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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, August 24, 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 (July 27, 2023 meeting)
4. Financial report
 - a. Court distributions: June 2023, \$ \$11,771.50 (funds available 8/10/2023)
 - b. Income/expenditure report
5. Board officers (discussion/decision)
6. Director's report
 - a. Update on bank account
 - b. Update on planning with Sacramento County Public Law Library
7. Brief comments by trustees
8. Next meeting
9. Adjournment

I declare under penalty of perjury that the foregoing agenda was posted at the Law Library entrance, 204 4th St, Suite A, 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 July 27, 2023 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, July 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.

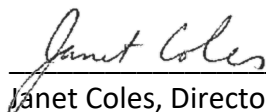
Present: Trustees Colon, Cortés, Harvey, Mack, Meyer, Welton, Wolk. Staff: Director Coles.

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

Discussion and action items:

- 1) **Consider approval of routine business.** The minutes of the June 29, 2023 meeting were approved.
- 2) **Financial report.**
 - a. Court distributions for May 2023 were reported (\$10,307.78).
 - b. An income and expenditure report for FY2023 to date was provided.
- 3) **FY2024 budget.** The Board approved a FY2023-24 budget for the Law Library in the amount of \$184,357.00 (total appropriations/financing uses).
- 4) **Law Library bank account.** The Board passed a resolution that the Law Library establish a revolving fund of \$50,000 in a commercial bank account from money in the Law Library funds held by the County, as allowed by state law (Business and Professions Code 6326), subject to Board-approved policies for its usage.
- 5) **Director's report.** Coles reported that she had been in contact with Diana Lopez, Yolo County Librarian, who is still considering the Law Library's earlier inquiry about the possibility of the Law Library being managed by the county library. Lopez said she would be speaking with the Law Library Board president and vice president and hopefully coming to a decision soon. Coles said that she was continuing to meet with the Sacramento law library management and that progress was being made on a plan for that library to provide management services for YCLL. She also reported a significant increase in library customers and information requests in the past few months and said she would provide the Board with statistics at its next meeting.
- 6) **Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, August 24, 2023, at 12:15 PM, at the Yolo County Law Library.
- 7) **Adjournment.** The meeting was adjourned at 12:53 PM.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

Fund/Account Trial Balance

Period 01_2024
 02_2024
 Accounting Entity 1000 - Yolo County
 Fund All Funds Top Level
 Budget Unit All Elements Underneath All Budget Units Top Level
 Cost Center 201 - LAW LIBRARY
 Claiming Details All Dept Details Top Level
 Revenue Source All Revenue Source Top Level

| Accounting Entity | Fund | Fund Description | Cost Center | Cost Center Description | Account | Sub Account | Account Description | Beginning Balance | Activity | Activity CB |
|--------------------|------|---------------------|-------------|-------------------------|---------|-------------|---|-------------------|------------|--------------|
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 309999 | | UNASSIGNED | (114,517.50) | - | (114,517.50) |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 440101 | | COURT FEES AND COSTS | - | - | - |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 440690 | | OTHER CHARGES FOR SERVICES | - | (8,514.80) | (8,514.80) |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 500110 | | EXTRA HELP | - | 184.80 | 184.80 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 500160 | | LEAVE BUYOUT | - | 5,202.00 | 5,202.00 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 501110 | | SOCIAL SECURITY TAX | - | 333.99 | 333.99 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 501120 | | MEDICARE | - | 78.11 | 78.11 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510051 | | INSURANCE-PUBLIC LIABILITY | - | 750.00 | 750.00 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510110 | | OFFICE EXPENSE | - | 149.90 | 149.90 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510111 | | OFFICE EXPENSE-POSTAGE | - | 639.98 | 639.98 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510170 | | RENTS AND LEASES - EQUIPMENT | - | 310.14 | 310.14 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510280 | | SPEC DPT EXP-CIRCULATION LIBRARY BOOKS & PERIODICAL | - | 3,775.88 | 3,775.88 |
| 1000 - Yolo County | | All Funds Top Level | 201 | LAW LIBRARY | 510281 | | SPEC DPT EXP-OLINE LIBRARY BOOKS & PERIODICALS | - | 9,166.38 | 9,166.38 |
| | | | | | | | | (114,517.50) | | |


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BUSINESS AND PROFESSIONS CODE - BPC

DIVISION 3. PROFESSIONS AND VOCATIONS GENERALLY [5000 - 9998.11] (*Heading of Division 3 added by Stats. 1939, Ch. 30.*)

CHAPTER 5. Law Libraries [6300 - 6363] (*Chapter 5 added by Stats. 1941, Ch. 452.*)

ARTICLE 1. Boards of Law Library Trustees [6300 - 6307] (*Article 1 added by Stats. 1941, Ch. 452.*)

6300. There is in each county of this State a board of law library trustees, which governs the law library established for the county under the provisions of this chapter.

(Added by Stats. 1941, Ch. 452.)

6301. (a) Except as otherwise provided by statute, a board of law library trustees is constituted as follows:

(1) In a county where there are no more than three judges of the superior court, each of those judges is ex officio a trustee. The judges may at their option select only one of their number to serve as a trustee, and in that event they shall appoint two additional trustees who are residents of the county or members of the State Bar.

(2) In a county where there are more than three judges of the superior court, the judges of that court shall elect either four or five of their number to serve as trustees.

(3) Any judge of the superior court who is an ex officio or elected member may, at the judge's option, designate a resident of the county or a member of the State Bar to act for the judge as trustee.

(4) The chair of the board of supervisors is ex officio a trustee, but the board of supervisors at the request of the chair may appoint a member of the State Bar, any other member of the board of supervisors of the county, or a resident of the county to serve as trustee in place of the chair. The appointment of the person selected in place of the chair of the board of supervisors shall expire when a new chair of the board of supervisors is selected, and that appointment shall not be subject to the provisions of Section 6302.

(5) The board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members.

(b) No more than two law library trustees may be residents of the county who are not judges of the county, members of the State Bar, or members of the board of supervisors of the county.

(Amended by Stats. 2001, Ch. 52, Sec. 1. Effective January 1, 2002.)

6301.1. Notwithstanding Section 6301, in San Diego County the board of law library trustees shall be constituted, as follows:

(a) Up to five judges of the superior court, to be elected by and from the superior court judges of the county. Each superior court judge so elected shall serve a three-year term. In order to maintain overlapping terms, those judges holding office as of the date of unification of the municipal and superior courts of San Diego County shall remain in office until the expiration of their original terms.

(b) The board of supervisors shall appoint up to four attorneys resident in the county to the board of law library trustees, to serve overlapping three-year terms. In order to stagger the appointments, the board of supervisors shall, in January of 1997, appoint one attorney to a one-year term, one attorney to a two-year term, and one attorney to a three-year term; and as each term expires, the new appointee shall thereafter serve three-year

terms. At least one attorney appointed pursuant to this subdivision shall be a member of the San Diego County Bar Association.

(c) In the event a trustee cannot serve a full term, the appointing authority for that individual shall appoint another qualified person to complete that term. Interim appointments may be made by the board of law library trustees in accordance with Section 6305.

(Amended by Stats. 2009, Ch. 332, Sec. 1.1. (SB 113) Effective January 1, 2010.)

6301.5. In any county where there are no more than three judges of the superior court, the board of supervisors, with the concurrence of the majority of the incumbent judges of the superior court, may reduce the number of law library trustees to not less than three members.

(Amended by Stats. 2001, Ch. 52, Sec. 2. Effective January 1, 2002.)

6302. Appointments of trustees which are to be made by the board of supervisors of the county shall be made at the first meeting of the board of supervisors after the establishment of a law library in the county, the appointees to serve until the first meeting of the board of supervisors in the succeeding January. The board shall, at any such meeting in each succeeding January, appoint such trustees to serve for the term of one year.

(Added by Stats. 1941, Ch. 452.)

6302.5. (a) Notwithstanding any other provision of law, in Los Angeles County appointments made by judges of the superior court shall be for a term of four years, and appointments made by the board of supervisors of the county shall be for a term of two years.

(b) The terms of no more than three judge-appointed members shall expire in the same year.

(c) The term of one member appointed by the board of supervisors shall expire each year.

(Amended by Stats. 2002, Ch. 784, Sec. 3. Effective January 1, 2003.)

6303. The office of trustee is honorary, without salary or other compensation.

(Added by Stats. 1941, Ch. 452.)

6304. Each board of law library trustees shall meet regularly each month on such day as it shall appoint, but if it appoint no day, it shall meet on the first Tuesday after the first Saturday of each month, and any board may meet at such other times as it may appoint, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.

(Amended by Stats. 1945, Ch. 1113.)

6305. A board of law library trustees may remove any trustee, except an ex officio trustee, who is absent from three consecutive meetings of the board, and may fill all vacancies that from any cause occur in the board.

(Amended by Stats. 2009, Ch. 332, Sec. 1.2. (SB 113) Effective January 1, 2010.)

6306. Each board shall appoint one of its number as president.

(Added by Stats. 1941, Ch. 452.)

6307. Each board shall elect a secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and shall keep a record and full minutes in writing, with the ayes and noes at length, of all proceedings of the board.

Under the secretary's hand, the proceedings may be verified by an official seal adopted and provided by the board for that purpose.

(Amended by Stats. 2009, Ch. 332, Sec. 1.3. (SB 113) Effective January 1, 2010.)