900.00</u>	<u>90.00-</u>	<u>810.00</u>
<u>501250-0000</u>	TRANSPORTATION AND TRAVEL	0.00	<u>271.96</u>		<u>271.96</u>

*** Totals 0.00 5,418.96 69,670.10 64,251.14-

*** Out Of Balance 64,251.14

GL291 - Date 04/25/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3
 Time 11:17 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>185,419.11</u>	<u>133,145.88-</u>	<u>225,006.36</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-	242,986.83	196,299.20		42,075.63
*** Out Of Balance		46,687.63			

Item 4 b

Vendor code	Name	INVOICE NO.	Invoice Date	Cost Center	Account	Amount	Submitted for payment	Notes	Strategic plan/Budget/Board approval
21207	REIMBURSEMENT CLAIM	Reimbursement		7001		\$ 285.96	4/24/2023	BlueHost charges (website subscription)	FY23 base budget
21207	REIMBURSEMENT CLAIM	Reimbursement		7001		\$ 400.00	4/24/2023	Postage (passport acceptance)	Strategic direction 3; FY2023 base operating budget
	AMAZON	19K6-XDLF-6TRH	4/4/2023	7001	501230	\$ 18.90	4/24/2023	Library book	FY23 base budget
	AMAZON	1176-TQML-KGY4	4/10/2023	7001	501110	\$ 58.53	4/24/2023	Office supplies	FY23 base budget
	AMAZON	17XC-7X1P-HDR6	4/23/2023	7002	501110	\$ 62.98	4/24/2023	Passport service supplies	Strategic direction 3; FY2023 base operating budget
	AMAZON	1791-3HM6-GD79	4/23/2023	7001	501110	\$ 15.99	4/24/2023	Office supplies	FY23 base budget
11113	CEB	11111200	4/7/2023	7001	501230	\$ 322.15	4/24/2023	Neighbor disputes law and litigation (print)	FY23 base budget
11113	CEB	11113523	4/17/2023	7001	501230	\$ 255.19	4/24/2023	CA Child Custody Litigation (print)	FY23 base budget
11113	CEB	12370389	5/22/2023	7001	501231	\$ 353.92	4/24/2023	CEB OnLAW monthly payment	FY23 base budget
10101	LEXISNEXIS	3384265F	5/1/2023	7001	501230	\$ 988.25	4/24/2023	Digital Library mo. Payment (incl. Plead&Pract print)	FY23 base budget
10101	LEXISNEXIS	36283886	3/10/2023	7001	501230	\$ 23.54	4/24/2023	Cal App 4th volume replacement (Lexis)	FY23 base budget
10571	QUILL	32095663	4/21/2023	7001	501110	\$ 44.99	4/24/2023	Office supplies	FY23 base budget
10167	RICOH	107132108	4/14/2023	7001	501190	\$ 132.89	4/24/2023	Copier/scanner monthly payment	FY23 base budget
10659	THOMSON REUTERS	848170439	4/4/2023	7001	501230	\$ 1,303.28	4/24/2023	West print monthly payment	FY23 base budget
10659	THOMSON REUTERS	848083597	4/1/2023	7001	501231	\$ 1,622.98	4/24/2023	Westlaw monthly payment	FY23 base budget
21207	REIMBURSEMENT CLAIM	Reimbursement		7001	501111	\$ 419.99	4/3/2023	Postage (passport acceptance)	Strategic direction 3; FY2023 base operating budget
22750	AMOBIOUS GROUP INC.	3183	4/1/2023	7002	501249	\$ 810.00	3/29/2023	Veribook system (passports)	Board approval Feb. 2023 meeting
	AMAZON BUSINESS	1KDF-9V14-FRJX	3/25/2023	7002	501110	\$ 129.59	3/28/2023	Changing table	FY23 base budget
	AMAZON BUSINESS	179R-J1CV-HKTJ	3/19/2023	7002	501110	\$ 148.59	3/28/2023	Passport acceptance and other office supplies	Strategic direction 3; FY2023 base operating budget
11113	CEB	12358580	3/22/2023	7001	501231	\$ 353.92	3/28/2023	OnLaw monthly charge	FY23 base budget
11113	CEB	11106749	3/16/2023	7001	510230	\$ 338.35	3/28/2023	CEB print Practice Under the CA Family Code	FY23 base budget
10101	LEXISNEXIS	3384265D	3/1/2023	7001	501230	\$ 988.25	3/28/2023	Digital Library monthly charge	FY23 base budget
10101	LEXISNEXIS	3384265E	4/1/2023	7001	501230	\$ 988.25	3/28/2023	Digital Library monthly charge	FY23 base budget
21207	REIMBURSEMENT CLAIM	Reimbursement	3/27/2023	7001	501111	\$ 219.99	3/28/2023	Postage (passport acceptance)	FY23 base budget
10167	RICOH	107043338	3/15/2023	7001	501190	\$ 123.37	3/28/2023	Copier lease	FY23 base budget
10659	THOMSON REUTERS	847924554	3/1/2023	7001	501231	\$ 1,622.98	3/28/2023	Westlaw seat	FY23 base budget
10659	THOMSON REUTERS	848009863	3/4/2023	7001	501230	\$ 1,303.30	3/28/2023	West print	FY23 base budget

**Yolo County Law Library
Board of Trustees Meeting
April 27, 2023**

Director's Report

1. Passport acceptance services. Since February 14, the Law Library has earned \$14,539 in passport acceptance fees. Demand for the service continues to be high. We are now working on adding passport photo services, which should be available by early May.
2. We were finally given access last week to the new security system, though the doorbell is not yet working.
3. The new copier/scanner approved by the Board at its February 2023 meeting was installed on April 25.
4. We had an incident on April 12 where a frequent library patron with mental health issues was verbally and physically abusive toward another frequent patron. We stepped in and asked the perpetrator to leave so he could have some time to cool off, which he did immediately. No one was hurt but it did highlight a lack of library policies and procedures regarding patron conduct.