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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, July 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.
3. Consider approval of minutes (June 29, 2023 meeting)
4. Financial report
 - a. Court distributions: May 2023, \$10,307.78 (funds available 7/12/2023)
 - b. Income/expenditure report
5. FY2024 budget (approval)
6. Law Library bank account (approval)
7. Director's report
8. Brief comments by trustees
9. Next meeting
10. 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: IS/ 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/board-of-trustees/>. 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 June 29, 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, Harvey, Mack, Welton, Wolk. Staff: Director Coles. Visitor: Pete Rooney, Sacramento County Public Law Library

Absent: Trustee Meyer

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 May 25, 2023 meeting were approved.
- 2) **Financial report.**
 - a. Court distributions for April 2023 were reported (\$10,381.36).
 - b. An income and expenditure report for FY2023 to date was provided.
- 3) **Potential administrative relationship with Sacramento County Public Law Library.** Coles and Rooney proposed to the Board that it put off making a decision about hiring a new director until its September meeting, to give them time to put together a plan for Sacramento to run the Yolo County Law Library. Coles stated that she had agreed to remain on board through December 2023, which would still give the Board three months to hire a new director should it decide to do so in September. Coles also said she could devote some time after December to provide assistance and training to whoever will run the library after that point. The Board agreed to postpone its decision until September.
- 4) **FY2024 budget.** Coles provided the Board with a proposed budget for FY2024. She stated that the county law libraries were not included in the recently passed FY24 state budget, but that there was a small possibility that there could be an additional appropriation after October, when the state expects more tax revenue from extended deadlines.

Coles reported on the year-end status of the FY2023 budget, noting that total filing fee receipts for the year would not come in until August. Her estimate, given total

estimated receipts and expenditures, was that the Law Library would have around \$54,615 in unspent funds for the fiscal year.


The FY2024 proposed budget included about \$13,000 in spending beyond the library's routine expenditures for salaries, insurance, IT, janitorial, and office expenses (copier lease, paper, supplies, etc.). With these expenditures, Coles predicted an overall shortfall of around \$14,000 for FY2024 but said that the Board could dedicate \$14,000 in unspent funds from FY23 to the FY24 budget and still add around \$40,000 to its general reserves, leaving the Law Library with nearly \$300,000 in reserve funds.

Coles said the Board would vote on the budget at its next meeting, and that the budget could also be amended if needed at any point during the fiscal year. The Board expressed no concern about the proposed plan.

- 5) **Director's report.** Coles reported that the county had reluctantly agreed to cover the front yard cleanup expenditures but said that the Library would be responsible for all maintenance costs going forward.
- 6) **Next meeting.** It was stated that the next Board of Trustees meeting would be on Thursday, July 27, 2023, at 12:15 PM, at the Yolo County Law Library.
- 7) **Adjournment.** The meeting was adjourned at 1:00 PM.

The closed session was not held due to the Board's decision under item 3 above.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

GL291 - Date 07/06/23
Time 12:38

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		25,474.38-	25,474.38-
<u>404113-0000</u>	OTH MISC-DONATION	0.00	439.95	559.95-	120.00-
<u>500100-0000</u>	REGULAR EMPLOYEES	0.00	327.00		327.00
<u>500110-0000</u>	EXTRA HELP	0.00	56,046.30	1,711.40-	54,334.90
<u>500320-0000</u>	OASDI	0.00	3,495.14	106.11-	3,389.03
<u>500330-0000</u>	FICA/MEDICARE	0.00	817.41	24.81-	792.60
<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	668.88		668.88
<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	570.00		570.00
<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>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	29,043.60	23.54-	29,020.06
<u>501231-0000</u>	SPEC DPT EXP-OLINE LIB BKS&PERI	0.00	42,471.67	2,032.03-	40,439.64
<u>501249-0000</u>	SPEC DPT EXP-OTHER	0.00	3,630.65		3,630.65
<u>503110-0000</u>	TRANSFERS OUT-EQUIP PRE FUND	0.00	2,100.00		2,100.00
*** Totals		4,612.00	180,685.85	163,352.53	21,945.32
*** Out Of Balance			17,333.32		

GL291 - Date 07/06/23
Time 12:38

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>	SPEC DPT EXP-CIRC LIB BKS&PERI	0.00	<u>134.72</u>	<u>134.72</u>
<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>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
*** Out Of Balance				64,036.22-

GL291 - Date 07/06/23 Company 1000 - YOLO COUNTY USD Base Currency Page 3
Time 12:38 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>221,681.18</u>	<u>169,859.66-</u>	<u>224,554.65</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>476.97</u>		<u>76,505.04-</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>476.97-</u>	<u>22,332.11-</u>
*** Totals	4,612.00-	280,192.85	233,489.95		42,090.90
*** Out Of Balance		46,702.90			

Court		San Benito	\$866
Alameda	\$38,629	San	
Alpine	\$3	Bernardino	\$48,407
Amador	\$467	San Diego	\$88,717
Butte	\$4,584	San Francisco	\$30,758
Calaveras	\$918	San Joaquin	\$15,351
Colusa	\$189	San Luis	
Contra Costa	\$24,325	Obispo	\$5,547
Del Norte	\$270	San Mateo	\$16,957
El Dorado	\$3,266	Santa Barbara	\$10,486
Fresno	\$22,898	Santa Clara	\$26,253
Glenn	\$270	Santa Cruz	\$4,660
Humboldt	\$3,194	Shasta	\$3,088
Imperial	\$1,871	Sierra	\$31
Inyo	\$243	Siskiyou	\$733
Kern	\$16,591	Solano	\$10,064
Kings	\$2,370	Sonoma	\$10,966
Lake	\$953	Stanislaus	\$8,302
Lassen	\$388	Sutter	\$405
Los Angeles	\$231,641	Tehama	\$888
Madera	\$2,628	Trinity	\$153
Marin	\$5,202	Tulare	\$9,614
Mariposa	\$260	Tuolumne	\$624
Mendocino	\$1,782	Ventura	\$17,948
Merced	\$4,378	Yolo	\$3,707
Modoc	\$86	Yuba	\$662
Mono	\$132	Totals	937,000
Monterey	\$6,559		
Napa	\$2,057		
Nevada	\$1,651		
Orange	\$90,527		
Placer	\$8,641		
Plumas	\$249		
Riverside	\$57,929		
Sacramento	\$86,661		

Item 5

Law Library FY2024 Budget Detail

Revenue	Amount	Notes	Old code
Investment earnings	\$ 3,500.00	County investment earnings pool	400700
Donations	\$ 150.00	Occasional contributions	404113
Passport fees	\$ 60,000.00	Estimated at \$5000 per month	403699
Court filing fees	\$ 117,000.00	Estimated at \$9755 per month	403130
Fee waiver offset	\$ 3,707.12	Yolo share of law libraries' portion of fee waiver offset	403340
Total revenue	\$ 184,357.12		
Appropriations			
Salaries			
Director	\$ 32,500.00	25 hrs per week@\$25 per hour x 52 weeks	500100
Passport asst	\$ 34,500.00	30 hrs per week@\$22 per hour x 52 weeks	500100
Total salaries	\$ 67,000.00		
OASDI	\$ 4,600.00	6.2 % of gross wages up to \$147,000	500320
FICA/Medicare	\$ 1,076.00	1.45% of total wages	500330
Total emp. insurance	\$ 5,676.00		
Total salaries + emp.ins.	\$ 72,676.00		
County internal charges			
Communications	\$ 1,800.00	Phone service (estimate)	501021
Janitorial	\$ 3,400.00	Gen Services janitorial (estimate)	501042
Building improvement	\$ 1,000.00	Gen Services building charges (estimate)	501071
IT service-ERP	\$ 650.00	Enterprise resource planning (estimate)	501126
IT service-connectivity	\$ 7,000.00	Network services (estimate)	501127
Equipment pre-fund	\$ 2,500.00	Computer equipment replacement fund (estimate)	503110
Total internal charges	\$ 16,350.00		
Insurance			
Public liability	\$ 750.00	YCPARMIA	501051
Memberships			
CCCLL	\$ 150.00	Council of California County Law Librarians	501090
Office expense			
Office supplies	\$ 3,500.00	Includes business software etc.	501110
Copier	\$ 1,638.00	Ricoh copier lease	501190
Postage	\$ 6,000.00	Passport daily mailing est. at \$500 per month incl. stamps.com subscription	501111
Minor equipment	\$ 3,000.00	Passport ID and photo solution set + two laptops	501210
Printing	\$ 1,000.00	Reprinting of brochures, bookmarks, business cards	501112
Website redesign	\$ 1,000.00	Redesign of BlueHost website	501140
Veribook license	\$ 810.00	Passport online booking system	501140
BlueHost	\$ 350.00	Web hosting and domain license fees	501140
Total office expense	\$ 17,298.00		
Cataloging			
Koha online catalog	\$ 2,200.00	Library online catalog yearly maintenance fee	501249
OCLC	\$ 1,500.00	OCLC cataloging subscription	501249
Total cataloging	\$ 3,700.00		
Print collection			
West print	\$ 13,000.00		501230
CEB print	\$ 2,000.00		501230
Self-help & replacement titles	\$ 2,500.00		501230

Total print	\$	17,500.00		
Online resources				
Westlaw Classic & Practical law	\$	19,500.00	1 seat (reading room) in library use	501231
Westlaw Precision	\$	12,192.00	1 seat ("behind the desk") in library use	501231
CEB OnLaw	\$	4,248.00	In library use	501231
EBSCO LIRC	\$	1,558.00	Remote access for all (login and password on website)	501231
LexisNexis Digital Library	\$	12,000.00	Remote access through user registration to all county residents. Includes print versions of California Forms of Pleading and Practice and California Legal Forms Transactions. Dropping other purchased titles due to lack of usage (we are not under contract for those).	501231
Total online	\$	49,498.00		
Total Appropriations				
	\$	177,922.00		
Addition to general reserve:	\$	42,000.00		

**YOLO COUNTY LAW LIBRARY BOARD OF TRUSTEES
RESOLUTION NO. 24-1**

RESOLUTION TO ESTABLISH AN INDEPENDENT LAW LIBRARY BANK ACCOUNT

WHEREAS, the Yolo County Law Library (YCLL) is committed to efficient and effective management of its financial accounts for the purpose of funding resources and activities for its patrons as approved by the Board;

WHEREAS, YCLL frequently requires the ability to use a credit card to purchase needed goods and services;

WHEREAS, YCLL cannot obtain a credit card through its current treasurer, Yolo County, and does not qualify on its own for the state CAL-Card program;

WHEREAS, state law (Business and Professions Code 6326) allows the Board by resolution to establish a revolving fund in a commercial bank account of not more than \$50,000 from money in the law library fund;

WHEREAS, having a commercial bank account would enable the Law Library to obtain a credit card;

NOW, THEREFORE, BE IT RESOLVED by the Yolo County Law Library Board of Trustees as follows:

1. The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. The Law Library is authorized to establish a revolving fund in a commercial bank account in the amount of \$50,000, obtain a credit card, and use the account and credit card subject to procedures approved by the Board for purchasing and replenishing funds.
3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Yolo County Law Library Board of Trustees, County of Yolo, State of California, this 27th day of July, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The Honorable Daniel M. Wolk, President
Yolo County Law Library Board of Trustees

ATTEST:

Janet Coles, Library Director and Clerk, Board of Trustees

Business and Professions Code 6326. A revolving fund of not more than fifty thousand dollars (\$50,000) may be established from money in the law library fund, by resolution of the board of law library trustees, for expenditures of not exceeding ten thousand dollars (\$10,000) each for purposes for which the law library fund may lawfully be expended. The board shall prescribe the procedure by which money may be drawn from the revolving fund, the records to be kept, and the manner in which reimbursements shall be made to the revolving fund by demand and order from the law library fund. All or any part of the money in the revolving fund may be deposited in a commercial account in a bank, subject to payments of not exceeding ten thousand dollars (\$10,000) each by check on the signature of the secretary or any other person or persons designated by the board.

(Amended by Stats. 2009, Ch. 332, Sec. 1.5. (SB 113) Effective January 1, 2010.)