

204 Fourth Street, Suite A
Woodland, CA 95695
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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, May 25, 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 (April 27, 2023 meeting)
4. Financial report
 - a. Court distributions: March 2023, \$10,606.51 (funds available 5/12/2023)
 - b. Income/expenditure report
5. Director's report
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

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

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

The Yolo County Law Library Board of Trustees held a meeting on Thursday, April 27, 2023, scheduled for 12:15 PM, at the Yolo County Law Library, 204 4th Street, Suite A, Woodland, CA 95695.

President Wolk called the meeting to order at 12:19 PM.

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

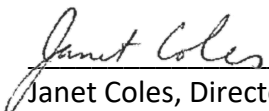
Absent: Trustee Harvey

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 March 23, 2023 meeting were approved.
- 2) Closed session.** The Board was in closed session from 12:25 PM-12:50 PM.
- 3) Financial report.**
 - a. Court distributions for February 2023 were reported (\$8,325.84).
 - b. An income and expenditure report for FY2023 to date was provided.
- 4) Director's report.** Coles submitted a written report to the Board, as follows:
 - a. Passport acceptance services. Between February 14, 2023 and April 24, 2023, the Law Library earned \$14,539 in passport acceptance fees. Coles reported high demand for passport services, and that staff were working on adding photo services in the near future.
 - b. The Library was finally given access to the new security system, though the doorbell/intercom was not yet working.
 - c. The new copier/scanner approved by the Board at its February 2023 meeting was installed on April 25.
 - d. There was an incident on April 12 where a frequent library patron with mental health issues was verbally and physically abusive toward another frequent patron. Staff stepped in and asked the patron to leave to have some time to cool off; he complied immediately. No one was hurt but the incident highlighted a lack of library policies and procedures regarding patron conduct.
- 5) Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, May 25, 2023, at 12:15 PM, at the Yolo County Law Library.
- 6) Adjournment.** The meeting was adjourned at 1:00 PM.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

GL291 - Date 05/24/23
Time 12:08

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	289.83	3,855.03-	3,565.20-
<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	109,844.54-	87,161.22-
<u>403699-0000</u>	OTHER CHARGES FOR SERVICES	0.00		17,789.88-	17,789.88-
<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	48,169.80	1,711.40-	46,458.40
<u>500320-0000</u>	OASDI	0.00	3,001.22	106.11-	2,895.11
<u>500330-0000</u>	FICA/MEDICARE	0.00	701.90	24.81-	677.09
<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	1,750.83		1,750.83
<u>501111-0000</u>	OFFICE EXP-POSTAGE	0.00	1,880.97	1,718.30-	162.67
<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	1,068.75	20.68-	1,048.07
<u>501230-0000</u>	SPECDPT EXP-CIRC LIB BKS&PERI	0.00	26,319.36	23.54-	26,295.82
<u>501231-0000</u>	SPECDPT EXP-OLINE LIB BKS&PERI	0.00	39,478.77	2,032.03-	37,446.74
<u>501249-0000</u>	SPECDPT EXP-OTHER	0.00	3,630.65		3,630.65
*** Totals		4,612.00	162,623.47	144,566.67	22,668.80

*** Out Of Balance 18,056.80

GL291 - Date 05/24/23
Time 12:08

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	1,765.66	16.07-	1,749.59
<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 5,633.88 69,670.10 64,036.22-

*** Out Of Balance 64,036.22

GL291 - Date 05/24/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3
Time 12:08 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>202,895.32</u>	<u>151,797.28-</u>	<u>223,831.17</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>6.74</u>		<u>545.87</u>
<u>101000-0142</u>	RC-LAW LIB RELOCATION	75,965.91	<u>950.33</u>		<u>76,916.24</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-	260,930.02	214,950.60		41,367.42
*** Out Of Balance		45,979.42			

Vendor code	Name	Invoice No.	Invoice Date	Cost Center	Account	Amount	Submitted for payment	Notes	Strategic plan/Budget/Board approval
	AMAZON	11RH-KYQM-JY33	45060	7002	501110	106.04	5/16/2023	Office supplies	FY23 base budget
11113	CEB	11113806	45036	7001	501230	397.1	5/16/2023	CEB print	FY23 base budget
10571	QUILL	32095663	45037	7001	501110	48.59	5/16/2023	Office supplies	FY23 base budget
10167	RICOH	107216310	45061	7001	501190	123.7	5/16/2023	Copier/scanner monthly payment	FY23 base budget
10659	THOMSON REUTERS	848242288	45047	7001	501231	1622.98	5/16/2023	Westlaw monthly payment	FY23 base budget
10659	THOMSON REUTERS	848287189	45047	7001	501231	1016	5/16/2023	Westlaw Precision "behind the desk" account	FY23 base budget
10659	THOMSON REUTERS	848326926	45050	7001	501230	1303.28	5/16/2023	West print monthly payment	FY23 base budget
21207	REIMBURSEMENT CLAIM		45061	7001	501111	617.99	5/16/2023	Postage (passport acceptance)	Strategic direction 3; FY2023 base operating budget
21207	REIMBURSEMENT CLAIM		45061	7002	501110	45.9	5/16/2023	Passport photo software	Strategic direction 3; FY2023 base operating budget
10659	THOMSON REUTERS	848125591	45017	7001	501231	1016	5/8/2023	Westlaw Precision "behind the desk" account	FY23 base budget
10659	THOMSON REUTERS	847967664	44986	7001	501231	1016	5/8/2023	Westlaw Precision "behind the desk" account	FY23 base budget