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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, June 29, 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.
3. Consider approval of minutes (May 25, 2023 meeting)
4. Financial report
 - a. Court distributions: April 2023, \$10,381.36 (funds available 6/12/2023)
 - b. Income/expenditure report
5. Potential administrative relationship with Sacramento County Public Law Library (discussion)
6. FY2024 budget (discussion)
7. Director's report
8. Brief comments by trustees
9. Next meeting
10. Adjournment

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

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 May 25, 2023 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, May 25, 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 12:18 PM.

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

Absent: Trustees Harvey, Welton.

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

Discussion and action items:

- 1) **Closed session.** The Board was in closed session from 12:25 PM-12:52 PM.
- 2) **Consider approval of routine business.** The minutes of the April 27, 2023 meeting were approved.
- 3) **Financial report.**
 - a. Court distributions for March 2023 were reported (\$10,606.51).
 - b. An income and expenditure report for FY2023 to date was provided. Coles stated that the only expenditures that were not routine (i.e., related to payment on Westlaw, CEB and maintenance contracts) were related to passport services supplies.
- 4) **Director's report.** Coles briefly reported on passport services, stating that things were going well and that the Library would soon be adding photo services. She also stated that regular library business seemed to be picking up and that the Library was significantly busier this year than at the same time last year.
- 5) **Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, June 29, 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 06/26/23
Time 13:19

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	120,225.90-	97,542.58-
<u>403699-0000</u>	OTHER CHARGES FOR SERVICES	0.00		24,459.38-	24,459.38-
<u>404113-0000</u>	OTH MISC-DONATION	0.00	439.95	539.95-	100.00-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	327.00		327.00
<u>500110-0000</u>	EXTRA HELP	0.00	53,526.30	1,711.40-	51,814.90
<u>500320-0000</u>	OASDI	0.00	3,338.90	106.11-	3,232.79
<u>500330-0000</u>	FICA/MEDICARE	0.00	780.87	24.81-	756.06
<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	3,453.38	246.40-	3,206.98
<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	1,800.99		1,800.99
<u>501111-0000</u>	OFFICE EXP-POSTAGE	0.00	2,298.96	2,418.30-	119.34-
<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	1,341.71	20.68-	1,321.03
<u>501230-0000</u>	SPECDPT EXP-CIRC LIB BKS&PERI	0.00	29,043.60	23.54-	29,020.06
<u>501231-0000</u>	SPECDPT EXP-OLINE LIB BKS&PERI	0.00	42,471.67	2,032.03-	40,439.64
<u>501249-0000</u>	SPECDPT EXP-OTHER	0.00	3,630.65		3,630.65
*** Totals		4,612.00	175,240.55	162,317.53	17,535.02

*** Out Of Balance 12,923.02

GL291 - Date 06/26/23
Time 13:19

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 06/26/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3
Time 13:19 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>220,646.18</u>	<u>164,414.36-</u>	<u>228,964.95</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-	278,680.88	227,567.68		46,501.20
*** Out Of Balance		51,113.20			

Category	Cost Item	Notes	Revenue (FY2024)	Notes
Base operating budget (7001)				
Salaries				
Director	\$ 32,500.00	25 hours per week @\$25 per hour		
Library assistant	\$ 34,500.00	30 hours per week @\$22 per hour		
Unemployment, workers comp., Medicare	\$ 5,600.00			
Operations				
IT/communications	\$ 12,000.00			
Janitorial and maintenance	\$ 4,000.00			
Office expense	\$ 7,500.00	Office supplies incl. software and passport postage @\$400 per month		
Insurance (liability and fire)	\$ 1,000.00			
Copier lease	\$ 1,638.00			
Memberships	\$ 150.00			
Minor equipment (laptop/furnishings)	\$ 2,000.00			
Cataloging	\$ 3,640.00	Koha annual support & OCLC Connexion		
Collections				
Westlaw	\$ 31,668.00	Includes one full seat + Practical Law, and one behind-the-desk sub.		
West Print	\$ 13,000.00			
CEB OnLAW	\$ 4,248.00			
CEB Print	\$ 2,000.00			
EBSCO LIRC (Nolo Press)	\$ 1,558.00			
LexisNexis Digital Library	\$ 21,360.00	We are contracted for Pleading and Practice and Legal Forms Transactions, which represents \$11,860 of this amount. For this price we receive both print and digital access. The remainder (\$9,500) is for additional digital content purchased last year and could be canceled.		
Proposed add'l spending				
Additional print titles	\$ 2,500.00	Nolo and others		
Student assistant	\$ 7,200.00	10 hrs/week x 40 weeks x \$18.00		
Passport & ID photo solution set	\$ 979.00			
Marketing materials design & printing	\$ 1,000.00	Brochures, bookmarks, business cards		
Website redesign	\$ 1,000.00			
			\$ 117,050.00	Filing fees (est. \$9,755 per mo.)
			\$ 60,000.00	Passport services (est. \$5,000 per mo.)
Total expenditures for 7001	\$ 191,041.00	←————→	\$ 177,050.00	Total estimated 7001 new revenue for FY2024

From: Janet Coles
Sent: Wednesday, June 21, 2023 3:05 PM
To: Wolk, Daniel M. <dwolk@yolo.courts.ca.gov>
Subject: FW: Storm damage etc.

Hi Judge Wolk,

I received the message below from Ryan Pistoichini about an hour ago. You may remember that I asked the Board at January's meeting to approve funds to clean up the front yard, and the Board asked me at that point to check with the county as to whether it was their responsibility to pay for clean-up. I did so and reported their response at February's meeting (this is from the meeting minutes):

"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.'" Hope was at February's board meeting and said she was present at the meeting where this was discussed and that it seemed clear it was the County's responsibility.

Last month I received an invoice from County Maintenance for \$442 for front yard clean-up [I had not submitted a request for this]. I forwarded it to Pistoichini and asked him to confirm that it was the County's responsibility to pay for the clean-up. I didn't hear from him (I usually have to message him several times when I need to contact him), and they sent me the bill again today. I forwarded it again and got the response below.

He mentions the B & P Code section 6361, here's the text:

6361.

The board of supervisors of the county in which the law library is established shall provide sufficient quarters for the use of the library upon request of the board of law library trustees, except that the board of supervisors need not provide such quarters when the board of law library trustees determines it has sufficient funds, over and above those necessary for operation and maintenance expenses, to provide its own quarters. Such provision may include, with the room or rooms provided, suitable furniture, window shades, floor coverings, lighting, heat and telephone and janitor service.

(Amended by Stats. 1959, Ch. 1076.)

Let me know if you have questions.

Janet Coles

Director
Yolo County Law Library
530-666-8918

From: Ryan Pistochini <Ryan.Pistochini@yolocounty.org>
Sent: Wednesday, June 21, 2023 1:46 PM
To: Janet Coles <Janet.Coles@yolocounty.org>; Sofia Mejia <Sofia.Mejia@yolocounty.org>
Subject: RE: Storm damage etc.

Hi Janet,

My apologies on the delay. Chad Rinde and Phil Pogledich have been involved in discussing the obligations of the County to the Law Library, and recently came back to me.

The advice I received is that the County's legal obligation is to provide "sufficient quarters" for the library, if requested by the law library's board of trustees and provided the law library does not have sufficient funds to pay for its own space (Bus. & Prof. Code section 6361). Operations and maintenance costs, however, are to be borne by the law library rather than the County, as section 6361 specifically indicates the law library's funds are to pay for operations and maintenance. This would include maintenance of the associated grounds.

The County will absorb the costs in this bill at issue as a courtesy. Going forward, the law library should plan to cover such costs itself and budget accordingly. The County would also appreciate your board's consideration of its ability to pay at least some amount of rent for the space provided by the County, as it appears the law library's funds on deposit in the County treasury are sufficient to cover a rental fee.

Please let me know if you have any questions.

Thank you,
Ryan